



**WMTA Executive Board  
Meeting Minutes Sunday, February 4, 2024 via Zoom  
Approved June 14, 2024**

The meeting was called to order at 7:05pm.

Attendance: Opala Bilhorn, Rachel Fritz, Roberta Grube, Justin Krueger, Hector Landa, Mickey Lytle, Mary Anne Olvera, Sydney Rinkleff, Mary Tollefson, and Catherine Walby. Absent: Tricia Marton, Nick Phillips.

The agenda was adopted by consensus.

Approval of Minutes from November 19, 2023 meeting: approved by consensus.

Approval of Minutes from October 19, 2023 meeting: approved by consensus.

Reports of Officers

President	Mickey Lytle, NCTM
See report	
Immediate Past President	Rachel Fritz
See report	
President-Elect	Mary Tollefson, NCTM
Nothing to report	
1 <sup>st</sup> VP-Conference	Hector Landa
See report	
2 <sup>nd</sup> VP-Membership	Justin Krueger, NCTM
Nothing to report	
Treasurer	Sydney (Alexander) Rinkleff
See report	

Reports of Program Chairs

Regional & State Keyboard Competition	Mary Anne Olvera, NCTM
See report	
Regional Vocal/Instrumental	Opala Bilhorn, NCTM
See report	
College Faculty Representative	Nick Phillips, NCTM
See report	
District Auditions	Roberta Grube

See report	
Independent Music Teachers Forum	Tricia Marton, NCTM
No report submitted	
Local Associations	Catherine Walby, NCTM
Nothing to report	

Standing/Special Committees

Finance	Sydney Rinkleff
See report	
Nominating	Catherine Walby, NCTM
VP-Conference update:	See report

Old Business

- a. Clarification from June 2023 minutes Mickey & Nick

There was a question on the google group about the hosting stipend policy that was approved in June 2023. Mickey contacted Nick because the minutes reflected “amended proposed language” but the language wasn’t specifically recorded in the minutes. Mickey referenced her notes from the June 2023 minutes and found the amended language, which is:  
*“WMTA pays all our auditions site hosts a \$200 stipend to cover any facility usage & piano tuning costs incurred by the site on behalf of our event. If site expenses exceed \$750, approval must be given in advance by the WMTA Finance Committee.”*

Mary T made a motion to use this verbiage to clarify the policy. Rachel seconded the motion. Motion was unanimously passed.

- b. Volunteer requirements at auditions (tabled from October)

Discussion: should teachers with fewer students have different volunteer requirements at the regional and state levels, etc. due to amount of help needed to run the events, etc.

Many teachers send only one student to regional competitions. Not all of these teachers would be needed to work at the event, but not all can be excused. Hector brought up the difficulty of teachers who live many hours from the location. Mary suggests local associations near the host site create a list of volunteers willing to work in place of a teacher traveling from a distance. Rachel suggests retaining the current verbiage, letting the chair (Mary Anne) grant reprieves from having to make the trip as she is able.

New Business

- c. June leadership meeting planning Mickey

What kind of meeting/retreat would we like to hold this year?

Nick and Mickey have had some dialogue with an MTNA contact who would be in Iowa the week before the summit and might be willing to travel to ours. Rachel has a contact, a new teacher in the area who has strengths in setting up a business, writing a studio policy, etc. Mary T suggests tasks/discussion that identifies strengths, weaknesses, opportunities, etc.

Catherine advocates for round table discussions. Mary will look for an external consultant who may be able to help WMTA identify strengths/weaknesses. Mickey thinks this may be a great time to evaluate those things since the organization has gone through significant changes in the past several years. Catherine recommends we look for a location for the leadership meeting based on where a consultant would be available. Rachel suggests these may be discussions/questions that could be posed to the membership on our own, without a consultant, perhaps as timed questions.

d. ADA accommodations policy

Mickey & Roberta

MTNA's Americans with Disabilities Act (ADA) Compliance Policy:

The Americans with Disabilities Act (ADA) requires associations like MTNA to make reasonable accommodations to the known physical or mental limitations of otherwise qualified disabled individuals unless to do so would impose undue hardship on operations. MTNA is committed to compliance with the Americans with Disabilities Act in all of its programs and services. MTNA will make every attempt, absent significant difficulty or expense, to accommodate disabilities on an individual basis. Anyone who requests an accommodation must provide documentation of the disability, including a statement from a medical/health care professional, prior to commencing the programs or services.

