

Suzuki Association of Indiana Virtual Board Meeting Held the week of October 8- 14, 2012

Liz Efrogmson wrote on 10/7/12

Hi Everyone - Tomorrow we will begin the virtual board meetings. Please weigh in on the following topics and Jillian will keep notes of the various comments. At the end of the week (next Sunday) I will call for a vote on any item necessary.

Topic 1: Financial Report. Dues Structure (I have included a proposed dues structure and the financial report that went into the application).

The proposed budget is at the end of this e mail. Sorry - I had to scan it and that's the best I can do. Big question is should we raise the fees modestly (\$15?) or leave as is.

Topic 2: Prioritize two year plan. The two year plan includes Facebook Page (already done) newsletter (Emily is working on this, possible play-in /parents education meeting , annual meeting, graduation tapes, logo development, in depth directory, piano weekend, composition contest, fundraising dinner, plus your suggestions.

Topic 3: Annual meeting. Emilie Grondin needs to report on this - to see if there has been any progress in a date and/or place. We can also discuss the subject of location of the annual meetings and how to vote on this.

Topic 4: Any new ideas from board members on how to connect the Suzuki teachers in Indiana. Should we try to have an informal parent meeting with play in some time before the annual meeting?

Suzuki History in Indiana – idea submitted by Jillian Chrisman, “It would be neat to compile a bit of Suzuki history for the state. Here is an e-mail giving us one small glimpse. I’m sure there are others.”

Hello.....just wanted to mention that Ingeborg Faucher was my Suzuki Violin Teacher starting in 1982. At that time I owned Children Developmental schools and we added the Suzuki Talent Education Program. My schools were known as the Children's World School of Northwest Indiana. We called Ingeborg, "Inge" and she was instrumental in helping establish a Suzuki program here in Valparaiso. My schools are closed now and I have closed the Suzuki School but I continue teaching piano & singing. I have down scaled since I am older (78 years old). But, I still teach about 30 piano students and a few singing students. We are thankful to Inge for helping to establish this wonderful program in our area. Just a little something about Inge.....Regards....Joanne Ikeda (Valparaiso, Indiana).

Jillian Chrisman wrote on 10/11

1. 31 memberships at 10.00 each should be 310.00, shouldn't it?
2. In the proposed budget, we should include breakfast items (which Liz and I donated willingly this year), babysitting fee (which I donated this year), and also a pianist fee to pay our accompanists.

I recommend we put in 50.00 for the annual meeting refreshments, 30.00 - 50.00 for childcare and at least a total of 200.00 designated to pay a pianist here or there during the year.

In general, I think we should recognize and give a job title to Emily Thompson - such as media secretary.

Jillian Chrisman wrote on 10/11

Dues structure

Definitely yes to raising it to 15.00 as 10.00 hardly covers our cost in physically handling the process.

Suggestion - Membership in by-laws uses the terms "Active" and "Associate" I think we should use the same terms on the dues structure form for continuity and clarity.

Question - What defines group membership? It is not defined in the by-laws.

Jillian Chrisman wrote on 10/11

Two Year Plan

Sounds good, Liz, I like all the ideas.

I would love to host a fall play-in/parent meeting starting next year. Linda Kummernuss and I are currently in conversation about coordinating a spring play-in in northern Indiana (Ft. Wayne area). We're just bouncing around ideas and she's is checking into a venue. Perhaps a summer time play in could be in the south? If traditions get started, people will know to expect a fall play-in mid state, a spring play-in in the northern, and summer play-in in southern Indiana.

I would also enjoy participating in the fund raiser dinner, perhaps making it a board member appreciation dinner as well, complete with concert! :)

I think with each of these ideas it would be great to have one person coordinate each event - be captains - so to speak. Captains can report back to the board and membership through the blog, facebook, or e-newsletter regarding the developments of their project.

I would like to suggest a book club - where each few months a book is suggested and those parents can participate on facebook. I would be glad to do that.

Topic 4 - regarding play-in/parent meeting as part of annual meeting. I really liked how we ended the day with the play in. I also enjoyed having our guest speaker be for everyone, parent and teachers alike.

Suzuki Association of Indiana

Previous Fiscal Budget for 2011 -2012

Income

31 memberships = \$330

13 Meeting attendees = \$455

Total Income = \$785

Expenses

Liz (start up fees) = \$207 (applications fees, etc)

Jill - house rental = \$125

Linda Steig stipend = \$50 (guest speaker at annual meeting)

Total Expenses = \$382

Current Fiscal Year 2012 - 2013 Budget (projected)

Income

30 memberships at \$15 each (slightly raised) = \$450

Annual Meeting fees - 20 people at \$35 each = \$700

Total Project Income = \$1150

Expenses

Operating fees (postal, xerox, etc) \$200

Rental of facility for annual meeting \$125

Speaker's fees \$100

Total Projected Expenses \$423

Jillian Chrisman wrote 10/11/12

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Suggestion - Membership in by-laws uses the terms "Active" and "Associate" I think we should use the same terms on the dues structure form for continuity and clarity.

