

THE GORDON INSTITUTE FOR MUSIC LEARNING
MEETING OF THE BOARD OF DIRECTORS
SECRETARY REPORT – NOVEMBER 5, 2017

I. Called to Order by Heather Shouldice at 7:05pm EST

Members Present: Heather Shouldice, Cory Micheel-Mays, David Moniz, Amy Sierzega, Gordon Davignon, Lynn Grossman, Emily Jablinski, Jennifer Murphy, Denise Guilbault, Diane Lange, Meredith Trobaugh, Heather Kirby, Robin Giebelhausen, Carrie Gordon Lueneburg, Susan Waters

Guests: Julia Zanella (proxy for Nathan)

Not Present: Nina Silva, Cynthia Taggart

II. Mission Statement read by Heather Shouldice

The purpose of GIML is to advance music understanding through audiation. We believe in the musical potential of each individual. We support an interactive community with opportunities for musical and professional development.

III. Approval of Meeting Agenda

- a. Motion to approve by Heather Kirby, seconded by Lynn Grossman; motion passed unanimously.

IV. Consent Agenda

- ~~a. Meeting Minutes (August 2, 2017)~~
- b. Treasurer's Report (Sue Waters)
- c. Commission Reports
 - i. Development (Jenn Murphy)
 - ~~ii. Education (Heather Kirby)~~
 - iii. Membership (Robin Giebelhausen)
 - ~~iv. Publications (Diane Lange)~~
- d. Standing Committee Reports
 - i. Finance Committee (Cindy Taggart)
 - ii. Nomination Committee (Denise Guilbault)
- e. Chapter Reports
 - i. Michigan (Amy Sierzega)
 - ii. Mid-Atlantic (Emily Westlake)
 - iii. New England (Nina Silva)
 - iv. New York (Lynn Grossman)
 - v. South Eastern (Meredith Trobaugh)
 - vi. Ohio (Nathan Bachofsky)
- f. Historian's Report (Gordon Davignon)
- ~~g. Executive Director's Report (Cory Micheel Mays)~~
- h. President's Report (Heather Shouldice)

Motion to approve Consent Agenda by Gordon Davignon, seconded by Diane Lange; motion passed unanimously. Motion to approve April 23, 2017 Secretary Report by Robin Giebelhausen, seconded by Denise Guilbault. Motion passed unanimously.

V. Discussion of Items Pulled from Consent Agenda

- a. Education – Added a reflection statement by Bill Bauer and followed up with Brookline Music School. Brookline will incur additional expenses due to location and will have no financial impact on GIML.
- b. Publications Report – Audea discussion: Diane questioned the use of an editor for every issue of Audea seeing as it is expensive (\$500/issue and \$300/layout). Editor is also asking for an increase in pay. Diane suggests that we attempt to put out several issue a year and determine if we can afford an editor at that cost. No action necessary from the Board.
- c. Executive Director Report – Clarification regarding member-onboarding outreach. Response: How do we interact with new members and what do we do for them so they feel confident enough to continue their membership?
 - i. Suggestion: When member’s sign up/renew their membership, there should be a check box that asks if they would be interested in mentoring new members. Goal: to have this ready to pilot during PDLC’s. No action necessary from the Board.
 - ii. Question: Are funds earned from chapter bookstores used for hospitality? Answer: Yes. Any excess aside from hospitality goes back into the chapter’s treasury and used to benefit membership.
- d. Secretary Report – Omission: Emily Westlake and Nina Silva present at meeting. Edits: Pam and Brent Bunte will match funds for scholarship. Edit: “All instructors are able to teach theory and practical applications, this hasn’t always been the case due to inconsistent policy.” Edit: Mailchimp will be used for one year and will be evaluated to determine how well it works for GIML. Motion to approve edited report by Diane Lange, seconded by Emily Westlake. Motion passed unanimously.

VI. Old Business

- a. GIML on Facebook (Cory Micheel-Mays)
 - i. Cory suggests we consider an open page option
 - ii. An open group will be used for GIML to send information to the public. Motion made by Heather Kirby, seconded by Robin Giebelhausen. Motion passed unanimously.
- b. Creation of Policies and Procedures Handbook (Heather Shouldice)
 - i. Goal: Create draft of handbook by the next meeting date.
 - ii. Suggestion – Diane Lange recommends chapter presidents create their own policies as addendums. No action necessary from the Board.
- c. Edwin E. Gordon Research Fund/Formation of Research Commission
 - i. Begin a Research Commission to determine use of research funds, application for dissemination of funds, and bibliographies of research.
 - ii. Search will begin for chairperson and members with necessary background.

- iii. Ad-hoc committee goal: developing a mission statement for fund and list of procedures/application process set in place.
 - 1. Carrie mentioned that Dr. Gordon wanted these funds to be used primarily for research interests
 - 2. The Board suggested a few committee members: Jill Reese, Alden Snell, and Allison Reynolds.
 - 3. No action necessary from the Board.

VII. New Business

- a. Conflict of Interest Form (Cory Micheel-Mays)
 - i. Cory recommends we begin using a conflict of interest form to formally state that we serve the Board and Association and are aware of and declare all conflicts of interest. Motion to approve by Diane Lange, seconded By David Moniz. Motion passed unanimously.
- b. Insurance (Cory Micheel-Mays)
 - i. Cory suggests we purchase Director and Officer insurance and Liability insurance. Cory will bring a proposal to the Board at its next meeting.
- c. AOSA Ethics Statement: Heather Shouldice suggested we create an ethics statement after an incident with an MLT practitioner at an AOSA event.
- d. Targeting State MEAs: Texas, New York, Pennsylvania, Michigan, Ohio, and Florida are target areas for GIML presence. It was suggested that people from those areas could present at MEA's.
- e. YouTube: Andy Mullen offered to update GIML's YouTube Channel.
 - i. Who is in charge of YouTube Channel? Discussion tabled.
 - ii. Start adding PDLG footage.
 - iii. Heather and Cory tasked with working on logistics – will be given an action item at next meeting.
- f. Carrie announced that Dr. Gordon's archives will be added to a research database software. She will give the Board a date when it will be available and searchable.

VIII. Future Meeting

- a. April 22, 2018 @ 7:00PM EST

IX. Motion to adjourn

- a. 8:58pm Motion made by Heather Kirby, seconded by Robin Giebelhausen. Motion passed unanimously.

Respectfully Submitted,

David C. Moniz