



Board of Trustees  
 Dalcroze Society of America Meeting  
 Thursday, June 15, 2017, 8:00 p.m. (EDT) sign in to Google Hangout  
 Minutes (draft)

Topics	Decisions/Outcomes
Reconstituting the Board of Trustees	Leslie Upchurch may have some referrals, Anthony referred a colleague. Bill will follow up. Everyone- consider potential replacements and send their start date on the board to Eunjin for record-keeping.
Executive Director Position	Jess and Alex create ED contract
Bylaws	Progress report; include article on ED
Conference	Bill and Anthony will prepare budget and present to board
Board Retreat	Alex will send doodle poll
Website	Everyone - review websites in Website Design Comparison-Feedback spreadsheet

**Attendance**

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**Present:** William Bauer, Anthony Molinaro, Mary Dobrea-Grindahl, Cassandra Eisenreich, Paula Zerkle, Jessica Schaeffer, Eiko Ishizuka

**Excused:** Michael Joviala, Jeremy Dittus, Eunjin Lee

**Administration Present:** Alex Marthaler

**MOTION:** The board approved the minutes of the general business meeting held on May 18th, 2017. Jessica so moved; Paula seconded; The motion carried unanimously after correcting the spelling of Cynthia Lilley's name.

**GOVERNANCE**

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- The DSA currently have an unfilled board seat, and may possibly have a second. The president has proposed opening the board to non-dalcroze practitioners and has asked the board to consider persons who may be interested in sitting on the board.
  - Developing a more active relationship with schools that offer Dalcroze classes and developing brochures to give to parents of current and prospective Dalcroze students was suggested.
  - Board Membership Terms - Bill requested board members send Eunjin the date of their start on the board
  - New Trustees: Identifying prospective recruits [[Reconfigure Board of Trustees: A Proposal](#)]

#### Executive Director Position

- based on similar descriptions of other non-profit organizations
- Paula: how will the work of the trustees and executive director position overlap and will it be addressed in the bylaws?
- Jessica: Governance [folder](#) contains an article that spells out relationship between executive director and the board of trustees (relationship is not exactly clear cut)
  - need for active board members
  - Bill: who is responsible for what with the addition of the executive director? It's a dance to find out how the relationship between the executive director and board of trustees. We are seeking to find guidelines. We should carve out the differences so people understand their roles.
  - As a general rule of thumb, the board provides counsel to the executive director.
  - What is the main purpose of the board? Would we be an administrative board, working board, governance, delegate all of the operations to the staff? There would still be a lot of overlap in job duties to keep the non-profit running.
  - Eiko: who decides who will be hired for the executive director position?
    - Bill: the board decides (the board is the owner of the organization and we need to protect it and help it function).
  - Jessica had discussions with other organizations (Orff) and when they transition from all volunteer, they promoted someone from within the board to take on the role. It is typical to find a member that has played an active role and shown commitment to the organization.
  - Paula: Should we have a meeting without Bill since he is being considered for the position? Bill agrees that it will be necessary if the board passes the initial motion to create the position.

#### **MOTION:**

**We, the DSA Board of Trustees, approve the creation of the position "Acting Executive Director." We direct the Governance Committee to revise the DSA Bylaws to design the appointment to entail a one-year renewable contract, subject to Board approval. At the next Board meeting, the Governance team will submit the revised Bylaws with the new articles wherein this position is set forth, for final approval.**

- **Mary moves to vote and Paula seconds. All Aye.**

Bylaws Task force - Jessica, chair, presenting

- Group (Jess, Paula, Eunjin) split bylaws into three sections
- anticipate making progress and presenting a draft that the board can review in the next meeting
- Original bylaws were short - big changes on chapters and a supplementary document -a template for chapters that are based on our bylaws. Article on Board of Trustees and Executive Director will also be added. These are the significant changes.
- Paula: What is an advisory commission? Bill: an advisory committee is made up of former DSA presidents. We need to rethink the advisory board. Paula: maybe we can make all of those with the diplome a part of the advisory board. Mary: we should table this and focus on the executive director position and do one thing at a time.
- Chapters: [Chapter Bylaws Template](#), [Process for Applying for Group Exemption](#)
  - Alex presented a template for chapter bylaws. In the process of applying for group exemption for our chapters, there needs to be a clear relationship between DSA and chapters. We need to prove that we exert some control over chapters; that they are subordinate to the DSA. What is missing is how a chapter could lose their charter - needs to be added. The plan is to complete the DSA bylaws and chapter bylaws before sharing with chapters.
  - Alex discussed timeline and process for applying for group exemption. Step 1 and most of step 2 are completed. Once bylaws are completed, we can move forward.
- Hybrid (semi-virtual) Board Retreat: Sunday afternoon (three hours) -- 8/20 or 8/27?
  - Bill: the idea is that one of the challenges we face as a board separated by distance is that it lends a level of unreality to the work we do. If we had a location that a few trustees could gather, and others could pipe in remotely, it might give us a sense of working together. Paula, Cassandra, Mary expressed concern with the date. Alex will send a doodle poll to figure out when most board members could meet.

