

IAWM BOARD MEETING

DAY 1. June 4, 2005, 9:30 AM- 11:55 AM and 4:10 -6:05 PM

Room 338, Four Points Sheraton, Washington, DC.

Present Board members: Christine Ammer, Susan Cohn Lackman, J. Michele Edwards, Lin Foulk, Brenda Hutchinson, Sharon Mirchandani, Anna Rubin, Nanette Kaplan Soloman.

Absent Board members: Violetta Dinescu, Esther Flueckinger, Diane Follet, Andrea Gullickson, Cecilia Heejeong Kim, Elizabeth Hinkle-Turner, Anne Kilstofte, Janice Misurell-Mitchell, Mary Lou Newmark, Shelley Olson, Hasu Patel, Deon Price, Margaret L. Wilkins, Carol Worthey,

We have a quorum until Lin Foulk and Nanette Kaplan Soloman leave for rehearsal at 11:55AM. We resume the meeting when they return at 4:10PM.

Agenda Items are numbered in the minutes as follows, according to the order in which they were discussed. We prioritized agenda to accommodate quorum requirements.

- Welcome and roll call (1)
- Discussion of Teleconferencing (2)
- Listserve Status (3)
- Congress Report (4)
- Finance Committee Access (5)
- LA World Music Forum (6)
- Lullabies For Free Children* project (7)
- Website Redesign (8)
- Proposed Beijing Conference 2008 (9)
- Committee Reports (10 – 15)
- Pauline Alderman report (16)
- Old Business (17)
- New Business (18 – 20)

Saturday, June 4, 2005

1. WELCOME AND ROLL CALL

Meeting called to order at 9:30AM by Anna Rubin

2. DISCUSSION OF TELECONFERENCING: It is expensive and not binding for voting because all people must be in the room physically. *CHARGE Anna Rubin to look into inexpensive possibility via UMBC.*

3. LISTSERVE STATUS: Christine Ammer moved that the IAWM listserve have permanent public status. Nanette Kaplan Soloman seconded. Passed unanimously.

4. FINANCE MEETING ACCESS: Brenda Hutchinson raised the issue that the financial portion of the Board meeting is open to all attendees, but ONLY Board members may participate in the discussion. All others present may observe only. Motion not passed. However, a discussion ensued about privacy vs. openness and how other non-profits handle this situation.

Sharon Mirchandani moved that our official annual meeting of the membership is open to the public. This meeting will take place during the IAWM annual concert or congress. The Board meeting will also take place during this time. The Board meeting is open to Board members only, Christine Ammer seconded. Motion passed 6 to 1.

5. CONGRESS 2006 REPORT: Members are reviewing first draft. Board also discussed scheduling of annual board meeting and annual members meeting in conjunction with the 2006 Annual Congress and Annual Concert. Congress is Wed. 5/10 – Sun. 5/13. Proposal made to hold Board meeting on Wed prior to scheduled events and to hold annual IAWM Members' meeting on Sunday prior to or immediately following events. Proposal subject to further discussion.

6. LA WORLD MUSIC FORUM. Anna Rubin gave progress report. Patricia Adkins Chiti had no funding. Exec committee allotted \$200 for Anne Kilstofe to attend. There will be an informal meeting about proposed Beijing 2008 Congress. IAWM members may volunteer to participate in the Forum.

J. Michele Edwards distributed financial statement FY04. Discussion tomorrow.

10:40 Susan Cohn Lackman arrived

7. *LULLABIES FOR FREE CHILDREN* PROJECT: Discussed Shelley's request- Can we make LFC an officially sanctioned IAWM program? Include as part of IAWM website? Collaborate with Daniel Perle Foundation on this project?

J. Michele Edwards moved that we give official sanction to Shelly Olson' LFC as proposed in her email (and summarized above) to AR on 5/6. She should coordinate with Elizabeth Hinkle Turner on access to website. Christine Ammer seconded, passed unanimously.

8. WEBSITE REDESIGN: J. Michele Edwards raised the issue that the website is one component of IAWM that needs overhauling. With Kris Burns' resignation from Communications Committee, we need to hire a professional designer. J. Michele Edwards recommended a team of graphic designer Michael Wait, who designed our brochure and his partner, Gwendolyn Wait, a photographer and web designer. They need to know process of decision making before making a proposal. Elizabeth HT would implement the work as designed.

