



## **GMTA 2024 Executive Board Meeting Minutes**

Saturday, August 24, 2024 11:00 a.m.

Zoom

**ROLL:** Cathy Thacker, Kristi Helfen, Julie Groom, Debra Dickensheets, Amanda Sacchitello, Jan Adams, Mayu Som, Mary Ann McTier, Mandy Reynolds, Cameron Fuhrman, Chenny Gan, David Peoples, Amy Phillips, David Watkins, Fernando Ramos, Joe Chapman, Diane Boyd, Portia Hawkins, Laura Lozier, Gloria Park, Joey Jacques, Yingzhou Hu, Mayu Sommovigo

### **WELCOME**

The Executive Board of Georgia Music Teachers Association met via Zoom. Cathy Thacker called the meeting to order at 11:04am.

### **APPROVAL OF MINUTES**

Stand as emailed.

### **REPORTS OF OFFICERS:**

#### **PRESIDENT: Cathy Thacker, NCTM**

I hope that everyone enjoyed some downtime over the summer. Best wishes to you and your students for the 2024-25 school year!

GMTA currently has 479 members, 41 collegiate members, and 74 nationally certified teachers. Georgia's overall membership is down slightly; please make sure that you have renewed your membership, and reach out to colleagues as well. If you are interested in becoming an MTNA certified teacher, contact Robin Engleman, NCTM, State Certification Chair.

GMTA Auditions has universal deadlines of October 1 and January 15 for GATE and GMTA Theory Testing and January 15 for Pre-College Piano Local Auditions and all State Auditions registrations. Local Associations choose live or virtual auditions, and State Auditions continue in person. Regional Auditions are permanently a video round, and State Auditions will be at Piedmont University in Demorest on April 4-5, 2025.



MTNA Competitions will also take place at Piedmont University on October 25-26, 2024; the registration deadline is September 11 at 3pm. Information can be found on the MTNA website under the “Engage” tab at the top.

Our GMTA Conference will be held at Georgia State University-Perimeter College, Clarkston Campus, on November 7-9, 2024, and registration will open on September 1. Headliners Michelle Cann and Dr. Victor Labenske are dynamic individuals, and I am excited to hear both. I look forward to seeing friends from around the state. We are also excited for the many college members who attend our conferences and who are involved in GMTA/MTNA projects and presentations.

This is a good time to apply for GMTA grants and to nominate a colleague for the GMTA Teacher of the Year; the deadline for both is September 9. The \$400 grants provided by GMTA are a wonderful opportunity for many teachers, so I encourage you to take advantage of this offer. All information is on the GMTA website.

Many of us attended the MTNA conference in Atlanta in March, and we enjoyed the programs and exhibits. All Master Class students came from the studios of GMTA teachers, and I was very proud of everyone’s performance. The next MTNA conference will be held in Minneapolis, MN, on March 15-19, 2025.

The past two years have gone by quickly, and I thank all of you for serving GMTA alongside me. You have made my job easier by doing your job well. A big thank you to Mandy Reynolds, our Executive Director, who is amazingly proficient and efficient.

I look forward to seeing all of you at the November conference!

### **PRESIDENT-ELECT: Kristi Helfen, NCTM**

Thank you to all the local associations who keep me informed about your events. Please be sure to copy me on your local association newsletters at [pkhelfen@yahoo.com](mailto:pkhelfen@yahoo.com) or [presidentelect.georgia@gmail.com](mailto:presidentelect.georgia@gmail.com). If you have events that you would like to broadcast to other associations, let me know about them, and I will email all the local association presidents.

The Teacher of the Year submission deadline is coming up on September 9<sup>th</sup>. If you would like to submit a candidate, go to the GMTA website and click on Member Resources, then Teacher of the Year App, and there you will find instructions and a form to fill out. There’s quite a bit of information to gather, so you’d need to do this asap. There are many deserving teachers in Georgia, and remember the teacher you nominate can be from inside or outside of your local association.

Almost all of the Committee Chairs for the next term have been secured. They are:

Certification – Rwei Hao

Collaborative Performance – Karen Zgonc

College Faculty – Jerico Vasquez

Collegiate Chapters – Huu Mai

Commissioning Composer – Martin Jones



Finance Advisory – Cathy Thacker  
 GMATA Awards – Joe Camillo  
 Independent Music Teachers Forum – Jonathan Klein  
 Judges List – Michelle Peck  
 MTNA Foundation – Joe Camillo  
 Theory – Diane Boyd  
 Wellness – Maire Lang  
 Arts Awareness & Advocacy – Looking for a recommendation

### **VICE-PRESIDENT, PROGRAMS: Jeri-Mae Astolfi, NCTM**

**Conference Date:** November 7-9, 2024

**Conference Location:** Georgia State University, Perimeter College (Clarkston campus)

**Registration:** September 1-October 16

**Conference Recitalist and Masterclass Clinician:** Michelle Cann, pianist

**Conference Recitalist Program:** TBD

**Pedagogy Headliner:** Dr. Victor Labenske, pianist, composer, pedagogue

#### **Headliner Topics:**

Nov. 7 (Thursday): 4:00-5:15pm **Performance Practice in Contemporary Stylings: Strategies for Playing Celtic, Jazz, Gospel, Pop and Latin Music with Confidence**

Nov. 8 (Friday): 9:00-10:30am **Hidden Motives: Quotes, Symbols, and Other Compositional Techniques Found in the Works of Pedagogical Composers**

Nov. 8 (Friday): 10:50-11:50am **Showcase of Music Composed by Victor Labenske**

**Commissioned Composer:** James A. Devor. Work for performers and pre-recorded media.

**Conference Hotel:** Hampton Inn Atlanta-Northlake. \$110 per night (plus taxes). Reservations required by October 27, 2024.

**Hospitality:** Atlanta, Decatur, and Gwinnett MTAs have all agreed to share the hospitality and goodie bag responsibilities.

**Caterer/Friday Boxed Lunch and Banquet:** The banquet and boxed lunch will be provided by GSU-Perimeter College University Dining Services. Banquet tickets will be \$35, boxed lunch options will be \$12-\$15.



**Conference Schedule:** 16 sessions were chosen from almost 40 submissions. The schedule is posted on the conference website.

The GMTA Conference website contains further information and details.

Suggestions for future Conference Recitalists, Pedagogy Headliners, themes, locations, etc., are welcome at any time.

### **VICE-PRESIDENT, MEMBERSHIP: Beibei Lin**

As of August 13, 2024, GMTA membership stands at 480 members, slightly lower than this time last year (498). We have watched steady growth in our membership numbers over the past few years, so it is not surprising that we might eventually experience a slight dip in our numbers. Nevertheless, this is membership renewal season, so if you know of colleagues and friends who have yet to renew their membership, send a gentle reminder their way!

### **VICE-PRESIDENT, PUBLICITY/NEWLETTERS: Amy Neal, NCTM**

The next newsletter will publish on September 15

### **VICE-PRESIDENT, GMTA AUDITIONS: Vicente Della Tonia, Jr., NCTM**

We would like to congratulate once again all students and teachers who participated in the 2024 GMTA State Auditions at Piedmont University. The level of artistry was quite high, bravo to everyone! Next, we look forward to the winners' performances at the GMTA State Conference, this November at Georgia State University/ Perimeter, in Clarkston, GA. Please keep in mind the following dates and stay tuned for further announcements:

- October 1, 2024: Fall registration deadline for GMTA Theory Test/GATE
- January 15, 2025: Registration deadline for Local Auditions, GMTA Theory Test, and GATE and GMTA State Auditions Registration Deadline for Pre-College Piano Concerto, Piano Grade 12, and Piano Duet
- February 24, 2025: Deadline for local associations to submit local ratings and GATE scores to GMTA Executive Director
- February 26, 2025: Deadline to pay teacher/student Regional Audition fees

Registration deadline for Regional Auditions (fees), and GATE scores due

- March 3, 2025: GMTA State Auditions Registration Deadline for College Piano, Voice, and Instrumental
- March 7, 2025: Deadline for Regional Auditions video submissions
- March 16, 2025: Deadline for completed GMTA Theory Tests to be mailed to Trudi Norman



- March 20, 2025: Deadline for State Auditions Volunteer form/fee
- April 4-5, 2025: GMTA State Auditions at Piedmont University

Please consider entering your students. We welcome all pre-college, college and adult students in all instruments. If you have any questions, do not hesitate to contact us: [auditions.georgiamta@gmail.com](mailto:auditions.georgiamta@gmail.com).

### **VICE-PRESIDENT, MTNA COMPETITIONS: Ngan Nei “Yanni” Chan**

No Report

### **EXECUTIVE DIRECTOR: Mandy Reynolds**

Note: The conference schedule is not on the website yet.

Each person will be emailed a copy of the 2023-2024 GMTA Financial Summary.

(2023-2024 GMTA Financial Summary) The 2023-2024 GMTA Financial Summary lists the income and expenses for this fiscal year. The second column lists the actual amounts at the end of June 2024. Our total income was \$87,173.96. Our total expenses were \$86,994.43. This left us with a net surplus of \$179.53. The third column lists the budgeted amounts for 2023-2024, and the last column compares our revenues and expenses for the 2023-2024 fiscal year to the 2022-2023 fiscal year. Beginning at the bottom of the first page, there are the explanations for the miscellaneous income and expenses. The balances are also listed for our checking account, savings account, and four named award funds.

### **MEMBER AT LARGE: David Watkins, NCTM**

No Report

### **MEMBER AT LARGE: Portia Hawkins, NCTM**

No Report

## **REPORTS of COMMITTEE CHAIRS:**

### **ART AWARENESS & ADVOCACY: Cameron Fuhrman**

We have seen a little bit more action around the Georgia’s Own list this past year, which is movement in a good direction. I have launched a survey to explore both the reasons that might be holding members back from offering a presentation for the list and the types of presentations that members would be interested in seeing at their local association. Responses to the survey have been few but interesting (and the survey will receive another plug in the upcoming GMTA newsletter). So far, two main take aways include: 1) assurance of interest in the topic of a presentation and the option to receive peer feedback on a presentation before adding it to the Georgia’s Own list would encourage members to submit a presentation to Georgia’s Own; and 2) the lecture topics of most interest so far appear to be “classics,” the timeless challenges of teaching (building technique, choosing repertoire, etc.). We will



need more responses to the survey to be sure, but it also appears that making short video samples of the Georgia's Own presentations available online would encourage local associations to consider hosting one of those presentations. I will pass on the information from this survey to the next AA&A chair.

### **CERTIFICATION: Robin Engleman, NCTM**

As of August 20, 2024, GMTA had a membership of 472 and of those, 74 are nationally certified.

