



MINUTES

August Board Meeting

August 9, 2017

Dallas, TX

9:00 AM – 5:00 PM CST

MINUTES AUGUST 9, 2017 9:00AM IN DALLAS

MEETING CALLED BY	President, Caleb Chapman
TYPE OF MEETING	Bi-annual Board of Directors Meeting
NOTE TAKER	Interim Secretary, Mary Jo Papich
TIMEKEEPER	Vice President, Bob Breithaupt
ATTENDEES	President, Caleb Chapman; President-Elect, Todd Stoll; Immediate Past President, Bob Sinicrope; Vice President, Bob Breithaupt; Interim Secretary, Mary Jo Papich/Past President; Treasurer, Tim Fellow; Diane Chandler-Marshall, Lonnie Davis, Rick Drumm, Dan Flores, Sean Jones, Ashley Shabankareh, Julius Tolentino, Francisco Torres, Treb Winegar, Greg Yasinitzky, and Managing Director, Sharon Burch.

Agenda

9:00-9:30AM JEN REGIONAL FESTIVALS CALEB CHAPMAN, PRESIDENT

DISCUSSION	<p>The president shared his vision and plan of regional festivals which would consist of a Jazz Band festival room and a workshop/professional development room</p> <p>Funding of JEN Regional Conferences –</p> <ol style="list-style-type: none"> 1. Find university host at no cost 2. Charge a registration fee to attend and for the JJF 3. Solicit artist support from affiliates 4. Allow exhibitors <p>Timeline</p> <ol style="list-style-type: none"> 1. First event in spring 2018 in east coast 2. Two events in 2019—CA and Europe? 3. Evaluate value and efficacy before deciding on 2020 events <p>Discussion ensued on the pros and cons.</p> <p>*MOTION* Julius Tolentino moved that we try to produce a Regional Conference/Festival in early June.</p> <p>Seconded by Greg Yasinitzky.</p> <p>Discussion ensued. Julius volunteered Newark Academy in New Jersey as the host site.</p> <p>A final decision to proceed will be made by the board by Oct. 15.</p> <p>Motion passed.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Start planning first regional JEN festival/conference	Julius Tolentino/Caleb Chapman	

2017 August 9 JEN Board Meeting
New Orleans, LA

9:30-9:45AM

PERSONNEL COMMITTEE

RICK DRUMM, CHAIR

DISCUSSION	<p>Key Initiative #1 - Hire JEN Managing Director Rick reported on the process and hiring of the general managing director, SHaron Burch. MJ shared that there were 30 applicants for the position and the Personnel committee read and ranked them all and interviewed the top candidates. Sharon Burch was offered the position June 28th..</p>		
	<p>Key Initiative #2 - Discuss topic of contracts It was reported that our employees Conference Coordinator and General Managing Director prefer written contracts. Committee member Dan Flores will prepare the contracts.</p>		
	<p>Key Initiative #3 - Review JEN employee status - full-time employee and contract labor Discussion on the departure of Larry Green and his years of work and dedication to JEN. Larry was thanked for his service in the August newsletter.</p>		
	<p>Our conference coordinator will now handle the Exhibitor registration and assignments. Rick Drumm suggested we have an open mtg with all Exhibitors invited at the conference instead of the Exhibitors Advisory Council. The exhibitors should be notified that Larry Green is being replaced by the conference coordinator, Lou Fischer.</p>		
ACTION ITEMS			
Schedule an open mtg with Exhibitors at conference and inform the exhibitors that Larry Green is being replaced by conference coordinator..		Sharon Burch/Lou Fischer	