## TOWN HALL MEETING

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Town Hall meeting: [Agenda](#)

- Takes place 9pm, June 21st. Bill reviewed agenda with board - for sake of transparency, minutes and agendas will be available for viewing by membership. Cassandra discussed Slippery Rock workshop - available for students and non-students. First day will be all introductory experiences around improvisation. Annabelle will be honored at a small reception on that day. On the second day of workshop they will get chance to roleplay/practice leading workshops. This event is for people within the organization who want to advance themselves. Since this is a training program, Bill requests support and input from PDC. He has spoken with Jeremy and J. is receptive to idea. Mary and Eiko are both members of PDC. Mary expressed concern with their already heavy workload and doesn't see this initiative as being within the purview of the PDC. B. and C. agree that if we don't get Dalcroze clinicians out in the world & at conferences, people will

think that AES is the DSA. Mary doesn't want AES members to be on our roster of clinicians.

- Bill will announce Dalcroze conference of international studies and symposium taking place at Columbia U.
- Jeremy may present T2 program
- Mary will discuss scholarships
- Anthony will give financial report
- Eiko will give international relations report (FIER, Dalcroze Canada)
- 2017-2018 trustees and committees - will stay same for time being, but need to be thinking about who will replace us

## **NATIONAL CONFERENCE**

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Bill: Deadline for proposals will be extended, Fabian Bautz (sp?) may be coming to present. Lisa will be honored (she may attend). Should we do a more 'focused' version of the conference?

Mary: ask the membership at the Town Hall meeting what they think.

E: Are we still reaching out to Asian countries?

B: plans to invite Toru Sakai, who tends to bring a following wherever he presents; bringing in someone from Geneva is also a possibility. It costs about \$3000 to bring in an international presenter. It is important bring in someone from international community to show that we are connected to international community.

A: since we are holding the conference on the west coast far away from most practitioners, if we have a big, recognizable name, people may be more likely to attend

C: Toru is phenomenal

M: agrees that inviting Toru is a good idea, but we should figure out what the costs would be; he probably would bring people to the conference and should do a lot of teaching. If Toru, Fabian, Lisa, Stephen are all there, they should be teaching a lot and so we won't need so many presenters. We could consider this a gift to the membership and a cool way to market it - a weekend with the masters.

P. & A: likes narrow focus idea - like a showcase of those distinguished among us  
Bill and Anthony will work out a budget for the conference and report to the board.

## **SCHOLARSHIPS**

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Scholarships: Report from Task Force Chair (Mary)

17 applicants, several non-citizens, 7 recipients each received 25% of tuition. Would like to raise more money specifically for scholarships. Have a raffle at the conference, Amazon smile. The process was a little delayed due to transition from Jessica. Deadline was extended to May 10th. Applicants were notified after Memorial Day. Would like to move deadline to April 1st to capture people who are already committed to pursuing teaching training. The recipients attending 4 or 5 different programs on the spectrum from newbie to licensee.

## **FINANCE COMMITTEE REPORT**

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Finance Committee: Report (Anthony)

Anthony transferred all finances into his name and received all necessary information and tools from Kathy. Will compile all expenses/revenue from past years so we can see what our money flow has been so we can budget for future events such as the conference. Bill and Anthony will meet separately to discuss.

## COMMUNICATION, OUTREACH, MARKETING, AND PUBLICITY

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- Alex has created a how-to plan and market workshops which will be presented at the town hall meeting. Ultimately, it will be a feature on the website. Intended to empower membership to organize events.
- Newsletter Performance - Alex has collected information from mailchimp and google analytics regarding newsletters. Wondering if we could use this info to identify members who may be interested in hosting workshop. We can see what people are looking at on the website and how people find it (lots of links from Kaufmann). The newsletter goes to many international members - Japan, Canada, England are strong engagers. Mailchimp mailing list is around 500.
  - [April 2017 Newsletter Report](#)
  - [June 2017 Newsletter Report](#)

## WEBSITE REDESIGN

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Website Redesign [[Web Redesign Master Planning Document](#)] New rollout 2017:10/01

- Content Development Task Force- Cassandra, Michael, Bill - met. Alex created spreadsheet that shows who will be working on what sections of the website. Others will be assigned to different sections. Paula added to spreadsheet.
- Request for Proposals (RFP) created - will help us gather the info we need to approach firms
- Paula shared the [Website Design Comparison-feedback spreadsheet](#). Proposed that everyone participate in reviewing websites by next meeting

Motion to Adjourn

Anthony motioned, Cassandra second - all were in favor