

**MINUTES OF MEETING
OF THE BOARD OF THE
DURHAM MUSIC TEACHERS ASSOCIATION
*Tuesday, July 29, 2014***

A meeting of the Board of the Durham Music Teachers Association was held on July 29, 2014, 9:30 a.m., at Triangle Music School. Those present were Tatiana Gutnik, President; Jan Perry, First Vice President - Programs; Debbie Menard, Second Vice President - Membership; Marina Garbutt, Performance Festival Chair; Iva Veazey, Newsletter/Publicity; and Catherine Alderman, Mila Karamushka and Jennifer Hancock, Members-at-Large. Al Zaranka, outgoing Scholarship Chair, was also present for the purpose of presenting scholarship applications for approval.

The meeting was called to order by the President, who began by reading the minutes of the June meeting in the absence of Secretary Fran Schaefer. The minutes were approved upon motion of Jan Perry, seconded by Marina Garbutt.

Need-Based Scholarships

The next item of business was consideration of scholarship applications. Al Zaranka, outgoing Scholarship Chair, presented the four applications that had been submitted. Al reported that the present balance of the scholarship fund is \$4,368.00. If all four applications were approved, the total expended would be \$3,200 for the year - \$1,600 per semester. After discussion, and upon motion by Jan Perry, seconded by Jennifer Hancock, the Board unanimously approved funding of one-year scholarships for each of the four students making application.

There followed discussion about transition of Al's job to the new Scholarship Chair, Frank Pittman. Jennifer will handle the necessary changes on the DMTA website. Al will issue the checks for the scholarships approved today and then transfer all information over to Frank.

Merit-Based Scholarships

The next item for discussion was merit-based scholarships. This year there were only three entries, all piano, and each of the three earned a scholarship of \$100. It was requested that their names be published in the newsletter.

Catherine and Anne continue to work on requirements for the voice category.

Discussion followed about ways to streamline registration and change other procedures to avoid some of the problems experienced this year. Tatiana suggested that there may be a need to separate these scholarships from the Performance Festival to make things simpler. Jenn suggested the idea of having a list of components for this scholarship to be done throughout the year, with appropriate points assigned to each. Following discussion of various ideas, it was decided: (1) to change the name from "merit-based scholarship" to "merit award;" (2) to revise the procedures for application and how points are earned (Jenn and Tatiana to confer and come up with a list of possible events with points assigned to them); (3) to list the age

category as “6th-8th grade” rather than “middle school;” and (4) to have separate requirements for each grade.

MTNA Antitrust Issues

There has been continuing discussion about matters involving the FTC and MTNA antitrust issues. Board members discussed this thoroughly and decided that DMTA is, and always has been, in compliance with any such regulations, and will continue to operate on the same basis.

Susan Kosempa Teacher Enrichment Grant

Jan Perry next presented to the Board a proposal by the son of Susan Kosempa (a charter member of DMTA and recently retired piano teacher) to personally fund a yearly teacher enrichment grant of at least \$150 to be given to a DMTA teacher for professional advancement. MTNA offers a similar grant. Jennifer, Jan, Susan and Nita Zurbrigg plan to meet to come up with an application and guidelines for this grant, which will be presented to the Board at another time. (An informational handout is attached to these minutes.)

Durham Farmers Market

Iva Veazey reported that our first outing at the Durham Farmers Market went quite well. We earned a small amount for the scholarship fund, but the main purpose was exposure of DMTA to the community. Iva stated she handed out flyers, and there were performances by voice teachers and students which drew attention as well.

Our next time at the Market is scheduled for August 9. Debbie Menard will provide a keyboard so students may come and play. Iva also requested that she be able to choose a couple of dates for the fall, keeping in mind other DMTA events already scheduled. The Board directed her to choose those dates in her discretion.

Handbook Revisions

The next item of business to come before the meeting was the revision of the Handbook. Jennifer stated that Anna Showalter may be willing to be the Handbook editor; Jennifer will follow up with Anna to confirm. Debbie requested that she be in charge of the membership portion of the Handbook, to which the Board agreed. Iva will be certain that any Handbooks mailed to members will be the one found on the website.

