



## **Governing Board Meeting**

**Saturday, February 26th - 11 AM  
Virtual**

### **1. Celebrations - Co Chairs**

### **2. [2022 CMASC Event Schedule](#) - Co Chairs**

- a. There are 15 minute breaks staggered on Thursday afternoon to help with bathroom breaks. On Friday, student breaks are when they are going to and from the BellCo.
- b. During rehearsals, there is still a mask mandate for students. If they are in the halls of the convention center, they may take off their mask. While they are seated shoulder to shoulder in rehearsals, we are keeping the mask mandate in place. During lunch or indoors, it will be based on personal preference. This will need to be a part of the announcements at every rehearsal.
  - i. Michelle will get a few boxes of masks.
  - ii. This will go out in the final reminder email.
  - iii. Because we are coming from all areas of the state and contacting so many people from so many places, that's why we have decided to continue with a mask mandate during rehearsals. Some schools also still have a mask mandate in place as well.

- iv. There are going to be no mask exemptions. All directors and students signed their agreement with this on their acceptance documents.

### **3. Elementary All State Question - Co Chairs**

- a. We revisited this question posed by the Elementary All State Chairs. They had asked if 6th graders could participate in Elementary All State Choir, due to the fact that their event was canceled. The board decided that 6th graders should not be allowed to audition, due to the fact that auditions might be complicated with students being enrolled at a different school (i.e. their current middle school) instead of their auditioning school.

### **4. Final Reminders Email - Co Chairs**

- a. Co-chairs will send out this information before March 7th. They asked governors to forward their email to the directors with accepted students in their district. It will include information such as the chaperone policy, t-shirts, concert attire, the mask and infraction policy, and any other information that was in the Code of Conduct.

### **5. Duty Assignment Updates:**

- a. Go through duty list to make sure things are covered
  - i. Name Tags/Folders (Michelle/Peggy)
    1. Michelle received a check on Thursday for reimbursement. Everything is printed. She just needs to print the final schedule, and her high school students will stuff the folders.
    2. We typically do one folder per school, and only include one map and schedule for the director.
    3. Materials typically arrive 30 minutes to an hour before students begin to arrive.

4. Michelle ended up printing the name tags on her own. Her local Office Depot was going out of business, so they ended up being cheaper than expected.
- ii. Program (Jacob/Peggy)
    1. Jacob made all of the edits that were suggested at the January meeting. The only changes were getting the accompanist's names and all of our additional instrumentalists, as well as thanking our judges on the last page.
    2. Peggy will be submitting the PDF to her district printer on Monday for them to be printed by March 8th.
  - iii. EMT (Cherese & Deanna)
    1. The BellCo now requires that all performing groups pay for an EMT and Fire personnel to be present during all performances. Cherese recommended that we put a line for this in the budget for future years.
      - a. In general, security costs have increased dramatically in the BellCo. It is about an \$8000 increase from previous years.
    2. Hiring these personnel is optional during events happening in the convention center. It was a significant cost, so it was decided that we would not hire these services for the daytime rehearsals. In addition, several board members are CPR and Emergency Certified.
  - iv. Location Event Hallways?
    1. There is an extra room in the 700 hallway that will be the director choir room. It is set up with 60 chairs.

- v. Shells, Risers, Pianos (Kelly)
  - 1. Music stands, podium, stools
  - 2. These are all ready to go!
  - 3. We have a new contact at the BellCo named Charla.  
There is a possibility that we will need to remove our equipment on Friday night, but we are hoping that we will be able to pick up equipment on Saturday morning. They are getting a load-in on Saturday. Typically there are no custodians at schools on Friday nights for drop-off, and we are uncomfortable with leaving equipment in a parking lot overnight.
- vi. T-shirts and Water Bottles (Vicky)
  - 1. 75 water bottles were ordered. They should be here on March 7th.
  - 2. T-shirt orders are down compared to last year. The t-shirts have arrived from overseas, and there were no problems. Vicky ordered as many extras as the board had discussed.
  - 3. If any board member would like a t-shirt, they must purchase one. Board members were encouraged to promote t-shirts during the event. Perhaps we could have an "All-State Spirit" rehearsal where students wear their spirit wear.
  - 4. Abby asked Vicky if she can have t-shirts and water bottles before March 9th so she can put them in the baskets that go to the clinicians. They coordinated during the meeting.
- vii. Tickets (Karen and Ann)
  - 1. Comp tickets - Does someone have a PDF of this?

- a. Michelle needs to know this information in order to put the tickets in the folders.
  - b. Abby has this PDF and will send it to Michelle. Comp tickets will be blue. If any board members would like to print a ticket for their family, they were asked to print on blue paper.
  - c. Director and chaperone tags will have the comp ticket printed on the back.
2. Ticket scanners
  - a. We have board members volunteering to do this. Their names were added to the schedule.
- viii. CD (Cherese)
  1. Info is on the website for ordering.
  2. This will also go out in the final email.
- ix. Sticky Note Tradition - Vicki
  1. Katie is bringing butcher paper. Vicki is bringing sticky notes. Vicki will think of prompts.
  2. One prompt will ask students to write compliments for their director. We will read this out loud as the choirs are being introduced.
- x. Scorecards - Phil
  1. We are hoping to get scorecards available for directors at the event itself. Next year we will make sure they are available by CMEA.
- xi. Clinician Liaisons (Co-Chairs and Abby)
  1. Baskets - Abby (see above)
  2. Emily Martin will be picking up Rollo Dilworth from the airport.

