

**MASTA Executive Board Meeting**  
**Sunday, May 15, 2022**  
**Grand Traverse Pie Company, East Lansing, MI**

**Members present:** Michael Hopkins, Amy Marr, Stacey Bowen, Jed Fritzemeier, Dan Scott, Alan MacNair, and Linda Trotter

**Meeting Called to Order at 1:22PM**

**Welcome** - Michael Welcome our new board members: Stacey Bowen, Alan McNair and Amy Marr

**REPORTS**

**Minutes** – Motion to accept by Jed second Dan – PASSED

**Treasurer** – Motion to accept by Dan and Stacey – PASSED

- This report includes the current CAMP registration, investments,
- Michael explained to the new board members about how the investments was allocated
- National ASTA sent us \$2,500.00 - the question was how often are they going to send out these checks? Michael stated that he would check into this.

**\*\* Requested by the President that for future Treasurer's reposts, the treasurer should separate the John Kendall and the Elizabeth A.H. Green**

**Funds**

**President-Elect** – Motion to accept by Linda and second Stacey - PASSED

**Past President** – Motion to accept by Jed and second Linda – PASSED

- The name needs to be changed on the investment account taking Dan's name off the account. There should be two signers on the account. Suggestion is Burke and the President or President-Elect.
- Eric Jacobson, MSVMA is leading efforts to resurrect the Michigan Youth arts festival. Jed will discuss this with him this summer to find out what is going on.

**President's** – Motion to accept by Amy and second by Dan – PASSED

- The fees for the Chamber Music festival was not correct. It was the fees for the Virtual festival and not the in person. The festival was down \$2,000.00 due to this error. Michael requested that the fees go back to the pre-Covid festival prices. In addition, there was no prize money listed in Mary's report.

- Update on the membership – in 2004 we had 425 membership and we are now at 265 members. Michael was asking what could be done to find our members. He feels that this is something that we need to put a focus membership. Suggestion, by Amy, to put more emphasis on the Facebook about MASTA but reach across the country.

## **NEW BUSINESS**

### **Meeting dates for the 2022 – 2023 meetings**

**Summer Retreat and End of summer gathering 2022**– August 20<sup>th</sup> location in Jackson Symphony Orchestra building – 10 – 12 Retreat, followed by lunch and then a teacher’s orchestra 2 – 4 rehearsal and a 4 PM concert

#### **Fall Board**

***Executive Board*** meeting is on Saturday 24 at 10AM - location tentative Plymouth Canton HS

Full Board meeting starts at 11 AM

#### **MMC meeting Dates and Times**

Executive Board meeting is Wednesday, January 18 at 6:30 PM – location TBA

Full board meeting is Thursday, January 19<sup>th</sup> at 10 AM

General Membership meeting, Friday, January 20<sup>th</sup> at 8AM

**National ASTA Conference** in Orlando is March 5 – 18

#### **Spring Meeting TBA**

#### **Summer 2023 Retreat TBA**

## **OUTREACH Grants – two program grant request**

Allie Holden Rockford Schools - \$500

Matt Briere from Saline HS - \$500

Motion to approve the request by Dan and second my Jed - PASSED

Discussion made by Michael and Dan to adjust the language for this.

## ***CAMP UPDATE***

Caitlyn and Sarah Maurice are reworking the budget for this years' camp.

**ASTA CAP** – Shawn Boucké has been in communication with Michael to start ASTA CAP in Michigan. Michael will help Shawn to prepare a budget, site and date and train adjudicator for the fall meeting.

### **The language for Grants program must be adjusted in the POLICY MANUAL**

Motion to accept all of the changes by Jed and seconded by Amy – PASSED

Discussion and corrected changes -

**Motion made by Dan and Second by Linda to table the Early Recognition Award until the fall meeting. – PASSED**

**Motion made by Jed to accept the Policy manual changes with the edit discussed, second by Dan – PASSED**

## ***Past MASTA Notes***

Michael will be going through the archives that were stored in SHAR, digitalize them, and have them placed on the website.

## ***Discussion on Member-at-Large position***

### ***Treasure Election***

Treasurer has to be re-elected every 2 years per the bylaws. Therefore, the Bi-Laws need to be updated to reflect this.

### ***Investments***

Motion made by Dan and seconded by to have Linda to add Amy Marr name to the investment account. – PASSED

Motion to adjourn by Jed second by Dan – PASSED

Meeting adjourned at 3:20PM

***Respectfully Submitted,***

***Linda D. Williams Trotter***

**MASTA President-Elect  
September 24, 2022 Report**

I am honored to be a part of our MASTA Board and am excited to learn from and with all of you!

