

**AOSA National Board of Trustees Meeting
Cincinnati, OH
March 2-4, 2018**

Mission Statement

The American Orff-Schulwerk Association is a professional organization of educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

Objectives:

- To demonstrate the value of Orff Schulwerk and to promote its widespread use.
- To support the professional development of our members, and
- To inspire and advocate for the creative potential of all learners.

OPENING SONG – *Friday, March 2, 2018*

President Tiffany English led the National Board of Trustees (NBT) in singing *Let Us Sing Together*.

CALL TO ORDER

President English called the regular meeting of the NBT of the American Orff-Schulwerk Association (AOSA) to order at 4:03 p.m. on March 2, 2018, at the Hilton Hotel, Cincinnati, Ohio.

WELCOME AND INTRODUCTIONS

Present at the meeting were:

Executive Committee:

Tiffany English – President

Lisa Hewitt – Vice President

Karen Petty – Recording Secretary

Judith Thompson-Barthwell – Treasurer

Regional Representatives:

Jill DeVillbis and Jean Fox, Region I

Joshua Block and Desiree Coulson, Region II

Shelly Smith and Beth Melin-Nelson, Region III

Eric Young and Laura Petersen, Region IV

Pam Yanco and Katie Traxler, Region V

Kathy Hummel and Josh Southard, Region VI

AOSA Executive Director:

Carrie Barnette

Staff Support:

AOSA NBT Cincinnati, OH

Anna Pack – Associate Director

Brian Burnett – National Conference Director

Sarah Fairfield and Al Heary – 2018 National Conference Chairpersons

Linda Honn and Rhonda Greeson – 2019 National Conference Chairpersons

READING OF THE ETHICS STATEMENT

President English read the following statement of meeting conduct ethics:

“All AOSA National Board of Trustees meetings as well as committee reports and recommendations are open to review by all members of AOSA. We trust the judgment and the conduct of Board members and anyone else in attendance to be ethically discreet at all times when discussing personalities and issues. The American Orff-Schulwerk Association strongly encourages members to be positive and discreet when discussing our organization, specific courses and/or teachers, and the Orff movement. The very nature of the Orff Schulwerk philosophy embodies a broad spectrum of expressions exploring different paths to arrive at artistic and educational goals. Members are encouraged to recognize and remain open to varied approaches and to celebrate our difference and our similarities.”

SETTING THE AGENDA

Motion #2018-09:

Jill DeVillbis moved that the consent agenda be accepted. Jean Fox seconded the motion.
(motion carried)

MOTIONS RATIFIED

Motions approved electronically since the November NBT meeting were ratified.

Motion #2018-07:

The Executive Committee moves to enter into an agreement with Proclaim Interactive to develop the AOSA app per contractually agreed upon terms and conditions. Funds to support this contract will be paid from either the organization's annual assets or from AOSA savings with the expectation that any funds from savings will be replenished within 5 years of the withdrawal assuming the organization maintains a positive account balance in its operating account.

Rationale:

As we work to engage current members and attract new members, new interfaces must be developed to provide AOSA membership benefits to those whom we serve. Digital media through mobile devices is fast becoming the main access point for members. The development of an App,

though costly upfront, will allow for flexibility and growth of the organization. Payment for the app will be out of the general fund with use of savings if needed. Savings will be repaid over a five-year period assuming a positive general account budget. A motion will be required if repayment has to be extended beyond the 5-year term. An AOSA App will allow valuable members-only information to be more readily available to members in a mobile, digital format, furthering our mission of supporting the professional development of our members and promoting the wide spread use of Orff Schulwerk.

Motion #2018-08:

The Executive Committee moves to accept the American Orff-Schulwerk Association National Board of Trustees November 2017 Fall Meeting minutes as submitted.

Rationale:

The National Board of Trustees of the American Orff-Schulwerk Association met in Fort Worth, Texas on November 8, 2017. The minutes submitted for approval reflect the content and events of that meeting effectively and entirely.

EXECUTIVE DIRECTOR'S REPORT

Carrie Barnette

MEMBERSHIP – *coordinated by Anna Pack and Carrie Barnette*

- Membership reporting 3,610 as of February 27, 2018; this is slightly more than the 3,579 in March 2016 and 3,561 in 2015.

- Industry membership development
 - The new structure of committee of 3 industry representatives seems to be working smoothly. A report regarding suggestions from marketplace vendors is being developed for use in updating materials and logistics for the 2018 conference.

COMMUNICATIONS/PUBLICATIONS

- General
 - General correspondence, specifically working on overall matrix of what information is communicated using which platform

- *AOSA Exclusive* – *coordinated by Carrie Barnette*
 - Terminated after conference based on very poor click-through analytics

- *The Orff Echo* – *coordinated by Linda Hines*
 - Reviewed and approved Winter and Spring - should receive Spring this week.

- Advertising – continue to sell advertising. Sold by Issue: Winter 2018 - \$13,608 and Spring 2018- \$22,590 - consistent with previous issues of same time
- 50th Anniversary Issue – The spring issue of *the Orff Echo* commemorates the 50th Anniversary of AOSA. It is a double issue (more than 100 pages) featuring articles from and about the past, about the present, and about the future. It is STELLAR. I worked with Linda and Stewart Moon on the design elements of the publication, specifically the cover and Coda pages, and also worked with advertisers to include their salutations of congratulations on our anniversary. The issue will be uploaded to the 50th anniversary section of the website in May (launched on Founders Day, May 11) as a way of sharing our 50th with the general public, not just membership.
- Index – Currently, the index prior to 2006 is in word format. We are having it converted to a google sheet that will then be adjusted to meet the same searchable categories as the Video Library. Additionally, links to .pdf versions of the articles in issues published after 2000 will be added to the spreadsheet for click through ability when searched in the AOSA resource database (currently the Video Library Database). Once all data is inputted, the materials will be linked with video database and go live. Estimated launch date: June 2018.
- On-Line Access: Previous issues – Issues from Fall 2000 to Summer 2017 will be loaded, in .pdf format, for viewing in the members section of the AOSA website. They will not be in any specific e-reader format, but simply the .pdf of the entire publication. This saves AOSA money on converting and maintaining a subscription for the .pdf format as well as assists researchers in finding materials as *The Orff Echo* issues from this time period were set up by topic so several articles from one issue would possibly help a researcher. This should launch in June 2018 with the database update.
- On-Line Access: current issues – At this time, we will publish the electronic version of *The Orff Echo* one year after its printed publication date. This means that the current issues will not be available electronically until the next year's equivalent issue (summer 2017 to summer 2018) is published. The purpose of this plan is to maintain the value added of receiving a printed copy of the publication as an active member and supporting the value of advertising in the printed publication while also allowing search-ability digitally for previous issues.
- *The Orff Re-Echoes Publication Project – coordinated by Carrie Barnette*
 - Book II is being converted for re-publication for the 2018 conference.
 - *Orff Re-Echoes – Book 4* to be published November 2018. Articles are currently being converted.
 - Historical articles noted by the first round of reviewers for Re-Echo 3 and Re-Echo 4 will be digitized and housed on the AOSA website with the possibility of

on-demand printing. Judith Cole and Mary Shamrock will be reviewing the suggested articles this summer.

- *Reverberations – coordinated by Marjie Van Gunten*
 - Marjie is working with the website subcommittee to get old articles from *Reverberations* cataloged for addition to the resource database (currently video library database). Marjie and I have worked with Ryan (webmaster) to nail down best way to create a usable database that gets all our resources accessible to the user. The subcommittee is having to identify subject areas, authors, etc. for each Reverb article. This is being done by having the person read the article and fill out a google form about the article that feeds a google sheet that will then be transferred to the live database sheet that feeds the resources search page. It's a huge task that the subcommittee and Marjie are working hard to complete.
 - Provided content as requested
 - Continue to streamline content and delivery with Marjie.

- *The AOSA Beat – coordinated by Carrie Barnette*
 - On Hiatus until updated communications plan is developed

- *CLE – coordinated by Regional Representatives*
 - Monitored approval and publication process.