WMTA's response via Roberta after a committee met to review an ADA-related request re: auditions:

"Thank you for the additional information. The WMTA leadership council met and agreed to accommodations for your student in Spring 2024. WMTA will create a formal petition process for future requests such as yours. Please continue to communicate with your district chair and myself in preparation for your student's audition."

Now, WMTA needs to create a formal petition process for future requests for special accommodations, including a deadline for submitting requests. Rachel suggests a committee is formed to develop this process. Mary T volunteers to serve on this committee, as does Catherine. Roberta will stay in the loop.

e. Non-member, late member fee policy

Roberta

Updated on the WMTA site a couple of weeks ago, based on Sandra's message in the 2022 December newsletter, for clarity for 2024 auditions:

*We encourage all Teachers to become WMTA Members and can do so by registering [here](#). Teachers who are not WMTA members by October 15 may enter students in District Auditions by paying a \$150 non-member fee.*

*If you missed the Oct 15 membership renewal deadline and are NOT a new teacher, to enter students in auditions you must submit your \$150 late fee, made out to WMTA, to the current State Chair. Contact them for the mailing address. Use the District Chair link below.*

*New WMTA members are allowed to enter students for auditions without paying the late fee. They must not have been a previous MTNA/WMTA member, and they need to have paid their dues (by registering [here](#)) in advance of their district's audition deadline.*

Discussion: Rachel sees this as a member benefit. It is reasonable for non-member teachers to pay to participate. Catherine suggests the \$150 fee go up, to reflect higher membership dues—the fee should always be higher than national/state/local dues. This \$150 fee does not go towards association membership; it is an entry fee for the event. Roberta clarifies that new members can join at any time until the entry deadline. But returning members who miss the membership deadline are frustrated because they have to pay the fee but they do not become members. Rachel reports it is often the same members who are late each year. Mary posts a link to how MTNA handles late memberships/non-members. Opala posits it could be a \$200 fee--\$150 goes towards becoming a member and \$50 is a fee. Mickey suggests keeping the language/policy the same. Several suggest raising that amount to \$200 in future years. Catherine motions and Hector seconds that as of 2025 the fee for non-members and late renewals be increased to \$200. Passes unanimously. This will be announced at the June leadership summit. The current verbiage on the website stands for this year. For next year checks for late fees will be part of the summary form, rather than sent to state district chair.

f. Self-published compositions policy Mary Anne

I'm not sure that WMTA has ever answered the question of 'what is a published composition', And if we are saying that only published music may be played, it would be much easier to give answers to teachers who ask these questions. So I pose it for our next board mtg.....and I did tell the teacher that her student could play this, but if you have anything you would like to share, let me know.

Thoughts discussed by the board were:

Catherine: with the publishing world changing, WMTA will likely need to reflect that.

Rachel: If a score is presented, it is "published"

Mickey: What prevents a teacher from writing/scoring a piece for a student?

Catherine: I think it is great if a teacher writes something for a student.

Opala: No "pop music" but how is pop music defined? We allow Yiruma.

Rachel: Being "published" does not guarantee high quality.

Mickey and Hector: What about language "commercially/publicly-available music"

Catherine: Perhaps a form is needed to supplement self-published items, similar to the form for IMSLP music.

Catherine: A committee is needed.

Mary T: I volunteer to head up committee. Will contact Sam Ecoff and Nick Phillips to see if they will be on the committee also.

