

NABBA Board of Directors
Annual Meeting at the Championships
Amway Grand Plaza Hotel in Grand Rapids, Michigan
April 7, 2011

Attendance in random order:

Rusty Morris	Randi Bulla	Jim Grate	Rico Belotti
Frank Washburn	Anita Cocker-Hunt	Stephen Allen	Jessica Sneeringer
Sara North	Don Bookout	Ken Kroesche	Barb Burtch
Charlie Howard	Helen Tyler	Ralph Taylor	Tom Day

- Meeting called to order 7:04 PM as a quorum of 2/3 of the BOD (20) was met with 16 directors in attendance.
- Welcome and Agenda (Rusty Morris)
- Need to get duties in place for Friday. Rusty Morris will pass a sheet around to have folks sign up for their available time slots. Separate people for timekeeper duties and announcer/reviewers. We used to assign duties, and then people weren't able to cover the needed jobs. Thanks to Barb for getting the sheets together for us. Zoom recorder goes straight to san disc (1 per judge) and to the band directly. A recommendation by Helen Tyler was that 3 people should be trained to work with the zoom recorders to assist the judges. Helen Tyler offered to test each of the recorders on Friday when bands are using the hall for warm-up time.
- Approval of September 2010 Minutes – no changes noted. Motion: Rico Belotti / Second: Jim Grate. Approved.
- Treasurer's Report (Jim Grate) – Only 13 bands. Because of the low band entries, the income and hotel rental fees are down, which leaves less money in the bank. With outstanding expenditures, the chances are great that at the end of the 2011 contest, NABBA will be in the red. Money will be pulled from the Vanguard Money Market account to cover any monies due. Question about liability insurance and other miscellaneous expenditures and whether they are necessary. The question wasn't answered. Jim offered that all this information is available to the public as NABBA is a 501(c)3 non-profit organization.
- Vendor's Report (Anita Cocker-Hunt) – 25 Vendor tables. 13 companies. Some are new. Big ones are back – Besson, The Salvation Army, Solid Brass, TOR Banners, Getzen, DF Music Enterprise, and Smith-Watkins. Some new ones, including Boobs and Brass! Rusty Morris encouraged the BOD to meet and thank the vendors. \$9,675 from vendor support. The Cincinnati hotel is going to have a booth. A key element in getting vendor support is Anita's attendance at Midwest in December in Chicago.
- Michigan Music Educator's Conference – Barb Burtch, Don Bookout, and Ken Kroesche went to Michigan MEC and hosted the NABBA booth that Helen Tyler designed. Rent was paid for by Michigan Visitor's & Convention Bureau. Great outreach opportunity. Handed out flyers for NABBA Championships; a lot of interest. Feeling was that it was worthwhile. Perhaps an emphasis on the solo and ensemble competition, especially for the age groups that are targeted at an MEC, would help grow the audience base. **Action Item: Don Bookout will provide a vendor contact to Anita Cocker-Hunt for a potential vendor from the MMEC per the discussion.** Don Bookout suggested that we contact/have a booth at the MEC near the NABBA site for the given year. The Development sub-committee will look into area events prior to NABBA and any changes in registrations/soloists (i.e. deadline for solo entries after the MEC date).
- Publications (Betsy Jones) – Betsy was unable to attend the meeting.