Since November, 2023, or the GMTA Conference, three teachers have completed certification:

Julie Groom, NCTM - Douglasville - piano - TPP

Karen Kai Yuan, NCTM - Leesburg - piano - AV

David Tahere, NCTM - Lookout Mountain - voice - AV

Currently 6 teachers have expressed an interest in certification or have applied with MTNA to work toward certification in piano or voice through Administrative Verification or by completing the Teacher Profile Projects.

### **COLLABORATIVE PERFORMANCES: Chenny Gan**

Georgia Musicale Group (GMG) and Wesleyan College have had an active partnership for a couple years. For the second year in a row, Wesleyan is hosting a retreat for GMG members at Wesleyan College on 10/19-10/20. After feedback from last year, we created three levels of participation that people could register for: Active Participant, Musician Observer, and non-musician Guest.

Faculty and participants from around Georgia and as far as Seattle and Indiana will be joining us. (BTW, Macon was just named the most affordable place to live in the U.S., so the guests traveling in from outside Macon will be able to take advantage of our low cost of living and high quality of life!) The offerings for the retreat weekend will include masterclasses, private lessons, faculty and student performances, an improvisation workshop, an organ demo, lecture on Opera Buffa, yoga for musicians, and even a Bird Walk in our Arboretum by our biology professor. We look forward to these two days of fellowship, learning and music-making, sharing our passion for music with each other.

If interest continues to grow, this could become a potential model for other chapters or organizations to replicate, either by offering a retreat in their location, or bringing their teachers to Macon.

### **COLLEGE FACULTY: Jerico Vasquez**

No Report

### **COLLEGIATE CHAPTERS: Huu Mai, NCTM**

No Report

### **COMMISSIONING: David Peoples, NCTM**



Nothing new to report.

### **FINANCE ADVISORY COMMITTEE: Jan Adams, NCTM**

The FAC met via Zoom on Saturday, August 10. All members were in attendance. Jonathan Klein gave a report on the Auditions Ad Hoc Committee. Jeri-Mae Astolfi gave updates on the upcoming conference. We discussed revisions to the Procedural Manual.

The following are the proposals from the FAC:

1. The FAC proposes to use money from savings account to pay for the college boxed lunch at the conference – about \$12 per lunch
2. The FAC proposes to use money from its savings account to fund a small item for the conference bags – between \$2-4
3. The FAC proposes that one minute be added to the time limits of each pre-college piano solo in grades 9, 10, 11 and 12 for GMTA Auditions. This will change the time allotment from 12 minutes to 13 minutes
4. The FAC proposes to use the \$179 surplus from the 2023-24 budget to help sponsor a reception at the American Liszt Society Festival held at the University of Georgia in October, 2024
5. The FAC proposes to approve the updated Procedural Manual
6. The FAC proposes to approve the Executive Director's updated job description

### **GMTA AWARDS/MTNA FOUNDATION: Mary Ann McTier**

GMTA Awards supports outstanding musicians. Funds are generated in part through the raffle held at our state convention, so, local associations presidents, be sure to have your group bring a donation. These can vary widely...print music, themed baskets, gift cards and more. If you are a large association, consider two donations of a monetary amount of about \$50 each.

MTNA Foundation funds are generated in part through the raffle of the hydraulic bench which is donated at the state conference. There are many, many awards presented to both students and teachers on a national level. GMTA has honored many teachers in the past through the MTNA Foundation Fellows program. In 2024 we named David Watkins and Joey Hokayem as our newest Fellows.

Thank you for allowing me the privilege of serving GMTA in the capacity of GMTA Awards chair for the past several years!

### **INDEPENDENT MUSIC TEACHERS FORUM: Eric Clay**

No Report



## **PIANO JUDGES LIST: Michelle Peck**

I am happy to report that I have five submissions pending for the GMTA judges list posted on our website. I will be adding these teachers/judges to website in the next week. If you haven't been on our website as you are planning your Festivals and other adjudicated events, please check it out.

Pending additions are as follows:

1. Yurim choi
2. Kathryn Dawal
3. Yurim Miyeon Choi
4. Hue Jang
5. Christina Walldren

## **THEORY: Diane Boyd**

The GMTA Theory committee has worked very hard this year! The new theory curriculum is now on the website and the committee is working to get the tests and the sample tests for 2024-2025 ready. The GMTA Theory program now has 12 levels and the GATE program now has 4 levels. Teachers are able to enter their students into any level of the GMTA tests. Students may repeat levels or go backward or forward to other levels at the teachers' discretion.

Passing or exempting the appropriate GATE Level is necessary for students to perform in competition at the Regional or State level. GATE Level A is for 4th and 5th grades. GATE Level B is for 6th and 7th grades. GATE Level C is for 8th and 9th grades and GATE Level D is for 10th, 11th and 12th grades. Students that have exemptions from previous GMTA tests are still exempt.

Our goals included:

- Matching the GMTA Theory and GATE curricula
- Dividing the GMTA Theory curriculum into 12 levels from the former 5 levels to make it easier for both students and teachers to participate
- Dividing the GATE curriculum into 4 levels from the former 3 levels
- Defining the vocabulary necessary for each level in easily understandable language
- Creating different lists to help teachers reference the information needed for each level in different ways
- Progressive organization of material tested in each category

We hope that every teacher will plan to participate in the theory program this year!

## **WELLNESS: Debra Dickensheets**

There is a new Covid vaccine coming out. The CDC recommends we get the new vaccine once it is available.

## **New Business**



1. **Approval of Valdosta State University to host the 2025 GMTA State Conference.**

**Passed by majority**

#### **FAC ACTION ITEMS FOR THE EXECUTIVE BOARD MEETING**

1. **The FAC proposes to use money from its savings account to pay for the college boxed lunch at the conference – about \$12 per lunch.**

**Passed by majority**

2. **The FAC proposes to use money from its savings account to fund a small item for the conference bags – between \$2-4.**

**Passed by majority**

3. **The FAC proposes that one minute be added to the time limits of each pre-college piano solo in Grades 9, 10, 11 and 12 for GMTA Auditions. This will change the time allotment from 12 minutes to 13 minutes.**

**Passed by majority**

4. **The FAC proposes to use the \$179 surplus from the 2023-24 budget to help sponsor a reception at the American Liszt Society Festival held at the University of Georgia in October, 2024.**

**Passed by majority**

5. **The FAC proposes to approve the updated Procedural Manual.**

**Passed by majority**

6. **The FAC proposes to approve the Executive Director's updated job description.**



**Passed by majority**

**Old Business**

**Announcement**

- **The FAC announces that it approved the nomination of Dr. Dawn McCord as its 2025 MTNA Foundation Fellow.**

**GMTA Calendar:**

**Upcoming Dates: Complete Calendar can be found on the GMTA Website.**

**Deadlines:**

<b>September 1, 2024</b>	<b>Deadline for GMTA Commissioned Composer</b>
<b>September 9, 2024</b>	<b>Application Deadline for GMTA Teacher of the Year and GMTA Teacher Grants</b>
<b>September 11, 2024</b>	<b>Deadline for MTNA Competitions at 3:00pm</b>
<b>October 1, 2024</b>	<b>Deadline to register for GATE/GMTA Theory</b>
<b>January 15, 2025</b>	<b>Deadline to register for Local Auditions/GATE/GMTA Theory</b>
<b>February 24, 2025</b>	<b>Deadline to turn in Local Auditions ratings to GMTA</b>
<b>February 26, 2025</b>	<b>Deadline to pay teacher/student fees for Regional Auditions</b>
<b>March 3, 2025</b>	<b>Deadline for GMTA State Auditions Registration</b>
<b>March 7, 2025</b>	<b>Deadline for Regional Auditions Video Submissions</b>
<b>March 16, 2025</b>	<b>Postmark deadline to mail GMTA Theory Tests to Trudi Norman</b>

**2024 MTNA Competitions information is available online at**

**<https://www.mtna.org/MTNA/MTNA/Engage/Competitions/Competitions.aspx>**

**:**

**Upcoming Board Meetings**

**April 12, 2025 via Zoom tentatively**

**Upcoming Events:**

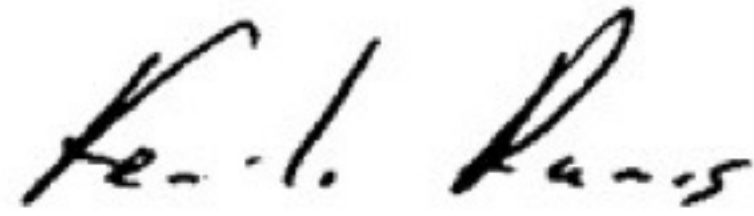
**October 25-26, 2024 MTNA Competitions at Piedmont University**



<b>November 7-9, 2024</b>	<b>GMTA State Conference at GSU Perimeter, Clarkston, GA</b>
<b>March 15-19, 2025</b>	<b>MTNA National Conference in Minneapolis, MN</b>
<b>April 4-5, 2025</b>	<b>GMTA State Auditions at Piedmont University</b>

Meeting was adjourned at 11:54pm

Respectfully submitted,



Fernando Ramos  
GMTA Secretary



## GMTA FINANCIAL SUMMARY -- July 1, 2023 to June 30, 2024

<b>Revenues:</b>	<b>Actual Amt 6/30/24</b>	<b>Budgeted Amount</b>	<b>+/-</b>	<b>Actual Amt Jun-23</b>
GMTA Dues (622 members)	\$25,970.50	\$26,500.00	-\$529.50	\$25,235.00
Newsletter/Website Advertising	\$4,314.25	\$4,000.00	\$314.25	\$3,886.00
GMTA Auditions	\$ 28,475.00	\$ 29,750.00	-\$1,275.00	\$27,370.00
... GMTA Audition Fees	\$ 17,240.00	\$ 18,650.00		\$18,345.00
... GATE Tests	\$ 6,495.00	\$ 6,900.00		\$4,600.00
... GMTA Theory Tests	\$ 2,340.00	\$ 2,200.00		\$2,175.00
... Volunteer Fee	\$ 2,400.00	\$ 2,000.00		\$1,950.00
Local Audition Fees Collected	\$10,342.26	\$10,750.00		\$10,784.75
MTNA Competitions	\$5,095.00	\$4,600.00	\$495.00	\$4,520.00
Conference:	\$ 11,426.95	\$ 11,450.00	-\$23.05	\$9,954.00
.. Meal Functions/Registration	\$ 8,160.20	\$ 8,750.00		\$7,700.00
.. Exhibit Tables	\$ 1,050.00	\$700.00		\$450.00
.. Program Ads	\$ 2,216.75	\$2,000.00		\$1,804.00
Commissioned Work	\$750.00	\$750.00	\$0.00	\$750.00
MTNA Foundation Donations Collected	\$300.00	\$0.00		\$430.00
Miscellaneous (*See detail on page 2)	\$500.00	\$0.00	\$500.00	\$20.00
<b>Total Revenues</b>	<b>\$87,173.96</b>	<b>\$87,800.00</b>	<b>-\$626.04</b>	<b>\$82,949.75</b>

