

## Table of Contents

Active Teacher Member List & Membership .....	1
Affiliation and Association Formation Process .....	1
All Star tour group .....	3
Annual Meetings .....	3
Associate Membership .....	3
Board Development .....	4
Book Club .....	5
By-Laws .....	5
Drop Box .....	6
Dues .....	6
E-Newsletter .....	7
Facebook .....	7
Fall Play-In .....	8
Financial Development .....	9
Graduation Recitals .....	10
Honorary Board .....	11
In depth teacher directory .....	11
International Violin Competition of Indianapolis .....	12
Liability Insurance .....	12
Leadership Retreat .....	12
Logo .....	12
SAA One Dollar Fee .....	13
T-Shirts .....	13
Teacher Retreats .....	13
Two Year Plan .....	13
Website .....	13
Items that were mentioned only once .....	14

## SAI 5 Year Secretarial Report 2012 – 2016

Presented by Jillian Chrisman

Any topic mentioned more than once is listed with its own heading alphabetically. This is to show two aspects (1) how much we have accomplished (some comments are from 2010!) and (2) to show a discussion thread on each item and how these items developed or did not develop. We have many great ideas, but it will take time. As secretary I recommend that we choose only one main idea and one secondary idea to accomplish each year.

### **Active Teacher Member List & Membership**

**July 2010** Jillian agreed to continue developing an e-mail list for the state and to write the minutes for today's meeting (*SAA does not provide email addresses. Email addresses were found on the SAA directory and by phone. There are approximately 100 listings for Indiana*)

**Nov. 2010** Jillian hopes to achieve the final version of the list by Thanksgiving and hopes to acquire more than 30 names for future membership. Jillian will finalize the 30 name list.

**July 2012** We agreed that membership renewal deadline shall be July 1<sup>st</sup>. Membership is defined in the by-laws.

### **Affiliation and Association Formation Process**

**July 2010** Discussion regarding the name of the chapter took place  
Benefits of Affiliation were also discussed.  
Liz is to contact SAA with more questions.

**November 2010** Liz presented the paperwork for the Articles of Incorporation for a non-profit corporation. We agreed to informally act as officers. The paperwork requires naming of officers.  
President – Liz Efroymsen  
Vice President – Dawn Evans  
Treasurer – Diana Hummel  
Secretary – Jillian Chrisman  
Parent Representative – Jill Kirk

**July 2012** Officers and board members are voted in.

Officers for a two year term are: (*terms were later changed*)

Elizabeth (Liz) Efroymsen-Brooks – President

Dawn Evans – Vice-President

Jillian Chrisman – Secretary

Diana Hummel – Treasurer

a 2 year plan for the association was formed.

Blog/website/what does the SAA offer for affiliate chapters' web presence?

**Oct 2012** Emily Thompson voted in as Media Secretary

Two Year plan was approved

New Budget approved

**Feb 2013** Board Members present agreed on 20.00 annual membership fee.

Membership fees are to be renewed July 1<sup>st</sup>. Secretary is to give 60 day notice

Term limits will be voted on at the annual meeting

Status of Application for Affiliation with Suzuki Association of the Americas (SAA) is reviewed

**July 2013** Liz then noted what has been accomplished this past year such as becoming a non-profit organization, getting a tax exempt number and creating by-laws.

**Nov 2013** **Congratulations to the Suzuki Association of Indiana for becoming an affiliate member of the Suzuki Association of the Americas as of October 2013!**

we will now need to display SAA's logo in regards to SAI functions

**March 2014** Joyce Davis suggested having an on-line registration. Liz, Joyce, Emilie, and Sharon plan to attend the SAA national conference in which there is a specific time set aside for chapter affiliates

**July 2014** National Conference: Liz attended and reported that the workshops were great. She received our SAI certificate of affiliation at that time.

**Nov 2014** SAI committees need a chair person to guide each committee's direction.

Jillian mentioned it'd be great to get the registration process and payment all on line.

**Feb 2015** Upcoming Elections: *(no longer applies but was part of the process)*

This July: two officers will be elected to fill the positions of secretary and president. The nominating committee is comprised of Jillian Chrisman, Emilie Grondin and Sarah Pearce. It was DECIDED that the new president elect will shadow the current president for the first year. Liz made it clear that being president was not time consuming in any way. It was a more of a coordinating position

Jillian, Dawn and Liz all agreed that we missed meeting informally as we did when first forming the plans for SAI. It became apparent that teachers need and enjoy getting together. We all hoped to have the opportunity to do so in the near future.