Opala: Committee, please consider VIE in your conversation.

g. Handbook of policies, procedures, District Auditions Handbook

There has been a request on the google group to re-implement/publish the District Auditions Handbook instead of relying on pages on the website. Also, apart from minutes of past

meetings, WMTA does not have a document/handbook that organizes new policies and procedures. Mickey has gotten to be good friends with leadership from Minnesota and is in awe/appreciation of their handbook:

<https://www.mnmusicteachers.com/mmta-handbook>

Consensus is to merge all the auditions pages on the website back into a handbook, a searchable pdf that members can print for themselves. Roberta will work on the handbook project after Auditions season. Mary Anne willing to help. Catherine suggests asking Louise Mann as well.

Mickey suggests compiling a summary of previous minutes' with policies, etc. included.

h. Other New Business:

Updated Copyright indemnification form: Roberta says it was well-received.

Background check fee: could add check box to audition fee summary form. \$30. Too late to do it that way this year. This year we will let district chairs manage.

Announcements

- i. Reminder that the board is scheduled to update WMTA advertising rates in June, as well as discuss whether or not we will have a 2025 Foundation Fellow.
- j. June's Executive Board and Administrative Council Meetings are tentatively set for Friday, June 14, 2024, location TBA.

Adjournment: Roberta motioned and Justin seconded that the meeting adjourn at 8:52pm.

**Reports of Officers**

**President**

**Mickey Lytle, NCTM**

New appointments:

None since last meeting

Vacancies:

-Media Chair

Highlights:

- Attending MTNA national conference & meetings in Atlanta next month.
- Working with Hector & Catherine on many aspects of conference. Forming a conference planning committee; trying to identify Hector's successor so that person can learn the ropes of conference.
- Managing the social media account due to chair vacancy.
- Executed all administrative assistant duties during the month of December, as well as the associated changeover tasks involved.
- Worked with Mary T to hire a new administrative assistant, Drea Wagner. Prepared contract.
- Trained(ing) Drea, updated Administrative Assistant Handbook.
- Handling website updates until Drea is ready to add that aspect to her position. Will complete theory-related website updates ASAP.

- Working with finance committee on nonprofit matters, securing a credit card for the organization. Spent a great deal of time regarding the preparing of documentation on the management of budget overages with the Wisconsin MTNA competition for the finance committee to review.
- Called special meeting of the Executive Board to approve 2024-25 dues and review the media policy tabled from the October 2023 meeting. Called special meeting of leadership involved with auditions to address an ADA matter.
- Developed/reaffirmed system of checks and balances with treasurer, past president, and president. Updated logins with admin assistant and developed/reaffirmed system of sharing logins/passwords among key employees/volunteers for future security.
- Cadence: Mary Anne, Roberta, and Opala will be meeting as a team (date tbd but projecting early summer) over an extended block of time to fully understand how to work with Cadence successfully, to create a user's guide, and prepare to train DC's, with the expectation of a fully functioning Cadence database for the 2025 season, and full understanding of its use. Rachel Fritz and I will work as closely to that as needed, and Mary T will be brought into the fold with this as well.
- Beginning to plan June leadership retreat.
- WMTA/MAME member Dr. Alissa Freeman is a recipient of the MTNA MarySue Harris \$5000 grant this year. This has been announced on FB page, will be in February newsletter, and Alissa has been personally congratulated.
- Have secured the additional insurance we need to satisfy UW system requirements. General Liability policy has been reinstated and the Abuse/Molestation rider has been added. Worked with Sydney on the billing portion, and the paperwork should be in hand to share with DCs who need it early the week of Feb 5.
- Fleshed out and updated the Copyright Indemnification form for auditions, prompted by discussion on the google group. Reviewed with Roberta, MaryAnne, Opala, and Rachel. Roberta was presenting to DCs on 2/2. Will be updated on website ASAP.

### **Immediate Past President**

### **Rachel Fritz**

We continue to learn more about rental procedures at each school in the UW system. In addition to background checks, UW system is now requiring abuse and molestation coverage. The background check process is working well. I continue to field questions about this process from members. A note: I will be unavailable to run background checks March 9-17.

