

**MUSIC TEACHERS NATIONAL ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Anaheim, CA  
March 8 & 13, 2013**

**Minutes**

**Attendees**

**Present**

President Benjamin Caton, President-elect Kenneth Christensen, Immediate Past President Ann Gipson, Vice President Rebecca Johnson, Secretary-Treasurer Celinda Hallbauer, Executive Director and CEO Gary Ingle (ex officio without vote), Scott Beard (Eastern Division), Tim Shook (West Central Division), Gerardo Ascheri (East Central Division), Cheryl Norman (Southwest Division), Mary Sallee (South Central Division), David French (Northwest Division) and Martha Thomas (Southern Division).

**Staff Present**

Chief Operating Officer Brian Shepard and Executive Coordinator Diana Viltrakis

**Call to Order**

President Benjamin Caton called the meeting to order at 9:10am PST on March 8, 2013.

**Minutes**

The minutes of the December 2012 were previously approved. There were no additional changes.

**Reports**

**National Officers**

Written reports were received from the following National Officers: President Benjamin Caton, President-elect Kenneth Christensen, Immediate Past President Ann Gipson, Vice President Rebecca Johnson, and Secretary-Treasurer Celinda Hallbauer.

Secretary-Treasurer Celinda Hallbauer presented the finance report and asked Executive Director Gary Ingle to lead a review of the financial reports. The January 31, 2013 financial reports were the most recent that were available. Assets of MTNA are \$3,628,328.53 with liabilities of \$60,376.59 and income of \$2,168,518.58 with expenses of \$1,133,272.92. The balance of the MTNA Trust account is \$785,409.35. The Foundation Fund Endowment Account has assets of \$895,973.93 and the McHose Trust

has assets of \$619,234.88. Assets of the MTNA Certification Program, as of January 31, 2013, are \$129,682.42 with liabilities of \$3,563.20, and income of \$38,459.00 with expenses of \$30,513.21.

### **Division Directors**

Written reports from all seven Division Directors were reviewed: East Central (Gerardo Ascheri), Eastern (Scott Beard), Northwest (David French), South Central (Mary Sallee), Southern (Martha Thomas), Southwest (Cheryl Norman) and West Central (Tim Shook).

### **Executive Director & CEO**

A written report was received from Executive Director & CEO Gary Ingle as follows:

#### **Staff Recognition**

Ingle reported the retirement of Marge Bengel on December 31 led to many changes in procedures and personnel. Marge continues to work for MTNA as an independent contractor providing services in accounting, financial planning and reporting, accounts payable and receivables, asset management, and insurance. The expertise she brings to the financial area is very positive for the association.

He welcomed to the national staff Diana Viltrakis as Executive Coordinator to the Executive Director and CEO. Jenny Thomason's role as Executive Assistant was revised. Now she works full time for Chief Operating Officer Brian Shepard and focuses on multiple projects and processes. Marcie Lindsey's role was expanded to include the day to day responsibilities for technology within the headquarters. Rachel Kramer accepted additional responsibilities in membership recruitment, retention, and services.

#### **Superstorm Sandy**

In the wake of the hurricane, our members responded generously to our call for contributions. Approximately \$25,000 has been raised to date. These dollars will be added to the \$25,000 pledged by the MTNA Foundation Fund. Unfortunately, the number of requests for assistance was less than expected, less than a dozen.

MTNA's response was twofold: First, all the requests for assistance were funded with the maximum grant announced in our email, \$1,000. The remainder of the contributions from our members, non-MTNA members, and from the MTNA Foundation Fund will be used to establish a "benevolence" fund to assist music teachers in the future whose professional lives are severely disrupted by disaster. MTNA has talked for many years about the desirability of such a fund for immediate response and this was the opportunity to get it started.

MTNA attorney Scott Gilligan was consulted. He indicated there is no problem for MTNA to redirect unused funds to an ongoing disaster relief fund. All that is required is for MTNA to send a letter to everyone who contributed stating that their

generosity exceeded the demand and that a fund has been created with the remaining monies to assist MTNA with future disaster relief efforts.

Ingle expressed his deepest gratitude to Scott Beard and Grace McFarland for their significant and substantial work on this project.