**June 2015** Media Secretary: Emily Thompson will be resigning as media secretary as of July 11, 2015. We are all so very grateful for all that she has done in this area to develop SAI. It was determined that this position is an appointed position. Dawn commented that SAA's elected officials are a very small group. It was agreed that this position would solely be responsible for producing the e-newsletter only and that we may need to have a separate person for the website.

It was decided that Liz will ask for a one year volunteer for this position (*newsletter*) until it is appointed officially next year – thus beginning the two year term within the rotation of officer elections.

Proposed Voting rotation will be as follows:

2016 – President Elect

2017 – Secretary & Treasurer

2018 – (President Elect moves into President office), President Elect

2019 – Secretary & Treasurer

2020 – President Elect, (former President Elect moves into President Position)

We were very excited to be listed on the cover of the SAA Journal as one of twelve affiliates.

**July 2015** We will split the media secretary into two positions (1) newsletter & (2) website manager.

A motion was made and a vote was taken and approved for Rachel to take over the newsletter.

Sharon volunteered to manage the website. This was voted on and approved.

### **All Star tour group**

**Oct 2012** an Indiana All-Star tour group to give students an incentive

**July 2013** develop an advanced all-star team of Suzuki players, noting that each studio has a handful of students that excel

### **Annual Meetings**

**May 2011** Annual Meeting date for Indiana Suzuki Association including an informal time to meet each other or to play with each other

**Oct 2012** agreed to rotate the annual meeting evenly, central, north, south.

**July 2012** Determined schedule for the annual meeting on July 28 at the Benton House in Indianapolis

**Oct 2012** Jillian liked how the annual meeting ended with a play-in

**Feb 2013** Second Annual State Meeting will be July 13, 2013 hosted by Emilie Grondin in northern Indiana

It was suggested to always incorporate a play-in at the annual meeting and then to try to have a play-in in the other two parts of the state that same year.

A piano play-in for the annual meeting was discussed

**Nov 2013** Third Annual Meeting – July 12, 2014 in Evansville. Carol Dallinger will be the main speaker and will talk about starting a Suzuki School

**March 2014** Annual Meeting scheduled for July 12, 2014 in Evansville. Hosts are Sarah and Maria.

Thought was given as to the amount or budget for the annual meeting. It was agreed that \$300.00 – 400.00 would be a good range (*it is now 150.00 for refreshments and 150 for guest speaker*)

Jillian and Liz agreed to mail (snail mail and email) a registration form to everyone for the annual meeting in early June.

**Nov 2014** SAI Fourth annual meeting on July 11, 2015 will be at the new home of Indianapolis Suzuki Academy

**Feb 2015** Jillian will ask Glen Kwok (1<sup>st</sup>), president of the International Violin Competition of Indianapolis, to be our guest speaker. (*He accepted the invitation at no charge*).

Emilie also mentioned we can invite families to the second part of the day at the annual meeting. She remembered the play-in at the first annual meeting in Indianapolis, in Evansville too, and her chamber music reading after the north side annual meeting.

**Feb 2016** Annual Meeting – July 9, 2016 at St. Peters Lutheran Church in Mishawaka

Emilie Grondin will host the next annual meeting in northern Indiana.

### **Associate Membership**

**May 2011** Selling the idea of membership to SAI to our studio families (what's in it for them?)

**March 2014** regarding membership and building membership with Suzuki parents. Liz encouraged us to think of creative ways to involve the parents and students.

**Page 4**

**July 2014** we need to start focusing on encouraging parents to join. Jillian mentioned that this would be a good time to ask our parents how SAI could best serve them and their children. This would give us better insight. Rachel and Emilie mentioned that SAA has a parent forum on line.

**Nov 2014** we will need to determine how to process associate memberships – especially when grouped together from one studio. (Some studios are incorporating the \$10.00 Associate Member fee into the studio tuition to make all studio families of their studio Associate Members, others are not)

**Feb 2015** Liz recommended, and the others present generally agreed, that the active teacher is to be the one to pass on the emails/newsletters to their respective associate members.