Question - What defines group membership? It is not defined in the by-laws.

Jillian wrote on 10/12

I suggest we rename the Individual Professional Membership as "Active" since that is the verbage used in the by-laws

Please define group membership, is that a family membership? a studio membership?

Sorry if I've missed a conversation on this topic.

Joyce Davis wrote 10/12/12

What more do the teachers receive from the membership than parents receive for the extra \$5 on membership fees. What constitutes a group - group of teachers within one school or a group of parents (and how high can the numbers go on a group).

I feel as though the teachers need to get a break on the annual meeting, as most of the festivities going on are for the students and parents. Teachers seem to be observers of the activities - not really education on teaching.

Joyce Davise wrote on 10/12/12

Still thinking of things that our school has to have to function professionally.

We need monies in the next year's budget to file state papers for the not - for -profit status. Also possible monies for liability insurance to cover our assets for the board of directors and for the annual meeting event.

Jillian wrote on 10/14/12

I am not experienced in matters of money for not-for-profit, but Liz is. How much does it cost to file the papers? What amounts do you think we should raise or set aside - and what assets for the board of directors do you cover? This sounds like a good discussion to have. I am interested in learning more.

Joyce wrote on 10/14/12

I do not know exactly what we pay on liability. My papers are at the school. We have liability in case any person would be sued or brought to court on anything relating to the SAI. For instance an event takes place, a child gets hurt, a board member intervenes and helps, something goes wrong and who do they come back on? They can only think of the person who helped them associated with the SAI. It happens - people are sue crazy. And they could take everyone of us down with the lawsuit.

The Business entity report filing costs \$7.14 if you file online. More (\$10?) if you file the old fashioned way. Just did this for our school this weekend. There also is a federal form for tax exempt if you are also doing that. It is also annual. Again my papers are at the school. Can get those to you, but won't be till Tuesday because I teach , have group and our board meeting is tomorrow night.

Liz Efroymsen wrote on 10/15/12

I'll check with a lawyer friend I know about the liability issue and also the tax form. I did contact him earlier about the tax form but was told that our income was low enough that we did not have to file. Liz

Joyce wrote 10/14/12

Concerning a state Suzuki graduation program. Our school has a book graduation that has been in force for decades and the students look forward to it. I can share what we do though.

We have a graduation recital where they perform their piece.

Complete Book 1 - Graduate Twinkle

Complete Book 2 - Graduate book 1 - Perform Gavotte, Gossec

etc.

We have graduation pieces for each book completed in violin, viola, cello, and piano. (It is not always the last piece in the book)

The students receive an award Twinkle is basic compared to the others that are all profiles of the composer they are performing with the graduation information inside the profile and then all is matted ready for framing. Also with the award they receive a ribbon that they have completed book 7 (they are graduating book 6).

There is also a graduation that you can review at the website

<http://www.theachievementprogram.org/program/overview>

It is for all students, not just Suzuki. However, they include the Suzuki repertoire in their graduation tiers. Just another idea for all to examine.

Joyce wrote on 10/14/12

1. I am all in favor of the \$15 membership.

2. I do think we should rotate all meetings as well as the Annual on an even rotation of North, Central, and South.
3. We have to accept the old budget, because it is what it is. We could accept the next years budget and made an addendum to it when we find out about the cost of liability insurance and filing fees.

Don't feel there is enough information to vote on some subjects.

Jillian wrote on 10/14/12

Topic 1. I support the financial report including the break down of start up expenses. I also support keeping membership fee the same for everyone. I think Joyce's question is a good one. I agree with Liz's thought that it will keep things simple.

Topic 2. I support the two year plan. I especially like the idea of an in-depth directory. Perhaps when the e-newsletter focuses on one studio, that information can be saved and added to build the directory. I strongly support play-ins. And as Joyce suggested, we should consider adding teacher specific events such as our previously scheduled breakfasts - which always included lots of shop talk. I think such informal moments are fantastic, as well as more structured learning for teachers. With the International Violin Competition of Indianapolis, there are many fine lectures we can attend as a group and afterwards meet together informally.

Topic 3. I think we should have a vote on annual meeting location. I would vote to rotate evenly.

