



**Colorado Music Educators Association
Board of Directors Meeting
July 1, 2020
The Broadmoor Hotel**

**Board of Directors Meeting
Minutes**

The meeting was called to order by President Kevin Beaber at 2:30 pm.

Discussion Items/Announcements

Kevin Beaber- CMEA President and Cynthia Eversole- CMEA President-elect reviewed the 2021 election process for district representatives for 1,3,5,7 and chair-elects and those councils that have secretary positions.

Report on 2021 All-State Ensembles-

CMEA Executive Director, William Kohut provided a report on the current status and planning for the 2020-2021 All-State Ensembles during the current health pandemic. A meeting has been held with each All-State Chair except for the Chair of All-State Orchestra. Each of the groups that are planning events are adjusting their budget for smaller events with less students participating. Clinician contracts will be issued with a payment for music preparation/selection and full payment of their services for the actual event. Clinicians are being directed not to book travel until 6 weeks prior to the actual date of the event. Where possible clinicians close to Colorado are being considered to minimize travel.

All-State Elementary Choir-

The All-State Elementary Choir ex-officio board has decided not to plan or host an event during the 2020-2021 year. They do not feel they would be able to provide a safe, socially distanced event with the number of students, age of students, and size of the audience. They will plan for an event in 2021-2022.

The All-State Middle School Choir ex-officio board is currently planning on hosting an event in Denver this spring. They are exploring a move of the event to a later date in March. They are also considering a recorded/streamed performance without an audience. The board is planning on using clinicians close to Colorado to limit travel.

The All-State High School Choir ex-officio board is currently planning on hosting an event in Denver this spring. They have moved their dates to April 25th – April 27th. The board is planning to hire an additional clinician in case a clinician becomes ill. Auditions for this

year's group will move to an on-line format to provide a safe and healthy environment for students, accompanists, and judges.

The All-State High School Jazz Choir ex-officio board is currently planning on hosting an event at the conference this year. Should they have to shift to a spring date they are looking at the possibility for dates in May as an alternative.

The All-State High School Orchestra- No Report as there was no response to multiple requests to meet with the chair.

Update on Financial Impact of COVID 19 and the application for the SBA Coronavirus Relief Fund Grant and Loan-

The CMEA Executive Committee reported that they granted the Executive Director the authority to investigate possible government funding options that existed to assist with capital revenue losses/expenses during the pandemic. The Executive Director applied for the Payroll Protection Program. CMEA did not qualify as a non-profit for this program because CMEA does not have employees. CMEA utilizes contract workers. The next option available was the Small Business Administration SBA COVID-19 Disaster Assistance Grant and Loan Program. This program was set-up to provide assistance to small business and non-profits during the health crisis. The program provides \$10,000.00 grants and up to \$500,000.00 loans. Loans terms are for 30 years at 2.75% interest with no pre-payment penalty. Loan payments would begin in 2022. CMEA applied and was approved for a loan up to \$125,000.00. CMEA has received \$35,500.00 less a \$100 processing fee and is eligible to apply for additional funding. CMEA is still under consideration for the grant of \$10,000.00 that does not require repayment.

Discussion on alternate plan for October State Assembly and Board Meeting-

The board authorized the CMEA Executive Director to pursue having the October meeting at The Broadmoor Hotel and providing hotel rooms for board members and district representatives in districts 6, 7, & 8 this meeting. Mileage for this meeting will be limited to those who travel more than 150 round-trip miles.

Discussion on a preliminary plan to move to a virtual conference in January 2021-

The board discussed and decided to set a date of October 2, 2020 to transition to a virtual conference or a hybrid conference. The Executive Director will begin to gather RFP's to host our virtual conference and handle the technical hosting of the conference.

Standing Business

The CMEA Executive Committee recommends that the board approve the Minutes from the September 21, 2019 Board of Directors meeting.

M: Elizabeth Ford S: Todd Dicamillo *Motion Carried*

The CMEA Executive Committee recommends that the board approve the Minutes from the January 25, 2020 Board of Directors meeting.

M: Todd Dicamillo S: Cynthia Eversole *Motion Carried*

The CMEA Executive Committee recommends that the board approve the Financial Report as presented by the Executive Director.

M: Craig Westwood S: Todd Dicamillo *Motion Carried*

The CMEA Executive Committee recommends that the board approve the Meeting Calendar as presented.

M: Cynthia Eversole S: Todd Dicamillo *Motion Carried*

Old Business

The CMEA President recommends the appointment of Mark Hudson to serve as the Chair-of the CMEA College/University Council to replace Tracy Doyle, who resigned her position.

M: Todd Dicamillo S: Craig Westwood *Motion Carried*

The CMEA College/University Council recommends the appointment of Sean Flanigan to serve as the Chair-elect of the CMEA College/University Council to replace Mark Montemayor, who resigned his position.

M: Mark Hudson S: Cynthia Eversole *Motion Carried*

The CMEA President recommends the appointment of James Austin to serve as the Research Chair in an Ex-Officio position to replace Mark Montemayor, who resigned his position.

M: Mark Hudson S: Elizabeth Ford *Motion Carried*

New Business

The CMEA Executive Committee proposes that the CMEA Board of Directors adopt a proposed working draft of three possible budget scenarios based on the unknown climate facing the organization with the COVID-19 Pandemic.