- *Website – coordinated by Marjie Van Gunten and Ryan Platte*
 - Memberclicks – The database/members only side of the website will be upgraded in late March (after three postponements by the company). Anna is working with their representatives on what will be converted by them versus us as they have a limit to what they include in their upgrade package. The upgrade is required because of the drop of technical support on our current operating system. Timing is working as things like the Chapter Annual Report will not need to be converted in Memberclicks since it is moving to Google Forms and the scholarships applications are not updated until summer/early fall. The main forms – membership, donations – will be converted for immediate use in the upgrade. There might be a slight delay with announcement for 2019 conference proposals pending the finalized timeline with this upgrade. Anna has worked really hard on this and I want to send my thanks to her for being so diligent in making it all work
 - On-going maintenance and design updates
 - Continue to review and update pages as identified.
 - Continued working with Ryan and Marjie to streamline look and navigation of site. This includes:
 - Changing the way content looks on a page

- Updating navigation tabs
 - Working with Anna to coordinate Memberclicks contracting for website services on the membership side of the site.
- Advertising: Updated the frameworks for how ads are placed and managed on the page. I now have control of the posting/removal of these ads so that we don't have a lapse in ad receipt and posting that occurred when I had to forward to the webmaster for posting.
- General: Working with Ryan and Anna on conversion of Memberclicks to newer version
- AOSA App: The motion to develop an AOSA app was approved by the NBT in February. I am finalizing contracts with Proclaim Interactive on the full product. Anna is still using Guidebook for the 2018 conference – as contract was already paid through the conference – while Proclaim is also developing the frameworks for the conference portion of the app for testing during conference. In the meantime, the AOSA App will launch in July with non-conference materials. We are working hard to get the Echo index, Reverb index, and video library databases all up and running to correspond with the timing of the App launch. More to come.
- Social Media – *coordinated by Carrie Barnette*
 - Monitored Facebook and approved new members
 - Posted as AOSA Headquarters as part of communications plan on Facebook, Twitter, and Instagram
 - Working with Communications Committee and Social Media Subcommittee to hand off posting/monitoring responsibilities. SM is testing the use of policy and procedure developed by me and Eric Young starting in March. Some items are still posted by me, but most are being passed to the SM Subcommittee for management. All materials posted have already been or will be approved by the Executive Committee prior to posting.

PROFESSIONAL DEVELOPMENT – *coordinated by Steven Calantropio*

- Teacher Education Courses
 - New York Course finished in February and will complete evaluations on-line.
 - I worked with Anna and Steve on how to handle the on-line evaluations as they came in. Hoping this becomes the way to receive in 2019.
- Curriculum
 - CORS continues to make updates and add content
 - Intellectual Property statement being added to Curriculum document to identify this as AOSA property intended for use with AOSA-approved, US-based courses

- Teacher Educator Re-approval process
 - Working with Executive Committee and Curriculum and Instruction Committee regarding submission materials requirements, format, etc.
 - Assisted Steve with technology issues with re-approval document management
 - Worked with Anna on communications and technology usage for materials

CHAPTERS – *coordinated by Debbie Peck and Anna Pack*

- General
 - Continuing the management of digital files for chapter use

- Chapter Revocation Update
 - Have final materials from Sioux Valley chapter and will be submitting this week for postmark reinstatement using the 1023-EZ form. Pending their processing, I will finalize this same format for all the currently revoked chapters. This is different than completely re-filing as a separate 501(c)3 as was done by a few of our chapters in the past few years. This 1023-EZ form with postmark reinstatement was established by the IRS to help groups just like AOSA's chapters who are associated with larger non-profits or who have income less than \$25,000 annually. This 4-page form is much easier than the 26 pages of the full filing and allows for a much easier route to reinstatement. Fingers crossed that Sioux Valley goes through and we can quickly get the rest of the chapters caught up before the annual 990 postcard filing in September.

- Chapter Chartering/Dissolution/Challenges
 - We currently have several chapters considering dissolution based on inactivity, challenges associated with leadership, or attendance. Although it is always hard to lose a chapter, it also doesn't make sense to have struggling chapters who have small memberships who become disenchanted with OS because of administrative struggles. Thank you to the Region Reps for walking through this with the chapters and pushing up questions and ideas to HQ for follow-up.

- Chapter Recognition/Growth
 - 2017 awards– It finally happened that a chapter had a situation where they thought they should get the award but didn't because a specific board member didn't do their due diligence on submitting a report on time. In this instance, there was a miscommunication on my end, so we showed some grace and went ahead and gave them their award. It was a lesson learned for this chapter that I think is valuable for all to know. Remind your board presidents to be active with their boards to ensure things are submitted. Suggest they be copied on email

correspondence from board members with AOSA and you so that everyone is on the same page.

- Request for changes to program – the chapter above requested that we change the requirements of the awards program to not disqualify a chapter if they miss the annual report or financial report deadline. We told them we would not change that requirement because those reports are required by us for reporting to the IRS so not getting them from chapters puts us at risk. The crux of the Recognition program is to get those two reports. The rest of the reporting (workshops, publications, etc.) is set up to provide additional value to the awards structure. It is not in the interest of AOSA to change the requirements as those requirements are the basis of success. My best analogy is: no matter how good you are at instrumental technique, there is a point where you have to be able to read music to be a successful musician. The Annual and Finance reports are the “theory” required to be successful in the “performances” of workshops, and publishing, and membership development.

COMMITTEE WORK

- General
 - Worked with Executive Committee

- National Board of Trustees
 - Finalized billing for September 2017 board meeting
 - Coordinating logistics for March 2018 board meetings

- Executive Committee
 - Participated in all scheduled Skype calls to manage on-going AOSA business
 - Coordinated Executive Committee Retreat in January including agenda, logistics, site selection and management, etc.

- Communications Committee
 - Webinars
 - Began identifying possible AOSA-subscribed platforms for webinars (GoToMeeting/GoToWebinar and Blackboard sales calls made)
 - Social Media Subcommittee
 - Posting on AOSA social media pages
 - Participated in Skype
 - Diversity Subcommittee
 - Continued work with webpage content updating
 - 50th Anniversary Subcommittee
 - Worked with subcommittee on final materials for conference

- Launched the 50th Anniversary website with Marjie
 - Timelines – Mary Shamrock and Esther Gray produced a timeline of AOSA for use on the site. I subdivided the timeline into three parts – conference, leadership, association history. This makes the timelines more manageable to read and still allow the “what happened what year” searching to take place. We also were able to add the conference logo/program cover artwork to the conference timeline because of dividing them up.
 - Video – the subcommittee unveiled the 50th anniversary video at conference and it now lives on the landing page for the 50th anniversary materials on the website. Bravo, David Thaxton.
 - \$50 for the 50th – see the Fund Development Subcommittee
 - 50th Anniversary *Orff Echo*- reported under Echo
 - Conference – sessions at 2017 conference were a HUGE success. Michael Chandler has been asked to record a 45-50 minute version of his history session for use by teacher education courses as a special topic. I’m working with him on getting that filming done.
 - Posters – Winter issue of *The Orff Echo* included re-print of a watercolor wildflower garden celebrating the 50th. Another poster will be included in Summer 2018 issue.
- Membership
 - Continued work on benefits analysis and development of priorities of AOSA membership programming for strategic plan
- Curriculum and Instruction
 - Assisted with teacher renewal process
 - Assisted with apprentice program updating – movement, recorder, and basic
 - Developed Apprentice Award Program concept for discussion and approval
- Professional Development / Research
 - Developed preliminary job description for OSEP Subcommittee
 - Developed preliminary timeline for research grant updates
- Leadership and Development
 - Worked with LDN and Anna on election:
 - Final Tally – 2018 AOSA NBT Elections
 - Secretary: Karen Petty
 - Region I: Aaron Hansen
 - Region II: Malia Walter

- Region IV: Mandy Gunter
 - Region V: Nick Wild
 - Developed communications for election
- Financial Assistance
 - Communicated funding availability and reminders relating to guidelines
 - Developed concept of grant awarding to members from minority background
- Financial Assistance
 - Communicated funding availability and reminders relating to guidelines
 - Developed concept of grant awarding to members from minority background
- Finance
 - \$50 for the 50th Campaign - worked with Fund Development Subcommittee to develop and implement the campaign celebrating the 50th anniversary of AOSA
 - Make a donation, any amount but encouraging \$50, in honor of the 50th
 - Donations tracked by number of givers (goal: 300 donors)
 - Monetary goal: \$20,000 – when goal is reached, money will be split with \$10,000 going to annual fund and balance going to new endowment to be used for chapter development funding (\$500 annual grant paying for chapter recognition award winner). If less than \$20,000 is gained, \$10,000 goes to the annual fund with balance going to the AOSA endowment
 - All donors will be listed in the conference book and on the website
 - Chapters will be encouraged to make gifts as well; emails will be sent with any chapter making a \$500 or more gift receiving a free membership for their use as a give-a-way or for board leadership
 - Working on plan for reinvestment of UBS portfolio and savings money market account
 - Waiting on audit

CONFERENCE – *coordinated by Brian Burnett and Carrie Barnette*

- General Work
 - Website
 - Made updates for 2018 conference
 - Worked with Marjie on updated template creation to ensure best information is provided from NCCs and NCD
 - Continued overall budget management
 - Adjusted budget for 2018 conference with increased presenter costs and reallocated dollars for future conference presenter costs