Other web designers were discussed as potential collaborators to work on our site.

Charge Anna Rubin to contact the people mentioned. Nanette Kaplan Soloman, Brenda Hutchinson, Susan Cohn Lackman have recommendations in addition to J. Michele Edwards's recommendations.

Charge J. Michele Edwards to ask Melissa Maeir and Elizabeth Hinkle Turner to screen candidates and make proposal to Executive Committee by July 15th. We will discuss the draft for allocating funds in the finance meeting tomorrow.

9. PROPOSED BEIJING CONFERENCE 2008. Li Yiding wants to be designated chairperson. Beijing Conference is not an official IAWM Congress. We do not have the expertise, knowledge and experience to deal with this at this time. Christine Ammer moved that in lieu of an official IAWM Congress in Beijing 2008, we lend financial and promotional support and encourage members to participate in the proposed Conference. We will create a committee to work with Li Yiding on the Conference. Sharon Mirchandani seconded.

Since we are not officially sponsoring an IAWM congress in Beijing 2008, and in light of the CMS conference in Beijing in 2007, we recommend that Li Yiding consider changing the date of the Beijing Conference back to 2007 as it was originally proposed.

Lin Foulk and Nanette Kaplan Soloman left for rehearsal.
11:55 Meeting Adjourned.

We resumed the meeting at 4:10 PM when Lin Foulk and Nanette Kaplan returned. Susan Cohn Lackman absent.

COMMITTEE REPORTS

In the interest of prioritizing the agenda so that we address items needing a quorum, Committee Reports were very brief. Most of the reports are available online and can be reviewed there.

10. AFFILIATES REPORT: Board viewed DVD from Jae Eun Park, president of KSWC. DVD included greetings from the president and a lecture on International Women Composers by Cecilia Heejong Kim. KSWC has submitted a request for a concert at 2006 Congress in Miami. Kris Burns recommends approving their request. KSWC is also enquiring about conditions for financial support. We gave Seoul \$1500 to their Festival. Discussed KSWC's very gracious hospitality towards IAWM attendees at 2003 Korean Festival. They generously subsidized US participants in this Festival and provided housing, meals, admission to all concerts and local transportation. We would like to reciprocate.

Charge Lin Foulk to find out how many people will be participating. Also to identify someone to organize and find someone to sponsor them. We would like to provide housing, registration, food, local transportation, and admission to concerts.

11. MEMBERSHIP REPORT:

Susan Cohn Lackman submits Membership Committee report. **POSTED ONLINE???**
Members of WAM receive complimentary subscription to IAWM Journal. Must subscribe before the 1st of March in order to go out with bulk mailing. Should get PDF directory in July. **GET MEMBERSHIP NUMBERS FROM SUSAN COHN LACKMAN AND ATTACH.**

12. DEVELOPMENT REPORT: **POSTED ONLINE???**

Andrea Gullickson is rotating off the board so we need a new chair for the Development Committee. We need to write Aaron Copeland Grant and conduct the Annual Appeal. **Charge Anna Rubin to do Annual Appeal. She will hire someone with funds from President's fund. We need basic letter/card with amount of donation and instructions to mail to J. Michele Edwards for annual appeal solicitation. This solicitation will be sent out around Labor Day. Melissa Maier has the form (on her computer).**

FINANCE COMMITTEE: **SEE REPORT ONLINE**

Charge Anna Rubin to contact Diane Follet to draft Congress contract between host and IAWM for future use.

13. NOMINATIONS/ELECTION REPORT: **POSTED ONLINE???**

Anna Rubin raises need for Vice President. Must be Board member.

14. ANNUAL CONCERT COMMITTEE: **POSTED ONLINE.** Lin Foulk presents report. The main objective was to increase quality of performances at concerts. Included works selected from Search for New Music awards from past several years. More stability- created contract/performers' agreement. Lin worked with student designer at Western Michigan University for this year's program. The Museum set aside money for publicity but we have seen no ads in this week's paper. Not listed in calendar, either. Hopes to improve that aspect next year. Lin Foulk thanks everyone for advice and input. 2006 Annual Concert is set for Sat, May 15. *Ruckus* is featured group.

Discussion about increasing effectiveness. Have regional concerts more often? Or include more high profile composers/performers on annual concert. Could we put out series of recordings?