- Music Committee (Helen Tyler) – Nothing to report at this time.
- Dr. Jim Buckner, Contest Controller – Role of the controller: Handout provided for review. See *Addendum A*. **Action Item: Randi Bulla will circulate the controller guidelines to BOD for review and a vote.** Motion: Steve / Second: Frank. **Action Item: Jim Buckner will email Word file to Randi Bulla for distribution.** Other questions for BOD:
 - Does the Board wish to provide guidance for requests for emergency substitutes (after the 5 PM Friday deadline)? Helen stated that in the UK the person stays in the chair from the previous band. **Action Item: Randi Bulla will document some guidelines regarding this idea.** Motion: Rico Belotti / Second: Steve Allen. Approved to create a guideline for Emergency Substitution Allowances.
 - Should there be a penalty for not returning percussion to proper position? If so, how much? True to by-laws there should be a penalty and it should be a timing penalty. Motion: Rico Belotti / Second: Frank Washburn. Motion did not carry.
 - Section V. E: “Clarify Contest Personnel” – request to make the wording more specific to “Controller Staff”. Motion: Rico Belotti / Second: Tom Day. Approved to change the wording.
 - May a band stop and retune during competition? Is this a way around Section V.E.? Answer: re-tuning is allowed only in the event that there is a personnel change. **AI: Randi Bulla will update guidelines and distribute to the Contest Committee to review the new guidelines BEFORE the September meeting.** Motion: Steve Allen / Second: Rico Belotti. Approved.
- Contest Weekend Logistics (Jim Grate):
 - Jim provided an overview of the logistics of the weekend, including
 - Recording:
 - Soundwaves will be doing audio recording. Mic stands will not be amongst the band. Permission will be asked prior to the band’s performance. Recorded? Restrict distribution? Purchase additional copies?
 - Bob Tuttle will be doing free video recording. Video will be provided to the band, and the band can do with the recording as they wish (no copyright).
 - There is a need for additional information from recording companies regarding the recording and distribution of said recordings.
 - Sara suggested we have copies of the release statements at the Registration Booth.
 - **Action Item: Randi Bulla and Helen Tyler will prepare a simple statement for the recording company.** Details: If the band elects to be recorded, their performance may be released only after the band’s permission is received AFTER the recording has been received and reviewed by the band. It is the responsibility of the recording company to contact each band for their specific RELEASE. **Part Two:** Prepare a second FYI document to the bands for informational purposes ONLY regarding the audio and video recordings. Motion: Charlie Howard / Second: Steve Allen. Amendment: Prepare the yes/no statement for the band. Motion: Randi Bulla / Second: Barb Burtch. Approved. **Update: Two documents were completed and distributed as directed. See Addenda B & C.**
 - Randi Bulla provided Announcer for Solo/Ensemble and Band Guidelines to fulfill the action item from nabbaboard.org

- Volunteer Schedule/Performance Logistics Walkthrough (Jim Grate)
- Awards Ceremony suggestions:
 - Raffle should be announced immediately following the performance of the last Championship band – BEFORE performing awards. Call all the winners and set prizes aside (not waiting for the winners); winners collect their goods at a side table while solo/ensemble awards are presented
 - Post solo/ensemble winners on Saturday AM at DeVos Place and on the Hotel Monitor and ask winners to be ready to accept the awards immediately following the performance of the last Championship band.
 - For band awards ceremony, have a representative for each band come to the front of the auditorium immediately following the performance of the last Championship band.
- Election of BOD. Candidates are as follows:
 - Vice President: Don Bookout, Charlie Howard, Randi Bulla – Charlie Howard withdrew his nomination; Randi Bulla was voted Vice President effective July 1, 2011
 - President: Rico Belotti and Steve Allen – Steve was voted President effective July 1, 2011
 - Up for Board Re-election: Steve Allen, Don Bookout, Randi Bulla, Barb Burtch, Jim Grate, Charles Howard, Anita Cocker-Hunt, Betsy Jones. **Action Item: All who are interested in seeking re-election need to notify Rusty Morris in writing or via email by May 15, 2011.** All new terms are effective July 1, 2011.
 - Barb Burtch asked if she could continue Volunteer Coordinator duties as a non-BOD member. Rusty Morris indicated she would be a hero if she did.
- Band Secrecy (Don Bookout) – Don recommended that NABBA remove the secrecy policy to be effective NABBA 2012. Motion: Don / Second: Steve Clarification: Allow pieces being played to be publicized without officially associating the band with the “own choice” pieces. **Action Item: To be implemented by Contest Committee. Motion referred to the Contest Committee to report back in September.**
- Inclusion of 10-piece ensemble (Don Bookout) – Include the 10-piece ensemble as a separate group at NABBA contest. Listed alongside the existing solo & ensemble group, but specific 10-piece ensemble for competition purposes. **Action Item: Motion referred to the Contest Committee to report back in September.**
- Muci for All (Don Bookout) – Indianapolis-based company Music For All is interested in “hosting” the NABBA headquarters in their facility. They would provide the space for free and cooperative staffing (shared resource paid for by NABBA). **Action Item: Motion referred to the Development Committee for further study.**
- Dues and Fees (Jim Grate): Motion to restructure membership fees effective July 1, 2011. See *Addendum D*. Motion: Jim Grate / Second: Steve Allen. Approved.
- Upcoming Board Meetings (Jim Grate): Information is on the website and may not match exactly what is listed below.
 - September 16-18, 2011 – Hilton Netherland Plaza, Cincinnati, Ohio
 - March 29, 2012 – Contest Weekend – Hilton Netherland Plaza, Cincinnati, Ohio
 - September 21-23, 2012 - Hilton Netherland Plaza, Cincinnati, Ohio
 - April 11, 2013 – Contest Weekend – Hilton Netherland Plaza, Cincinnati, Ohio
 - September 20-22, 2013 – TBA

