

ArkMEA Board Meeting January 24, 2009

Present – Jaree Hall, Mike White, Patricia Cox, Josh Russell, Patty Oeste, Peggy McDaniel, Paige Rose, Delynn West, Rachel Stegall, Mary Zies, Judy Hopper, Christine Graham, Deborah Barber

1. Minutes were read and approved
2. Treasurer's report: Balance of 6,195.64. Added deposit of 300 today. Just paid 2000 for Segue. Added color cover to the winter issue.
 - a. On inservice report, honorariums don't include room charges. We need to decide to stay within budget or increase the budget.
 - b. Reminder to use Expense forms for conferences. Clinician expense form states how much you can spend within your area - \$300. Conference chairs need to give clinician expense forms to Mike early in the conference so he can get the checks written. All these forms are available online.
 - c. There are still some outstanding expenses from Fall conference as well as ASTA reimbursement for conductor expenses. Adjust conference expense – UCA should have paid for P. Boonshaft. Paige has documentation and will pursue the issue. ATU will also have \$300 donation for Fall Conference to go to Steve Smith. Attendees – 293. This was an increase from last year.
3. Big thanks to Peggy for exhibits. Peggy suggested increasing exhibit fee and charging by amount of space they use. Patricia Cox suggested items be included for string people – there wasn't anything available at Fall Conf. for strings. Proposal – 8x8 space should be base unit. Charge \$75 for single unit space and increase \$25 per each 8 ft increment. Judy H 2nd. Voted and approved. Peggy and Mike will take care of revamping the exhibitor form.
4. Discussion on effectiveness of people slipping in without paying. There were only a few who registered as members who weren't - that was better.
5. Survey results – Judy H. has email list and information. Shelly O'Dell should take over updating database with conference information. Judy H. and Jaree will coordinate for a report at next meeting.
6. Mileage update has expired. We are going to leave it at .30.
7. Interdisciplinary chair – Mary moved we eliminate it. Peggy 2nd. Voted and approved.
8. Christine Graham is now elementary chair in place of AEMEA president.
9. ASTA president and orchestra chair can be combined. Judy H moved to only have one position so the ASTA president would be the orchestra chair. Mary & Patricia tied for 2nd.
10. Vacancies: Email Jaree with suggestions or ask someone if they would be interested.
 - a. SW region chair
 - b. General music chair
 - c. Retired Teacher Representative
 - d. Student member - Paige suggested if UCA hosts fall conference their CMENC president needs to sit on the board.
 - e. Historian
 - f. Corporate Liaison
11. Patricia Cox will look into getting nametags for Board Members to wear at meetings/ conferences.

12. Jaree suggested adding pictures to website of board members. Send a picture to Mike – high resolution. Big thanks to Mike for everything on the website – Woo-hoo! Members section – discussion on adding handouts for conferences. No action taken.
13. Leon Adams – has all the history. Mary suggested calling his office. Mike will contact him to get all our stuff. Other people who might be knowledgeable - George Baggett, Norma Jean (I think I missed her last name Mary!)
14. Jaree will be using the ArkMEA board group. You should have received a message from it already. If you haven't received one, let Jaree know so she can add your email. We can post minutes, etc. to the group.
15. Things to get done: Nov. 5 & 6 is Fall Conference to coincide with AEA days. We need to decide where to have it; get an outline of schedule finished; form for session proposals with deadline and post online; set date for summer retreat.
16. Conference 2009 – Paige advocated for having everything online for ease of access. The site host really needs detailed information on room setup and needs for presenters. Having it at UCA is cost effective. 2nd floor of student center would be available, but there are charges involved. Quote is \$100 per day per room, Jeff Jarvis said he could underwrite 50% of cost. Possible total cost would run around \$750 after UCA's contribution. Judy H. said the comment sheets had a surprising number of comments about the physical aspects of the room – dark, couldn't hear. Paige suggested writing a grant and she would be happy to do that to help cover it. Patricia Cox moved we look into having the conference at UCA at the student center. Patty O 2nd. Voted and approved. Paige read the email regarding details. Coordination fee \$150, \$300 for ballroom, \$100 for smaller rooms. We can also apply for a fee waiver.
17. Scheduling – 2010 Dr. Tim with expenses paid offer is being worked on. Discussion of switching days – secondary on Thursday elementary focus on Friday. That would help secondary educators who have games on Friday and kids wouldn't have to rush to get home for school on Friday. Mary moved to switch focus days for the conference. Patricia C 2nd. Voted and approved.
18. Discussion – making sessions longer. Need more time for keynote. Hour sessions were too short, suggestion of an hour and 15 minutes. Patty and Jaree will work a schedule out and send it out. Be looking for emails to take care of some business.
19. Discussion – use of tri-fold brochure. It seemed to be useful for attendees. Deborah suggestion adding icons for session tracks. Peggy suggested just using initials instead of icons. We had 300 printed, suggested having 350 for next year because there weren't many leftover.
20. Mary needs a bio and photo as soon as clinicians are booked. The new form will include this information with a word limit. Segue needs to be finished over Labor Day weekend, so the date needs to be prior to Sept. 7 for this year. Sessions include band, choir, elementary, cross-cultural, general music, research, higher ed, CMENC, orchestra.
21. May 1st will be deadline for submitting a session proposal. You would have all the information for the clinician and the clinician is booked. Patty and Paige will get submission form finalized.
22. Summer retreat – June 25, 26. We will try to plan for just one day, but keep both days open. Definite times will be decided as we see what needs to be discussed.
23. Mike mentioned there is no budget for keynote speaker. MENC members who present will not be paid. We do reimburse speakers for copies.

24. SW Division Symposium – Judy H. announced they would be putting out a request for sessions.
25. Jaree suggested we add a form for the Invitational Performance group. Mike suggested having a flyer at ACDA, Mary suggested putting it in the May Segue. Also suggested having an honor group on Thursday and on Friday. Robert is already working on booking a big name group for the draw concert. Rollo Dillworth is a possibility – I.J. was going to work with him.
26. Deadlines for Segue – For May it's March 15th. August 15th for Fall. February issue is December 15th.
27. Patricia Cox suggested adding a student composition contest and mentioned the possibility of getting grants from the AR Arts Council. Noteflight – Deborah mentioned you could go online and compose for free there.
28. Peggy had a request to send the membership email to an exhibitor. We do not provide our member's emails to vendors. MENC charges for emails, therefore we cannot give them out.
29. MIOISM – Judy R. is still looking for speakers for the Capitol Concerts. March 18 & 19. Applications are online.
30. Josh moved to adjourn, Peggy 2nd.