



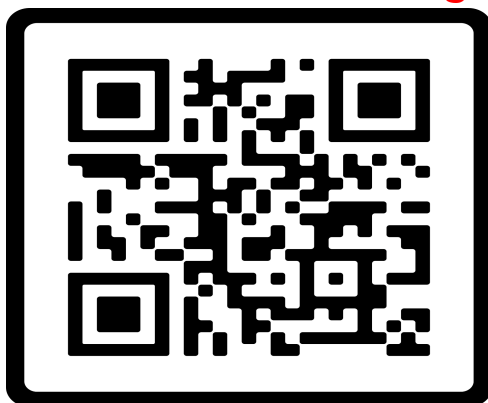
District 4 - North Central General Meeting Minutes

August 17, 2024

Los Alamos High School & Google Meet

[SIGN-IN FORM](#)

Please click the link or scan the code to sign in on your phone



District 4 Mission Statement

Adopted August 2020

Mission: We serve students by providing high quality music learning & performing experiences.

Vision: To encourage higher levels of musical achievement through participation & collaboration in a quality professional setting.

Agenda

- I. **Call to Order** and request for time-keeper (Michelle Rosette) 9:01 Zane called to order
- II. Please sign in, with updated information
- III. Michelle Rosette = Timekeeper, when time is done, it's done

- IV. **Ethics Statement** (1 Minute)

"All NMMEA meetings, as well as reports and recommendations, are open to review by all members of NMMEA. We trust the judgment and the conduct of our members and anyone else in attendance to be ethically discreet at all times when discussing personalities and issues. NMMEA strongly encourages members to be positive and discreet when discussing our organization, its events and festivals, as well as fellow teachers. The very nature of music education embodies a broad spectrum of expressions exploring different paths to arrive at artistic and educational goals. Members are encouraged to recognize and remain open to varied approaches and to celebrate both our differences and our similarities."

"While guests are welcome, only members of NMMEA/NAfME are eligible to vote and take part in discussions".

- V. **Approval of May 18, 2024 Meeting [Minutes](#)**

Read beforehand, will be sent out in advance
Rick moves to approve
Clarissa seconds
All in favor
- VI. **Officer Reports**
 - A. President - Zane Meek (10 minutes)
 1. State Level Updates
 - a) [Reminders](#) from Neil
 - (1) New teachers talk to your colleagues for information
 - (2) New Login Format!
 - b) [All-State Audition Info](#) is available on NMMEA website
 - c) All-State:
 - (1) Jan 8-11 at UNM
 - (2) NEW honor group for ensembles that don't fit into the traditional B/C/O genres
 - (a) Could be something like guitar, mixed ensembles, or like-instrument small ensembles
 - (3) [Fees](#) have increased
 - (a) More in line with fees in other states
 - (b) Costs have increased
 - (c) Popejoy has raised fee because hiring outside security
 - d) Be sure to renew your NAfME Membership before it expires; you cannot register students for any events or vote without it being current
 - e) Get PO's and bus requests in NOW

- f) Review the [Monday Notes](#) from NMMEA; they contain important info for upcoming events
 - (1) **Archive of old copies**
- g) Copyright
 - (1) **Be aware of the law and what is able to be posted, copied, etc.**
- h) Liability; we are covered through the NMMEA liability policy so we need to be:
 - (1) Well-organized
 - (2) Well-supervised
 - (3) Aware of anyone alone with students that may not be background checked (maybe assign monitors during events; S&E would be tricky due to so many rooms)
 - (4) **Be aware of those hosting sectionals and clinicians may not be background checked.**

2. Exec Committee Updates

- a) Authorized Handbook Committee to continue to make substantial changes to handbook content and formatting
 - (1) One amendment to constitution regarding authorization of expenditures will be voted on in section VII, "New Business"
 - (2) One financial policy will be added to the package of proposed edits to be voted on later
- b) Streamlining meetings
 - (1) sending agendas and relevant materials to membership sooner (at least 2 weeks) for their review prior to the meeting
 - (2) gathering event dates, sites, site hosts and chairs prior to spring meeting
 - (3) Completing nominations for NMMEA awards and officers prior to the meeting (**nominations done via online and before the Spring meeting**)
 - (4) Setting time limits on the meeting and within the meeting, including discussion (**If meeting is to be 2 hours, it ends in 2 hours- or less**)
 - (5) Having motions prepared prior to the meeting as much as possible
- c) **Bring issues, problems to VP's so Executive committee can discuss in Exec meeting**

