

SOUTH CAROLINA MUSIC EDUCATORS ASSOCIATION

EXECUTIVE BOARD MEETING

MAY 11, 2013

IRMO HIGH SCHOOL

6671 ST. ANDREWS ROAD COLUMBIA, SC 29212

AGENDA

Call to Order

President called meeting to order @10:00. Mileage sheet was passed around the table. President thanked everyone for attending this meeting. He also thanked Colleen Marcou for hosting our meeting in her teaching space.

Approval of Minutes

Minutes from February meeting were sent via email prior to this meeting to all board members for approval.

Motion to approve and a second were submitted.

- Approved unanimously

SCMEA STATUS REPORTS

Financial Report – Executive Director

Some money will be moved into our money market account to increase revenue (even if slightly). Full report will be available at SCMEA.net.

Conference Report –

Representative from *Conference Direct* (recommended to us from NAFME national office) made a presentation on how we can best coordinate our efforts with all local entities when we move our PDC to Columbia. This company could be utilized as a direct liaison to the various hotel managers in the area closest in proximity to the Columbia site. Currently SCMEA officers are doing these negotiations. These officers are not trained or informed on current practices in negotiable terms in securing the best deals for our conference attendees. This was NOT an issue at our North Charleston site because of the on-site host hotel. (Embassy Suites) This negotiation strategy and flexibility will become more problematic at the Columbia site since there is NO host hotel associated with the Columbia Metropolitan Convention Center (CMCC). This company could also assist in negotiations with our exhibitors. Handouts and promotional materials were distributed to the board.

Questions from floor:

How could this company help us since we have already signed contracts through 2017? Representative offered this company COULD help us with room blocks in our conference cities. Would help protect against other large conferences taking up available room blocks since our members will NOT have secured rooms that far in advance.

What is our contracted number of rooms in Columbia? Comparable to the number of rooms we contracted in Charleston. Have Hilton and Hampton contracted right now, but with not the amount of rooms we anticipate as a need.

Observation was made that WE, music teachers, are not aware of as many contract negotiation nuances as professionals in the professional meeting industry.

How could this company help with our Elementary Honors Chorus arrangements? Parents and students often book outside the blocks causing those rooms to not be counted toward a contract. Resulted in attrition to the contracted spaces and cost to the Elementary Division.

Conference Direct could help with this.

UPDATE ON TEACHER EVALUATION TASK FORCE – Michael Moore

Handouts were given to the board. The SC proposal on the **Value-Added Model for Assessing Standard-Based Growth and Teaching** mirrors similar programs already in place in Tennessee. Presentation centered on what evidence is included in a music teacher's portfolio for submission to the SCDE. Suggestions on how this evidence will be assessed/graded were also provided. Other details on types of evidence to provide were included in the handout.

Currently we do NOT have benchmarks on how to assess these indicators, but may be developed when SC State Standards are updated. Creating these benchmarks or standardizing this evaluation process may be an expense to the organization. Feedback on this proposed process has been solicited from our members and those results were provided via a PowerPoint. Information on anticipated cost was also provided and those results will be available online at SCMEA.net or from Michael Moore.

This proposal will be submitted to SCDE, but we are reluctant to develop any more levels of specificity until this proposal has been approved. Moore thinks we might have some topics to still address based on the Opportunity to Learn Standards, but he is confident those can be negotiated in our favor.

The school principal (Alvera Butler) invited as a guest to this meeting, states that all administrators in the state are still unsure of how and when this initiative might be implemented by SCDE. She does recognize that there have been changes in administration in SCDE and is not sure how this will affect the reception of our proposal. Some discussion and concern on how this model will be implemented in regard to ADEPT was presented. Question was also raised on how this proposed initiative would affect incoming (first year) teachers. Concern was raised that the proposal from SCDE might create a disincentive for cooperating teachers to accept and train student interns as those interns could have a negative effect on evident of student growth as applied to the value-added evaluation of the cooperating teacher.