**Feb 2015** Liz asked, “Can we count a studio as an organization?” Maria noted that at the national level, SAA has a studio membership, but it’s not an organization. Maria said they would still have to ask the parents for the \$10.00 associate fee because at U of Evansville, the teachers cannot add anything to their tuition. Liz, suggested SAI can offer 3 levels of Associate Membership 1) Associate/family for 10.00, 2) small studio associate membership - around 30 students for \$25.00 and 3) large studio associate membership – over 30 students for 75\$. Liz then asked each person how many students they have. Board members ranged in having 25-55 students each, with Joyce’s and Liz’s multi teacher programs having about 100 students. Jillian wonders how much revenue loss this system will create for SAI. Dawn mentioned that this is the most realistic way to build associate membership to meet SAA’s expectations for SAI. *(SAA has no expectations for associate memberships numbers, only for 30 Active Teacher Members)* Jillian asked if SAA needed \$1.00 annually from just active members or both active and associate members. Liz said she’d check into this (it is both). Liz will send out emails to vote on this topic. Jillian stated she’d like more time to crunch the numbers and see how other affiliates collect membership fees. *(Please see or ask to receive Jillian’s research on this topic as she researched other affiliate chapters on this matter – the answer being – each affiliate struggles with growing associate memberships – however there are many different opinions within SAI on this and it remains unresolved)*

Joyce asked, “Why have associate members?” Emilie added that SAA is great and the journal is good but doesn’t connect us locally. And for those who are not in a large studio, such as Joyce’s, students can find out what events are happening in the area and join in. Liz added “Membership shows support for your teacher. It’s (the cost of) two Starbucks (drinks). It is a way that Suzuki parents can support their teacher’s efforts to create Suzuki Community in Indiana.”

Emilie asked, “How can we make it family friendly? Board members noted that the current newsletter with practice tips was a start. So including topics important to families would be helpful. Emilie also mentioned we can invite families to the second part of the day at the annual meeting.

#### **Oct 2015** Possible Group Associate Memberships for studios/academies

The discussion of group SAI association member rates, led by Liz, for studios small and large, took place. Dawn stated that research needs to be done on this. Liz said the goal is not to limit but to expand. Studio teachers would need to be active SAI members in order to qualify for the group rate for their students. Then studio teacher disseminates SAI info to said group associate members. This saves SAI coordination efforts in regards to associate membership list, contacting and monies. The group associate rate can be considerably less. Liz and Dawn will research this idea and see what other groups are doing. Jillian stated that we do not want to shoot ourselves in the financial foot. Liz mentioned that money is not our goal. Dawn mentioned that money is needed to fund SAI activities

#### **March 2016** Affiliate research by Jillian excerpt:

I had hoped to find the wheel already invented, so to speak, in regards to associate membership recruitment and monies. Instead, I found that most affiliate chapters struggle with or are not currently

Page 5

focused on associate memberships. The associate membership numbers are generally low across the board. There were, however, a variety of ways in which each affiliate collected the membership fees.

### **Board Development**

**May 2011** promote Board of Trustee Membership

Board Member Qualifications and the legalities/power of their actions/decisions

**July 2012** Officers and board members are voted in.

Board Members voted in to an open ended term are:

Paul Young  
Maria Mastrapaolo  
Joyce Davis  
Emilie Grondin  
Danniella (Danna) Kostroun  
Ann Sloan  
Sarah Pierce

It was suggested and agreed that we meet quarterly and use skype to meet with those who are long distance while those gathered in Indianapolis meet at one location. It was also suggested that we work at keeping these meetings to one hour.

**Nov 2013** A vote was taken and all agreed to accept Sharon on the Board.

**March 2014** Liz, Joyce, Emilie, and Sharon plan to attend the **SAA national conference** in which there is a specific time set aside for chapter affiliates

**June 2015** Liz stated that she would like one board member (at least) to represent each section of the state (north, middle, & south). *These board members are elected at the annual meeting.*

**June 2015** Current Board Members are:

Liz, Dawn, Jillian, Diana, Emily, (officers), then Maria, Emilie, Joyce, Ann, Sharon

Honorary Board Members are Carol & Diane

**Oct 2015** Number of Board Meetings

Dawn also noted that a specific number of board meetings is not reflected in our by-laws. Our by-laws note the annual meeting but no other meetings. We agreed that at least board 3 meetings annually should be conducted and that this be reflected in the by-laws.

**Oct 2016** Nominations may be made at any time. The opportunity for discussion needs to occur. A vote may be taken at a later date via email. Liz nominates Emily Thompson.

**Feb 2016** A vote was taken and Emily is accepted as SAI's newest board member. *(she had previously resigned last summer due to her schedule)*

### **Book Club**

**July 2010** Book Club to provide Suzuki education

**Oct 2012** a book club every 4 months – possibly conducted on facebook

**June-August 2013** Jillian hosts a book club on Facebook – very low response

Page 6

### **By-Laws**

**July 2010** we should define the chapter by providing bylaws

**Nov 2010** Dawn presented a set of by-laws to be reviewed.

**May 2011** introduce by-laws at northern meet and greet

**July 2012** Discussion and approval of by-laws.

The by-laws, written and read by Dawn Evans and later read by Emily Thompson, led to a lively discussion as we persevered to define ourselves and the association.

