



Meeting of the Board of Directors

October 29, 2017

Hyatt Regency
San Antonio, Texas

- MINUTES -

I. Call to Order

President Ward called the meeting to order at 8:34 a.m. CST

Members present: Keith Ward (President), Betty Anne Younker (Past President), James Perone (Vice President), Ann Sears* (Treasurer), Nancy Barry (Secretary), Daniel Adams (Board Member for Composition), Constance Cook Glen (Board Member for Music in General Studies), Amanda Soto (Board Member for Music Education), Alicia Doyle (Board Member for Musicology), Karen Fournier (Board Member for Music Theory), Eric Hung (Board Member for Ethnomusicology), Nicole Molumby (Board Member for Performance), Rick Dammers (At-Large Board Member), and William Pelto (Executive Director).

National Office Staff Members were also present for some portions of the meeting: Julie Johnson, Beth Mast, Peter Park

*Attended virtually

II. Welcome by the President

President Ward welcomed board members.

III. Approval of the Agenda

The Agenda for this meeting was reviewed and *Approved* (Perone/Hung).

IV. Approval of the Minutes of the Meeting of the Board of Directors

Minutes from the July 7, 2017 meeting were reviewed and *Approved* (Cook Glen/Doyle)

V. Transitions and Acclamations: Reflections from Bill Pelto, Executive Director

Executive Director Pelto thanked the Search Committee for their professionalism and support and thanked retiring Executive Director Robby Gunstream for his support and

continuing assistance during the transition process.

Pelto also acknowledged the good work of the Finance and Executive Committees and National Office Staff.

Pelto reported on continuing work with balancing the budget and the need for collecting data to inform the future direction of The College Music Society. He emphasized the need to focus on collaboration and teamwork and the importance of guiding decisions based upon a business focus.

Executive Director Pelto, expressed appreciation for President Keith Ward's leadership during this important time of transition and commended the strength of the organization – acknowledging the support of the CMS staff, Board, and of the many CMS committee members who volunteer their time to support our organization.

VI. Onlinedirectory: Update

Beth Mast presented the proposed pricing structure for the online directory.

- Members will be informed via email
- Non-members will also be able to subscribe at a different rate
- Group subscription rates will be available
- Three-person, and five-person subscriptions will be available
- Library access will be available via a dedicated website address
- Book jobber category available
- Board will be invited to Beta test the on-line directory and provide feedback
- Data will be updated continuously on a rotating basis. Data for any school will be no older than one year.
- Marketing Strategies: We can utilize our extensive data base to target various groups
 - Administrators
 - Faculty
 - Non-members
 - Libraries (dedicated IP address)
 - School of Music Libraries
- Assistantships and adjunct positions will be added to Vacancy list
- Email announcements

Motion was made to increase the library rate from \$225 to \$300 (book jobber rate will also increase 10%). Moved and *Approved* (Doyle/Perone)

Motion to accept the revised pricing structure (Hung/Cook Glen) moved and *approved*.

[Motion to go into Executive Session was moved and *approved* (Adams/Younger).
CMS Staff members were excused during discussion of the Budget for FY 2017-2018.]

VII. Budget for FY 2017-2018:

Executive Director Pelto provided a detailed overview of the proposed 2017-2018 CMS budget structure. Pursuant to discussion, the proposed budget was approved.
Moved and Approved (Yunker/Molumby)

(10:35 – 10:55 Recess)

Budget discussion continued following a brief recess. Executive Director Pelto presented a plan to reposition finances converting a short term line of credit (with variable interest rate) to a loan at a fixed lower interest rate.
Motion made to approve converting line of credit to a term loan for a five-year period.
Moved and Approved (Cook Glen/Perone)

Pursuant to additional discussion, a motion was made to authorize executive Director to open a new line of credit for emergency purposes.
Moved and Approved (Yunker/Hung)

VIII. Bylaws Issues, first hearing

President Ward led discussion about the possibility of expanding the Board to include a representative from music industry.

Talking points included:

- On-going collaboration with NAMM
- Changing trends in college music including more interest in entrepreneurship, partnerships with business, etc.

There was also discussion about whether CMS Board members should be restricted from serving on other CMS governance or programming committees, either at the national or regional levels.

Summary of Talking Points:

- If enacted, what policy should be followed in replacing a chapter Board member if elected to a national office during a current term?
- Removing redundancy
- Possible hardships for less active regions
- Value of involving more members in leadership roles
- Redefining the role of board members
- Engaging regional presidents
- Need for more communication between regional and national officers

IX. Policies and Procedures

Revisions to nomination procedures for election to the Board proposed by Eric Hung and Amanda Soto were presented and discussed.

Summary of Talking Points:

- More widespread dissemination of call for nominations
- Announced at Membership Meeting
- Advertised via web and email

Since the nomination process for 2018 is in place, a phase-in plan could be employed with the goal of full implementation of revisions by 2019.

Motion made to accept proposed revisions to Policies and Procedures document adjusting the nomination process and form a sub-committee to develop the revisions.

Moved and *Approved* (Doyle/Soto)

Appointment of Sub Committee: Eric Hung, Amanda Soto, and Rick Dammers agreed to serve on the subcommittee.

Charge of Sub Committee:

- Committee will communicate and collaborate with the Executive Director, President, Past-President, and staff to develop deadlines and goals for phase-in during 2018 elections.
 - Action Plan (Who, What, How, When)
 - Draft questionnaire
 - Develop deadlines
 - Present follow-up report during February board meeting

Additional Discussion: Should program committee members or chairs be permitted to submit proposals for national conferences?

