



Governing Board Meeting

Saturday, January 29th, 2022 - 11 AM

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

1. Celebrations - Co Chairs

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

- a. There's no performing group in the afternoon on Friday, so the lunch is longer than usual.

3. Budget Update - Cherese

- a. There have been some discrepancies in our bookkeeping records and those of CMEA's. Cherese and the chairs have been working with Bill to correct these issues.
- b. Some suggestions to help with the budget included:
 - i. Asking board members to pay for their own dinner at the debriefing meeting.
 - ii. The chairs foregoing their salaries this year (suggested by the chairs)
 - iii. Asking directors to pay CMASC back for the copies that were backordered that the board paid for.
 1. We're not sure how to ask for the money back.
 2. We don't want to discourage our clinicians from programming things from smaller publishing houses, we just have to keep this in mind for ordering.

- iv. Asking for a hotel rebate.
- c. Some items that have aided in cushioning the budget include:
 - i. Not paying for a performance group this year.
 - ii. Our photographer and sound recorders offering their services for a cheaper price. We also get a \$2 kickback from every CD sold.
- d. We are in a \$12000 deficit from this year's audition fees and registration fees. Because we had a cushion, this helps us out a lot.
- e. We have not received pay cash from Bill. Usually this occurs this weekend. Kelly and Deanna will talk to Cherese.

4. Duty Assignment Updates:

- a. Go through duty list to make sure things are covered
 - i. Shells, Risers, Pianos (Kelly)
 - 1. Get music stands from one of the schools with risers and shells?
 - 2. We hired a different company who will be moving the risers and stands. The trucks have a hydraulic lift, so we can have the Wenger Legacy shells, not the Wenger traveling shells.
 - 3. The following middle schools will be letting us borrow equipment: Prairie, Falcon Creek, and Liberty MS. We will need to bring the pole that moves the top part of the shell.
 - 4. We will also need to bring a podium, stands, and stools.
 - 5. Board Members should plan to help set up in the BellCo during the first rehearsal.
 - ii. T-shirts (Vicky)

1. Vicky brought samples of water bottles for the board to approve.
 - a. They are stainless steel, and we can get the logo printed on both sides. They come in blue, red, white, or black. The blue color was approved.
 - b. The purchase cost for water bottles was 75 for \$668 or 100 for \$660. The suggested retail price is \$15.
 - c. District Governors were asked to send out an email for a final notice about preorders for t-shirts and bringing cash to the event.
- iii. Tickets (Karen and Ann?)
 1. Still need people to volunteer to scan tickets
 - a. Board members volunteered to scan tickets.
 - b. Allison asked if board members scanning tickets would also be responsible for enforcing masks.
 - i. Perhaps the Bellco will have security present who can assist with this.
 - ii. Mask mandates might look different in February, but it was decided that we should offer masks for all audience members but not enforce in such a way to get into arguments. We can also encourage audience members to spread out in the BellCo.
 - c. We do not provide refunds for tickets.
 2. Comp tickets
 - a. Board members typically get a comp ticket. We will send them out electronically. They are

supposed to be for admin or immediate family members. Board members can use them at their discretion.

b. Each school gets chaperone comp tickets as well.

iv. CD/DVD (Cherese)

1. Only audio recordings will be offered. There will be no DVD this year.
2. We will get information out on the website.
3. Recordings will be delivered either as a CD or an MP3 through the email.

v. Sticky Note Tradition - Vicki

1. Are we still doing this?
2. In the fall, the board had discussed creating an event or connection point for students like a “social media moment” or “photo booth” opportunity. We were thinking of something like a custom vinyl backdrop, handheld chalkboards or whiteboards, or sticky notes.
3. One board member will bring butcher paper. Every board member is asked to bring a packet of post-its. Vicki will cover the decorating.

vi. Clinicians (Co-Chairs)

1. We will be finalizing contracts on February 15th through a Google Form for clinicians and instrumentalists.
2. Bill is aware of all of the instrumentalists and clinicians who will need to be paid.

3. We need to get music to all of the instrumentalists.

Kelly shared a Google Folder with Scott, and Scott will forward this to instrumentalists.

vii. Hotels and Parking (Emily)

1. Many directors will be staying at the Brown Palace on Friday night following the debriefing meeting.

2. Some board members asked if they should move their room and students' rooms to the Brown Palace to avoid having to check out and check in to a new hotel. Emily will call to see how we are doing on room blocks in both hotels.