- Experient Representative – Michael Rowan currently assigned; working on updating job description and task list to ensure all aspects of conference management are covered.
- National Conference Director / Conference Committee – *coordinated by Brian Burnett*
 - Continued review and updating of job descriptions
 - Managed and update policies and procedures with NCC
 - Adjusted lead schedule for conference hosting site
 - Updated policy for local conference checking with AOSA HQ handling reimbursements. This allows us to close 2 checking accounts, streamlining reimbursements and taking the need for a local bank out of the challenges
- 2017 Fort Worth, TX – *Coordinated by Karen Benson and Chris Judah-Lauder*
 - Attendance: 1,055. Additionally, more than 95 vendors, 30 student monitors, and 202 children and adult performers for total of 1,382
 - Financials pending – still waiting on finalized invoices/reimbursements from hotels so will not be able to share until April. Will send report via email – Preliminary numbers have us doing better than budget!
- 2018 Cincinnati, OH – *Coordinated by Sarah Fairfield and Al Heary*
 - Site visit
 - Featured and special presenter contracts sent and currently being returned: Gill, Amidons, Solomon, Judah-Lauder, Boyer, Stensrud
 - Sponsorship materials completed to be sent pending contract returns
 - Website being processed with preliminary launched in January; updates made monthly through conference
 - Finalizing children performances and Thursday evening performance
 - Renegotiated room block with 3rd hotel to be added to website after blocks at 1st and 2nd hotel met
- 2019 Salt Lake City, UT – *Coordinated by Rhonda Greeson and Linda Honn*
 - First chapter visit by Brian on February 24. Preliminary identification of LCCs complete. Potential LC3s identified pending appointment and approval of LCCs.
 - Second chapter visit to take place in August/September in conjunction with chapter workshop
 - Site visits 1 and 2 take place at same time as NBT meetings in 2019

FINANCIALS

- General
 - Managed cash flow

- Reviewing and making updates to policies and procedures per auditor recommendations

PERSONNEL

- Retirement of Steve Calantropio
 - Received resignation letter from Steve on February 15. He is staying on until March 31st to allow for transfer of materials and duties to other staff
 - Discussed with Steve how to handle transition via phone and will have follow up conversations next week concerning transfer of files and materials to headquarters. More to come.
- Search/Job Restructuring
 - With the retirement of Steve and changing programming associated with Professional Development within AOSA, an updated job description is being developed before the job search is announced. The position will possibly shift from administrative to more programmatic with AOSA HQ staff handling the paperwork while the position handles the program management of teacher education courses, mentor program, conference-related AOSA PD sessions, webinars, etc.
- Contract Workers
 - Continue to identify ways to use contract worker time efficiently
 - Identified areas of work that could be managed by the addition of a contract worker
- Regular Employees
 - Preliminary updates to organizational structure being finalized
 - Identified areas that need on-going work that is outside the scope of regular staff.

ORGANIZATIONAL POLICIES / PROCEDURES

- Finance Policies and Procedures to be finalized by June 2018
- Working with headquarters to update policies and procedures including Employee Manual, Chapter Leadership Manual, etc.

COLLABORATIONS

- International
 - Carl Orff Canada
 - Coordinated attendance of representatives at conference
 - Attended NAA meeting at conference

- Worked with COC Conference coordinator on advertising
 - Orff Forum
 - Maintained communications with Barbara Hasselbach
 - Reviewed minutes from annual Forum meeting
 - Met with forum representatives regarding teacher education training
 - Approved payment of dues to forum
- National Association for Music Education (formerly MENC)
 - Ongoing work with the Advocacy Roundtable
 - Membership dues have changed; AOSA is now a corporate silver member at \$550
- American Recorder Society
- Organization of American Kodaly Educators
 - Swapped advertising per reciprocal agreement

OFFICE MANAGEMENT ACTIVITIES

- Professional Contracts/Agreements
 - Webmaster – on-going work plus additional projects to keep website up to date, relevant, and make it easier to use

PRIORITIES

- Strategic Planning
 - Consolidated and analyzed results of September and November NBT sessions.
 - Consolidated and analyzed results of staff retreat
 - Worked with Executive Committee on follow-up analysis of core values and relation of those to the strategic planning of AOSA

OTHER

- Managed correspondence with various members and organizations relating to specific questions regarding AOSA

(Executive Director's Report on file)

PRESIDENT / EXECUTIVE COMMITTEE'S REPORT

Tiffany English

MEETINGS/STAFF/PERSONNEL

- Conducted bi-weekly Skype meetings

- Edited and approved AOSA publications & communication documents
- Reviewed committee reports before NBT meeting, looking for overlap of topics/responsibilities, lack of progress, concerns, etc.
- NBT minutes
 - Reviewed November 2017 minutes & shared with NBT for approval electronically
- Executive Director's annual review was conducted via Survey Monkey
- Attended Executive Committee Retreat, January 19 – 21, 2018. Summary is on file.
- Received notification of Education Director Steve Calantropio's request to retire from the position

CONFERENCE

- 2017: Fort Worth, TX
 - Performed hospitality duties for VIPs
 - VP presided over Advisory I, II, Memory Hour and other duties as determined
 - President presided over the Welcome Ceremony, Past President's Meeting, President's Panel, President's Reception, and other duties as determined
 - Attended Welcome Ceremony, Advisory Board I & II, President's Panel, MOM, Committee Meetings, President's Reception, Banquet.
 - President, VP, Past President Joan Stansbury, & Exec Dir, Carrie Barnette, met with COC President, Liz Kristjansen, and COC Past President, Marlene Hinz, at annual NAAC meeting (see attached subcommittee report).
 - President and Executive Director met with Shirley Salmon, Carolee Stewart, and Sofia Lopez-Ibor of the International Orff Schulwerk Forum Salzburg to discuss continued cooperation between organizations.
- 2018: Cincinnati, OH
 - Approved presenters and panelists for AOSA-sponsored sessions, i.e. President's Panel, MOM, CTED Roundtable discussion, CTED TE sessions, IS, and Introduction to Level II.
 - Approved travel arrangements for International Presenter, Richard Gill
 - Approved schedule changes to accommodate Richard Gill's keynote address
- 2019: Salt Lake City, UT
 - Nothing to report
- 2020: Location TBD
 - NCC search begun in March 2018

COMMITTEES

- Committee Chair Skype was held 3 weeks prior to board meeting, led by President Tiffany English

- Curriculum and Instruction
 - Continued to work with CI regarding the development of Recorder and Movement Apprenticeships
 - Program was rolled out December 31, 2017
 - Approved letter to course directors
 - Approved letters to recorder and movement apprentice applicants
- Communications
 - Determined the best way to highlight the 50th Anniversary timeline created by HIS 50th anniversary subcommittee
 - Executive Director created and posted several social media communications
- Finance
 - Treasurer Judith Thompson-Barthwell has given feedback/direction to Fund Development subcommittee regarding the 50 for 50 campaign
- Financial Assistance Committee
 - Approved updated scholarship form
 - Developed new scholarships for Diversity
- Leadership Development and Nominations
 - Approved Public Candidate Process document for the website
 - Approved letter for teacher educators
 - Helped generate names for future consideration, especially for VP and Treasurer
 - Conducted NBT election in January 2018 for Recording Secretary, RR I, RR II, RR IV, and RR V
- Membership
 - Continued work with the Diversity Subcommittee and NBT to write AOSA's Core Values Statement. The anticipated adoption date is March, 2018.
 - Analyzed member input.
- Professional Development and Research
 - Worked closely with PDR to determine topic and panelists for MOM
 - Worked with PDR to finalize Digital Poster (RIG) timeline
 - Worked with PDR to create OSEP (Orff Schulwerk Education Programming) Subcommittee JD
- Region Reps
 - Approved new format for Advisory Board II
 - Approved new format for the ALL Call (Chapter Leadership Essentials)

MARKETING / WEBSITE

- Approved the Spring 2018 50th Anniversary edition of The Orff Echo
- Approved Nov/Dec, Jan, and Feb editions of Reverberations

- Approved and edited the 50th Anniversary webpage and AOSA Timeline
- Approved social media posts

