

cNAfME Executive Board Meeting Minutes

Date: 5/7/2020

Time Started: 1:00 PM

Called to Order by: Dr. Keith Koster

Attendance: Dr. Koster, Daria Barteldt, Christopher McAfee, Emma Clive, and Morgan Beaton

Agenda Items:

- Edit Constitution- Edit during the meeting, then continue to edit after if more needs to be done
 - Review and edit responsibilities for each position

General Notes:

- Should State Collegiate E-Board be required to go to all conferences?
 - Would this be funded by NYSSMA?
- Province Reps should reach out to schools
 - Inform them of which schools they do not have to reach out to (if the school has previously stated they do not want information → still send them newsletter)
 - Go over Constitution in full meeting (share constitution when it is edited → and have them review it for meeting)
 - Meeting next week with full E-Board
- Create an online fillable form through google for collegiate nomination form, travel reimbursement for NYSSMA Winter Conference, and scholarship application → make electronic so it is more accessible
 - Convert forms to new document → update if necessary
 - Put forms on website in some way
- Pull up Michigan Collegiate Website in full E-Board meeting
- Look through the handbook
- Add collegiate conference section to website for pictures and information (also to showcase which colleges have hosted → references if people need help)
- Update schools and chapters in Constitution and on website to include SUNY or CUNY and School of Music or the specific names for each School of Music

Approved Motions: N/A

Adjourned By: Dr. Keith Koster

Time Ended: 2:53 PM

Notes Finalized By:

Emma K. Clive