



## Austin Flute Society Meeting Agenda

Saturday, August 15th 11:00am

- **Introductions**

Board Members

General Members

- **Board of Directors and Elections**

Current Board Members:

- *President- Sarah Jane Hargis*
- *Vice President - Belinda Brouette*
- *Treasurer / Young Artist Competition Chair - Dr. Hilary Janysek*
- *Ensemble Coordinator/Young Artist Competition Chair - Isaac Medina*

-Vacancies: recording secretary, media secretary, sponsorship coordinator, and other duties listed below under “additional tasks”

-Suggestion: Advertise open positions and their duties to be voted on (via amendment) at the September meeting

- Advertise duties, monthly meeting obligations, and need for involvement! video?

-Amendment Proposal of Article 5(b):

- *B. An annual business meeting shall be held every spring, preferably in February, at which officers shall be elected. A slate of officers, recommended by the Board of Directors, shall be submitted to the membership one month prior to the election. Additional nominations may be made from the floor. Elections will be determined by a majority of votes for an office.*
- Amendment: If interest is shown to fulfill vacant board positions by our next meeting, then the body should vote to elect candidates to begin their duties in September 2020

- **Recital Recap**

- Considerations for future events

- **Fall Events and virtual collaborations**

- AFC Virtual?
- All State Masterclass

- **New Business**

- Begin building 2020-2021 Event Calendar (general idea)

**Austin Flute Society**

## **Jobs and Coordinating Tasks**

### **As currently outlined in our by-laws:**

President	Scheduling and conducting Board and Membership meetings, maintaining order and decorum, appointing committees, recruiting new members, managing events and fundraising initiatives as needed, working closely with Sponsorship and Fundraising Coordinator, and supervising the general operation of the Society. In the event an office becomes vacant, the President shall appoint a pro-tem officer to fill the vacancy until the next official elections.
Vice President	Assuming the duties of the President in his or her absence, succeeding to the office of President in the event it is vacated during a term of office, supervising grant writing and application; and serve as chair for grant event, and arranging and supervising the programs of the Society throughout the year.
Recording Secretary	Making and keeping a complete report of each meeting of the Board of Directors, and recording all business transacted at meetings of the general membership and post minutes to blog. The Recording Secretary is the head editor of the biannual newsletter meaning that it is his/her responsibility to set deadlines for the two publications, organize information received for publication, supervise the newsletter publication, and ensure its distribution to the membership.
Media Secretary	Updating the website, blog, Facebook and Twitter accounts as necessary, updating the online events calendar, assisting with the biannual newsletter as needed, handling correspondence of the Society as needed either at meetings and/or in the newsletter, collecting and preserving memorabilia and materials which would be of historic importance to the Society.
Treasurer	Collecting dues and supervising the funds of the Society, keeping a complete and up-to-date membership list, creating the membership email list for each season and sending out confirmation emails upon receipt of dues, keeping an accurate record of all income and expenses and reporting the financial status of the Society at every meeting of the Board of Directors. At the end of the fiscal year, the Treasurer must present a complete annual report. All cancelled checks, unused checks, receipts, and other records must be carefully

preserved for auditing. At each meeting of the Board of Directors or at each business meeting or the general membership, the Treasurer shall report on the following: receipts of dues and contributions and other collections; disbursements for music, books, stationery, postage and other authorized expenditures; and any other financial information pertinent to the business of the Society. All checks, drafts, or other orders of indebtedness for the payment of money shall be signed by the President as well as the Treasurer of the Society. The Treasurer shall also be responsible for making such reports and filings as are required by applicable state and federal law, including Internal Revenue Service filings.

Ensemble Coordinator	Organizing the larger ensembles desired by the membership, securing ensemble leaders for each meeting, and arranging for and scheduling rehearsal rooms for each ensemble.
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<b>Sponsorship Coordinator</b>	Organizing mailings and phone calls for corporate sponsorships, organizing fundraising events, communicate thank you's and correspondence for tax purposes for sponsors.
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Young Artist Competition Chair	Planning, organizing, and promoting flute competitions sponsored by the Society, and appointing and chairing a committee to assist with competitions.
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**Additional tasks that would be better divided among committees:**

Festival Chair	Coordinating with those involved with festival operations, communicating with guest artists, hire guest artist recital pianist, scheduling the location and rooms needed, drawing up the schedule of events, being on call during the festival to help answer questions or make executive decisions regarding festival events.
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Volunteer Coordinator	Communicating with potential volunteers for the April Festival, making sure all jobs are filled, instructing volunteers what their jobs may entail, working closely with the Festival Chair regarding scheduling and need for help.
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Master Class Chair	Coordinating both the TMEA Master Class in the fall and the Master Class Competition to be held at the festival. Find TMEA Class teachers, competition judges, receive competition
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	recordings, communicate congratulations and regrets to competition applicants, locate pianist to play for master class competition winners if needed (may coordinate with Festival Chair), facilitate festival event.
Presenter Coordinator	Creating Call for Proposals, forming a committee to select proposals, noting any technology needs requested in proposals, communicating with presenters.
Exhibitor Coordinator	This should be coupled in with the Sponsorship Coordinator. Communicate with sponsors who will exhibit at the festival. Work closely with the president.
Food Coordinator	Organizing any reception or food needs for AFS events. This primarily affects the member recital and the festival.
Publications/Program Designer	Computer savvy individual to create advertising flyers, posters, and programs for AFS events. Assist newsletter team.
Treasurer's Assistant	AKA "Treasurer in training." Helps the treasurer keep track of the books, budget, and financial dealings of the organization. Also assists with membership responsibilities and trains to take over the treasurer office when the treasurer is ready to step down.

## **Article V. MEETINGS AND ELECTIONS**

A. Meetings shall be held approximately once a month during the months of July (before NFA) through May and at the discretion of the Board of Directors. Meetings shall generally include officers communicating business matters in accordance with the purposes of the Society.

B. An annual business meeting shall be held every spring, preferably in February, at which officers shall be elected. **A slate of officers, recommended by the Board of Directors, shall be submitted to the membership one month prior to the election.** Additional nominations may be made from the floor. Elections will be determined by a majority of votes for an office.

C. Board of Directors are elected by a majority of members present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next fiscal year.

D. The Board of Directors shall meet monthly (before or after meeting), and may convene more or less frequently if the president or a majority of the Board of Directors deems it necessary.

E. The fiscal year shall be from January 1st - December 31st. The Board of Directors may vote to change the fiscal year in the event applicable regulatory authority requires a different fiscal year.

F. The conduct of meetings with over 15 members present shall be governed by Robert's Rules of Order.

**Article VI. AMENDMENTS**

A. These Bylaws may be amended by changing, altering, adding to, suspending, or repealing, in whole or in part. Proposed amendments may be submitted by any member in writing to the President, who shall notify the Organizing Secretary and membership in writing or through the newsletter at least one month prior to voting on the amendment. Amendments will be adopted upon the approval of two-thirds of those Members present and voting.