

CMS Central Chapter Board Meeting

June 29, 2021 Meeting Minutes

2:00PM CDT / 1:00PM MDT

Virtual Meeting (via Zoom)

Board Members Present: Kristín Jónína Taylor, president; Katherine Jetter, treasurer; Brian Murray, secretary; & Brian Buckstead, conference chair.

- I. Call Meeting to Order
 - a. Kristín Jónína Taylor, president called the meeting to order at 2:03PM CDT.
 - b. Meeting minutes
 - i. Should / Can we publish the minutes to Basecamp?
 1. Brian Murray will confirm with National Office.
- II. Meet Board Members
 - a. Kristín Jónína Taylor, U. Nebraska Omaha
 - i. CMS Central Chapter President
 - b. Katherine Jetter, Fort Lewis College
 - i. CMS Central Chapter Treasurer
 - c. Brian Murray, University of Wyoming
 - i. CMS Central Chapter Secretary
 - d. Brian Buckstead, Fort Hays State University
 - i. CMS Central Chapter Conference Chair
- III. 2022 Conference
 - a. Date and venue booked: Saturday & Sunday, March 5-6, 2022
 - i. University of Nebraska Omaha
 1. Strauss Performing Arts Center
 - ii. Event Conflict
 1. School of Music Auditions on Saturday, March 6, 2022.
 - a. Keep all conference participants in one room on Saturday morning to mitigate traffic issues.
 - iii. Rooms
 1. 117 (Concert Hall)
 - a. 9-ft Concert Grand Steinway
 - b. Concert Grand Yamaha
 2. 160 (new music education room)
 3. 166 (new classroom)
 4. 123 (conference room space for conference committee)
 5. 132 (Green Room)
 6. Lobby (registration)
 7. Need to assess need for second classroom as applications are reviewed
 8. Technology Needs
 - a. Concert Hall and Music Ed. classroom have technology needs.
 - b. Conference Costs
 - i. No rent for venue
 - ii. Student registration fee
 1. All students paid \$20.00 for virtual conference in 2021.

2. UNO SoM administration requests free registration for UNO student conference participants.
 - a. Board members agree for free UNO student registration.
 - i. Can we use a coupon code?
- c. COI
 - i. Kristín Jónína Taylor is working with Peter Park from national office regarding a certificate of insurance for liability.
- d. COVID Considerations
 - i. Possibility of using lanyards to delineate vaccination status.
 - ii. Policy from UNO administration
 1. Checking in January of 2022 for conference planning purposes.
 2. Current UNO policy is that masks are not required for vaccinated individuals. Unvaccinated individuals are strongly encouraged to wear masks.
- e. Keynote Speaker
 - i. Importance of addressing Diversity, Equity, and Inclusion
 1. Derrick Fox
 2. Marques Garrett
 - ii. Stipend
 1. Katherine Jetter will reach out to Maxine regarding past stipend payments.
 2. \$250.00 payment + CMS membership (\$88.00) + CMS Central Chapter Conference fee + free conference presentation or \$400.00.
 - iii. Time
 1. 30 minutes
- f. Other Costs
 - i. Lanyards, name tags, programs
- g. Social Events
 - i. Food
 1. We can only use food provided by UNO Food Services (even coffee).
 - a. No outside food items are allowed.
 2. Kristín Jónína Taylor will speak with UNO Food Services for cost estimates.
 3. We will provide coffee and water throughout.
 - ii. Possible Social Events
 1. Saturday evening social event
 - a. Reception after a composer's concert
 2. Midday sweets and coffee reception on Saturday
 3. Catered lunch in the Student Center
 4. Dutch treat Saturday evening meal
- h. Calls for Proposals
 - i. Brian Buckstead will organize and manage the call for proposals.
 - ii. Should use a theme or allow the proposals to be an open call?
 1. The board members agree to not use a theme for conference proposals.
 - iii. Three types: Performances, Papers, Compositions
 - iv. Need to draft/edit

- v. Deadline for applications
 - 1. September 16, 2021
 - 2. September 23, 2021
 - a. Program committee reviews the proposals.
- vi. Three Student Awards
 - 1. Paper, Performance, Anything Else
- i. Conference Registration Costs
 - i. Virtual Conference 2021 Fee - \$40.00
 - ii. In-Person Conference 2022 Fee
 - 1. Possible rate = \$120.00
 - iii. Planning for 50 people (approx. 35 full attendees, 15 retired / student attendees)
 - iv. Katherine Jetter will check on the other regional chapter's conference fees.
- j. Hotel possibilities
 - i. Kristín Jónína Taylor will look into hotel options (and possible rates) for conference attendees.
- IV. Future Board Meeting
 - a. Kristín Jónína Taylor will send out a Doodle poll to determine a best time for our next board meeting.
 - i. Likely the end of August.
- V. Old Business
 - a. No old business
- VI. Good of the Order
- VII. Adjournment
 - a. Kristín Jónína Taylor, president adjourned the meeting at 3:13PM CDT.

*Prepared by Brian Murray.
Submitted on 30 June 2021.*

CMS Central Chapter Board Meeting

August 17, 2021 Meeting Minutes

1:00PM CDT / 12:00PM MDT

Virtual Meeting (via Zoom)

Board Members Present: Kristín Jónína Taylor, president; Katherine Jetter, treasurer; Brian Murray, secretary; & Brian Buckstead, conference chair.

- I. Call Meeting to Order
 - a. Kristín Jónína Taylor, president called the meeting to order at 1:01PM CDT.
- II. Budget Update
 - a. Katherine Jetter shared an updated Central Chapter Budget for 2021-2022.
 - i. See document Katherine sent on 8/17/2021.
 - b. UNO will provide support personnel. UNO waives facility and custodial fees.
 - i. We will add a line to the budget for A/V support.
 - c. Registration Fees
 - i. Member registration fee - \$75.00
 - ii. retired member registration fee - \$50.00
 - iii. student member registration fee - \$20.00
 1. CMS provides a coupon code for UNO students to attend conference free of charge.
 - iv. Late fee - \$15.00 on top of registration
 - d. If we need a deposit for catering purposes, send the invoice to the national office and they will provide the deposit.
- III. Chapter Vice Presidency
 - a. We need a vice president to complete our board.
 - i. Kristín will ask for a Central Chapter membership list.
 1. Need for an update to the CMS membership database to allow for searching by state / region.
 2. Central Chapter Membership
 - a. Colorado, Iowa, Kansas, Manitoba, Missouri, South Dakota, Nebraska, North Dakota, Saskatchewan, and Wyoming
 - ii. We can put out a call for a vice president.
- IV. Constitution
 - a. Basecamp has a by-laws example available.
 - b. Maxine worked on by-laws in Spring of 2021.
 - i. Kristín will contact Maxine about by-laws.
 - ii. Brian M. will contact Crystal Sieger (past secretary) about past meeting minutes.
- V. Future Board Meeting
 - a. October 14, 2021 at 3:30PM CDT / 2:30PM MDT.
- VI. Adjournment
 - a. Kristín Jónína Taylor, president adjourned the meeting at 1:48PM CDT.

*Prepared by Brian C. Murray.
Submitted on 8/17/2021.*