

**AMERICAN STRING TEACHERS ASSOCIATION
National Executive Board Minutes**

Date: May 29-31, 2008
Location: Chantilly, VA.

Present:

Board Members Present

Jeffrey Solow, President (May 2010)
Kurt Moss, President-Elect (May 2010)
Mary Wagner, Past-President (May 2010)
Judy Weigert Bossuat, Secretary (May 2010)
Marilyn Seelman, Publications Chair (May 2010)*
Beth Gilbert, Member-at-Large (May 2009)
Kristin Turner, Member-at-Large (May 2009)
Mark Wood, Member-at-Large (May 2010)
Neil Lilien, String Industry Council President (May 2009)

* departed Friday at 3:20pm

Absent: Lynn Harrell, Member-at-Large

Staff Members Present

Donna Hale, Executive Director
Beth Danner, Deputy Director of
Conferences & Membership
Mary Jane Dye, Director of Communications+
John Golden, Development Manager+
Kari Hahn, Director of Membership+
Jody McNamara, Deputy Director of Finance+

+ attended the portion of the meeting concerning their office assignment

Next Meeting Date: January 8-9-10, 2009

Future Conference Dates: March 18-21, 2009 Atlanta, Georgia
February 17-20, 2010 Santa Clara, California

Agenda Item	Discussion – Conclusion	Recommendations or actions
Meeting called to order by President Solow at 4:12 p.m. on Thursday, May 29, 2008		
I.A. Read and approve the Jan. 2008 minutes		Motion: Approval of the Jan. 2008 minutes. Lilien/Turner Adopted:

		5 yes, 0 opposed, 3 abstentions (new board members)
1.B. Read and approve Action Agenda		Motion: Approval of action agenda. Gilbert/Wagner Adopted: Unanimous
1.C. Interim board actions read into minutes	<p>It was decided to decrease student dues from \$44 to \$30 a year providing they receive their journal on-line rather than by mail.</p> <p>As a result of discussions with current and past National Orchestra Festival chairs and the Executive Committee, recommendations were made, discussed and modified prior to this board meeting. The resulting document is addendum #1 to these minutes.</p>	<p>Motion: Modify student dues to \$30 with on-line journal starting July 1, 2008. Solow/Lilien Adopted: Unanimous.</p> <p>Motion: Accept the modified National Orchestra Festival guidelines as presented. Solow/Turner Adopted: Unanimous</p>
1.D. Procedures for approval of May 2008 minutes	<p>Draft of minutes reviewed by committee and sent to the entire board: June 5 Date corrections due to Secretary: June 9 Minutes placed on web: June 15</p>	
2. Information Agenda – Committee Reports	<p>Committee Reports were reviewed and discussed.</p> <p>National High School Honors Orchestra 2010 – As a result of the work by the task force set up to study all aspects of the NHSHO including philosophy, selection process and timeline; recommendations were suggested.</p> <p>Discussion of how to get the best wind players in the NHSHO.</p> <p>Revised the NHSO mission statement (changes in bold): The mission of the National High School Honors Orchestra is to select competitively the most accomplished young musicians from school orchestras in each state to assemble biennially and perform in a national showcase, playing music from the professional orchestral literature under the direction of an internationally recognized conductor. The students working toward excellence in the NHSO are inspired to carry that excellence back to their own schools and on to a musical future. ASTA will make every effort to include a student from every state submitting applicants as long as the level of each student poses no significant detriment to the quality of the group.</p>	<p>Motion: The Alternative Styles Steering Committee continues as the Alternative Styles Task Force, the chair and the committee members remain the same and adopt a mission statement. Wagner/Gilbert Adopted: Unanimous</p> <p>Motion: The age restriction for the woodwinds, brass and percussion students in the National High School Orchestra will be changed to 9-12 grades (at the time of the conference) instead of 11-12 grades. Moss/Seelman Adopted: Unanimous</p> <p>Motion: We accept the revised mission statement for the National High School Honors Orchestra.</p>

