

**Massachusetts Music Teachers Association
Annual Meeting and Board Meeting
Friday, June 10, 2016
At Melrose City Hall, Melrose Massachusetts**

President Dorothy Travis called the Annual Meeting of the Membership Of MMTA to order at 10:02 a.m.

Present:

Dorothy Travis, President and MTNA Performance Competitions Chair
Janet Ainsworth, President-Elect and Composition Commissioning Chair
Vera Rubin, Immediate Past President and Bay State Strings Contest Chair
Nilly Shilo, Vice-President for Certification
Valerie Stark, Treasurer
Alison Barr, Secretary and Newsletter Editor
John Stapp, Bay State Piano Contest Chair
Vivian Tsang, Judged Festival Chair, Webmaster/Technology Chair
Amy Lee, MAE Chair
Karin Wilks, Incoming Secretary
Caroline Ly, Incoming MTNA Performance Competitions Chair
Ellyses Kuan, Member

Dorothy Travis made welcome and introductions

Treasurer's Report - Valerie Stark

As of June 1, 2016

Bank accounts:

Savings \$19,877.15

Checking \$21,766.17

Jumbo Certificate \$25,438.97

Note: June 8 transferred from PayPal to checking \$20,545.07 making the total:

Unofficially \$42,311.24

Please see detailed reports, including specific program income/expenses for Bay State, Judged Festival and MAE's at the end of these minutes.

Valerie asked that all Chairs of programs, which use judges, please give out W 9's when the judge is hired and be sure that Valerie has them on file. She circulated copies of this form.

Valerie also asked that all officers PLEASE submit both their income and expenses on the official Financial Form, found at the link below-

http://www.mmta.net/user_images/MMTA%20Financial%20Form.pdf

She also circulated copies of this form and examples of the form correctly filled out with receipts attached.

Action Item - Dorothy asked Valerie to check on how our CD will be transferred over to the new administration. Valerie will do so.

Concerns of Membership

Vera Rubin requested that we find new ways of using our treasury funds by distributing them in awards to deserving students. Since we are in a healthy financial place, we could be doing more for students. Perhaps a specific spending amount could be earmarked for this purpose. We can create new programs and also be more generous with existing ones.

Alison moved to form a Student Awards Subcommittee to study and recommend to the Board policies, amounts and guidelines for new grants to students.

Valerie seconded

Unanimously approved

Action Item - The subcommittee will consist of Janet Ainsworth, Vera Rubin and Alison Barr. Alison will convene it over the summer

Election of Officers - Nominating Committee - Vera, Alison, Vivian

On behalf of the Nominating Committee, Alison Barr presented the following Slate of Officers for 2016-2018

President: Janet Ainsworth

Immediate Past President: Dorothy Travis

President-Elect: TBD

Membership VP: Heather Riley (serving until a replacement is found)
Certification VP: Nilly Shilo
Treasurer: Valerie Stark
Secretary: Karin Wilks
Webmaster/Technology: Vivian Tsang
Bay State Piano Chair: Esther Ning Yau
Bay State String Chair: Vera Rubin
MTNA Performance Competitions: Caroline Ly
MTNA Composition Competitions: Leslie Hitelman
Judged Festival: Heather Riley
MAE Chair: Amy Lee
Newsletter Editor: Alison Barr
SE Chapter: Michelle Gordon
Alison reported that we have a potential candidate for President –Elect, Vera’s colleague [Yulia Zhuravleva](#). This candidate will attend the fall Board Meeting and we will consider her at that time.

Vivian reported that Heather would vacate the office of Vice President for Membership, pending appointment of a new VP. Ellyses Kuan has been offered the position of Vice President for Membership and is considering filling it.

Dorothy suggested that we accept the slate by consensus, which we did.

The change in officers officially takes place 30 days from the Annual Meeting, so July 9, 2016.

Addendum:

This email was sent from Dorothy on June 13, 2016, confirming Ellyses’ acceptance of the office of Vice President for Membership, after she had queried the Board and received approval:

Congratulations to our new members for joining the MMTA Board of Directors! We look forward to your input and energy! Ellyses Kuan stepped forward after our last board meeting to say she would be happy to serve as Membership Vice President, and she was voted onto the Board, so we have four new members for next year!

Esther Ning Yau, Caroline Ly, Ellyses Kuan and Karin Wilks -Welcome!!! Your term will officially begin 30 days after the Board Meeting (July 9), so

over the next few weeks, we will be updating the website. Let me know if you have any questions.

Action Item - Janet will be suggesting our next meeting date and I will get that out soon.

Annual Meeting was adjourned at 10:35 a.m.

Dorothy Travis called Executive Session to order at 10:35 a.m., June 10, 2016.

