



Board of Trustees

Meeting, Thursday, February 16, 2017: Minutes (draft)

**ACTIONABLE AGENDA ITEMS**

Topics	Decisions/Outcomes
Executive Position (10')	Jessica will conduct additional research on creating the pay structure and the standard procedures for hiring. The board moved to express confidence in the Executive Director Task Force regarding moving forward with defining the position. This was done on the expectation that it will vote in favor of it at the next meeting.
Scholarship Task Force (9')	The president and Jessica will review the task lists provided by Mary and will determine which one should be decided on by either the task force or the board members. The president will email the board members and expect responses as soon as possible.
Building a New Chapter in Philadelphia (9')	The president suggested a task force for handling the governance issue, including the non-profit tax-exempt issue in the other chapter.
Web Redesign (15')	The president proposed two task forces: one for hiring a web-redesign firm and one for content assessment. He will create a list of members for each task force.
Conference (5')	The president and Jessica will continue to contact Stephen Moore regarding a site visitation. The translations of the Call for Proposal for different languages will be prepared.
Membership Survey (3')	It is in progress. Alex will share the results along with the DSA board survey.
Jack's Retreat (5')	Jack declined the president's proposal.

## MINUTES

### Attendance

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**Present:** William Bauer, Eiko Ishizuka, Jessica Schaeffer, Paula Zerkle, Cassandra Eisenreich, Eunjin Lee, Anthony Molinaro, Jeremy Dittus

**Excused:** Mary Dobrea-Grindahl, Michael Joviala

**Administration Present:** Alex Marthaler

**MOTION: The board approved the minutes of the general business meeting held on January 26, 2017. Jessica so moved; Jeremy seconded; motion carried unanimously without discussion.**

### Old Business

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- Executive Position: The president urged the board to decide if they support moving forward with defining the job description.
  - Jessica discussed the importance of defining the financial stakes and DSA funding. She will move forward with creating the pay structure, considering it as a provisional position.

**MOTION: Paula moved to express confidence in the Executive Director Task Force regarding moving forward with defining the position, with the expectation that it will vote in favor of it at the next meeting; Eiko seconded; motion carried.**

- Scholarship Task Force: The president proposed excluding members who run the training program from being scholarship committee members.
  - There are several other issues from a list prepared by Mary that require discussion before making decisions (please refer to the attached list at the end of the minutes).

**ACTION: The president and Jessica will review the task lists provided by Mary and will determine which one should be decided on by either the task force or the board members. The president will email the board members and expect responses as soon as possible.**

- Web-Redesign: The president suggested having two task forces.
  - Task Force one: Finding a web redesign firm. Jessica, Paula, Michael, and Ales are members. They will obtain proposals from several firms and make a short list.

**ACTION: They will set up a meeting.**

-Task Force Two: The content development team will assess the content of the current website and determine the following: which content will stay, which content will be removed, and what content

needs to be replaced, including images. Task members need to work on these projects weekly and report their progress to the board members.

**ACTION: The president will make a list of members for each task force.**

- Conference:
  - Jessica is waiting for a response from Stephen Moore to discuss further details.
  - The translations of the Call for Proposal will be prepared by Mimi (Chinese), Eiko (Japanese), and Eunjin (Korean).
  - The president mentioned the possibility of inviting international teachers and covering their travel expenses.
- Jack's Retreat Proposal: Jack did not accept the president's proposal. There will be no Pennsylvania retreat.
- Dalcroze Connection:
  - We will suspend the next issue until the fall. We need to use more resources for generating content, including using our new website as a starting platform.

### **New Business**

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- Building a New Chapter in the Philadelphia Area: Dawn Pratson joined the meeting to give a presentation regarding certain issues as well as receiving suggestions from the DSA.
  - The need for a cohesive process and standards for establishing a new chapter: Dawn is willing to work on these with the help and guidance of the DSA board.

**ACTION: The president suggested having a task force to handle governance issues, including non-profit tax-exempt issues in the other chapter.**

- Membership Survey: It is in progress. Alex will send an email blast before the deadline of Monday, Feb. 20. We have received 60 responses out of our 180 members.

**ACTION: Alex will share the results with the board ASAP, along with the DSA Board Survey.**

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

Respectfully submitted by DSA Secretary, Eunjin Lee.