

Minutes of ASTA MD/DC Board Meeting, Sunday, September 23, 2012 7:00 p.m.
Home of Catherine Stewart

Present: Daniel Levitov, President; Catherine Stewart, Past-president; Lorraine Combs, Doree Huneven, Mark Pfannschmidt, Dalton Potter, Lya Stern, Jeffrey Schoyen, Scott Herman, Paul Scimonelli.

The meeting was opened at 7:15 p.m.

Scholarship Fund: Daniel Levitov announced that the deadline is October 1, 2012, so teachers were encouraged to get the word out to their students. The next deadline is April 1, 2013.

Template for Board Position Descriptions: a description of the Events Chair Board Position was handed out, and presented as a possible template for all board position descriptions, all of which are needed.

Events Chair:

The Events Chair will oversee and help coordinate events run or sponsored by ASTA MD/DC Chapter. The Events Chair will serve as a liaison between the coordinators for any specific event and the chapter President and the rest of the Executive Committee, and the Board of Directors. The Events Chair must ensure that an ASTA MD/DC event is properly insured, and that certificates of insurance (which are currently provided by Merz-Huber) and signed contracts must be provided to the event venue. These certificates and contracts must be kept on file by the Events Chair. The Events Chair will ensure that contract language is clear, and that the event coordinators are aware on any restrictions mandated by the insurance policy or event venue. The Events Chair should approve all event registration forms, making sure that event organizers have included all of the necessary information, and that a waiver is included so that ASTA MD/DC Chapter may use media (photos, video, etc.) from the event for internal publicity purposes. The Events Chair will help event coordinators with promoting their event by directing them to chapter resources, such as *Stringendo*, the chapter website, and the e-newsletter. Following an event, the Events Chair will ask all event coordinators to submit a report to both the Events Chair and the chapter President.

The Events Chair will actively seek out projects/workshops that could be sponsored or run by ASTA MD/DC Chapter, which would benefit our membership and the greater string community.

The Events Chair will collaborate with board members to submit to the board for approval a document outlining how to create and run an ASTA MD/DC event. This document will become a part of the Chapter Handbook.

Board positions: Doree Huneven was presented as the new Montgomery County/DC Representative. Daniel Levitov announced an opening for the Cello Forum Representative. Suggestions were given.

Proposed additions and changes to the Bylaws were proposed by Matt Tifford. The first addition described the purpose and rules governing the weekly eNewsletter; another involved cc'ing ASTA business emails to the President, Past-President, and President-Elect; the changes described five items in Article IX: Financial Management.

Proposed New Bylaws Article: Communications

Section 1. Weekly E-Newsletter. The primary purpose of the E-Newsletter is to communicate news on ASTA sponsored events including that of the MD/DC Chapter, sister chapters, and the National Organization. The weekly E-Newsletter may also contain:

- Event announcements by sponsoring organizations and businesses, with sponsorship defined as regular advertisers and institutional members.

- Event announcements by individual members. These announcements should not be for events held by or financially benefitting non-sponsoring organizations.

Content for the E-Newsletter will be determined by the Executive Committee and communicated via email by the President to the E-Newsletter Editor by each Sunday for publication on the following Tuesday. Content may also be submitted by the President-Elect or Past-President provided that the President is Cc'd on the e-mail.

Section 2. ASTA Business Emails. All Board members shall Cc the President, Past-President, and President-Elect on all emails involving ASTA MD/DC Chapter business.

Proposed Additions/Changes to Article IX – Financial Management

Section 2. Treasurer's Report. The Annual Treasurer's Report shall be submitted at the Annual Business Meeting and shall be *published on the Association website. Hard copies will be available to Association members by written request.* [changes in italics]

Section 4. Annual Budget. The President shall present a budget covering the Association's proposed expenses for the ensuing year to the Executive Committee for its review and approval prior to formal submission and approval by the Association not later than the Annual Business Meeting. A Budget Committee, appointed by the president, shall have four members, and include the Secretary/Treasurer.

Section 5. If the Association does not have a budget, approved by the Board of Directors, for the ensuing fiscal year upon adjournment of the Annual Business Meeting, all Association expenditures except required expenses will be frozen on June 30th of that year, until the Fall meeting. A special Board meeting may be called by the Executive Committee to approve a budget after the Annual meeting, provided it posts a notice of the meeting on the website and emails the Board of Directors thirty (30) days in advance of the meeting.

Section 6. The Executive Committee shall have the authority to authorize payment of individual items not included in the budget, not to exceed \$500 per item, without prior authority of the Association. The Treasurer shall present all such items authorized by the Executive Committee at the next general meeting of the Association as information for that body.

Section 7. No budget will be approved by the Executive Committee that will require the Association to end the corresponding fiscal year with a deficit. Any budget requiring the Association to draw from a reserve fund or borrow funds will require a special vote of the Board of Directors in advance of the draw.

The content of this sheet of additions and changes was approved, and will be put to a vote at the General Membership Meeting in March.

ASTA Potter's Instrument Award Selection will now be administered by a committee in our MD/DC Chapter.

World On A String Day, November, 3, 2012: Doree Huneven made a brief presentation about this Chapter-sponsored workshop, and encouraged all attendees to send applications before October 1, 2012, for the early-bird registration. Plans were made to send brochures, descriptions, and applications to all members.

Winter ASTACAP Exam News: Doree Huneven announced that the new location for February 17 and May 5, 2012 exams will be Temple Beth Ami in Rockville. All is in order for the February exams.

Ideas for increasing ASTA MD/DC Chapter Membership: Doree Huneven suggested that the different areas of the state already having ASTA members have their own reps, and then work with them to replicate various activities of Montgomery County, the most active area. She also suggested reaching out to the public school teachers on a broad scale.

Public Schools Update: Scott Herman will do a workshop for teachers to improve their teaching level, trying for an in-service day. Then he will compose a letter to send out on the state level to public school teachers to encourage them to join ASTA and to tell them what resources ASTA has to offer them.

A proposal to vote on switching printing companies for *Stringendo* was agreed on, a vote was taken to make the switch, and this was unanimously passed.

Raising *Stringendo* advertising rates: A proposal to do this was submitted by Matthew Tifford, and passed. Matt will make a specific proposal for the new rates.

Vote to use chapter funds to subsidize the Annual Membership Dinner was passed. The target will be a 50% reduction from the price of the evening.

A Bass Workshop for switching string players to bass was proposed by Paul Scimonelli. He will offer statewide workshops.

ASTACAP low visibility was discussed by Lya Stern. She proposed: 1) mailing the ASTACAP Handbook for all instruments to members; 2) raising the application fees \$5 per level, which was passed by vote; 3) running a workshop with children, demonstrating how exams are to be run. A small committee to do this was arranged on the spot.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted by Doree Huneven