**July 2013** By-Laws Update: It was discussed that the President and Secretary term length of 3 years begins upon affiliation and then the term length after the initial term is to be two years to stagger voting

**Nov 2014** By-laws in reference to election of officers – Dawn commented that in looking at the SAA by-laws, our by-laws have more things than SAA. SAA’s way of electing officers is simpler. We should address this at next annual meeting. All agreed to keep by-laws simple in general

**Feb 2015** It was DECIDED that the new president elect will shadow the current president for the first year. Liz, made it clear that being president was not time consuming in any way. It was a more of a coordinating position

**June 2015** Emily Thompson will be resigning as media secretary as of July 11, 2015. We are all so very grateful for all that she has done in this area to develop SAI. It was determined that this position is an appointed position.

It was proposed to make the following amendments to the by-laws at this year’s annual meeting, July 11. Changes to be voted on are: (one) having a president elect; (two) change all officer terms to two years AND; (three) begin the election process NEXT YEAR.

**July 2015** By-law revision

To develop strength of leadership, it has been proposed to consider a president elect. The president elect is two years and will cycle into president for another two years.

Dawn researched the SAA by-laws

Section 6:4 vacancies – new addition to help us fill unexpired positions

A vote was taken and approved to take media secretary off of list of officers in the by-laws.

**Oct 2015** Vacancies

Dawn mentioned that our by-laws have nothing regarding handling vacancies. SAA has a section under officers that a vacancy may be filled by a majority vote of the board of directors at the time needed.

Dawn stated that we need to add this

Consecutive terms for both secretary and treasurer

Dawn noted that the SAA Secretary can serve two consecutive terms. She recommended that we consider both the secretary and treasurer being able to serve two consecutive terms

**Number of Board Meetings**

Dawn also noted that a specific number of board meetings is not reflected in our by-laws. Our by-laws note the annual meeting but no other meetings. We agreed that at least board 3 meetings annually should be conducted and that this be reflected in the by-laws.

**Honorary Members have voting rights** Dawn mentioned two issues regarding honorary board members – (1) that honorary members may be nominated and voted on by the board and (2) that they have voting rights.

\*\*We need to vote on the above additions to the by-laws. Liz proposed we do this vote by email. Paperwork is due at the end of this month (Oct 31) to SAA and we need to turn in our current by-laws.

Page 7

### **Drop Box**

**Nov 2013** Drop Box was mentioned as being a great association tool

**March 2014** Drop Box was discussed, it’s purpose (a file for all members to access and share information such as studio policies, articles, and past e-newsletters, etc.)

**July 2014** We can review past e-newsletters and other items of interest that are stored there.

### **Dues**

**July 2010** Dues were considered. Dawn is to research fees of other affiliate chapters.ed

**Nov 2010** Dawn had researched what other Suzuki Chapters charge.

**July 2012** It was also suggested that we vote on the membership fee for active and associate membership next year.

### **E-Newsletter**

**July 2010** E-Newsletter is mentioned

**Nov 2010** noted desire for creating a newsletter to inform members of studio happenings and for exchange of ideas.

**May 2011** Our main goal in the beginning will be to establish an e newsletter.

**July 2012** e-newsletter Quarterly Newsletter (4x/year)

**July 2013** a monthly e-newsletter has been created - send in a paragraph for September newsletter regarding graduation tape practices and standards also send in a paragraph on Suzuki performance group idea for the e-newsletter

**March 2014** Liz encouraged all of us to submit articles and photos for the newsletter.

It was agreed upon to have the e-newsletter every quarter instead of monthly.

Liz suggested sending in personal teaching stories as they are inspiring

**July 2014** Emily changed newsletter publication to quarterly (January, April, July, October/November).

**Feb 2015** Emily Thompson has informed SAI that she needs to cut back and enlist help with her position as Media Secretary. She is looking, more specifically, for help with the web page that is brand new. We discussed ways to help and will look for guidance from Emily in how to shift various responsibilities to other people. (*this excerpt also listed under web page but it affected the e-newsletter as well*)

**June 2015** Media Secretary: Emily Thompson will be resigning as media secretary as of July 11, 2015. We are all so very grateful for all that she has done in this area to develop SAI. It was determined that this position is an appointed position. Dawn commented that SAA's elected officials are a very small group. It was agreed that this position would solely be responsible for producing the e-newsletter only and that we may need to have a separate person for the website. It was decided that Liz will ask for a one year volunteer for this position (*newsletter*) until it is appointed officially next year – thus beginning the two year term within the rotation of officer elections.

**July 2015** We will split the media secretary into two positions (1) newsletter & (2) website manager.

Our goal is to have a balanced input from all three regions of the state.

