

cNAfME Executive Board Meeting Minutes

Date: November 19th, 2018

Time Started: 8:00 PM

Called To Order By: Kiersten Hecht

Attendance:

1. Kiersten Hecht (khecht4@mail.naz.edu)
2. Derek Schmelter (dschmeltermusic@gmail.com)
3. Morgan Beaton (mbeaton8@mail.naz.edu)
4. Shoko Nagami (snagami@syr.edu)
5. Dr. Keith Koster (kkoster8@naz.edu)

Agenda Items:

1. NYSSMA Winter Conference
 - a. Walk Through the Conference
 - i. Thursday: Collegiate Panel (Kiersten and Derek)
 1. Talk about: What is NYSSMA collegiate? What is the agenda?
Answer questions, Slides about the NYSSMA website, What can we do for them/professional development? Go over Fall Newsletter, Discuss what Chapters have been doing, Amplify
 - ii. Registration Table (people to staff the table)
 - iii. Presiding over sessions (State Board Members)
 - iv. Agenda for Business Meeting Friday
 1. Introduce Ourselves, Icebreakers, Practice-A-Thon, Conferences, Social Media, Applications for State Office Positions, Review of CUNY Queens Conference/2020 College of St. Rose Conference, Reach out to Morgan to find out what our board is talking about
 - v. Need Student Teachers for the Student Teaching Panel on Saturday morning

1. 3 or 4 student teachers formally sit up front and presider brings microphone around for questions
- vi. Business Meeting:
 1. Talk, Grab Food + Icebreakers, Talk (try to conclude by 7:00PM)
- vii. Presider mentions Qualtrix survey link before session starts (Instagram and Facebook)

General Notes:

- Meeting the next Monday to fill in the Province Reps
- Dr. Koster will send documents over to Morgan
- Shoko is working on business cards and will send them to Dr. Koster
- Kiersten will email Michael about buttons and pens
- Eastman Chapter wants a social meeting after the Conference
- NYSSMA Collegiate has a bigger area! (Table, Chair, Lounge)

Approved Motions:

- Monday: Roll out conference plan to Province Reps and come up with an agenda for the Business Meeting
- Reach out to Student Teachers to present at the Student Teaching Panel on Saturday morning
- Number signs for 50 tables and reserved signs: Kiersten
- Qualtrix survey at the end of the conference (Kiersten convert paper to survey and then send link to Shoko for individual sessions)

Adjourned By: Dr. Koster

Time Ended: 9:00 PM