PRESIDENT

- 2017 Fort Worth Conference
 - Communicated with international guests
 - Presented AOSA's initial Core Values draft at the "What's New at Conference" session
- 2018 Cincinnati Conference
 - Confirmed topic and panelists for the President's Panel
- Communicated outcomes of the November NBT meeting including the AOSA Core Values with the Past Presidents
 - Sent a survey to Past Presidents requesting information on OSEP, PLNs, Conference, and other comments
- Appointments
 - TEAP
 - I appoint Jacque Schrader to the Teacher Education Assessment Panel, effective January 1, 2018 through June 30, 2021.
 - I appoint Kate Webster to the Teacher Education Assessment Panel, effective January 1, 2018 through June 30, 2020.
 - I appoint Julie Blakeslee to the Teacher Education Assessment Panel, effective January 1, 2018 through June 30, 2021 (chair 2020-2021).
 - I appoint Paul Hallsted to the Teacher Education Assessment Panel, effective January 1, 2018 through June 30, 2020.
 - HIS
 - I appoint Joani Brandon to the History Committee, effective February 15, 2018 through June 30, 2021.
- Worked closely with CI to finalize Recorder and Movement Apprenticeship Guidelines
- Served as liaison to the International Orff Schulwerk Forum Salzburg to develop communication with AOSA's Course Directors and Teacher Educators regarding international teaching
- Worked with Communications Director, COM, and PDR to implement *Elementaria* PLN

At this meeting

- Continue to discuss Apprenticeship Guidelines to align Basic with Recorder and Movement. Additional discussion regarding small courses is needed.
- Discuss future Webinar/PLN platforms
- 2018 - 19 subcommittee vacancies
- Professional Development Director JD and position

- Discuss priorities for AOSA app content
- Finalize discussion points for Core Values and Strategic Planning sessions

Future Issues

- Usage of google platform for AOSA business
- 50 for 50 Fund Development Campaign
- Review Committee summaries from the March NBT meeting and determine next steps
- Search for future NCD
- Online auction
- Unified Membership
- Cultivate relationship with The International Orff-Schulwerk Forum Salzburg and sister organizations in the United States
- Create chapter leadership templates to help recruit leaders & be more efficient

ARS/AOSA JOINT COMMITTEE

- Reorganization is in process, with plans for a virtual meeting in the near future.

NORTH AMERICAN ALLIANCE SUBCOMMITTEE

Since last meeting

- Nothing to Report

At this meeting

- I. Welcome - COC Past President, Marlene Hinz, called the meeting to order and welcomed everyone.
- II. Adoption of agenda and distribution of minutes from the Nov. 4th, 2016 NAAC meeting – Motion to approve by Tiffany English, seconded by Lisa Hewitt. Approved.
- III. Old Business
 - A. Review of Structure of NAAC: This will appear in each agenda, since our committee membership is always changing. Salt Lake City, UT, was added to the NAAC Officer Rotation chart for 2018 AOSA conference location.
- IV. New Business
 - A. Report and updates from AOSA – respectfully submitted by President Tiffany English (AOSA 2017-2019)
 - a. Recorder and Movement Apprenticeship guidelines are being finalized
 - i. Anticipated rollout in March, 2018.
 - ii. Timelines and requirements will match those of Basic teachers. 2018 will be a transition year for teachers to allow them to revise their scope & sequence.

- b. New Core Values document has been drafted by Diversity Committee and is in review by AOSA's Executive Committee, NBT, Past Presidents, and membership. Mission: who we want to be, Core Values: why we exist & do what we do.
 - c. *The Orff Echo* is being digitized. Eventually, each current issue will be printed, then stored electronically when the next issue comes out.
 - d. 50th anniversary celebration - publications
 - i. Distinguished Service Award Winners' lesson plans
 - ii. Avon Gillespie - Reflection on & lessons
 - iii. Banner Roll Call music – collection created by 2017 Level III students
 - iv. Retrospective video highlighting AOSA's history
 - v. Two commemorative posters to be included in *The Orff Echo*
 - vi. 50th Anniversary Banner replaces AOSA banner at 2017 & 2018 conferences
 - vii. Re-Echoes
 - 1. Vol I has been republished (articles from 1968-1974)
 - 2. Vol III rolled out at 2017 conference (1983-1995)
 - 3. Vol IV scheduled for rollout at 2018 conference (1995-present)
 - e. Strategic Planning process is underway – What do we do? Who does it? Value of each task? Next step will be to prioritize tasks & expenditure of resources
 - f. Upcoming conferences
 - i. 2018 – Cincinnati, Ohio
 - ii. 2019 – Salt Lake City, Utah
- B. Report and updates from Carl Orff Canada – respectfully submitted by Past President, Marlene Hinz (COC 2016-2018)
- a. Past President Marlene Hinz thanked AOSA for its hospitality and acknowledged AOSA's generous support in ensuring COC has a voice and is welcomed and supported at national conferences.
 - b. Members of the COC board are all in their second term. One new member (2nd VP) will be elected in April 2018.
 - c. Orff Levels courses continue to be offered across Canada, with some regions offering sessions only every other year. There is a general decline in numbers, especially in L II and III, but an increase in Post Level III attendance.
 - d. There were 2 successful candidates for mentorship as L I & II instructors
 - e. COC is currently soliciting contributions for an Orff resource project, which will create & provide bursaries for children's groups performing at the COC National Conference. This project will support the Lois Rhythm of Life: Earth, Water, Air, and Fire"
 - f. Upcoming conference: 25th Conference – Cascade, Toronto/Niagara Falls, ONT, April 2018

ALLIANCE FOR ACTIVE MUSIC MAKING (AAMM)/AOSA SUBCOMMITTEE

Since last meeting

- Since the last meeting and last report, our committee has continued to communicate and plan. Most of our energy was focused on the 3rd Annual AAMM Symposium, which was held Wednesday, November 8 in Fort Worth, TX, just prior to the AOSA Professional Development Conference. The topic of the Symposium was “Matters of Diversity in Music Education—Does Diversity Matter?” The organizers were Julie Scott and Brent Gault, and the presenters for the Symposium were Karen Howard, Donna Gallo, I.J. Routen, and Amy Beegle. We had the largest number of participants in attendance that we have had—about 50.
- Members of the Alliance have presented the following conference sessions at organizations:
 - February 2017, Texas Music Educators Association Clinic/Convention (Brent Gault, Herbert Marshall, David Frego, Julie Scott, Judy Bond)
 - March 2017: Organization of American Kodály Educators National Conference (Andrew Ellingsen and Brent Gault)
 - 2017: Gordon Institute for Music Learning National Conference (Herbert Marshall, Wendy Valerio, and Judy Bond)
 - May 2017: Mountain Lake Colloquium (Amy Beegle, Judy Bond, Carlos Abril, Julie Scott)

At this meeting

- Clarification of committee members’ terms of office and duties as chair of the committee
- Discussed updating our information on the AOSA website.
- Nomination of new board members
- Information on future AAMM sessions to be shared at AAMM meeting:
 - November 2017: AOSA Professional Development Conference (Steven Robbins, Diane Lange, Susan Brumfield, Julie Scott, Judy Bond)
 - January 2018: Dalcroze Society of America National Conference (Judy Bond and Wendy Valerio)
 - March 2018: OAKE National Conference (Manju Durairaj, Aileen Miracle, Julie Scott)
 - November 2018: AOSA Professional Development Conference (Amy Beegle, Herbert Marshall, Aileen Miracle, Kristy Piper, Wendy Valerio)
- Ideas for outreach and communication with AAMM members.
 - Article in *Reverberations* explaining who we are
 - Quarterly Newsletter
 - Email blasts
 - AAMM Facebook page
- Ideas/themes for symposium in 2018 (Continue discussion of diversity.)

- Co-chairs for the 2018 Symposium will be Amy Beegle and Andrew Ellingsen
- Review the organization of the AAMM and the AAMM/AOSA sub-committee

Future Issues

- There is no formal AAMM membership. At this point, membership consists of email lists. Our goal is to apply for 501 C-3 status as a non-profit organization. The process will involve establishing a membership system.
- Discussed possibility of holding a Symposium at the GIML conference in 2019.
- Discussed writing an article about approach inclusiveness.

Recommended Motions

- The following committee members and terms are being recommended to President Tiffany English for appointment:
 - Julie Scott, 2015-18 (Symposium Co-Chair, 2017; Committee Co-Chair, 2017-18)
 - Brent Gault, 2016-19 (Symposium Co-Chair, 2017; Committee Co-Chair, 2018-19)
 - Carlos Abril, 2017-19
 - Andrew Ellingsen: 2017-20 (Member, 2017-18; Symposium Co-Chair, 2018-19; Committee Co-Chair, 2019-20)
 - Amy Beegle: 2017-20 (Member, 2017-18; Symposium Co-Chair, 2018-19; Committee Co-Chair, 2019-20)
 - Karen Howard, 2018-21 (Member, 2018-19; Symposium Co-Chair, 2019-20; Co-Chair, 2020-21)
 - Leslie Timmons, 2018-21 (Member, 2018-19; Symposium Co-Chair, 2019-20; Co-Chair, 2020-21)

(Executive Committee's Report on file)

OPEN FORUM – Core Values - *Friday Evening*

Tiffany English and Lisa Hewitt led a discussion of AOSA's Core Values statement including the membership survey results, history of revision and process to this point. The NBT worked through to consensus on each value, agreeing to revisit decisions in the morning.