Two or three teachers should give input to the editor regarding choice of articles.

Use the month of publication to put together the newsletter. We need to encourage teachers to write articles and keep them handy or send them on in to Rachel to be used at a later date.

**Oct 2015** Member Highlight. Liz suggested calling and interviewing a member once a month or so and do an interview. Then she could do a write up for the e-newsletter. (*Linda Kummernuss was featured*)

**Page 8**

**Feb 2015** Board members noted that the current newsletter with practice tips was a start (*to build associate memberships*). So including topics important to families would be helpful.

**Feb 2016** Dawn mentioned to not post the newsletter on the website because that is what people are paying for as part of their membership.

### **Facebook**

**July 2010** facebook was mentioned

**July 2012** Facebook page was mentioned

**Oct 2012** we need to make a commitment to post something on the facebook page weekly, and this page can be linked to others, and to start using a photo release form so that pictures can be placed on internet

**July 2013** a facebook page has been created by Emily

**March 2014** we need to be interacting more and creating community on line.

**June 2015** Jillian commented that the facebook page is still under used but hopes that she, as well as others, will use this as a way to connect.

The SAA website has links to affiliates and one affiliate has a facebook page link. Jillian said she'd work on getting SAI's facebook page linked with SAA.

**July 2015** Candida asked if someone can start (3) a blog and manage the face book page? At first, Sharon suggests she'll do only the web site but after further thought and discussion she agreed to keep the facebook posts going and do some blogging. Jillian suggested parents/association members could be useful in filling some of these positions

Facebook/blogger – Sharon will research what is involved. Sarah B. suggested a blog or facebook is also a great way to tell stories or lesson points. Jillian suggested we could put a shout out to associate membership to recruit bloggers. Weebly is being used by SAI & ISA. Meghan mentioned that a blog can be password protected. This should cover any privacy issues. Liz, suggested that within our studios should have a contract to allow picture and/or name. It was discussed that the Photo agreement should specify or have the option for the parent to approve (1) any pics or (2) no pics; and if pics are approved, then get the approval of (1)first name only or (2) no name

Carol said that from the legal perspective this is necessary and that this was stressed at the leadership retreat. Jillian added that the fall is a great time to put this paperwork into place as we start the school year. Sarah B. suggested a blog or facebook is also a great way to tell stories or lesson points

### **Fall Play-In**

**July 2010** providing activities for all Suzuki instruments

**July 2010** Play-Ins

**July 2012** Play-ins (in each region)

**July 2012** Piano play-ins need a collection of instruments

**Oct 2012** Jillian commented and suggested – that Linda Kummernuss is planning a spring play-in in northern Indiana, Jillian can plan a fall play-in for central Indiana, perhaps a play-in in the summer in southern Indiana would round things out and this can become an expected annual event

July 2013 Dr. Suzuki Birthday Regional Play-Ins, (north, central, south) to be planned in October.

**Nov 2013** It was decided that each region (north, central, south) would have their play-in during October  
Liz has sent SAA a picture of each of the three regional play-ins.

Emilie mentioned, as well as Jillian and (somebody else) that it is beneficial for independent teachers to become part of a larger event

### **Page 9**

**March 2014** Liz asked those in attendance how they felt the play-ins went and if we should continue this. There were many positive responses and it was agreed that we should continue. Liz suggested adding a video of Dr. Suzuki at the play-ins so the students get an idea of who he was.

**July 2014** Liz noted that play-ins of any size can be organized for SAI's October Play-Ins. Studios may do this individually or the play-in may be coordinated with several studios or teachers

July 2015 Funds for Play-ins: It was suggested by Diana to provide funds up to 150\$ for each region provided that receipts for expenses are turned in to her for reimbursement.

**July 2015** Carol is planning a mall appearance for Oct. 17<sup>th</sup>

Central Indiana's date is Nov 1<sup>st</sup> 2:00 p.m. at the Arts Garden (1:30 call/arrival time)

**Oct 2015** North – Emilie reported that October is filled with Notre Dame football and fall breaks and couldn't schedule one. central play-in scheduled for Nov 1<sup>st</sup> at the Artsgarden downtown. South – Sarah reported they had a picnic. We met at one of our family's home and we had a cake, sang happy 117<sup>th</sup> to Dr. Suzuki. The kids played games in the yard and parents talked in the house.

## **Financial Development**

**July 2010** Discussion revealed that we will incur expenses and will need a system to pay for accompanists, room rental, etc

**July 2012** Establishing a bank account for the association. Diana did the groundwork for this. We agreed financial reports shall be given quarterly and sent to board members via e-mail. A projected budget should be developed.