I continue to work with the finance committee on their current tasks.

A reminder from Rachel's last report:

*Background checks - All judges and volunteers at UW sites audition sites must have a current (in the past three years) background check on file with WTMA. Audition chairs should reference the background check spreadsheet to determine if judges/volunteers have a current background check with WMTA. If a background check is needed, please submit the following to me at least two weeks prior to the auditions:*

- 1) Judge/volunteer name
- 2) Accurate email address

Judges/volunteers will then receive a link to complete a background check. They should fill this out immediately once received so the link does not expire.

**President-Elect**

**Mary Tollefson, NCTM**

No report submitted.

**1<sup>st</sup> VP-Conference**

**Hector Landa**

The anticipated location of the 2024 state conference is Lawrence University in Appleton. There has been a delay in making the public announcement due to the lack of complete certainty to secure two blocks of rooms at nearby hotels (Possible Packer home games complicate the process). After discussions with different parties involved, it was decided that WMTA would apply for a credit card to be able to make reservations without using a personal card as guarantee. We expect to roll out the announcement and the call for proposals together. We intend to identify a candidate to take over the VP of Conference position and have this person participate in the newly formed 2024 Conference Planning Committee. Catherine is assisting with forming this committee using members represented from as many LAs as possible. We will wait to publish information to members until hotel availabilities are confirmed. Sydney has a meeting with BMO tomorrow, February 5, to secure credit card, after which time we could reserve a block of rooms. Catherine will go in person to some of the hotels to streamline securing a block of rooms. Some debate about whether the call for proposals should go out immediately, or after all details are confirmed. Decision that no conference information will go out in the February newsletter; rather, a conference email will go out to members soon after.

**2<sup>nd</sup> VP-Membership**

**Justin Krueger, NCTM**

Nothing to report.

**Treasurer**

**Sydney Rinkleff**

**WMTA Treasurer Report – February 2024**

Statement of Financial Position: 1/28/24		Statement of Activities: 1/28/24		
ASSETS			2024 YTD	FY 2023
Checking	805	<b>INCOME</b>		
CD 2597 (4.50%, 10/28/27)	104, 477	Donations & Grants	335	750
CD 2363 (4.00%, 10/30/25)	38, 897	Membership	5, 899	7, 272
Undeposited Funds	100	Conference	10, 292	6, 365
Prepaid Expenses	7, 136	District Auditions	0	39, 530

<b>Total Assets</b>	<b>\$ 151, 415</b>	Regional Keyboard	0	7, 800
<b>LIABILITIES</b>		State Keyboard	0	1, 780
<b>Total Liabilities</b>	<b>\$ 0</b>	State VIE	0	670
<b>NET ASSETS</b>		Composition Festival	1, 385	990
FY 2023	161, 930	MTNA Competitions	1, 120	700
YTD Net Income	- 10, 515	Advertising	800	650
<b>Total Net Assets</b>	<b>\$ 151, 415</b>	Interest	3, 055	6, 122
		<b>Total Income</b>	<b>\$22, 886</b>	<b>\$ 72, 629</b>
		<b>EXPENSES</b>		
		Personnel	11, 176	35, 151
		Facilities	9, 775	13, 593
		Printing & Publication	291	984
		Postage & Shipping	127	685
		Supplies & Tools	47	252
		Technology	3, 104	3, 320
		Grants	2, 325	6, 341
		Awards	2, 824	7, 279
		Background Checks	98	5, 387
		Insurance	1, 435	500
		Legal	0	130
		Meetings	2, 198	3, 662
		Other	0	293
		<b>Total Expenses</b>	<b>\$ 33, 401</b>	<b>\$ 77, 577</b>



	<b>Net Income</b>	<b>\$ - 10, 515</b>	<b>\$ - 4, 948</b>
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**Notes:**

- 990-EZ has been filed for 2022-23.
- 1099-NEC forms have been issued for 2023.
- The need has arisen for WMTA to have a credit card in order to guarantee facility reservations and to pay for online bills. The Finance Committee and I have been working with BMO Bank to open the card and establish policies for use. More information will be forthcoming once the process is complete.

