



Minutes from the September Board of Trustees' Meeting
Dalcroze Society of America
Date: Thursday September 15, 9:25 p.m. (EST) sign in to Google Hangout

Board Members:

Present Members: William Bauer, Eunjin Lee, Jessica Schaeffer, Anthony Molinaro, Cassandra Eisenreich, Paula Zerkle.

Absent: Jeremy Dittus, Mary Dobrea-Grindahl and Michael Joviala

Administration absent: Lauren Hodgson

Proceedings:

The president called the meeting to order at 9:30 p.m. (EST).

A motion was made (Jessica), seconded (Cassandra), and carried, and the board approved the previously distributed minutes from the general business meeting held on Aug. 25, 2016.

The Local Outreach business report was provided by the president:

- Dawn Pratson proposed to send out a questionnaire about connecting with members to see if there is a possibility of forming new chapters where there are visible numbers of members. The president, Lauren, and Jessica are working on this. Dawn is planning to give a presentation at the meeting on Nov. 17th. The board members will have chance to look at the questionnaire before Oct. 20th. We have some active areas where possible new chapters could be formed in Philadelphia, including Temple University, Carnegie Mellon University, Slippery Rock University, and Duquesne University.

- Discussion about Jack Stephenson's proposal for a joint workshop or conference with DSA: He hopes to host a mini-conference with DSA during the first week of his summer institute, from Jul. 13th to 15th. There might be some positive outcomes, such as generating more interest in the area – and no extra work on DSA's part. However, some board members expressed concerns about affiliating with one training institute only. It will also create scheduling conflicts with other summer institutes in July, including Longy and Carnegie Mellon. DSA should support the training centers that participate in PDC. Jack wants joint marketing, using DSA's reputation, but we need to protect the benefits available to the entire body of DSA members.

- Bill requested that Jessica, as chair of governance, investigate policies in general, on behalf of DSA, for future, similar cases. He invited her to offer a proposal or resolution to vote on at the next meeting.
- The website redesign report was provided by Paula Zerkle:
 - Paula has been checking the websites of other organizations to gain some ideas regarding the major website redesign and which hosting company to select. The president proposed \$10,000 as a budget. He also suggested that she should investigate a way of saving our back-up database, in case we need to move to a different hosting service in the future.
 - The president asked the board members to send a short email to Paula by October, giving their opinions on what features of other websites are most appealing. The president will have a separate meeting with Paula to explain the background to last year's retreat.

The finance report was provided by Anthony Molinaro:

- Banking Initiative: We have a DSA business account from Midwest Regional Bank, which has no local branch, no mobile banking service, and no support service for a national organization. Anthony proposed the opening of a business account with Bank of America, a bank which offers what we need. He will transfer the funds forthwith, if the board approves. The president proposed that the board members should approve the suggestion that the treasurer, Anthony Molinaro, should open a business banking account with Bank of America in the name of the Dalcroze Society of America, in order to conduct the business of Dalcroze Society of America. A motion was made (Paul), seconded (Eiko), and carried, and the board approved.
- Budget Preparation: Anthony advocated the creation of an operating budget, which would be used in the immediate, short term (one year), and a capital budget, which would involve long-term planning for future, large-scale projects. He proposed to create the operating budget first and then to discuss the capital budget for bigger projects further.
- Financial Reports: Anthony gave a short presentation on the research he has conducted into the preferable format for financial reports for a non-profit organization. The SOA (Statement of Activities) format gives a snapshot of the operating budget/balance. The president explained that we have certain restricted funds, which we can use for scholarship purposes only. There are also unrestricted funds, which we can use for any operational expenses. The president suggested that Anthony should teach the other board members how to read such financial reports. Anthony's initiative will bring a more systematic approach to financial reports.

- The 2018 conference planning report was provided by Cassandra Eisenreich:
 - Cassandra checked two different sets of dates – Jun. 23rd to 25th, 2018 and Jan. 5th to 8th, 2018 – at Slippery Rock University.