B. Treasurer - *Valerie Collins* (10 minutes)

1. [Event Reports for 23/24](#) - numbers don't completely match but we are up by about \$6000 - will be offset by the plaques we need to order that we owe groups for 23-24.
 - a) **Few events haven't been fully collected, Valerie will be reaching out again.**
2. [IRS Reporting Document](#) - This is what we submit to the State NMMEA
3. New [NC Fees](#), [Honorarium Schedule](#), and financial notes:
 - a) \$10/student for Solofest and S&E solos; \$20/ensemble
 - (1) **Agreed May 2024**
 - b) Students can purchase an extra time slot in order to receive a short clinic with the judge at Solofest and S&E events for \$10
 - c) All Honor Clinic honoraria and judge compensation will be \$250/day (\$125/half day) plus meal(s) or meal reimbursement up to \$30 and mileage
 - d) **No credit cards** will be accepted for payment of NCNMMEA event fees; there is no way to process them

- e) **Current policy** is: POs must be in place at registration, and if paying by check or money order, they are due the day of the event. Invoices will be sent on or within 10 business days after the event at which time all balances are due.
 - (1) **Communicate with Valerie about your PO if you are waiting for your District. Or if the District sent it to the Director please send it to Valerie.**
- f) Proposal (from handbook committee; will be part of the changes to be voted on when all revisions are complete): **All entry fees must be paid via check, money order, or purchase order. No cash or credit cards will be accepted as payment for entry fees. A PDF of the PO from the issuing entity must be submitted to the treasurer no later than 10 days after registration. If paying by check or money order, half of the entry fee must be paid after the quote has been issued; the remainder is due 10 days after invoicing post event. All payments should be made out to NCNMMEA. This policy is applicable to ALL NCNMMEA events. No refund of entry fees will be allowed*. Failure to follow these guidelines will result in the performing group or solo being disqualified from the event and may jeopardize participation in future events.**
 - g) **If you need a quote email Valerie**
 - h) **Rick- for SFPS directors can always ask for an increase on PO's**

C. Section VP's lead section meetings (30-45 min)

1. Introduce members new to our district at this time
 2. [2024-2025 Calendar of Events](#)
 - a) This needs to be finalized
 3. [General Music \(Jacob\)](#)
 - a) Need site and site host for Elementary Festival
 4. [Band \(Steve\)](#)
 - a) Need site and site host for S&E
 - b) Need to finalize which day is SF, which day is LA for MPA
 - c) Need co-chair for each day of MPA
 - d) Decide on audition material
 5. Choir
 - a) Nominate and vote in new Choir VP to finish current term
 - b) Need site and site host for Honor Choir
 - c) Need site and site host for Solofest
 - d) Need site and site host for S&E
 - e) Need co-chair for S&E
 - f) Need a new NMAA State Choir rep
 6. Orchestra (Gabe)
 - a) [Agenda](#)
 - b) Need site and site host for S&E
 - c) Need co-chair for S&E
 7. Guitar, Mariachi and Piano (Gwen-Marie)
- D. Officer Reports after section meetings (10 minutes)
1. VP General Music - *Jacob Lucero*
 - a) Surplus Elementary Festival funds to provide scholarships for students to attend the next year?