Discussion: How much did the abuse and molestation liability affect cost of insurance? Sydney reports approximately \$730. Mickey will have the paperwork for this early this week and will send to Roberta. This matches the amount of coverage that the UW system is asking for. MTNA liability covers general liability, but WMTA insurance will have a rider for the abuse and molestation insurance.

**Submitted by:**

Sydney Rinkleff, Treasurer

**Reports of Program Chairs**

**WMTA Regional & State Keyboard Competitions**

**Mary Anne Olvera, NCTM**

- All events, venues and dates, are on the calendar and moving forward. All judges are on board. I have been in touch with all of the site liaisons, and all are looking forward to hosting. I'm working on getting site chairs for each of the venues.
- WMTA Judges Training Video is in circulation, with info that this is required (unpaid) viewing, regardless of past experience in the WMTA system.
- Medals and State trophies will be ordered within the month.
- State event is moving forward, no hitches to date, with no expectation for hitches....

Some discussion on the verbiage of whether the training video should be paid or unpaid: official verbiage provided by the Finance Committee at the previous meeting will leave it as unpaid.

**WMTA Regional/State Vocal/Instrumental/Ensemble**

**Opala Bilhorn, NCTM**

The State VIE date and location and registration have been communicated.

Date: May 11, 2024

Location: UW Stevens Point

Registration Date: April 3, 2024

Judges for the State VIE Competition have been secured (piano ensemble, string and vocal).

I have begun to make a VIE judge training video and plan to finish this in the summer (or evaluate if this is necessary).

I am making a list of clarifications to the VIE rules to update on the website after the competition season.

**College Faculty Representative****Nick Phillips, NCTM**

No report submitted but Nick did submit a call for proposals for collegiate posters and presentations for the 2024 WMTA conference.

**District Auditions****Roberta Grube**

It has been a busy few months as State District Chair. This year's registrations are being completed by spreadsheet. I designed the spreadsheet with drop down menus for tracks, style periods, grade levels, theory test levels, etc. There are locked columns for calculations of points and determining who moves onto Regional/State track. Plus, there is a column which states how many minutes are allowed per entry to help with scheduling. I also revamped the fee summary sheet to be color coordinated with the flow charts on the WMTA website.

Awards and More was contacted about the new award system being implemented this year. The one thing I have not completed is working on minor changes to the theory test for this audition cycle. This will be a goal for next year's auditions along with implementing the new database Cadence.

The issue of adhering to the American Disability Act (ADA) was another undertaking. Thank you to the Executive Board's support while dealing with this. We do need to work on a policy dealing with the ADA and a deadline to request special considerations.

I have been asked for clarification on the \$150 late fee for non-renewals, late renewals, non-members, and new members. It was suggested if a member does renew late that they only pay a \$25 late fee. I am looking to the Executive Board for guidance with this matter.

The District Chairs have an opportunity to meet via zoom weekly where we address concerns and questions. I am looking forward to the 2024 auditions with enthusiasm as my first year of State District Chair.

**Independent Music Teachers Forum****Tricia Marton, NCTM**

No report submitted.

**Local Associations****Catherine Walby, NCTM**

Nothing to report.

**Standing/Special Committees****Finance****Sydney Rinkleff (report by M Lytle)**

-Wegner CPAs has increased pricing significantly for audit services. What we previously paid \$2-3000 for will now be around \$12,000. Due to this, they are discouraging nonprofits of our size from pursuing audits unless required for legal compliance, a specific grant, etc. The Finance Committee is looking into alternative options with Wegner and/or other CPA firms.

-The finance committee is working on securing a credit card for the organization, and is developing a system to ensure its proper use by the organization.

-We will be working on the collegiate scholarship application timeline for 2024.