Since joining the Board in May, I have:

1. Served on the MMC Planning Committee with Jim VanEizenga, helping to select and schedule our MASTA sessions.
2. Negotiated the contract with our MMC MASTA Headliner, Rachel Barton Pine, and her agents/staff.
3. Attended our Summer MASTA Gathering on August 20.
4. Ordered food for today's Executive Board Meeting.

In the next few months, I will be:

1. Reviewing our Policy Manual to update the President-Elect description where necessary.
2. Making our MASTA Resource Guide and overseeing its distribution.
3. Assembling our Administrator of the Year and Teacher of the Year nominations and ballots, verifying results of the voting, and securing plaques for our winners.
4. Working with Rachel Barton Pine to finalize her needs and session details for MMC.
5. Continuing to prepare for the 2023 MMC, including finalizing the MASTA Make & Take session, placing food orders, and ensuring that our session schedules and rooms are all set.

Please do not hesitate to reach out with any questions or ideas!

Respectfully submitted,  
Amy Marr,  
MASTA President-Elect

Past President's report September 2022

ASTACAP examination will be held on May 21, 2023 at the Jackson Symphony Orchestra building.

I will be working with Shawn Boucké and Jillienne Bowers to launch this new initiative. We will send info to membership this fall, and get something in the resource guide.

I received the Chamber Music Festival director job update from Mary Kothman and have incorporated it into the policy manual.

I will contact the faculty advisors at universities/colleges this fall and see what we might be able to do for collegiate ASTA chapters. Perhaps a collegiate ASTA reception at MMC?

I have made no progress on the MASTA Archives project since first reporting on this in May. One of my colleagues suggested the U-M Bentley Historical Library may be interested in housing the archives, so I am going to contact them.

Respectfully submitted,

Michael Hopkins

# Michigan Chapter American String Teacher Association

## Profit and Loss

September 18, 2021 - September 20, 2022

	TOTAL
Income	
47300 Membership Dues - ASTA	2,535.30
48000 MASTA Camp	80,389.05
48100 Chamber Music Festival	1,265.00
Advertising	3,280.00
<b>Total Income</b>	<b>\$87,469.35</b>
GROSS PROFIT	<b>\$87,469.35</b>
Expenses	
60100 MASTA Camp Expenses	82,920.23
60300 Solo Competition Expenses	100.00
60400 Chamber Festival Expenses	3,389.75
60600 Studio Teacher Workshop Expense	100.00
60900 Business Expenses	270.00
62100 Contract Services	0.00
62110 Accounting Fees	500.00
<b>Total 62100 Contract Services</b>	<b>500.00</b>
63000 Grants, Scholarships and Awards	0.00
63200 Grants	500.00
63300 Awards	277.80
<b>Total 63000 Grants, Scholarships and Awards</b>	<b>777.80</b>
65000 Operations	0.00
65050 Website	144.45
<b>Total 65000 Operations</b>	<b>144.45</b>
65100 Other Types of Expenses	0.00
65120 Insurance - Liability, D and O	1,916.00
<b>Total 65100 Other Types of Expenses</b>	<b>1,916.00</b>
66900 Reconciliation Discrepancies	-0.01
68300 Meetings	130.12
68340 Meals	2,614.78
68360 Lodging	1,954.01
<b>Total 68300 Meetings</b>	<b>4,698.91</b>
68400 National Conference	1,129.70
<b>Total Expenses</b>	<b>\$95,946.83</b>
NET OPERATING INCOME	<b>\$ -8,477.48</b>
NET INCOME	<b>\$ -8,477.48</b>

**MASTA General Membership Meeting  
Amway Hotel – Imperial Ballroom  
Grand Rapids, MI  
Friday, January 28, 2022**

Meeting called to order at 8:02AM by President Hopkins.

President Hopkins welcomed the membership and acknowledged our sponsors: Baroque Violins, Central Music, Meyer Music and Blue Lake Fine Arts Camp

**Secretary's Report (Trotter)**

Motion to accept Matthew Briere and second by Candace Chappell – PASSED

**Treasurer's Report (Lokey)**

Motion to accept Valerie Palmieri and second by Mary Kothman – PASSED

**Announcement of the Teacher of the Year Nominees (Fritzemeier)**

This year's nominees are Leslie DeShazor and Ann Wood

**Announcements:**

**Announcement of the New Board Members (Hopkins)**

The new members are:

Ann Kearney-Looman for the Blue Lake Suzuki Family Camp Liaison  
Amy Marr, President Elect  
Stacey Bowen, Secretary  
Alan McNair, Member-at-large

Dan Scott was acknowledged for his efforts for the recent board elections.