### **National Election**

Ingle reported that the voting process for new MTNA officers was in process. The results will be announced just before the conference in early March.

### **PAMA**

Finally, Ingle reported that in February he met with John Chong, president of the Performing Arts Medicine Association, and participated in the PAMA Regional Conference in Toronto. He indicated that discussions are well under way for expanding our partnership with PAMA over the next years to include PAMA participation at our national conferences.

### **Standing Committees**

Written reports were received from the Nominating Committee (Ann Gipson), Finance Committee (Celinda Hallbauer), State Presidents Advisory Council (Kathleen Theisen), 2012 Conference Planning Committee (Rebecca Johnson), Membership Committee (Lezlee Bishop), *AMT* Editorial Committee (James Litzelman) Composer Commissioning Program (Ann Witherspoon), National Group Piano/Piano Pedagogy Forum (Michelle Conda), Partnership Review Committee (Kenneth Christensen) and MTNA E-Journal Editorial Committee (Leslie McAlister).

There were no reports from the 2012 Pedagogy Saturday Committee (Peter Mack), Foundation Fund Development Committee (Brian Chung) and the Exhibitor Committee (Heidi Steeno).

### **Special Committees**

A written report was received from the Bylaws Task Force (Celinda Hallbauer).

### **Strategic Discussion**

President Caton and Executive Director Ingle led a discussion on strategic issues. The importance of membership retention and recruitment was emphasized. In addition, the membership exit survey shows the members who were leaving MTNA were no longer teaching and many were in the 1-5 year category. There was also discussion on small business planning and marketing and the need for financial literacy for members. Several other ideas including a survey at the collegiate symposium, of offering continuing education units and partnering with online accreditors as continuing education, partnerships with National Association of Schools of Music, and streaming the young professional session for use by pedagogy professors as part of the pedagogy classes were discussed.

**Business**

**Presidential Appointments**

President-Elect Kenneth Christensen submitted the list of appointments for ratification.

**Motion and second to ratify the following appointments:**

**Affiliate Grants Committee**

**Elizabeth LaBelle, chair**

**Kate Young**

**Garik Pedersen**

**Cary, NC**

**Cincinnati, OH**

**Ypsilanti, MI**

**Collegiate Chapter of the Year**

**Diane Helfers Petrella, chair**

**Charles Turon**

**Jody Graves**

**Leawood, KS**

**Bradenton, FL**

**Cheney, WA**

**Local Association of the Year**

**Vivian Tsang, chair**

**Catherine Walby**

**Dianne Johnston**

**Norwood, MA**

**Neenah, WI**

**Kingston, WA**

**State Affiliate of the Year**

**Mary Kay Owen, chair**

**Kirsten Levorson**

**Sue Field**

**Renton, WA**

**Rosemount, MN**

**Redwood City, CA**

**Studio Teacher Fellowship**

**Rachel Kramer, chair**

**Chyleen Lauritzen**

**Cyndie Caruth**

**Cincinnati, OH**

**Thatcher, AZ**

**Ankeny, IA**

**Teacher Enrichment Grant**

**Chris Hahn, chair**

**Linda Christensen**

**Melissa Toedtman**

**Missoula, MT**

**Wayne, NE**

**Santa Fe, NM**

**Teacher of the Year**

**Fay Adams, chair  
Jennifer Snow  
Coila Robinson**

**Knoxville, TN  
Los Angeles, CA  
Bountiful, UT**

**Poster Sessions**

**Vanessa Cornett-Murtada**

**Eagan, MN**

**Development Committee**

**Sharon Callahan  
Robin Chadwick  
Michael Bates**

**The Woodlands,  
TX  
Chehalis, WA  
Buena Park, CA**

**National Competitions Senior Coordinator**

**Fay Adams**

**Knoxville, TN**

**2014 Improvisation Saturday Committee**

**George Litterest**

**Rehoboth, MA**

**2014 Conference Planning Committee**

**Peter Mack, chair  
Marianne Bryan  
Cheryl Pachak-Brooks  
Chris Goldston  
Kevin Chance**

**Seattle, WA  
St. Paul, MN  
Portales, NM  
Chicago, IL  
Tuscaloosa, AL**

**Membership Committee**

**Debra Ronning  
\*Chair-designate: 2013-2014  
\*Chair: 2014-2016**

**Elizabethtown, PA**

**PASSED**

**Chamber Music Competition Proposal**

The Board of Directors discussed a proposal from the Competitions Committee to allow a maximum of two voice participants as a part of a chamber music ensemble, either String or Wind Competition, in the MTNA Chamber Music Competitions.