M: Elizabeth Ford S: Craig Westwood *Motion Carried*

The CMEA Executive Committee proposes that the CMEA Board of Directors approve the United States Federal Government SBA Coronavirus Relief Fund Loan in the amount of \$35,500.00.

M: Todd Dicamillo S: Craig Westwood *Motion Carried*

The CMEA Executive Committee proposes that the CMEA Board of Directors approve the United States Federal Government SBA Coronavirus Relief Fund Grant in the amount of \$10,00.00 should this money be awarded to CMEA.

M: Cynthia Eversole S: Elizabeth Ford *Motion Carried*

The CMEA Executive Committee proposes that the CMEA Board of Directors approve the United States Federal Government Coronavirus Relief Fund Loan additional application in the amount of \$40,000.00.

M: Todd Dicamillo S: Craig Westwood *Motion Carried*

The CMEA Executive Committee proposes that the CMEA Board of Directors approve the following refund policies for CMEA effective July 1, 2020.

All-State Events Refund Policy

All-State event audition fees	No Refunds shall be issued
All-State participation fees	Refund minus a \$20.00 per student processing fee

CMEA Conference Refund Policy

Cancellations/Refunds:

No **cancellation refund for conference registrations** will be provided within 2 weeks of the **conference** start date. If **cancellation** occurs prior to 2 weeks before the **conference**, a 50% administrative fee will be assessed to all refund requests. All **cancellation** requests must be submitted via email to officecmeaonline@gmail.com .

No **cancellation refund for exhibitor registrations** will be provided. All sales of exhibitor fees are final at the time of purchase beginning on July 1, 2020 and moving forward.

No refunds will be granted for registrations to the virtual conference. If you are unable to view any purchased content during the scheduled times, all events in the conference will be recorded and available for replay after the event concludes. Please visit our FAQ page for more instructions on accessing the archived recordings. If you have any additional questions about cancellation, refunds, or access to archived recordings please contact us at officecmeaonline@gmail.com

CMEA Policy on Conference Cancellation

CMEA reserves the right to cancel events or move them to a virtual format because of low registration or in the case of a catastrophic occurrence. In the event of a cancellation or move to a virtual format, all registrants will be notified and will have the following options available to them:

- ⇒ Be granted access to the virtual conference.
- ⇒ Apply your full registration payment toward the following years conference.
- ⇒ Request, in writing, a refund minus the \$50 processing fee.
- ⇒ Donate your full registration to CMEA and receive a tax-deductible letter of donation.

ADVERTISING REFUND POLICY

All advertising required a completed advertising contract. All fees are non-refundable.

M: Cynthia Eversole S: Craig Westwood *Motion Carried*

The CMEA Executive Committee proposes that the CMEA Board of Directors approve the following changes in conference registration process and fees for the 2021 conference:

Early Bird Registration- August 1st- September 30th- \$10 less than last year's early registration-

Active	\$150.00
Retired	\$ 80.00
CNAfME	\$ 30.00
Non-member Active	\$235.00
Non-member Retired	\$105.00

Pre-registration- October 1st- December 15th- fees same as last year

Active	\$160.00
Retired	\$ 90.00
CNAfME	\$ 40.00
Non-member Active	\$250.00
Non-member Retired	\$120.00

Regular registration- December 15th- January 15th- \$5.00 increase in each category and no mail in option.

Active	\$230.00
Retired	\$130.00
CNAfME	\$ 45.00
Non-member Active	\$290.00
Non-member Retired	\$130.00

M: Craig Westwood S: Todd Dicamillo *Motion Carried*

The CMEA Executive Committee proposes that the CMEA Board of Directors approve the establishment of a Diversity, Inclusion, and Equity Task Force. This task force will consist of members from a diverse representation of CMEA members and chaired by the CMEA President-elect.

M: Mark Hudson S: Todd Dicamillo *Motion Carried*

Discussion on development of an agreement/Memo of Understanding between All-State Ex-Officio Boards and CMEA. This document will help to clarify the role of CMEA and Ex-Officio All-State Boards in the management and financial policies of each All-State Ex-officio board and the CMEA Board. The agreement will include adhering to CMEA Financial Policies and understanding of the percentage of revenue and expenses related to the operational management that CMEA provides to each All-State Event, Insurance costs, credit card processing fees, and web-site

management fees. Included in this agreement will be an understanding that stipends to ex-officio All-State board members will not be paid when proper CMEA financial policies are not followed. The point was made that we are all part of CMEA. It was suggested that along with this document that the CMEA Board set standard fees for audition, participation, and tickets. The idea was also suggested that every two years a virtual meeting be held with all the All-State Ex-officio Boards to explain CMEA policies and procedures and how CMEA establishes the percentage of fees that are part of CMEA's operating expenses. This document will be brought forward for approval at the October meeting.

It was brought forward by the Instrumental Council that the board consider extending for this year only the ability to submit recordings for performance at the CMEA conference in 2021 from school year 2018-2019, 2019-2020, or fall of 2020. This opportunity would be provided since schools were closed in the spring of 2020. The board discussed the pros and cons of this proposal. The recording should represent the performance that would be presented at the conference. A motion was made to accept this change.

M: Craig Westwood S: Todd Dicamillo

Motion Carried

Adjournment- the meeting was adjourned at 4:33 pm