<b>Expenses:</b>	<b>Actual Amt 6/30/24</b>	<b>Budgeted Amount</b>	<b>+/-</b>	<b>Actual Amt Jun-23</b>
GMTA Regional Auditions:	\$ 3,950.00	\$4,850.00	\$900.00	\$4,874.56
.. Judges Fees	\$ 3,950.00	\$4,500.00		\$4,500.00
.. Audition Expenses		\$350.00		\$374.56
GMTA State Auditions:	\$ 6,681.79	\$5,650.00	-\$1,031.79	\$5,804.46
.. Judges Fees	\$ 4,800.00	\$4,600.00		\$4,600.00
.. Audition Expenses	\$ 1,063.78	\$300.00		\$527.08
.. Hospitality	\$ 818.01	\$750.00		\$677.38
Paid Audition Workers (volunteer fees)	\$1,580.00	\$1,350.00		\$1,580.00
Local Audition Fees Reimbursed	\$10,342.26	\$10,750.00		\$10,784.75
GATE Expenses	\$286.36	\$100.00		\$168.06
GMTA Theory Test Expenses	\$239.85	\$250.00		\$396.88
MTNA Competitions:	\$ 7,658.13	\$6,600.00	-\$1,058.13	\$6,596.89
.. Judges Fees	\$ 6,375.00	\$5,900.00		\$5,925.00
.. Competition Expenses	\$ 693.40	\$100.00		\$80.34
.. Judges' hospitality	\$ 589.73	\$600.00		\$591.55
Awards paid to Teacher Grants	\$1,200.00	\$1,350.00	\$150.00	\$1,350.00
Awards paid to Student Travel Grants (So Div & MTNA)	\$1,500.00	\$1,500.00	\$0.00	\$1,000.00
Donation to So Div Travel Fund	\$600.00	\$600.00	\$0.00	\$579.00
Accounting	\$1,750.00	\$1,800.00	\$50.00	\$1,750.00
Conference:	\$ 12,540.95	\$12,850.00	\$309.05	\$10,761.87
.. Presenter/Artist Fees-Honorariums	\$ 6,200.00	\$6,200.00		\$5,000.00
.. Meal Functions	\$ 2,352.00	\$2,500.00		\$1,951.89
.. Cash Tips for Servers	\$ -	\$250.00		\$0.00
.. Hospitality	\$ 250.00	\$250.00		\$145.78
.. Conference Programs	\$ 2,186.82	\$2,100.00		\$2,084.00
.. Registrar/Hotel Room	\$ 800.00	\$800.00		\$800.00
.. Concerti	\$ 600.00	\$600.00		\$600.00
.. Miscellaneous/Supplies	\$ 152.13	\$150.00		\$180.20
Commissioned Work	\$1,800.00	\$1,900.00	\$100.00	\$1,700.00
.. Commissioned Composer Honorarium	\$ 1,500.00	\$1,500.00		\$1,500.00
.. Commissioned Composer Performers	\$ 300.00	\$400.00		\$200.00
Executive Director Salary	\$27,500.00	\$27,500.00	\$0.00	\$25,500.00
Employment Taxes	\$2,172.59	\$2,000.00	-\$172.59	\$2,037.32
Office (incl.phone/postage)	\$2,415.32	\$2,250.00	-\$165.32	\$2,237.13
Travel (President)	\$1,046.14	\$2,000.00	\$953.86	\$946.29
Travel (VP, Auditions)	\$300.00	\$300.00	\$0.00	\$300.00
Travel (VP, MTNA Competitions)	\$300.00	\$300.00	\$0.00	\$300.00
Travel (VP, Programs)	\$0.00	\$300.00	\$300.00	\$300.00
Equipment Purchase	0.00	\$0.00	\$0.00	\$0.00
GMTA Website Expenses	\$680.40	\$850.00	\$169.60	\$963.60
Paypal Fees	\$1,041.87	\$1,000.00	-\$41.87	\$1,000.25
MTNA Foundation Donations Collected	\$300.00	\$0.00	-\$300.00	\$430.00
Miscellaneous/Contingency	\$1,108.77	\$1,750.00	\$641.23	\$603.24
<b>Total Expenses</b>	<b>\$ 86,994.43</b>	<b>\$87,800.00</b>	<b>\$805.57</b>	<b>\$81,964.30</b>

**Net Surplus** **\$179.53** **\$985.45**

**\*Explanation of Miscellaneous Income:**

6/20/24 - \$500 - Stopped payment on check #2582 from 4/7/2023 that was not cashed



**\*Explanation of Miscellaneous/Contingency Expenses:**

8/16/23 - \$20 - Charitable Donations Renewal, Secretary of State  
11/14/23 - \$700 - 2 Gala Tables for MTNA Conference in Atlanta, GA  
1/8/24 - \$30 - Secretary of State Annual Registration  
2/7/24 - \$300 - Southern Division Reception  
2/20/2024 - \$58.77 - Publix - FAC Lunch

**2023-24 GMTA Membership Dues:**

.. Individual dues are \$48; Senior dues are \$24; Student dues are \$10.

**2023 GMTA State Conference:**

.. Pre-registration fee was \$90 for GMTA members.. Registration after October 16 was \$100.

**GMTA Checking Account**

	Revenues	Expenses	Balance
Balance 7/1/2023			16602.68
.. Revenues	77375.96		
.. Prepaid Income (deposited & included in 7/1/23 balance)	9798.00		
Total Revenues	87173.96		
Total Expenses		86994.43	
Donations to Award Funds Deposited into Checking	585.00		
Donations to Award Funds Transferred to Savings		585.00	
Prepaid Income 2024-2025	9397.50		
\$ Used From Savings - Tenuto Start Up Costs & First Year Fees		2256.65	
Balance 6/30/24			14125.06

**GMTA Savings - Bank of America Bank Account**

	Additions	Withdrawals	Balance
Balance 7/1/2023			101913.13
Interest Earned	11.95		
Transferred to Live Oak Bank Account		100000.00	
Balance 6/30/24			1925.08

**GMTA Savings - Live Oak Bank Account**

	Additions	Withdrawals	Balance
Balance 7/1/2023			100000.00
Interest Earned	2873.00		
Donations to Award Funds (see below)	635.00		
Student/Teacher Awards Given (see below)		1800.00	
Balance 6/30/24			101708.00

**\*Savings = \$55,457.69; GMTA Named Award Funds = \$46,250.31 (2023-2024 interest to transfer to 2024-2025 budget: \$1583)**

**GMTA Named Award Funds (in GMTA Savings):**

**GMTA General Award Fund**

	Additions	Withdrawals	Balance
Balance 7/1/2023			14793.36
Interest Earned	419.73		
2023-2024 Donations	535.00		
Student Awards Given (\$100 Senior MTNA, \$200 Senior Cash; \$200 College Piano Concerto)		700.00	
Balance 6/30/24			15048.09

**Nolting Award in Composition**

	Additions	Withdrawals	Balance
Balance 7/1/2023			13124.14
Interest Earned	367.84		
2023-2024 Donations	0.00		
Student Awards Given		300.00	
Balance 6/30/24			13191.98

**Broadhurst Award in Piano**

	Additions	Withdrawals	Balance
Balance 7/1/2023			13336.07
Interest Earned	371.06		
2023-2024 Donations	0.00		
Student Awards Given		400.00	
Balance 6/30/24			13307.13

**Betty White Award**

	Additions	Withdrawals	Balance
Balance 7/1/2023			4871.98
Interest Earned	131.13		
2023-2024 Donations	100.00		
Awards Given		400.00	
Balance 6/30/24			4703.11



# GEORGIA MUSIC TEACHERS ASSOCIATION

## EXECUTIVE DIRECTOR

### JOB DESCRIPTION

REVISED SEPTEMBER 2024

#### Summary

The Executive Director is responsible for tasks related to finances, the GMTA office, GMTA publications, GMTA conferences, GMTA Auditions, and the GMTA Executive Board meetings, and is responsible for resolving daily problems, handling requests and completing any assigned tasks by the GMTA President, Finance and Advisory Committee, officers, and members.

#### Financial Responsibilities

##### Banking Business

- Transact all business as necessary with bank
- Deposit checks on a regular basis
- Pay bills/expense reports on a regular basis
- Balance monthly statements for each of GMTA's ~~two~~ three banking accounts and Award Funds

##### Bookkeeping/Reports

- Manage/handle all funds of the Association (to include organizing and recording all cash receipts and cash disbursements). Maintain weekly/monthly journals required by CPA/IRS for GMTA financial records.
- Prepare and submit a quarterly financial statement to the GMTA Finance/Advisory Committee (FAC).
- Prepare documents for and meet with the FAC annually to assist in preparation of a budget for the upcoming fiscal year.
- Immediately following the end of the GMTA fiscal year, work with the GMTA C.P.A. (currently using ~~Judy McCain~~ Bates Carter, Kristi Griffin, CPA) while they complete ~~the annual tax return~~ a financial review. Provide them with all requested information and be available to answer any questions they have. ~~Before the August board meeting, Judy McCain, CPA, will give us a printed financial review and tax return. Present this financial review at the board meeting and print it in the Fall Newsletter.~~ At the end of each financial year, organize year-end financial records, file paperwork and create new files for accounting records/paperwork.



- Prepare and present all budgets, financial statements and accountant's year-end review (when applicable) to the GMTA board. Be prepared to explain financial statements and answer board members' questions.
- The Executive Director shall attempt to recover losses from returned checks (write letter to individuals with returned checks and follow up with individuals to collect funds).
- Prepare annual financial report for MTNA Fall Competitions (required by MTNA).
- Prepare and mail thank you notes and payments to MTNA Competition judges.
- Collect and record GATE, GMTA Theory Test, and audition fees. Reimburse local associations for the local audition fees. Prepare and mail thank you notes and payments to region and state audition judges.
- Monitor GMTA budget monthly to make sure GMTA stays on track financially. Consider when changes should be made to finances/budget and make recommendations to GMTA President and FAC.

### **Government Records**

- File the IRS corporation tax return annually.
- File quarterly payroll tax reports with IRS and state of Georgia.
- File appropriate Form 1099's & W-2's annually with IRS
- Submit report and file annual renewal for GMTA's corporation registration with the Georgia Secretary of State.
- Submit the "Charitable Organization Registration Renewal" bi-annually with the Georgia Secretary of State.