June dates: Only the student center is available. There is a new facility with spacious rooms, but we would need to rent pianos for all the rooms. The rental of the facility is not free (\$25 per hour for regular rooms, \$45 for theaters, and \$75 for the ballroom) but 25% discount is available. The student dorms are available at \$55 a night, including 3 meals. The bathrooms are shared by 2 or 4 people.

January dates: The Music building is available. There is no rental fee. The student dorms on campus, however, are not available. There are some hotels and inns in the area priced at around \$119 per night, including breakfast.

There were concerns raised about rental fees for pianos if the event is in June and about winter weather if it is in January.

- There were discussions about considering other schools, including Oberlin and Baldwin Wallace, in early June or during the fall semester. Cassandra suggested considering the fall at Slippery Rock University.
- The search for an Executive Director, as reported by Jessica Schaeffer:
 - Jessica and Anthony had a meeting. They expect to have more concrete plans for the search process by mid-January, after they have a picture of the financial aspect. Please refer to the attached e-mail below from Jessica for a more detailed timeline.
- Publications:
 - Please read and respond to the attached email below from Michael Joviala.
- Motion made to adjourn (Anthony), seconded (Jessica), and carried.

The meeting adjourned at 10:50 p.m. (EST).

The minutes were submitted by the secretary, Eunjin Lee.

1) Email report from Michael Joviala

Here are things for the board and you related to our publications. Pick and choose for the meeting as time and interest allow:

- I am slowly working through a list of informational items for both publications for the website (current, but with an eye to the re-design), and to field inquiries. They are:
 - publication schedule (deadlines for submissions, final drafts, etc.)

- description of the mission of both publications. I will draft this, and send to board for comments.
- Formatting guidelines: article length, style guidelines, picture format (I am working with Emily on this one)
- ADJ
 - Name Change under consideration: Journal of Dalcroze Studies
 - pro
 - a clean break with the past to rebrand the journal as an academic publication
 - Removal of ‘American’ instantly allows us to spread across national borders, which hopefully coincides with the journal’s ambition of being cross disciplinary
 - con
 - long time members may feel a sense of loss
 - name moves farther away from the DSA’s own name; (this can be offset by printing ‘a Dalcroze Society of America Publication on every cover)
 - I support the change, but would like to hear other opinions, pro or con
 - I have been securing reviewers for the first issue. This has proved difficult, but I am slowly building a network of academics in different fields; the process alone will bear fruit at some point, I believe
 - I do not have a number for ADJ essays for the first issue. I have one article already submitted; promises of 3 more (not submitted yet). We have room for more, but they need to be submitted soon to begin the review process.
 - Yes, Bill, we should put a call for papers out. I need help with this.
- Next symposium
 - I have been speaking with Peter Susser at Columbia regularly. He is in the process of discussion the specifics with his superiors. Looks fairly promising, but many details to work out. Once Peter is fully on board, will bring in Bill for negotiations.
- I need help
 - I need to begin to work with someone who will eventually take over Dalcroze Connections. Need someone willing to put in regular amounts of time each month developing authors and content, gathering and editing photos, and guiding the overall look, feel and vision. Do we put out a call? Are there suggestions of people to approach?

Can talk about any of this on the phone if you like.

Thanks for passing this on, Bill.

2) Email from Jessical Schaeffer
Executive Director Search Task Force
 Deadline: January 12th, 2017

PHASE I (complete November 10th)

Develop ideal DSA Executive Director position

Based on what other comparable Not-for-Profit Arts Education organizations do, what would the following look like for the DSA's Executive Director?:

- Job Description
- Qualifications
- Contractual Terms (compensation, etc.)

PHASE II (concurrent with phase I)

Prepare DSA finances for review

- What is our current annual budget?
- What is our annual revenue? operating expenses?
- Financial history

PHASE III (complete January 12th)

- Cost/benefit analysis of hiring a part-time contractor to run the DSA as an Executive Director at a particular time, given the particular conditions in which we now operate
- in depth "SWOT" Analysis