TO: Collegiate NYSSMA Advisors and Chapters

FROM: Dr. Keith Koster, NAfME Collegiate State New York Advisor

MEMO: Greetings & Information for Spring 2021

On behalf of the New York State School Music Association (NYSSMA), I would like to extend to you and your students both greetings and best wishes for a successful, safe, and rewarding 2021 spring semester. This, especially as we all are all doing our best to process and manage new and different challenges associated with the COVID-19 pandemic. Please stay safe and be as well as you can be right now.

Here are a few updates:

* NYSSMA has been working very hard these past several months in providing substantial resources for music educators as well as members. **Visit nyssma.org** and on the front page of the website, under COVID-19 RESOURCES, you’ll find a collection of helpful recommendations and suggestions as we continue our work during the global pandemic.
* The In-Person 2021 Eastern Division meeting of the National Association for Music Education (E-NAfME) conference **will be virtual** and take place April 22 – 24, 2021. For more information about the event, visit: https://nafme.org/community/conferences-and-events/
* Your State Executive Board has been working tirelessly this past semester. **Make sure to check out the following:**
	+ **Newly** organized collegiate webpage
		- [www.nyssma.org](http://www.nyssma.org) and click the Collegiate Tab
	+ **Handbook** for Hosting a State Collegiate Conference
	+ **Handbook** for your Collegiate Chapter
	+ **Updated social media links** for chapters, websites, etc.

Please find enclosed the following information:

* 2021 Collegiate Membership registration instructions

*Students can join or renew by locating the “Membership” link on* ***either one*** *of the following websites:*

**National Association for Music Education**

(NAfME)

For membership: www.nafme.org

OR

**New York State School Music Association**

(NYSSMA)

For membership: www.nyssma.org

COST to join or renew: $41.00

*Covers both state and national dues.*

 If you are contacted by any one of our Province Representatives requesting information about your chapter, **please respond**. It will only take a moment of your time. They gather information to report to collegiate membership at NYSSMA Executive council meetings. Help make their positions rewarding, valued, and fulfilling. If you don’t feel that you have the time to respond, pass that request on to your collegiate chapter officers or another responsible student member. Thank you.

Should you need any assistance in getting your chapter members to attend in-services and conferences scheduled this year or if you need any suggestions about how to establish or maintain an active chapter, please feel free to contact our State Collegiate officers:

President: Daria Barteldt

 [dbarteldt99@gmail.com]

State President-Elect: Christopher Mcafee

 [mcafeec202@potsdam.edu]

 Secretary-Treasurer: Emma Clive

 [eclive6@mail.naz.edu]

 Web Editor: Morgan Beaton

 [mbeaton8@mail.naz.edu]

 Province Rep Area 1: Julia Turner

 [turn6660@fredonia.edu]

*Province I Chapters:*

 #1211 Niagara County Community College

#456 SUNY Buffalo (Elizabeth Etopio, Advisor)

#1107 SUNY Buffalo State (Victoria Furby, Advisor)

#151 SUNY Fredonia (Christian Bernhard, Advisor)

 Province Rep Area 2: Madison Yung

 [myung8@mail.naz.edu]

 *Province 2 Chapters:*

 #50 Eastman School of Music (Mara Culp, Advisor)

#150 Houghton College (Sara Massey, Advisor)

#1043 Monroe Community College

#328 Nazareth College (Keith Koster, Advisor)

#218 Roberts Wesleyan College (Grace Cummings, Advisor)

#980 Rochester Institute of Technology

#858 SUNY Brockport

Province Rep Area 3: Halie Carden

[cardenhm202@potsdam.edu]

 *Province 3 Chapters:*

 #219 Ithaca College (Matthew Clauhs, Advisor)

#566 Onondaga Community College

#3 SUNY Potsdam (Andrea Maas, Advisor)

#215 Syracuse University (David Knapp, Advisor)

Province Rep Area 4/5: Julia Stowell

 [stowelj202@potsdam.com]

 *Province 4/5 Chapters:*

 #1242 Broome Community College (Jennifer Greene, Advisor)

#297 The College of Saint Rose (Jennifer Campbell, Advisor)

 #261 Hartwick College (Meghan K. Sheehy, Advisor)

 #502 Manhattanville College (Jerry Kerlin, Advisor)

 #313 Nyack College (Joan Mallory, Advisor)

 #12 Schenectady County Community College

 #1138 SUNY Binghamton

 #1273 SUNY New Paltz

 Province Rep Area 6: Joseph Benedict

 [benedijw201@potsdam.edu]