### **Office Responsibilities**

#### **GMTA Office**

- Maintain a GMTA phone number for GMTA members to contact GMTA office. Have an answering machine available for when no one is in the office. Answer phone call requests from GMTA members/officers, advertisers, MTNA, etc.
- Maintain a mailing address for GMTA mail. Open, sort, and respond to GMTA mail requests.
- Maintain an e-mail address for GMTA email. Respond to GMTA email requests.
- Maintain GMTA computer (updates, virus support, arrange for repairs when needed, computer hardware/software purchases as needed).
- Maintain a stock of office supplies for GMTA office. Order GMTA stationery and office supplies as needed.



- Senior Certificates: Print certificates, assist with signatures on certificates, ~~have Senior Certificates available at April board meeting~~, and mail Senior Certificates to people requesting them.
- Errands: Copies, Post Office, Bank, Office supplies, Printer (Program)
- Compose letters as necessary to communicate with members, officers, chairs, national office, prospective members, advertisers, etc.
- Maintain office files for GMTA (file papers, make new files, organize paperwork)
- Assist GMTA officers/board members with guidance to GMTA operations. Work with incoming board members to become acclimated to GMTA operations.

### **Dues/Online Membership Directory**

- State, National and Local dues are all paid to MTNA by each GMTA member. MTNA will send regular reports including a check for the state membership dues. These checks are to be deposited into the GMTA checking account on a regular basis.
- Create and maintain a GMTA online membership directory of each GMTA member, address, phone number, teaching field, etc.
- Receive 'change of address' information from GMTA members. E-mail updated information to MTNA, then follow up to ensure that changes were made to MTNA database.
- Update the online membership directory from an MTNA file weekly from July to December and biweekly from January to June.
- ~~Mail~~ Email a GMTA Membership Brochure and welcome letter from the VP of Membership to all new members monthly.

### **GMTA Named Award Funds**

- Prepare/type/mail letters to thank each contributor for donations.
- Type letters to recipients of GMTA Named Award Funds checks; mail to recipients/teachers, along with award checks. Award amounts will be determined by the FAC during the summer FAC meeting.
- Maintain detailed monthly accounting journal of GMTA Named Award Funds (donations, balances, interest earned, and student award checks). Submit these journals to CPA annually with financial review.

### **GMTA Grants**

- Work with Handmade Designs to update online GMTA Grant Applications.
- Collect all submitted essays. Verify that each application is from a GMTA member in good standing. Verify that each application is from a teacher who has not won this grant in the past five years.
- If application does not qualify, call or email the applicant to explain reason the application will not be considered by the judging committee.



- Retype entries for judging committee, deleting any identifying information on essays.
- E-mail retyped essays to GMTA Grant Committee, along with instructions for judging essays.
- Collect judges' decisions and prepare spreadsheet to determine winning essays. Forward spreadsheet to GMTA President.
- Type/prepare letters to Award winners.
- Type/prepare letters to entrants who were not chosen for grant.
- Miscellaneous paperwork for Award winners.

### **Contracts and Certificates of Liability**

- Work with audition chairs to collect judges' contact information. Prepare and send contracts to region and state audition judges.
- Work with VP of Competitions to collect judges' contact information. Prepare and send contracts to competition judges.
- Work with VP of Programs to prepare and send contracts to the Conference Recitalist, Pedagogy Headliner, and conference host institution.
- Submit application for Certificates of Liability through the MTNA website for state auditions, MTNA Competitions, and the GMTA Conference. Applications should be submitted approximately one month before each event.

### **Publication Responsibilities**

#### **Advertising**

- Solicit advertisements for GMTA Newsletters, Conference Program, GMTA website, and Constant Contact emails through mailings, emails and telephone contacts.
- Prepare spreadsheet for each publication detailing each advertiser, ad size, price, and pertinent information.
- Invoice advertisers and collect ad revenues.
- Follow up on past-due invoices to collect advertising revenues.
- Send a copy of the Conference Program to advertisers along with 'thank you' letter.
- Maintain and develop the advertising/donations area of the GMTA website.

#### **Newsletter & Media Responsibilities**

- Oversee newsletter development as GMTA works toward an evolving method of delivering news and reports to the membership.
- Collaborate with GMTA VP/Newsletters in the collection and editing of all needed articles/information.



- Solicit and collect advertisements (in digital format), ensure that they are in an appropriate format for publication, and publish them in their respective medial outlets (i.e. GMTA Newsletters, Conference programs, website, etc...).
- Maintain and document all publication spreadsheets, detailing list of advertisers, size and price of ads.
- Work with the President of GMTA on any current or future news outlets for GMTA.

### **Website Responsibilities**

- Work with & communicate to website host firm Handmade Designs in the maintenance, editing, and development of the GMTA website (note: No programming or knowledge of website coding language is needed. However, knowledge of turning documents into PDF files and basic website vocabulary are a must). The areas of responsibilities include, but are not limited to:
  - Using the Administration Portal of the GMTA website to upload, edit, and delete any & all files found throughout the website (i.e. ALL student activities files, GMTA board & staff information, etc...).
  - Requesting future website Administration Portal functionality from Handmade Designs.
  - GMTA conference information, online registration, and conference archives.
  - Homepage picture slideshow (keep current).
  - GMTA Teacher of the Year (publishing both current T.O.T.Y. and maintaining the archives).
  - Work with judges committee chair in maintaining the GMTA judges list.
  - Keep current the GMTA Awards & 50 Year Members pages.
  - Work with VP/Auditions and VP/Theory to publish annual results.
  - GMTA Auditions:
    - Assist members with creating teacher accounts on the website.
    - Download and send .csv spreadsheets of registrations to local associations after GMTA Theory Test and GATE, ~~and local auditions~~ deadlines. ~~Download and send .csv spreadsheets of registrations to region and state audition chairs after registration deadlines.~~
    - ~~Import audition information (judges, room numbers, times) and ratings submitted by audition chairs (local, region, and state)~~
    - Import GATE scores submitted by local theory chair.
    - Assist teachers and audition chairs as needed with Tenuto processes.
    - Create State Auditions schedules for all events in Tenuto.



- Request design (both aesthetic and formatting) adjustments to the look of the GMTA website.
- Maintain and develop the advertising/donations area of the website.
- Support the Financial Advisory Committee and Executive board in realizing the functionality of the GMTA website, both in current form and in the future advancements of the site.

### **GMTA Conference Program (Annually)**

- Collect information for Conference Program from GMTA President and VP/Program (including schedule of events, biographies, photos, and other pertinent information to be included).
- Send all program information and advertisements to the printer for typesetting of Conference Program, or GMTA Executive Directory may typeset program and receive the typeset fee typically paid to the printers.
- Proofread the entire publication for errors.
- Send proof copy of GMTA Conference Program to GMTA President and VP/Program. Collect proofreading changes and update program, or work with printer to alter Program as requested.
- Work with professional printer to choose paper, colors, and plan details for printing of GMTA Program. Follow up with printer to ensure the Conference Program will be ready for distribution at GMTA Conference.
- Pick up Conference Programs from printer and take them to the GMTA Conference for distribution.

### **Conference Responsibilities**

- Process conference registrations (record payments, prepare/print name tags, organize registrations, and prepare receipts when requested).
- Plan ahead to have necessary information/supplies at GMTA Conference in an effort to make the conference go as smoothly as possible.
- Answer phone calls/e-mails with questions about conference
- Represent GMTA at conference registration table during each conference. Be well prepared to handle requests from GMTA members and associated businesses.
- Solicit exhibitors for exhibit tables. Invoice exhibitors.
- Assist VP/Program, Local Conference Chairs, Local Association Presidents and GMTA President in conference planning to assure conference goes smoothly.
- Type, print and copy recital programs and miscellaneous paperwork for GMTA Conference as needed.
- Work with GMTA President and VP/Program to plan registration prices, banquet prices, conference registration form, conference budget, catering, etc.



**Executive Board Meeting Responsibilities**

- The Executive Director shall attend the GMTA Executive Board meetings (2-3 per year) as an ex-officio member and shall present current financial statements.
- The Executive Director shall attend Finance and Advisory Committee meetings as an ex-officio member.



Please use these highlights:

**Yellow:** Proposed new verbiage; **Green:** Proposed deleted verbiage; **Blue:** Questionable verbiage; **Purple:** Notes to the FAC



## **GEORGIA MUSIC TEACHERS ASSOCIATION**

*Affiliate of the  
Music Teachers National Association*

## **PROCEDURAL MANUAL**

The GMTA Procedural Manual is a compendium of the current procedures, systems, and policies of the Georgia Music Teachers Association.

*Revised and Updated*  
**August 20, 2022**  
**August 24, 2024**



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## **1.0 Archivist**

1.1. The Executive Director will serve as the GMTA archivist. The duties of the archivist shall be to collect and to keep in a secure place all items of historical interest to GMTA, including programs, publications, photographs, and the official minutes and financial documents of GMTA and the GMTA Executive Board. These documents will be stored electronically on the GMTA computer and backed up with an off-site server.

## **2.0 Auditions and Competitions**

### **2.1. Judges**

2.1.1. Judges for GMTA Local, Regional, and State Auditions MTNA Competitions may not solicit or recruit students before, during, or after the event. Written notification of this policy shall be the responsibility of the Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions. This statement will be included in the judges' contracts, which must be presented to and signed by the judges prior to the Auditions/Competitions.

2.1.2. Judges' fees for GMTA Auditions and MTNA Performance Competitions will be: \$200 for up to 4 hours of judging, \$300 for 4-8 hours, and \$400 for more than 8 hours. up to 4 hours of judging = \$200; 4 hr. up to 4 hr. 59 minutes = \$250; 5 hr. up to 5 hrs. 59 minutes = \$300; 6 hr. up to 6 hr. 59 minutes = \$350; 7 hr. up to 7 hr. 59 minutes = \$400; 8+ hours = \$450.

Judges will be compensated for the following:

- a. 30-minute orientation session
- b. Actual judging time
- c. 15-minute deliberation session
- d. Breaks and lunch are not included in the computation.
- e. If judging on multiple days, orientation session will be compensated for each day.
- f. Lunch will be provided by GMTA for each judge.

Student cancellations will not affect judges' compensations. No lodging, meals, or travel expenses will be paid by GMTA to any judge.

2.1.3. The Vice-President/MTNA Competitions must submit schedules for all the judges, to include 30 minutes for orientation and 15 minutes for deliberation, to the GMTA President and Executive Director. The Vice-President/MTNA Competitions will determine the number of hours judged for each judge for the various competitions. The Vice-President/MTNA Competitions will submit this information on the Judges' Compensation Form. The Vice-President should notify the judges that their checks will be mailed to them by the GMTA Executive Director after the conclusion of the event.