9:45-10:15AM

WOMEN/SISTERS IN JAZZ COMPETITION PER JB DYAS

CALEB CHAPMAN, PRESIDENT

DISCUSSION	<p>The general managing director presented on behalf of JB Dyas and Northcoast Brewing Company an offer to sponsor a women's jazz combo competition and performance at JEN</p>		
<p>Discussion ensued. *MOTION* Bob Breithaupt moved that we accept the offer from Northcoast Brewing Company for a Women/Sisters in Jazz program open to women age 18 -30(?) starting in 2019. Seconded by MJ Papich Motion passed.</p>			
ACTION ITEMS			
Inform JB Dyas and Northcoast Brewing Company that JEN BOD passed the proposal unanimously. Details to be worked out by the WIJ committee and JB Dyas and Northcoast		PERSON RESPONSIBLE Sharon Burch JB Dyas	DEADLINE Implemented 2019 Conf

10:15-10:30 BREAK

Committee Reports Change- Rick Drumm suggested that the committee reports do NOT have mission statements as we all should focus on the one single JEN mission statement. All work should point back to the original mission statement.

2017 August 9 JEN Board Meeting
New Orleans, LA

10:30AM-11:30AM

MANAGING DIRECTOR REPORT

SHARON BURCH, MANAGING DIRECTOR

DISCUSSION	New managing director Sharon Burch gave an update on her work since July 1, 2017.	
<p>Sharon opened her presentation by warmly thanking the board for their confidence in her.</p> <p>Sharon reported that we now have a Chicago mailing address: Phone: 1-312-781-6299 Email: office@jazzednet.org Post Mail: Jazz Education Network 1440 W. Taylor St #1135 Chicago IL 60607</p> <p>Our phone now has a line specifically answers as “Jazz Education Network” and offers two lines for members to leave questions: one for conference related questions (Lou Fischer) and one for all other issues (Sharon).</p> <p>NEON CRM - Sharon is spending many hours on developing She wants to launch the new website Sept. 1 Met with EKR design team to assess exactly what is needed. Thanks to Gene Perla who has served as our webmaster for many years as a volunteer. He has been a great asset to Sharon in the switchover.</p> <p>She wants to spend more time on regional units and chapters and increasing membership. Sharon gave a preview of the new website and answered questions from the board. Many thanks to Tim Fellow, website chair, Caleb and Sharon who have spent many hours on the development of the new website.</p> <p>Staff communication weekly Presidential communication weekly Monthly check in to the EC Will do a twice yearly report to the full board of directors</p>		
CONCLUSIONS		
ACTION ITEMS		
	PERSON RESPONSIBLE	DEADLINE
Launch the new website	Sharon Burch	Sept 1

11:30AM-12:00PM

BY-LAWS PROPOSED AMENDMENTS

MARY JO PAPICH, INTERIM SECRETARY

	Past president/Interim Secretary MJ Papich presented the following amendments to the JEN By-Laws:
<p>*MOTION* Mary Jo Papich made a motion, after consulting with past presidents Bob Sinicrope and Lou Fischer, to make the following BYLAW revisions:</p> <p>ARTICLE 1 Name and Location 1.2 change address to read “1440 W. Taylor St. #1135, Chicago, IL 60607”</p> <p>ARTICLE 3 Membership 3.3 Remove. It is not applicable, we do not send out membership cards nor do we plan to. 3.5 Change the words “Affiliate Network Member” to “CHAPTER” member</p>	

ARTICLE 4

Board of Directors

4.2 Number and Election of Directors. Members of the Board of Directors, are elected by the membership.

(d) Directors shall hold office for a three (3) year term, to begin July 1 and end June 30, with approximately one-third of the Board being elected each year. **Excluding the Advisory Council of Past Presidents and the 6 year Presidential track, and** except as provided below, no voting Director may serve more than three (3) terms, consecutive or otherwise. Upon completion of three terms, consecutive or otherwise, a former Director may again be nominated and elected to the Board of Directors only after an absence of a minimum of 2 terms (6 years).

4.8 Regular Meetings

NEW items to **consider adding-**

(d) "An annual meeting, which shall be designated as the JENeral Session, will be held during the yearly conference. At that time reports shall be given concerning the state of affairs of Jazz Education Network."

(e) "Voting by board members on items may take place in person, through electronic media or via phone contact if all can hear."