 *Province 6 Chapters:*

 #856 Baruch College

 #624 Brooklyn College (Claudia Cali, Advisor)

 #326 City College of New York

 #1263 City College of Technology

 #1083 CUNY Lehman College (Diana Mittler-Battipaglia, Advisor)

#504 CUNY Queens College (Eric Rubenstein, Advisor)

#1276 CUNY York College (Mark Adams, Advisor)

#975 Hunter College (Victor Bobetsky, Advisor)

#1174 Mannes College of Music

#22 New York University (Elise Sobol, Advisor)

#111 Teachers College, Columbia University (Kelly Parkes, Advisor)

 #713 Wagner College

 Province Rep Area 7: Kieran DeMaria

 [kdemaria1@pride.hofstra.edu]

 *Province 7 Chapters:*

 #783 Adelphi University (Heather Waters, Advisor)

#846 Concordia College

#1021 Five Towns College (Margaret Thiele, Advisor)

 #589 Hofstra University (Cindy Bell, Advisor)

 #663 Long Island University (Jennifer Miceli, Advisor)

 #1133 Molloy College (Michelle Rampal, Advisor)

#730 Nassau Community College (Garry Ouellette, Advisor)

By all means, let me know as well. I would be delighted to visit your campus **virtually** and visit with your collegiate members or arrange for state collegiate officers to be present. I can be reached by dialing (717) 515-5502 or*kkoster8@naz.edu*. If you notice any inaccuracies in what I have listed above, please contact me so that we can update our records. I wish you a very successful, safe school year and hope to see you and your students at virtual events or in Albany, NY this summer during the 2021 NYSSMA Summer Conference.

With best wishes,

Keith Koster, NAfME Collegiate New York State Advisor

*Please share & post*

Renew Your **C-NAfME/NYSSMA** Membership Online: Here’s how!

Emma Clive, Collegiate NAfME/NYSSMA State Secretary & Treasurer

Any Questions? E-mail Emma at:

**eclive6@mail.naz.edu**

* 1. Go to [www.nafme.org](http://www.menc.org/)
* 2. Click on the Renew tab link (located on the top right hand side).
* 3. Enter your e-mail address  \*NOTE enter the e-mail address that you gave to NAfME (The one you receive e-mails from them at).
* 4. Enter your Password.
* 5. A screen will open with options to check out your information.
* 6. Make sure to update or double check all information, especially your addresses so that documents and newsletters arrive at the proper place.
* 7. Once you have updated your information, click “Next”.
* 8. Then, select “Collegiate” membership and choose your Collegiate State.

9. Input your college into the college selection box on the next page.

* 10. If you wish, you can choose between two subscriptions to music journals offered at a special price for NAfME members. You may also choose to make a donation.
* 11. Once you click “Checkout”, your total cost will be displayed. If you just chose a basic renewal of membership and no additional items, your total should be $41.00.
* 12. Enter your credit card or payment information below that.
* 13. Click the blue “Submit and process credit card payment” at the bottom right of the page.
* 14. Confirm and finish   - You should receive an email acknowledging your renewal. Congrats! You are good to go.

\*Note: NAfME and NYSSMA are a joint membership. If you belong to one, you belong to both. You can also renew on [www.nyssma.org](http://www.nyssma.org/) with a very similar procedure

**Important C-NYSSMA/NAfME**

**Dates 2021**

*Mark your Calendars!*

**Join or Renew your Membership**

Complete your chapter Membership Drive by getting students to join or renew their memberships at [www.nyssma.org](http://www.nyssma.org/) OR [www.nafme.org](http://www.nafme.org/) [See instructions on previous pages.] NOTE: While students can join at any time throughout the year, we do encourage students to make an early commitment to professional membership.

**March 1 - 31, 2021: Music In Our Schools Month (MIOSM)**

*PRACTICE-A-THON EVENT* [**www.hcpracticeathon.com**](http://www.hcpracticeathon.com/)*; Contact your Province Rep for more information.*

**March 1, 2021: Joseph Sugar Day in Albany, NY** (8:00 a.m. – 5:00 p.m.)

This **virtual** event will provide NYSSMA members as well as collegiate students to meet with State Legislators to promote music education, arts education. It's also a celebration of New York Music Education in the Capitol Building. For more information, Email Mr. Alan Orloff (NYSSMA Government Relations Chair): **grc@nyssma.org**

**March 25, 2021: Deadline to run for State Office**

Deadline to run for State Executive Board; Email Dr. Koster to complete the **online registration process**:kkoster8@naz.edu

**April 1 - 8, 2021: State Office Elections (E-ballot)**

Annual E-Elections for State Executive Board; *Terms run from May to May*; NOTE: Each collegiate chapter advisor will be sent a secure link to the ballot. Send the link to your student members so that they can vote. VOTING ENDS ON APRIL 8, 2021 at midnight. Results will be announced on April 15, 2021.