Topic 4. Wouldn't it be great to have an annual teacher dinner - nothing fancy- and it could rotate around the state too. Guest speakers can be taken from our own ranks to discuss their program, their love of teaching, or any other certain topic. It would be a great way to give each other, the many fine Suzuki teachers of Indiana, a voice to share our experiences, expertise and passion. It could be as simple as meeting at Shoneys in a partitioned room. As I said before regarding the annual meeting - anytime Suzuki teachers get together, it will be a great time!

Dawn Evans wrote on 10/14/12

Topic 1: I think that the financial report and dues structure looks good. I understand that this is a projected financial plan for the next year, but we might want/need to plan to allot more money for the annual meeting speaker to cover travel expenses/stipend. We were lucky this year that our annual meeting coincided with the I AM Festival and the ability to have a faculty member be our speaker, but this will probably not be true as we rotate our meeting throughout the state. A budget for the pianist for the annual meeting also might be a good idea. I think that for any other events, the hiring of the pianist should factor into the registration fee for that event.

I agree that we should raise the dues to \$15, that is still very reasonable. I also agree that we should keep the membership fees the same for all levels of membership at this point. Jillian raised a good suggestion that on the application for membership we should use the same terms that we use in the by-laws of Active and Associate, consistency and simplicity is good.

Someone brought up group memberships not being in the by-laws or being an option on the membership application. In studying other states by-laws, I did not come across this as a level of membership. I don't think we need a group membership option as our dues rate is so reasonable for individuals and teachers. The other difficulty with a group membership would be the inability to sort out who in the group is an active SAA member and who is not.

I also think that liability insurance as Joyce pointed out is a good idea. You never know what people will do!!!! I do not know how to go about pursuing this, how it would work for an organization that does not have a physical location of its own like a school or studio.

Topic 2: Two year plan looks good. I am particularly interested in a graduation tape program, I would love to pursue this idea further. How we can keep it simple, perhaps doing it digitally, with uploaded videos to youtube with a private link, not a public video. Thank you Joyce on sharing your schools graduation program, I look forward to looking that over.

A piano event would be fantastic as we cannot participate in play-ins.

I am also a fan of more parent education! I think it is wonderful that I AM Festival offers ECC each summer.

How would a fundraising dinner work?

Topic 3: I also support evenly rotating the annual meeting throughout the state.

Topic 4: I like Jillian's suggestion of an annual dinner separate from the annual meeting, perhaps sometime in the winter (half way through our Association year). I also agree with Jillian that anytime Suzuki teachers get together, it is a great time. Just being connected, sharing experiences, ideas, problem solving together is a wonderful thing!

One more thing, not one of our four topics. I too think that Emily should have an official title. I like media secretary. Thank you Emily for putting together the newsletter!!!!

Emilie Grondin wrote on 10/15/12

I have held off replying until now because of time and also wanting to see the discussion. Then I noticed only four participants in the discussion - Liz, Jillian, Dawn and Joyce. So when I went to reply from an email sent most recently I noticed fewer names. I compared the emails to the list of board members in the recent newsletter by Emily T. So some board members have not received the discussion thread. I have included all the email addresses based on the newsletter list. If you are not on the board my apologies, but if you are and somehow dropped off the email thread, then please say something to get caught up and your voice heard.

Here is my input:

1. Financial Report

I agree with the single membership fee of \$15, aligning the terminology with the bylaws (active and associate), and not having group memberships. The budget needs to include the liability insurance (suggested by Joyce), the fees for the not-for-profit status and related items, and I agree with Dawn about the annual meeting budget being increased to cover potential expenses for speaker, accompanist (if we decide to have a play-in), child care (if we decide to have that), and other expenses. One thought I had was to have a higher membership fee then charge less for the meeting (if at all)

2. Prioritize the two-year plan.

I agree we need a two year plan. How to prioritize the plan I think comes down to our purpose as set forth in the bylaws. I also suggest that we come up with a mission statement that we can use as a guide to our activities. As a resource for teachers, we need to consider the ways that we can get teachers together to share information, teaching tips, etc - the dialog. Area breakfasts/lunches/teas etc, can be a good tool to

bring teachers together. As a resource for students - the graduation tapes and play-ins may serve a useful purpose. As for the requirements for a graduation tape, that should be a topic for a future meeting - possibly the annual meeting to get all teachers'/programs' input. As a resource for parents, a parent education activity can be included along side a student activity such as a play-in or piano weekend.

3. Next annual meeting

I was waiting on getting more information so I knew what parameters I had to work with (i.e. budget) Now that I know, I will get to work on finding a place that is easily accessible to travelers - I'm looking particularly at the south side so that travel time is less. I have some possibilities.