Charge Lin Foulk with contacting Harriet McNamee to inform her that our Annual Concert will not be in Washington next year, but will be in Miami at our Annual Congress.

15. PUBLICATIONS REPORT. Very little interest on the part of WAM in having a publication committee or in having closer ties to IAWM Journal. J. Michele Edwards will be meeting with WAM in late June to discuss whether or not WAM should continue beyond the current 3-year contract, which expires in 1 year. Still an open issue as to whether President will create a Publications Committee.

Charge J. Michele Edwards with asking for more prominent IAWM LOGO on each cover and for every Journal to include a statement about IAWM affiliation and financial support. Every WAM journal will include a brief description about IAWM.

Raise question about WAM becoming an 'E' Journal. Discuss having publications committee to coordinate.

15. SEARCH FOR NEW MUSIC REPORT: **POSTED ONLINE???**

Discussed SNM Awards. Add New Category: Vocal and Choral.

Charge Anna Rubin to follow up.- allot money. Discuss as part of budget.

16. PAULINE FOULK ALDERMAN REPORT: Christine Ammer reports on Alderman Award. Text is entered below:

(PASTE IN CHRISTINE AMMER'S REPORT FROM OUR WEBSITE and adjudicators' comments) Christine Ammer requests that funds in the amount of \$400 be set-aside for 2006 Alderman. Would cover awards for \$350 and an additional \$50 to cover mailing and incidental expenses.

OLD BUSINESS:

17. BOARD CHARGES FROM LAST YEAR:

Reviewed charges from last year to determine whether or not they were acted upon.

1) "The board charged the EC to develop mandate/guidelines for working together (including funding requests) with each liaison." The object was to have each int'l liaison report directly to the board.

2) "The treasurer needs to investigate whether holding a congress raises liability issues for the organization and the board, and whether directors' and officers' liability insurance needs to be increased."

3) Publications committee -- "President will reinstitute a publications committee with at least one representative of each of the 3 publications: WAM, Journal, and website. Committee will exist to share common information (mailing lists, style sheets, etc) but individual publications will continue to report separately to the board."

No action taken.

4) Charge to awards/concerts committee "to develop policy for new named awards and to work with Patsy and Lucille regarding their proposal for a new award."

5) Pauline Alderman Award. The awards/concerts committee was charged to "work with Jeannie to develop a proposal to weave the Alderman Award in to the awards/concert committee."

NEW BUSINESS:

18. INTERNATIONAL LIAISON:

Charge Anna Rubin to contact Japanese liaison, Taeko Nishizaka, to improve communication between IAWM and Japanese women composers' organizations.

19. NEW GENRE AWARD: Sharon Mirchandani moved that we have a new award for improvisation, non-noted music and performance. Nanette Kaplan Soloman seconded. Passed unanimously. Refer to SNM Committee to define and find money for award.

20. COPYRIGHT ISSUES RELATING TO WAM, Nebraska press. Does the contract have an agreement about electronic intellectual property rights? Has the author signed such a contract? If so, there is no further action to be taken. Christine Ammer volunteered to write an article about electronic intellectual property rights.

Charge Sharon Mirchandani with following up on this question.

Christine Ammer moved to adjourn the meeting. Lin Foulk seconded.

Meeting adjourned at 6:05 PM

Meeting will resume tomorrow, Sunday, June 5 at 9:00 AM.

IAWM BOARD MEETING

NOTES not MINUTES- will not be voted on.

DAY 2. June 5, 2005, 9:00 AM - noon.

Room 338, Four Points Sheraton, Washington, DC.

Present Board members: J. Michele Edwards, Lin Foulk, Brenda Hutchinson, Sharon Mirchandani, Anna Rubin, Nanette Kaplan Soloman.

Absent Board members: Christine Ammer, Susan Cohn Lackman, Violetta Dinescu, Esther Flueckinger, Diane Follet, Andrea Gullickson, Cecilia Heejeong Kim, Elizabeth Hinkle-Turner, Anne Kilstofte, Janice Misurell-Mitchell, Mary Lou Newmark, Shelley Olson, Hasu Patel, Deon Price, Margaret L. Wilkins, Carol Worthey.

No Quorum. Today's meeting was informal and began at 9:30. The final budget will be voted online.