2.1.4. The Vice-President/GMTA Auditions must submit schedules for all the judges, to include 30 minutes for orientation and 15 minutes for deliberation, to the Executive Director. The Executive Director will import the schedules into the online registration system and then determine the number of hours judged for each judge for the various competitions. The Executive Director will use Tenuto to create



schedules for judges to include 30 minutes for orientation and 15 minutes for deliberation. The Executive Director will determine the number of hours judged for each judge and submit schedules and judges' fees to the VP of Auditions and GMTA President for approval. The Vice-President should notify the judges that their checks will be mailed to them by the GMTA Executive Director after the conclusion of the event.

2.1.5. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions should review the judges' fees/compensation report biennially in even numbered years. Recommendations should be presented to the FAC, which is responsible for fiscal oversight.

2.1.6. Judges will be given guidelines along with their schedule. The State Auditions guidelines will instruct the judges to select approximately 75% approved by EB April 2023 of the students in each grade to receive recognition; of those 75%, 1/3 should receive OP, 1/3 AE and 1/3 HM. At Local and Regional Auditions, judges may designate as many OP, AE, and HM awards as they deem appropriate, with the following stipulations: only those receiving OP may advance to the Regional and State Auditions; no more than 10 OP's per grade level may advance to Regional Auditions from each Local Association, and no more than 7 OP's per grade level may be awarded at Regional Auditions.

2.1.7. The Vice-Presidents/GMTA Auditions and MTNA Competitions will arrange for hospitality to be provided for the judges and Competitions/Auditions staff and will monitor the allotted budget funds for the current year. Check the current year spring Executive Board minutes of the budget on the GMTA website.

2.1.8. Composition judges will be paid \$125 per judge, inclusive of expenses \$25 per composition with a minimum of \$50 (approved by EB April 2023). The VP of Competitions shall send the Executive Director the names of the composition judges and the mailing address for each judge. The checks for the composition judges' honoraria will be mailed no later than one week after the conclusion of the Composition Competition.

**2.2. Event Sites:** The President shall evaluate the GMTA Auditions site and the MTNA Competitions site to determine if a change in location is advisable. This evaluation should include the Conference site to determine whether it will be separate from the MTNA Competitions date and site. If a decision is made to hold the GMTA Auditions and/or the MTNA Competitions as video submissions, once approved by the FAC, the recommendation should be presented to the Executive Board for a vote.

**2.3.** Names of student winners and their teachers will be published in the GMTA Newsletter as a link and on the GMTA Website. Requests for other information (i.e., names, addresses, telephone numbers, etc.) regarding GMTA/MTNA participants will not be honored. The Vice-President/GMTA Auditions and the Vice-President/MTNA Competitions are responsible for informing their staff of this policy and for its enforcement.



**2.4.** All expenditures in excess of the budgeted allowance must be pre-approved by the Executive Director.

## **2.5. GMTA Auditions**

### 2.5.1. Event Reports

2.5.1.1. An Auditions report (giving number of participants and teachers by category) from the Vice-President/GMTA Auditions shall be compiled annually. This report shall be presented to the GMTA Executive Board at the first meeting following the GMTA Auditions.

2.5.1.2. The Auditions report from the Vice-President/GMTA Auditions shall also be sent to the Vice-President/Newsletters and to the Executive Director for inclusion as a link in the Summer GMTA Newsletter and the website. This report shall include the award recipients, their teachers, and the Local Associations they represent.

### 2.5.2. Terms

2.5.2.1. For GMTA Auditions, Outstanding Performer, Award of Excellence, and Honorable Mention (OP, AE and HM) terminology should be used for the award recognitions given.

### 2.5.3. Organization of Audition Events

2.5.3.1. Piano, Grades 4-11, will participate in the Local Association Auditions. OPR Finalists in Grades 4-11 will proceed to the next level (Regional Auditions). Piano Grade 12, Pre-College Piano Concerto, Piano Duet, College Piano, Voice, Strings/Guitar and Brass/Woodwinds will participate at the State Auditions only.

2.5.3.2. Local Association Finalists in Grades 4-11 will progress to the Regional Auditions Event.

#### 2.5.3.3 Regional Auditions

2.5.3.3.1 A maximum of 10 students per grade level may be sent to Regionals from each Local Association Audition Event.

2.5.3.3.2 A maximum of 7 students per grade level will be sent to the State Auditions from every Region. All students advancing from Regional Auditions to State Auditions must be awarded OPR. The maximum total number of entries for each grade level will be 35 students based on 5 regions.



2.5.3.3.3 For Regional Auditions, the Vice President/Auditions will send judges' names and email addresses to the GMTA Executive Director by the deadline for Regional Auditions.

2.5.3.4. The following participants will progress to the State Auditions Event: Regional OP Finalists and Entrants for Grade 12, Concerto, College Piano, all Voice, and all Brass/Woodwinds/Strings/Guitar.

2.5.3.5. The GMTA Auditions Theory Examination (GATE) will be required of every Pre-College Piano (Grades 4-12), Piano Duet, and Pre-College Piano Concerto entrant. The fees for GATE are set by GMTA, and Local Associations are not allowed to add additional fees for GATE.

2.5.3.6. At the State Auditions, one Outstanding Performer from each grade level will be selected by the judge as a Conference Recitalist and will perform at the GMTA Conference, except in 12<sup>th</sup> grade Auditions.

2.5.3.7 One Outstanding Performer selected from each of the 12<sup>th</sup> grade Auditions categories (Voice, Strings, Woodwinds/Brass) may be selected by the judge to receive a Senior Cash Award from GMTA, if available. The Senior Piano Cash Award is currently provided by a grant from Steinway Pianos.

2.5.3.8. Master Class performers are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 9-11. A total of two performers per grade may be selected. If a Master Class is also offered for Grades 6-8, a total of two per grade may be selected.

2.5.3.9. Master Class and Recital Alternates

2.5.3.9.1. Master Class Alternates are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 9-11. A total of two per grade may be selected. If a Master Class is also offered for Grades 6-8, a total of two per grade may be selected.

2.5.3.9.2. Conference Recital Alternates are selected by the judge from the Outstanding Performers at the State Auditions in Pre-College Piano Grades 4-8. A total of two per grade may be chosen.

2.5.3.9.3. If the Conference Recitalist for a certain grade is unable to perform, then the Master Class performer for that grade becomes the Recitalist and the 1st Alternate becomes the Master Class performer. If the 1st Alternate is unavailable, then the 2nd Alternate becomes the Master Class performer.

2.5.4. A student may enter in a grade level only one time. A student cannot repeat a grade level. Proof of grade level may be required at registration.



2.5.5. In the event an orchestra is available at the Conference for the Concerto Winners, the performers will be asked to perform the same piece used in the competition, and the performers need not supply an accompanist. If an orchestra is unavailable, GMTA will pay an honorarium of \$300 to each accompanist, and the performer will need to supply an accompanist.

2.5.6. Any changes in the Auditions fees and regulations that are recommended by an Auditions Committee and approved by the FAC and the GMTA Executive Board shall be emailed by the President-elect to the Local Association Presidents (LAPs). It is the responsibility of the LAPs to disseminate the information to the Local Auditions Chairs and Association members through news outlets such as email, local newsletters, and directories. The Vice-President/GMTA Auditions shall also notify the GMTA Executive Director of Auditions changes so that the GMTA Website can be updated.

2.5.7. GMTA Collegiate members shall not have the right to enter students in the GMTA Auditions.

## **2.6. MTNA Competitions**

2.6.1. An MTNA Competitions report shall be compiled annually by the Vice-President/MTNA Competitions with the assistance of the State Chairs and the Executive Director. This report shall be presented to the GMTA Executive Board at the first meeting following the Competitions, shall be printed in the Winter GMTA Newsletter, and shall be included on the GMTA Website.

2.6.2: The deadline for the Vice-President/MTNA Competitions to give the schedule to the GMTA President and GMTA Executive Director is 3 weeks after registration has been closed. The schedule will include the orientation session(s), judging time, and deliberation session.

2.6.3. Scheduling for MTNA Competitions should be based on random selection.

2.6.4. If there is only one entry in a category, that entrant is automatically declared as State Representative. Based on scheduling, State Representatives may or may not be given the opportunity to perform for a judge at the MTNA Competitions. If invited, the entrant may decline that invitation. The decision regarding this performance will be made by the GMTA VP of Competitions. All State Representatives will be invited to perform at the winners' recital at the GMTA Conference.

2.6.5. The exact dates for specific competitions will not be available until all events have been scheduled following the application deadline. Any times and dates prior to this will be considered tentative.

2.6.6. For MTNA Competitions, the terms Finalist or Representative will be used to designate those students advancing to the next level.



### **3.0 Award Funds**

3.1. The Nolting Award in Composition, initially funded by Betty Nolting in 1987, is an award given annually to first-place winners in the MTNA Student Composition Competition in each age category. The amount of the award will be determined by the FAC each year at the summer FAC meeting. The first award was presented in 1988.

3.2. The Broadhurst Award in Piano was established in 1992 by the Broadhurst family in commemoration of Joan Broadhurst. This award will be given annually to the MTNA Junior and Senior Piano Performance Competition winners. The amount of the award will be determined by the FAC each year at the summer FAC meeting. The first award was presented in November of 1992.

3.3. The Betty H. White Award Fund was established in 2019 by the White family in commemoration of Betty H. White. This award will be given annually to the teacher of a student in need of tuition assistance at the discretion of the FAC.

3.4. The GMTA General Award Fund was established in 1993 to include honorary and memorial gifts. Awards are made from this fund at the discretion of the FAC.

3.5. Future award funds may be established and named in honor of any person or organization. The minimum amount required to establish a fund is \$1,000. The FAC reserves the right to make the final decision of the award recipient, taking into consideration the wishes of the fund initiator.

3.6. GMTA Award Fund donors will be recognized in the GMTA Newsletter.

### **4.0 Calendar**

4.1. The GMTA calendar should reflect 1 ½ to 2 years of future dates wherever it is published (i.e., GMTA Website and Newsletters).

### **5.0 Certification**

5.1. Newly certified teachers will be recognized at the Conference Banquet.

5.2. As funds allow, newly certified teachers may be given a stipend to defray a portion of their certification application fee. The amount of the stipend will be determined at the FAC Budget Meeting each spring.