**Announcements of exiting Board Members**

Dan Scott will be leaving the board as Past President but will continue serving as the MMC Liaison.

Linda Trotter will be exiting as secretary.

**MMC Conference Coordinator (Van Eizenga)**

Please note the cancelled sessions. Also, please respond to the MMC survey.

### **Director of Chamber Music Festival (Kothman)**

The festival will be held on Monday, March 7<sup>th</sup> at Western Michigan University. Please bring your chamber groups.

### **National Conference**

- The national conference will be held March 16-19 in Atlanta, Georgia.
- The virtual Conference will be held the following week.

### **MASTA Camp**

The camp is on this year! Online Registration is open This is the camp's 50<sup>th</sup> anniversary.

### **Solo Competition**

- This year's solo completion will be held in the fall at Hillsdale College.
- The Grand prize for the competition will now be called the Elizabeth A. H. Green Award.

### **President's Report**

- Call for all members to stay involved in ASTA/MASTA and to support our events; such as the Chamber Music Festival, MASTA Camp and Bass Fest.
- Discussed the John Kendall Fund and that it's purpose for Suzuki Training financial support.
- Introduction of the Career Excellence Award Recipient, Valerie Palmieri.

### **The Career Excellence Award Recipient's speech.**

### **Introduction of our 2022 Headliner, Kristen Pellegrino**

### **Headliners' Speech**

- Kristen spoke briefly about her sessions.
- She also explained the National ASTA Conferences. The In-person and virtual conferences are with different clinicians.

**Motion to adjourn** at 8:34 AM by Aaron Tenney second by Joanna Van Eizenga - PASSED

*Respectfully Submitted,*

*Linda D. Williams Trotter*



## Advertising Coordinator September 2022 Report

The MASTA Advertising & Sponsorship process is well under way. It is looking to be one of the strongest years for advertisements and sponsorships in recent history! We currently have \$4,250 worth of sponsorships and advertisements committed. Below is the current breakdown of sponsorships and advertisements by type and company/organization, with new, upgraded, & renewed-after-a-break commitments **bolded**:

- Platinum Sponsors (\$1000): Blue Lake Fine Arts Camp, **Interlochen Fine Arts Academy**
- Gold Sponsors (\$500): Meyer Music, Baroque Violin Shop, **Shar Music**
- Silver Sponsor (\$300): **Marshall Music**
- Full-page Advertisement (\$200): University of Michigan, Michigan State University, Eastern Michigan University
- Half-page Advertisement (\$150): Grand Valley State University

As was done last year, the MASTA Resource Guide will continue to be distributed in a digital (PDF) format only going forward. This is both to help the organization to continue to be more eco-friendly, as well as to save money by eliminating the printing and shipping costs.

As in the past, the eligible sponsors should still receive all sponsorship benefits they purchase. A comprehensive list of sponsorship packages and their benefits can be found on the accompanying document. Program directors and other leadership should review this document to ensure we are familiar with these benefits. One of the most important is a verbal announcement of thanks at applicable events.

Although not technically required, a great additional gesture that began in recent years that would be ideal to continue is an updated “Thank you to our sponsors” poster/document featuring sponsor logos to be displayed toward the beginning of all applicable virtual events (if they happen), on the MASTA website, and printed in some form to be displayed at in-person MMC.

All MASTA Advertising documents and information are currently being stored in a Google Drive Folder. If any board members need access to this, please let me know and I will share it with you.

Respectfully submitted, Joe Harmsen, MASTA Advertising Coordinator

**MASTA NOTES**  
**September 2022 Report**

This year, my primary goal for the MASTA Blog is to showcase the events that MASTA members hold and attend. I'd like to focus primarily on documenting and sharing the wonderful things that happen in string teaching around the state so that members everywhere can hear about them. Although this will be the main focus of the blog, other ideas and posts are welcome. A few ideas are listed below:

- Creative ideas and technology tools that work
- Virtual or live orchestra events around Michigan
- Interview with a master teacher or new to MASTA teacher- suggestions welcome!
- Posts from MASTA grant recipients

It has been increasingly difficult to recruit members to write, as all of our metaphorical "plates" are already overflowing. If any board members know of great teaching and ideas happening, please contact me so that I can follow up and see if a contribution can be made. Any ideas are welcome!

