

SWKMEA Board Meeting

June 18, 2025

10:00 am GCCC Kent Scott Conference Room

Tori Koehn, President

I. Introductions

- a. Present – Tori Koehn, Jeff Poort, Matt McGrory, Martha Saucedo, Erika Clausing, Summer Miller, Abigail Martinez, Sean Boller
- b. On Zoom – Mac Knight, Cory Klaker, Drew Johnson, Laura Kuplic

II. Approval of minutes from June 2024 SWKMEA Summer Board Meeting

- a. Jeff moved to approve. Summer seconded. Motion carried.

III. Sean-Whistleblower and Conflict of interest forms

IV. Reports

- a. Financial Report – Sean Boller

Starting Balance July 1, 2024 14,439.14

Expenses 24-25

Hotels	\$1,511.07
Clinician/Accompanist Fees	\$5,479.43

Food

November	\$1,088.44
December	\$2,025.64
January	\$402.09

Programs

November	\$53.03
December	\$70.74
January	\$47.71

Festival Fees (website)

HS Band	\$548.00
HS Choir	\$145.20
MS Orchestra	\$328.00
MS Band	\$340.00
MS Choir	\$1,104.00
HS Jazz Band	\$156.00
TJ Sites Management	\$2,159.00

Miscellaneous Expenses

Annual Book Review	\$240.96
Plagues	\$575.26
Contracts (Facility/ED)	\$1,500.00
QuickBooks	\$378.00
Checks/Postage	\$173.90
Total Expenses 24-25	\$17,751.21

Income 24-25

Fees	Audition	Participation	Total
HS Choir	\$6,758.00	\$970.00	\$7,728.00
HS Band	\$1,920.00	\$390.00	\$2,310.00
MS Choir	\$3,795.00		\$3,795.00
Elem Choir	\$2,145.00		\$2,145.00
MS Orchestra	\$540.00	\$155.00	\$695.00
MS Band	\$1,230.00	\$245.00	\$1,475.00
HS Jazz Band	\$465.00	\$85.00	\$550.00
		Total:	\$18,698.00
Income-Expenses	\$371.53		
Total Balance to Date	\$17,005.36		

- b. Mentoring Report – Cory Klaker
 - i. September 14th for District Mentor Zoom 2pm
- c. Advocacy Report - Erika Clausing – no report
- d. Webmaster Report - Troy Johnson
- e. Facilities Coordinator – Jason Richins
- f. Chair Reports
 - i. HS Band – Mac Knight
 - 1. Clinician: Scott Freeby
 - 2. Email: sfreeby1@gmail.com
 - ii. HS Choir – Abigail Martinez
 - 1. Clinician: Dr. Jamie Bunce
 - 2. Email: jbunce@ksu.edu
 - iii. HS Orchestra – Summer Miller
 - 1. Clinician: Dr. Blair Williams
 - 2. Email:
 - iv. HS Jazz Band – Andrew Johnson
 - 1. Clinician: Dr. Craig Treinen
 - 2. Email: craig.treinen@washburn.edu
 - v. MS Band – Jeffrey Poort
 - 1. Clinician: Shawn Knopp
 - 2. Email: shawn_knopp@friends.edu
 - vi. MS Choir – Timothy Smith
 - 1. Clinician: Angela Kay Perez
 - 2. Email: angelakayperez@gmail.com
 - 3. Accompanist: David Perez
 - 4. Email:
 - vii. MS Orchestra – Matthew McGrory
 - 1. Clinician: Lauren Oberle

- 2. Email: laurenoblerle@vikingnet.net
- viii. Elementary Choir – Laura Kuplic
 - 1. Clinician: Janie Brokenicky
 - 2. Email: brokenij@usd323.org
- g. President's Report from state board meeting – Tori Koehn

V. Old Business

- a. By-Law Changes passed they are now updated on website.
- b. Purchase of Bluetooth Speakers for Choral Auditions (Approved, but never completed)