### **6.0 Chairs**

6.1. Chairs who serve on the GMTA Executive Board are: Arts Awareness and Advocacy, Certification, Collaborative Performance, College Faculty, Collegiate Chapters, Commissioning, Finance/Advisory Committee (FAC), GMTA Award Funds, Independent Music Teachers Forum (IMTF), MTNA Foundation, Judges List, Theory, and Wellness. The President-elect selects the Chairs in even-numbered years when the President-elect is to take office. These appointees are approved by the GMTA Executive Board at its meeting immediately following the conclusion of the Conference.



6.2. Chairs' dues should be paid by June 30<sup>th</sup> to be considered members in good standing.

### **7.0 Collegiate Chapters**

7.1. Collegiate Chapters may be formed by sponsoring institutions. Each chapter shall have a sponsor or advisor who is an active member of GMTA and MTNA.

### **8.0 Commissioned Compositions**

8.1. The permanent collection of **early** GMTA/MTNA Commissioned Compositions **will be is** stored at the Kennesaw State University (KSU) Music Library. The compositions **will be are** cataloged through the KSU Main Library and **will be are** kept in the KSU Music Library **available to interested parties.**

**\*GMTA is looking at digitizing the Commissioned Compositions.**

8.2 The Commissioning Chair, in conjunction with the commissioning committee, shall be responsible for the selection of the GMTA Commissioned Composer and for following the rules and regulations as found on the MTNA Website.

### **9.0 Conferences**

9.1. All GMTA members attending the Conference will pay the registration fee, including officers, chairs, presenters, performers, presiders, and monitors.

9.2. The VP of Programs and The GMTA President will receive free conference registration as well as free banquet and box lunch tickets.

9.3. GMTA collegiate members and the students and faculty of the host institution should receive complimentary Conference registration, but no complimentary banquet tickets. At the discretion of the GMTA President, one music executive of the host institution may be offered complimentary Conference registration if he/she is not a member of GMTA. Designated headliners who are not members of GMTA receive complimentary Conference registration.

9.4. Complimentary banquet tickets should be given to any MTNA National or Division Representative, the administrative representative of the host institution and guest, the music executive of the host institution and guest, the designated headliners, GMTA Teacher of the Year, Executive Director, and banquet performers. Other guests may be considered for complimentary banquet tickets at the discretion of the Vice-President/Programs and the GMTA President.

9.5. No GMTA member receives a fee for serving as a clinician, presenter, or performer at a GMTA Conference. Reimbursement of expenses incurred by clinicians, presenters, or performers for expenses will be left to the discretion of the Vice-President/Programs and the GMTA President, according to need and funds available.

9.6. GMTA supports an active exhibit program at its annual Conference to the extent that the host institution and GMTA are capable of providing facilities and to the extent that the exhibits are not counter to the philosophy of the host institution or



GMTA. GMTA will facilitate the sale of exhibit space. The FAC will establish the price per table. Since exhibit space is limited, requests will be granted as applications are received. The Executive Director, with the approval of the GMTA President, may waive the fee for conference exhibit tables for music-related non-profit organizations, provided space is available. GMTA and the host institution do not assume security responsibility for exhibitors' property. Exhibitors will need to remove valued merchandise from the college or find an approved secured place to store items after registration closes for the day. No pedagogical or performance activities (e.g., workshop, master class) may be presented by exhibitors in the exhibit area.

9.7. The host institution for the annual GMTA Conference will be offered a complimentary exhibit table at the Conference.

#### 9.8. Conference Program Advertising

9.8.1 The host institution for the annual GMTA Conference will receive a complimentary 5"x 8" advertisement space in the GMTA Conference program.

9.8.2. A discount is offered for Conference Program advertising purchased in conjunction with Newsletter advertising.

9.9. Colleges and universities other than the host institution, as well as other organizations, wishing to hold receptions or hospitality may do so at sites other than the host institution and must assume responsibility for all arrangements and publicity.

9.10. The Local Association(s) may be asked to assist the Vice-President/Programs with the annual Conference.

9.11. The Past Presidents may periodically be recognized at GMTA Conference banquets.

9.12. New 50 Year GMTA Members will be recognized at the GMTA Conference banquet and receive a free banquet ticket.

9.13. A proposed Conference budget shall be compiled annually by the Vice-President/Programs with the assistance of the GMTA President and the Executive Director. This budget will be presented to the Executive Director by February 1<sup>st</sup>. The proposed Conference budget will be incorporated into the general operations budget, prepared by the FAC at its budget planning meeting.

9.14. The Executive Director will provide the Conference headliners and the Commissioned Composer with IRS Form 1099 for tax purposes.

9.15. The Executive Director, in consultation with the Vice-President/Programs, will prepare contracts for the Conference headliners and the Conference host institution.



## 9.16. Conference Recitals and Master Class

9.16.1. GMTA members may attend the Master Class or Student Recitals in which their student is performing without having to pay one-day conference registration.

9.16.2. GMTA members who are registered for the Conference may bring non-participating students and their parents to the Master Class or Student Recitals.

9.16.3. GMTA members who have not registered for the Conference will not be charged to attend the headliner concert if the general public will not be charged admission.

9.17. In odd numbered years, there will be a Conference drawing of first-time attendees. The winner(s) will receive complimentary Conference registration for the following year's Conference.

9.18. The winning Local Associations in the Membership Campaigns will each receive one complimentary Conference registration.

9.19. Time needs to be allotted for tuning of the pianos for the Conference.

9.20. All expenditures in excess of the budgeted allowance must be pre-approved by the Executive Director.

9.21. Only live or pre-approved recorded performances will be accepted at the GMTA Conference for GMTA Auditions recitals and MTNA performance and composition competitions recitals. This policy is in keeping with the MTNA Southern Division competitions and the MTNA National competitions.

9.22. Conference Cancellation Policy: Before the pre-registration deadline, the full registration fee, less a \$20 cancellation fee, will be refunded. After the deadline, a percentage of the registration fee, less the \$20 cancellation fee, may be refunded at the discretion of the Executive Director and the President. No meal refunds are given after the pre-registration deadline.

## **10.0 Directory**

10.1. A GMTA Membership Directory will be available on the GMTA Website. The Executive Director will update the Membership Directory weekly from July-December and biweekly from January-March.

10.2. In an effort to make new members more engaged in GMTA, the Executive Director will send a membership brochure to each new member of the Association.

## **11.0 Executive Board Meetings and Minutes**

11.1. Any main motion to come before the GMTA Executive Board must be presented to the GMTA President in writing thirty days prior to the GMTA Executive Board meeting. If financial consideration is involved, any motion exceeding \$500 must come before the FAC prior to the GMTA Executive Board meeting.



11.2. Since the GMTA Executive Board meeting minutes are sent to the GMTA Executive Board two weeks in advance, the minutes do not have to be read at the actual GMTA Executive Board meeting and will be presented for approval.

11.3. The GMTA President shall have the authority to conduct business by video conference, e-mail, mail, or telephone with the GMTA Executive Board. When approval is needed by vote, a return of 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by video conference, e-mail, mail, or telephone shall be reported at the next GMTA Executive Board meeting so that this information may be included in the minutes.

### **12.0 Executive Director (Paid Administrator)**

12.1. The Paid Administrator is known as the GMTA Executive Director.

12.2. The Executive Director shall handle all funds of GMTA and make a report of the financial condition of the organization at the annual business meeting of GMTA and at all meetings of the GMTA Executive Board. The records of the Executive Director shall be reviewed **annually periodically** by an accountant engaged by the FAC.

12.3. The Executive Director will update the job description for the position and present it to the Executive Board in even-numbered years when job descriptions are updated.

12.4. In addition to the maintenance of an in-home GMTA office, the areas of responsibility for the Executive Director will include solicitation of advertisements, assisting with the layout of the Conference Program, website editing, uploading of the GMTA Membership Directory, monitoring and facilitating online Auditions registrations, preparation of financial statements and budgets and assistance with the annual financial reviews. The Executive Director acts as Conference registrar and exhibit coordinator and as liaison between MTNA, the GMTA Executive Board, Local Associations and the GMTA membership. GMTA will pay the monthly phone charges for a GMTA phone in the home of the paid administrator.

12.5. The Executive Director's salary will be stated annually in the GMTA budget.

12.6. The Executive Director shall attend the GMTA Executive Board meetings as an ex-officio member (without vote) and shall present current financial statements, submit quarterly financial statements to the FAC, attend FAC meetings as an ex-officio member, and attempt to recover losses resulting from returned checks.

### **13.0 Finance/Advisory Committee (FAC)**

13.1. The GMTA President shall appoint one to three members to serve on the FAC along with the GMTA President, the Immediate Past President, the President-elect and the Executive Director (ex-officio without vote).

13.2. The term of service for the three members serving on the committee due to the office they hold (President-elect, GMTA President, and Immediate Past President)



will expire when their term as Immediate Past President ends. The term for non-officers will be three years. Past committee members may be asked to serve in an advisory capacity.

13.3. The FAC Chair shall be appointed by the GMTA President. Traditionally, the Immediate Past-President is appointed as chair of the FAC.

13.4. The FAC shall prepare a budget to be presented to the GMTA Executive Board for its approval at the last meeting prior to the beginning of the fiscal year.

13.5. The FAC shall be responsible for reviewing the Procedural Manual (PM). Any revisions to the PM must be approved by the GMTA Executive Board.

13.6. The FAC shall serve in an advisory capacity to the GMTA President and the GMTA Executive Board.

#### **14.0 Financial Policies (other than Auditions/Conferences)**

14.1. When a contribution from GMTA (a fee, etc.) is based on the number of GMTA members, unless otherwise specified by Southern Division or MTNA, the number should be the total number of paid regular members and should not include collegiate members since their membership dues are not sufficient to warrant inclusion in extra expenses.

14.2. GMTA reserves the right to discontinue service to advertisers whose accounts are delinquent for more than four months.

14.3. The GMTA President and Executive Director will sign the signature card required by GMTA's bank.

14.4. No GMTA member shall receive any compensation from GMTA (including travel, food, or lodging) for serving in any capacity except in those cases specifically provided by GMTA policy or by GMTA Executive Board decision. As funds allow, the VP/Programs, VP/Competitions and VP/Auditions will receive a stipend to assist with mileage and travel expenses. The amount of the stipend will be determined at the FAC Budget Meeting each spring. The VP/Programs, VP/Competitions and VP/Auditions will submit an expense report with attached receipts to the Executive Director.

14.5. GMTA provides an Expense Report form for the GMTA officers and chairs to be reimbursed for eligible expenses. Eligible expenses include office supplies, copies, postage and phone charges necessary to complete their duties. GMTA will not reimburse expenses for printer cartridges. Receipts must be attached to the expense report form, and the form must be mailed to the Executive Director within 45 days of any receipt in the report or by June 1, whichever comes first.