Respectfully submitted, Candace Chappell, MASTA NOTES Editor

## Outreach Chair Winter 2022 Report

Action items: Discussion of Camp Scholarship deadline and decision timeline

Past grants:

- Program Grant: Rockford Schools (Allie Holden) was approved for a grant toward a clinic and mass performance of 6th-12th graders with traditional Celtic group, Uneven Ground. \$500
- Program Grant: Saline High School (Matthew Briere) was approved for a grant toward a clinic and performance with folk group the Accidentals. 70+ students were involved. \$500

New grant requests: None

Camp Scholarships:

- Session II - One student from Farmington, \$215
- Session III - Two students from Detroit and one from Dexter, \$265 each
- Total amount awarded was \$1,010

Note: Language on Program and PD Grant applications has been updated to state, "Applications are due on September 1 for funding requests that will take place between October 1-January 31, on January 1 for funding requests that will take place in February 1-May 31, and on April 1 for funding requests that will take place June 1-September 30."

Respectfully submitted,

Joanna Van Eizenga, Outreach Chair

## MASTA Chamber Music Festival Fall 2022 Report

The MASTA String Chamber Music Festival will be held on Monday, March 6, 2023 at Western Michigan University in Kalamazoo.

Faculty for the Festival will be Junqi (Sophie) Tang, violin, Mary Kothman, violin (unpaid to coach/perform), Igor Fedotov, viola, Bruce Uchimura, cello and Michael Hovnanian, bass.

We have a preliminary agreement with Aaron Reiley of the Guarneri House to be one of the two enrichment speakers/teachers and I am working on securing a second enrichment teacher. If anyone has requests or ideas I'd love to hear from you.

We will be returning our fees to the pre-Covid rates of \$45.00 for non-competing students and \$50.00 for competing students. (So no extra competition fee.)

We did not pay to have the piano tuned last year but all outside organizations that use the facility are required to do so and I feel that we really need to do this as we are using the facilities for free.

Western Michigan University School of Music requires the hiring of a student worker (troll) if an outside organization is using the facilities.

I did not use the \$200 Administrative assistant fee last year but am keeping it in the budget for future reference.

We still need to secure a venue in the spring of 2023 for the winning ensemble to perform at. (No MYAF but possibly other?)

### **Proposed Budget for 2023 MASTA Chamber Music Festival**

#### **Expenses**

Junqi (Sophie) Tang-Coach	\$500.00
Igor Fedotov-Coach	\$500.00
Bruce Uchimura-Coach	\$500.00
Michael Hovnanian-Coach	\$500.00
Mary Kothman-Director	\$200.00
Administrative Assistant	\$200.00
1st Enrichment teacher	\$300.00
2nd Enrichment teacher	\$300.00
WMU Student worker (Troll)	\$136.50
Piano tuned	\$150.00
Lunch for coaches and teachers	\$90.00
Name badges	\$36.03
Certificates	\$15.00
Snacks	\$30.00
Winning Ensemble prize money	\$200.00
MASTA 5% Surplus*	\$0.00
<b>Total Expenses</b>	<b>\$3,657.53</b>

\*Surplus not expected to be needed  
Difference of Inc - Exp exceeds 5% (186)

**Estimated Income**

Festival Registrations	
7 students at non-competing rate (\$45.00)	\$315
28 students at competing rater (\$50.00)	\$1,400.00
Non-MASTA member fees	\$10.00
Anonymous Donation (Prize Money)	\$200.00
Sponsorship Revenue Allocation	\$1,732.53
<b>Total Income</b>	<b>\$3,657.53</b>

Respectfully submitted,

Mary Kothman, MASTA Chamber Music Festival Chair

MSBOA Liaison Report  
Fall, 2022

MSBOA is continuing to attempt to make this year as normal as we can. Most restrictions on festivals, auditions, etc have been lifted, however there are a few rule changes still in effect.

### **Reading Session**

Currently the String Music Reading Session is scheduled for Saturday, September 24 with an eastern and western site. The eastern site is Plymouth Canton High School, and the western site is Lowell Middle School. Thank you to Sam Farmer, Michael Edwards and Joe Oprea for hosting and organizing the String Music Reading Sessions and to Luck's Music for providing the music.

