

AOSA National Board of Trustees Meeting

Cincinnati, OH

September 14-16, 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 PIECE – Friday, September 14, 2018

President, Tiffany English led the National Board of Trustees (NBT) in an exploration of the song, *Make New Friends* through singing and movement. Members selected a verse to demonstrate through movement – noticing common choices.

CALL TO ORDER

President English called the regular meeting of the NBT of the American Orff-Schulwerk Association (AOSA) to order at 4:42 p.m. on September 14, 2018, at the Downtown Hyatt, 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:

Jean Fox and Aaron Hansen, Region I
Desiree Coulson and Malia Walter, Region II
Shelly Smith and Beth Melin-Nelson, Region III
Laura Petersen and Mandy Gunter, Region IV
Katie Traxler and Nick Wild, Region V
Kathy Hummel and Josh Southard, Region VI

AOSA Executive Director:

Carrie Barnette

Staff Support

Anna Pack – Associate Director

Brian Burnett – National Conference Director

Al Heary and Sarah Fairfield – 2018 National Conference Chairpersons

Rhonda Greeson and Linda Honn – 2019 National Conference Chairpersons (via Skype only)

Jennifer Donovan and Connie Van Engen – 2020 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 #2019-04

Josh Southard moved that the consent agenda be accepted. Jean Fox seconded the motion.
(motion carried)

MOTIONS RATIFIED

Eleven motions approved electronically since the March NBT meeting were ratified.

Motion #2018-17:

Motion: The Professional Development/Research Committee moves to award one research grant in the amount of \$4249.29.

Rationale: AOSA awards Research Grants to qualified applicants after assessing applications using a rubric. The awardee for this grant cycle is Brian Hunter in the amount of \$4249.29. (motion passed)

Motion #2018-18:

The Executive Committee moves to approve the American Orff-Schulwerk Association National Board of Trustees March 2018 Spring Meeting minutes as submitted.

Rationale: The National Board of Trustees of the American Orff-Schulwerk Association met in Cincinnati, Ohio in March 2018. The minutes submitted for approval reflect the content and events of that meeting effectively and entirely. (motion passed)

Motion #2018-19:

The Finance Committee moves to approve the 2016-2017 AOSA Annual Audit as presented by H & J Certified Public Accountants.

Rationale: In order to provide an accurate and transparent snap shot of the fiscal status of the organization, an annual audit was performed. This audit was presented to the Finance Committee of the NBT with a favorable review. (motion passed)

Motion #2018-20:

The Finance Committee moves to approve the 2018-2019 Annual Budget.

Rationale: The 2018-2019 budget approval would provide AOSA reasonable guidelines to run its day-to-day non-profit activities. (motion passed)

Motion #2018-21:

The Finance Committee moves that a 3% cost of living wage increase be given to Carrie Barnette, Anna Pack, Ruth Schwartz, Debbie Peck, and Ada Larson effective July 1, 2018.

Rationale: A raise of 3% allows employees of AOSA to have funds to offset the increased cost of living in 2018-19 and is in line with industry standard for employment compensation. (motion passed)

Motion #2018-22:

The Finance Committee moves to offer full registration to up to two children's performance directors per group performing at the annual conference.

Rationale: Children's Group Directors have historically received one free day of registration beyond the day their group performs at the annual conference. When factoring in the amount of time spent by these directors to perform, the number of participants that have access to the performance, and the additional time that is spent in handling the logistics of presenting a children's performance, it is appropriate to offer them a larger concession for their work. (motion passed)

Motion #2018-23:

The Finance Committee moves to approve funding for the Professional Development Director position of up to \$15,000 annually.

Rationale: The Professional Development Director is a position developed to administer the professional development programs of AOSA. With increased responsibilities, the position will require 15-18 hours weekly to manage the workload. The \$15,000 annual contract would provide a professional, skilled labor wage to the person hired to fill the position. (motion passed)

Motion #2018-24:

The Executive Committee moves to select Kansas City, Missouri as the site of the 2020 AOSA Professional Development Conference.

Rationale: Upon review of potential site locations in the north central region of the country, the Kansas City Convention Center and Loews Hotel KC provided the best site logistics and price package for the 2020 AOSA Professional Development Conference. The site was visited by the AOSA Executive Director and AOSA Conference Director who endorse this motion. Of the other sites that submitted bids, Minneapolis, St. Paul, St. Louis, and Des Moines could not accommodate the size and structure of our conference footprint and the Omaha site did was more expensive. (motion passed)

Motion #2019-01

The Leadership Development Nominations Committee moves that no more than three Distinguished Service Awards be bestowed at the 2018 AOSA Professional Development Conference.

Rationale: In an effort to recognize those who have supported the mission of AOSA through exemplary service at the national level and who have contributed to the growth of Orff Schulwerk in the United States, and to recognize this work at a 50th Anniversary AOSA Professional Development Conference, additional Distinguished Service Awards should be awarded to mark this auspicious occasion. (motion passed)

Motion #2019-02

The Leadership Development and Nominations Committee moves that the Distinguished Service Award for 2018 be awarded to Steve Calantropio, Doug Goodkin, and Peggy McCreary.

Rationale: The Distinguished Service Award is awarded to recognize and honor those who have supported the mission of AOSA through exemplary service at the national level and who have contributed to the growth of Orff Schulwerk in the United States. (motion passed)

Motion #2019-03

The Communications Committee moves to enter into an agreement with Proclaim Interactive to perform a website content audit and subsequent web design, database, and app development 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. AOSA's digital presence must be current, cutting edge, and effective to do this. Payment for the updating of the AOSA digital presence 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. Updating and growing our digital presence will further our mission of supporting the professional development of our members and promoting the wide spread use of Orff Schulwerk. (motion passed)

EXECUTIVE DIRECTOR'S REPORT –

Carrie Barnette

Because of extenuating circumstances relating to Carrie's need to evacuate due to Hurricane Florence, a written report was not submitted. A full report will be included in the November minutes. On-going written reporting of Executive Director activities are included in all Executive Committee Skype summaries and reports.

