

Board Retreat  
6/29/08 Minutes  
Conway Holiday Inn

Members Present: Judy Hopper, Mike White, Judy Rogers, Kayla Malczyk, Paige Rose, Peggy McDaniel, Patricia Cox, Jaree Hall, Delynne West, Deborah Barber, Carrie Taylor, Mary Zies, Rachel Stegall, I. J. Routen, Patty Oeste, Janine Eubanks. Sitting in: UCA students Laura Pollard, Katie Newton

- 1) Called to order and welcome by Judy H. Absentees include Katy White, Kathy Robison, Sam Huskey. Joshua Russell, new Research Chair also absent. Delynne West asked to take minutes.
- 2) April minutes read by Judy R. Approved as read.
- 3) Reminder to all board members to pay dues.
- 4) Old business:
  - a) National strategic plan approved November 2007; committee, chaired by Judy R, appointed to compare and align state plan.
  - b) Committee of region chairs, Delynne West chair, appointed to compile database of e-mails in preparation for mailing first-contact survey.
- 5) New business:
  - a) Nominating Committee, chaired by Mary Zies, appointed to select nominees for President-Elect and Secretary. Nominees must be current Board members and agree to serve. Bio info to be sent to Mike who will prepare mail ballot and send out by August 15. Term begins on Jan. 1, 2009.
  - b) Constitution and By-Laws Committee, chaired by Patricia Cox, appointed to make revisions as necessary.
  - c) Conference Committee, chaired by Jaree appointed. Paige is site chair and Peggy is Exhibits chair. I.J. suggested longer sessions. Judy H. suggested adding focus area labels. Other concerns – feed student workers and make sure they can attend sessions.
  - d) Mentoring Committee, chaired by Patty, will study the feasibility of pre-conference session for new teachers. Professional development hours should be offered. Brainstorming ensued on how to grow membership in the areas of new teachers and students:
    - i) Offerings for collegiate members and new teachers
    - ii) Region chairs can identify new teachers in their area
    - iii) University supervisors can identify new teachers in the field
    - iv) Educate administrators to the benefit of their teachers attending the conference
    - v) Advocacy packets to be distributed
- 6) Treasurer's Report by Mike – current balance of \$4130.23. Need to reserve \$2000 for Segue and seed money for conference. I.J. asked for comparison in attendance from 2006 and 2-day conference last year. We cleared \$1266 in 2006 and about \$1300 in 2007. Registrations were down in 2007, and only 100 out of about 180 attendees paid due to working, being faculty, or students per the agreement with the University.
- 7) Committees were given task lists and information as needed. Those serving on more than one committee were asked to move on when first job complete. Committee meetings began.

## Reconvene – Committee reports

- 1) Nominating – Patty Oeste for President-Elect and Delynne West for Secretary.
- 2) Constitution/By-Laws – Some minor changes need to be made to the constitution; these will be presented tomorrow for revisions.
- 3) Survey – Members are compiling a list from ASBOA, Yahoo listserv, All-State session, ACDA, and Orff rosters. School websites are also being checked for information. Progress is being made.
- 4) Conference – Evaluated last year’s conference to decide what areas should be addressed this year. They brainstormed some presenters and honors performance groups. A suggestion was made to change the name from Honors group to Invitational Performance. A discussion on what was needed for ADE documentation ensued.
- 5) Mentoring – Suggested a session be presented at the conference by students currently doing research. Another session possibility would be on mentoring student interns.
- 6) Meet tomorrow morning in room 203B in Student Center at UCA. It will be open at 8:30, meeting at 9.
- 7) Mike brought up adjusting the mileage rate to be paid. Discussion will be tomorrow.
- 8) Motion to adjourn at 6:15 by Kayla, 2<sup>nd</sup> by Mary. Voted and approved.

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6/30/08 Minutes  
UCA

Members present: Present – Judy Hopper, Mike White, Patty Oeste, Paige Rose, Peggy McDaniel, Judy Rogers, Janine Eubanks, Delynne West, Patricia Cox, I.J. Routen, Deborah Barber, Kayla Malczycki, Robert Brown, Mary Zies. Sitting in: UCA students Laura Pollard, Katie Newton and UCA band director Steve Smyth.

- 1) Called to order – song Round and Round taught and led by I.J.
- 2) Motion by Peggy and 2<sup>nd</sup> by Mary that we raise mileage to \$.40 for 6 months to see how it goes. Voted and approved.
- 3) Conference discussion
  - a) Flyers and emails sent out advertising Boston Brass last year by Paige and Robert. PR through the state groups to be done again this year, i.e. announce conference and survey through representatives at ACDA and ASBOA
  - b) Paige suggested having an overall theme for the conference.
  - c) Evaluations – Important to give attendees opportunity to evaluate each session.
    - i) I.J. has a form she uses with her grant group
    - ii) Mary suggested chair introduce session for which they are responsible and facilitate handing out of evaluations.
    - iii) Judy H. suggested the student workers could help
    - iv) Carrie mentioned ACDA has form with state department code; no signatures needed
    - v) It was decided that the main contact person for each presenter be responsible for professional development forms, evaluation forms, and check for nametags.
    - vi) Evaluations should be short, simple 5-point scale with space for suggestions for future sessions, comments and to be collected at end of each session
  - d) Social/networking event suggested - PD credit to be offered
    - i) Robert said ASBOA has panel discussion; worded in such a way to get PD
    - ii) I.J. suggested a Board-sponsored session for members to give feedback at the conference
    - iii) Peggy suggested advertising so members can think of things beforehand
    - iv) Board members introduced; members give feedback
    - v) Mary said a venting session will be inevitable; helpful to have someone present who is knowledgeable about the laws, contracts, etc. to address things out of our control – possibly from AEA or Sen. Gilbert Baker
  - e) Research session
    - i) Patricia suggested checking an online list to post for research sessions
    - ii) Discussion of poster session – attendees read the abstracts and pick up handouts.
    - iii) Paige, Deborah and I.J. contributed to discussion in following ways:
      - 1) Select a few students to present their research
      - 2) Higher attendance for specific speakers on specific topics
      - 3) To serve as model for students and done through CMENC groups
      - 4) Screening process for selection; those who aren't selected to speak could participate in the poster session and be subject to a critique.
      - 5) Conference committee charged with further discussion