1) Teleconference review and recommendation - Dorothy

Dorothy would like to continue the teleconference option for our February 2017 Board Meeting. It was an advantage to start earlier than we could if we were commuting, and, it was free. Compared to SKYPE or other video conference option, the teleconference is easier to coordinate. There was consensus to do this again.

Action Item - Dorothy will set the teleconference up for Janet.

2) Member Chair Report – Heather Riley

Heather sent the following report via email:

New Member Letter is up and running! Thanks to Webmaster Vivian for coordinating this with her database updates. Once a month, when Vivian refreshes our MMTA member database, any new members who have signed up are automatically sent the new welcome letter.

Membership Total, as of 4/25/16: 249

This is an increase from our member total at the same time last year (247).

We rank 5th in membership size for the Eastern Division.

Action Item: Vivian will forward the New Member Letter to Ellyses Kuan and Audrey Collins.

3) Judged Festival Report – Vivian Tsang

Vivian is happy to announce that Heather Riley will take over as Chair for the Judged Festival. Vivian will provide her with help and support. It will again be held at Gordon College in 2017.

Vivian provided a description of this program for the new members present. Next year's theme for repertoire is "Romantic."

4) MAE Chair report - Amy Lee

Amy reported that there were 84 participants at Indian Hill Center this year. This is up over the 50 there were last year (2015)! The hours were 11:00 a.m. – 6:00 p.m.

Amy said she would like to keep a cap on the numbers registered. It has to be held on a Sunday due to Indian Hill's teaching schedule, and scheduling is tough.

There was one string student this year.

As far as the Gordon Center, it was unfortunate, but several teachers, including Karin Wilks, did not know that this center was available for MAE's until after the registration deadline had passed.

Action Item - Amy will confer with Diane Anderson and remind her about getting the information out in plenty of time so this will not happen again.

Dorothy reminded us that the MAE program is our ONLY Noncompetitive program, and as such, is extremely important to the many students for whom a competitive program may not be appropriate, or who may want to have a "dress rehearsal" before a competition. Students receive both written comments and a mini-lesson from the evaluator.

The requirements are simply two pieces chosen by the teacher/student and no more than nine minutes of playing time. The remainder of the 15-minute or 20-minute evaluation is open for commentary.

Amy announced that there is no longer a Brookline Center.

Action Item: Nilly will recommend to Amy a place closer to Brookline/Newton area.

5) MTNA State Performance Competition - Dorothy and Caroline Ly

Dorothy welcomed our new Chair – Caroline Ly and thanked her for accepting the position. The deadline for this fall's competition is Sept. 14, 2016. Since Brandeis, where we hold this event, does not finalize its schedule until later in the summer, we are unable to confirm a date.

Our goal is to have it either Sat., Nov. 18 OR Sunday, Nov. 19. We would prefer Saturday. If Brandeis can't give us one of these dates, we'll have to look at another weekend – the first weekend in November or the first weekend in December, which is getting quite close to **Eastern Division Conference held on January 7/8, 2017 in BOSTON! Everyone is encouraged to attend!**

It was suggested that Dorothy and Caroline look at the MMEA District Audition dates to avoid conflicts. Melissa Laurencio (name ?) is the contact person for this.

Teachers of any student who is the ONLY representative for a particular category **and does not perform at our State Competition** do NOT need to pay the teacher fee. These students AUTOMATICALLY go on to Eastern Division no matter what their performance prowess. This is an MTNA rule and NOT our call.

6) Bay State Piano Contest - John Stapp

John reported that Vivian and Esther did a large amount to help out and that there is no way he can imagine this running so well if it is not shared. Dorothy attended and reported that it was “vibrant, organized and well-run.”

The Board's consensus was that \$1000.00 stipend for the 2016 Contest should be split in half between John and Esther.

Action Item: Valerie will take care of these checks.

Esther was thanked (in absentia) for all she has already done and for accepting the Chair position. It was agreed that she would do very well.

Action Item –John will procure the Judges for 2017 Contest in order to help Esther.

7) Bay State String Contest – Vera Rubin

Vera reported that this competition is growing by leaps and bounds. BU 2017 – it works wonderfully there and will continue to be held there thanks to Vera’s contact on the faculty.

Vera reported that she needs help on the day of the Contest. She ran everything by herself. It was recommended that she seek out students to help with hourly pay, as the Piano Contest does.

8) Contest Rule changes for repertoire and allowing students from out of state

Agenda Item - Dorothy asked and it was agreed to shelve the above items until the September meeting, including age deadline discrepancy brought up by Janet Ainsworth.

8) Judges’ Stipend Guidelines for all MMTA Competitions

Dorothy has drawn up the following guidelines so that everything is standardized across all our competitions. Discussion ensued. Vivian stated that some judges come from quite a distance.