AGENDA:

Michele present Financial Reports

Discussion of SURPLUS and ROLLOVER

Funding Board attendance

Michele compare INCOME and EXPENSES relation- this year looks like Expenses exceed Income.

CHARGE Awards committee to send letters of solicitation and acknowledgment to SNM Prize donators: Lucille Field, Theodore Front, Ellen Taffe Zwilich, Libby Larsen, Alderman people committee members.

1. Michele presents Financial Statement 2004 (available ONLINE)
2. Michele needs to resolve with Susan the following:
 - Membership and donation split from deposits
 - Comerica Bank access
 - CD at Sun Trust access
 - Donations from Gala in Pasadena
3. \$1200 has been allocated for the development of Student Chapters. Could direct some of that money through Kris to offer Student Scholarships to attend the Congress. Need to ask Patsy if we can redirect the money in this way.

Charge Anna to contact Kris and Patsy to implement this proposal: Send 6 students to Miami Congress- Complimentary membership, Concert fee wavers (\$100 each), in-kind housing, \$100 each toward transportation. Lin Foulk will chair Selection Committee in the event there are more than 6 applicants.

Charge Anna to contact student to make Congress scholarship announcement – fliers to be posted. Print 200 for Michele to bring with her now.

4. Discuss possibility of forming a Promotions Committee. Possibly folding it in with Advocacy Committee or forming a new Committee. We need to develop and print a new flier for College Music Society (300), American Musicological Society (200), Society for Ethnomusicology (200), Society for Music Theory (200), Music Library Association.

Charge Anna with speaking with Carol Worthey and Hasu Patel with assuming this responsibility.

4. Michele presents 2005 Interim Financial Statement:

1 **IAWM**
 2 **Interim**
 3 **Financial**
 4 **Stateme**
 5 **nt -**
 6 **January**
 7 **1 - May**
 8 **31, 2005**

NB. USBank & PayPal are current; Comerica (including our VISA deposits) is only thru mid Feb.

3			
4			Actual
5	Fund		\$12,605.
	balance		
	(1/1/05)		
6	Total		\$16,002.
	income		
7	Total		\$8,853.
	expense		
8	Cash		\$19,754.
	balance		

9			
10			
11			
12			
13			
14	Fund	\$12,605.81	[not
	balance		\$25
	(1/1/05)		K as
			proje
			cted;
			excl
			udes
			cd of
			over
			\$20
			K]

15			\$3,850.00	
	Restrict			
	d funds			
16		Congress Fund	\$2,000.00	
17		Dev Stu Chaps	\$1,200.00	
18		Alderman Prize	\$250.00	
19		Zaimont Prize	\$400.00	
20			\$8,755.81	
	Unrestric			
	ted			
	funds			
21	Total			\$16,002.28
	income			
22	Total			\$8,853.26
	expense			
23	Cash		\$19,754.83	[Comerica \$9891.77 USBanl \$9863.77]
	balance			
24	Encumbe		\$4,192.00	
	red			
25	Available			\$15,562.83
	funds			
26				
27			Budgeted	31-
				May
				-05
28	INCOME			
29				
30	Members		\$12,000.00	\$9,875.
	hips			
31	Life			
32	Reg			
33	Senior			
34	Student			
35				
	Unknown			
36	Paper			\$100.
	ballots			
37	Contributi			
	ons			
38	Annual		\$2,000.00	
	Appeal			
39	Individual		\$1,500.00	\$1,150.
	Contributi			
	ons			
40	Patsy		\$1,500.00	\$1,424.
	Rogers			
	Trust			
	(Year 3)			
41	Zaimont		\$450.00	\$450.
	Prize			
42	Theodore		\$300.00	
	Front			
	Prize			

43		NYU WAM Support		\$2,000.00	
44	Grant - Copland				\$3,000.
45	Earned income				
46		Annual Concert		\$200.00	
47		Misc.			\$0.
48		Interest (incl in cash bal of liquid accts)	\$150.00		\$3.
49	TOTAL INCOME			\$19,950.00	\$16,002.
50					
51	LIABILIT Y				
52	Web Manage ment, Design, and Maintane nce			\$3,000.00	\$262.
53	Awards	Pauline Alderman		\$250.00	
54		Theodore Front Prize		\$300.00	\$300.
55		Miriam Gideon		\$500.00	
56		Libby Larsen Prize		\$200.00	
57		Pauline Oliveros Prize		\$150.00	
58		Judith Lang Zaimont Prize		\$400.00	
59		Ellen Taaffe Zwilich Prize		\$200.00	
60	Bank Charges			\$550.00	\$116.
61		Comerica	\$350.00		
62		Paypal	\$75.00		
63		USBank	\$125.00		
64	Annual Concert			\$8,000.00	