5.4 Duties of the Officers

5.4(f)

Change ADVISORY BOARD of past presidents to COUNCIL of past presidents.

CONCLUSIONS		
Discussion ensued.		
MJ made the motion to accept the proposed changes to the current By-Laws Bob Sinicrope Seconded it. Motion Passed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update the recommended changes in the by-laws online	Sharon Burch	Sept. 1

12:00-2:00 LUNCH MEETINGS

LUNCH MEETINGS	PERSON RESPONSIBLE	PLACE
Affiliate Festival SubCommittee This group put together a process and possible tool kit components To assemble for application to be an Affiliate Festival. Post Bob's info	Bob Breithaupt/MJ Papich	Hotel restaurant
Research Journal Ad hoc committee Small group met and developed a list of questions to give to Sharon to ask Monika Herzig to be answered and then voted on via email by the BOD.	Todd Stoll/Sharon Burch/Monika Herzig	
Rick Drumm suggested that we only work with one mission statement and that is the original one. Instead of committee mission statement the committee focus statement should relate to a strategic initiative. Make reference to the number of the strategic initiative number.	Committee chairs need to be notified by Sharon Burch. Board agreed to this.	

1:30-1:40

SENIOR DISCOUNT FOR CONFERENCE REGISTRATION
MJ PAPICH, PAST PRESIDENT/INTERIM SECRETARY

	<ul style="list-style-type: none"> Mary Jo suggested offering a Senior Discount at the annual conference after hearing many comments about doing so. She consulted with conference manager, Lou Fischer, and he suggested price points for implementation in 2019. 	
CONCLUSIONS	<p>*MOTION* Mary Jo Papich moved to offer a Senior Discount for the conference, starting 2019, as follows: 50% Advance Online 25% Onsite Bob Sinicrope seconded it. Motion passed</p>	
Starts 2019		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Share with conference manager Lou Fischer	Mary Jo	Aug. 9
Inform Steve Nigohosian to inform membership for 2019	Sharon Burch	Summer 2018

1:40PM-2:00PM

BUDGET VOTE

TIM FELLOW, TREASURER

DISCUSSION	<p>Treasurer Tim Fellow shared that the JEN budgeting process will be moved from the August to January board meetings, starting in January 2018. This will allow for budgeting further in advance of the start of each fiscal year. Tim confirmed that the budget does not reflect the possibility of a regional conference/festival in June 2018 and the budget would need be amended by the board if the decision is made to hold that event. A new set of books will be opened to simplify chart of accounts and accurately use the QuickBooks class system.</p>	
	<p>*MOTION* Ashley Shabankareh moved to approve the 2017-2018 budget as updated by the board during the Finance Committee report. Todd Stoll seconded.</p>	
CONCLUSIONS		
	<p>*MOTION* Ashley Shabankareh moved to approve the 2017-2018 budget as updated by the board during the Finance Committee report. Todd Stoll seconded.</p> <p>Todd Stoll seconded. Motion passed.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Open new set of books	Tim Fellow	Sept. 1

2:00--2:45PM

CONFERENCE REPORT

LOU FISCHER, CONFERENCE COORDINATOR

DISCUSSION	Lou Fischer available for details and Q & A.
CONCLUSIONS	
Lou went over the Dallas 2018 conference schedule in detail and discussed costs.	

Axxis Sound Company from Louisville agreed to extend one year. Lou entertains bids from various companies annually and works closely with HPN, Hospitality Performance Network.
 In looking ahead to the 2024 conference the following cities were considered: Indianapolis, Birmingham, New Orleans, San Diego, Seattle,

President Caleb Chapman thanked Dr. Lou for his outstanding exemplary work in producing the annual conference.

- 2019 RENO
- 2020 NOLA
- 2021 LOUISVILLE
- 2022 DALLAS
- 2023 RENO
- 2024 NOLA

MOTION Sean Jones moved that we have the conference in New Orleans in 2024.
 Francisco Torres seconded it.
 Motion passed.

