

## August 3-5, 2010 JEN Board of Directors Minutes of Meeting

### JEN BOARD of DIRECTORS MEETING

Tuesday, August 3rd, 2010

Roosevelt Hotel - New Orleans, LA

Members present:

Dr. Lou Fischer, Willard Jenkins, Paris Rutherford, Andrew Surmani, Rick Kessel, Paul Chiaravelle, Bob Sinicrope, Bruce Silva, Ruben Alvarez, Monika Herzig, Paul Bangser, MJ Papich, John Clayton, Jose Diaz, Orbert Davis. Office Manager: Steve Crissinger

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President's Welcome and Message

Meeting called to order at 10:15 AM. President Fischer welcomed the Board and introduced the newest members: Paul Bangser, Orbert Davis, Monika Herzig and Willard Jenkins. Genevieve Dumont, Sales Manager for the Roosevelt Hotel was also welcomed and introduced herself to the members present.

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Approval of Minutes from May 20 & 23, 2010

Motion:

Rick Kessel - made a motion that we approve the Board of Directors meeting minutes for May 20 & 23, 2010 as posted on the website.

Second – Paul Chiaravelle

Motion passed with no further discussion.

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Board/Officer Terms of Service:

A brief explanation and a discussion of Board and officer terms of service were provided that lead into conversation about the most effective way to build committees by utilizing members of the organization.

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Treasurer's Report:

Andrew Surmani provided the year end Treasurer's report, as the transition between he and Rick Kessel is not complete at this point. Andrew is working with Rick and Bank of America to complete the signature cards, transitioning debit cards.

The report included:

- 2010 Fiscal Year end review
- 2010 Conference review
- We will be moving financial books to the online version of Quick Books.
- 2010 - 2011 Budget review
  - o This budget was approved previously, but will need updated as actual expenses for the 2011 conference

materialize.

o Discussion about Board of Director's expenses for hotel rooms at regularly scheduled meetings and the annual conference occurred.

o The draft 2011-2012 budget was reviewed and is currently under consideration by the Finance Committee.

• Membership income review

o Suggestion to look at creating a process to discover why renewals do not occur. more streamlined process as an aid to getting members to renew more easily and timely.

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Membership Report:

Steve Crissinger provided an update of current membership. 1038 paid members and 918 voting members as of August 3, 2010. The Board reviewed the current membership revenue and briefly discussed the enhancements we will realize with the new JEN website related to tracking membership revenue.

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Website Report:

The Board briefly reviewed the current website and Steve provided a few details about the new website including the new membership features, auto renewals and design layouts.

The target roll out date is August 14th or 15th. The site will be offline during this period.

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By-Laws Review:

The Board reviewed a series of articles that required potential discussion and review. All articles were reviewed and finalized for formal approval.

Motion: Mary Jo Papich - Accept the recommended changes to the By-Laws as reviewed and discussed by the Board of Directors.

Second – Paul Bangser

No further discussion, motion approved.

Edits to the By-Laws will be posted on the JEN website.

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August 2011 Board of Directors meeting time.

Motion: Rick Kessel – To hold the Board of Directors meetings from August 2 – 4, 2011.

Second - Paul Bangser

Discussion, motion approved.

Motion: John Clayton – Set the meeting dates for the Board of Directors for January 2 – 4, 2012 and an additional wrap up meeting on the morning January 8th, 2012.

Second Bob Sinicrope

Discussion, approved

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JEN Composition/Mentoring Program

Paris Rutherford provided a report on the history and current status of the Composition/Mentoring program.

Operational procedures for the applications were discussed along with the marketing of the program.

Consideration was given to the most effective manner with which to unveil the process.

Topic is tabled to the morning of August 4th for approval by the Board for the 2011 Conference.

Willard Jenkins reported on the concepts of mentorships and how they relate to the future endeavors of JEN.

This is all encompassing of the concepts of audience development, young musicians and how the creation of music for the public. These traditions can be enhanced and passed from older generations of musicians to the up and coming musicians.

Willard would like to continue working on the nuts and bolts of the program between now and January. He will be able to provide more specifics at that time for Board Approval.

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2012 Conference Location Discussion

Lou brought the Board up to date on conversation and recommendations being made by the Finance Committee and Executive Committee regarding the 2012 conference location. The committees reviewed proposals received from Indianapolis, Memphis, Louisville, and entertained a suggestion to remain in New Orleans. The recommended suggestion at this time from both the Finance and Executive Committees is to remain in New Orleans if feasible in 2012 and 2013. Steve Crissinger is currently working with the New Orleans CVB and the Roosevelt to identify the future possibilities here.

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#### Tour of Facility

The Board enjoyed a walk through of the Roosevelt Hotel, lead by Genevieve Dumont. Lynn Hallaron from the Convention & Visitors Bureau joined the group. The tour included all clinic and performance spaces we will utilize.

The Board Meeting adjourned at the close of the tour.