- Amway Situation (Recap of situation): The RFP accepted from Amway Grand Plaza Hotel in Grand Rapids included 850 room nights. Historically NABBA has used more than the required rooms when booking a lower number of rooms (425). The hotel was not able to sell 500 room nights in a few weeks prior to the contest when NABBA stated that they could not fulfill the room requirements. In lieu of owing the cost of the unsold rooms (approximately \$51,000), the Amway Grand Plaza Hotel agreed to reallocate the remaining unused rooms for 2011 to 2014 if NABBA agreed to come back. **Action Item: Rusty Morris recommended that we come up with some sort of incentive for bands that stay at the host hotel. Motion referred to Development Committee.**
- Disposal of CD recorders (Jim Grate): There are currently 6 Morantz CD recorders. Nothing will be done at this time until after we decide if the new Zoom recorders are not successful. This topic will be revisited after NABBA 2011.
- Treasurer Transition (Jim Grate) – Jim Grate is requesting that someone begin a transition period with him for Treasurer as he begins to look toward his wife's retirement. He would like to have someone work with him in 2012 and then he would assist that person in 2013. By 2014 (the return to Grand Rapids) the new Treasurer would be fully competent.
- Meeting Adjourned at 11:22 PM – Motion: Rusty Morris / Second: Randi Bulla

The Role of the Controller

Talking to previous controllers, I learned that before the Board took over running the Competition, the controller "controlled" all aspects of the Competition. They were surprised that I did not have sole authority over how the contest was run, and they were surprised that I didn't have to do everything by myself. The Competition is much too big for one person, and I'm sure many things were handled in the most expedient way possible. This total authority of the Controller and the immensity of the task undoubtedly resulted in the Competition reflecting some personal preferences as well as confusion about how and why things were done.

Now that the Board is in charge of the Competition, a much-needed consistency between Competitions has been established and the work load is spread over a number of people. There is more clarity about how and why things are done. This is a substantial improvement over the old way of doing things.

When Rusty asked me to be Controller, he said that basically all I had to do was learn the rules and be ready to deal with the Competition. What we discovered was that a number of the old Controller tasks also remained. Recent procedural changes have removed some of these tasks, such as approving personnel changes during the months preceding the Competition. Rusty also asked me to look at the operation of the contest to see if any improvements could be made.

With these things in mind, these are the current responsibilities of the Controller.

Before the Competition

- a) Clarify and interpret rules as requested
- b) Make decisions in any areas the rules do not cover, such as, "Can someone compete in one band and also compete in a brass ensemble from another brass band?"
- c) Assist the Contest Committee Chair in determining the judges' assignments
- d) Communicate with judges, giving them as much information as possible about the Competition, procedures, judging assignments, etc.
- e) Receive test and own choice scores; number test scores; record own choice scores by Band A, etc.; sort scores by judge; mail scores; monitor delivery of scores
- f) Note decisions made, difficulties encountered, and possible improvements

During the Competition

- a) Meet with the judges to go over procedures, answer questions, help them become familiar with the recorders
- b) Oversee the Competition to ensure that rules are followed
- c) See that the judges' needs are met during the Competition – let stage officials know when the judges are ready for the next band, make sure the judges have the correct music for the band they are judging, assist with the recording equipment, make sure pencils and water are available, etc.
- d) Deal with any unexpected circumstances that may arise, including volcanic ash clouds.