PRESIDENT / EXECUTIVE COMMITTEE REPORT

Tiffany English

Activity since last meeting (March 2018-September 2018)

MEETINGS/STAFF/PERSONNEL

- Welcomed new NBT members: Region I – Aaron Hansen, Region II – Malia Walter; Region VI – Mandy Gunter; Region V – Nick Wild
- 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 minutes from the March 2018 NBT meeting and shared with NBT for approval via electronic vote
- Revised and approved the 2018 NBT Handbook including new google docs protocol
- Directed Search Committee for the Professional Development Director position
 - Decision made to hire Karen Benson to fill the position

CONFERENCES

- 2018 Cincinnati, OH – “Celebration Cincinnati: Where Imaginations Fly”
 - Approved Cathy Clifton as AOSA's new Experient representative
 - Reviewed Guidebook information
 - Discussed DSA nominations
 - Reviewed banquet seating protocol
 - Developed alternative plan for the plenary session due to Richard Gill's illness

- 2019 Salt Lake City, UT
 - Linda Honn and Rhonda Greeson, NCCs
 - Approved updated proposal rubric
- 2020, Kansas City, MO
 - Approved hiring of NCCs, Jennifer Donovan and Connie Van Engen
 - Approved hotel and convention center contracts

COMMITTEES

- Finalized committee assignments to include newly elected Regional Representatives
- Committee Chair Skype held 3 weeks prior to board meeting, led by President
- ARS is still officially on hiatus while reorganizing
- CI
 - Working with CI and PDD to redesign the Scope and Sequence process and documents. This will continue for the next 6 months.
 - Approved finalized Basic, Movement and Recorder Apprenticeship documents
- COM
 - Worked with COM to conduct an audit of the website content
 - Discussed entering into an agreement with Proclaim Interactive to perform a website content audit and subsequent web design, database, and app development per contractually agreed upon terms and conditions. COM agreed and this information was shared with NBT for approval via electronic vote.
- FIN
 - Approved 2018-2019 budget and sent to NBT for approval via electronic vote via the FIN Committee
 - Approved the 2016 – 17 AOSA Annual Audit as presented by H & J Certified Public Accountants
 - Fund Development Subcommittee
 - Discussed and approved updates to the \$50 for 50 program
- PDR
 - Worked with PDR chairs to finalize OSEP JD
 - Worked with PDR chairs to initiate OSEP's work
 - Worked with PDR to approve 2018 Research Grant
 - Worked with PDR on Elementaria and Level I PLN
- Member Relations
 - Approved updated Memorial Policy
 - Approved Member Relations/Communications survey
 - Continued to discuss Diversity and how AOSA supports this
 - Discussed people to be recognized/honored at this year's Memory Hour
- Region Reps
 - Executive Director continued to work on revocation status for certain chapters
 - Discussed 2017 Annual Report data

- LDN
 - Helped generate names for future consideration
 - Approved three people for the 2018 DSA given at the Cincinnati 50th Anniversary Conference

SUBCOMMITTEES

- Updated subcommittee handbook to include conference deadlines and protocol for appointing new members
- New subcommittee members were appointed by President Tiffany English (see President's section)
- Updated subcommittee list shared with NBT and posted on the AOSA website

Marketing/Website/Publications

- Approved posters to be included in the Fall and Winter Echo
- Discussed possibilities for offering webinars and instructional videos
- Approved formatting and printing details for Re-Echo II and IV
- Developed social media posts for Women's History Month and Founder's Week
- Discussed uses for website in terms of public and private sides and how that relates to the AOSA app in development

PRESIDENT

- Accepted the resignation of Education Director, Steve Calantropio, on March 31, 2018
- Reviewed and updated all committee and subcommittee job descriptions
 - Created checklist for outgoing chairs
- Represented AOSA at the Carl Orff Canada Conference, April 2018
 - Prepared the AOSA report for the North American Alliance meeting
- Represented AOSA 2018 International Orff Forum Convention in Salzburg, Austria along with VP, Lisa Hewitt
- Wrote Orff Echo President's Messages for Summer 2018, Fall 2018, and Winter 2019
- Finalized details for the President's Panel, *Orff Schulwerk Teacher Education Resources Past, Present, and Future*, for the Cincinnati conference
 - Submitted notes on behalf of the panelists
- Worked closely with CI to finalize Basic, Recorder, and Movement Apprenticeship Guidelines
- Finalized AOSA Ambassador list and communicated that to course directors and ambassadors with VP, Lisa Hewitt
- Participated in the new Regional Representatives Orientation Skype led by VP Lisa Hewitt
- Prepared September 2018 NBT meeting portfolio folders
- Prepared Executive Committee Report for September 2018 NBT meeting
- Sent condolences to the Aaron, Yaross, Burkart, and McRae families on behalf of AOSA

- Called for and reviewed committee reports/agendas for September NBT meeting

Appointments made:

Conference

- I appoint Jill DeVillbis and Leslie Timmons as Local Conference Chairs for the 2019 Salt Lake City AOSA Professional Development Conference effective July 1, 2018 - December 1, 2020.

Echo

- I appoint Martha O'Hehir to serve on The Orff Echo Editorial Board April 1, 2018 through June 30, 2022.

Reverberations

- I appoint Sharon Mazion to serve on the Reverberations Board of Contributing Editors July 1, 2018 - June 20, 2021.
- I appoint Ardith Collins to serve on the Reverberations Board of Contributing Editors July 1, 2018 - June 20, 2021.

Advocacy

- I appoint Jennifer Vannatta-Hall to serve on the AOSA Advocacy Subcommittee effective July 1, 2018 through June 30, 2021, chair, 2020-2021.

Social Media

- I appoint Eric Young to serve on the AOSA Social Media Subcommittee effective July 1, 2018 through June 30, 2021, chair, 2020-2021.
- I appoint Jennifer Patterson to serve on the AOSA Social Media Subcommittee effective July 1, 2018 through June 30, 2021.

Diversity

- I appoint Ruth Aguirre to serve on the AOSA Diversity Subcommittee effective July 1, 2018 through June 30, 2021.

BTEAP

- I appoint Sue Mueller to serve on the AOSA Basic Teacher Education Panel effective July 1, 2018 through June 30, 2021, chair 2020-2021.

CTED

- I appoint Mona Mann to serve on the AOSA Continuing Teacher Educator Development subcommittee effective July 1, 2018 through June 30, 2021, chair, 2020-2021.

CORS

- I appoint Karen Benson to serve on the AOSA Curriculum Oversight and Revision Subcommittee effective July 1, 2018 through June 30, 2021, chair, 2018-2021.

RIG

- I appoint Heather Klossner to serve on the AOSA Research Interest Group subcommittee effective July 1, 2018 through June 30, 2021, chair, 2020-2021.

PL3

- I appoint Chris Judah-Lauder to serve on the AOSA Post-Level III Subcommittee effective July 1, 2018 through June 30, 2021, chair, 2020-2021.

