

**Draft Minutes
Board of Directors
Florida School Music Association
March 4-5, 2012
Embassy Suites/University of South Florida
Tampa, Florida**

Board Members Present

Tim Cool - President
Don Langland - Executive Committee Representative
Carol Cook - Florida Association of School Boards
Sheryl Singletary – Florida Parent Educators’ Association
Jayne Ellspermann – Florida Department of Education
Beth Cummings – Florida Music Educators’ Association
Dr. Ken Williams – Florida Music Educators’ Association
Dr. Ruth Heckman – Florida Association School Administrators
Dr. 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
Dr. Monty Musgrave – Florida Music Supervision Association
Joie Cadle – Florida Association of School Boards
Dr. Tim McGonegal – Florida Association of District School Superintendents
Billy May – Florida Association of School Administrators
Dr. Craig Collins – Florida Association of School Administrators
Michael Dye – Florida Vocal Association

Staff Members Present

Dr. Kathleen D. Sanz, Florida School Music Association Executive Director
Valeria Anderson, Florida School Music Association Director of Operations
Richard Brown, Florida School Music Association Finance and Special Projects Manager

Call to Order

- President Cool called the meeting to order at 8:33 am Monday, March 5, 2012.
- Introductions were conducted by individual board members
- Board notebooks, including reports were distributed to the board.

Review and Adoption of Agenda

It was moved by Joie Cadle, Seconded by Carol Cook, and carried unanimously to adopt the agenda as presented.

President Cool directed the board members attention to the Policies for Governance – Tab 3

Members’ attention was then drawn to the Vision and Goals of the organization – Tab 3.
Florida School Music Association Vision and Purpose: The purpose of the Florida School Music Association is to ensure high quality broad 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 Music 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 Jayne Ellspermann, Seconded by Joie Cadle, and carried unanimously to approve the minutes as presented.

Bylaws – Tab 5

Officers section – page 3 was reviewed by the board members.

Reports

Financial Report

Executive Director Sanz referred members to the 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 balance sheet and cash flow.

Richard Brown presented the financial reports including:

- 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.

Executive Director’s Report – Kathleen D. Sanz

The following reports were presented:

1. Membership Report that included both paid and non-paid schools by County
2. Legislation – the legislature is currently in session. Specific bills were discussed. In addition, questions as to the position of the Associating on particular bills was briefly discussed
3. FSMA Audit Report – 990 The Internal Revenue Service conducted a 990 audit for the 2009-2010 fiscal year. The purpose of the audit was to determine the not-for-profit status of the organization. The results of the audit were that the Florida School Music Association would maintain a Not for Profit status. The report indicated:
Our examination of the information return(s) indicated above [990] disclosed that your organization continues to qualify for exemption from Federal income tax. Accordingly, we accept the return(s) as filed.

4. Executive Director search procedures were presented

It was moved by Dr. Tim McGonegal, Seconded by Jayne Ellspermann, and carried unanimously to approve the procedures.

5. Guidelines for Reimbursement
-The current IRS rate of \$.555 was discussed and the explanation as to how the rate is determined can be found on the IRS website under 26CFR.105

In addition, a Guideline for Expense Reimbursement was distributed and discussed. It was moved by Dr. Tim McGonegal to approve the [Guidelines] minus gratuities unless receipts are attached, Seconded by Joie Cadle, and carried unanimously to approve.

6. Monitoring Report was distributed– any comments should be sent to President Cool
7. FSMA Office – 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.

Executive Director Sanz discussed the policies that will be voted on by the board during new business. She also discussed the public records law as it pertains to the 990 and 1023. Both are posted now on the public side of the website.

Break: 9:55am-10:15am

Component Reports:

Florida Bandmasters' Association Report – Richard Davenport

Written Report – See attachment

Florida Orchestra Association Report – Nancy Beebe

Written Report – See attachment

Florida Vocal Association Report – Mark Scott

Written Report – See attachment

Committee Reports

Appeals – eight (8) schools were granted and President Cool explained the rationale for acceptance.

Rules and Regulations – Dr. Ken Williams presented a revised draft of the Rules and Regulations that were reviewed extensively by a committee. It was stated that this document needed to be consistent throughout and need some clarification. The draft was reviewed by the board and the following were adopted:

1. Move date from header to a footer

2. Need clarification on 3.5, page 4

Motion: to strike 3.5 from the document

It was moved by Michael Dye, Seconded by Nancy Beebe, and carried unanimously to approve.