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#### JEN BOARD of DIRECTORS MEETING

Wednesday, August 4th, 2010

Roosevelt Hotel - New Orleans, LA

#### Members present:

Dr. Lou Fischer, Willard Jenkins, Paris Rutherford, Andrew Surmani, Rick Kessel, Paul Chiaravelle, Bob Sinicrope, Bruce Silva, Monika Herzig, Paul Bangser, MJ Papich, Jose Diaz, Orbert Davis

Office Manager: Steve Crissinger Joined by Conference Production Mgr. Jackie Harris (approx. 10am)

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#### President's Welcome

Lou opened the meeting by welcoming the Board for the second day and thanked everyone for their work on Tuesday.

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#### 2011 Conference Clinic and Performance Review

The Board reviewed the tentative clinician and performer selections. This is the first draft after being reviewed by the Final Selection Committee, which met for a lengthy meeting Tuesday evening. Conversation followed about specific ideas relating to further review and final selections.

Clinic and performance rooms, times and exhibit hall opportunities were discussed and it was agreed that Lou, Jackie and Steve would make detailed adjustments to the scheduling grid and facility layout as necessary.

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#### Updates on 2011 Conference Status

Contracts for the Roosevelt, Freeman Services and Jackie Harris have been signed. Bernard Productions is still being reviewed and finalized based on actual needs for the conference. Budgets for the event have been approved, but will potentially change as more details materialize.

Conference Registration will be passed out to members as they check into the hotels. This will include their conference credentials and badge holder. Individuals that need to pay or register will be able to do so at the Registration Area on the Mezzanine level of the hotel. Symphony Publishing will potentially handle distributing Program Books to attendees.

As the Board discussed opportunities for exhibit hall promotions, Lou asks that the Marketing Committee provide specific direction as to how we move forward with the general concepts discussed. This needs to be complete by September 1st, 2010.

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#### University of Miami Graduate Credit Program

The University of Miami has generously created a program providing the opportunity for attendees to earn graduate credits via their attendance at the JEN conference.

Motion – Jose Diaz: Accept the proposal from the University of Miami, Frost School of Music Graduate Credit Program.

Second – Rick Kessel

Discussion, motion approved

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#### Refund Policy:

Variations of refund policy options and how to best provide fiscal responsibility to the organization while not being overly rigid to members was discussed.

The Board requests that Bruce Silva draft a refund policy and submit to the Finance Committee for approval.

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#### Chaperone Policy:

The need for a policy that provides guidelines for school/community ensemble chaperones attending the conference was discussed.

Motion: Bob Sinicrope - JEN provide one free chaperone credential per every five students. Additional credentials may be purchased for \$35.00.

Second – Willard Jenkins

Discussion: 8 approve, 5 opposed

The process for professional ensemble guests was discussed and various options were presented and discussed.

Motion: Rick Kessel - JEN provide one additional conference credential per individual or professional group performance. This includes each member of the ensemble receiving a personal credential to attend.

Second – Paris

Discussion: motion approved.

#### Action Item:

- Lou to post 2011 conference contracts online for Board review.

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#### Fundraising

Bruce discussed auction, stage naming rights packages, and requested that if board members had any ideas for fund-raising, please let him know.

Alfred Music bought the naming rights for the Orpheum Room.

Lou mentioned that he has a live auctioneer (Jerry Quellhorst), who is interested in coming and helping with auctioning our items. Bruce suggested an option to use the auctioneer during the day at a certain time every hour in the exhibit hall to be determined at a later date.

The various scholar programs offered through JEN do not have criteria for awarding scholarship and this needs

to be addressed by the Scholarship Committee.

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#### 2011 JEN Conference Cover program design contest

Mary Jo gave a brief report of the Conference Cover program design contest, and asks that the board help in spreading the information to various art teachers around the country.

Lou asked all board members to check their committee assignments and if anyone was interested in serving in other committees to please notify him.

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#### Official Conference Photographer

A discussion was presented related to designating Chuck Gee as the official Conference Photographer should he be willing to do so.

Motion: Mary Jo - moves that we comp Chuck Gee lodging to the conference and credentials for his services as the official photographer for the conference.

Second: Bruce

Discussion: motion approved

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#### Conference Video Proposal

Lou discussed Bret Primack's Video Production Proposal to JEN.

Primack will shoot as much video as humanly possible during the convention, which translates into 10-12 hours of raw video, an amalgam of interviews, classes, seminars, panels and performances.

Primack will produce: a ten minute video wrap-up of the convention featuring interviews with JEN directors, musician participants and students, as well as performance video; a ten minute video about the importance of Jazz education featuring interviews with JEN directors, musician participants and students; ten three to five minute videos focusing on a particular highlight of the convention, which could be performance excerpt/performer interviewer, panel excerpt, master class excerpt, portrait of an artist participant, educator or student.

Primack asks that JEN provide:

- Two hotel rooms
- Two additional credentials for unrestricted convention access, in addition to his own
- A full color page in the program/magazine
- A well situated exhibit hall booth with no audio spillage from instrumental exhibits
- Signage and appropriate mention in all convention publicity, signs, banners, etc.
- Inclusion in the convention welcome packet

JEN does not control program/magazine. Board agrees that we should offer the following:

Listing on the JEN website as a sponsor, will send a broadcast e-mail and include a listing on the acknowledgement page in the convention program.