OSEP

- I appoint Steve Calantropio to serve on the AOSA Orff Schulwerk Education Programming subcommittee effective July 1, 2018 through June 30, 2019, chair, 2018-2019.
- I appoint Lisa Sullivan to serve on the AOSA Orff Schulwerk Education Programming subcommittee effective July 1, 2018 through June 30, 2019, chair, 2019-2020.
- I appoint Betsy Kipperman to serve on the AOSA Orff Schulwerk Education Programming subcommittee effective July 1, 2018 through June 30, 2021, chair, 2020-2021.

Fund Development

- I appoint Lori Arner to serve on the AOSA Fund Development Subcommittee effective July 1, 2018 through June 30, 2021, chair, 2020-2021.

(President / Executive Committee's Report on file)

NOMINATION FORUM – *Friday Evening*

The NBT participated in a discussion session regarding leadership development and candidate selection for the January 2019 election.

OPEN FORUM – STRATEGIC PLANNING, CORE VALUES NEXT STEPS

Tiffany English and Judith Thompson-Barthwell led the NBT in an exploration of identification and view-points leading to discussion of diversity and next steps in living out our Core Values.

OPENING SONG – *Saturday, September 16, 2018*

President Tiffany English led the National Board of Trustees (NBT) in singing, *Dipidu*, arranged by Maribeth Yoder-White.

OPEN FORUM – STRATEGIC PLANNING AND NEXT STEPS

The NBT revisited thoughts from the previous night's discussion specific to equipping the NBT, teacher educators and chapter leaders in purposeful inclusivity.

COMMITTEE REPORTS AND MEETING SUMMARIES

EXECUTIVE (EC) COMMITTEE

Tiffany English

At this Meeting

- Discussed DSA plenary session logistics for the Cincinnati conference
- Discussed Diversity Scholarship parameters and procedures
 - Shared information with FAC and the Diversity Committee
- Discussed Social Justice and Inclusion education for the NBT, teacher educators, and chapter leadership
 - In communication with consultant Dr. Nicole Robinson of Cultural Connections by Design
 - Discussed providing inclusion education sessions at future conferences and on the AOSA website
- Discussed challenges affecting teacher education courses in terms of fiduciary agents, contracting of teacher educators, tax liability, and indemnity insurance
 - Recommend that all teacher educators be contracted in the future
 - Recommend that chapter officers not be approved to teach in courses or serve on course boards due to conflict of interest issues
 - Recommend an audit of course structures and responsibilities (course, chapter, university, school district etc.)
- Discussed the need to reach out to Historically Black Colleges and Universities
- Discussed teacher education course structures and how to collaborate nationally
- Discussed seeking out legal advice regarding course participant privacy, course/chapter/university structures, and insurance coverage
- Discussed need to engage a variety of populations in Orff Schulwerk, e.g. the elderly, babies, refugees, military families, etc.
- Discussed supporting Orff Schulwerk presenters at the Mountain Lake Symposium and the NAFME Conference
- Discussed alternate workshop models to include all levels of Orff Schulwerk experience
- Noted Committee and Subcommittee Work to Watch and Support, thinking how best to support committee chairs and noting need to read ahead in timelines and work backwards from there
 - CI
 - Course Director Manual
 - CTED sessions restructuring
 - Scope and Sequence process
 - PDR
 - IS
 - PLN
 - Region Reps
 - Discussed Advisory I and II structures

- Workshop Grant Structure

Future Issues

- 50 for 50 Fund Development Campaign
- Review Committee summaries from the September NBT meeting and determine next steps
- Experient/Event Planner Firms
- Marketing and Logo
- Conference Duties

ARS /AOSA STANDING JOINT COMMITTEE

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

NORTH AMERICAN ALLIANCE COMMITTEE - STANDING JOINT COMMITTEE (NAAC)

Activity at meeting April 21, 2018

- Welcome
- Adoption of agenda and distribution of minutes from the Nov. 10th, 2017 NAAC meeting
- Old Business
 - Review of Structure of NAAC: This will appear in each agenda, since our committee membership is always changing. Edmonton, AB. was added to the NAAC Officer Rotation chart for 2020 COC conference location. Appendices A and B
- New Business
 - Report and updates from AOSA - Appendix C
 - Report and updates from Carl Orff Canada - Appendix D
 - Report and updates from Orff Schulwerk Forum - Barbara Haselbach brought greetings from the Orff Schulwerk Forum in Salzburg.
 - There will be a new director at the Orff Institute
 - Theme for the Convention of the IOSFS 2018 is “Orff Schulwerk and Special Populations in Social and Educational Contexts. It will be held July 23rd - July 27 2018.
 - Mention was made of the book “Text on Theory and Practice of Orff Schulwerk”, as a reference for all level courses as a history covering the founding of Orff. Published by Schott ISBN 978-3-7957-0756-9
 - In regards to training for Level Instructors - Barbara mentioned a program in Russia where instructors come together to practice and share ideas in a scenario where they teach some of their lessons prior to instructing Level 2 or 3.

Future Issues

- Next meeting: AOSA National Conference, Cincinnati, Ohio November, 2018

ALLIANCE FOR ACTIVE MUSIC MAKING (AAMM) STANDING JOINT COMMITTEE

Activity since last meeting

- We are currently preparing for our 4th annual AAMM Symposium, which will be held Wednesday, November 7th, just prior to the AOSA Professional Development Conference in Cincinnati, OH. In 2017, our symposium focused on matters of diversity. This year, the symposium will focus on more practical focus on strategies utilized in undergraduate courses in order to include diverse voices and/or encourage students to consider and/or act in relation to matters of diversity. The coordinators for the symposium are Amy Beegle and Andrew Ellingsen, and the featured presenters are Jaqueline Kelly-McHale (DePaul University), Christopher Roberts (University of Washington) and Kathy Robinson (University of Alberta).
- Members of the Alliance have presented at the following conference sessions:
*March, 2018, Organization of American Kodaly Educators (Manju Durairaj and Aileen Miracle)

At this Meeting (For the upcoming Meeting at 2018 AOSA)

- Clarification of committee members' terms of office and duties as chair of the committee and web updates.
- Nomination of new board members
- Information on future AAMM sessions to be shared at AAMM meeting:
 - November 2018: AOSA Professional Development Conference (Amy Beegle, Butch Marshall, Aileen Miracle, Kristy Piper, Wendy Valerio)
 - February 2019: Texas Music Educators Association (Judy Bond, David Frego, Brent Gault, Diane Lange, Julie Scott)
 - March 2018: OAKE National Conference (Andrew Ellingsen, David Frego, Brent Gault, Butch Marshall)
- 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 2019

Future Issues

- Review the organization of the AAMM and the AAMM/AOSA sub-committee 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.