OPENING SONG – *Saturday, March 3, 2018*

President Tiffany English led the National Board of Trustees (NBT) and in singing, *Coffee*.

STRATEGIC PLANNING

Executive Director Carrie Barnette facilitated small discussion groups of next steps in the Strategic Planning process. The focus was on Threading Together Experiences to Build Relationships - prioritizing programs that provide proactive programming that interact with our members through chapters, in a direct manner and digitally.

COMMITTEE REPORTS AND MEETING SUMMARIES

COMMUNICATIONS (COM) COMMITTEE

Eric Young

Activity since November 2017

- Elementaria PLN (Professional Learning Network) This was advertised in Reverberations.
 - We are using Adobe Classroom: Our COM Committee job will be to monitor the classrooms: answering questions and reminding people to be on their best behavior.
 - A committee of 3 facilitators will create questions: Martha O’Hehir, Donna Massello-Chiacos, Charles Palella
 - COM recommends AOSA purchase access to webinar platform for future PLN sessions
 - COM Committee members will participate in each PLN call.
 - Eric will send out a quick google survey to the NBT and PLN facilitators after the March Elementaria PLN.
- Social Media Posts
 - COM Committee task: add social media posts.
 - Sharing calendar with SM. A meeting will be scheduled with SM and Carrie Barnette.
- JD review via email. All COM Committee members will review this by the February 25th deadline. Please use the comment feature in the upper right hand corner.

At this Meeting

- Elementaria PLN:
 - All members will be at the sessions.
 - Platform using Adobe Classroom: Our job is to watch the chat room, answer questions, make sure they are acting appropriately (send note to facilitator if needed) and stay on topic.
 - If there is a problem, COM members click on the person’s name and send a message to them if they are inappropriate. Second offense=remove them from the chat room.

- A committee of 3 facilitators will create questions: Martha O’Hehir, Donna Masello-Chiacos, Charles Palella.
- Eric Young will send out questions through email to the NBT to survey how the first PLN went.
- Future PLNs
 - How does it need to be communicated? Ideas:
 - Post card insert in the Orff Echo
 - Single Postcard mailing (like levels postcard)
 - Email-push out: flyer
 - Chapter Leadership Essentials: Encourage Presidents to distributed the PLN flyer to their chapter members
 - Ambassador’s Program
 - MemberClicks side of the Website
 - This is a member benefit
 - New AOSA App
 - AOSA Facebook Page (not discussion page)
 - Summer Professional Development Courses
- Status of Social Media information for list
 - We now have a large list of items that can be posted/created.
 - Carrie Barnette and Eric Young met with the SM Sub Committee.
 - We took a look at the Communications Schedule for 2018.
 - We perused the Social Media Posting Guidelines.
- “How do you want to be contacted?” survey
 - Discussion ensued as we created a rough draft of the survey.
 - How do you receive information from AOSA?
 - Is the frequency acceptable?
 - What future PLNs would you be interested in?
 - Send as a link works.
 - Send via email message works.
 - The checked box that says “include link in email” DOES NOT WORK.
 - We will send the link for the survey to the Executive Committee for approval.
 - The Executive Committee will decide when this survey will be sent out.
- Job Description for Communications Committee:
 - We reviewed the Job Description
 - Eric Young is in the process of updating this with Tiffany English
- Next Steps:
 - Sub-Committees:
 - Contact Sub-Committee Chairs and have them review the Sub-Committee job descriptions.

- Contact the chairs of the sub committees to see who is going off the committee.

Future Issues

- Centralized calendar

ADVOCACY SUBCOMMITTEE

Activity since last meeting

- Created a google document to list the FAQ's for the Advocacy site on the AOSA page.
- Discussed with Marjie Van Gunten how to organize the Advocacy site and what information will need to be included.
 - This info will be shared with the rest of the committee
 - We are excited to keep this page up to date and relevant to the needs of our members.

Future Issues

- We are looking at videos to incorporate students to articulate what Orff means to them.

50TH ANNIVERSARY SUBCOMMITTEE

Activity since November 2017

- Committee was very excited about the DSA Booklets, the Avon Gillespie materials, the Orff Re-Echoes, and the 50th Anniversary video all presented at the Fort Worth conference!! All were very well received!
- Commissioned piece
 - All is set. There will be two open rehearsal sessions given by Angie Broeker. Jay has the deadlines for providing the music to choirs and directors. Lissa Ray questioned whether the piece will be performed at the summer concert (before the conference) and will check with composer and conductor.
- Orff Echo Updates –
 - Richard Lawton reports that the Spring 2018 Anniversary edition will be almost a full double issue, with 9 feature articles. Joanie is working on an article about the history of teacher education.
- Al reported that Richard Gill, international presenter, will be offering a “Fireside Chat” in Cincinnati and would like us to brainstorm possible topics of discussion.

Future Issues

- Committee is seeking direction of what still needs to be done for the Cincinnati Conference. Eric Young has forwarded this question to Carrie Barnette and the Executive Committee.

HISTORY SUBCOMMITTEE

At this Meeting (met at conference)

- Already completed: 50-year AOSA timeline for website posting during 50th year (now posted).
- Tasks defined through group discussion:
 - Need for ongoing record of Schulwerk-related research. (Mary) This was maintained into 2010 by Cecilia Wang and her teams of students and colleagues (University of Kentucky, Webliography). This data has been transferred to AOSA, requiring technical adaptation now in progress to make it accessible on the AOSA website. The document will be renamed: Index of Schulwerk-Related Research. Ongoing task: keeping it updated. Communication in progress with the U. of Kentucky Music Dept. (Martina Vasal, program chair)—this may be possible through work with grad students. Recommended: ongoing attention to status of this process until established.
 - History of AOSA Chapters (Judith) In progress
 - Development of a History “Package” for use in AOSA-approved training courses
 - (Esther, in conjunction with a teacher training committee already established for this purpose)
 - Master List of potential Schulwerk research collections, incl. description and location. (Joani) In progress

Future Issues

- None at this time

THE *ORFF ECHO* EDITORIAL BOARD

Activity since November 2017 (met at conference)

- Ed board members finalized the keepsake 50th Anniversary issue and sent it out for publication.
- Call for service nominations for service as editorial board member went out to membership.
- Applications will be ranked using rubric developed by Nicola Mason.
- Voted to change the November meeting focus to the philosophical vision of the journal through discussion and designation of feature topics, rationale for the topics chosen and how they support the AOSA Mission, and potential writers to approach who can galvanize the vision.
- The board voted to hold a Skype meeting in August to address administrative/procedural items that will no longer be discussed at the November meetings.

- Meeting wrapped around the Writing for AOSA session, which generated potential content and book reviews for the upcoming publication year.

Future Issues

- Update Writing for AOSA handouts and slides for 2018 session to make them more contemporary and engaging

REVERBERATIONS EDITORIAL BOARD

Activity since November 2017

- Welcomed Joan Stansbury to the team

At this Meeting

- Created a list of potential topics and writers.
- Discussed a year publication outline.
- Discussed collaboration with PD and Comm. on PLN (note: Feb/March issues address this topic).

Future Issues

- Always on-going: new writers

SOCIAL MEDIA SUBCOMMITTEE

Activity since November 2017

- Our last meeting was at national conference in Fort Worth. One member of committee was present, and discussed with Communications Chair and incoming Communications Chair initiatives that subcommittee can be involved in moving forward.

At this Meeting

- Eric Young and Carrie Barnette were both present at this meeting, sharing a large amount of work that has been done to help move the committee forward, via a google drive shared folder. The “boots on the ground” work that the subcommittee needs to fulfill was discussed, and the subcommittee now has a clear path moving forward of what their role is.
- It now falls to the subcommittee to take action on the items that were assigned to us. We will follow our assignment and be sure to abide by the posting guidelines that were set forth

Future Issues

- Subcommittee chair will be reaching out to members to assign specific images and graphics for various posts in alignment with the yearly calendar that was shared during the meeting.
- As we work, we will be constantly assessing what is working for our committee, as well as any future changes we may need to suggest to make the posting process operate smoothly.