A suggestion from Moore was given on "how" our proposal might be submitted as a request to SCDE. (GLADiS) is a web-based form of evidence collection that we might utilize to present samples to SCDE of how our proposal might be implemented.

<http://thegladisproject.org> was established to provide online automation for school districts seeking to incorporate portfolio-based assessment in the arts. The original domains developed for the application were: Perform, Create, Connect, and Respond. Following initial testing, it was determined that multiple non-tested subject areas could utilize this same framework. As such, the scope of GLADIS has been expanded to allow school districts to define multiple subject areas each with its own set of evaluation domains.

Motion to accept the proposal (**SC Music Educator Evaluation: the Value-Added Model for Assessing Standard-Based Growth and Teaching**) as what we will submit to SCDE.

Motion was seconded.

Motion was passed unanimously.

10-MINUTE BREAK

COMMITTEE AND REPRESENTATIVE REPORTS

Administrative Representative

Report will be available online.

Awards Committee -Links will be updated within 2 weeks.

Historian

Report will be available online. Working with USC on storage for some of our archives.

Collegiate Membership

Report will be available online.

Education Associate No report.

Government Relations

Report will be available online, but synopsis was given to the board.

Membership

No report

MIOSM (Music in Our Schools Month)

Report will be available online.

Music Industry Representative

No report

Research

Report will be available online.

Retired Members

Report available online. 5-year average of 22 members. Many still attend the PDC. Current technology has eliminated the need for large numbers of retirees to assist with PDC registration.

Special Learners

Report will be available online.

SC Musician

Report will be available online. Deadline for submission to SC Musician is June 1.

Teacher Education

No report

Technology

Report will be available online. **Smart Music** app can now be downloaded for free on iPad. Some difficulty is noted in finding solos and tuner on this app, but should be corrected in the near future.

A new company, [Musicfirst.com](http://www.musicfirst.com), is a cloud-based software company that can be of assistance in teaching and learning music theory. Offers music teachers and their students, easy-to-use, affordable cloud-based solutions that enable music learning, creation, assessment, sharing, and exploration on any device at anytime, anywhere. A small yearly fee is offered for a school to become members. A new notation software for iPad is available, NoteFlight.

<http://www.noteflight.com/>

DIVISION REPORTS – WILL BE AVAILABLE ONLINE AT SCMEA.NET

Band

Report will be available online. Joe Gullede is President-elect, Edna Grace is new secretary.

Choral

Report will be available online.

Elementary
Peachy Keen!

Higher Education No report.

Orchestra
Report will be available online. Synopsis provided for board.

Piano
No report. Concern was expressed that we seem to have fewer piano students than has been typical in the past.

UNFINISHED BUSINESS – NONE PRESENTED

NEW BUSINESS

2015 PROFESSIONAL DEVELOPMENT CONFERENCE

Discussion: Response from the board to the presentation by *Conference Direct* was solicited. Several positive comments were offered. One concern was voiced over our liability IF we did not meet our number of blocked rooms. At this point, our understanding is this company will NOT charge our organization, but will make their fee from the hotels in Columbia (or wherever we host our PDC).

Elementary Division seeks to be included in our association with this company so it will provide assistance directly to them in booking rooms for the Honors Choir.

Motion was made to accept *Conference Direct* as our contact with local hotels at our Professional Development Conference.

Seconded

Motion passed unanimously.

A concern was expressed over bus parking at the CMCC in 2015. This will have an effect on performing groups for the 2015 PDC. This is an aspect of logistics the board must address BEFORE the 2015 PDC.

Bylaw and Constitution Suggested Changes: These were distributed initially in February and have been updated to reflect late changes, additions, and deletions. These changes were distributed in hard copy to the board. The parliamentarian will construct a set of all motions that must be voted on by entire membership and will distribute these via email to the membership. These motions will affect Article IV, Section 3; Article V, Section 4 and 6.

Motion: To accept a proposed change to Section 3 to include an Executive Conference Chair (ECC) as an officer of the Executive Board.