3. 3.10

Motion: add separate bank accounts from FSMA

It was moved by Beth Cummings, Seconded by Michael Dye

Withdrawn

3.10

Motion: Component associations shall maintain independent bank accounts, through which all funds collected shall be handled, expenditures from which are to be made only according to the approved budget under regulations set up by the association's Board of Directors.

It was moved by Dr. Karen Beattie, Seconded by Richard Davenport, and carried unanimously to approve.

3.11

Motion: to strike 3.11 from the document.

It was moved by Michael Dye, Seconded by Richard Davenport, and carried unanimously to approve.

3.15 – adding (except FBA Marching MPA)

3.16

Motion: to strike last two sentences

It was moved by Jayne Ellspermann, Seconded by Joie Cadle, and carried unanimously to approve.

Section 4 – Copyright

-change order of numbers

Section 5 – Adjudication Certification

-Component associations are to meet and bring back recommendations to the board for consideration.

Motion: to approve all revisions except Section 5 until a later date.

It was moved by Dr. Ken Williams, Seconded by Michael Dye, and carried unanimously to approve.

2.2g

Motion: to add a separate line for home school cooperatives less than 1,000 students - \$300

It was moved by Sheryl Singletary, Seconded by Joie Cadle, and carried unanimously to approve.

Lunch Recess 11:43-12:15

President Cool asked the Policy Committee to review 3.1 and 3.2 and bring back to the board for approval.

Tab 9 – Whistle Blower Policy

It was moved by Dr. Monty Musgrave, Seconded by Jayne Ellspermann, and carried unanimously to approve.

Conflict of Interest Policy

It was moved by Joie Cadle, Seconded by Nancy Beebe, and carried unanimously to approve.

The board recommended that there be a conduit to ensure that board members sign a Conflict of Interest affidavit. It will be brought forth at the October board meeting.

Calendar Committee – Beth Cummings

-scheduling of MPAs

-summer conferences

-scheduling of state

2012-13:

4/22-24 – FOA

4/25-27 and 5/2-4 – FVA & FBA will split dates

It was requested that Executive Director Sanz communicate with FHSAA to see how they are handling their state playoff schedules.

Suspend Roberts Rules of Order

Open Discussion

Open discussion was held.

Reinstate Roberts Rules of Order

Old Business

FBA – MPA fee structure

-Neil Jenkins gave a chronology of the implementation of the per student FSMA assessment.

-Dr. Ken Williams explained the difference between the years and components and their assessments (handout given for informational purposes only)

Motion: The annual Component MPA Assessments paid by the Fla. Vocal Association, Fla. Bandmasters Association, and Fla. Orchestra Association to the Florida School Music Association, will be based on the total entries for Solo & Ensemble and Concert (including Jazz Band for FBA) only, beginning with the 2010-11 Invoice.

It was moved by Richard Davenport, Seconded by Dr. Tim McGonegal, and a vote was taken (10 yeas, 5 nays) to approve.

Break: 1:41pm-1:51pm

Component Audit Reimbursement – Executive Director Sanz provided historical information on the expectations for an audit. The residual is to be split between FVA and FBA according to the motion at the October 2011 board meeting.

Models and Tools – Executive Director Sanz asked each component association to recommend 2-3 people to work on the updated document. The work will take begin in June, 2012.

New Business

Tab 5 Bylaws – Article 6

President-elect (3 year term) – nominations for the position –the executive committee brought forth Dr. Ken Williams for President-elect of the board. There were no other nominations. The board unanimously selected Dr. Ken Williams as the new President-elect beginning at the October 2012 meeting.

Motion: a committee be formed to review the Policies for Governance model.

It was moved by Joie Cadle, Seconded by Carol Cook, and unanimously carried to approve.

The committee will be:

Joie Cadle – chair

Dr. Monty Musgrave

Carol Cook

Dr. Tim McGonegal

Dr. Kathy Sanz

Dr. McGonegal requested that Staff review the fee structure for membership and report back to the board. Beth Cummings and Dr. Ken Williams will assist the finance office in this review.

Future Meeting Dates

April 30 – May 5 – MPAs

June – Virtual Meeting (2 – 3 hours)

October 21-22, 2012 – Fall Meeting at Embassy Suites USF

Committee dates for action items

January 9-12, 2013 - FMEA Conference

Good of the Order

Motion to adjourn @ 2:40pm

It was moved by Michael Dye, Seconded by Richard Davenport and unanimously approved.