	<p>STEP program: The committee is asked to continue to develop the STEP program and make appropriate changes to wording and the process keeping in mind that - as was the case in 2008 - no budget is foreseen in the future.</p> <p>Committee on School Orchestra and Strings (CSOS): Elizabeth Green Education of the Year Award requirements were modified in accordance with the committee’s request. Regarding a youth mentor program, the committee may continue to refine this idea and bring it to the board at a later date.</p> <p>Discovering Strings and Orchestra: Data is being collected from presenters. Narratives are being requested from teachers and students.</p>	<p>Wagner/Seelman Adopted: Unanimous</p> <p>Motion: The Elizabeth Green Educator of the Year Award will have a nomination deadline of November 1st, the whole page application placed in the August journal and a minimum of 15 years of experience and 2 letters of recommendation will be required. Turner/Gilbert Adopted: Unanimous</p> <p>Motion: Based on the recommendation of the COSI report, the name of the Certificate Program for Strings (CPS) will be changed. The new name will be ASTA Certificate Advancement Program (ASTACAP). Moss/Bossuat Adopted: Unanimous</p> <p>Motion: Move that the information agenda and reports be accepted. Gilbert/Lilien Adopted: Unanimous</p>
3. Membership Report (Hahn)	<p>Membership has decreased from 11,384 at the January meeting to 11,039 at this meeting – a decrease likely due to the economic downturn. 9 transitional members have signed up to use the new program offered to graduating college students. We actually have 130 new members: the decline in total membership numbers is due to members not renewing. The new State Presidents will be sent lists of members who have not renewed in the past year.</p>	
<i>Meeting adjourned at 7:00 by President Solow.</i>		
<i>Meeting called to order</i>		

<p><i>by President Solow, Friday, May 30, 2008 at 8:25 a.m.</i></p>		
<p>11. New Board Member Orientation (Solow) (moved forward as an agenda item)</p>	<p>Since 2002, ASTA has been working towards having at least one year's operating expenses in reserve. We are about half way to that goal.</p> <p>The finances have been moved from cash to accrual method of accounting using GAP (generally accepted accounting principles). ASTA uses program based budgeting. On financial statements, each program's expenses include salaries and benefits attributed by staff time spent on the program. Rent, insurance, are telephone are also divided at the end of the year depending on the percentage of staff time allocated to each program.</p> <p>Two years ago the association by-laws were rewritten. We are working towards electronic voting in order to cut the election expenses. Members must "opt-in" in order to vote in this way. Board member terms were changed so that a majority of the board does not change at the same time.</p> <p>The state chapters were incorporated; liability insurance, affiliation and trademark agreements were reworked.</p> <p>Member Services: The journal, "American String Teacher" (AST) is now done in-house. The AST committee and the board are working to improve the quality.</p> <p>Recognition of volunteers has become a focused initiative. Membership database: IMIS is a real-time data base. The Institutional Membership category was established and is popular.</p> <p>ASTA oversaw the development of a host of new member services including the CPS (now ASTACAP), STEP, state chapter awards, state president's newsletters, and e-news for members to keep them abreast of national events among others.</p> <p>E-commerce is possible online – membership renewal, registration for conferences, etc.</p> <p>Conference/Events:</p>	

ASTA oversaw the orchestration of the first and successive annual national conferences that are consistently touted by members and industry representatives as one of the best music conferences in the world. Conferences have grown every year.

The National Orchestra Festival gains more prestige each year.

ASTA created an annual Silent Auction and benefit evening that culminates in a gala concert, negotiating with big performers to donate time and talent to ASTA for the event.

Alternative Styles have been embraced by ASTA through articles in AST, sessions at the conference and the Alternate Styles awards program.

ASTA implemented an on-line submission proposal program this year and the number of sessions submitted increased by more than 100 submissions (33% more).