### **Clinic**

The Mid-Level String Clinic on October 8, 2022 has a southeastern site at Waterford Kettering High School, a south central site at Portage North Middle School and a western site at South Haven High School. Registration deadline was Tuesday, September 20, 2022. Please see the MSBOA website for the details:

<https://docs.google.com/document/d/1a9BQ6GQs0EkpHiuKI0QyYRxmj9v2aKFR/edit?usp=sharing&oid=114501113642406576470&rtpof=true&sd=true>

Clinicians this year are Maritza Garibay, Sara Jager, Ji Hyun Kim, Jean Lee, Rodney Page, & Andrew Pool.

### **All-State**

All-State Auditions are scheduled for the end of October. Registration is due by October 1, 2022.

### **Band & Orchestra Festival**

There are some rules that are still in place from last year and a new rule concerning sight-reading. It is a little confusing:

You must register at the class that your school is

You may play a required piece off of any list, regardless of your school's class

You may sight-read at any level, regardless of your school's registered class or selected piece

You must do 3 pieces for your stage performance

Regardless of your class and piece selected, if you receive a Division 1 rating you are eligible for State Festival

So, this is the year to take your 8th grade Full Orchestra to Festival :).

### **Adjudicators**

On December 10, 2022 MSBOA will be hosting Band/Orchestra Adjudication training.

Additionally, adjudicator Training on Implicit Bias is continuing: This training is provided by

MSBOA (with the help of the Michigan Anti-Defamation League). This continues to be a permanent part of the Adjudicator Workshop. Currently, 324 MSBOA Adjudicators have completed the training. Additional sessions for this year are listed below:

Thursday, November 17 @ 6:00 p.m. (virtual)

Saturday, November 19 @ 9:00 a.m. (virtual)

Saturday, December 10 @ 9:15 a.m. (Workshop – Stevenson HS, Livonia)

Friday, January 20 @ 8:00 a.m. (MMC-Grand Rapids)

Thursday, April 13 @ 6:00 p.m. (virtual)

Saturday, April 15 @ 9:00 a.m. (virtual)

If you do not complete the anti-bias training by the end of this year you will be placed on **inactive** status until you complete the training. At that point you will have to pay for your own training.

Thank you for allowing me to serve!

Bass-ically yours,

Joe Oprea  
MSBOA-MASTA Liaison  
MSBOA Vice-President Orchestral Activities

## Membership Chair Fall 2022 Report

MASTA currently has 254 members. The 29 members whose memberships have lapsed have been contacted via email.

New teachers in the area (this year and last), below, have been invited to join ASTA if not already members, and otherwise reminded about the benefits of an ASTA membership.

*Elise Greidanus - Caledonia Public Schools*

*Paul Le - Lakeview Public Schools*

*Lian Robinson - Forest Hills Public Schools*

I reached out to the music education departments of several Michigan universities asking for names of recent graduates to connect with them and welcome them to ASTA and inform them of what we provide, especially to first year teachers. Among those contacted: Western MI University, Central MI University, Eastern MI University, Wayne State University, Oakland University, Hope College, and Adrian College (and will be continuing to reach out to more).

Currently in the process of contacting membership chairs from other state chapters to form a group to discuss and collaborate on creative ways to recruit and retain members.

Brainstorming ideas of strengthening/recruiting new members, especially with a lot of newer teachers adding in to the profession: teacher enrichment opportunities (one-day retreat for new teachers), book club hosted monthly or bi-annually with the possibility of offering SCHECH's, surveying the membership to ask what they would like to see out of MASTA.

ASTA waives a teacher's first year of teaching. If there are any new teachers you know of, please contact me with their names and emails.

New teachers already contacted:

Cynthia Atkinson-Byron Center Public Schools

Megan Anderson-Okemos Public Schools

Michelle Bessemer

Respectfully submitted, Amy Tenney, Membership Chair



# MASTA Solo Competition

## Fall 2022 Report

### **2021 MASTA Solo Competition Budget (for 2022)**

Expenses: Accompanist fee (Grand Rapids) \$100.00

Expenses total: \$100.00

### **2022 MASTA Solo Competition Specifications**

Preliminary Round will be completed via video audition submission. The deadline for submission is 11:59 on November 1, 2022.

The live Semi-Final and Final Rounds, will take place Sunday, November 13 in the Hillsdale College Conrad Recital Hall.

Recruitment Plans: MASTA website and individual emails will be sent to various Michigan string instructors.

Information regarding the 2022 competition is up on the MASTA website.