14.6. As funds allow, mileage and travel expenses are paid only to the GMTA President (or designate) as GMTA's official representative to the MTNA Leadership Summit, and the MTNA Conference.



14.7. Officers' requests for expenses in excess of \$50, outside of budgeted items, should be submitted to the Executive Director and approved by the FAC prior to any purchase.

14.8. Any motion that involves expenditures exceeding \$500 must have the approval of the FAC prior to the GMTA Executive Board meeting.

14.9. The GMTA President may authorize non-budgeted expenditures of 0.5% of the budget and the FAC may authorize non-budgeted expenditures of 1.5% of the budget without the approval of the GMTA Executive Board.

14.10. GMTA will not honor requests to reissue checks for judges compensation, travel grants or student awards that have not been cashed within the fiscal year (July 1-June 30) in which they were awarded.

### **15.0 GMTA Recognition**

15.1. Special recognition of a GMTA member, other than the Teacher of the Year Award, must be approved by the FAC.

15.2. The President-elect shall have a plaque prepared (to be reimbursed by GMTA) to present to the outgoing GMTA President following the installation of the new officers.

15.3. Unless approved by the GMTA Executive Board, no other officer, chair, committee member, etc. shall receive a plaque or other item of recognition for serving a regular term of office.

15.4. Recognitions is a link on the GMTA Website. The Recognitions section includes information on the Commissioned Composer, GMTA 50-year members, Honorary Lifetime Members, MTNA Awards & Recognitions, and the GMTA Teacher of the Year.

### **16.0 Judges List**

16.1. The GMTA Judges List, which is available on the GMTA Website, may be used by Local Audition chairs or festival chairs for assistance in locating potential judges who have letters of reference for the category in which they wish to judge and approval of the judges committee. Any GMTA member, whether on the list or not, may accept an invitation to judge any GMTA event. This list is to be an aid and not the only source from which judges may be selected. The (X) indicates the person's judging preference and shows that each applicant has two letters of recommendation to support this judging preference.

16.2. Any GMTA member interested in being included on the GMTA Judges List should consult the GMTA Website for application procedures.

16.3. Any further questions or requests for applications should be directed to the Judges List chair.



## **17.0 Membership Classifications and Policies**

17.1. GMTA is affiliated with MTNA, and all GMTA members must hold membership in MTNA. Membership in a Local Association is not mandatory; however, membership in a Local Association requires joining GMTA and MTNA. The membership year is July 1 to June 30, except for student and six-month memberships.

17.2. GMTA offers the following types of membership:

- **Active Membership:** This membership is open to all individuals professionally engaged in any field of musical activity. Active members are entitled to participate in all GMTA/MTNA activities and programs, to vote, to hold office, and to receive the official publications of GMTA. Recent college graduates will be granted half price state membership for one year, provided they join GMTA within one year of graduation.
- **Senior Membership:** Members 70 years of age or older will receive a senior discount of 25% as of June 30, 2001. Those members who had been receiving a 50% discount prior to that date will continue to do so. Senior membership carries all of the privileges of Active membership.
- **Collegiate Membership:** This membership is open to all college music students who are also members of an affiliated state association and a collegiate chapter if available. Collegiate members shall be entitled to attend programs of GMTA and to receive the official GMTA publications, but shall not have the right to vote, hold office, or enter students in GMTA/MTNA competitions. The collegiate membership year is October 1 to September 30.
- **Patron Membership:** This membership is open to all individuals who are not professionally engaged in any field of music activity, but who wish to support the programs of GMTA/MTNA. Patron members are entitled to attend programs of GMTA/MTNA and to receive member publications, but do not have the right to vote or to hold office. (Note: State membership is not an MTNA Patron membership requirement.)
- **Retired Membership:** Retired membership is open to those who have been active members for at least 20 continuous years, are age 65 or greater and are essentially retired from teaching. A member must send written notice to the MTNA Executive Director for this class of membership to be activated. Retired members may vote, but cannot hold elective office at the division or national levels or enter students in MTNA competitions. A retired member must also be a member of a state affiliated association. Retired members will receive a discount of 50% as of August 31, 2010.
- **Six-Month Membership:** This membership is open to individuals meeting active member criteria, but who have never been members of GMTA/MTNA. The six-month membership runs from January 1 through June 30.
- **Honorary Lifetime GMTA Membership:** This membership is a special honor given to members with exceptional service to GMTA as well as MTNA. Any GMTA Teacher of the Year who becomes an MTNA Teacher of the Year will automatically become an Honorary Lifetime Member of GMTA. Members are also eligible for consideration for lifetime membership if they demonstrate exemplary service to the Association and to the music teaching



profession and meet one of the following requirements: 1) served as an MTNA officer; 2) been designated as an MTNA Foundation Fellow. The presentation of honorary lifetime membership must be approved by the FAC and the Executive Board.

17.3. No requests for dues refunds will be honored after the beginning of the fiscal year (July 1). Prior to that time, dues may be refunded, but a processing fee of \$10 will be assessed.

17.4. State dues are traditionally raised \$2.00 every two years at the GMTA Executive Board meeting when the new GMTA President takes office.

17.5. All members are to abide by the current MTNA Code of Ethics. The MTNA Revised Code of Ethics may be found on the GMTA website, which includes a link to MTNA. Local Associations are encouraged to make this statement on their websites and in their bylaws, procedural manuals and/or directories.

17.6. Membership may be terminated by the member or revoked by GMTA as prescribed in the GMTA Procedural Manual or the GMTA and MTNA Bylaws. No person who has been convicted of a crime involving the sexual or other abuse of a person shall be a member of GMTA. Any accusation that a member of GMTA has been convicted of a crime involving sexual or other abuse of a person shall be reported to the GMTA President, who shall immediately report the accusation to the President of MTNA, who shall appoint a three-person committee to ascertain the validity of the conviction. If the committee substantiates that a person has been convicted of a crime involving sexual or other abuse of a person, the President of MTNA shall immediately terminate the membership of the person. Any action authorized by the MTNA President in this resolution may be appealed to the Board of Directors of MTNA. Any membership terminated under this section shall be reinstated upon the filing with the MTNA President of a certified copy of the judgment reversing the conviction.

17.7. Regarding collection of membership dues: (a) statements will be issued by MTNA in the spring of each year, (b) payment is due upon receipt of the statement, (c) MTNA will send GMTA and its Local Associations a rebate check for membership dues on a regular basis, (d) a reminder notice will be sent by MTNA each summer.

17.8. Membership campaigns may be held beginning July 1<sup>st</sup> of even numbered years and ending on June 30<sup>th</sup> of the following year. The Local Association with the most new members and the Local Association with the highest percentage of new members will each receive one complimentary Conference registration.

### **18.0 Miscellaneous Policies**

18.1. Established procedural guidelines, which are adequately serving GMTA, shall not be changed solely for the purpose of accommodating individual officers or chairs.



18.2. Neither GMTA letterhead nor titles may be used by individual GMTA Executive Board members when expressing opinions – internally or externally – that are not officially those of GMTA. Neither may individuals imply that GMTA shares their views. In all cases, the GMTA President (or his/her designate) represents and speaks for the GMTA Executive Board and for the entire Association.

18.3. The Procedural Manual is available on the GMTA Website for each new term of officers and chairs.

18.4. The MTNA Foundation drawing will include individual contributions (one chance per \$10 contribution) made during the GMTA Conference in November.

18.5. Any changes in a Local Association's Constitution and/or Bylaws must be presented in writing to the Executive Board. Copies of the Local Association's Constitution and/or Bylaws will be kept in the GMTA office and the MTNA office.

18.6. Out-of-state persons who wish to have their presentations included in the Georgia's Own listing will be invited to join GMTA.

18.7. Requests to the GMTA office to announce events, scholarships, etc. will be forwarded to the President-elect to disseminate to the Local Association Presidents. Requests to publicize job openings will be referred to the Presidents of Local Associations in the vicinity of the openings.

### **19.0 Newsletters**

19.1. GMTA publishes an online Newsletter three times per year. Publication and deadline dates are January 15 (deadline December 15), June 15 (deadline May 15), and September 15 (deadline August 15).

19.2. The GMTA Newsletter is to include only articles and news on the State, Southern Division, and National levels. Local Association news may be included in each GMTA Newsletter. An exception for some outstanding accomplishment may be considered by the VP/Newsletters and the GMTA President. News releases from colleges, individuals, etc. should not be considered so as not to set a precedent. Other articles not meeting the above criteria are available subject to space and current advertising fees.

19.3. Members may download the GMTA Newsletter from the GMTA Website.

19.4. A 15% discount will be offered to all advertisers who advertise in the Conference program, three issues of the GMTA Newsletter, and on the GMTA website. A 10% discount will be offered to all advertisers who advertise in the Conference Program and three issues of the GMTA Newsletter. In order to receive the discount, the ad contract must be accompanied by payment or purchase order.

19.5. All GMTA Newsletter advertisements must be submitted electronically, preferably in JPEG form.



## **20.0 Officers**

20.1. Officers' dues should be paid by June 30<sup>th</sup> to be considered members in good standing.

20.2. The GMTA President shall preside at meetings of GMTA, shall call and preside at meetings of the GMTA Executive Board, and shall be empowered to conduct the day-to-day business of GMTA. The GMTA President shall, subject to the approval of the GMTA Executive Board, appoint committees as deemed necessary, and shall be a member ex-officio of all committees except the nominating committee.

20.3. The President-elect, in the absence of the GMTA President, shall perform the duties of the office. The President-elect shall serve the GMTA President in an assisting capacity, and shall serve as chair of the nominating committee in even-numbered years. The President-elect, upon completion of that term in office, shall become President of GMTA.

20.4. The GMTA President-elect shall serve as the Chair of the GMTA Teacher of the Year Selection Committee and shall appoint at least two other members to serve on the committee.

20.5. The Vice-Presidents shall perform duties applicable to their offices as requested by the GMTA President and GMTA Executive Board and prescribed by the parliamentary authority adopted by GMTA. If the President-elect is unable to preside in the absence of the GMTA President, then a Vice-President, selected by the GMTA Executive Board, shall preside in the absence of that officer. The GMTA Executive Board shall determine the number and titles of Vice-Presidents to be elected.

20.6. The Vice-President/Programs shall be responsible for planning and coordinating the GMTA Conference.

20.7. The Vice-President/Membership shall be responsible for membership promotion and shall assist in the establishment of Local Associations and Collegiate Chapters.

20.8. The Vice-President/Newsletters shall serve as coordinator and editor of the GMTA Newsletter.

20.9. The Vice-President/GMTA Auditions shall be responsible for all GMTA Auditions. The GMTA Region Coordinators and State Chairs shall serve under this officer as the GMTA Auditions Staff.

