



## **Governing Board Meeting**

**Saturday, August 20, 2022**

**Virtual Meeting**

### **1. Celebrations and updates!**

- a. Welcome new board members!

### **2. Welcome new board members - Co Chairs**

- a. Zachariah Smith will be filling in Phil's position of audition tabulator. He will be apprenticing this year.
- b. Emily Martin has retired from the board. We will need someone to fill her role as judge liaison.
- c. We are always looking for future board members. Each district requires two governors, and we hope that each CMEA district has representatives from multiple school districts.
  - i. We believe that the more equitable our board members are, the more equitable our All State will be.
- d. New board members were asked to send any bio or picture updates for the website to Jacob. They were also asked to update the CMASC board contact list.
- e. District Governors - Update the state contact list please

- i. Governors, please be aware that there are two locations where director information must be changed: both the master tab and the district-specific tab.
  - 1. Governors were encouraged to reach out to schools to personally connect with new directors, in addition to looking at school websites.
- ii. Scott asked if our vocal representatives from CMEA could have access to this list.
  - 1. All State is under the umbrella of CMEA, so we believe that privacy would not be an issue.
- iii. The co-chairs will be crafting a “Welcome From CMASC” email that governors should send out next week.
  - 1. Any time governors send out a mass email, they should bcc the list of directors and cc the board chairs.
- f. Co-chair elect update/discussion
  - i. Last spring, the board elected three possible nominees.
  - ii. Michelle White accepted the nomination.
  - iii. We did not have two people who accepted the nomination. The executive board met, and they came up with a potential new structure moving forward. There would now be a Senior Chair and a Junior Chair, who would then become the Senior Chair the following year. They hope this will help define the roles and responsibilities between the two chairs, and also prevent loss of knowledge when new chairs are elected. The board chairs wanted to be clear that both the Senior and Junior chair would have equal footing when making decisions.

- iv. Due to Kelly and Deanna having served two years, our options moving forward would be having a past co-chair step in, or Kelly or Deanna would need to stay for an additional year.
- v. Deanna is willing to be a chair for a third year, but she hopes that a past co-chair would be willing to step into this role.
- vi. We will be updating our by-laws with this and will be voting on it later in the meeting.

### **3. Update duty assignments**

- a. We need a new event materials specialist (apprentice for this year) and judging liaison.
- b. We went through the Duty Assignment list and confirmed if every person who was on the board last year wanted to remain in their same position. New people also volunteered for these important roles.
- c. To fill the new judge liaison role, the chairs recommended that the volunteer perhaps be a retired teacher (or one without active auditions that year) to avoid any conflicts of interest. This role would be for training judges about our new rubric, the website Festival Scores, and being black and white about disqualifications. They also review the disqualified recordings and help coordinate payment for the judges.
- d. For his Sound/Lighting Liaison role, Scott asked that he receive the repertoire list more in advance, so he can know the instrumental and sound requirements.
- e. We will be holding the November meeting in person at Boulder High School. Board members can submit their miles to be reimbursed.

- f. Abby is in the process of compiling letters that people can submit for lateral movement in their districts. The current amount is 15 hours for 1 credit. CDE also accepts the letters for recertification credit. Abby asked board members to send her an email asking for letters and which years they need letters for.
- g. Name Tags: Allison suggested that the board ask Jacob to make a populating script to input the accepted names from an Excel spreadsheet to a Word document.
- h. Nathan Wubbena will be our director's choir director this year.

#### **4. Hotel Updates**

- a. The BellCo and the Convention Center is a huge cost, and our budget continues to be tight. We like working with the BellCo, but we had quite a few negative experiences with the Convention Center. We were charged for unreturned keys that were given to a security person, in addition to other negative interactions with our coordinator.
- b. We are now working with Visit Denver to coordinate our hotel blocks and book event spaces. We asked them to help us compare the rental costs for the Convention Center versus renting ballrooms at the Embassy Suites Hotel.
- c. We received a proposal from Embassy Suites for both a hotel block and ballroom rehearsal spaces. This is where the high school all state groups rehearse.
  - i. The board reviewed the proposal. There are pros and cons to switching rehearsal rooms from the Convention Center to the ballrooms.
    1. The ballrooms are quite close. We were worried about sound bleeding.

2. Reserving the ballrooms would be a significantly cheaper cost.
3. These rooms are farther away from the BellCo. It might be difficult to warm up here, then walk outdoors to the theater.
  - a. Cherese will look into if Convention Center rooms can be reserved for half of a day.
  - b. It would also be more difficult to manage students during this transition and keep them in the correct order before the concert.
4. It is more safe to have students rehearse in the hotel in which they are staying. They would not have to go outside to get to rehearsal.
5. Congestion in and out of the hotel during big transitional moments is difficult.
6. We are not sure where luggage would be stored, or where students would change or eat lunch, after hotel checkout around noon.
  - ii. Allison volunteered to email Kaitlin Miles, one of the head coordinators for high school All State, to ask for their advice and opinions about rehearsing at the Embassy Suites.
  - iii. We will be moving forward with booking a hotel block at the Embassy Suites. After hearing feedback from Kaitlin and Cherese, the board chairs will send this out for an email vote.

