

The Gordon Institute for Music Learning Meeting of the Board of Directors

Secretary Report – November 04, 2018

I. Called to Order by Heather Shouldice at 7:03pm EST

Members Present: Heather Shouldice, Cynthia Taggart, Denise Guilbault, Susan Waters, Cory Mays, David Moniz, Jennifer Murphy, Heather Kirby, Diane Lange, Amy Sierzega, Andrew Mullen, Nathan Bachofsky, Carrie Lueneburg

Guests: Linse Sullivan (Proxy for Lynn Grossman)

Not Present: Lynn Grossman, Emily Jablonski, Pam Bunte, Gordon Davignon, Robin Giebelhausen, Kathryn Reardon

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 Cynthia Taggart, seconded by Amy Sierzega; motion passed unanimously.

IV. Consent Agenda

- a. Meeting Minutes (April, 22, 2018; July 8, 2018)
- b. Treasurer's Report (Sue Waters)
- c. Commission Reports
 - ~~i. Development (Jenn Murphy)~~
 - ~~ii. Education (Heather Kirby)~~
 - iii. Membership (Amy Sierzega)
 - ~~iv. Publications (Diane Lange)~~
- d. Standing Committee Reports
 - i. Finance Committee (Susan Waters)
 - ~~ii. Nomination Committee (Denise Guilbault)~~
- e. Chapter Reports
 - ~~i. Michigan (Amy Sierzega)~~
 - ii. Mid-Atlantic (Emily Jablonski)
 - iii. New England (Andrew Mullen)
 - iv. New York (Lynn Grossman)
 - v. South Eastern (Kathryn Reardon)
 - vi. Ohio (Nathan Bachofsky)
- ~~f. Historian's Report (Gordon Davignon)~~
- ~~g. Executive Director's Report (Cory Mays)~~
- h. President's Report (Heather Shouldice)

Motion to approve Consent Agenda by David Moniz, seconded by Nathan Bachofsky; motion passed unanimously.

V. Discussion of Items Pulled from Consent Agenda

- a. Nomination Report:
 - i. Denise asked for the Board to consider nominations for available Board positions.
 - ii. Cynthia Taggart and Diane Lange will be serving on the nominations committee.
 - iii. Elections will be finished three weeks before the Spring board meeting and will include a two-week voting period to begin no sooner than five weeks before the Spring meeting.
 - iv. Available board positions will be posted on social media and in the Eblast.
 - v. Motion to approve items ii, iii and iv by Cynthia Taggart, seconded by David Moniz. Motion passed unanimously.
- b. Development Report:
 - i. Conference dates are July 30 – August 1, 2019 in Oak Park at the Carlton Hotel. Session proposals, registration, and travel information are in progress. Information will be available soon on the GIML website.
- c. Michigan Chapter Report:
 - i. Membership sits at 65 members, not 10.
- d. Education:
 - i. PDLC proposals will be released in Google Drive and shared with Board for review.
 - ii. Participant of a PDLC participated via video rather than in-person. They are looking to refund her the cost of the PDLC if she is not awarded a certificate.
 - iii. Motion made by Cynthia Taggart to seek out two piano faculty to assess the work the participant completed and finish uncompleted work to determine satisfactory completion of PDLC, seconded by Heather Kirby. Motion passed unanimously.
 - iv. New Education Policy: There is to be no virtual participation or recording of any PDLC session unless there is a specific ELL requirement or extenuating circumstance.
 - v. Internships: Concern of ELL requirements for international interns. Wendy Valeiro is leading international PDLC committee.
 - vi. Advertising for PDLC's will be on GIML website soon.
 - vii. Conversation occurred regarding salaries of GIML faculty members.
- e. Historian Report:
 - i. Heather Shouldice wanted to clarify that Pam Bunte was misspelled in report.
- f. Executive Director Report:

- i. Two checks from site managers came in late, accounting for a net loss of several hundred dollars and financial discrepancy.
 - ii. Motion to add the following to the site manager handbook: Site managers only receive their stipend if guidelines are followed and GIML receives payments by designated deadline. Motion made by Cynthia Taggart, seconded by Diane Lange. Motion passed unanimously.
- g. Publications Report:
 - i. Audea issue to be released this month. Members should encourage other members to write for Audea as it is more successful than sending out mass emails.

VI. Old Business

- a. Policies and Procedures Update (Heather Shouldice)
 - i. Committee has not yet convened. The committee is still planning on drafting a policy document for the April meeting.

VII. New Business

- a. Audea Editor Position:
 - i. Diane Lange recommends that we not use an editor provided the publications chair be a researcher and willing to edit Audea.
 - ii. Diane will send letter to Sherri asking if she is willing to edit the Spring issue of Audea before Diane's term is finished.
- b. Research Ad Hoc Committee:
 - i. Recommendations from ad hoc committee: all applicants submit itemized budget with proposal, awardee receives funding upfront, awardee will sign a contract of intent, and awardee will submit receipts when the study is completed.
 - ii. Funds were distributed to Heather Shouldice for her research.
 - iii. Should we add research commission to the Board? - Will be discussed at Strategic planning. Will be tied to Audea and publications commission.
- c. Brookline certificate issue:
 - i. Discussed in education report.
- d. Insurance:
 - i. Liability policy for general operations and PDLC's/workshops, accidents, currently in progress. \$600-\$1000/year rough cost.
 - ii. Cory suggests National GIML protect Chapters as well through insurance policy. He will provide more information and suggestions at next meeting for further review.
- e. Proposal to raise cost of GIML Pins
 - i. Raise cost of pins from \$5 to \$10 due to USPS costs for shipments of small items. Cost \$2.50 to make pin and \$3.50 to ship them. Cynthia Taggart motioned to make them \$10, seconded by Heather Kirby. Motion passed unanimously.
- f. International Outreach update:

- i. Group being formed to discuss international outreach i.e. hosting sites abroad, etc.
 - g. Virtual Mentoring program update
 - i. Goal of setting up GIML sanctioned mentoring program for 2019-2020 school year. Pilot is going well. Strategic planning should discuss future of the program.
 - ii. Shouldice recommends we move to make this official for 2019-2020.
 - iii. Mentor teachers needed for next year.
 - h. YouTube channel
 - i. Andy expressed interest in managing YouTube channel.
 - ii. Parental consent forms need to be created for children filmed and featured on channel.
 - iii. Videos need to be vetted by GIML Faculty.
 - iv. Person submitting videos for consideration need to sign release of liability form and submit parental consent forms from parents of all children featured in video.
 - i. Strategic plan - 2019 and beyond
 - i. Brainstorming questions for spring meeting. What do you see us being in the future?
 - ii. Propose that all Board members stay one day after conference to work on strategic planning.
 - iii. Cynthia will chair strategic planning committee. The Board will serve as Strategic planning committee.
 - j. Other New business
 - i. None

VIII. Future Meeting

- a. Spring Meeting: Sunday, April 28, 2019 @ 7:00pm EST
- b. Conference Meeting: Wednesday, July 31, 2019 Time TBA

IX. Motion to adjourn

- a. Motion to adjourn made by Heather Kirby, seconded by Cynthia Taggart at 9:06pm EST. Meeting adjourned by Heather Shouldice.

Respectfully Submitted,

David C. Moniz