20.10. The Vice-President/MTNA Competitions shall be responsible for the MTNA Competitions at the state level. The State Coordinators in this area shall serve under this officer as the State MTNA Competitions Staff.



20.11. The Secretary shall keep minutes of all meetings of GMTA and the GMTA Executive Board. Upon approval by the GMTA President, the minutes will be uploaded to the GMTA website.

20.12. The Members-at-Large shall serve in an advisory capacity and shall perform duties as requested by the GMTA President.

20.13. The Immediate Past President shall serve as an advisor to the GMTA President, serve on the FAC, and act as Parliamentarian at Executive Board meetings and the Annual Business Meeting.

20.14. A vacancy in any office, except that of GMTA President, shall be filled by the GMTA President in consultation with the FAC and shall be subject to approval of the GMTA Executive Board. A President-elect selected in this manner cannot assume the office of GMTA President without being elected to that office by the membership in a special election.

### **21.0 Presidential Authority and Travel**

21.1. The GMTA President shall have the authority to conduct business by video conference, e-mail, mail, or telephone with the GMTA Executive Board. When approval is needed by vote, a return by 50% of those members polled shall be necessary to constitute a quorum. Any business conducted by video conference, e-mail, mail, or telephone shall be reported at the next GMTA Executive Board meeting so that this information may be included in the minutes.

21.2. The GMTA President shall be the official delegate of GMTA for the annual MTNA Leadership Summit, MTNA Southern Division Meeting, and the MTNA National Conference. Expenses as delegate shall be paid from the GMTA treasury for each of these events up to the amount allocated and available for these purposes in the GMTA budget.

21.3. Provided funds are available, the GMTA President's travel expense to the MTNA Leadership Summit, and MTNA Conference shall include coach airfare or the mileage amount allowed by the IRS (note: the total amount of transportation reimbursement is not to exceed the amount of coach airfare and may include transportation to and from the airports or other business events); six nights maximum lodging for the MTNA Conference; and a food allotment at a rate of \$50 per day for six days for the MTNA Conference (maximum). These amounts are to be reviewed frequently by the FAC and adjusted to be in line with current needs.

### **22.0 Procedural Manual (PM)**

22.1. The FAC shall review the PM in even-numbered years or as needed. The FAC shall research all past GMTA Executive Board and FAC minutes since the last review for approved changes.

22.2. Upon the recommendation of the FAC, the PM may be updated at any meeting of the GMTA Executive Board by a simple majority (51%) of members present and



voting. Written notice of the proposed update(s) must be submitted to the GMTA Executive Board at least two weeks prior to the meeting.

22.3. Upon recommendation of the FAC, the PM may be updated by a majority vote via e-mail or other media ballot open to the members of the GMTA Executive Board. The proposed update(s) must be submitted to the GMTA Executive Board at least two weeks prior to the voting deadline.

22.4. The PM shall be posted on the GMTA Website. Whenever the PM is updated, and the updated version is approved by the GMTA Executive Board, the updated version shall be posted to the GMTA Website.

### **23.0 Teacher of the Year Award**

23.1. The GMTA Teacher of the Year Award is presented annually to a member of GMTA in recognition of excellence in teaching, musicianship, professional activity, and service to the community and/or state. The award, which is presented at the Conference banquet, will include a plaque, a complimentary banquet ticket, and recognition in the GMTA Newsletter and on the GMTA Website. The GMTA Teacher of the Year will be entered in the MTNA Teacher of the Year competition.

23.2. The Award is entitled “Teacher of the Year: Recognizing Lifetime Achievement as a Music Teacher.”

23.3. The Teacher of the Year Selection Committee shall consist of the GMTA President-elect and at least two other members appointed by the President-Elect. The members of the Teacher of the Year Selection Committee may be former Teacher of the Year Award recipients.

23.4. Any member may nominate any GMTA member for this award.

23.5. The criteria listed on the MTNA Teacher of the Year application form will be used in the GMTA selection process. If a candidate is nominated for a second time, a new application must be filled out. The letters, resume and any other supporting materials that were previously submitted may be resubmitted.

23.6. The GMTA member who is named GMTA Teacher of the Year will be asked to provide a short article on piano pedagogy (“Teaching Tips”) which will be disseminated at the GMTA Conference Banquet.

23.7. The biography and photo of the GMTA Teacher of the Year will be featured in the Winter GMTA Newsletter as well as posted on the GMTA Website. The Teaching Tips will also be posted on the GMTA Website.

23.8. A GMTA Teacher of the Year who is declared the MTNA Teacher of the Year will receive honorary lifetime membership in GMTA.

### **24.0 Website**



24.1. The GMTA domain name is [georgiamta.org](http://georgiamta.org). A commercial web firm is contracted to host and manage the GMTA website. The GMTA Executive Director ensures that the domain name and the hosting services are renewed as needed.

24.2. Included on the GMTA Website are the GMTA Membership Directory, Auditions and Theory information, names and photos of the GMTA Officers and Committee Chairs, names of Local Association Presidents and Auditions Chairs, the GMTA Bylaws, the MTNA Revised Code of Ethics, the GMTA Procedural Manual, calendar and minutes of the Executive Board and Annual Business Meetings. In addition, the GMTA Newsletter shall be posted and archived on the GMTA Website.

24.3. Additional information featured on the GMTA Website shall include (but is not limited to) current and past Teachers of the Year and their Teaching Tips, GMTA history, annual GMTA Conference, Judges List, Certification, Grants and Awards, Georgia's Own Listing, Collegiate Chapters, Member Honors, **Commissioned Composers**, and a teacher search engine.

24.4. The GMTA email database is to be used to disseminate information from and about MTNA, MTNA Southern Division, and GMTA only. Requests to use the GMTA database by individuals, Local Associations, businesses, other professional organizations and educational institutions will be denied. Paid advertisements can be purchased for the GMTA website or monthly Constant Contact emails.

24.5. The website will be edited and updated by the Executive Director, with oversight by the GMTA President.

## **APPENDIX A-GMTA POSITION ON HOME STUDIOS**

### **1993 Policy Statement**

The Georgia Music Teachers Association supports the principle of independent music teachers instructing in the home. At a time when many school districts are dropping music programs, the service the private music teacher offers is especially important to the cultural development of a community. Our primary concern is the musical education of our students. We feel the home provides a safe learning environment and is a convenience to students and parents. We make every effort to cooperate with the neighborhood and uphold its standards, and we feel that we are providing a necessary service to the community.

### **1986 Policy Statement**

The Georgia Music Teachers Association affirms and endorses the right of independent music teachers to teach music in their homes.

GMTA takes the position that private music teaching in the home is not a business but is an educational occupation, and as such, teachers performing this service should not be required to obtain business licenses nor should they be in violation of any residential zoning ordinances by teaching one-on-one in their homes.

Private teachers should assume the responsibility for maintaining the neighborhood standards.



Reasons to support this policy:

- Teachers have taught in their homes for over a century and are preserving a vital musical heritage by teaching the great musical literature of the ages.
- The services of the independent music teacher are unavailable in the public schools but are a necessary supplement for their successful music programs.
- Pre-college students planning to pursue a musical career in college must avail themselves of the services of the private music teacher.
- As a school is located in a residential community for the safety and convenience of students and parents, so must the private music teacher be located there.
- The cost of private music lessons would be prohibitive if teachers were located in the business district. Only wealthy students would be able to afford lessons.

*This policy statement was drawn up by Joan Broadhurst, Independent Music Teachers Forum Chair, Janice White and Mary Brown on October 15, 1986, revised October 22, 1986, and approved at the January 1987 GMTA Executive Board Meeting.*



## **APPENDIX B-FEE STRUCTURE FOR NON-MEMBER PARTICIPATION IN GMTA AUDITIONS (Updated August 2015)**

In order to be fully compliant with the April 3, 2014 Federal Trade Commission ("FTC") Antitrust settlement with Music Teachers National Association, GMTA is offering access for competitive events to non-members of Georgia Music Teachers Association and its affiliates. The FTC's rationale for this is the belief that "for music teachers, the success of students in these competitions can elevate the teachers' reputations and marketability" (ATCG, pg. 8).

GMTA and its affiliates sponsoring a competition may charge non-members and their students higher fees than those of its members and still be FTC antitrust compliant. However, "the fee differential should not be so high that it effectively compels a teacher to join MTNA, GMTA, or its local affiliates" (ATCG, pg. 9). The GMTA Executive Board approved on April 18, 2015 a schedule of fees for non-members who wish to participate in GMTA affiliated events. Note: Advertisement of this fee schedule or specific competition events to non-members is NOT required by GMTA or its local affiliates by the FTC.

### **PRE-COLLEGE PIANO AUDITIONS**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$0-\$20 Local Audition Fee (Teacher)

**\$30 35** GMTA Audition Fee (Student)

\$15-\$20 Local Audition Fee (Student)

#### **Non-Member Fee:**

**\$75 Local Level Audition Non-Member (Per-Teacher)**

**\$35 Regional/State Audition Non-Member (Per-Teacher)**

**\$35 Local Level Audition Non-Member (Per-Student)**

**\$30 Regional/State Audition Non-Member (Per-Student)**

**Note: A GMTA teacher participating in a Local Audition as a non-member of that Local Association would pay the non-member fees. If the auditionee advances to the Regional/State level, the teacher and student would pay the current active member fees.**

### **PIANO CONCERTO**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

**\$30 35** GMTA Audition Fee (Student)

#### **Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

### **COLLEGE/ADULT PIANO**

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)



\$30 35 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

STRINGS & CLASSICAL GUITAR

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$30 35 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

VOICE

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$30 35 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

WOODWINDS & BRASS

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$30 35 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

INSTRUMENTAL CONCERTO

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$20 GMTA Audition Fee (Teacher)

\$30 35 GMTA Audition Fee (Student)

**Non-Member Fee:**

**\$50 State Audition Non-Member (Per-Teacher)**

**\$100 State Audition Non-Member (Per-Student)**

GMTA THEORY TESTS

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)

\$0 GMTA Test Fee (Teacher)

\$15 GMTA Test Fee (Student)

**Non-Member Fee:**

**\$50 State Testing Non-Member (Per-Teacher)**

**\$25 State Testing Non-Member (Per-Student)**

GATE(Georgia Auditions Theory Exam)

Current Active Member Dues & Fees:

\$114 MTNA/GMTA Dues (Teacher)



\$0 GATE Test Fee (Teacher)

\$10 15 GATE Test Fee (Student) approved by EB April 2023

**Non-Member Fee:**

**\$0 State Exam Non-Member (Per-Teacher)**

**\$15 State Exam Non-Member (Per-Student)**