

Meeting of the Board and Festival Hosts, October 9th, 2017

Meeting called at 5:10 PM

Members in Attendance: Haley Isaacs, Chandra Rampersad, Kathy Boone, Cory Edwards

Mt. Si Rep – Haley Isaacs

International Rep – Kathy Boone

Interlake Rep – Shira Katsman

Newport Rep – Cory Edwards

Bellevue Rep – **None present**

Liberty Rep – Robin Wood

Issaquah Rep - Darrin Cook

Skyline Rep – Darrin Cook

Sammamish Rep – Chandra Rampersad

Review of Timeline & Duties

Discussion around the Appendix I from the Eastshore Handbook.

Concerning sound technicians and recordings, there is a strong consensus among those in attendance to hire a person specifically for doing recordings. A variety of techniques have been used, including hiring within and outside of the district (other music teachers, theater employees). Not having working recordings isn't a good option – they are too valuable for our students and teachers.

Strongly recommended to have a backup plan, since once the festival begins if you don't have backup you'll miss recordings.

Regarding judges, taking surveys of the membership is a suggested way to get some recommendations.

Review of Forms – All forms are available online at www.eastshoremusic.org

Adjudicator Contracts

Generic form provided, just need to change names and event. The contract sets up the time and event for the judge/adjudicator.

W-9 Form

Must have one on record for every adjudicator. That's calendar year, not school.

Adjudicator Expense Reports

For each adjudicator to request mileage and pay. Due to Kathy hopefully a full two weeks before events.

Adjudicator Expense Summary

For festival host to create a record of expenses for all adjudicators. Can be done ahead of time or afterwards.

Festival Financial Report

For host to submit a full expense after event to Kathy.

Note on Insurance Coverage

WMEA insures events, getting proof of insurance requires a 3-week lead-time, Haley Isaacs puts in requests for the POI. If your school asks for one, ask Haley for one. If you're not sure, ask and get it in early.

Meeting adjourned at 5:59