## **5. Convention Center Updates**

- a. Please see above regarding a potential move from the Convention Center.

- b. If we do decide to move forward with the Convention Center, we will use the same rooms as last year. There is a small loading/unloading zone near this location to drop off equipment.
- c. The board is looking for a new moving company after some shells were damaged in the moving process last year. The board chairs asked for recommendations for this, in addition to a new middle school from which we can borrow shells. The board chairs are currently working with insurance companies to ensure that the moving company pays for the shell damages.

#### **6. Merchandise - Vicky**

- a. At a future meeting, Vicky will provide two designs for t-shirts for the board to vote on.
- b. We have about half of a case of water bottles remaining.
- c. Vicky suggested two colors for either shirts or water bottles. She also suggested stickers, and will look into all of these options.

#### **7. Repertoire, Music Ordering - Kelly**

- a. All of the clinicians have picked their music. The music has been ordered and given to Tim, the person who makes our practice tracks.
- b. Stephen Ross will be providing his own practice tracks for Cambiato, which will help us save on costs.
- c. We will make Tim's deadline a month earlier than last year, due to the fact that we have given him music earlier.
- d. This year, if there are any pieces with a minimum on orders, directors will be encouraged to coordinate with other directors in their district. We will encourage directors to contact the board if they are struggling with this. Kelly has also been in contact with

JW Pepper to help mitigate a potential repeat of last year's minimum order problem.

- e. The board will buy the third director's choir piece, because it is a one-time bulk order purchase.

## **8. Budget - Chereese**

- a. Chereese is still waiting on a final spending report from Phil. We need this to finalize our budget for the year, before we can send it to CMEA for approval. This needs to occur by September.
- b. Chereese also needs spending/income numbers from any board members who handle money (merch, tickets, etc.).
- c. We do not have any excess profits this year.
- d. The board considered asking for donations or including ad space in the programs this year. The hope is that this year it could help us have more of a budget cushion, but that in the future it could pay for scholarships.
- e. Kelly will reach out to Visit Denver about a possibility of ads.
- f. Chereese will ask about the legality of asking for donations or selling ad space in the program.

## **9. Practice tracks/scripts - Co Chairs, Jacob, and Full board**

- a. At a previous meeting, the board had discussed speeding up the tempo of Aura Lee. We received multiple pieces of feedback that the long phrases are hard for young people to sing through.
- b. Jacob has been playing with this.
- c. Deanna suggested that we leave the tempo the same for this year if he does not have things ready to go. Even though the new tempo would be on both the practice and audition tracks, it might be a little late to introduce this.

## **10. Forms/Website Updates - Co Chairs and Jacob**

- a. Masks?
  - i. We are assuming that we will be able to take out the clause about masks for any of this year's forms.
- b. Last year, the board introduced a director duty rotation. There was negative feedback regarding this, but it was a huge help for behavior management.
  - i. Allison suggested that we introduce a preference request for directors. There were complaints about having to split time between the Director's Choir and fulfilling a duty rotation. We plan to have board members fulfill these roles during the Director's Choir next year.
  - ii. Allison will email Kaitlin Miles regarding how they go about this, as well as the different duties offered.
- c. Board members were asked to review the website and send an email to Jacob and the board chairs if there is anything out of date.

## **11. Approve updated Bylaws**

- a. The board reviewed the updates to the Bylaws.
- b. The roles and job descriptions of Instrumental Liaison, Judging Liaison, Audition Tabulation Specialist, and Diversity, Equity, Inclusion, and Accessibility Head were created and approved.
  - i. These roles and more had the clause added that there must be a one-year transition and training period if a person in this role wants to retire.
- c. We discussed if there should be an accountability process for board attendance at meetings. This is particularly important for board members who submit for lateral movement.
  - i. Pregnancy (maternity leave) and Covid years are not considered with this.



- ii. The board discussed differentiating between communicated absences versus non-communicated absences.
- iii. Allison suggested that the secretary email the board chairs once a director has reached a third absence. Carly suggested that the board chairs create a generic warning email that is sent out to these board members. The board decided that a member's status will become probationary for the following year. If their attendance does not improve, they will be asked to leave the board.

## **12. Final Reminders**

- a. Governors were asked to update the director contact sheet, as well as to watch for the welcome email that needs to be sent out to directors.

### Next Meeting Dates:

- September 10, 2022- Virtual
- October 15, 2022 - Virtual
- November 19, 2022 - Boulder HS
- January 28, 2023 - CMEA
- February 25, 2023 - Virtual
- March 9th and 10th - CMASC 2023
- April 15th, 2023 - Virtual