**July 2014** Treasurer's Report: Diana stated that as of July 1, 2013 our balance was \$348.00 and an ending balance as of July 1, 2014 to be \$976.38.

**Feb 2015** October 30, 2014 balance was 1,383.09

Balance as of 1/26/15 was 2,138.90 The substantial increase is due in large part to the Indianapolis Suzuki Academy (ISA). They have included the 10.00 association fee into their student registration fee.

**June 2015** Current Balance in checking is 2,145.22 and 5.00 in savings

**July 2015** Beginning Balance 1063.75, ending balance is 2688.09.

**Budget:** Carol says we need to form a budget committee (**Emilie, Liz, Diana**) to propose/develop annual expenses and set up money amounts toward development of SAI.

**Feb 2015 Proposed SAI Revised Budget** – proposed by the Finance Committee comprised of Liz, Emilie and Diana

### **Annual Meeting Proposed Budget**

15 Attendees X \$35 \$525

### **Membership Dues**

30 Active Members X \$20 \$600

5 Associate small studio memberships X \$25 \$125

2 Associate large studio memberships X 75 \$150

Total Income \$1400

**Page 10**

### **Expenses**

#### **Annual Meeting**

Mailing \$200

Food and Venue \$150

Speaker \$150

#### **Office and Business**

Business Entity filing \$8

Supplies \$200

SAA Dues \$30

#### **Play In**

Accompanist \$50

Food and Decorations (\$50 per section) \$150

Total Expenses \$938

**Suggestions for additional Expenses:**

Stipend to send SAI leader to leadership retreat \$250  
(we could perhaps do even more)  
Web page (if we can find someone to run it) \$100

Proposed Budget was approved with the ability to make changes to particulars at a later date – more specifically the associate group fees and the leadership retreat fee.

**Oct 2015** Treasurer's Report – beginning balance \$3,310.04 ending balance \$3,382.31

**Graduation Recitals**

**July 2010** graduation recitals were mentioned

**Nov 2010** Graduation recitals, and the pros and cons of this were discussed in length.  
teacher retreats

**May 2011** How do you handle graduation recitals? We all do them differently!

**July 2012** graduation tapes reviewed by SAI members

**Oct 2012** Joyce commented – she uses a book graduation system that has worked for decades and also suggested this website [www.theachievementprogram.org/program/overview](http://www.theachievementprogram.org/program/overview)

Emily Thompson (media secretary) suggested that Joyce write a few paragraphs on her graduation system for the newsletter.

Dawn commented - she is interested in this idea and wonders if it can be done digitally

Emilie responded – that requirements for book graduation would be a good topic for a future meeting.

**Feb 2013** The topic of graduation tapes will be presented and discussed at the annual meeting

**July 2013** Joyce Davis agreed to lead a committee on developing a graduation tape process, to set standards and coordinate the process. On the spot, Joyce gained Sarah Pearce and Emilie Grondin to be on her committee. Emily Thompson agreed to host a round table discussion on an e-newsletter to research how other groups conduct their graduation tapes.

**Nov 2013** Graduation Tapes: see if Emily Thompson has gathered information regarding this.

**March 2014** It was decided to discuss this at the annual meeting as it is such a big topic.

**July 2014** Graduation Process: This typically happens in three ways 1) home graduation 2) play 2 or 3 strategic pieces publicly 3) a video can be sent to another teacher for review. Liz sent a tape to Emilie

for review. “Using the SPA course descriptors to grade a graduation is tremendously helpful.” Emilie stated. She also found it helpful to give general suggestions as well as specific ones for each piece. It was generally agreed upon that these descriptors should be front and center when a student’s playing is assessed. Emilie mentioned that we spent a lot of time discussing this last year and nothing came of it. Dawn suggested we set up a committee. Rachel Gries volunteered to listen to viola submissions and to help out if needed on violin submissions. Lastly, SAI as a group could possibly use SAA’s certificate that is provided for graduation recitals.

**Nov 2014** Graduation committee – This idea has lacked direction in general, partly due to teachers conducting book graduations so differently and also from lacking a chair person. Liz wondered out loud if we should call it something like “teacher evaluation” instead as she found it very helpful when a teacher took time to listen to her student’s video. Liz will put a call out to find a chair person to guide the conversation of this committee/evaluation process.

Dawn asked if we had anyone in our organization knowledgeable of the graduation process. We couldn’t think of anyone with a working knowledge of this process.