**April 22 – 24: Eastern NAfME Conference**

The virtual event will include conference sessions, performances, workshops, guest speakers, and an exhibitor’s hall. Visit <https://nafme.org/community/conferences-and-events/> for more information.

**June 2021: NAfME Collegiate Summit, Washington DC**

For more information, E-mail Mr. Alan Orloff (NYSSMA Government Relations Chair) **grc@nyssma.org** OR check out the following link: **https://nafme.org/advocacy/nafme-collegiate-advocacy-summit/**

**August 15 - 17, 2021: NYSSMA Summer Conference, Albany, NY**

WHERE: Hilton Albany Hotel, 40 Lodge Street, Albany, NY 12207;

For more information: [**www.nyssma.org**](http://www.nyssma.org/)

**IMPROVING COMMUNICATION**

**BETWEEN CHAPTERS??**

**HERE’S HOW!**

*Visit www.nyssma.org & check out social media links for all of our collegiate chapters. Click the Collegiate tab and check out the new layout.*

***Follow us!***

**State C-NYSSMA/NAfME Links**

Facebook Group: [NYSSMA-Collegiate](https://www.facebook.com/groups/collegiatenyssma)

Facebook Page: [NYSSMA-Collegiate](https://www.facebook.com/collegiatenyssma)

Instagram: [@collegiatenyssma](https://www.instagram.com/collegiatenyssma/?hl=en)

Gmail: nafmecollegiateny@gmail.com

Website: [www.nyssma.org/nafme-collegiate-nyssma/](http://www.nyssma.org/nafme-collegiate-nyssma/)

Ideas for your Chapter Meetings and Events for the Year

* For the latest teaching resources and support as it relates to **pandemic**, visit [www.nyssma.org](http://www.nyssma.org) and review the information with chapter members.
* Once you join or renew your Collegiate Membership, add the following to your e-mail signature: *Member, Collegiate NYSSMA/NAfME*
* Once you join or renew your Collegiate Membership, post a picture on social media indicating that you’re a member of Collegiate NYSSMA/NAfME.
* Promote a Collegiate NAfME-NYSSMA drive at your school. Be prepared to speak about the value of membership in our largest music organization for music educators! Use the promotional materials that were sent to your Chapter Collegiate Advisor.
* Reach out to area high schools to establish partnerships with an area Tri-M Chapter. If area schools don’t have a Tri-M Chapter, assist the Music Teachers their in establishing one.
* Invite Tri-M students to your meetings, attend theirs and consider joint-sponsored events (guest speakers, service activities, Music In Our Schools Month (MIOSM) events, etc.
* Create social media accounts for your Chapter; Follow other collegiate chapters; Create a collegiate chapter website which can serve as the primary source for all things Collegiate NYSSMA/NAfME
* Need a meeting agenda item? Lead your chapter members in a walk-through of the NAfME website, noting special events and opportunities for collegiate members.
* Consider a meeting where members watch an NAfME Academy Webinar OR other online podcast brought to you by NAfME.
* Collaborate with other Collegiate Chapters in your Province. Reach out to your Province Representative to assist.
* Make plans to establish the Harry Chapin Practice-A-Thon event on your campus. This would be a wonderful activity for Music In Our Schools Month (MIOSM).
* Invite a state collegiate officer OR Dr. Koster to attend your next collegiate chapter meeting. State officers and Dr. Koster can assist you with just about any aspect of your chapter.
* Promote events mentioned in the Fall and Spring Newsletters that your Chapter Advisor receives. (NOTE: Make sure that your Chapter Advisor circulates each newsletter with you.)
* Host a Mini-Afternoon Province Conference: Invite state officers, area NYSSMA members, and students from your Province. NOTE: Coordinating this kind of event is always good practice should your chapter want to host a state collegiate conference in the future!!
* Need a road trip? Consider a trip to Washington DC with a visit to NAfME headquarters in Reston, VA.
* Host a student teaching panel with student teachers from your school.
* Invite area teachers to speak at an upcoming meeting.
* Invite area music vendors to speak at an upcoming meeting.
* Invite area music supervisors to a meeting and present a session about the job interviewing, hiring processes.
* Host a Music Education Alumni Recital and Reception event. It’s a great way to connect with former graduates and current teachers from your school.
* Don’t see the conference sessions that you would like to see at a conference? Reach out to presenters, teachers, etc., and encourage them to submit conference session proposals for future conferences. The process is easy! Information about conference session proposals can be found at [www.nyssma.org](http://www.nyssma.org/) OR e-mail Dr. Koster (kkoster8@naz.edu)