Table top displays in the hallway rather than a booth.

No welcome packet given to our members at the conference

Motion: Andrew Surmani - moves that the board approve Bret Primack's Video Production Proposal upon final approval by the finance committee with the suggested changes as discussed

Second: Paul Bangser

Discussion: motion passes

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#### Office Management Proposal

Steve provides a brief history of the development of the Office manager. Steve provided the board with a proposal describing the responsibilities of the office manager, assistant office manager and staff. Proposal includes two positions at \$1200 and one position at 500.

Board discussed the proposal and agreed to only one \$1200 position, one \$800 position and the one position at \$500.

Motion: Rick Kessel - moves that JEN contract Steve Crissinger to provide office manager services on a month to month basis according to the proposal.

Second: Andrew

Discussion: motion passes

Motion: Bruce Silva - moves that JEN contract to provide membership management services for a flat rate guaranteed of \$800.00 a month to month basis.

Second: Mary Jo

Discussion: motion passes

Action Item: Paul Bangser and Bruce Silva will investigate JEN's possible liability with the contracted services of office manager and membership manager.

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#### Foundation Discussion

Brief discussion on foundation was tabled.

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#### Festival Membership Category

A brief discussion of the Festival Membership Category was presented in which Lou reports to the board that our festival partners are asking for materials from JEN for their events. Thus far festival materials have not been developed.

Action Item: Jose Diaz volunteered to design program materials for the festival.

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#### 2012 & 2013 Conference Site Discussion

The board discusses and agrees to table the two options for the 2012 and 2013 convention sites until Thursday morning.

Plan A: JEN holds 2012 and 2013 Conference in New Orleans.

Plan B: JEN holds 2012 in Louisville, KY and 2013 Conference in New Orleans.

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#### JEN composition project

Paris gives an updated report on the details of the composition project; details include fees and instrumentation. Alfred Music will provide music templates. Deadline for the competition is October 15th, 2010.

Motion: Paris moves that we accept the JEN Student Composition Project Criteria for the 2011 Conference.

Second: Bob

Discussion: motion passes

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#### JEN BOARD of DIRECTORS MEETING

Thursday, August 5th, 2010

Roosevelt Hotel - New Orleans, LA

Members present:

Dr. Lou Fischer, Willard Jenkins, Paris Rutherford, Andrew Surmani, Rick Kessel, Bob Sinicrope, Bruce Silva, Monika Herzig, Paul Bangser, MJ Papich, Jose Diaz, and Orbert Davis

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#### Review

Lou opens the meeting and reviews the refund policy. Minutes were edited to reflect Bruce Silva's agreement to draft a refund policy and submit it to the finance committee.

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#### Hotel Video Channel Option

Willard Jenkins discusses the possibility of using the hotel video channel for artist to use as marketing. The artist would be charged a small fee for use of the channel.

The board agreed for the office manager to investigate the possibility of using the hotel video channel for artists to market their projects and products for a fee. The board will need information about video requirements, files size, and any other requirements.

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#### 2012 & 2013 Conference Site Discussion Revisited

Lou opens further discussion about future JEN Convention sites. The BCS Championship game is scheduled during the last weekend of the proposed JEN 2012 Conference. NOLA CVB has recommended to the Roosevelt Hotel to strongly consider our JEN's 2012 and 2013 conference proposal. The Roosevelt Hotel has not yet responded.

In an effort to keep the board moving forward Lou suggested that we look into other options and encourage the board to consider Louisville as an alternate site. The Galt House proposal was strongly considered; good hotel prices, room for growth, and the city wants to host the convention.

Motion: Andrew moves that:

Plan A: JEN holds 2012 and 2013 Conference in New Orleans in the Roosevelt Hotel if reasonable rates can be negotiated.

Plan B: JEN holds 2012 and 2013 Conference in New Orleans in another Hotel if reasonable rates can be

negotiated.

Plan C: JEN holds 2012 and 2013 Conference in Louisville, KY in Galt House subject to approval of a final proposal.

Second: Bruce Silva

Discussion: 7 approve - 2 Opposed - motion passes

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#### 2011 Conference Discussion Revisited

Mary Jo addresses the board and suggests we consider a New Orleans Night during the 2011 conference. The board agrees that there should be a strong presence of New Orleans music rather than a designated New Orleans night.

Action Item: Jackie has been charged with suggesting New Orleans groups to be featured during the conference.

Board discussed possible out-reach programs during the conference. Activities include asking invited artists to consider presenting clinic and/or concerts at the schools. It was suggested that Jackie Harris and the other local representatives attending the NOLA Community meeting be asked to suggest schools to include in the out-reach program.

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Motion: Mary Jo moves to adjourn

Second: Bruce Silva

Discussion: None, Motion passes unanimously

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Meeting adjourned at 11:16 am

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