VI. New Business

- a. HS Choir
 - i. Fee for Voice/Entry Changes (Need wording to add to policy)
 - 1. Discussion of not allowing voice changes on the day of or requiring the a fee for voice changes.
 - 2. Martha moves to add a **voice change deadline with no penalty the Wednesday before district high school choir auditions.** Tim second. Motion carried
 - 3. Abigail moves to add a policy stating **'all voice changes after the voice change deadline will need to submit a new registration and will follow the late registration guidelines and fees'** Summer Miller second. Motion carried.
 - ii. Wording for policy statement that if you register a student regardless if they audition or not, you as the director are expected to assist with audition day.
 - 1. High School Choir
 - a. Summer moves to add the following policy. **All directors must be present and assist with High School choir auditions if you register a student regardless if they audition or not. A fine of \$100 will be assessed to the home school if the director does not attend.** Tim seconded. Motion carried.
- b. Policy Change to state clearly that you can only audition for HS band OR Choir, not both.
 - i. **Students will not be allowed to register/audition for both the high school choir and or high school concert band or orchestra.** Abigail moves to accept the policy. Jeff seconds. Motion carried.
- c. Policy Clarification for NO TALKING on recorded auditions!
 - i. Decided to just clarify and remind teachers from the chair position.
- d. MS Band Audition
 - i. Accept Jeffrey's proposed changes. Work on wording for Policy.
 - ii. Jeffrey presented some possible changes to the audition process to better help with ranges for middle school students.
 - iii. Board approved to **change the middle school band audition to odd year #159 even year #160**
- e. HS Band Audition

- i. Accept change of selecting two of the state excerpts (technical and lyrical or contrasting style) and remove the unison etude requirement.
 - 1. Board voted to adopt the change above starting 2026.
 - ii. Accept change of percussion district audition being on one instrument, but our entry needs a required field for instrument preferences.
 - 1. No need for preferences we would take the best at each instrument.
 - 2. Board discussed and decided that no change is needed and we will keep doing what we have been doing.
- f. Jazz Clarification
 - i. I never received any specific problems, but we need to look over and see what we can find!
- g. MS Choir –
 - i. 6th Grade Changed Voice Issue
 - ii. Addition of another group? 6th Grade Boys may audition for either group at the discretion of the director? Any other ideas to remedy the problem?
 - 1. Tim moves to allow 6th grade changed voices to audition on tenor or bass in the Middle School District Honor Choir at the discretion of the director. Martha seconds. Motion passed.
- h. Handbook – Any changes?
 - i. Middle School level orchestra audition change
 - ii. Summer will email Tori with the correction for auditions.
- i. Clinician Meals/Fuel/Mileage –
 - i. Option 1 – Remain the same and collect receipts for extra expenses.
 - ii. Option 2 – Come up with a flat fee to eliminate need for receipts and checks can be made out ahead of time.
 - 1. Board approved to go with option 2 with a food expense of \$40
- j. Brainstorm ideas for our district to bring awareness to Juniors/Seniors about studying music and music education.
 - i. Acknowledging Jr/Sr who are planning to study music
- k. Any other new business?
 - i. Virtual/Homeschool students
 - 1. Summer moves to accept the following. Virtual and or homeschool students must meet KSHSAA eligibility guidelines for participation in a SWKMEA Ensembles. This includes attendance requirements at a KSHSAA Approved school. Jeff seconds. Motion carried.

VII. Other Business/Reminders

- a. Awards - Outstanding music teachers and administrator. We have very few nominations. Can we brainstorm how we could increase participation?
- b. Chair Duties for the summer
 - i. All Clinician information needs to be shared with Tori Koehn and Sean Boller
 - ii. Clinician Bios and Pictures-get these to Troy Johnson to add to the webpage.

- iii. Review audition instructions and information about event/auditions to be posted on the website. Notify Troy Johnson of any changes that need to be made.
- iv. List for each event of equipment needed to be sent to Jason Richins
- v. Add to database of music performed at honor concerts the last year (if not done already). These are located in the file box function within the KMEA members site.
- vi. Review the list of chair responsibilities, timeline, etc. in the handbook for future chairpersons, also located in the file box.
- c. Filebox - MUST DO!! We need to have record of information for each job to ease transition.
- d. CODA Grant – Deadline October 1st

VIII. Adjourn

- a. Motion to adjourn
 - i. Abbigail moves to adjourn at 12:48pm. Martha seconded.