

## cNAfME Executive Board Meeting Minutes

**Date:** July 13th, 2018

**Time Started:** 9:00 PM (EST)

**Called To Order By:** Dr. Koster

**Attendance:**

1. Dr. Keith Koster (kkoster8@naz.edu)
2. Kiersten Hecht (khecht4@mail.naz.edu)
3. Derek Schmelter (dschmeltermusic@gmail.com)
4. Shoko Nagami (snagami@syr.edu)
5. Morgan Beaton (mbeaton8@naz.edu)

**Agenda Items:**

1. 2018 Winter Conference Session Redux/Review (student participation)
  - a. Meet the collegiate state officers
  - b. Student Teaching Panel (edTPA)
  - c. Classroom Management
  - d. Managing Stress for Music Ed
  - e. Speed Interviews
2. 2018 Winter Conference Participation Review
3. Fall Newsletter Agenda Items/Review (copies sent by Dr. Koster)
  - a. Each officer should edit accordingly (Kiersten, Derek = letters, Morgan = membership steps)
  - b. Look over the events for the year on the newsletter (add the National Conference)
  - c. Add Kiersten's "Holy Grail" points
  - d. Issues of "School Music News" being distributed by advisors
4. DC Redux (Shoko, Kiersten)
  - a. Kiersten made a Google Classroom with awesome documents
5. What's the platform for 2018-2019? (activities, events, issues, concerns)

- a. Figure out technology (social media, Google Classroom, etc.)
  - i. Youtube for Collegiate NAFME (Shoko)
- b. Reaching out to New York State more! (newsletter list updates, social media, etc.)
- c. Logo for Collegiate NAFME
- d. Participation/Becoming involved with chapters/Being visible as board members
6. Role of Province Representatives/More Involved with Area
  - a. Assigning rep to create an event to unite their province
  - b. Orchestrate Meetings between chapters and our board to develop relationships
  - c. Physical get-together, online is fundraiser, MIOSM
7. Meeting Schedule for the fall
  - a. More structured timeline of meetings and what the meetings are about
    - i. Send out a Doodle Poll (Morgan) - about once a month and more frequently before conferences
8. More meetings at the beginning of the year
  - a. Monthly meetings, before conference meetings, after conference meetings, late summer meetings to meet/communicate

**General Notes:**

- Contact Kathy to find out what NAFME Collegiate can do (Kiersten)
- Call the schools in New York State to ensure everyone receives the newsletter (spreadsheets from Kiersten and Dr. Koster)
  - The more communication the better!
- Set up meeting with the province reps to articulate an agenda so they can participate too
  - Within the next couple of weeks
- Check up with colleges about them receiving “School Music News”
  - Are advisors sharing newsletters with their chapters?
- Logo for New York Collegiate NAFME/NYSSMA (Shoko)
  - Receiving approval from all the right places (from Michael or John G.)
- Denise wants to video-chat to communicate ideas sometime in August

- Doodle Poll for our whole board to brief beforehand
- How to use Zoom (Kiersten/Dr. Koster)
- Collegiate NAFME Chapter Handbook
  - Continue work on it; It's uploaded into the Google Drive Folder for the Eboard to edit, etc.
  - Define roles and responsibilities of Province Reps, review responsibilities of state officers
- Travel Compensation for chapters including attending regional conferences out of state (i.e. Eastern Region Meeting of NAFME, Pittsburgh, PA; April 4-7, 2019); Will that be possible?
- Larger collegiate presence at the Eastern Conference (Pittsburgh)
  - Build a mini-summit (more sessions geared towards collegiate)
  - Propose a session for collegiate state officers (Dr. Koster)
- Here's What You Missed Box

**Approved Motions:**

- Additions to the fall newsletter
- Collegiate Logo (Shoko)
- Structured Meeting Schedule/More Frequent Meetings in the Fall
- 2 meetings (1 with our board, then one with Denise)
  - Zoom Call
- Work on NAFME Chapter Handbook

**Adjourned By:** Dr. Koster

**Time Ended:** 10:05 PM (EST)