Dorothy asked for approval of these policies as stated below. Alison so moved. Vivian seconded. Unanimously approved.

- 1. All judges will be offered a stipend and not at an hourly wage.*
- 2. Judges may receive a mileage allowance of 57 cents per mile for a round trip or whatever rate is set by the IRS -9(based on Google distances). This mileage allowance is capped at \$50 without MMTA Board approval.*
- 3. Chairs may offer a meal allowance of up to \$15 per judge if lunch is not provided at the venue.*
- 4. Chairs may offer a parking allowance not to exceed \$25 per judge as needed.*

5. *Judges not traveling by car are allowed a travel allowance of up to \$25 as needed.*
6. *The stipend is determined by the chair and based on an hourly wage of between \$35 and \$45 per hour. The Chair has discretion to set the hourly wage using historical precedent, budget, or incentive as a rational.*
7. *All judges working together on the same competition should receive the same stipend for the same amount of time on the same day.*

Example: Judge needed from 8 to 5 (9 hours) Stipend would be between \$315 and \$405 at the discretion of the chair.

8) Recording Policy for ALL Competitions

Dorothy stated that this is MTNA's policy and we should adopt it. It is very clear and fair. She also recommended that it be included and accessible on the website to competitors and their parents. Vivian moved to accept these guidelines, Alison seconded. Unanimously approved.

Action Item: Dorothy and Vivian will confer on how to post this policy in appropriate place(s) on our website.

Recording rules: Audio or video recording and photography of competitions are strongly discouraged.

With the advances in technology (small hand-held recorders, cell phone recorders, etc.), it is impossible to prohibit this. However, these guidelines must be followed:

1. *Can record only their student/child and no other students*
2. *Are unobtrusive (no tripods, no lights, standing in aisles, in front of the stage, etc.)*
3. *Must be done for private purposes only and not distributed outside the immediate family*

9) Job descriptions – Reviews, Updates, Storage

Dorothy reported that the basis of all our job descriptions comes from our Constitution and By-Laws.

Action Item - Dorothy asked that we please review our job descriptions before we leave office and that we please add a clause to each

description asking that the person vacating the office review/revise her Job Description before leaving that office.

10) Social Event/ Teacher of the Year

June 18, 2016, 11:30 a.m. at Vera's to honor Dorothy Travis and Maria Reesman.

Dorothy feels that buying the food (rather than "pot-luck") is a great idea and should become standard practice for this event. Many thanks were offered to Vera for hosting once again this year!

Action Item - Valerie will add a line item for this event to our Annual Budget. This amount should be based on the amount we spend for this year.

11) Nancy Oliva Scholarship Applications

There are two applicants: Wynne Yao and Michelle Chen

It was agreed that \$500.00 should be granted to Michelle Chen, student of Nilly Shilo's and \$500.00 should be granted to Wynne Yao, student of Luba Pyatkovskaya.

Action Item - Valerie will send out these checks with a congratulatory note to each student.

Nilly thanked the Board for its generosity.

12) National Convention Report - Dorothy

Dorothy decided to abbreviate this report due to time constraints, but she did announce:

MTNA National Conference will be held in Baltimore on March 18-22, 2017

We had a lively representation and a very fun time in San Antonio this year. Reports of members receiving Travel Enrichment Grants appear in the Spring Newsletter, which is available online.

ALL are encouraged to plan to attend this very CLOSE conference in 2017!

13) Teacher of the Year (TOY)/Lifetime Achievement Award (LAA) Criteria

Dorothy reported that there has been some confusion as to what qualifications we are honoring in these two awards, so she drafted the following so that we could be consistent and fair.

MMTA Teacher of the Year Criteria

When nominating a candidate for MMTA TOY, please speak to the following in your letter of recommendation:

How long has this teacher been a member of MMTA?

Has the candidate participated on the MMTA Board or as a volunteer?

Does this teacher have longevity in their profession and an adherence to professional standards?

How has this candidate furthered the profession and MMTA as an organization?

Are there any other special attributes or recognition?

MMTA Lifetime Achievement

All of the above, but must have been a member of long standing.

New Business

Newsletter relevance

Alison had questioned whether the online newsletter is still viable or is it redundant with all the other ways of disseminating information to members. Discussion ensued. New Board members present were asked whether they read the Newsletter and they said they did. Ellyses stated that there could never be too many places that information appears, so the Newsletter is valuable and should be continued. Also, it is the only place where the President's Message appears.

Travel Policy for President/ President-Elect

Approved at Board Meeting February 5, 2016

The President shall have a travel allowance of up to \$2000 to attend the National Convention, Quad State Convention and Eastern Division Competitions.

