



Minutes from the September Board of Trustees' Meeting  
Dalcroze Society of America  
Date: Thursday October 20th, 9:25 p.m. (EST) sign in to Google Hangout

**Board Members:**

Present Members: William Bauer, Eunjin Lee, Jessica Schaeffer, Anthony Molinaro, Paula Zerkle, Mary Dobrea-Grindahl

Absent: Jeremy Dittus, Michael Joviala, Eiko Ishizuka and Cassandra Eisenreich

Administration present: Lauren Hodgson

**Proceedings:**

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

**MOTION: The board approves the minutes from the general business meeting held on Sep. 15, 2016. Paula so moved; Anthony seconded; carried unanimously without discussion.**

- Lauren Hodgson will resign from her administrator position. *The President and Lauren will post a position publicly, hoping to hire a new person within a few weeks (Bill and Lauren).* Stephen Neely has people he can recommend, but the President also welcomes any recommendation from the board members.
- Member Relations was provided by the President:  
We had a few deceased members, including one of the former board members. We do not have a specific protocol for acknowledging those individuals. An obituary in our publications and a memorial fund for scholarships (if the donors create such a fund in honor of a former teacher or family members) are possible. We recently received a \$200 donation to DSA from the Lindberg family. There was no strong support among board members to create a scholarship or donation in honor of recently deceased member, Charles Aschbrenner.
- A report about the conflict of interest form was provided by Jessica:  
*Bill and Jessica will set up the time frame for board members to review and fill it out (Bill and Jessica).* The form will be sent to Lauren during the next few weeks. Jessica prepared the standard form, which is widely used in many other organizations. The purpose of this form is

more related to the training programs and its related chapters to prevent giving more favor to one training program over another.

- Publication Report was provided by the President based on emails with Michael:  
Need of Internship: Michael suggested creating a year-long publication internship program for students, offering free DSA memberships in exchange for one to two hours of supervised work per month. There was no objection from the board members. This program could be used to bring younger people into our pool and give them a chance to gain work experience for a non-profit organization. Micheal will oversee their work.

**MOTION: The DSA will offer students up to three free memberships for one to two hours of work per week for DSA’s journal. Paula so moved; Mary seconded; carried unanimously.**

*Dalcroze Connections* and *Journal of Dalcroze Study*: The fall issue of *Dalcroze Connection* will be sent to a designer no later than October 31st. It is expected to be distributed around the first week of December. Michael is conducting a review for some of the articles submitted to the *Journal of Dalcroze Study*. Julia Schnebly-Black will send all of the old *American Dalcroze Journals* to the President. The President is planning to scan and digitize them as searchable, web-archived documents for the DSA’s website. Paula suggested offering free memberships to internship students in exchange for one to two hours of work per week for this project. The suggestion was well received.

The President has an idea for an article for *Dalcroze Connections* in spring 2017 to offer a survey on *American Dalcroze Journals*. This survey will honor the *American Dalcroze Journal* as a publication. It will also clearly indicate that we have two different publications—one for insiders (*Dalcroze Connections*) and an academic publication beyond our community by renaming the *American Dalcroze Journal*.

**MOTION: Rename the *American Dalcroze Journal* the *Journal of Dalcroze Study*. The President so moved; Paula seconded; carried unanimously.**

Online Library Resources (American Dalcroze Inter Library): The President suggested creating online library resources by collecting and digitizing lesson plans and a repertoire of past practitioners. He will contact people at Lucy Moses and the library in Ohio State University. The President’s idea was well received and supported.

- Website Redesign Report was provided by Paula and Timothy Falconer:  
-They considered what functions we need and want: emailing, credit card processing and the

ability to research materials. They also considered responsive web design so that the website can be used by all electronic gadgets (i.e., tablets, laptops and smart phones).

-Tim has professional software and web company experience and has worked with numerous non-profit organizations many times. He usually outlines the specs, designs the site layout structure and puts things in a more user-friendly order. He can offer the structure and content management needed to update the website over time and properly organize site content. The design comes afterwards.

-Website design: He suggested a minimalistic style that lets the content speak for itself. This would also ensure an appealing design that appears modern and will not look outdated in five years. If we want to engage designers, it will cost \$300–500.

-The website features include a migrating mailing list, integration with membership payments and an event calendar. A generic calendar is easy to maintain and update.

-User interface channel: Any updates or announcements can be controlled by an editor before they are posted by other current members.

*-Further discussion about the website content will be continued in the next meeting (Paula).*

- Report on hiring a new administrator was provided by the President and Lauren. Lauren will resign from her DSA's administrator job after working for a couple more weeks. *We will post her position tomorrow (President and Lauren).* However, she will continue to be involved in the website redesign as much as possible.

- A list of job done by Lauren:

Publication: Monthly newsletter using mail chimp (300 people are on the mailing list)

Our open rate is a little over 50% (the industry average is about 20%)

Update DSA's website

Facebook management: Update event information and keep it lively. The Facebook group has 1,412 members who can potentially be included in our mailing list.

Marketing and outreach: Make fliers (CANVA offers free online templates for any type of printed banners and fliers)

Daily communications responding to inquiries or redirecting them to the appropriate personnel

Monthly meeting: Preparing the agenda for monthly board meetings (rolling the agenda through Google Docs)

Conference planning: *Lauren will keep track of how we did things for the conference (Lauren).*

- National Events (including a Conference Report) was provided by President:

-Three board members expressed concerns about having the national conference in Pittsburgh in January. Stephen Moore's school in LA is recommended as another possible site for the national conference. The President suggested a retreat next fall at Slippery Rock over a long weekend to build momentum for the national conference as he is doing in New Jersey and the Staten Island area.

-Proposal for the winter conference in Miami University (January 6–8). This is a great location with excellent facilities and a supportive liaison from the school. The university already received approval from the dean and provost. General concerns from the board members were mainly about travelling issues for people on the west coast. A lack of active membership in the area could be another opportunity to boost interest in Dalcroze. It is impossible to meet any quorum due to the lack of board members attended tonight. *Anthony will provide a short memo with more information for the President to further the discussion (Anthony).*

- Governance Report regarding the executive director position will be discussed in the next meeting.
- Dalcroze Leadership Initiative Report was provided by the President:  
The President suggested considering DSA's role in connecting practitioners to institutions as well as the transaction of payments between them.
- Finance Report was provided by the President and Anthony:  
There was a delay with BOA due to paperwork.

The November meeting will be on November 17th. The December meeting is scheduled for November 27th at 3:00 p.m. (EST).

**MOTION: To adjourn. Paula so moved; Anthony seconded; carried unanimously without discussion.**

The minutes were submitted by the secretary, Eunjin Lee.