- e) Deal with any controversy as necessary, including interpretation of rules, violation of rules, and assessing penalties.
- f) Note decisions made, difficulties encountered, and possible improvements

After the Competition

- a) Remind judges as necessary to complete Judges Evaluation of Competition
- b) Report issues to the Board as necessary, requesting clarification of rules, and recommending changes/ improvements as appropriate.

Issues for the April, 2011 Board Meeting

- Does the Board wish to provide guidance for requests for emergency substitutes (after the 5 pm Friday deadline)?
- Should there be a penalty for not returning percussion to proper position? If so, how much?
- Section V. E.: Clarify Contest personnel: "Points may also be deducted if, in the opinion of Contest personnel, a band inserts inordinately long pauses between movements or musical selections in order to achieve the minimum time requirement."
- May a band retune during competition? Is this a way around Section V. E.?

NABBA Audio Recording Agreement April 2011

Audio Recording:

Soundwaves, Inc. has been procured by NABBA to provide an archival recording of all participating NABBA bands. As part of the agreement between NABBA and Soundwaves, Inc., each recorded band will receive 35 CDs of their band's performance at NABBA XXIX.

There are instances where an individual band may elect not to have their band recorded. In any such case, Soundwaves, Inc. will not record the band for any purpose including NABBA archival purposes.

It is the responsibility of Soundwaves, Inc. to contact each band to obtain a signed release to distribute that band's performance commercially or publicly.

In signing below, you acknowledge that you are legally able to represent Soundwaves, Inc. in this agreement with NABBA.

Soundwaves, Inc. Representative (print): _____

Signature: _____

NABBA Audio / Visual Recording Statement & Band Agreement

April 2011

Audio Recording:

Soundwaves, Inc. has been procured by NABBA to provide an archival recording of all participating NABBA bands. As part of the agreement between NABBA and Soundwaves, Inc., your band will receive 35 CDs of your band's performance at NABBA XXIX.

Do you give permission for your band to be recorded by Soundwaves, Inc. and to receive 35 copies of the CD?

Yes: No:

Soundwaves, Inc. will contact your band directly with any request to distribute your performance commercially or publicly.

Video Recording:

Tuttle Video has been procured by NABBA to provide a video recording of your band's performance. The video will be provided to your band ONLY and not distributed or held by NABBA for any purpose.

Do you give permission for your band to be videoed by Tuttle Video?

Yes: No:

Please provide your contact information:

Band Name: _____

Band Representative (print): _____

Signature: _____

Email: _____

Mailing Address: _____

NABBA Fee Modifications

MOTION – Be it resolved that effective July 1, 2011 the following Annual (January 1 through December 31) NABBA fees will be:

Memberships Fees –

Individual Membership – Reduced from \$30 to \$20

Senior Memberships – Reduced from \$20 to \$15

Youth Memberships – Reduced from \$15 to \$10

Family Memberships – Remain unchanged

Lifetime Memberships – Reduced from \$600, \$500 & \$400 to \$300

Band Memberships – Reduced from \$60 to \$25

Contest Entry Fees (Non Refundable) –

Solo Contest – Remain unchanged at \$20

Ensemble Contest – Remain unchanged at \$40

Band Contest –

Adult – Increased from \$300 to \$995

Youth – Increased from \$300 to \$ 825

AND FURTHER, that each band receive up to 34 Contest Programs, 34 Contest CD recordings, and 1 full page in the Contest Program,

AND LAST, that members not in a competing band or those above the 34 allowed must hereafter purchase Contest Programs and CDs when available.

FOR EXAMPLE –

Adults Bands	Current	Proposed
Contest Entry	\$300	\$995
34 Members	\$1,020	\$680
Band Membership	\$60	\$25
Total	\$1,380	\$1,700
Youth Bands	Current	Proposed
Contest Entry	\$300	\$825
34 Members	\$525	\$350
Band Membership	\$60	\$25
Total	\$885	\$1,200