Development:

ASTA created the National Foundation to Promote String Teaching and Playing and raised more than \$1 million in grants from a variety of sources for new programs including *Careers in String Teaching*, *Discovering Strings and Orchestras*, *Increasing Access to Strings* and the *National String Project Consortium*. The National String Project Consortium (NSPC) is now a successful, independent non-profit.

Currently we are running about one grant per year. Running grant programs is staff intensive.

Each year an annual campaign has brought in \$10-12,000.

Everything that has been accomplished is a result of the goals set at the 2004 Summit.

Advocacy:

From a survey given to the membership two years ago, advocacy was the first priority.

Tremendous strides have been made including an advocacy DVD which is downloadable and a customizable advocacy PowerPoint on

	<p>the web. There is a yearly advocacy plan.</p>	
4. Conference	<p>Session submission: 112 of 309 were accepted (this number does not include master classes, collegiate roundtable, NSPC, etc). With so many session proposals, the board discussed the number of sessions each presenter could present. It was left open so the Conference Committee could have flexibility to make the conference program as balanced as possible.</p> <p>.</p> <p>National Orchestra Festival: The NOF, while having a competitive track, is a festival and open to all orchestras. It was designed for its educational opportunities not matched elsewhere. This needs to be made clear in the 2010 brochure and to orchestra directors participating in the 2009 event. There is a misconception that the NOF is only a competition. There are three categories of participation: Comments Comments plus ratings Comments plus ratings and competition The educational benefits of participating without rating needs to be made clearer and emphasized to the orchestra directors.</p>	<p>Motion: Recognizing the cost of conference attendance and the state of the economy, the Early-Bird rate will be frozen for the 2009 Conference at the same level as 2008. Moss/Turner Adopted: Unanimous</p>
5. Finances Year End Numbers/Audit Approval of FY2009 Budget Approval of Revised and <i>New Policies – Investment, Records Retention, Whistleblower Motion to appoint Executive Committee as Audit/Finance Committee</i>	<p>Executive session was held. General Board Session reentered. Because of lower student membership fees, journal costs, the decision to freeze the cost of “early bird” registration for the conference, state rebate percentage increase, and other decisions the proposed 09 budget holds a lower financial cushion than the 08 budget.</p> <p>Yearly, the auditor will attend the January board meeting and the investment advisor will meet with the executive committee in May.</p>	<p>Motion: Moved to accept the auditor’s report as presented. Gilbert/Wagner Adopted: Unanimous</p> <p>Motion: In order to be considered for the following year’s fiscal budget, any program proposal requestion funding needs to be presented with a budget to the president before November 1st. Seelman/Gilbert Adopted: Unanimous</p> <p>Motion:</p>

		<p>To approve the 2009 fiscal budget as amended. Moss/Turner Adopted: Unanimous</p> <p>Motion: Moved to adopt the Employee Separation Policy Moss/Gilbert Adopted: Unanimous</p> <p>Motion: Based on the auditor’s recommendation the board adopted the Record Retention Policy and Procedures, the Whistleblower Policy and the Investment Policy. Gilbert/Seelman Adopted: Unanimous</p> <p>Motion: The board appoints the executive committee to serve as the audit committee. Bossuat/Turner Adopted: Unanimous</p> <p>Motion: The board authorizes the executive director to make tactical adjustments to our investments on the advice of our financial counselor. Moss/Turner Adopted: Unanimous</p>
6. Advocacy Report (Wagner)	John Benham’s presence at the conference has been very beneficial. Some school string/orchestra programs have been saved.	
7. <i>Publications</i> (Seelman)	We are developing a marketing strategy for the first <i>Honey Bee</i> book. We are interested in the second book in the series, but the first	