### **Honorary Board**

**July 2012** It was suggested to have an advisory board:

Carol Dallinger – (teacher trainer) she has informally agreed

Glen Kwok – (president of International Violin Competition of Indianapolis and teacher trainer, also ‘raised’ Suzuki) has shown interest but has not been confirmed

Dianna Schroeder – (former chair on SAA) needs to be approached

John Meed – (lawyer) needs to be approached

**July 2014** Carol mentioned that it would be good to have the honorary board members’ expectations written down so that the position can be more knowledgeably considered.

**March 2014** It was discussed to ask Diane Schroeder of Evansville to be an honorary board member. She has served as a board member for SAA and is also a past president of SAA.

July 2014 Diane Schroeder and Carol Dallinger to become honorary board members. They have both accepted the invitation!

**Nov 2014** Honorary Board Expectations – each of us will try to ask someone who has knowledge of honorary Board membership about the involvement/commitment of honorary board members in general.

**Feb 2015** It was discussed that we should ask a variety of board members what their honorary board members’ duties are. We need to develop our honorary board members duties/expectations and get them written down.

**Feb 2016** Liz requested that Jillian send a newsletter to Glen Kwok and ask him to be an honorary member. Jillian responded that we need to write out the expectations of honorary board members. Jillian mentioned she is uncomfortable with asking someone if there are no expectations set. Expectations will give the potential honorary board member an idea of what he or she is signing up for and the ability to carefully consider the position. After some discussion those present agreed that an honorary board member’s greatest assets are (1) to share ideas, (2) to provide input, and (3) once a year – attend a one hour board meeting in person or via skype.

### **In depth teacher directory**

**July 2010** Liz desires to develop an in-depth directory of Indiana Suzuki teachers.

**Nov 2010** Liz will continue to focus on an in-depth directory

**May 2011** Our main goal in the beginning will be to establish an in depth teacher directory

**July 2012** comprehensive directory of members

**July 2012** In depth directory (could it be available on website?)

**Oct 2012** – that e-newsletter can focus on one studio at a time and this can be one way to develop (slowly) an in-depth directory, if this approach seems desirable to whomever compiles the in-depth directory

### **International Violin Competition of Indianapolis**

**July 2010** Chin Mi is to contact the International Violin Competition of Indianapolis (IVCI) to possibly schedule an enrichment program for the Suzuki students

**July 2014** International Violin Competition of Indianapolis (IVCI, violin.org): Carol suggested that we check into their schedule and see what is going on there. It may be possible for us to meet and attend things together as an SAI function.

### **Liability Insurance**

**Oct 2012** checked with lawyer and learned our income is low enough we do not need to file for liability

**Nov 2013** Liability Insurance

Dawn asked, in regards to 10.1 in affiliation papers, how we should proceed in acquiring said certificate of officers liability insurance

Liz responded that she had checked with several insurance companies and it seems that we will need event liability insurance since we do not have a building per say.

### **Leadership Retreat**

**June 2015** Dawn proposed that we allow a fund towards an officer to attend the leadership retreat. It was decided to save this topic for the next board meeting.

**July 2015** Discussion regarding helping to fund annual play-ins and to help an SAI representative attend the leadership retreat took place.

**Feb 2015** Liz suggested to send our president elect to the leadership retreat. Maria said leadership retreats can be expensive. Dawn said it cost Carol about \$1200 to attend. Liz suggested perhaps 500\$ - 700\$ for now, but leave it unspecified to be decided upon later.

### **Logo**

**July 2012** A logo was mentioned

**Nov 2013** Jillian proposed having a logo contest as a fun way to grow awareness of SAI to students and parents.

**March 2014** Jillian will coordinate a logo contest for Suzuki students to involve the students and raise awareness of SAI among the Suzuki families.

**July 2014** A committee was formed consisting of Rachel Gries, Maria Mastropaolo, Jillian Chrisman, Emilie Grondin, Sarah Pearce, and Emily Thompson.

**Nov 2014** It was decided that the logo committee is to be co-chaired by Emily Thompson and Jillian.

**Feb 2015** All were in favor of moving forward with the new logo, created by Maria's mother, an established artist.

Page 14

Jillian reported that she closed the student participation portion of the logo contest mid fall and presented each distinguished participant with a music pin. The contest was then opened up to parents/teachers and friends of SAI.

**June 2015** We were very excited to be listed on the cover of the SAA Journal as one of twelve affiliates. But at the same time we were saddened that we had not finalized the logo decision in time to get that to SAA for the cover. We were unaware of SAA's cover plans. Liz stated that we need to start putting the logo on everything. Jillian comment that we should be able to use SAA logo as well because of our affiliation. We will vote on the final logo at annual meeting (as to whether or not include the letters SAI).