Discussion as to any conflict of interest the ECC might have with a stated agenda. Should this be a voting or non-voting position? At face value, having this be a voting position may go against our current policy on voting status.

Motion was withdrawn.

Motion: The Executive Conference Chair will become a non-voting member of the board as appointed by the President.

Membership will vote on this. (Information will be added in Section 3 of Article IV)

Motion to eliminate wording in Article V, Section 6. Presently reads: “The Membership Chair shall be responsible for processing all membership applications received at the In-Service Conference. The Chair shall maintain liaison with the National Membership Office of NAFME.”
Seconded

Passed unanimously.

Motion was made to alter duties of President-elect to include taking minutes at all SCMEA Executive Board meetings. This wording is from Article V, but will require a vote by the membership.

Section 4. Presently reads: “The President-elect shall have the privilege of acting as a non-voting member of any committee appointed by the President.”

Membership will vote on the following:

“The President-elect shall take minutes of all SCMEA Board Meetings. These minutes will be submitted to the President, the Executive Director and the Parliamentarian for proof-reading prior to dissemination to the entire board.”

Motion was made to eliminate unnecessary wording in Article II and III as much of that information is redundant and included in Article I.

Move to Article II Section 8: “Each introductory member shall hold concurrent membership in his or her respective federated state association of NAFME.”

Eliminate all text from Article III Section 7 **EXCEPT** the following: “The dues for this one year membership shall be one half each of national and state dues.”

Edit Article V. Duties of Officers

Currently reads, “The Executive Director shall take care of the filing of all minutes...”

Change to read: “The Executive Director shall file all minutes...”

Currently reads, ““The Executive Director shall deposit funds with a depositor approved by the Executive Board.”

Change to read, “The Executive Director shall deposit funds with a financial institution approved by the Executive Board.”

Edit Article VI Elections

Section 6. **Presently reads:** “The Executive Board shall fill vacancies caused by death, removal, resignation, or other causes...”

Change to read: “The Executive Board shall fill vacancies resulting from, death...”

ARTICLE XII. AWARDS AND SCHOLARSHIPS

Section 3. Honor Administrator Award

In this Section we use both the words “Eligibility” and “Criteria”. Was suggested we combine the two into one section to bring it in line with the other Awards descriptions. Nothing will be changed or eliminated, just combined.

Discussion on Standing Rules

How do we determine mileage allotments for attendance at Executive Board meetings? Suggestion was to use the current GSA/IRS rate instead of the previous rate offered by SCMEA. Our current mileage rate is forty-eight and one half cents (\$0.485) per mile.

Motion: Move to use the current GSA/IRS rate to reimburse for attendance at SCMEA Executive Board meetings. The GSA (IRS) rate as of January 2013 is fifty-six and one half cents (\$0.565).

Seconded

Passed unanimously

We currently provide \$30.00 for per-diem expenses above transportation and lodging. We need to consider using the U.S. General Services Administration (GSA) Guidelines for Per Diem expenses (meals and incidental expenses). These range from \$46 to \$71 depending on location and dates (time of year) of travel.

Motion to use the U.S. General Services Administration (GSA) Guidelines for Per Diem expenses (meals and incidental expenses) when SCMEA officers travel to required meetings.

Seconded

Passed unanimously

AWARDS SCMEA Outstanding Young Music Educator Award

B.3. Change “How does the nominee develop and sustain growth within his/her program?” to read: “How does the nominee develop and sustain growth within the program?”

16. SCMEA Deborah Smith Hoffman Mentor Award

Change the word “**Application**” throughout to read: “**Nomination**”.

19. SCMEA Memorial Scholarship

A. **Currently reads:** “The teacher should complete the nomination form and send it...to the Vice-President of SCMEA.” **Change to read:** President-elect.

B.2. Change “should” to read “must” “

The audition recording must be 3-5 minutes in length.”

Seconded

Passed unanimously

Motion to eliminate “The audition should be recorded using the best equipment available” from B3.

