



Governing Board Meeting

Saturday, January 28th, 2023 - 11 AM

CMEA - El Pomar Room at The Broadmoor Hotel - CO Springs

1. Celebrations - Co Chairs

- a. Congratulations to all of our board members that presented at CMEA, had an award, or whose ensembles performed!
- b. We also celebrated new positions and acceptances to grad programs and conducting positions.

2. Board Updates

- a. Shanti is stepping back from the board. We need a new District 8 Governor (the mountain region).
- b. Treasurer will be open due to Cherese stepping up to become Co-Chair for one year. Vicki expressed interest in this position.
- c. We will also need a new District 4 Governor due to Michelle becoming Co-Chair next year.

3. 2023 CMASC Event Schedule - Co Chairs

- a. Any adjustments we need to make from last year?
- b. We had feedback that lunch on Friday was either too long or just right. We decided to keep the lunch time the same, and will put the responsibility on the directors for this time.
- c. We are able to load in on the loading dock.

4. Budget Update - Cherese

- a. Everything is more expensive this year.
 - i. This includes the ticket selling company, our movers, and the Convention Center.
 - ii. Chereese needs more clarification from Karen regarding the invoice she sent over from the ticket selling company. She will reach out.
 - iii. Any expenditures that board members are expecting to be reimbursed should be approved from Chereese first. All receipts should also go through Chereese, rather than going directly to Bill.
- b. Snacks for Emergencies
 - i. We decided that we will only buy one box of snacks for any students with emergencies. We will keep this, along with water bottles, underneath the registration table.
 - ii. We will buy more water bottles than last year.

5. Duty Assignment Updates:

- a. Go through duty list to make sure things are covered
 - i. Shells, Risers, Pianos (Kelly)
 - 1. Music stands and stools?
 - a. We will be trying to borrow these from schools that are already lending us equipment.
 - b. Michelle offered stools from her school.
 - 2. We typically leave equipment at least overnight. This year, we are going to ask that it stays until Monday, March 13, 2023, due to the Denver St. Patrick's Day parade on Saturday, March 11 (the day after the event).
 - 3. We cannot officially request to leave things overnight until 30 days out from the event.

4. We will separate the equipment into two trucks, depending on what school they will be going back to.
- ii. T-shirts (Vicky)
 1. T-shirts need to be ordered by February 2, 2023. There will be extras for sale at the event for cash.
 2. Water Bottles will be available at the event.
 - iii. Tickets (Karen)
 1. Need people to volunteer to scan tickets?
 - a. Michelle, Rachel, Monica, Carly, Vicki, Chereese
 - b. We also need people to hold programs, separate from ticket takers. Vicki will add this on the Director Duty sheet options.
 2. Comp tickets
 - a. These are only for people on the board to invite their administration or significant others.
 - b. Deanna will send out an email regarding comp ticket requests.
 - c. Michelle will connect with Karen about getting comp tickets in advance from AXS to put in the folders. We decided to pass them out at the director's meeting so they have an incentive to attend.
 - iv. CD/DVD (Chereese)
 1. Chereese checked in with our recording agent, and things seem to be running smoothly.
 2. Both digital downloads and physical CD/DVDs are available for purchase.
 3. We should have an archival copy of performances. The co-chairs will start a Google Folder to keep digital

copies. It would be nice to get a copy for the clinicians as well. Chereese will ask the recording company for this.

- v. Sticky Note Tradition - Vicki, Katie
 - 1. Are we still doing this?
 - 2. Vicki is going to get a science boards. We'll do silly prompts, but also compliments for clinicians.
- vi. Clinicians (Co-Chairs)
 - 1. Abby is reaching out about hospitality questions.
 - 2. Michelle will be compiling a snack basket for clinicians.
- vii. Hotels and Parking (Deanna)
 - 1. We had to add an addendum for rooms due to so many requests.
 - 2. Directors have not gotten confirmations from Embassy Suites regarding rooms. Nor have they received a credit card registration form.
 - 3. Board Members with an Embassy Suite Room may not charge parking to their room for the CMASC board to pay.
 - 4. Accompanists and musicians are provided a per diem of \$66 to accommodate for parking and other expenses. Clinicians also are provided a per diem of \$138 for the entire festival. This amount is decided by CMEA. Chereese will ask to confirm this with CMEA.
- viii. Board and Director Rotation Duty Schedule (Vicki)
 - 1. Deanna shared the Director preferences form with Vicki.