**July 2015** Logo: A vote was taken and approved to include words, "Suzuki Association of Indiana" underneath the logo design. Dawn will gather all logo info from Emily and send it to drop box and Jillian

### **SAA One Dollar Fee**

**Nov 2013** SAA's annual one dollar fee to be paid per affiliate association member (*both active and associate*)

**July 2014** Liz mentioned we need to find out how much of our monies need to go to SAA

### **T-Shirts**

**July 2015** T-shirts: Ann mentioned that Emily Thompson started a t-shirt selling project for SAI. Cost will be \$10 a shirt. Ann suggested white print with your choice color of shirt to give a rainbow effect.

**Oct 2015** Suzuki T-shirts & ordering

Liz will cover the rest of t-shirt orders so we can meet the minimum of 24 shirts ordered.

### **Teacher Retreats**

**July 2010** teacher retreats

**May 2011** Annual Meeting date for Indiana Suzuki Association including an informal time to meet each other or to play with each other, leading possibly to a teacher retreat

### **Two Year Plan**

Oct 2012 Emilie suggested – the two year plan should be guided by our purpose as set forth in the by-laws she also recommended making a mission statement

### **Website**

**July 2010** website is mentioned

**Nov 2010** creating a website to post job listings

**July 2012** website

**July 2014** A vote was taken on whether to have a website or not and all members present voted yes.

**July 2014** have a general photo release form and have each parent sign it.

**July 2014** Liz mentioned that the website could have a bio on each teacher and list the board members.

**Page 15**

**Feb 2015** Emily Thompson has informed SAI that she needs to cut back and enlist help with her position as Media Secretary. She is looking, more specifically, for help with the web page that is brand new. We discussed ways to help and will look for guidance from Emily in how to shift various responsibilities to other people.

**June 2015** Media Secretary: Emily Thompson will be resigning as media secretary as of July 11, 2015. We are all so very grateful for all that she has done in this area to develop SAI. It was determined that this position is an appointed position. Dawn commented that SAA's elected officials are a very small

group. It was agreed that this position would solely be responsible for producing the e-newsletter only and that we may need to have a separate person for the website.

Liz presented the question as to whether we really need a website or not. After some discussion it was agreed that we did. It could be a permanent home to list officers, a greeting from the president, meeting minutes, board members, by-laws, teacher directory as well as current events of teacher members.

**June 2015** Diana reminded us that we have purchased a domain name. Jillian offered to investigate other Suzuki Association websites to see what content they offer. It was discussed whether the website responsibilities will fall under media secretary or a separate web person.

**July 2015** We will split the media secretary into two positions (1) newsletter & (2) website manager. Rachel Gries volunteered to do the newsletter. Sharon volunteered to manage the website. This was voted on and approved.

Items mentioned for website were: Member names & directory, board, current officers, SAI events in general, divide teachers by region, then divide by city area & instrument. Pic, short bio, contact info (email, web, phone, whatever) and include a more in depth content regard your studio.

**Feb 2015** we can post events on the website that are free to members and charge a small fee for non-members

**Feb 2016** We do have a website. It's very rudimentary. Liz suggested we hire someone to put info on it Dawn mentioned to not post the newsletter on the website because that is what people are paying for as part of their membership.

### **Items that were mentioned only once**

**July 2010** Shop talks

**July 2010** it is the philosophy of the Suzuki Method that is most distinguishable (while defining SAI in the by-laws)

**July 2010** teacher recitals

**July 2010** piano ensemble experiences

**July 2012** a discussion of future association activities such as individual studios opening up one of their events to be an open invitation to all in the association.

**May 2011** Performance Group Apparel – uniforms/colorful tie belts make a better more professional Appearance AND a better performance from the students

**July 2012** SAI Weekend Event (annually in an alternating location different from that year's annual meeting)

- parent education seminar
- guest teacher masterclass
- play-in

Page 16

- composition performance (submissions adjudicated by SAI committee and winners selected for a recital)
- fundraiser dinner (in addition to registration fees for participants)

Piano weekends

composition contest idea

Oct 2012 Informal teacher dinner with guest speakers taken from our own ranks

winter would be a good time since annual meeting is in the summer

a piano event and a parent event

to pair up events such as student activity with parent education  
to compile some Indiana Suzuki history

Fundraising dinner/board appreciation dinner with concert

Oct 2012 – Have a captain for each planned event that coordinates event and reports back to board and membership on its progress and execution

Oct 2012 teacher specific events such as breakfasts

July 2013 Emily Thompsons suggested that we have a collection of our policies on line

Nov 2013 fundraiser faculty recital of Suzuki pieces/Play-In to help students and parents with costs of Suzuki workshops or institutes.