Seconded

Passed unanimously

South Carolina Musician –

Motion was made to retain only section A. of Standing Rule 32.

This will allow the Editorial Board, consisting of the Editor and two additional members selected by the Editor from the Executive Board shall make all decisions regarding acceptable advertising for the South Carolina Musician.

Motion was withdrawn.

Motion was made to eliminate Standing Rule 32 until further discussion can take place.

Seconded

Passed unanimously

Motion to add a new standing rule: **EACH DIVISION SHALL SELECT A DIVISION CONFERENCE CHAIR TO PLAN THE DIVISION CONFERENCE AND COORDINATE PLANNING WITH THE EXECUTIVE CONFERENCE CHAIR. DIVISION CONFERENCE CHAIRS SHALL MEET PERIODICALLY AT THE CALL OF THE EXECUTIVE CONFERENCE CHAIR.**

Seconded

Passed unanimously

Motion to change Standing Rule “56” (or new number once the document is edited) should be changed to read as follows: “The Standing Committee for the Conference consists of the Executive Conference Chair, the Equipment Chair, the Exhibits Chair, the Division Conference Chairs and elected officers of the Executive Board.”

Seconded

Passed unanimously

Motion to edit Standing Rule “38” to read: “SCMEA members in good standing may attend the final business meeting of their respective Division without registering for the Conference.”

Discussion ensued and concern was expressed on feasibility of monitoring this change.

Will this be a prudent move for us? Some variance in terminology was acknowledged in how each division labels a “business meeting”.

Seconded

Passed with a majority. 1 no-vote.

Standing Rule “42” does not clarify status of “invited guests” who might attend SCMEA PDC as guests of the association. Discussion was held on how to set these parameters.

Motion: To eliminate term “invited guests” for Standing Rule “42”.

Seconded

Passed unanimously

Motion to eliminate Standing Rule “58”. “There is a no smoking policy in the Exhibit hall.”

Seconded

Passed unanimously

Standing Rule 60. “Students must have an ID badge and be part of a chaperoned group when visiting exhibits”, **will be referred for discussion to the Conference Committee.**

Standing Rule 66 will be changed to read: “SCMEA provides exhibitors with a light Continental Breakfast before the exhibits open each morning.”

A new standing rule was suggested for inclusion in our guidelines.

Motion: **EXHIBITORS WHO WITHDRAW FROM PARTICIPATION IN THE CONFERENCE SHALL BE ELIGIBLE FOR A REFUND BASED ON THE FOLLOWING GUIDELINES:**

- **WITHDRAWAL THREE MONTHS BEFORE THE CONFERENCE: FULL REFUND.**
- **WITHDRAWAL TWO MONTHS BEFORE THE CONFERENCE: ONE HALF OF THE PAID REGISTRATION FEE.**

- **WITHDRAWAL ONE MONTH BEFORE THE CONFERENCE: ONE FOURTH OF THE PAID REGISTRATION FEE.**
- Seconded
- Passed unanimously

An additional standing rule was suggested for inclusion in our guidelines.

CONFERENCE BADGES MAY BE REPLACED AT A COST OF \$10.00 PROVIDING EVIDENCE IS AVAILABLE TO INDICATE A BADGE HAS BEEN PREVIOUSLY ISSUED.

Seconded

Passed unanimously

ANNOUNCEMENTS

Suggestion was made from President for us to consider seriously revamping and maintaining our current website as soon as possible. Also must note that 2015 is an opportunity for us to reinvent and retool our PDC with the move to Columbia. May have to “brand” our conference as taking place in a more exciting locale to maintain our attendance numbers.

The 2013-2014 SCMEA Calendar was presented and accepted. Final version will be posted on SCMEA.net and available for download.

Motion for a New Standing Rule: All performances held in the Exhibit Hall during the SCMEA Professional Development Conference will take place only in designated areas and must be approved by the Exhibits Chair.

Seconded

Passed unanimously

ADJOURNMENT

Respectfully submitted,

Mark E. Britt; President-elect, SCMEA May 13, 2013