COMMUNICATIONS (COM) COMMITTEE
Kathy Hummel

Activity since March 2018

- Reviewed the 2018 AOSA Membership Survey
 - Noted trends
 - Shared information with CI, PDR, and FAC
- Reviewed the AOSA website
 - Identified what is a member benefit and what is a marketing tool
 - Looked at ways to improve tertiary pages

At this Meeting

- We identified how AOSA communicates:
 - Print media – Echo
 - Email
 - Social Media – Facebook, Instagram, Twitter
 - Website
 - Person to person – phone, email, text, Skype
- We identified specific topics that AOSA communicates:
 - Professional Development Conference
 - Chapter Deadlines
 - Member Benefits
 - Professional Development
 - Teacher Resources
 - General news
- Analyzed Membership survey responses to determine next steps
 - Members prefer email, but use all forms of communication
 - Discussed frequency and effectiveness of emails
 - Discussed the comments section of the survey
 - Members asked for benefits we already offer
 - Discussed how we can improve member communication
 - Decided to create a Membership Essentials email
 - Region Reps will create post at the same time they do CLE
 - Region VI will create the first two
 - Anna will email two weeks later
 - Discussed Social media and frequency of posts
 - Change in Facebook policy creating a difficulty in posting in all groups, need to contact SM to find out how they are handling this change
 - Discussed possibility of changing how SM posts are done in the future
 - Discussed the website review

- Carrie has what she needs
- No further review needed at this time
- We will review the framework of the new website when it is ready

Future Issues

- Social Media posting

ADVOCACY SUBCOMMITTEE

Activity since March 2018

- Website Updates
 - The new format with FAQs is up on the site
 - More inviting looking and user friendly
- Currently no charge for Advocacy. Getting ready for website overhaul

At this meeting Aug 12, 2018 Skype

- Any ideas of how to improve AOSA advocacy?
- Adding a Top Ten reasons to Join AOSA
 - Exclusive Web Access to Teaching Resources
 - Professional Development in Music Ed
 - Grants/ Scholarships
 - Community both local & national
 - Professional Publications
- Facebook Posts – who, what, when
 - Desiree - Post: We need the Top Ten Reasons to Join AOSA. We have five and need five more. Go! Link back to Membership page.
 - What to post: Draw people back to website to explore
 - Rotation of every two weeks: The 7th and 21st
 - Charles: Highlight the Advocacy video for Open House
 - Linking Carrie's post about conference to advocacy page for Admin letter to attendance
- Website – any further changes? Kathy will keep us up to date
- Advocacy Committee meeting at conference Thursday Night at 6:30 Rm 236
 1. Schedule September Skype meeting: September 23rd, Sunday 8:30 pm Eastern.
- Any other ideas?

Future Issues

- Videos
 - Revisit after conference
- Is NBT looking for anything specific from us?
 - They will meet on September 14th - 16th. We will hear more later.

TECHNOLOGY/WEBSITE SUBCOMMITTEE

Activity since last meeting

- Created database for Reverberations portion of the Resource Library; completed adding DVD's to the online Video Library. Note: VHS format videos to be added next.

Future Issues

- Change from committee to task force of people willing to do data input and other tasks as needed to facilitate moving AOSA resources into a more searchable format.

REVERBERATIONS EDITORIAL BOARD

Activity since last meeting

- Welcomed Ardith Collins to the team; ongoing production of monthly Reverberations

At this meeting

- Discussion of new topics/writers and assignment of specific tasks for fall and winter issues

Future Issues

- Coordination (or not) with Advocacy and Diversity Committees to continue to include two articles/year by these sub-committees

THE *ORFF ECHO* EDITORIAL BOARD

Activity since last meeting

- Reviewed editorial board member candidate applications
 - No applicant met all criteria
 - Linda will send thank-you (one applicant) and thank you/reapply (three applicants) emails
- Discussed editorial board nominations going forward
 - Agreed on AOSA members to approach to apply in 2019 to serve on the Editorial board
 - Agreed to invite past ed board members to serve as contributing editors as needed
- Social Media
 - Confirmed with Carrie items can be posted to personal F/B page, not to AOSA page
 - No Blast: Call for submissions will be posted three times on the 15th during the open submission period
- Proposed and agreed to revise November meeting schedule to accommodate change of Writing for AOSA session
 - Editor-in-chief's suite is meeting venue
 - Friday, November 9th, 11:15 a.m.-9 p.m., working dinner provided by AOSA

- Wraps around Writing for AOSA session, November 9, 12:30-1:45 p.m., in which all Editorial Board members will participate
- Approved feature/topics through Winter 2020
 - Issue coordinators
 - Writers to approach
 - Other avenues to attract writers without the email blast to Ed board members to send suggestions for listservs to Linda
- Action items
 - After approval from Carrie board will create a submission portal on Google Docs to replace email submission of articles via email to issue coordinators o Matthew will create the Google Form and writer checklist
 - Checklist will include option for blind/peer review
 - Linda will replace email addresses on call for submission forms and update relevant forms in toolkit
 - Linda will revise all pertinent Toolkit forms with updated language and instructions reflecting the portal submission link
 - Linda will set up email user/password for Ed board member access to portal files
 - After approval from Carrie, Linda will reach out to two past Ed board members to serve a special one- or two-year interim term
 - All Ed board members will solicit potential candidates to apply to the Ed board in 2019
 - Ed board member candidate application package
 - Add checklist applicants can use to the first page of the online application
 - Can online application be changed to one page?
 - Richard will complete revisions on the sample for edit by the August 2019 meeting
 - Linda to add “application will remain active/open for two years” in response email to applicants encouraged to reapply at a later date
 - Writing for AOSA session
 - Nicola will be primary 2018 presenter
 - Matthew will update slides for 2018 session

Future Issues

- Increasing number of university libraries subscribing to *The Orff Echo*
 - Making Echo articles available to university students who are not AOSA members through hosts such as ERIC, EBSCO, JSTOR
- Suggestion to hold a past and present Ed board members 50th anniversary reunion in Cincinnati

SOCIAL MEDIA SUBCOMMITTEE

Activity since last meeting

- New members have been welcomed and introduced to the committee. Communication with the Executive Director has given more permission for the subcommittee to begin making more posts on behalf of the organization on facebook, twitter, and Instagram.
- The job description for the committee has been updated.

At this meeting

- Conference catch up- Dates and times for subcommittee meeting and “Join the Conversation” were discussed, and responsibilities reviewed.
- Access to Social Media Google Drive, responsibilities with usernames/passwords were shared, as well as how to use sites like Canva to create social media posts

Future Issues

- Social Media Subcommittee is responsible for the Join the Conversation session at the national conference. The slide show from last year will serve as a starting point for this year’s conference.
- The committee will continue its work on creating posts for Facebook, Instagram, and twitter.
- Social Media is also investigating other platforms that may help us to streamline the process of TRACKING posts as we create them, get approval, and schedule.