The President-elect shall have a travel allowance of up to \$1500 to attend the National Convention, Quad State Convention and Eastern Division Competitions.

In the event that the President is unable to attend the National or Quad State conventions, the President-elect shall have the same travel allowance as the President.

Travel expenses are incurred by the officer and reimbursed after the event with proof by receipts.

The \$3500 caps in this policy are subject to review by the treasurer on a yearly basis.

Update of Website

Vivian reported that it has been a while since the website was updated. The addition of more visuals might enhance our website.

Agenda Item for Fall – Update of Website

Thank you's were offered to outgoing President Dorothy Travis and Chairs Vivian Tsang and John Stapp - We expressed our deepest thanks for all these members have done. Dorothy was given a hydrangea plant and all were given cards signed by Board Members.

Bay State Contest Concerns –John Stapp

Recorded by Karin Wilks, Incoming Secretary (Alison Barr left at 11:55 a.m.) Transcribed by Alison

John expressed concerns he had experienced as Chairman of the Bay State Contest. Discussion continued with more comments about the difficulty of finding good judges, the idea of allowing parents to volunteer, and the need for improved training and standards for timers and monitors. (See agenda Item #6)

Agenda Item for September Meeting - Dorothy asked that we table this discussion until the fall meeting.

Meeting Adjourned by President Dorothy Travis at 12:07 p.m.

**Treasurers' Report
June 10, 2016**

June 1, 2016 Bank account

Savings 19,877.15

Checking 21,766.17 (after transfer \$42,311.24 -see below)

Jumbo Certificate 25,438.97

Note: June 8 transferred from PayPal to checking 20,545.07 making total

Unofficially \$42,311.24

Reports for Judged Festival, both MAE events on the North Shore and Littleton,
And the Bay State Contests are attached.

Expense and income forms are also included for distribution for future requests.

http://www.mmta.net/user_images/MMTA%20Financial%20Form.pdf

Respectfully submitted,

Valerie Stark

**Please continue below for reports of individual program expenses
and income**

Massachusetts Music Teachers Association
Profit & Loss Statement

06/09/16
Cash Basis

	Judged Festival Program	TOTAL
Income		
5000 · Program Registration Fees	6,742.98	6,742.98
Total Income	6,742.98	6,742.98
Expense		
6000 · Student Programs		
6001 · Judges Fees	2,372.64	2,372.64
6004 · Awards	29.70	29.70
6006 · Facility Expense	1,500.00	1,500.00
6008 · Office & Printing Costs	146.62	146.62
6009 · Refunds	30.00	30.00
6013 · Student Aides	360.00	360.00
6021 · Hospitality	91.79	91.79
Total 6000 · Student Programs	4,530.75	4,530.75
Total Expense	4,530.75	4,530.75
Net Income	2,212.23	2,212.23

Massachusetts Music Teachers Association
Profit & Loss Statement

06/09/16
Cash Basis

	<u>MAE Cambridge</u>	<u>TOTAL</u>
Income		
5000 · Program Registration Fees	<u>2,226.63</u>	<u>2,226.63</u>
Total Income	<u>2,226.63</u>	<u>2,226.63</u>
Expense		
6000 · Student Programs		
6001 · Judges Fees	1,195.90	1,195.90
6005 · Piano Tunings	450.00	450.00
6008 · Office & Printing Costs	15.29	15.29
6009 · Refunds	25.00	25.00
6021 · Hospitality	<u>60.80</u>	<u>60.80</u>
Total 6000 · Student Programs	<u>1,746.99</u>	<u>1,746.99</u>
Total Expense	<u>1,746.99</u>	<u>1,746.99</u>
Net Income	<u><u>479.64</u></u>	<u><u>479.64</u></u>

Massachusetts Music Teachers Association
Profit & Loss Statement

06/09/16
Cash Basis

	<u>Bay State Program</u>	<u>TOTAL</u>
Income		
5000 · Program Registration Fees	18,278.37	18,278.37
5007 · Program Teacher Fees	70.00	70.00
Total Income	<u>18,348.37</u>	<u>18,348.37</u>
Expense		
6000 · Student Programs		
6001 · Judges Fees	6,378.08	6,378.08
6004 · Awards	1,052.82	1,052.82
6005 · Piano Tunings	1,170.00	1,170.00
6006 · Facility Expense	2,800.00	2,800.00
6008 · Office & Printing Costs	151.73	151.73
6013 · Student Aides	817.50	817.50
6021 · Hospitality	184.73	184.73
Total 6000 · Student Programs	<u>12,554.86</u>	<u>12,554.86</u>
Total Expense	<u>12,554.86</u>	<u>12,554.86</u>
Net Income	<u>5,793.51</u>	<u>5,793.51</u>