TECHNOLOGY/WEBSITE SUBCOMMITTEE

Activity since November 2017

- Completed online video library

At this Meeting

- Discussed work needed to set up on-line Reverberations resource library.
- Discuss potential AOSA app proposed by Carrie

Future Issues

- Communications Director is working with committee members to facilitate task completion. There have been some issues with deadlines.

(Communications Committee Report and Summary on file)

CURRICULUM AND INSTRUCTION (CI) COMMITTEE

Joshua Block and Shelly Smith

Activity since November 2017

- Apprenticeship Program (AARP/TEAP)
 - Implemented the first Recorder and Movement Application. Presently, three applicants have completed the first two stages.
 - Updated job description and timelines
- Course/Instructor Approval
 - Reviewed Scope and Sequence Documents from Group A
- Summer Levels Courses – presently 32 courses are listed on the website 2/19/18
- CTED
 - Confirmed presenters for Cincinnati Conference
 - Updated Job Description including timeline
 - Session proposals have been submitted
- CORS
 - Updated Job Description including timeline
- Job Description
 - Updated CI Job description and timeline

At this meeting

- Discussed the updated CI Job Description and established a calendar for monthly Skype meetings.
- Reviewed the basic application and identified points to clarify to align with the movement and recorder application
- Discussed strategies for placing apprentices with mentor teachers
- Discussed the process for reviewing apprenticeship applications
- Discussed the process for communicating committee decisions with apprenticeship applicants
- Reviewed Group A Scope and Sequence documents and discussed plans to communicate whose documents were deficient.
- Assigned tasks for follow up with AARP and TEAP regarding rubrics.
- Assigned tasks to update dates on the apprenticeship application
- Assigned tasks to update the subcommittee job descriptions
- Assigned task to create folder of course director materials for website submission

Future Issues

- Reviewing Scope and Sequence checklists or consider an alternative format
- Moving the apprenticeship evaluations into a fillable PDF or Drive
- Organizing the Course Director Webpage
- Creating AOSA Course Template Certificates
- Develop policy manual for the Apprenticeship Program
- The purpose of course evaluations and ways to use them to improve instruction

APPRENTICE APPLICATION REVIEW PANEL

- No Report submitted as of 2/21/18

CONTINUING TEACHER EDUCATION DEVELOPMENT (CTED) SUBCOMMITTEE

Activity since November 2017

- Communicated with presenters for CTED sessions 2018 conference
- Communicated with CTED NBT Liaisons Joshua Block and Shelly Smith about current and upcoming CTED work
- Communicated with President Tiffany English about potential topic for the CTED Roundtable
- Communicated with National Conference Director Brian Burnett about session submissions for 2018 conference

At this meeting

- Final planning for CTED session submissions for 2018 conference (session information is now submitted)

Future Issues

- Create historical record of previous CTED work (sessions, roundtable topics, presenters, etc.)
- Survey approved teacher roster to solicit thoughts on past work and ideas for future
- Begin discussion of a “So you want to teach movement/recorder” session for future conferences
- Discuss how the current double-session model is meeting the needs of teacher educators
- Moved from four sessions to two - has been well received
- Would it ever be helpful to have one presenter lead two separate sessions, one for currently approved teacher educators and another for those considering applying to be teacher educators?
- Are there specific topics that would lend themselves to one session only?
 - Example: Homework assignments in Level III
- Brainstorm list of potential future CTED subcommittee members

CURRICULUM OVERSIGHT AND REVIEW (CORS) SUBCOMMITTEE

Activity since November 2017

- No Report Submitted as of 2/21/18

TEACHER EDUCATION ASSESSMENT PANEL (TEAP) SUBCOMMITTEE

Activity since November 2017

- No Report Submitted as of 2/21/18

(Curriculum and Instruction Committee Report and Summary on file)

FINANCE (FIN) COMMITTEE

Judith Thompson-Barthwell

Activity since November 2017

- The 2016-17 Annual Audit was presented for review to the NBT

Future Issues

- 2018-2019 Budget

FUND DEVELOPMENT SUBCOMMITTEE

Activity since November 2017

- Online auction – 6 clinicians have graciously offered to participate in the online auction. 2 from the East Coast; Patrick Ware and Michelle Przybylowski, Midwest; Brian Burnett and Susan Ramsay, West Coast; Joshua Block and Sue Mueller. All documents are in Dropbox.
- 50 for 50 – discussed premium gifts for specific money donations.
 - \$20 –lesson plan
 - \$60 – reserved seat at Friday concert of conference.

Future Issues

- Results of online auction; contacting chapters and presenters
- Chart progress of 50 for 50 on website; thermometer
- Possibly updating the online auction timeline
- Should there be a timeline for annual giving?

(Finance Committee Report on file)

FINANCIAL ASSISTANCE (FAC) COMMITTEE

Pam Yanco

Activity since November 2017

- Submitted FAC Tips for Grant Applicants document to Executive Committee for approval.
 - Document was approved with by Executive Committee with revisions.
 - Revisions were approved by FAC committee.
 - Document was submitted for posting on the AOSA website.
- Submitted revised FAC Committee Job Description to Executive Committee.
- Communicated with FAC committee members with information about accessing and reading the scholarship application files.
- Communicated with FAC committee members about two new possible scholarships.

At this Meeting

- Reviewed guidelines for each scholarship and grant.
- Discussed scholarship applications, ranked them, and decided on the recipients.
- Barbara Potter Scholarship: No applications this year.
- Coordinated phone calls to recipients.

- Discussed phone script to be used when calling scholarship recipients.
- Discussed new Apprenticeship Stipend which will give apprentices a \$500 reward after they complete their apprenticeship. Drafted a motion to fund up to \$4000 for this stipend.
- Discussed the possibility of creating a Diversity Scholarship.
 - The Diversity Committee will work with the Financial Assistance Committee to develop the criteria and description for the scholarship.

Future Issues

- Revisit International Outreach Grant application and evaluation process.
- Review of instruments and documents associated with the Cleveland Foundation Accounts.
- Rework the Scholarships and Grants Evaluation Form.
- Create ranking system for rating scholarship applications.
- Develop criteria and description for new Diversity Scholarship with input from Diversity Committee.

(Financial Assistance Committee Report and Summary on file)

LEADERSHIP DEVELOPMENT AND NOMINATIONS (LDN) COMMITTEE

Jill DeVilbiss

Activity since November 2017

- Received the results from the 2018 NBT election.
- LDN members were notified and contacted all candidates to share the results.
- Letters of congratulations and notes of appreciation were sent to all candidates.
- Submitted 2018 election results for inclusion in the March Leadership Essentials
- Discussed, via Skype meeting, candidates for 2019 NBT election.

At this Meeting

- Solidified first round of 2019 candidates and present to NBT. With four potential candidates for each Executive Board position, and five potential candidates for each Regional Representative position.
- Assigned Region to committee member to begin first stages of candidate process.
- Reviewed procedure and application process as a refresher for veteran committee members and as an introduction to new committee members
- Discussed motion to be presented.

Future Issues

- Continue work on building LDN Candidate Spreadsheet
- Consider question: How do we make the process for candidacy more inclusive to the membership versus knowing someone in position?

(Leadership Development and Nomination Committee Report and Summary on file)

MEMBER RELATIONS (MEM) COMMITTEE

Lisa Hewitt

Activity since November 2017

- Began editing “IAmAOSA because...” clips from conference to create video
- Monitored analysis of survey responses of Core Values
- Updated Diversity Subcommittee Job Description and added a timeline
- Met with Diversity Subcommittee each month
- Updated Membership Committee Job Description and added a timeline

At this Meeting

- Discussed and approved making a motion to adopt the Core Values after revisions made from membership input
- Finalized *I am AOSA because...*
 - Final project due date to committee: March 30
- Discussed Professional Learning Network (PLN) as a member benefit
 - Elementaria PLN coming in March – May
 - Committee members to attend at least one of the sessions to help assist/monitor
 - Committee members asked to publicize it on Chapter FB page/levels
 - Discussed suggestions on ways to use this platform
 - Decided to wait on PDR to figure out the nuts and bolts and assist them as requested
- Discussed name change to Member Relations Committee based on strategic planning session
 - Motion was created to present to the NBT
- Discussed several questions regarding members and connections
 - How can we communicate better with our members?
 - Consider google form questionnaire but taking care not to overwhelm members with too many at once; we offer so many different kinds of communication; interest was maybe we look at timing of things-regularly can monotonous and ignored
 - How can we quantify if the communication is making the connection?