(Communications Committee Report and Summary on file)

FINANCE (FIN) COMMITTEE **Judith Thompson-Barthwell**

Activity since last meeting

- Approved motion 2018-19, 2016-2017 Annual Audit
- Approved motion 2018-20, the 2018-2019 Budget
- Approved motion 2018-21, to grant a 3% cost of living wage increase for our hard-working personnel who form our AOSA Headquarters
- Approved motion 2018-22, to offer full registration to up to two children’s performance directors per group performing at the annual conference
- Approved motion 2018-23, to fund the new PDD up to \$15,000 annually
- Approved motion 2019-03, to pay Proclaim Interactive to perform website content audit, subsequent web design, and database / app development.
- Full language is included in the September 2018 NBT Minutes.

FUND DEVELOPMENT SUBCOMMITTEE

Activity since last meeting

- Welcomed new members Lori Arner and Vicki Raisley to the subcommittee.
- Shared Dropbox files with new members

- Completed all necessary work for the online auction
- Continued work on the \$50 for 50 Fundraiser

At this meeting

- Discussed the status of the \$50 for 50 Fundraiser
- Discussed other courses of action for the fundraiser

Future Issues

- Begin work on the online auction; possible presenters
- Continue ways to get members to donate

(Finance Committee Report and Summary on file)

FINANCIAL ASSISTANCE (FAC) COMMITTEE

Katie Traxler

Activity since March 2018

- Contacted scholarship recipients to inform them of their selection.
- Contacted chapter presidents to inform them of scholarship recipients in their chapter.

At this meeting

- Welcomed new committee members Mandy Gunter, Aaron Hansen, and Malia Walter
- Amended eligibility requirements to the Levels Training scholarship application in hopes of decreasing the attrition rates from Level I to II and increasing the number of recently finished Level I students who become national members so that we can continue to support them.
- Analyzed Membership Survey Results- we will be asking grant and scholarship recipients to publicize their awards by posting on social media
- Analyzed Scholarship and Grant Evaluation Form- we will be updating our process of awarding grants to streamline ranking the number of applications by using a variation of the google form used for conference session proposals
- Diversity Scholarship for Conference Attendance- discussed details of the eligibility requirements for this new scholarship
 - Goal is to get a diverse representation of teachers to conference and increase the diversity in our organization
 - (Up to \$1400) Scholarship will cover housing, transportation, registration, AND one year of membership in which the recipient will be mentored through the digital mentor program to ensure their success
- Local package discounts for conference sites- discussed idea of working with NCC to provide an opportunity for local school communities at the annual conference sites to get a discount on registration for large groups of teachers in impoverished areas

Future Issues

- Revisit International Outreach Grant application and evaluation process.
- Review of instruments and documents associated with the Cleveland Foundation Accounts.
- Expanding the follow-up requirements for award recipients

(Financial Assistance Committee Report and Summary on file)

LEADERSHIP DEVELOPMENT AND NOMINATIONS (LDN) COMMITTEE

Desiree Coulson

Activity since March 2018

- Finalized list of names to contact for Vice-President, Treasurer, Regions III, IV, V & VI Representatives.
- Contacted potential candidates by phone about interest and eligibility to serve.
- Sent applications to potential candidates.
- Received and posted applications and headshots in BOX.
- Called references for all potential candidates.
- Prepared presentation and Feedback form for the Candidate Forum.
- Public Candidate Process has been made easily accessible on Memberclicks thanks to Marjie Van Gunten.
- Finalized list of names to contact for Distinguished Service Award & electronically approved all three awardees.

At this meeting

- Review AOSA Ethics Statement
- Review Reference calls for potential candidates
- Review feedback from the Candidate Forum
 - DSA Awards chosen
 - NBT Candidates: Discuss NBT Candidate feedback from forum
- Notifying Candidates:
 - Process of notification
 - Wait until notification from Chair
 - Candidates cannot campaign and must wait until after conference to announce their candidacy.
- LDN Master Spreadsheet-additions
 - December CLE request for nominations
 - January RR letter request for nominations
- Teacher Educator letter:
 - Sent 8/5/18 requesting leadership nominees
 - Next year send before and after Levels Training classes commence
- Re-evaluate where LDN candidate applications and information resides
 - “Memberclicks” -vs- Box: Box only now

- LDN Table at the Professional Development Conference:
 - Get Involved Fair is 2:45-3:30 in the Marketplace
 - Provide flyers and QR Code for leadership opportunities
- Master spreadsheet needs updating

Future Issues

- How can we promote diverse leadership?
- Other ideas for procuring more potential candidates

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

MEMBERSHIP RELATIONS (MEM) COMMITTEE

Lisa Hewitt

Activity since March 2018

- Continued work on “IamAOSA” part 2
- Welcomed the new chair of the Diversity Subcommittee, Lorelei Batislaong and shared Job Description and calendar for reports
- Shared results of member survey created by Communications Committee
- Examined the Summer Orff Echo articles focusing on beginning teachers for ways AOSA meets these needs
- Decided to explore email blasts (and social media posts) to our members who are teachers with 0 – 5 years of experience to market our benefits specific to their needs
- Discussed organization of Memory Hour
- Discussed unified membership

At this meeting

- Discussed creating a Member Benefit survey targeting several member types
 - Target groups are: new members (within last 90 days), online students, and retired members
 - Survey will be sent out November 27 with a deadline to complete of December 11
- Discussed ways to increase national members within local chapters
 - Looked at current numbers from Chapter Annual reports
 - Discussed raising the required number or changing to a percentage
 - Plan to continue the talk and thoughtful reflection for the next Skype
- Discussed and created a plan of action for Memory Hour to include:
 - Tossi Aaron
 - Arnold Burhart
 - Shirley McRae
 - Lillian Yaross

Future Issues

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

DIVERSITY SUBCOMMITTEE REPORT

Activity since last meeting

- Celebrated the approval of the Core Values by the NBT
- Welcomed Lorelei Batislaong as incoming chair and thanked Sally Sandoval for her service
- Organized files and set goals for the year
- Discussed how to share musical experiences from committee members who traveled outside the United States this summer

