

**Draft Minutes  
Board of Directors  
Florida School Music Association  
October 24, 2011  
Embassy Suites/University of South Florida  
Tampa, Florida**

**Board Members Present**

Tim Cool, President  
Don Langland, Executive Committee Representative  
Carol Cook, Florida School Boards Association  
Sheryl Singletary – Florida Parents Association  
Jayne Ellspermann – Florida Department of Education  
Beth Cummings – Florida Music Educators Association  
Beth Brown – Florida Department of Education  
Ken Williams – Florida Music Educators Association  
Ruth Heckman – Florida Association School Administrators  
Karen Beattie – Florida Association School Administrators  
Richard Davenport – Florida Bandmasters’ Association  
Neil Jenkins – Florida Bandmasters’ Association  
Nancy Beebe – Florida Orchestra Association  
Mark Scott – Florida Vocal Association

**Staff Members Present**

Kathleen D. Sanz, Florida Music Educators Association Executive Director  
Valeria Anderson, Florida Music Educators Association Director of Operations  
Shauna Magnusen, Florida Music Educators Association Business Manager

**Guests Present**

Bob Powell (James Moore and Company)

**Board Members Absent**

David Lewis  
Michael Dye  
Alexis Tibbetts  
Monty Musgrave

**Call to Order**

- President Cool called the meeting to order at 9:09 am Monday October 24, 2011.
- President Cool had members complete a “Bell Ringer” on acronyms
- The answers were presented and discussed.
- Introductions were conducted by board members

**Review and Adoption of Agenda**

*It was moved by Heckman, Seconded by Ellspermann, and carried unanimously to adopt the agenda as presented.*

Board notebooks, binders, and post-its were distributed

President Cool directed the board members attention to the Board of Directors Directory – Tab 3

Members' attention was then drawn to the Vision and Goals of the organization – Tab 4.  
*Florida School Music Association Vision and Purpose: The purpose of Florida School Music Association is to ensure high quality board based thriving music programs in member schools.*

**Goals:**

*In accomplishing this purpose the following areas are of importance.*

- *The highest quality Music Performance Assessments available in the nation and continual evaluation for the quality of the Marching Performance Assessment experience.*
- *Cultivating excellence of Florida music programs for all students*
- *Models for and tools to recognize best practices in excellent music programs*
- *Events sanctioned by Florida School Music Association shall be safe and fiscally responsible, provide equity in adjudication across the state and provide student access to programs.*

Policies for Governance were reviewed by President Cool and the Board of Directors

**Minutes**

*It was moved by Heckman, Seconded by Ellspermann, and carried unanimously to approve the minutes as presented.*

Don Langland suggested that in all future minutes that the use of acronyms be limited.

**Reports**

**Financial Reports**

Executive Director Sanz distributed prior to the discussion, Quick Book definitions pertinent to the review of the financial reports. The terminology on the handout will be used during the financial reports for the audit and balance sheets.

**Florida School Music Association Audit Report**

Bob Powell of James Moore and Associates presented the audit.

*It was moved by Cook, Seconded by Beebe and carried unanimously to approve the audit.*

**Financial Report**

Shauna Magnusen presented the financial reports including:

- Florida School Music Association Cash Flow Sheet
- Florida School Music Association Cash Flow Detail Sheet
- Florida School Music Association Balance Sheet

A discussion was held on the student participation fee of \$.10 per student for participation in Music Performance Assessments.

**Component Reports:**

**Florida Bandmasters' Association Report – Richard Davenport**

Written Report

**Florida Orchestra Association Report – Nancy Beebe**

Written Report

**Florida Vocal Association Report – Mark Scott**

Written Report

**Executive Director's Report – Kathleen D. Sanz**

Membership Report was presented that included both the schools that have paid and non-paid schools by County.

#### Legislation

- There was a meeting scheduled with the Capitol Hill Group (Lobbyists) with the executive committees of Florida Music Educators' Association, Florida Music Educators Association, and Florida Art Education Association on October 10, 2011 in Tampa.
- Due to redistricting, fewer bills will be filed during the 2012 legislative session.
- The 2012 session will begin on January 10, 2012

#### **Break: 10:27am-10:45am**

Staff Update. Executive Director Sanz provided an update on office staff, technology and Partnerships. She explained the function and operations of the staff, Center for Fine Arts Education and partnerships through a Power-point presentation.

#### Florida Performance Assessment Project

Florida Music Educators' Association is involved in the development, through management of portions of the Florida Department of Education grant, of the Florida Performance Assessment Project of test items that may be used for End of Course examinations.

Auditing Procedures. Auditing procedures were discussed. A Request for Proposal (RFP) will be distributed to auditing firms to conduct the 2011-12 Florida School Music Association audit. The Request for Proposal will be sent in January-February to specified auditing firms.

#### **Lunch Recess 11:53-1:15**

#### **Committee Reports**

Rules and Regulations – Ken Williams presented a revision draft to the board. The draft was reviewed by the board. Added to this committee are Dale Choate, Beth Brown, Joie Cadle.

Appeals – there were no appeals requested at the time of this meeting

#### **Old Business**

Tab 5: Bylaws, Officers – page 3

*It was moved by Ellspermann, Seconded by Cook and carried unanimously to approve the bylaw change.*

#### **New Business**

Finance Committee – categorical change:

\$16,000 for professional development

\$ 4,000 to revise Models and Tools

Remainder to be placed in Reserves

*It was moved by the Finance Committee, Seconded by Cummings and carried unanimously.*

***Motion:*** Direct the Florida School Music Association to review the process of determining the yearly \$.10 assessment collected from the Florida Bandmasters Association at the end of each school year, choosing the marching or district concert Marching Performance Assessment participation numbers, whichever is larger. The Florida Bandmasters Association structure for collecting District Assessments for student participation is based on the total participants, whichever is greater, between district marching entries and district concert entries. District and state solo & ensemble plus state band entries are not affected by this process.

The current Florida School Music Association method for determining the assessment of the component organizations does not take into account the unique process used by the Florida Bandmasters Association of determining their assessment figure. Florida Bandmasters Association is being charged assessments for student participation that is not being collected by the districts.

*It was moved by Davenport, Seconded by Williams*

**Motion:** *to take to committee and report back at the March 2012 meeting.*

*It was moved by Cook, Seconded by Heckman and carried unanimously*

Break: 1:53pm

**Motion:** *that the residual of the money budgeted for the 2010-11 component audits are disbursed to Florida Bandmasters Association and Florida Vocal Association to help defer their audit cost.*

*It was moved by Davenport, seconded by Beebe and carried unanimously.*

Committee Assignments:

Rules and Regulations – Ken Williams

Appeals – Executive Committee, Kathy Sanz

Calendar – Beth Cummings

Student Assessment Fees – Ken Williams (chair)

Neil Jenkins, Don Langland, Mark Scott, Kathy Sanz

Models and Tools – components will get representation

Future Meeting Dates

Florida Music Educators' Association Conference – January 11-14, 2012

Florida School Music Association Spring Meeting – March 4-5, 2012

Committee dates for Action Items – none set

## **Good of the Order**

*Motion to adjourn @ 2:17pm*

*It was moved by Cummings, Seconded by Ellspermann and unanimously approved.*