I think the annual meeting should rotate around the state - central, north, south.

4. Other ideas - see no. 2

Danna Kostroun wrote on 10/15/12

I was at a conference this week for the Western Society for French History. I am on the governing council for that organization and the question of liability insurance came up there too. Our treasurer called a few companies and never heard back from them after they heard how small we were as an organization (about 500 members). So I know it is not an easy thing to acquire for small groups. We need to ask around and get names of companies who will insure us. We might at least look into insuring the one person who signs contracts for meeting place reservations (is that our prez or treasurer?).

I also agree about prioritizing the two year plan. I like the idea of an annual schedule of meetings and gatherings to promote teacher training and parent education about the Suzuki method and philosophy are very important.

Did we agree to do an online poll for meeting places? The two choices were rotating [north, central, south, repeat] versus [north, central, south, central, north, central...]

As for new way to connect teachers: I have been reading Bill Starr's books and he mentions how Suzuki formed a "tour group" among his students in Matsumoto. This group was a "carrot" for motivated students who wanted the opportunity to travel to the U.S. The Ithaca Talent Education program where I grew up also had a tour group. We toured the East Coast, Israel, Italy and the Czech Republic. It was a great motivator for students who were selected. I thought that we might consider to form a group of "All-Star" students from across the state who would be selected to perform at the State Fair or some other prominent Indiana venue. They could gather for a day of rehearsal of the Suzuki repertoire and then perform the next day. Anyway, it is just a thought. But some form of concerted goal might be a way to foster communication among teachers, to motivate students, and to give them a chance to mix with one another across the state.

I think \$15 is reasonable, especially if it helps us to bring in good speakers, and to provide students with opportunities to perform in good facilities with piano accompanists.

Sarah Pearce wrote on 10/15/12

Topic 1: Membership fee. Considering it's \$68 for a year of SAA membership, I think \$15 or even \$20 is reasonable for the Indiana Suzuki. Does anyone know what other states charge? Maybe if we charge enough for membership, we could offer members a discount at the annual meeting which might encourage membership.

Topic 2: Emily should certainly have a title like "Media Secretary". I like the idea of encouraging members in their different areas to get together for coffee/networking. But, we would need a list of who is where and contact info.

Topic 3: We should definitely rotate the annual meeting

Topic 4: Could we try to post on the fb page at least once a week? We have an awesome page and it could be something as simple as "What's going on in your studio this week?". That way it will show up in

our news feed. Also, is this page for parents, too? Can we tell our parents to 'like' it? Can we link the newsletter to the page for sharing to other pages (Our University of Evansville program has a fb page I could share it on. I often put SAA links on there.)

Also, what about a photo release? We have one for our program here at UE that basically says "We can take your picture at some event and it might show up on a flyer or our fb page or somewhere like that." I'm just thinking about play-ins or meetings...Also, definitely agree that we need some type of release form for liability.

SAI Revised Budget

Previous Fiscal Budget for 2011-2012

Income

32 Memberships (\$10 each)	\$320
13 Meeting Attendees (\$35 each)	\$455
Total Income	\$775

Expenses

Registration for Not for profit	\$30
EIN Number cost	\$177
House rental for meeting	\$125
Guest Speaker	\$50
Total Expenses	\$382

Current Profit for 2012 \$393

Proposed Budget for 2012 -2012

Income

35 memberships at \$20 each	\$700
Meeting Fees (20 people X\$35)	\$700
Total Project Income	\$1400

Expenses

Operating Fees (postal, xerox)	\$200
Rental of Facilities	\$200

Speaker Fees and costs	\$300
Refreshments at meeting	\$ 50
Childcare	\$ 40
Accompanist	\$200
Liability Insurance	\$200
Tax Filing	\$200
 Total Projected Costs	 \$1390

Liz Efroymsen wrote on 10/16/12

Hi All : I sincerely apologize if you did not receive all the comments and responses on the first virtual board meeting. I have seen advertisements about cyber meetings and will look into. BUt I I did get lots of responses and will summarize as to the best of my abilities. Jillian (our secretary) will type up minutes from all the e mails and have that for you also.

1. On the subject of fees - I found no objection to raising the rate. And I found that most people were in favor of one membership fee (no group, associate, etc). This would help keep the accounting simple. However, several people raised the idea of liability insurance and tax costs. I will look into this with the Academy's resources and I would welcome any experience and feedback on this subject. For the reasons of these projected costs, I suggest we have a membership fee of \$20. Please see the attached projected budget. (see above)

I UNDERSTAND THAT THERE WILL BE FURTHER DISCUSSION ON THIS SUBJECT, SO I THINK WE SHOULD ALLOW ANOTHER WEEK OF BEFORE WE TAKE A VOTE ON THE REVISED PROPOSED BUDGET. I PROPOSE THAT WE TAKE A FINAL VOTE A WEEK FROM TODAY.