- Decided to wait for Communications Committee to see how we can coordinate
- How can we make them feel more connected?
 - Encourage NBT members at conference/chapter meetings to reach out to new faces to help them feel them connected
 - Developing your community at the Grassroots level - add to future Advisory Discussions

Future Issues

- Unified Membership - (3 to 5-year plan)
- Recruiting new members
- Welcoming returning members
- Enriching longtime members

DIVERSITY SUBCOMMITTEE REPORT

Activity since November 2017 (met at conference)

- Met in person at conference in Fort Worth
- Discussed sales of diversity T-shirts as possible fundraiser for scholarship for people of color.
- Catherine and Lorelei are analyzing results of Core Value surveys to be ready by March.
- Discussed Holiday ebook idea via Skype

At this Meeting

- Lisa will ask AOSA and finance committee and Sally will talk to Judith about how to use t-shirts as a fundraiser for next conference (or before online) for a scholarship for People of color...as a commitment to raising diversity of members.
- Discussed targeting urban school closest to each conference site for new membership, exposure through national conference.
- Tom suggested we re-survey teachers from Fort Worth ISD to find out how needs were met for our newest urban school district conference participants.
- IJ has video to submit for June for African American music month and will look into more video. Tom is unable to video his students currently, due to school district regulations.

Future Issues

- Results of Survey for Core Values
- Ongoing brainstorming how to recruit and retain members from diverse backgrounds
- Continued interest in Facebook posts, and adding to resources for diversity through a video format or online book/collection of holidays.

(Member Relations Committee Report and Summary on file)

PROFESSIONAL DEVELOPMENT/RESEARCH (PDR) COMMITTEE

Laura Petersen

Activity since November 2017

- PDR
 - Submitted Panel Proposal Form for:
 - Introduction to Schulwerk 2018
 - Introduction to Level II 2018
 - Updated Job Description and Timeline
 - Research
 - Corresponded with Jean Hersey in regards to her specific research request
 - Identified and corrected inconsistencies on the website in regards to Research-related items
 - OSEP
 - Determined new name for this subcommittee: Orff Schulwerk Education Programming
 - Worked on the job description and timeline
 - Brainstormed list of possible subcommittee members
 - PLN
 - Partnered with Communications to spearhead an online Book Study for *Elementaria*
 - Created Certificate of Participation for participants
 - Drafted email to be sent to participants once all three sessions are complete
 - Created Google Form to send to participants after each book study session to track who attends all three sessions and determine recipients of Certificate of Participation
- PL III:
 - Meeting of the Minds 2018, *Planting the Seeds: Sharing the Wisdom*
 - Confirmed invited panelists:
 - Barbara Grenoble
 - Carolee Stewart
 - Carol Erion
 - Charlie Tighe
 - Esther Gray
 - Judith Cole
 - Submitted Panel Proposal Form with headshots, bios, special requests

- Digital Mentor Program
 - Shared mentee applications with mentors
 - Emailed each Mentor and Mentee for a progress report
 - Created private Facebook group for Mentors
 - Updated Job Description and Timeline
 - Transitioned Mentee Application to Google Form
 - Added a second Mentor Application for AOSA-Approved Teacher Educators
 - Identified website inconsistencies to send to webmaster
- RIG
 - Posted Call for Digital Posters on academic listservs and on AOSA website/social media

At this Meeting

- PDR
 - Research
 - Identified edits for Research Grant Application on Memberclicks
 - OSEP
 - Finalized list of possible subcommittee members
 - Lisa Sullivan (possible initial chair)
 - Steve Calantropio (has already consented to serving)
 - Betsy Kipperman
 - Tom Charsky (recommended he serve in a 1 or 2 year role without chairing)
 - Discussed Job Description – no major edits at this time
 - PLN – *Elementaria*
 - Determined PDR members will attend all three sessions
 - Decided to make a recording of PLN Webinar for participants to refer to in the future
 - Discussed email drafts to send to participants prior to first PLN session
 - Edited PLN Certificate of Participation
 - Created Google Form for attendance for first PLN session
 - PLN Development protocol
 - Determined how topics are chosen
 - Determined how presenters/facilitators are chosen
 - Determine how clock hours are decided
 - Discussed other possible PLN considerations?
 - One PLN per quarter
 - Develop a schedule in order to properly communicate and plan

- Credit hours add up to at least 10 hours
- Passive viewer versus active participant
- RIG
 - Approved RIG's proposed timeline from September 2017
 - Call goes out July 1, 2018
 - Submission deadline of August 15, 2018
 - Notification of acceptance by August 31, 2018
 - Confirm conference attendance (names and topics) to PDR Chair by September 15, 2018
 - Present at conference in November 2018
 - Changed name from Digital Poster Session to Digital Poster Event

Future Issues

- WCP

POST LEVEL III (PL3) SUBCOMMITTEE

Activity since November 2017 (at conference)

- We first met at the Fort Worth AOSA conference. The committee has been working diligently on the Meeting of the Minds panel for Cincinnati's Professional Development Conference this coming November. The session will be titled *Planting the Seeds: Sharing the Wisdom*.
- Since our face-to-face meeting in the summer, we secured 13 digital mentor/mentee pairs for this academic year. At conference, we had a meeting with the mentors at for discussions on what can improve the DMP program. This was a wonderful meeting of mentors in Fort Worth, wherein mentors voiced their concerns and suggestions to improve the program.
- We have created a Digital mentor page on Facebook. Meg Tietz and Amy Fenton created a suggested outline for mentors and mentors to follow for the year. Mentors in attendance in Fort Worth really appreciated this document.
- On January 28, we had another virtual meeting to update our progress in all of our undertakings.
 - Recommendations for future PL3 members as Rob goes off the committee this year.
 - Review of Mentor application. This was begun at the January meeting and committee members reviewed the application documentation prior to March 1.
 - Review of Mentee application. This was begun at the January meeting and was to be completed by March 1.
 - Panelist for the MOM session were reviewed. Rob was assigned the task of getting short Bios of the panel members and head shots. This is an ongoing

process as several of the members of the panel didn't have either. We persevere! These will be sent to Meg Tietz as they come in.

- The Session Description for the MOM was finalized for AOSA conference planners.
- Summary: Our work in the past few months has focused on the Meeting of the Minds panel. Amy Fenton and Meg Tietz have taken the lead in organizing this session in next year's conference. At our meeting in Fort Worth, we began to consider new members to the PL3 committee and sessions for the 2019 conference. PL3 sessions requires that the PL3 group submit a proposal for a specific session, while still being responsible for the MOM session.
- We continue to use Google and Skype for our digital discussions. Access to the AOSA "Mentoring" Google site has a more universally known password so that all members and NBT members who needed access to it.
- January, 2018 Discussed updating forms, our guidelines for mentors, discussions on the procedure for soliciting new mentors. We will do an additional trial run on the online form with our three new mentors and the google doc which was tweaked last fall to make it easier to maneuver. Forms: A suggested outline for the DMP pairs was prepared by Meg Tietz for review by the committee and also for the NBT. It was shared with the mentor/mentee pairs. Since nearly all of the mentors have done this before, it will be primarily of help to the newest mentors in the DMP.
- As of the time of report, all mentees and mentors are half way through their DM experience. We will make one more contact by phone with the mentors and mentees in early February to check in. This will be done by members of the PL3 committee.

At this meeting

- The PL3 committee contacted Meeting of the Minds panelists for 2018.
- We created a "suggested outline" for the DMP year was finalized and shared with this year's mentor/mentee pairs.
- We discussed submitting a proposal for the 2019 conference that relates to PL3 themes.
- We will meet in Cincinnati in November to with our new member of the PL3 committee.
- We wanted to thank all of the NBT members, especially Laura Petersen who helped us this year!

Future Issues

- A Google doc was created to brainstorm ideas for the Meeting of the Minds session for the 2018 conference. This should be a yearly project. Other ideas presented for possible topics should be considered for the 2019. We will discuss our anticipated new member to the PL3 committee in our January meeting as Rob ends his role on the committee (but he has promised to continue to contact DMP people if requested).

RESEARCH INTEREST GROUP (RIG) SUBCOMMITTEE

Activity since November 2017

- RIG has corresponded by email about the Call for Poster Events for the 2018 Conference. We submitted our suggested language for the Call for Posters and a Canva social media announcement. We have received approval for the Call for Posters and it was submitted to the Music Education Listserv. We are awaiting approval of the Canva to send to MEAs in OH, WV, PA, VA, and IN, as well as the Mountain Lake Listserv.
- Possible candidates to join the RIG were also submitted.