Peter Park provided some context for this discussion, sharing that this was a frequently-asked-question.

Summary of Talking Points:

- Allowing committee members to submit proposals may hold potential for bias
- Ethical concerns
- Not allowing committee members an opportunity to be on the program may make them ineligible to receive travel funding from their institution.
- Additional conversation about International Meetings. The Board agreed to continue discussion about International Meetings at the February Board meeting

Pursuant to discussion, the board voted to adopt a policy that National program committee members are ineligible to submit proposals to National Conferences, effective 2019.

Moved and *Approved* (Cook Glen/Doyle)

12:19 – Recess for lunch

1:35 – Meeting Resumed

X. Issues Related to Conferences

- A.** The Board discussed candidates for the Robert M. Trotter Lecture and keynote speakers for 2018.

Following discussion, the Board was asked to rank their top four recommendations via electronic ballot. President Ward will use the results of the Board's rankings to inform selection of speakers for 2018

- B.** Discussion of the Program Committee for 2019 International Conference, Belgium was removed from the *Agenda* because this is not under the auspices of the Board.

- C.** A proposal was presented to add Roger Mantie to the Program Committee for the 2018 National Conference.

Moved and *Approved* (Doyle/Cook Glen)

- D.** Locations for upcoming meetings: 2021 national and international conferences
Selecting international locations

President Ward explained procedures and principles behind selecting international locations.

Peter Park suggested that the International Initiatives Committee put forward a call for proposals for international conferences. The International Initiatives Committee will then review the proposals and make recommendations to the Board.

Discussion followed.

Motion was made that Peter Park in consultation with the President and Executive Director develop a proposal and review process for international conferences to be vetted through the International Initiatives Committee. (Molumby/Cook Glen)

Pursuant to discussion, President Ward called the question and the motion passed.

2021 National Conference

The Board of Directors adopted a ten-year plan for future National Conference sites. The College Music Society will hold its national conference within the boundaries of each of its nine Regional Chapters once every decade. This is intended to bring greater integration with the Chapter's plans and to insure an even distribution of the National Conference around the country over time.

The following plan was offered for review:

Year Chapter/Region

2014 Great Plains - St. Louis, Missouri

2015 Great Lakes - Indianapolis, Indiana

2016 Rocky Mountain - Santa Fe, New Mexico

2017 South Central - San Antonio, Texas

2018 Pacific Northwest-Vancouver, British Columbia

2019 Southern - Louisville, Kentucky

2020 Southern – Miami, Florida

CMS currently has National Conference sites planned through 2020. The Board discussed possible conference locations for 2020 through 2023.

Pursuant to discussion, the Board recommended the following sites:

Boise, Idaho
Wilmington, Delaware
Annapolis, Maryland
Hagerstown, Maryland
Carlsbad, California
Sacramento, California
Riverside, California
Long Beach, California
Palm Springs, California

The Board authorized Peter Park to research these locations for future meetings.
Moved and *Approved* (Doyle/Perone)

XI. Agenda Revision

President Ward suggested adjusting the Agenda in order to complete the meeting within the allotted timeframe.

Moved and *Approved* (Doyle/Dammers)

Pursuant to the motion and vote, the following Agenda items were tabled until the February, 2018 Board meeting: The Common Topic

XII. Music in General Studies

Board member Cook Glen provided background about the role of music in general studies on our conference programs.

CMS has a long-standing commitment to general studies, but representation in general studies has not been as strong in recent conferences.

Discussion ensued.

The Board recommended the Program Chair to remind the planning committee to move toward achieving a balanced conference program representing all of the disciplines within CMS.

Moved and *Approved* (Younker/Doyle)

XIII. Membership: Membership levels, Expanding Membership, Membership Engagement

Issues concerning membership were discussed:

- Dues increase policy and procedure, including recommendation for increase in calendaryear 2018.
- Options for developing different membership levels: ideas to consider from the Membership Committee and the professional staff in Missoula

- o Student = \$40
- o Regular = \$85
- o Retired = \$40
- o Low Income (under \$40,000.00) = \$75
- o First-time member = \$70.00
- o Renewing member (>= 5 years lapse) = \$70.00 [coupon]

Pursuant to discussion, the Board voted to support the above changes, effective Jan. 1, 2018.

Moved and *Approved* (Perone/Cook Glen)

XIV. Departing Members of the Board of Directors

President Ward acknowledged and thanked board members who are completing their terms at the end of 2018:

- Connie Cook Glen, General Studies
- Dan Adams, Composition
- Nancy Barry, Secretary
- Betty Anne Younker, Immediate Past President

Motion carried to Thank retiring board members.

Moved and *Approved* (Hung/Doyle)

XV. New Business

Board Member Hung led a discussion about ways that CMS could take a leadership role in supporting diversity and a more inclusive climate.

Pursuant to discussion, the Board agreed that President Ward will follow-up by discussing this topic with the Academic Leadership committee.

XVI. Adjournment

The Meeting of the Board of Directors of The College Music Society was adjourned at 4:05 p.m., Sunday, October 29, 2017. Moved and *Approved* (Younker, Barry)

Respectfully submitted,



Nancy H. Barry, CMS Secretary
December 18, 2017