	book needs to have time to take hold. We will discuss the second book proposal at a future board meeting.	
8. <i>Foundation Report (Golden) Endowment, Special Event</i>	<p>Applicant numbers increased this year for the Merle Isaac Composition Contest.</p> <p>Special project grant applications are arriving at the moment. Coda Bows and Potter's Violins also have had applicants and awardees will be announced soon.</p> <p>Based on the state of the economy, our 2008 Philanthropist of the Year - Kay Logan - has suggested holding off on launching the Charity Fundraising event. Discussion continued as to the pros and cons of smaller events in the meantime. Brainstorming ensued about how to help the endowment grow and how to gain privileged access to people who might be able to help us.</p>	
9. <i>Solo Competition (Solow)</i>	A task force with members from each instrument has been established as a result of Steven Shipp's visit at the January 2008 board meeting. Recommendations will be made about location, date, inclusion or not with the national conference, raising prize money, advertising and winner publicity.	
10. <i>State Chapter Discussion</i>	The fall phone campaign dates will be set by Moss and communicated to the board.	
<i>Candidate Discussion (Wagner)</i>	Executive session entered.	
12. <i>Email Use Discussion</i>	<p>Policy has been and continues to be for the national ASTA not to sell or publish our email lists. Emails are sent to states as part of their membership lists. We offer the option to opt out of email communication. Unless members update their emails address changes with the national office <i>and</i> with the states, there could be a lapse in accuracy.</p> <p>It is recommended that states gain permission from their members before posting their membership lists online.</p>	
13. <i>String Curriculum Report</i>	Stephen Benham is chairing this committee which will meet the last few days of July and August. Duquesne University has a website set up for committee communication. An advisory committee is being created to help with specific aspects of development. The committee is hoping to present a draft of their work in Atlanta for comments.	
14. <i>JSR Research Proposal</i>	The Journal of String Research was begun by Donald Hamann as a juried bi-annual publication. Journal #4 is due out in Fall 2008 and will be published by the University of Arizona as it has in the past. Discussion centered on bringing the publication in-house as an	<p>Motion:</p> <p>The board adopts the Journal of String Research under the umbrella of ASTA as of Volume 5 (2010) with details to be</p>

	ASTA publication. The online site may be transferred as soon as possible but will not be searchable in the short term. The ASTA Research Committee will work out the details of editorship and make recommendations to the board about the JSR Editorship	worked out with the national office and the ASTA board. Moss/Wagner Adopted: Unanimous
Meeting adjourned at 5:05 p.m. for the evening		
Meeting called to order by President Solow at 8:40 a.m. Saturday May 31, 2008		
15. Gillespie Proposal (Solow)	The board discussed funding a research proposal by principal investigator Robert Gillespie; co-investigator Donald Hamann. The studies will: (1) gather baseline data on new school string programs; (2) determine the relative importance of the strategies that contributed to creating new programs; and (3) compare successful and unsuccessful attempts at creating new string programs. After discussion, a motion was made to accept the proposal.	Motion: The Gillespie New String Program research proposal is accepted. Moss/Wagner Adopted: Unanimous
16. Awards	Award winners were selected	
17. AST Editorship (Solow)	Discussion was led by Mary Wagner who has reviewed the AST in comparison to other music journals and has designed a survey for the membership. The article application guidelines will be taken off the web until they are revised by the new task force. As a short term solution, Mary Wagner will solicit articles. Master class clinicians from the last few years will also be asked to write articles. Names were generated to be asked to serve on an advisory task force to work on the vision for the journal as well as generate articles. Items to be discussed will include: author guidelines, the review process, and what data should be kept such as rejection/submission numbers.	
18. Strings Specification Brochure (Lilien)	Printing will be delayed until the 2010 budget period and the final document will be presented to the board before printing.	
19. Overflow	Official board liaisons for National Committees are: Conference – National President – Jeffrey Solow NOF - National Orchestra Festival – National President - Jeffrey Solow	

