**Suzuki Association of Indiana**

**Fourth and final meeting of the board for 2017-2018 year**

**April 22, 2018**

**Secretary Report**

**Membership**

There are currently 38 registered members of the SAI. These include 1 honorary member (Diane Schroeder, also a lifetime SAA member), 2 associate members (Martha Egger and Cassandra Curtis, parents and non-SAA members), and 35 registered teacher members. One member, Meghan King, has just moved away from Indiana, but is still registered for this year. We had one renewal come in February from Debbie Barker. There is a freshly-edited membership directory emailed to the board with this report that reflects all of the above and will be sent to the membership on Monday.

**Annual Meeting and Membership Mailings**

Registration and renewal for the 2018 annual meeting and membership needs to be sent out in the next few months. Since this is my first year as secretary, I need to know to whom we will be sending paper forms in the mail. I have worked on the email lists for all SAA teachers in the past, so I can coordinate emailing meeting and membership information to all SAA members in Indiana, but I will need to find out more information about how Jillian did the paper mailing, where she collected the addresses, and whether she printed labels from a saved file.

We will need to make a plan about who is going to write the letter and meeting information and when that will have to be completed and mailed.

**Sprunger Workshop Publicity**

Do we want to have a brochure made with information about the Ed Sprunger workshop? I suggest that we have a professional looking brochure made in pdf format that we could email and post online and teachers can print it out for their studios.

**Newsletter**

We are due for the final newsletter of the year as well. I should send an announcement to the membership this week with a call for submissions by April 30 and aim to have the newsletter out by mid-May.

The main news feature of the newsletter will be the news about the Ed Sprunger workshop and all the information about the annual meeting. I also have a submission from Jillian about her Suzuki Family Orchestra concert planned for June 2. Since these are important scheduling items, I will send short separate emails out as well so that people can get them on their calendar.

This is our teacher topic (copied from the last newsletter) *Special Topic: What are some of your most creative and effective ideas you’ve tried for studio recitals? Do you have different recital formats for different times throughout the year?*

**Website**

Other than the two teacher listings mentioned above, the website has not been updated since the last meeting. On the list of to-dos include:

--Add full information about upcoming events, especially the Annual Meeting and Sprunger Workshop

--Add full teacher profile information (confirm with teachers it is OK to use their public SAA profile information if they prefer)

--Add photos from the group pictures taken at the last meeting and the play-in photos from last October

--Ask SAI members to link to the page from their other website profiles.

I have sent an invoice to Maria Mastropaolo from my web design business for reimbursement for this year’s web domain registration and hosting expenses, which total $75.

**Facebook**

My husband suggested that we use Facebook to make Facebook events for our major annual events, so that our members can invite their studio families and other teacher friends to them. He does this for concerts at his university, and it is a great way to spread the word and get the date put into everyone’s calendars.

We can put links from the event page to our website and contact forms for official registration, but this would give our members quick access to information and the ability to immediately share the information with all their contacts on Facebook.