Judges: Kirk Toth, Concertmaster, Toledo Symphony: Amy Chang, Assistant Principal Cello, Toledo Symphony,

### **Proposed 2022 MASTA Solo Competition Budget**

(approved Winter MASTA 2022 January meeting)

#### **Income:**

Entry fees	\$600
Sponsorship Allocation	\$1,500
<b>TOTAL INCOME</b>	<b>\$2,100</b>

#### **Expenses**

Judges honorariums 2 & \$350	\$700
Prizes	\$1,500
Pianist (MMC performance)	\$200
<b>TOTAL EXPENSES</b>	<b>\$2,400</b>

Respectfully submitted, Melissa Knecht, Director: MASTA Solo Competition

Studio Chair

Fall 2022 Report

We are in the finishing stages of planning our first ever ASTACAP (American String Teacher Association Certificate Advancement Program) in Michigan. The current date set is May 21st, 2023 in Jackson, MI. In December 2022 we should be contacting the national office and retaining judges for the event.

No projects are needing attention at this time.

Shawn Boucké

Studio Chair

# Michigan Chapter American String Teacher Association

## Proposed Budget

September 1, 2021 - September 1, 2022

	2021-22 actuals			
<b>Income</b>				
47300 Membership Dues - ASTA	\$ 2,535.30			
48000 MASTA Camp	\$ 80,389.05			
48100 Chamber Music Festival	\$ 1,265.00			
48200 Solo Competition	\$ -			
48300 Bass Festival	\$ -			
48400 Michigan Music Conference				
48600 Studio Teacher Events	\$ -			
Advertising and Sponsorships	\$ 3,280.00			
<b>Total Income</b>	<b>\$ 87,469.35</b>			
<b>Expenses</b>				
60100 MASTA Camp Expenses	\$ 82,920.23			
60200 Bass Festival Expenses	\$ -			
60000 Solo Competition Expenses	\$ 100.00			
60400 Chamber Festival Expenses	\$ 3,389.75			
60600 Studio Teacher Events	\$ 100.00			
60700 MYAF Expenses	\$ -			
60800 UP String Program		\$ 1,400.00		
60900 Operations Expense				
62110 Accounting Fees	\$ 500.00			
60501 Resource Guide				
65020 Postage, Mailing Service				
65050 Website	\$ 144.45			
63000 PD Grants and Program Grants	\$ 777.80			
<b>Camp Scholarships</b>				
65120 Insurance - Liability, D and O	\$ 1,916.00			
65130 Bank Fees				
68400 National Conference	\$ 1,129.70			
68340 Meals (Meetings)	\$ 2,744.90			
68360 MMC	\$ 1,954.01			
68500 Mileage				
45000 Investments	0			
<b>Total Expenses</b>	<b>\$ 95,676.84</b>			
<b>Surplus (Loss)</b>	<b>\$ (8,207.49)</b>			



## **Elizabeth A. H. Green School Educator Award**

### **— Information needed to complete the online application**

#### **NOMINEE INFORMATION**

- Nominee contact information (name, title, address, city/town, state/province, zip/postal code, country, email address, phone number)
- Current position
- Years in position
- Years in profession
- Name of school district
- Location of school district (urban, suburban, rural)
- Grade level(s) currently teaching (high school, middle school/junior high, elementary school, pre-k)
- Number of schools where currently teaching

#### **NOMINATOR INFORMATION**

- Nominator contact information (name, title, address, city/town, state/province, zip/postal code, country, email address, phone number)
- The selection committee's initial assessment of the nominee will be based upon a narrative provided by the nominator. The narrative should be limited to one page and must address all of the following issues in the order listed:
  1. The nominee's impact on students
  2. The nominee's impact on the musical development in his/her school, community, and state
  3. The nominee's pursuit of his/her own professional development
- Narratives may also provide other information, such as a listing of past teaching awards, leadership activities, etc.
- Please note: Be sure to use detailed examples in each section of the narrative to provide the selection committee with a complete description of the nominee's qualifications.
- The narrative document will be uploaded to the online application form; the file types accepted for upload are DOC, DOCX, or PDF.

#### **REFERENCES**

- The selection committee will narrow the applicant pool using the narrative provided by the nominator. Upon arriving at the semifinal list, the committee will contact three references who will need to be able to speak about the abilities of the nominee.
- References must include an administrator, a teacher/colleague, and a student or parent. You will need to provide:
  1. Administrator contact information (name, title, address, city/town, state/province, zip/postal code, country, email address, phone number)
  2. Teacher/colleague contact information (name, title, address, city/town, state/province, zip/postal code, country, email address, phone number)
  3. Student or parent contact information (name, title, address, city/town, state/province, zip/postal code, country, email address, phone number)