- b) Finalized date of Elementary Festival = Feb 25, 2025
 - c) Still need site host - Community Schools are larger - several have been asked, still pending, El Dorado is preferred
 - d) Elementary Choir Clinician TBA - Jacob has communicated
 - e) Planning Committee meeting scheduled Sept 23
 - f) Scheduled social event in early October
2. VP Band - *Steve Iliff*
- a) What MPA philosophy should be
 - b) MPA judges encouraged to talk to each other about scores
 - c) Summer Judges workshop - how to be a better judge
 - d) Finalized Band MPA 4/3 at Capital 4/4 at LAHS
3. VP Choir - *Caleb Heaton*
- a) Finalized dates 10/5 solo fest
 - b) Honor Choir at cathedral 11/7
 - c) MPA 3/12-13 at LAHS
 - d) S/E @ Capital May 3
 - e) Jason Rutledge volunteered as NMAA rep
 - f)
4. VP Orchestra - *Gabe Tafoya*
- a) Honor orchestra - propose possible purchase of study copy of audition rep to facilitate getting music to the kids in a timely manner - add motion/vote to New Business
 - b) Oct 4 LAHS
 - c) March 6-7 SFH
 - d) MPA and Honor clinicians set
 - e) Team does not need new sight-reading for orch
 - f) S&E - host site unavailable on scheduled date
 - g) Proposed swap with Vocal or Band date for S&E
5. VP Guitar, Mariachi and Piano - *Gwen-Marie Lerch*
- a) participate with Alb for Honor and possibly S&E
6. Co-Secretary notes?
- a) Be specific when making schedule requests
7. NMAA Band Advisory Council - *Laura Eberhardt*
- a) Registration is in December
 - b) Don't have to worry about paying unless you qualify
 - c) April 10 for MS
 - d) April 11-12 for HS
 - e) Please submit judges
 - f) MS/HS is the same for judges
 - g) Names are drawn for your order to go
 - h) Please participate!
8. NMAA Choral Advisory Council - *Need a volunteer for this position*
- a) Jason Rutledge - LAHS
 - b) Make sure to look at State Choir date, same as Band MPA
 - c) Proposal to move LAHS MPA date to Wednesday 4/2 instead of Friday 4/4 to avoid conflict
 - d) DSA is available all week...

VII. SY 2024-2025 Scheduling (5 minutes)

- A. [Scheduling Spreadsheet](#); finalized in section meetings
- B. S&E - host site unavailable on scheduled date
- C. Proposed swap with Vocal or Band date for S&E
- D. Zane will reach out to Gwen to change venue
- E. Change Valerie to Chair, Megan move to Co-Chair with Zane at Band at Milagro
- F. Ric Co-chair orch. MPA with DeDe
- G. Cameron Wilson volunteer as co-chair, but added as site host
- H. Zane chair Thursday with Ric Dede Chair Friday with Clarissa
- I. Band MPA will be April 2-3
 - 1. Los alamos on 4/2
 - 2. Santa Fe 4/3

VIII. Officer Elections (2 minutes)

- A. Choir VP needs to be filled for remainder of term (done in section meetings); we will take nominations for open positions in the spring prior to the meeting
 - 1. Per NMMEA policy, officers cannot serve more than two consecutive terms; treasurers can serve more than two consecutive terms with NMMEA Board of Directors' approval
 - 2. Need people to step up when nominations come around
- B. If you are finishing a term then you are onboard for a 3 year commitment.
- C. Sec 1, Choir VP, Orch VP, General VP are up for re-election
- D. State directive that only allowing 2 term limit - continuity
 - 1. Treasurers- can serve more than 2
- E. Please step up to take on this responsibility - serve,
- F. resume, involvement, social, network, etc.

IX. Committee Reports (10 minutes)

- A. Audit Committee
 - 1. Zane, Val, Gwen-Marie
 - 2. Completed report and sent to Neil
- B. S&E Scoresheet Committee
 - 1. Any action on this?
 - 2. It has been completed and implementing new score sheets
 - 3. Upload them on the website
- C. Handbook Committee:
 - 1. More work to do; major edits are needed
 - 2. Most district handbooks are around 20 pages; ours is 73 pages
 - 3. Executive committee voted to allow handbook committee broad latitude to finish edits and re-formatting of handbook to add or delete, as needed, including but not limited to: language regarding recently passed motions, new financial policies, edits to make language more professional, removal of outdated information, and to take checklists out of the main body of the handbook to be replaced with links to separate documents containing that information.
 - a) Should be able to finish within a month
 - b) Committee will present all proposed changes to the membership via email
 - c) Membership will vote on the proposed changes via Google Form
 - 4. If you want to be involved in this process, you are welcome to be on the committee and help with the edits

5. Use AI to help condense handbook
6. Link lists and other documents within the handbook - simplify
7. General membership will receive the edited copy (highlights changes) and the final copy (with changes) and be asked to fill out a Google Form to approve
8. Clear, concise, and useable document is the goal