***We need YOU to run for state office!***

***For more details, check out pp. 8 - 10***

**INTERESTED IN RUNNING FOR**

**STATE OFFICE?**

**HERE’S HOW!**

**PART I: What positions are available? What do state officers do?**

* President-Elect (two-year term; Year one: President-Elect; Year two: State President)
* Secretary & Treasurer
* Web Editor
* Province Representatives (6 positions)

**PART: II: Job descriptions (from the *Handbook*)**

1. It is the duty of the **President** to:
* Preside at all meetings
* When appropriate, lead meetings by parliamentary procedure via ​*Robert’s Rules of Order*
* Maintain regular communication with the state NAfME-Collegiate advisor and NYSSMA Executive Council
* Act as a voting member of the NYSSMA Executive Council
* The President must also further an agenda as developed during their term as
* Attends all NYSSMA Executive Council meetings and reports on those meetings to the E-board and the state collegiate members
* Completes, submits a quarterly report to the NYSSMA Executive Council
* Publicly shares reports to the NYSSMA Executive Council about the status of collegiate activities across the state
* Writes and submits articles to the editor of ​*School Music News​* that are published quarterly
* Develops a vision that reflects the ideals of the membership
* Seeks to advance collegiate initiatives within the formal structure of the NYSSMA
1. It is the duty of the **President-elect** to:
* Learn the duties of the President and create a smooth transition with linear, shared

goals between terms

* Develop an agenda for their term in office
* Be actively involved with other Executive Board members and chapters
* Assist in any projects determined by the Executive Board
* At the NYSSMA Winter Conference, the President-Elect is responsible for overseeing

scholarship assignments as well as coordinating the documents submitted by collegiate

members who are (a) awarded scholarships to assist at the event and (b) travel reimbursement

* The President-Elect will serve in the capacity of President in the event that the current

President is not available

* In the event that a vacancy occurs in the office of President, the President-Elect shall assume the duties of President until a re-election is scheduled and completed
1. It is the duty of the **Secretary/Treasurer** to:
* Request the distribution of money as necessary for various activities from the

NYSSMA Executive Director

* Update process for registering/renewing C-NAfME/NYSSMA membership in newsletters and make sure collegiate incoming and returning members are aware of changes in registration fees
* Schedule meetings that include immediate board members
* To take and report minutes for all official meetings
* Minutes are circulated to all Collegiate chapter advisors, the President and President-Elect of the NYSSMA Executive Council and posted on the NAfME Collegiate/Collegiate-NYSSMA website
* Organizes the evaluation process of collegiate conference session proposals and

reports findings to the NAfME-Collegiate State Advisor

1. It is the duty of the **Web Editor** to:
* Regularly maintain the Collegiate-NYSSMA portion of NYSSMA website
* Regularly update materials for the website
* Maintain the social media (Facebook Page, Facebook Group, Instagram, Twitter)
* Edit web content and social media as necessary
* Ensure that the website is well-organized, updated, and accurate
1. It is the duty of **Province Representatives (6 positions)** to:
* Act as the liaison between local chapters and the Executive Board
* Encourage chapter events at the local, Province and state, and national levels
* Facilitate communication between local chapters in each Province
* Represent local chapters at meetings of the Executive Board
* It is the Province Representative’s responsibility to communicate with chapters on a

regular basis

* Report on chapter activities at the NYSSMA Executive Board meetings attended by the

President and/or President-elect and the General Business meetings the annual NYSSMA

Winter and Summer Conferences, as well as the State Collegiate Conference held biennially.

**PART: III: How to apply?**

A. Complete the online application per the following links:

1. President-Elect (two-year term)

Online link to apply:

<https://naz.qualtrics.com/jfe/form/SV_2rbTQ2uU1W7J9Ep>

1. For Secretary/Treasurer (one-year term)

Online link to apply:

<https://naz.qualtrics.com/jfe/form/SV_5nYwym6yEEAMdNz>

1. For Web Editor (one-year term)

Online link to apply:

<https://naz.qualtrics.com/jfe/form/SV_9ZUXiqz4xe8oyhf>

1. For Province Representative (6 positions; one-year term per)

Online link to apply:

<https://naz.qualtrics.com/jfe/form/SV_2nk8jMaNFmeR76J>

DEADLINE TO RUN FOR STATE OFFICE

IS THURSDAY, MARCH 25 AT 11:59 P.M.