### **Nominating**

**Catherine Walby, NCTM**

Catherine has been in touch with someone who is interested in VP of conferences, and she will meet with them this week. Other positions will be announced at the June board meeting.

### **Old Business Notes/Attachments**

#### **Clarification from June 2023 minutes**

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*“WMTA pays all our auditions site hosts a \$200 stipend to cover any facility usage & piano tuning costs incurred by the site on behalf of our event. If site expenses exceed \$750, approval must be given in advance by the WMTA Finance Committee.”*

#### **Volunteer requirements at Auditions**

Discussion: should teachers with fewer students have different volunteer requirements at the regional and state levels, etc. due to amount of help needed to run the events, etc.

Many teachers send only one student to regional competitions. Not all of these teachers would be needed to work at the event, but not all can be excused. Hector brought up the difficulty of teachers who live many hours from the location. Mary suggests local associations near the host site create a list of volunteers willing to work in place of a teacher traveling from a distance. Rachel suggests retaining the current verbiage, letting Mary Anne grant reprieves from having to make the trip as she is able.

### **New Business Notes/Attachments**

#### **Non-member, late member fee policy**

*From the google group:*

Jen Kottke: I know that non-members pay a \$150 fee to enter their students. However, do they also need to join or renew their membership? Right away? I have a non-member who has not been joining WMTA, and then paying the late fee. This is his 3rd year doing so.

Mickey: Technically, this rate is for nonmembers and it’s for late renewing members.

I will bring this topic to the Executive Board agenda for our February meeting to make sure this is still our protocol going forward. For 2024, no membership is required in addition to the nonmember or late member \$150 fee.

*From the 2004 District Auditions Handbook:*

1. Teachers who are members of WMTA must have their dues paid by October 15.
2. Teachers who wish to become members for the first time must pay their dues for the fiscal year by the application deadline of that particular district. Those teachers are then considered members.

3. Non-member teachers may enter students in auditions. WMTA charges a (\$150) fee to non-member teachers who would like their students to participate in WMTA auditions. These non-members must make the check payable to WMTA and they must have it to the district chair by that district's application deadline. This (\$150) fee is in addition to the student application fee.
4. A member who has not renewed by October 15 is to be considered a non-member and must follow the rules as stated in number 3 above.

*From the 2010 District Auditions Handbook:*

WHO CAN ENTER STUDENTS:

- WMTA/MTNA teachers' membership dues must be paid by October 15 to enter students as a WMTA teacher.
- Teachers who are new members must pay their WMTA/MTNA dues by the audition deadlines for that year.
- Non-member teachers must pay an additional entrant fee of (\$150).

Updated on the WMTA site a couple of weeks ago, based on Sandra's message in the 2022 December newsletter, for clarity for 2024 auditions:

*We encourage all Teachers to become WMTA Members and can do so by registering [here](#). Teachers who are not WMTA members by October 15 may enter students in District Auditions by paying a \$150 non-member fee.*

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*New WMTA members are allowed to enter students for auditions without paying the late fee. They must not have been a previous MTNA/WMTA member, and they need to have paid their dues (by registering [here](#)) in advance of their district's audition deadline.*

### **Self-published compositions policy**

We are getting questions - question - about a student playing a self-published piece. This composer is selling his work on his own website, has concertized internationally, and seems to have a comparable business model to someone like Wendy Stevens [composecreate.com](http://composecreate.com).

This composer, Lionel Yu, does seem to have an active website (I will share the link if you would like) shows that he is concertizing internationally, has an active online presence in the marketing of his pieces. He presents credibly and it didn't appear that this student would be breaking any WMTA rules if he played it for a state entry, so it was decided that this piece would be acceptable.

But I'm not sure that WMTA has ever answered the question of 'what is a published composition', And if we are saying that only published music may be played, it would be much easier to give answers to teachers who ask these questions.

So I pose it for our next board mtg.....and I did tell the teacher that her student could play this, but if you have anything you would like to share, let me know.

---end---