

THE GORDON INSTITUTE FOR MUSIC LEARNING
MEETING OF THE BOARD OF DIRECTORS
SECRETARY REPORT – APRIL 22, 2018

I. Called to Order by Heather Shouldice at 7:01pm EST

Members Present: Heather Shouldice, Cory Micheel-Mays, David Moniz, Amy Sierzega, Gordon Davignon, Lynn Grossman, Emily Jablonski, Diane Lange, Meredith Trobaugh, Carrie Gordon Lueneburg, Susan Waters, Pam Gordon Bunte, Cynthia Taggart, Nathan Bachofsky

Guests: Andrew Mullen (proxy for Nina Silva), Suzanne Burton, Carin McEvoy (proxy for Jennifer Murphy)

Not Present: Nina Silva, Jennifer Murphy, Heather Kirby, Robin Giebelhausen, Denise Guilbault

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. Additions/Changes: Name change (Emily Jablonski). Finance committee is now chaired by Susan Waters. Ad hoc research committee report by Suzanne Burton.
- b. Motion to approve by Cynthia Taggart, seconded by Gordon Davignon; motion passed unanimously.

IV. Consent Agenda

- a. Meeting Minutes (November, 5, 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 Jablonski)
 - 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 Cynthia Taggart, seconded by Lynn Grossman; motion passed unanimously.

V. Discussion of Items Pulled from Consent Agenda

- a. Education: Policy limits one intern per PDLC site. The Board was asked to consider a one-time approval to have two interns at University of South Carolina PDLC. The Board is requiring proof that the teaching time requirement would be met for each intern and faculty approval for intern candidates. Necessary voting would be made via email. Motion to approve edited education commission report by Cynthia Taggart, seconded by Meredith Trobaugh; motion passed unanimously.

VI. Old Business

- a. Creation of Policies and Procedures Handbook (Heather Shouldice)
 - i. Heather suggested a committee lead the development of the manual and have a proposed draft for November board meeting. Suggested members were Denise Guilbault, chapter presidents, Cory Micheel-Mays, Heather Shouldice, Amy Sierzega, and Terry Bacon.
- b. Ethics Statement (Heather Shouldice)
 - i. Motion to approve statement by Cynthia Taggart, seconded by Diane Lange; motion passed unanimously.
- c. Edwin E. Gordon Research Fund (Suzanne Burton)
 - i. Motion to approve Mission Statement and Request for Proposals documents by Diane Lange, seconded by Cynthia Taggart; motion passed unanimously.
 - ii. Cory recommends we move fund (~\$150,000) to separate account to better track growth. Cory will perform investment analysis to determine outcomes before discussion resumes.
 - iii. 60% of research fund goes toward research proposals, 40% will be allocated for faculty development.
 - iv. The Board determined that the research committee will vet the proposals and recommendations will be voted on by the Board. Motion to approve was made by Diane Lange, seconded by Lynn Grossman; motion passed unanimously.

VII. New Business

- a. Friends University PDLC Finances
 - i. Four people have registered as of 4/22/2018. The Board agreed that a minimum of 6 registrants are necessary in order to purchase airfare tickets for faculty; May 4th is the deadline. Motion to approve by Susan Waters, seconded by Diane Lange; motion passed unanimously.
 - ii. Several PDLC dates were incorrect on educator commission report and EG II at Baldwin Wallace was omitted. Motion to approve

corrections by Susan Waters, seconded by Diane Lange; Motion passed unanimously.

- b. Member Contact Information
 - i. Membership Directory policy will be included in Policy and Procedures Manual for clarifying info regarding the sharing of, and privacy of the directory.
- c. Email Marketing Upgrade
 - i. Free service currently in use, MailChimp. Cory recommends that we use a paid service, Constant Contact (~\$400/yr). Conversation put on hold until July 8th meeting.
- d. NAFME Roundtable Changes
 - i. Motion to maintain Bronze level membership (\$350) by Diane Lange, seconded by Nathan Bachofsky. Motion passed unanimously.
- e. 2019 Conference Recommendations (Jenn Murphy/Carin McEvoy)
 - i. First week of August is ideal timeframe for conference.
 - ii. Discussion regarding days of the conference; planning is ongoing.
- f. Wisconsin Conference and PDLC
 - i. Three phase GIML rollout in Wisconsin. 1. Clinics/workshops at local conference. 2. Booth at conference. 3. Tentative PDLC in Madison area. Discussion will continue at July meeting.
- g. Virtual Mentoring Pilot (Heather Shouldice)
 - i. Heather shared the need for reaching out to people in areas where there is no strong MLT presence. Recommended piloting a virtual mentoring program this year and to reassess the following year. Anyone interested in serving as a mentor should notify Heather directly.

VIII. Future Meeting

- a. Budget/research fund meeting: Sunday, July 8th, 2018 @ 7:00pm EST
- b. Fall Meeting: Sunday, November 4th, 2018 @ 7:00pm EST

IX. Motion to adjourn

- a. Meeting adjourned by Heather Shouldice at 9:06pm EST.

Respectfully Submitted,

David C. Moniz