Discussion followed regarding fees for non-members to participant in DMTA events. Marina suggested adding a fee of \$30 to each event for non-members. After discussion, Jennifer Hancock moved that non-members be required to pay \$30 per DMTA event to participate, plus any regular student fees. Jan Perry seconded the motion, and the same was unanimously passed. Marina will revise the appropriate places in the Handbook to reflect this change: “Non-members pay \$30 per activity.”

Regarding Handbook updates, each person involved in an activity will review their portion and turn in any revisions to the Handbook editor.

It was proposed that all job descriptions be reviewed and revised as needed. It was decided that each person holding a particular position will review their job description, discussing it as needed with others who have held the position in the past. The revised description is to be e-mailed to the Board **by the end of August**, to be voted on at the next Board meeting.

Membership Report

The next item of business on the agenda was the membership report. Debbie Menard reported that 42 members have renewed so far. A new person has completed a teacher profile on the website, and Debbie is awaiting confirmation from MTNA that she has joined MTNA and made Durham her local chapter, so Jennifer can publish the information on the website.

Treasurer's Report

Anne Basden, Treasurer, was unable to attend today's meeting but submitted her reports for May and June via e-mail prior to the meeting. The Board reviewed the reports and voted unanimously to accept them as presented.

Sponsoring the NCMTA Conference

Upon motion by Jennifer Hancock, seconded by Jan Perry, the Board unanimously voted to donate \$150 towards the NCMTA Conference.

Programs Report

The next matter on the agenda was programs for the upcoming year. Jan stated that she had none at this time, and welcomed any suggestions. Tatiana expressed her desire to see more educational programs that included students, such as the Baroque dance program sponsored in 2013. Discussion followed and several suggestions were made, including that Jan contact Paige Whitley-Baugess about doing another Baroque dance program; master classes; a presentation of some type at at least one student recital; a person (John Pringle) recommended by a member who has an extensive instrument collection from which to demonstrate instruments; workshops which, if expensive, may be done in conjunction with another association; Barbara Lister-Sink; Bonnie Kellert. Jan will investigate further as to possible student-involved events.

Tatiana lastly suggested that it would be good, as much as possible, to know programs for our meetings in advance.

Performance Festival

Marina Garbutt had two items that needed to be addressed today. The first: In the process of getting registration on-line, she has discovered that we will need a separate website, and she wanted to bring to our attention the possibility that we may have to pay a fee for such a website. The Board was in agreement that Marina do whatever is necessary to get the Festival registration on-line.

Second, Marina reported that some teachers had asked about the necessity of listing a student's years of study on the comment sheet, their feeling being that it made no difference. The Board agreed that such information should remain on the comment sheet.

2014-2015 Board Meetings

Tatiana stated that for some months Board meetings may not be needed. After discussion, it was decided that **Board meetings would be held in September, November, February, March, May and June**, with the understanding that meetings can be added if something needs to be addressed, and meetings may be canceled if the Board feels there is no need to meet. Jan suggested that the agenda be sent to the Board in advance of the meeting, in time for members to add any needed items to the agenda. It was decided that the **agenda deadline should be the same as the newsletter deadline**.

Tatiana expressed the need for Board decisions to be made available to the membership at large. Another suggestion was made that minutes be received by a certain time after the meeting instead of the day before. After discussion, it was decided that Tatiana would confer with Fran about a reasonable time frame for her to produce and distribute the minutes following each meeting. Also, the Board agreed that after Board approval of a prior meeting's minutes at the next meeting, the approved minutes should be published on the DMTA website.

Other Business

1. Marina gave the **Playathon dates: October 25, December 6-7, and April 11**. The **Performance Festival will be May 16-17**.
2. Jennifer suggested we may need to upgrade our website, and that we may need to employ the help of a professional in doing so. She asked the Board members to think about this.
3. Debbie stated that the brochure is basically complete and was used at both the Performance Festival and the Farmers Market event. Jan reported that the brochure has also been sent to our contact person at Triangle Community Foundation. A general calendar of events was added, and student recital dates need to be included once they are set. It was agreed that brochures should be made available for teachers to take at our monthly meeting in September.

There being no further business to come before the meeting, the same was adjourned at 12:06 p.m.

Respectfully submitted,

Debbie Menard
Acting Secretary