65	Performers			
66	Reception			
67	SNM winner			
68	Festival Support (e.g., IUP)		\$1,000.00	
69	Congress Fund		\$1,000.00	
70	Seed Money for Intl Liaisons		\$1,000.00	
71	Seed Money for Concerts		\$1,000.00	
72	Matching for Grants (Meet the Composer)		\$1,000.00	
73	Search for New Music Judges		\$400.00	\$400.
74	National Music Council Dues		\$100.00	\$100.
75	IAWM Inc. Filing Fee		\$25.00	
76	Tax Prep & Financial Statement		\$400.00	
77	Company Corp (Agency)		\$175.00	
78	Liability Insurance		\$2,000.00	\$1,250.
79	Postage			
80	Advocacy		\$100.00	
81	Administrative Office (incl. Treasurer)		\$650.00	
82	Board		\$50.00	

83	(Postage)	Membership Mailing	\$500.00	
84		Fundraising & Renewal	\$330.00	
85		IAWM Journal Search for New Music	\$2,000.00	\$1,260.
86		Stationery	\$150.00	
87	Printing	Advocacy Brochures	\$625.00	
88		Fundraising	\$250.00	
89		IAWM Journal IAWM Journal Production (L Gumert)	\$1,500.00	
90		Fundraising	\$250.00	
91		IAWM Journal	\$8,000.00	\$2,912.
92		IAWM Journal	\$2,000.00	\$1,000.
93	Supplies	IAWM Journal	\$300.00	\$86.
94		Membership	\$175.00	
95		Renewal IAWM Administrative Office	\$300.00	
96	President's Fund		\$500.00	
97	WAM	(total billed, partially offset by a \$2000 [\$1500?] subsidy from NYU)	\$5,000.00	\$1,166.
98	Board Meeting Room (no food)		\$300.00	
99				
100		TOTAL EXPENSES	\$44,630.00	\$8,853.

Date last modified

ied:
6/5/0
5 jme

5. Discussed how much to spend on new Website Design. *Charge Michele to reallocate \$2000 of the remaining \$3000 from Annual Concert to the new Website Design.*
6. Discussed some of the money allocated in budget which is not spent indicates lack of activity and could be reallocated as follows:
 - a. We could announce in the Journal that we have money available to sponsor seed money for concerts.
 - b. We have money available for International Liasons.
Charge Anna to contact all International liasons to see how we can help.
7. Discuss possibility of honoring prominent figure at future Congresses.
8. Michele presents Proposed Budget 2006:

1	IAWM Propose d Budget - January 1 - Decemb er 31, 2006		
2			
3	Fund balance (1/1/06) (projecte d)		\$15,000.00
4	Restrict ed funds	\$5,600.00	
5		Congress Fund for 2006	\$3,000.00
6		Congress Fund for future	\$1,000.00
7		Dev Stu Chaps	\$1,200.00
8		Alderman Prize	
9		Zaimont Prize	\$400.00
10			\$9,400.00
	Unrestric ted funds		
11	Total income		\$20,100.00

12		Total expense	\$44,630.00	
13		Cash balance	\$(9,530.00)	
14				
15				
16		INCOME	FY2005	FY2006
17			[for comparison]	
18	Memberships		\$12,000.00	\$13,000.00
19	Contributions			
20	Annual Appeal		\$2,000.00	\$2,000.00
21	Individual Contributions		\$1,500.00	\$1,500.00
22	Patsy Rogers Trust (Year 3)		\$1,500.00	\$1,500.00
23	Zaimont Prize		\$450.00	\$450.00
24	Theodore Front Prize		\$300.00	\$300.00
25	Vocal-Choral \$			\$300.00
26	New Genre \$			\$200.00
27	NYU WAM Support		\$2,000.00	\$1,500.00
28	Grants			
29	Copland			\$3,000.00
30	Earned income			
31	Annual Concert Interest		\$200.00	\$200.00
32			\$150.00	\$30.00
33	TOTAL INCOME		\$20,100.00	\$23,980.00
34				
35	LIABILITY			
36	Web Management, Design, and Maintenance		\$3,000.00	\$3,000.00
37	Awards Pauline Alderman		\$250.00	\$400.00