- f) General meeting per constitution at conference to occur just before keynote.
- g) Lunch.
  - i) Deborah suggested having a CMENC luncheon with new teachers.
  - ii) Discussion of sit-down lunch as opposed to cafeteria line
  - iii) Board luncheon and invited guests on Thursday; CMENC lunch on Friday
  - iv) Judy R suggested making time for new teachers to talk to experienced teachers
- h) Registration
  - i) Responsibility of secretary and treasurer
  - ii) Training session with Mike needed
  - iii) More than one person needed at registration; make up work schedule
  - iv) Students could man the table and call a board member with radio as needed
  - v) Possibility raised of using Chamber of Commerce or retired members volunteers
- i) Presenters
  - i) The main contact person is chair of the division, but Judy H., Jaree, Paige, and Peggy need to be copied on e-mails
  - ii) Mary also needs a list of clinicians for Segue
- j) Patty O will do an "At a Glance" tri-fold brochure for participants to carry
- k) Video people need to be contacted beforehand for the concerts
- l) Patty also volunteered to do concert program; Judy H will send format; correct number of programs should be ordered
- m) Discussion on whether board members who present should pay registration and be paid honorarium
  - i) Mike suggested no honorarium, but they can claim expenses
  - ii) Paige brought up reduced rate for presenters
  - iii) Patricia said she pays at National when she presents.
  - iv) Motion made that all members who are presenting pay registration fee; voted and approved.
- n) Student volunteers get in free and get fed. Other non-member students pay \$5
- o) Volunteers should have a special badge so we know who can attend sessions. Mike has software for nametags to give to Paige.
- p) Discussion about nametags
  - i) Chaperones to be IDed on registration by directors; badges for chaperones can be in packets; chaperones should remain with students
  - ii) All attendees should have nametags designating their role in conference, i.e. presenter, exhibitor, Board member, etc.
  - iii) Janine suggested having a sign for chaperones to report to rehearsal rooms
- q) Committee meetings began

#### Reconvene – Committee reports

1. Survey. Progress is being made on database. Almost all lists have been compiled. Region Reps are finding data online and will send their names and emails to Delynne in an Excel file to be added to the main list. Judy H expressed concern that it would be deleted as Spam
2. Bylaws. Judy R. suggested that job descriptions not be included in bylaws, but be maintained by the president, Only executive positions would be described in the bylaws. Judy R recommended some wording changes to allow flexibility in appointed positions. Peggy

suggested having the job descriptions on line. Judy R. suggested the president send the job descriptions to new appointees as needed and keep them with materials of the office

- i) Interdisciplinary chair was not in job description and should be written up
  - ii) Discussion ensued on what positions are truly needed
  - iii) Membership chair is a vital position and needs to be filled
3. Conference committee – incomplete report

Break for lunch. Start at 1:15

1. Survey re-evaluation.
  - a) Judy H projected the survey for all to review
  - b) Possibility of adding some “for example” on questions 7 & 9
  - c) Mary suggested re-wording to “What are your biggest concerns?” on question 7
  - d) Patricia C. asked about purpose of survey; Judy H. responded to find out who are our constituents and what do they need
  - e) Introductory paragraph offered by Judy H for editing; subject line is a good hook
  - f) Peggy suggested adding a line stating ArkMEA is a state affiliate of MENC.
2. Looked at sample form letter for administrators in the event we couldn’t locate music teacher and e-mail address
  - a) Each region chair will send letter to the schools that have no information online.
  - b) Another option is to call schools directly
3. Conference – more brainstorming needed on session ideas; presenters need to be contacted; final schedule should be complete and in a pdf file for Segue; more discussion on session length, but no action was taken; most sessions will be in Snow Fine Arts building
4. Judy H raised possibility of adding a members-only section to the website to include minutes, pdf files of session handouts, etc. No action was taken.
5. Website
  - a) Mike demonstrated how to get info for board members on website; click Contacts link, then Board of Directors; he asked for any corrections from Board members; contact information available at [www.arkmea.org/resources.htm](http://www.arkmea.org/resources.htm).
  - b) The School Information System Data was demonstrated; encouraged all organizations to add names to Joint Statement on Arts Education
6. European dealer wants to advertise in Segue, but we need way to accept payment from credit card; Mike will investigate possibility
  - a) Good feature to have; members can pay their conference fee with credit card
  - b) Also will look into receiving online
7. Judy H. thanked everyone for their work and meeting was adjourned