3. Kate has specific dietary needs. She mentioned that she typically travels with food. We need to keep this in mind for wherever we go after the final concert.
  4. The board will not be paying for our debriefing meeting after the concert.
- xii. Hotels and Parking (Emily)
1. We met our 83% capacity mark for the hotel room block at Embassy Suites.
  2. There was some confusion about the number of nights versus number of rooms for our contract with the Brown Palace. Emily will look into this.
  3. Kelly suggested that board members park at the Convention Center. The con to parking here is that you have to continually check and repay when your parking expires, but it is significantly cheaper than overnight parking at hotels (typically \$50 a night versus \$25 a night). Board members were asked to be cognizant of parking costs if their hotel rooms are being covered by All State.
  4. In previous years, All State has contracted with Homewood/Hampton suites, but decided to look elsewhere due to ongoing issues. Abby and Allison booked here this year and mentioned that they have been impressed with their service.
  5. Next year, the board should contract earlier than June for hotels.
  6. High School All State typically holds their rehearsals in the ballrooms at Embassy Suites. Perhaps with all of the extra costs of using the Convention Center

ballrooms, it might be better to house rehearsals in a hotel. Embassy Suites is also where the “balcony sing” takes place for HS All State.

- xiii. Signs (Nathan and Vicki)
  - 1. These are completed. Kelly will bring a hair dryer to make sure they lay flat.
- xiv. Emergency Items (Michelle)
  - 1. Michelle will add masks to this box.
  - 2. We will still be doing food buckets for emergency snacks and water in each room. Everything in the buckets is prepackaged.
- xv. Board member name tags (Emily)
  - 1. We reviewed which new board members need a silver name tag. It is important to have these name tags in order to be backstage at the BellCo.
  - 2. The new name tags will look slightly different because Morgan Awards in Broomfield was bought out by another company.
- xvi. Director’s Chorus (Emily)
  - 1. Emily is excited and ready to go! Scott, Abby’s accompanist, is also ready to go.
  - 2. Wes Sparks will play the djembe with the director’s chorus. Jacob will bring the djembe and windchimes.
- xvii. Keyboard and Equipment For Directors Choir Rehearsal (Nathan)
  - 1. Nathan will bring a keyboard and amp.
- xviii. Instrumentalists/Accompanists Updates (Scott and Emily)

1. All of the instrumentalists should have received their contracts. One of the judges (Cherese's mom) appears to be missing her paperwork. Emily will look into it.
- xix. Photographer (Allison)
1. Allison will send an invoice to Cherese. She asked that she was not on any duty rotations so she can wander around for important moments.
- xx. Contracts (Cherese)
1. All of the contracts should have been sent out. We still need some of them back.
- xxi. Board and Director Rotation Duty Schedule (Vicki)
1. [Board Supervision Rotation Schedule](#)
  2. Board members were asked to be in place when they are notated on the schedule. Board members may switch with another director by contacting them directly.
  3. Allison asked about an infraction policy and how many reminders would need to be issued for mask concerns before a student would be removed. It was decided that we would do a three-strike policy.
  4. Vicki is working on the rotation for director volunteering positions.
- xxii. Any other duty updates?
1. Cherese still needs the petty cash from Bill. She normally gets it at CMEA. She has emailed him but hasn't heard anything back.
  2. Board members that do not have any accepted students are still expected to attend All State to help



with the event. Please speak with the board chairs for any help with securing a sub.

3. Clinicians Kate Klotz and Phil Drozda asked for projectors and speakers for their rooms. Having this set up by the Convention Center means an additional cost. Various members volunteered to bring projectors and speakers, and we will use the blank walls.
4. If any directors have music that hasn't come in yet, forward their emails to Deanna and Kelly.

## **6. Things To Remember For Next Year Google Doc - Co-Chairs**

- a. Will be shared before the event.

## **7. Next Year's Event**

- a. Clinicians (Tentative based on availability for date)
  - i. Nathan Payant is confirmed for next year.
  - ii. Maria Ellis is has been contacted. She's on board depending on dates.
  - iii. Stephen Ross from FACE Vocal Band is also an interested clinician.
  - iv. Dr. Robinson at Adams State University is interested in being a clinician.
  - v. We hope to have clinicians finalized by April.
- b. Dates
  - i. Cherese shared potential dates at the Convention Center.
    1. Feb. 16/17th in 500/600 Hallways
      - a. Potential issue is the backing up against President's Day Weekend, might affect hotel cost
    2. March 9/10 in 700 Hallways

- ii. March typically is preferred for the date by directors. There might also be more dates if we book entirely in the Embassy Suites or another hotel.

Next Meeting Dates:

- March 10th and 11th - CMASC 2022
- April 9th, 2022 - Virtual