38	Theodore Front Prize	\$300.00	\$300.00
39	Miriam Gideon	\$500.00	\$500.00
40	Libby Larsen Prize	\$200.00	\$200.00
41	Pauline Oliveros Prize	\$150.00	\$150.00
42	Judith Lang Zaimont Prize	\$400.00	\$400.00
43	Ellen Taaffe Zwilich Prize	\$200.00	\$200.00
44	Vocal- Choral		\$300.00
45	New Genre Prize		\$200.00
46	Bank Charges	\$550.00	\$700.00
47	Annual Concert	\$8,000.00	\$5,000.00
48	Festival Support (e.g., IUP)	\$1,000.00	\$1,000.00
49	Congress Fund	\$1,000.00	\$1,000.00
50	Seed Money for Intl Liaisons	\$1,000.00	\$1,000.00
51	Seed Money for Concerts	\$1,000.00	\$1,000.00
52	Matching for Grants (Meet the Composer)	\$1,000.00	\$1,000.00
53	Search for New Music Judges	\$400.00	\$400.00
54	National Music Council Dues	\$100.00	\$100.00

55	IAWM Inc.	Filing Fee	\$25.00	\$25.00
56		Tax Prep & Financial Statement	\$400.00	\$400.00
57		Company Corp (Agency)	\$175.00	\$200.00
58	Liability Insurance		\$2,000.00	\$1,600.00
59	Postage			
60		Advocacy	\$100.00	\$100.00
61		Administrative Office (incl. Treasurer)	\$650.00	\$650.00
62		Board (Postage)	\$50.00	\$50.00
63		Membership	\$500.00	\$500.00
64		Mailing Fundraising & Renewal	\$330.00	\$330.00
65		IAWM Journal	\$2,000.00	\$2,000.00
66		Search for New Music	\$150.00	\$150.00
67	Printing	Stationery	\$625.00	\$625.00
68		Advocacy	\$250.00	\$250.00
69		Brochures	\$1,500.00	\$1,500.00
70		Fundraising	\$250.00	\$250.00
71		IAWM Journal	\$8,000.00	\$12,000.00
72		IAWM Journal Production (L Gumert)	\$2,000.00	\$2,000.00
73	Supplies	IAWM Journal	\$300.00	\$300.00
74		Membership	\$175.00	\$175.00
75		Renewal IAWM Administrative Office	\$300.00	\$300.00
76	President'		\$500.00	\$500.00

77	s Fund WAM	(total billed, partially offset by a \$1500 subsidy from NYU)	\$5,000.00	\$4,000.00
78	Board Meeting Room (no food)		\$300.00	\$- 0
79	Travel to Board meeting (\$200/per son)			\$2,800.00
80				
81	TOTAL EXPENS ES		<u>\$44,630.00</u>	<u>\$47,555.00</u>

NOTES: In 2006 with the Congress, Annual Concert & Board Meeting all in Miami, expenses for the Concert will be slightly lower and no cost incurred for meeting room.

Discussed priorities:

- a. Lin Foulk-request \$5000 for Annual Concert Fund. Expects more in-kind donations.
- b. Copeland Grant \$3000 (not actual)
- c. Michele check on NYU support for WAM

- d. Anna requests \$500 for President's Fund. Fund should increase for presidents with no academic affiliation and support.
- e. Board recommends allocating \$2800 to create a travel fund to encourage Board members to attend Board meetings. Each Board member would receive \$200.
- f. Webdesign and maintenance \$3000
- g. Charge Anna to ask Kris if we can use classroom for Board meeting. No cost for room.
- h. Awards
 - Vocal Choral: \$ 300
 - New Genre: \$ 200
 - Theodore Front \$ 300

9. Charge Brenda contact Bun Ching Lam to work with Anna and Li Yiding to communicate IAWM decision to help with but NOT sponsor Beijing Conference as an official IAWM Congress.

These notes will be appended to yesterday's minutes.

Meeting adjourned at 11:30