**Motion and second to approve the proposal.**

**PASSED**

**401K Corporate Resolution**

**Motion from the Finance Committee to approve the resolution allowing Gary L. Ingle and Brian Shepard to be authorized and directed to serve as Trustees of the MTNA 401 k Employee Savings and Retirement Plan with Vanguard.**

**PASSED**

**Investment Funds Resolution**

**Motion from the Finance Committee to approve the resolution that Gary L. Ingle or Brian Shepard are authorized and directed to:**

- (a) enter into, complete, and execute, on behalf of the Corporation, any and all documents necessary to entering into an agreement with Stifel, Nicolaus & Co, Inc. for trust, agency, or custodial services, and**
- (b) take all actions necessary to carrying out the provisions of any such agreement including, but not limited to, transferring, selling, and assigning stock and transmitting instructions to Stifel, Nicolaus & Co, Inc. regarding the investment and/or distribution of funds.**

**PASSED**

Meeting recessed at 12:00pm, reconvened at 1:25pm

**State Conference Discussion**

The Board discussed an idea proposed by Martha Thomas of compiling helpful tips for state conferences, especially for smaller state affiliates. No formal action was taken as the idea will be discussed at the Summit for MTNA Leadership in September.

**Association Discussion**

The Board discussed an idea proposed by Martha Thomas to add the location of local associations to the MTNA website. This idea was referred to the MTNA staff for further discussion and implementation if possible.

**Rural Association Discussion**

The Board discussed a proposal from Martha Thomas regarding members who live in rural areas who may not have access to a local association. Many ideas were suggested such as the use of conference call services as well as the creation of a rural forum. Martha Thomas and Scott Beard would be willing to host a conference call for rural members after an email blast from the headquarters. An update will be given at July 2013 board meeting in Salt Lake City.

**Competition Dress Code Discussion**

The Board discussed a proposal from Cheryl Norman on appropriate dress for competition officials. No action was taken.

### **Insurance**

The Board discussed a topic proposed by Scott Beard regarding medical insurance. Many states have complicated insurance laws, and there may be ways in which the national office can help facilitate coverage. The idea was referred to the MTNA staff for further discussion with the association's provider and other follow up.

### **High School Student Membership Discussion**

The Board discussed a topic proposed by Scott Beard regarding high school student membership.

President Caton established an ad hoc committee consisting of Cheryl Norman, David French, and Scott Beard to study this issue along with the Membership Committee and bring a report to the July board meeting.

### **2013-2015 Nominating Committee Election**

**Motion and second to approve Tim Shook and Mary Sallee as Board representatives to the 2013-2015 Nominating Committee.**

**PASSED**

Meeting adjourned at 4:40 pm PST on March 8, 2013

Meeting reconvened at 9:25 am PST on March 13, 2013

### **Lifetime Membership**

**Motion and second to confer MTNA Lifetime Membership status on Benjamin Caton in honor of his outstanding leadership and dedicated service to the association as National President from 2011-2013.**

**PASSED**

### **Appreciation Resolution**

**Motion and second that the Board of Directors express its profound gratitude and appreciation to the MTNA elected officers for their service to the association 2011-2013:**

**Benjamin Caton, President  
Ann Gipson, Immediate Past President  
Kenneth Christensen, President-elect  
Rebecca Johnson, Vice President**

**Celinda Hallbauer, Secretary-Treasurer**

**PASSED**

**2016 National Conference**

**Motion from the Finance Committee that the Board of Directors approve the offer from the Hyatt Grand Hotel in San Antonio, Texas to host the 2016 MTNA National Conference from April 2-6, 2016, and authorize the Executive Director to enter into contracts with other vendors as required and necessary for the conference.**

**PASSED**

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 10:03 am PST on March 13, 2013.

Respectfully Submitted,

Celinda Hallbauer  
Secretary-Treasurer