2. If any Board Members have a conflict (like serving lunch to attending students, or needing to be on stage all day), please send Vicki an email.
- ix. Signs (Nathan and Vicki)
 1. We will bring a hair dryer to soften the crinkles in the sign.
 2. Vicki will take the signs home at the end of the event. They are currently in Michelle's garage.
 - x. Emergency Items (Michelle)
 1. These are all taken care of. Michelle has the same ones from last year. Thankfully, we do not need to use them often. Carly agreed to take them home at the end of the event.
 - xi. Name Tags/Folders (Michelle/Peggy/HS Helpers?)
 1. We are done with printing the nametags.
 2. Michelle asked if we would prefer lanyards or safety pin name tags. The overwhelming majority was for lanyard name tags, even though they are more expensive.
 - xii. Program (Jacob/Peggy)
 1. [Draft of program](#)
 2. We reviewed any name discrepancies or omissions. We also went over the acknowledgements on the last page, particularly for CMEA governing information, as well as any new acknowledgements we wanted to include.
 3. We will send the pages of the student's names to the directors for any potential corrections.
 - xiii. Board member name tags (Who is in charge of this now?)

1. Kelly emailed Emily to ask for her contact information for the board name tags.
- xiv. Director's Chorus (Nathan)
1. Accompanist?
 2. We hired a flute player. We have not found a director that beat boxes yet. Kelly has a contact, but he needs to be absent for some of the rehearsals. Kelly will check in with him.
- xv. Keyboard and Equipment For Directors Choir Rehearsal (Nathan)
1. We need an electric keyboard for Cambiato (for a harpsichord sound), as well as for the director's chorus rehearsal room.
- xvi. UNC Credit Update (Abby)
1. They are offering 1 or 2 credits, with a base amount of \$70. Clelyn would like people to be able to sign up until March 13th, which is after the event. We plan to promote it more during the event. Board members receive 2 credits, and directors receive 1 credit.
 - a. Registration is somewhat complicated due to needing to get into the system at UNC. Abby printed registration cards with QR codes. These will be put in the director's folders.
 2. Board members may also email Abby for a letter certifying the hours towards district salary movement.
- xvii. Instrumentalists/Accompanists Updates (Scott and Jake)
1. This is all taken care of. Contracts are taken care of.
- xviii. Photographer (Allison)

1. Allison's goal is to get them to the board more in advance.
 2. We need to put last year's photos up on the website.
 3. Kelly will make sure that the first row is roped off again for Allison.
- xix. Contracts (Cherese)
1. These are done.
- xx. Any other duty updates?
1. In April, we will send an email asking for nominations for next year's co-chair. We will be moving forward with nominating a new co-chair every year.
 2. We will do Chair-elect (training year), Junior Co-Chair, and Senior Co-Chair positions.

6. Next Year's Event

- a. Dates for next year
 - i. Cherese will ask the Convention Center regarding dates. We hope to have it on March 7-8, with a second option as February 29-March 1.
- b. Possible clinicians
 - i. We have a list of potential clinicians for next year. Co-chairs nominate clinicians from the list, and then the board approves them.
 - ii. Abby and Deanna asked Dale Duncan (Mr. D in the Middle) at CMEA. He seemed very interested.
 - iii. Other people who were suggested were Dr. Beth Robinson from Adams State, Dr. Clelyn Chapin from UNC, Emily Crile from Colorado Children's Chorale, Dr. Seth Pendergast from CSU, David McNeil from CCU, EJ Harrison from the Gay Men's Chorus of LA, Dr. Kevin Padworski, Francisco Nunez from

Young People's Chorus, Jessica Napoles from UNT, Dr. Anthony Trecek-King, Dr. Derrick Fox from UNO, Victor Johnson (composer), Tesfa Wondemagegnehu from St. Olaf's, and a Professional Magnarelli from a potential Western Slope University. We would like to look into more Western Slope schools and clinicians to be more inclusive of our state.

1. Deanna and Kelly started a new list and will send it out to the board.

Next Meeting Dates:

- February 25, 2023 - Virtual
- March 9th and 10th - CMASC 2023
- April 8th, 2023 - Virtual