Past President/Submissions Manager Bob Sinicrope reported on conference submissions:

- 107 Pro groups/33 Accepted - 30.8%
- 69 School/33 Accepted - 47.8%
- 8 Community/ 5 Accepted - 62.3%
- 150 Clinics/104 Accepted - 69.3 %

TOTAL 334 Submissions 175 Accepted 52.5% acceptance rate

Submissions overall were down from previous years. Discussion ensued on possibly doing a survey of applicants from two years ago to get a sense of WHY submission numbers were down. Sean Jones mentioned possibly doing applications on site at the conference for the following year. Dan Flores suggested getting a data analytics expert to draw from the data

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Hire data analytics expert to assist in interpreting stats on website	Dan Flores/Sharon Burch	

2:45-3:00 BREAK

3:00PM-3:15PM

TRAD JAZZ REPORT & CONGRATULATIONS

DAVE ROBINSON, TRAD JAZZ CURRIUMLUM

DISCUSSION	MJP introduced via speaker phone, Dave Robinson, project director of the Trad Jazz Curriculum Kit/NEA grant
<p>TRAD JAZZ CURRICULUM KIT – NEA GRANT \$40,000 2013-2017</p> <p>Project Director, Dave Robinson, has completed a 4 yr TRAD JAZZ CURRICULUM KIT (DVD, online 23 lessons and teacher’s guide). 10,000 copies have been distributed in all 50 states and two territories. The NEA grant provided for 20 workshops around the country where a total of 664 students and teachers experienced trad jazz. Estimating 10 students using 10,000 kits and it tallies up to 100,000 experiencing Trad Jazz! This wonderful project supports JEN’s mission and now we have standard based tools for sustaining early jazz traditions, an area that was sorely missing. This project benefits ALL instrumental music educators, novices to pros. In addition, JEN collaborated with Trad Jazz Educators Network and NafME. Kudos to Dave Robinson on his outstanding work.</p>	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Be sure in the website upgrade that the URL stays the same	Sharon Burch	Sept. 1

3:30PM-4:00PM

JEN ARTIST AMBASSADOR

KIRK WHALUM, ARTIST AMBASSADOR

DISCUSSION	<p>Kirk Whalum called in via speakerphone Shared some thoughts on the importance of keeping diversity front and center in JEN. Ashley Shabankareh read the Preservation Hall statement on the use of the word “ Dixieland.”</p> <p>Caleb shared the responsibilities of the new position -JEN Artist Ambassador -</p> <ul style="list-style-type: none"> ● Monthly social media post ● Serve on President's advisory council ● Attend full conference ● A designated VIP at the President’s Reception ● Perform at the conference ● Film PSA for JEN while at the conference ● Feature in print advertising for JEN - Why JEN is awesome! <p>Kirk agreed that these were good descriptors and agreed to be our Artist Ambassador this year.</p> <p>Sean mentioned using ??? who worked with Chamber Music America. Rodney Whitaker will be joining the board and he is a diversity expert from Michigan State.</p> <p>Our current Strategic Plan Diversity Statement -</p> <p>Here are the suggested {edits} by board member Ashley Shabankareh “JEN is a diverse community where inquiry, exploration and innovation are nurtured and encouraged to grow through education. {JEN has a commitment to diversity in all staff, performers/clinicians, board of directors, volunteers and audiences, including full participation in programs and decision making. We embrace cross cultural diversity and} we welcome and respect backgrounds that reflect a love and passion for jazz and reflect the diversity of the world.”</p>	
	<p>Question posed by Bob Breithaupt -</p>	
CONCLUSIONS	Kirk Whalum via speakerphone, about Diversity commitment.	
OTHER----		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Motion to approve all committee reports as presented	MJ Papich	E-vote

2017 August 9 JEN Board Meeting

New Orleans, LA

Remembering the fine work of Dr. Warrick Carter's , first president Mary Jo Papich shared memories of the assistance and support of Dr. Carter in the startup of JEN.

4:00PM MEETING ADJOURNED