At this meeting

- Diversity Scholarship Report
 - Background information
 - Purpose – To assist in funding to conference
 - Awarding the grant
 - Defining the who
 - Considered the Diversity, Inclusion, and Equity statement from the Chamber Music America organization as a model
 - <https://www.chamber-music.org/statement-commitment>
 - Discussed our focus as an organization and for this scholarship should consider the intersectionality of gender, LGTBQ, and abilities through a racial lens
 - Decided to look at wording of Option 1 more thoroughly
 - Discussed applicant criteria
 - Discussed connecting national membership and attending levels courses
 - Discussed other funding options for Title I teachers to support attendance to conference and how to disseminate to chapters
- Participation in the “Get Involved” fair at conference
 - Informational table at Conference
 - Located at the Marketplace
 - Friday from 2:00 – 3:00 in conjunction with Electronic Research Poster Session
 - No other sessions are scheduled
 - Discussed handout specifics
 - Other: T-shirts! We need them

- Yearly focus – Core Values
 - Background Information
 - Discussed Core Values
 - Discussed creating measurable goals for AOSA
 - Divided work among the committee members

Future Issues

- Grant and scholarship opportunities
- Articles for Reverberation and the Orff Echo
- Professional Learning Network (PLN) supporting Diversity goals

(Membership Relations Committee Report and Summary on file)

PROFESSIONAL DEVELOPMENT / RESEARCH (PDR) COMMITTEE **Laura Petersen and Josh Southard**

Activity since March 2018

- PLN
 - Executed three sessions focused on “Elementaria” by Gunild Keetman with Donna Massello-Chiacos and Martha O’Hehir as facilitators
 - Maintained records of attendance for each session
 - Distributed “Certificates of Participation” for those who attended all three sessions and submitted an attendance form after each session – 19 total
 - Determined length of each session should be increased to 75 minutes
 - Created a document that outlines protocols for how PLN topics are chosen, how facilitators are selected, timelines for duties, and other important information
 - Determined top three choices for Fall 2018 PLN “Level 1 – Now What?” facilitators
 - Paul Cribari, Meg Tietz, Connie Van Engen
 - Determined late winter/early spring PLN topic to be centered around encouraging people to continue with Level II – facilitators to possibly include members of OSEP subcommittee
- OSEP
 - Updated OSEP JD and disseminated to OSEP subcommittee members
 - Decided on top focus areas for this new committee:
 - Names for facilitators for Intro to Level II and Intro to Schulwerk sessions at conference
 - Marketing of teacher education courses as a product that AOSA endorses
 - Analyzing data from teacher education courses/course evaluations
- PDD

- Identified top priorities for work with PDR committee:
 - Disseminate information about the Digital Mentor Program and upcoming PLNs to teacher educators, course directors, and course participants
 - Create PLN with a teacher educator focus as professional development for that targeted group
- PL3
 - Digital Mentor Program
 - Updated all documents for posting on the AOSA website
 - Updated language for AOSA website
 - Created social media posts to post for possible digital mentors

At this Meeting

- PDR
 - Will send out Google Doc for committee members to sign up for Conference sessions/duties
 - Discussed policies related to how courses are organized outside of the university/college structure
 - Generated a list of questions to ask courses run outside of institutions
 - Will compile info to analyze and generate a document of policies and guidelines on how to govern these courses
 - Tabled discussing AOSA website content: changing “Sharing Wisdom” to “Seeds for Your Classroom” will be discussed once website update is further along
 - Discussed the idea of creating a marketable “Intro to Orff” workshop/professional development session
 - Compile list of possible presenters by region (Ambassador List or past IS teachers)
- PLN
 - Decided PLN topics for late-winter/early spring
 - Late Winter – Connect with OSEP to promote Level II
 - Early Spring – Classroom Management with Responsive Classroom
 - Tabled creating content for PLN portion of AOSA webpage pending website updates
 - Discussed promoting Re-Echoes Volumes I-IV in a style similar to CLRC videos
 - Discussed possibility of using the AOSA Video Library to accumulate clock hours/credit with Ashland University
 - Looked at NAFME’s Academy model
- OSEP
 - Determined final choices for Intro to Schulwerk/Intro to Level II facilitators in Salt Lake City 2019
 - IS
 - Discussed selections

- POA: Laura Petersen and Josh Southard will invite to these to present
 - Intro to Level II
 - Discussed selections
 - POA: Laura Petersen and Josh Southard will invite to present
- RIG
 - No Excellence in Research Award applicants at this time
 - POA: Laura Petersen and Josh Southard update RIG JD to reflect cap of 8 Digital Poster participants

RESEARCH INTEREST GROUP (RIG) SUBCOMMITTEE

Activity since last meeting

- Twelve Digital Poster submissions were accepted for the Digital Poster Event that will take place at the National Professional Development Conference in Cincinnati in November 2018. Eight of the participants selected have confirmed that they are attending the conference. Three have not yet confirmed their attendance. One of those who has not yet confirmed her attendance at the conference submitted two digital posters. I will follow up with these three people during September to confirm whether they plan to attend and to present.
- Heather Klossner of the University of Memphis was appointed to the Research Interest Group July 1. Welcome, Heather!

Future Issues

- The Research Interest Group will work to create a Dissertation of the Year recognition that could be awarded by AOSA in the future. The committee is currently looking at other examples of similar awards given by similar organizations.
- Consider writing an article for the Echo about scholarship and presenting a poster.
- Continue to work on language to submit for a Dissertation Award.
- Begin a conversation at conference about prospective Candidates to join the RIG in 2019.

POST LEVEL III (PL3) SUBCOMMITTEE

Activity since last meeting

- Meeting of the Minds 2018
 - Panelists selected and confirmed: Judith Cole, Carolee Stewart, Carol Erion, Esther Gray, Barbara Grenoble, Charles Tighe
 - Question list created
 - How Orff has expanded or changed?
 - What wisdom from the past would you impart on the next generation?
 - What do they know now that they wish they had known at the start of their journey?