X. New Business (10 minutes)

A. Amendment to constitution:

1. Exec board authorized to approve expenditures up to \$500
2. General membership must approve expenditures above \$500
3. Laura moves to do allow the executive board to approve expenditures up to \$500
4. Devin seconds
5. All in favor YES
6. Motion passes

B. VP General Music - Jacob Lucero

1. Surplus Elementary Festival funds to provide scholarships for students to attend the next year?
2. Motion?
 - a) Steves moves that let GM use any surplus that they make over their expenditure for scholarships for thte following year
 - b) Deanna seconds
 - c) All agree
 - d) Motion passes

C. Purchases of sight reading music for orchestra, new voice recorders, plaques, medals and a printer were approved in executive committee pending approval of amendment to permit executive committee to approve individual purchases of less than \$500

1. Have music set in spring, around \$400
 - a) What happens to the music after? What do we do with it? Donated to the site host? Site host purchase and then program the music at their own school?
 - b) Carla Motions for District to use up to \$400 for purchasing music for Honor Orch.
 - c) Dana second
 - d) Ric said motion should include band, orch, and choir to have the same privilege
 - e) Carla willing to amend motion to include band and choir as well
 - f) Laura adds that this could help uphold copyright law
 - g) Talk of selling folder of music to students - NO
 - h) Carla amended motion to include band and choir honor groups that occur in the Fall, Dana seconds
 - i) Zane suggest that this could be an authorization/last resort - Steve
 - j) Cameron - change Honor Orch dates to occur later? - cannot due to conflicts with other events
 - k) Close discussion - motion on the floor.... Dede reads...Zane calls for vote
 - l) Motion passes 14-3
 - (1) Carla moves for district to purchase all honor group music up to \$400
 - m) Question about collecting donations at Honor Concerts
 - (1) Elementary does it
 - (2) Band does not
 - (3) Choir does not
 - (4) Donation \$\$ should go back to NCNMMEA

- D. Purchase new computer and plaques
 - 1. Clarissa moves to purchase plaques and awards up to \$100
 - 2. Cameron seconds
 - 3. All agreed
 - 4. Rick- offers to donate for a new printer
 - 5. Moves to purchase computer up to \$1000 (with protective measures)
 - 6. Caleb seconded
 - 7. Motion passes
- E. Do we want to share MPA scores with all directors? (5 minute discussion)
 - 1. Motion?
 - 2. Laura mentions that sharing scores helps with advocacy at the State level
 - 3. Jason moves to share MPA scores with participating schools
 - 4. Laura and Steve second
 - 5. Ayes have it
- F. Increase Honor clinician honoraria to \$350/day (Steve)
 - 1. Motion?
 - 2. Steve proposes to increase Honor Clinician Honoraria to \$350, which is an \$400 increase
 - 3. Potentially adding "up to \$350"
 - 4. Discussion leans toward honoring expertise and not having a sliding scale
 - 5. Caleb makes a motion to increase Honor Clinicians to \$350
 - 6. Steve second
 - 7. All agree

XI. Vacancies

- A. Choir director at NMSA
 - 1. Filled- Melissa Montoya
- B. Choir director at Ortiz MS
 - 1. Students have been displaced
- C. Any others?
 - 1. Cesar Chavez General Music in Santa Fe
 - 2.

XII. Announcements

- A. SFYSA Orchestra, Jazz, Mariachi - auditions in SF and LA
 - 1. See sfysa.org for audition dates, times and locations

XIII. Next Meeting & Adjournment

- A. Currently scheduled for **May 17, 2025, 9:00AM @LAHS**
 - 1. Push to a later time due to graduation?
 - 2. **Move to 1pm**
 - 3. **CHANGED BACK to 9am**
- B. Nominations will be sent out earlier for review
- C. VPs will gather info on dates for scheduling for vote at next meeting
- D. Honor choir accompanist raising to \$300
- E. Caleb makes a motion to pay Honor Choir accompanist \$300
- F. Jason seconds
- G. All agree
- H. Motion to adjourn?

1. Megan motion to adjourn
2. Dede seconds