(In the meantime, I need Dawn - our resident by law expert - to double check that cyber votes are allowed and the procedures behind that)

2. There were several proposals to give Emily Thompson the title of Media Secretary. I am assuming we all love this idea and very much appreciate the work that Emily is doing . Let's be sure to visit the Facebook Page and add our bits and info to both that and the newsletter. This is the essence of our organization - as Emilie Grondin put it - sharing information and teaching tips. We just need to vote on this to make it legit.

Emily Thompson wrote on 10/16/12

I just wanted to second Liz's suggestion that Joyce's information about graduation pieces would make a good newsletter article. Joyce, if you would like to write about what your school does, or if anyone else would like to write about this topic, put it into 3-4 paragraphs and send it over! I have never done graduation pieces, but I can see how it would be very beneficial, especially if private studio teachers could have access to a larger support organization.

Liz wrote on 10/16/12

Great idea. Especially since it has been used for many years successfully. These are the kind of stories we need to share.

Joyce Davis wrote on 10/17/12

We have our liability insurance through State Farm, however I would check with your own insurance as you would probably get a better rate. If we cannot get liability insurance, I suggest that each event we have be sponsored by a group that has insurance. I would imagine that the Fort Wayne group probably carries it as they are very established. Also the Evansville group. I just am not very familiar with the central Indiana groups.

Also I am in favor of Emily Thompson have the title of Media Secretary.

The filing of taxes fee - is this for an accountant or tax person to file the taxes? I presume it is.

We should have a line item for filing the papers for not for profit. \$10 by snail mail or \$7.14 (?).

With this addition of this line item, the budget looks good.

Thanks to everyone for their input.

Liz wrote on 11/2/12

I have done some research into some items that were brought up in our virtual board meeting:

1. We do have to file taxes. I work with a woman who will only charge about \$100 (or less). So that item had to added into the proposed budget
2. I consulted several people about liability insurance. The main agent I talked to did not seem to think we needed regular liability insurance . However, if we will need if for a specific event, we can get insurance for that specific event, which is why I have also put that in the budget, just in case. The agent also recommended that if we have an event with students and parents (and even teacher) we should have a standard form they should sign which waives liability . I think this is a good idea.
3. I have not heard anything from the SAA yet. Will let you know when I do.
4. Emilie said she was waiting on our budget to confirm how much we have to spend on renting a location for the annual meeting. I have allotted \$300 for this item. However, if it is more we can always change the amount that we charge for the annual meeting.
5. Don't forget to send information into Emily Thompson for the newsletter and to check the Facebook page. I would really like to keep these alive. It would be great to see a mention of the article in the new Strad magazine which has the Suzuki method on its cover and is very complimentary. It even lists current well known artists who started off in the Suzuki method.

Please send me your votes on the budget asap.

As to our next meeting, I don't think the virtual meeting was quite right. I am looking into doing on line meeting and suggesting three dates (I'm thinking January) and going with whoever can do the most . So.. I need suggestion as to as to what method to use. Jill has said that she doesn't know how to use Skype. There are several free on line meeting possibilities. Any suggestions?

Paul Young wrote on 11/2/12

I am in favor of the budget as it stands, but I wonder if we shouldn't consider allowing more for the cost of babysitting. Maybe \$80.00? I was thinking that this could be offset by the amount allotted for rental space. Do you really think it might be more than \$300?

Sorry that I was one of th people who didn't respond in the first board meeting. I kind of just wanted to see how things would be discussed.

Liz wrote on 11/2/12

My opinion is that this is just a proposed budget and we can shift around figures as needed in the real world. To be honest, I don't think we even had any kids at the first meeting (until the very end). It's a good comment and yes - we can get a place for less - Emilie will have to check that out. Liz

Jillian wrote on 11/2/12

The rental space for the Irvington Benton House was VERY cheap (125.00) for most of the day (it was their 1/2 day fee - a favor to us I think). A room at Ft. Harrison State Park was around 200.00, small, one window (ok, maybe 2) and a white board. It was sad and expensive. If we rent an additional venue that same year for an additional function, we'd probably run over the 300.00 mark. We probably could use more for babysitting. I had a sitter (former student) show up just in case, to be on the safe side. She proved very helpful with a baby and with help in clean up.