- What do they see as the work of the next generation?
 - What do they see as their most important contribution?
- Subcommittee Member Chosen
 - Chris Judah-Lauder is our newest member
- Digital mentor:
 - Updated Mentor/Mentee Applications via Google Form
 - Laura Petersen created google versions of our previous application forms. It is the same information, just streamlined into an online version
 - Creation of a separate Mentor Application for AOSA Approved Teacher Educators
 - Our committee created a separate application intended for teachers already on the AOSA approved teacher roster. This application is similar to the other, but requires fewer steps in the references sections as AOSA has already vetted these teachers.
 - Checking in with current Mentors
 - Meg Tietz has emailed all current mentors to determine whether they would like to continue into 2018-2019
 - Recruitment of Additional Mentors
 - Laura Petersen has emailed Karen Benson, PDD to see whether we can email all AOSA teacher educators with the link to apply for the mentor program
 - We have been working to brainstorm ways to secure additional mentors for our program. In July, we decided to post in various teacher educator Facebook groups to encourage them to use our new application to apply.
 - Meeting set for conference Cincinnati 2018
 - We have a meeting scheduled for Wednesday, Nov 7, 2018 from 8:00-9:30 p.m. We will invite mentors to attend around 8:45 or 9:00.
 - Reflections from Mentees/Mentors Evaluated
 - Overall, both mentees and mentors were very happy with the program. Some suggestions they made for us to consider were:
 - Consider a space on the application that allows the applicants to list the type of school, socio economic factors, etc.
 - Having a more delineated process for knowing when the partnership is completed
 - We will have a check in mid-year with all pairings via email to see how everything is going.
 - Website Updated
 - Previously on the website, the handbook was posted on the digital mentor page. Via email, our committee made suggestions to make it more user friendly. Meg Tietz drafted a version of headers that could lead the reader

to further information without having the whole handbook published. The website now reflects these changes.

At this meeting - Josh Southard, Laura Petersen, and Meg Tietz Tuesday, August 21

- MOM
 - We have decided against our original idea of creating a notes packet of the answers to the questions we originally created.
 - To not double with the DSA Fireside Chat at conference, we took our original list of questions and have pared it down to the following two questions for the MOM session:
 - What wisdom from the past would you impart on the next generation
 - What do they know now that they wish they had known at the start of their journey?
- Digital Mentor
 - Advertisement:
 - We discussed additional ways to encourage mentors to apply for the program. Laura Petersen created a Canva advertisement to be posted in the general AOSA page, twitter, and instagram.
 - Meg Tietz is going to go back and contact mentors from previous years to see whether they are interested in continuing.
 - Laura Petersen created a Canva that will be posted in the AOSA page for mentee applications as well.
 - Laura Petersen is going to pass information on for approval to EC to be emailed out to the general membership and also the website to encourage future applications of mentors/mentees.
 - We updated the pairings chart to be more streamlined before we match mentees and mentors in early October. Amy Fenton emailed our current applicants for mentorship and those to be mentors with a response letting them know about our timeline.

Future Issues

- Usefulness of Facebook Group for Mentors
 - We have decided to give this another year, and to try to help movement on this page by facilitating and encouraging discussions. If we don't get any traction here, we will discontinue use of this page.
- Continuing to Grow Our Mentor Base
 - How do we keep encouraging and recruiting mentors for the digital mentor program?
- Use PL3 JD to help guide committee actions
- From EC

- Create possible resources lists for mentors to use with their mentees

ORFF SCHULWERK EDUCATIONAL PROGRAMMING (OSEP) SUBCOMMITTEE

At this meeting

Our meeting via Skype on the evening of July 25, 2018 marks the first time this new subcommittee met. We limited our discussion to three topics:

- The selection of individuals to serve as the lead teacher for the Introduction to Schulwerk sessions at the 2019 National Conference
- The selection of an individual to each the ‘Introduction to Level II’ sessions at the 2019 National Conference
- A general discussion of the scope of the continued attrition rate between the levels in approved summer programs

Using the Approved Teacher Educator Roster as a guide, the committee members discussed the pros and cons of each other’s selections. We also considered the existing list of persons who have been IS lead teachers in the past. Three names were decided upon (see below). The same was true for the teacher of the Introduction to Level II session. Three names were decided upon (see below). With both of these selections, it is assumed that the first person on the list will be given the highest priority. If this individual is unable accept the position, the next name on the list will be contacted.

Introduction to Schulwerk Lead Teachers:

- 1) Cindy Hall
- 2) Paul Weller
- 3) Joyce Stephansky

Introduction to Level III

- Cyndee Giebler
- Mary Helen Solomon
- Katie Traxler

Future Issues

- The OSEP Job Description lays out a rather extensive agenda for the committee. We hope to get a better sense of the scope of the course attrition problems by compiling statistics from the summer courses over the past 5 years.
- We will also be discussing the development of materials that promote the continuation of level course study through Level III and beyond. This must be considered in two ways
 - finding ways to convince students of the value of continued level course study
 - discouraging teacher behavior that intentionally or unintentionally implies that students need not continue study following Level I

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

CURRICULUM AND INSTRUCTION (CI) COMMITTEE

Shelly Smith and Beth Nelson

Activity since March 2018

- Apprenticeship Program (AARP/TEAP)
 - Implemented the first Recorder and Movement Program for one movement teacher and one recorder teacher. Both successfully completed their apprenticeship.
 - Three people successfully completed their Basic apprenticeship.
 - Worked with TEAP teams to update rubrics to increase consistency and updated timelines for the coming year
- CI
 - Implemented monthly Skype calls and POA log
- Course/Instructor Approval
 - Began discussions about creating simplified approval forms for experienced teachers (8+ years) and updating current scope and sequence documents for others
 - Due to time restrictions, the decision was made to push renewal deadlines for teacher educators ahead one year. Group B will complete documents next year.
 - Online evaluations were submitted for courses, some discussion about complexities of analyzing information and using evaluations as the only way to verify enrollment. PDD will consider this over the next few months.
- Summer Levels Courses
 - 45 course sites, 5 cancelled
 - 12 sections cancelled (Level I, 7 Level II, 3 Level III, 2)
 - Approximate attendance= 1437
 - General trend was a decline in attendance compared to 2017, most significant in Level I (24%) and III (26%). Approximate total decline is 13%
- CTED
 - Submitted materials for the Cincinnati Conference
 - Began planning for the Conference in 2019
- CORS
 - Movement resource list started but participation has been limited
 - No report submitted

At this meeting

- Apprenticeship Program
 - Reviewed timeline and assigned tasks moving forward in upcoming months
 - Celebrated completion of guidelines and rubrics
 - Discussed and clarified process for apprentice placement
 - Discussed and clarified communication process for applicants
- Course Approval/Instructor Approval Process

- Discussed teacher educator approval process: long and short forms
- Changes to course requirements
 - Minimum number of Level I participants changed to 12
 - Updated course application in process
 - Reviewed updates to the course director handbook
- CTED
 - Reviewed upcoming CTED sessions: Rick Layton: What I Love About Level II, Friday, 8:00 am; James Harding: Level II World and Historic Music Resources; Friday, 9:45 am. Kris Olson: two movement sessions Friday 12:30 and 3:45
 - Reviewed plans for 2019 conference

Future Issues

- Paper vs. Electronic copy of course evaluation
- Exception for courses that fall on the July 4th holiday
- Courses wishing to have immediate feedback may want to develop their own individual form (Stars and Wishes)
- 5th Member of CORS
- Universal form for Levels I and II
- Consider sharing letter as a model (What's Next?)
 - Awareness of process comes from course director AND teacher educators
 - Enforcement of curriculum standards
- Gap between taking levels

CURRICULUM OVERSIGHT AND REVIEW (CORS) SUBCOMMITTEE

Activity since March 2018

- No Report

CONTINUING TEACHER EDUCATION DEVELOPMENT (CTED) SUBCOMMITTEE

Activity since March 2018

- Communicated via email with our board liaisons
- Submitted materials for 2018 conference
- Begun brainstorming for 2019 conference

Future Issues

- Making final recommendations for 2019 conference

BASIC TEACHER EDUCATION ASSESSMENT PANEL (BTEAP) SUBCOMMITTEE

Activity since March 2018

- Membership rotation: Michael Chandler's term ends, Sue Mueller appointed as replacement; Jay Broeker assumes Chair role
- Edited rubrics for evaluating Apprentice Application materials.