	<p>NHSHO – National High School Orchestra – National President - Jeffrey Solow Student chapters – National Secretary –Judy W. Bossuat The two Alternate Styles Com. and the Task Force – Mark Wood National Collegiate Roundtable – Kristin Turner CSOS – Committee on School and Orchestra Strings - Beth Gilbert COSI – Committee on String Instruction – Marilyn Seelman NSPC – String Project Consortium - Judy W. Bossuat SPG – Special Project Grants – President-elect – Kirk Moss</p> <p>A letter from Yamaha Company was discussed.</p>	
<p>15. Meeting adjourned at 11:45 by President Solow.</p>		<p>Motion to adjourn Wagner/Lilien</p>

Guidelines and Requirements for National Orchestra Festival Invited Groups

ASTA's National Orchestra Festival promotes orchestral performance by middle school and high school students through providing a performance opportunity in a national setting with constructive evaluation and comments by nationally recognized experts in the field.

Group Personnel

Students must be of middle school or high school age and enrolled in the school or organization to perform with that school's group. Students participating in the NOF Festival may not also participate in the National Solo competition or the Alternative Styles Awards competition for 2009.

Groups must have a minimum of 25 participants (inclusive of chaperones, director, and students). Schools/organizations bringing two groups can only enter both groups into competition if the two groups are completely autonomous. Therefore, individual students can only be part of one competitive group. If duplicating members, the second group must be entered for Ratings or Comments.

Second ensembles from the same school/organization are not eligible for competing within the same division as first ensemble. For two groups from the same school/institution to both compete, these two groups must be autonomous (that is, with no repeating students and must be competing in different divisions). For example, a Secondary School may have a High School Full Orchestra and a Middle School Orchestra competing because they do not share students and are entering different divisions. All second ensembles are eligible for Rating and Comments regardless of division and shared participants.

No "guest(s)" (adult, professional, person outside the school/organization) may perform on the program.

Performance Time Limit

High school and primarily high school age youth orchestras must play a minimum of 30 to a maximum of 40 minutes of music. Middle school orchestras and primarily middle school age youth orchestras must include a minimum of 20 to a maximum of 40 minutes of music. All invited orchestras will perform on a one-hour schedule that includes:

- à Music performance
- à Reading of introductory notes
- à Set changes between pieces.

Movement to the stage, set-up of all sections and cursory tuning is included in the one-hour schedule. In the interest of all participating in the festival, time limits will be strictly enforced. Any violation of the above will disqualify a group and the performance will be terminated at the specified time.

Selection and Suitability of Repertoire

The goal of the ASTA National Orchestra Festival is to promote orchestral performance by students that demonstrates their highest level of musicianship through well chosen repertoire.

- It is highly recommended that directors carefully select suitable repertoire that showcases the true musical and technical abilities of their students. All selections should be at or near the same level of difficulty.
- Adjudicators provide ratings and comments by measuring the success of each selection performed, **not on the difficulty of the selection attempted**. This holds true for all categories and divisions. Competition winners are chosen on the musical success of their performance, not on the difficulty of the repertoire presented.
- Each selection is judged in the following components:
 - Technique, Tone Quality, Intonation, Rhythm, and Interpretation
- When selecting repertoire, directors should keep in mind the educational validity of the entire program for their group. A variety of styles, periods, genres should be represented (i.e. not a complete program of Baroque compositions or a preponderance of "pop" literature).
- Commissioned/student composed repertoire should be appropriate to the performance level of the group.
- No solo concertos or concerti grossi may be programmed. Repertoire choices with any question, such as works that have featured solo parts, should be approved ahead of time by the NOF chair to be sure they will be acceptable. All repertoire lists, including any potential substitute selections, should be submitted to the NOF chair by December 1, 2008. If directors have any questions about repertoire, they should contact the chair BEFORE this deadline.
- All members of the string section must perform on all selections.
- A full orchestra must include one string orchestra selection in its program.
- All measures should be numbered in each score. At the conference, directors should bring the scores to the rehearsal and a runner will take them to the judges.