At this meeting

- No meeting at this time

Future Issues

- Continued consideration on improving participation in the Poster Event should be considered. In addition, an article for the Echo on scholarship and poster participation maybe another avenue to get more participation in the Digital Poster Event.
- A Dissertation Award was discussed at our October meeting and could be another item that is taken up by the committee.
- Three names were submitted as possible candidates to join the RIG:
 - Heather Klossner, University of Memphis hklssner@memphis.edu
 - Lorelei Batislaong, University of Texas Austin (doctoral student) ljbatislaong@gmail.com
 - Karen Howard, University of St. Thomas karen.howard@stthomas.edu
- Consider writing an article for the Echo about scholarship and presenting a poster.
- Work on language to submit for a Dissertation Award.
- Contact prospective Candidates to join the RIG.

(Professional Development/Research Committee Report and Summary on file)

REGIONAL REPRESENTATIVE (RR) COMMITTEE

Lisa Hewitt

Activity since November 2017

- Developed new format of the updated ALL Call to be named the Chapter Leadership Essentials

- Completion of Chapter Leadership Essentials: December-VI, January/February-I, March-II
- Continued monitoring of the 2017-2018 AOSA Chapter Leadership Page
- Continued to post on the AOSA Chapter Leadership Facebook Page
- Discussed new format of Advisory II and the positive feedback from the Chapter Presidents
- Communication with Chapter Presidents sharing information from the Advisory Board meetings
- Discussed ways to encourage chapters to apply for Chapter Grants and Grassroots Impact Awards
- Updated the Regional Representatives Job Description

At this Meeting

- Welcome and thank you to Regional Representatives
 - Special recognition to those out-going representatives for their hard work – Jill DeVilbiss, Joshua Block, Eric Young, and Pam Yanco
- Discuss new *Chapter Leadership Essentials* format (feedback)
 - Much easier to create and also more concise when reading
 - Gather informal feedback from presidents
- Discuss Regional Alignment feedback
 - Positive results especially for Leadership, and Nominations Committee
- Updates to Chapter Leadership Resource Center (any documents with dates to be updated)
 - Go through CLRC and check for anything to be updated
 - Each Region take a section
- Chapter Updates
 - Struggling Chapters
 - Several chapters are back on track and in good standing
 - IRS revocation
 - Finalizing paperwork and chapters should be back in good standing
- Advisory I/II suggestions from attendees
 - Discussion brought many ideas to make these sessions run smoother
 - Discussion focused on getting information to the chapter presidents in a more timely manner for them to use
- Discuss *What makes a great workshop?*
 - Check the document on the Chapter Leader Resource Center
 - Discussion on ways to help the incoming presidents sooner; create short videos available on the CLRC on topics for new presidents
- Review Rotations document to update for 2018-2019
 - Ambassador Program – update the list

- Remind presidents to be sharing the PowerPoint and talking about it
- Pictures of Reps by Region for website (Carrie)
- Why did Annual Report date move up (presidents have inquired)
 - Trying to avoid end of year programs for teachers, alleviate amount of stuff at end of the year

Future Issues

- Chapter membership form
- Continue communication with chapter leaders
- Continue to recommend local leaders for national service
- Analysis of Annual Report information

(Regional Representative Committee Report and Summary on file)

MOTIONS

EXECUTIVE COMMITTEE

Motion #2018-10:

The Executive Committee moves to approve up to \$2500 in reimbursement for AOSA Executive Director, Carrie Barnette to successfully complete an AOSA approved Level II Teacher Education course during the summer of 2018.

Rationale: In order to be better acquainted with and understand the mission and goals of Orff Schulwerk, the Executive Director of AOSA should successfully complete an AOSA approved Level II Teacher Education course.

(motion passed)

CURRICULUM AND INSTRUCTION COMMITTEE

Motion #2018-11:

The Curriculum and Instruction Committee moves that the Teacher Educator Apprentice Panel (TEAP) be separated into three review panels: Basic Teacher Educator Apprentice Panel (BTEAP), Movement Teacher Educator Apprentice Panel (MTEAP) and Recorder Teacher Educator Apprentice Panel (RTEAP).

Rationale: Due to new apprenticeship application procedures there is a need for three separate review panels. The current AARP committee will be renamed the BTEAP. The current TEAP will be split to create the new subcommittees.

(motion passed)

FINANCIAL ASSISTANCE COMMITTEE

Motion #2018-12:

The Financial Assistance Committee moves to disburse funding for grants in amounts not to exceed \$22,919.56 from the Gunild Keetman Assistance Fund; \$9,324.98 from the Training and Projects Fund, and \$4,244.20 from the Shields-Gillespie Scholarship.

Rationale: AOSA awards monies from the Gunild Keetman Assistance Fund, the Training and Projects Funds, and the Shields Gillespie Funds. These awards are given in March at the recommendation of the Financial Assistance Committee. A breakdown of funding by application will be included in the official Financial Assistance Committee report in September 2018.

AWARDEES MARCH 2018:

Gunild Keetman Assistance Fund: Erika Bridge, Bethany Hamann, Rachel Henry, Theresa McKnight, Genesis Set Santos, Stephanie Bradley, Ian Cicco, Jennifer Filipiak, Jesslyn Hall, Stephanie Holtman, Stacey Johnson, Karyn Lawrence, Todd Schendel, Adam Thiel, Abigail Von Klompenberg and Alisha Wohl

Gillespie Scholarship: Ellen Lefort, Colleen Bretthauer and Aubrey Gamble

Training And Projects Fund: Janet Berry, Janine Frank, Elizabeth Hulse, David Kauffman and Stephanie Tommasone

JaSeSoi ry Scholarship: Stephanie Magnusson
(motion passed)

Motion #2018-13:

The Financial Assistance Committee moves to establish the Apprentice Award Program, which will provide funds up to \$4000 annually from The Gunild Keetman Fund to reward apprentice candidates for successful completion of the requirements to become an approved AOSA Teacher Educator.

Rationale: In an effort to reward successful apprentice candidates for their hard work and dedication to the continuation of Orff Schulwerk training in the United States, the Apprentice Award Program is established to provide \$500 to each candidate who successfully completes the requirements to become an approved AOSA Teacher Educator.

(motion passed)

LEADERSHIP DEVELOPMENT AND NOMINATIONS COMMITTEE

Motion #2018-14:

The Leadership Development and Nominations Committee moves that we ratify the results of the January 2018 general election as follows:

Regional Representatives:

Region I: Aaron Hansen

Region II: Malia Walter

Region IV: Mandy Gunter

Region V: Nick Wild

Executive Board Positions:

Recording Secretary: Karen Petty

Rationale: In a continuing effort to provide the National Board of Trustees with quality Regional Representatives and Executive Board members, the following individuals were elected by national ballot to serve the membership for a two or three-year term beginning July 1, 2018.
(motion passed)

MEMBERSHIP COMMITTEE

Motion #2018-15:

The Membership Committee moves to rename this standing committee to the Member Relations Committee.

Rationale: A name change is needed in order to align with AOSA's mission and the importance of building relationships between the national organization and its members.
(motion passed)

Motion #2018-16:

The Membership Committee moves to adopt this statement of Core Values:

As music and movement educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman, we believe that:

- Every learner deserves the opportunity to actively create, improvise, sing, play, move, speak, and listen.

- Every learner should experience music and dance from cultures represented in both our diverse American society and the larger global community.

- Every learner deserves a passionate, committed music educator who values the importance of active music making.

- Every Orff Schulwerk educator deserves high-quality opportunities to improve their pedagogy and musicianship through active, collaborative professional development.

- Every Orff Schulwerk educator should cultivate the creative potential in all learners.

- Every AOSA member deserves opportunities to engage in open and constructive dialogue regarding the future and well-being of their chapter and the national organization.

Rationale: The American Orff-Schulwerk Association has developed the AOSA Core Values Statement to communicate the fundamental beliefs of our organization. Developed using information and feedback from the AOSA National Board of Trustees, Past Presidents, Diversity Subcommittee and AOSA membership, these core values work in concert with the AOSA mission statement and diversity statement to define the future direction of the organization.

(motion passed)

FUTURE MEETING DATES

September 14-15-16, 2018 – Cincinnati, OH
November 7, 2018 – Cincinnati OH
March 1-2-3, 2019 – Salt Lake City, UT
September 20-21-22, 2019 - Salt Lake City, UT
November 20, 2019 – Salt Lake City, UT
November 20, 2019 – Salt Lake City, UT
March 6-7-8, 2020 – TBD
September 18-19-20, 2020 – TBD

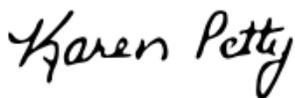
CLOSING SONG

President Tiffany English led the NBT in singing *Call Down a Blessing*

ADJOURNMENT

The meeting was adjourned at 9:57 a.m. on Sunday, March 4, 2018.

Respectfully submitted,



Karen Petty
Recording Secretary, AOSA