

*Minnesota Band Directors Association Board Meeting  
MMEA State Office Building – Conference Room A  
6860 Shingle Creek Parkway, Brooklyn Center, MN 55430  
November 17, 2007  
10:00 am*

*Meeting Minutes*

I. Call to Order [President – Barry Zumwalde]

Members present: Ryan Anderson, Cathy Augustin, Sam Bergstrom, Chris Halvorson, Paul Kile, DeAnn Klun, Sara Klingfus, Don Krubsack, Michael Lien, Jeremy Mann, David Miller, Heidi Stodola, Sebastian Tackling, Adam Tervola Hultberg, Chuck Weise and Barry Zumwalde.

President Barry Zumwalde called the meeting to order at 10:00 AM.

II. Approval of September Meeting Minutes [Secretary - Cathy Augustin]

A discrepancy in the reported amount in MBDA's money market account was discovered by Heidi Stodola. The corrected amount should be \$26,729.88. With this change in place, a motion was made by Paul Kile and seconded by Sebastian Tackling to approve the minutes.

III. Reports and Updates

A. Treasury Report [Heidi Stodola]

As of November 15, 2007 MBDA's checking account balance is \$7,711.89 while the money market fund balance is \$36,946.18. Major financial events include: one large deposit from membership dues, \$10,000 transferred from checking to our money market account, and \$5000 transferred to 5 different region treasuries.

A set of instructions for establishing region treasuries was emailed to all region treasurers, presidents, and liaisons shortly after our September meeting. Some of the regions, especially in out-state MN, had many questions about which banks to choose and other issues, but everyone worked very well with me to get their accounts open. Regions that have set up their bank accounts and received their \$1000 set-up monies include: NW, NE, SW, SC, and SE. (Central region has not set up an account yet.) Transfers were completed electronically for regions who chose USBank, by check mailed directly to the chosen bank, or in one case a wire transfer which cost \$25. All in all, it has been a fairly smooth process.

The central region board still has not met, and according to the web site officers listings there is no treasurer for that region. In corresponding with the officers and liaison from that region, Heidi has found there may be a need for a shifting of officers to fill holes as

needed and has emailed three state presidents about this need. There is specific language in our constitution about how empty officer positions can be filled. Heidi is willing to help with anything that is needed including meeting with the board to help them get their bank account set up quickly.

Heidi made a motion regarding a June 30<sup>th</sup> (year end) audit from an outside CPA, and a yearly internal audit conducted by our executive board and presented to the board of directors as outlined in our constitution and bylaws. This motion was seconded by David Miller and was passed by the board.

#### B. Membership Report [Barry Zumwalde]

We had decided to skip the postcard idea at our last meeting because it's very costly and time-consuming. We had elected to use the MMEA email list to contact all the band directors in the state. Unfortunately, MMEA will not email members on our behalf anymore. Membership is currently lower than it has been in past years, additionally the number of paid members is even lower. Discussion regarding a deadline for membership payment will be held at the January meeting.

#### C. Honor Bands [David Miller]

A motion by Paul Kile and seconded by Michael Lien stated that acoustic string bass audition materials would be prepared for next year's 9 -10 grade honor band. Motion passed.

A proposal from Mary Schaeffe at MMEA was presented to hire an extra staff person at the MMEA office to process the audition tapes/CDs. A motion by Ryan Anderson and seconded by Heidi Stodola was made asking Mary, through MMEA, to find a data processor to coordinate, distribute and put together a data base with information from those auditioning for an honor band. The motion passed with Michael Lien abstaining from the voting.

Don Krubsack inquired about per school limits for the regional honor bands. It was decided that each region will make this decision for themselves with further discussion occurring at the annual meeting.

### IV. Old Business

#### A. MMEA Midwinter Clinic – MBDA Reception [Chris Halvorson]

An MBDA reception at the MMEA MidWinter Clinic will be held in a room at the Hilton on Thursday, February 14<sup>th</sup>. The committee working on this reception includes Chris Halvorson, Sebastian Tackling and Cathy Augustin.

#### B. Summer Instrumental Teaching Symposium [Barry Zumwalde]

The Symposium will be held the Thursday and Friday of All-State week at the University of Minnesota – Duluth. Mark Whitlock from UMD has offered to be of service and

CBDNA has also offered to help and cover some costs. It was suggested that the clinicians whom were scheduled for last summer be asked again to participate along with other involved with All-State. A committee to help Amy Roisum Foley plan events will include: Ryan Anderson, Sebastian Tackling, Paul Kile and Sam Bergstrom.

V. New Business

A. Constitution Revisions [Barry Zumwalde]

Heidi shared some additions she felt were needed in our new constitution and bylaws for region treasuries to report to our state organization. The reporting duties suggested include: a financial report summarizing each event hosted by the region once the event(s) is completed, a financial report of cash flow from June through February 1 to be reported at our annual MBDA meeting in mid-February, and a year-end report due to the state treasurer by May 15. It may also be advisable to ask each May for a region budget proposal for the upcoming year.

The following proposals are to be included in the by-laws, with revisions/edits to be completed by Scott Jones. The motion was made by Heidi Stodola ad 2<sup>nd</sup> by Chris Halvorson

Article IV Section 2 - Duties of Regional President:

ADD:

5. The regional president shall present a report to the Executive Board at the annual February State Board meeting.

Article IV Section 5 - Duties of the Regional Treasurer:

ADD:

10. The regional treasurer shall present a financial report to the State Treasurer at the annual February State Board meeting, at the June year-end meeting, and after each honor band or festival event.

B. MBDA Apparel [Chris Halvorson]

Chris shared some ideas concerning polo, sweatshirts and t-shirts with the MBDA logo on it to be promoted at the MMEA Mid-Winter Conference. Heidi Stodola volunteered to help with the logo and design and Chris will pursue to how to sell them to our members, possibly directly through the business that will be making them.

C. MBDA Membership email list [Barry Zumwalde]

Barry shared that the MBDA Membership is not given out to anyone.

D. Next Meeting – January 19, 2007 – Conference Call

E. Additional Items

Michael Lien asked for etude feedback concerning the All-State Audition materials. Discussion was also held regarding recorded auditions which could reduce costs and be more reliable so one specialist would review the auditions of those playing each instrument (as the mid-level honor bands do). Michael is suggesting that this could be done as a pilot program in a couple different geographic areas around the state.

Heidi Stodola distributed forms for those traveling 100 miles or more (round trip) to attend the MBDA meetings. This will expedite payment and give a more accurate record.

VI. Adjournment (12:00 PM)

A motion was made by Adam Tervola Hultberg and seconded by Sebastian Tackling to adjourn the meeting.

*Report Submitted by Cathy Augustin, MBDA Secretary*