3. Emily would like an updated list as to what board members are staying in the blocked hotels, and which ones are planning on staying two nights. Kelly will send out a Google spreadsheet for this.

viii. Board and Director Rotation Duty Schedule (Vicki)

1. Vicki will make a rotation schedule to let Board members know when everyone will be in each room. Board members were asked to email Vicki if there is a rehearsal time that they won't be available to oversee.

2. It was suggested that we should have a volunteer duty schedule for directors.

a. High School All State Choir places stickers on the back of each director's badge that includes their volunteering duty. During the registration process, directors rank their preferred volunteer positions.

b. Because we did not have an event last year, it is a good year to introduce this.

- c. Kelly made a list of director duties.
- 3. If any board members know of a director that is a new mom, ask them to contact Abby for maternity needs.
- ix. Signs (Nathan and Vicki)
 - 1. This is done.
- x. Emergency Items (Michelle)
 - 1. This is done.
- xi. Name Tags/Folders (Michelle/Peggy/University Minions?)
 - 1. Everything is ready to be packed. We are just waiting on the folders and name tags to come in. Once all of the materials are in, Cherese will help with the reimbursement process.
 - 2. Emily will have high schoolers help her put everything together.
 - 3. We should send the name tag document and programs within the next week to have it printed all at the same time.
 - 4. We need to find out if our organization is allowed/required to pay tax, as many education organizations are not.
- xii. Program (Jacob/Peggy)
 - 1. Jacob shared a draft copy of the program.
 - a. Everything in red is unknown or needs to be updated.
 - b. We are also missing which pieces have instrumentalists.
 - c. Jacob pulled the names of the CMEA board from the website. These are out of date.

- i. Kelly will email Tanner O'Hara, CMEA Vocal Council Chair.
 2. We are thinking of switching Mesocolare and Cambiato in the order to allow clinician Rollo Dilworth to be with the finale choir.
 3. We will be printing paper copies this year. When we tried to do an electronic version of the program, the website crashed due to the amount of traffic trying to access the program.
- xiii. Board member name tags (Emily)
1. Emily has a list of new board members on a hard drive on her desktop computer. Unfortunately it needs to be repaired.
 2. New board members were asked to email Emily for a silver name tag. These are needed in order to be backstage. Emily is ordering on Monday.
- xiv. Stools (Kyle)
- xv. Director's Chorus (Emily)
1. Accompanist?
 2. We are in need of an accompanist for the director's chorus. Abby will ask her accompanist, Scott.
 3. Typically there is no payment for this.
- xvi. Keyboard and Equipment For Directors Choir Rehearsal (Nathan)
1. Jacob will bring a djembe and perhaps a conga.
 2. We will put this agenda item on the February meeting to double check.
 3. Perhaps we should also bring a cymbal and wind chime for one of the pieces.

- xvii. UNC Credit Update (Abby)
 - 1. Dr. Burgett is not able to take on our credit opportunity this year due to her teaching load at UNC. Adding our credit opportunity would put her over the limit for her contract.
 - 2. The board members can use this credit opportunity for horizontal movement. We usually get about 3 credits per year.
 - 3. If you want to get non-university credit for lateral movement, you can ask for a letter from Abby.
- xviii. Instrumentalists/Accompanists Updates (Scott and Emily)
- xix. Photographer (Allison)
 - 1. Allison will send an invoice for her photography services.
- xx. Contracts (Cherese)
- xxi. Any other duty updates?

5. Next Year's Event

- a. Clinicians (Tentative based on availability for date)
 - i. Discussion
 - ii. Nathan Payant was supposed to be a clinician for 2022, but he asked to defer a year. He is on for 2023 and will be conducting Mesocolare.
 - iii. Maria Ellis was asked to consider 2023. She is a woman of color and is big on social media (@GirlConductor). She is tentative on the date, but excited about the opportunity. She would conduct Triplo.
 - 1. Cherese sent an email to the Bellco asking about a date for 2023.

- iv. Stephen Ross is a member of FACE Vocal Band, a professional a cappella group in Colorado. He is also a composer, and perhaps we could commission him. Perhaps FACE could also be our afternoon guest. He would conduct Cambiato.
- v. EJ Harrison is a conductor who is ABD at USC. He works with the National Children's Chorus and Gay Men's Chorus of LA. He would conduct Cambiato.

b. Dates??

Next Meeting Dates:

- February 26, 2022 - Virtual
- March 10th and 11th - CMASC 2022
- April 9th, 2022 - Virtual