Future Issues

- Evaluating and providing feedback regarding the newly revised Apprentice Application process and timeline.

MOVEMENT TEACHER EDUCATION ASSESSMENT PANEL (MTEAP) SUBCOMMITTEE

Activity since March 2018

- Met via Skype beginning January 2018
- Created an assessment rubric for documents submitted by Movement Apprentice Applicants. This document was modeled after the rubric used for the Basic Pedagogy Apprentice Applications.
- Revised the Rubric after receiving feedback from C&I members (Shelly Smith, Beth Melin Nelson)
- Assessed the application documents from two applicants.
- Recommended one applicant to move forward.
- Provided specific feedback to the applicant whose application was denied.
- At the request of C&I our committee discussed a late submission. The committee recommended, in the interest of transparency and fairness to all applicants, that the application not be reviewed.
- Reviewed and edited the Movement Apprentice Application in preparation for the 2019 application process in collaboration with Shelly Smith and Beth Melin Nelson.
- Reviewed and edited the assessment rubric in preparation for the 2019 application process in collaboration with Shelly Smith and Beth Melin Nelson.
- Recommended that the C&I committee consider how the letters of recommendation can provide meaningful information to the score of an applicant.

Future Issues

- Letters of recommendation receive 1 point if they are submitted on time. The content of the letters is not part of the scoring rubric.

RECORDER TEACHER EDUCATION ASSESSMENT PANEL (RTEAP) SUBCOMMITTEE

Activity since March 2018

- Communication through email to CI liaison, Shelly Smith and Tiffany English and Beth Hepburn with questions and concerns.
- Sent handbook to all committee members for review.
- Established scribe for the year.
- Asked for input for power point presentation and issues needing to be addressed at next meeting from committee members.

At the Meeting (November Conference agenda)

- Set up timeline so all tasks with applications can be completed by deadline and sent to CI liaison.
- Review power point and presentation by members of committee for our Friday 2:30pm presentation “So You Want to Be an Apprentice.”
- Create plan of action for issues discovered.

Future Issues

- How well the new rubrics work with the applications received.

(Curriculum and Instruction Committee Report and Summary on file)

REGIONAL REPRESENTATIVE (RR) COMMITTEE

Lisa Hewitt

Activity since March 2018

- Completion of Chapter Leadership Essentials: March = II, April = II, May = III, June = III, July = IV, August = IV, September = V
- Completed Skype orientation for new Regional Representatives
- Communication with Chapter Presidents welcoming them to the new year and sharing information about conference, regional realignment, and Chapter Leadership Resource Center
- Continued posting/monitoring of the AOSA Chapter Leadership Page 2017-2018
- Set up the AOSA Chapter Leadership Page 2018-2019 for the new leadership starting in July
- Updated Regional Representative Job Description
- Reminded chapter presidents to register and attend both Advisory I and II as a double session
- Summaries of Annual Reports
- Contacted individual local presidents as needed to answer questions from the Annual Reports

At this Meeting

- Welcomed the new Regional Representatives
- Discussed trends found in the Chapter Annual Report summaries
- Developed a plan of action using questions and concerns from the Chapter Annual Report for Breakout sessions for both Advisory I and II at the 2018 Professional Development Conference
 - Advisory I Breakout - nuts and bolts of chapter leadership, trends from the Annual Reports, and questions from the chapter presidents, Chapter Recognition Awards
 - Advisory II session - continuing with the newer format from last year, chapters will hold discussions by chapter size
 - Sessions will include:
 - Cultivate and grow members and leaders
 - Finances
 - Hosting a Teacher Education Course
 - Discussed creating a template for note taking and sharing information from the Advisory sessions with the chapter leaders

Future Issues

- 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

FINANCIAL ASSISTANCE COMMITTEE

Motion #2019-05

The Financial Assistance Committee moves to approve the use of funds from the Guild Keetman Assistance Fund up to \$1400 in order to fund one Diversity Scholarship annually. *Rationale: This scholarship will address the need for increasing diversity in our national organization in accordance with our core values and diversity statement and definition by providing funding towards conference registration and related expenses for an eligible candidate.*

(motion passed)

LEADERSHIP DEVELOPMENT AND NOMINATIONS

Motion #2019-06

The Leadership Development and Nominations Committee moves that the following candidates be placed on the ballot for the January, 2019 NBT election:

- Region III: Jennifer Patterson & Meg Tietz
- Region IV: Rachel Grelle & Rosemary Pilonero
- Region V: Lori Arner & Charlotte Rudolph
- Region VI: Kateri Miller & Kaethe Grabenhofer
- Vice President: Lorelei Batislaong & Michelle Przybylowski
- Treasurer: Sarah Fairfield & Judith Thompson-Barthwell

Rationale: This year's National Board of Trustees election process is designed to ensure the continuation of representatives from Regions III, IV, V, VI and the office of Vice President and Treasurer.

(motion passed)

FUTURE MEETING DATES

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

March 6-7-8, 2020 – Kansas City, MO

September 18-19-20, 2020 – Kansas City, MO

November 11, 2020 – Kansas City, MO
March 5-6-7, 2021 – TBD

ADJOURNMENT

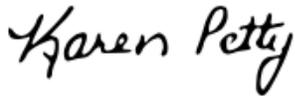
Jean Fox moved that the meeting be adjourned. Shelly Smith seconded the motion. (motion carried)

The meeting was adjourned at 10:28 a.m. on Sunday, September 16, 2018.

CLOSING SONG

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

Respectfully submitted,

A handwritten signature in black ink that reads "Karen Petty". The signature is written in a cursive, flowing style.

Karen Petty
Recording Secretary, AOSA