

**THE GORDON INSTITUTE FOR MUSIC LEARNING**  
**MEETING OF THE EXECUTIVE BOARD**  
**SECRETARY REPORT – AUGUST 2, 2017**

**I. Called to Order by Heather Shouldice at 7:22am CST**

Members Present: Cynthia Taggart, Jennifer Murphy, David Moniz, Susan Waters, Heather Kirby, Heather Shouldice, Gordon Davignon, Denise Guilbault, Diane Lange, Cory Micheel-Mays, Emily Westlake, Nina Silva

Guests: Pam Gordon Bunte, Carrie Gordon Lueneburg, Andy Mullen, Todd Hayen (proxy for Meredith), Nathan Bachofsky, Terry Bacon (proxy for Lynn)

Not Present: Robin Gielbelhausen, Meredith Trobaugh, Lynn Grossman

**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. Secretary Report**

- a. Decided that the April 23, 2017 secretary report will be voted on in November. Motion made by Diane Lange and seconded by Cynthia Taggart; motion passed unanimously.

**IV. Welcomed honorary board members**

- a. Pam Gordon Bunte
- b. Carrie Gordon Lueneburg

**V. New Chapter: Ohio – GIML**

- a. Motion made by David Moniz to approve new chapter, seconded by Cynthia Taggart. Motion passed unanimously.
- b. Amendment: Susan Waters suggested \$500 donation to new charter. Taggart made a motion to approve amendment; seconded by Diane Lange. Motion passed unanimously.

**VI. Carol Gordon Scholarship**

- a. Butch Marshall had a student attend a PDLC at Baldwin Wallace. BW did not receive tuition funds.
  - i. Board determined that each PDLC site should be handled on a case-by-case basis with regard to the Scholarship Fund.
- b. Taggart made motion to approve communication with site managers to determine what is necessary given the constraints of that institution. Seconded by Diane Lange. Motion passed unanimously.
- c. Motion made by Taggart to pay PDLC and membership fee of \$750 to Baldwin Wallace from Carol Gordon Scholarship Fund. Seconded by Nina Silva. Motion passed unanimously.
  - i. Clarification: GIML general fund would receive \$100 of the \$750 paid out.

- d. Pam and Brent Bunte stated that they were willing to match whatever funds that are donated to the Carol Gordon Scholarship Fund up to \$3000.

**VII. Reimbursement Request:**

- a. GIML Phone Number: Cory questioned the necessity of a GIML phone line. Motion made by Taggart to cancel GIML phone line. Seconded by Terry Bacon. Motion passed unanimously.
- b. Cory asked for reimbursement for internet costs in the amount of \$15.00/month. Motion to approve made by Taggart, seconded by Waters. Motion passed unanimously.

**VIII. Email Issues:**

- a. Cory suggested the Board use MailChimp for emailing membership for one year (free), and revisit after that time in case a switch to Constant Contact is needed (~ \$300/year). Board agreed; no action necessary.

**IX. New Business:**

- a. Free publicity/advertising: Start contacting state MEA's to post PDLC information.
- b. Discussion: Create a policy for new site development. We need a "plan B" for under enrolled PDLC's. Are there any alternatives we can offer?
- c. Interns: Carin McEvoy.
  - i. Motion to approve new faculty member made by Heather Kirby. Seconded by Todd Hayen. Motion passed unanimously.
- d. Instructors: All instructors are able to teach Theory and Practical Applications; this hasn't always been the case due to inconsistent policy. Motion to approve by Heather Kirby. Seconded by Diane Lange. Motion passed unanimously.
- e. Vote: All future faculty interns must prove competency in Theory and Practical Applications before they can become a faculty member. Motion made by Heather Kirby. Seconded by Diane Lange. Motion passed unanimously.

**X. Policies and Procedures Manual:**

- a. Heather Shouldice is creating a Google Doc to continue the work. Further discussion is moved to November meeting.
- b. All chapter by-laws need to be updated to reflect National by-laws.

**XI. Future Meeting Dates:**

- a. Sunday, November 5, 2017 at 7:00pm EST

A motion to adjourn was made by David Moniz and seconded by Nina Silva at 8:32am CST. Motion passed unanimously.

Respectfully Submitted,

David C. Moniz