

Minnesota Federation of Music Clubs  
TREASURER'S REPORT: 8/1/13 to 7/31/14

SUMMARY	PREVIOUS	ACTIVITY	CURRENT
Checking Account: Balance 8/1/13	45,095.97		
Decrease		-12,200.14	
Balance 7/31/14			<b>32,895.83</b>
Savings Account: Balance 8/1/13	22,724.00		
Interest (8/31, 11/30, 2/28, 5/31 - .2%)	45.47		<b>22,769.47</b>
Balance 7/31/14			
Julia Gayle Fund: 8/1/13	11,430.13		
Interest (8/31, 11/30, 2/28, 5/31 - .2%)	22.88		
Balance 4/25/14			<b>11,453.01</b>
CD's			
Chapman Fund: 8/1/13	5,000.00		
Interest to checking (8/6, 11/6, 2/4, 5/4 - .15%)		7.48	
Balance 4/25/14			<b>5,000.00</b>
Zygmanski Fund: 8/1/13	5,000.00		
Interest to checking (8/6, 11/6, 2/4, 5/4 - .15%)		7.48	
Balance 4/25/14			<b>5,000.00</b>
Scholarship Fund: 8/1/13	5,000.00		
Interest to checking (8/2,1/31 - .15%)		7.48	
Balance 4/25/14			<b>5,000.00</b>
Gold Cup Fund: 8/1/13	5,000.00		
Interest to checking (8/2,1/31 - .15%)		7.48	
Balance 4/25/14			<b>5,000.00</b>
Ameriprise Mutual Fund			
Value 6/12/13	18,319.18		
Gain	4,184.79		
Value 6/12/14			<b>22,503.97</b>
<b>NET WORTH</b> 8/1/13	117,569.28		
Decrease		7,947.00	
<b>7/31/14</b>			<b>109,622.28</b>

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CHECKING ACCOUNT	RECEIPTS	DISBURSEMENTS	
<b>Interest</b>			
Checking	86.44		
CD's	29.92		
<b>TOTAL</b>	<b>116.36</b>		
<b>Membership</b>			
Senior Club Dues	5,328.00	1,464.00	(to NFMC)
Junior Individual Dues	13.00	9.50	(to NFMC)
Student Individual Dues	32.00	23.00	(to NFMC)
Junior Club Dues	4,912.00	3,501.00	(to NFMC)
Junior Keynotes Magazine	2,358.00	2,370.00	(to NFMC)
National Founders Day Contributions	63.00	63.00	(to NFMC)
State Founders Day Contributions	63.00		
Past National Presidents Fund	15.00	15.00	(to NFMC)
Life Membership		125.00	(to NFMC)
North Central Region		200.00	(to NFMC)
Junior Composers		100.00	
<b>TOTAL</b>	<b>4,913.50</b>		
<b>Festival</b>			
Entry Fees	22,056.50	7,290.50	(to NFMC)
Gold Cup Fees	23,898.19		
Silver Cup Fees	140.00		
Festival Certificates		1,782.93	
Festival Expenses		269.16	
Gold Cup Purchase		18,187.62	(to NFMC)
Gold Cup Engraving and Shipping		3,733.89	
Gold Cup Chair		1,688.75	
Gold Cup Misc. Expenses		27.00	
Insurance		1,051.00	(to NFMC)
<b>TOTAL</b>	<b>12,063.84</b>		
<b>Junior Composer Contest</b>			
Expenses		98.76	
Entry Fees	700.00	36.25	(to NFMC)
Judge's Fees		500.00	
<b>TOTAL</b>	<b>64.99</b>		
<b>Donations</b>			
Junior Composers		3,100.00	
Carolyn Nelson Double Reed Fund		1,000.00	
<b>TOTAL</b>		<b>4,100.00</b>	
<b>Memorials</b>			
Zygmanski Commission		1,000.00	
Flowers for M.A. Strasser's funeral		123.40	
Received in memory of M.A. Strasser	100.00		
Memorial Recognition at NFMC Convention		60.00	
<b>TOTAL</b>		<b>1,083.40</b>	
<b>Student Auditions</b>			
Entry Fees	80.00		
Judges' Fees		40.00	
<b>TOTAL</b>	<b>40.00</b>		

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CHECKING ACCOUNT	RECEIPTS	DISBURSEMENTS
<b>Scholarships &amp; Grants</b>		
Chapman Study Award		850.00
Gold Cup Awards – President & Grand Winners		1,000.00
Honors Recital Awards		150.00
International Music Camp Scholarships		830.00
Junior Composers		2,000.00
Student Awards		1,800.00
Teacher Trust Grant		500.00
Tuition Assistance Grants		2,500.00
<b>TOTAL</b>		<b>9,630.00</b>
<b>NFMC Convention - 2013</b>		
Expenses (P. Steege, S. Voit) <b>TOTAL</b>		<b>764.50</b>
<b>NFMC Convention - 2014</b>		
Expenses (S. Voit, C. Schmidt) <b>TOTAL</b>		<b>2,730.87</b>
<b>State Convention – August 2013</b>		
Site Fees		1,195.95
Hospitality		422.71
Miscellaneous		102.10
Piano Tuning		425.00
Lodging (Carolyn Nelson)		202.31
Stipend (Carolyn Nelson)		100.00
Profit received from BAMTA	1,013.92	
<b>TOTAL</b>		<b>1,434.15</b>
<b>State Board Meeting – April 2013</b>		
Registrations	380.00	
Site Fees		322.59
<b>TOTAL</b>	<b>57.41</b>	
<b>State Meeting – August 2014</b>		
Site Contract <b>TOTAL</b>		<b>400.00</b>
<b>Administrative</b>		
Bank Image Statement Fees		23.60
Bank Supplies – Deposit Slips		41.02
Charitable Trust Filing		25.00
Half Notes: Editing		2,937.50
Half Notes: Printing & Mailing		2,256.74
International Music Camp mailing		81.97
Postage		81.70
Tax Return Preparation		160.00
Website: Domain Host		221.79
Website: Editing		4,033.50
<b>TOTAL</b>		<b>9,862.81</b>

# PROPOSED BUDGET

## Sheet I

CHECKING ACCOUNT	RECEIPTS	DISBURSEMENTS
<b>Interest Total</b>	<b>150</b>	
<b>Membership</b>		
Senior Club Dues	5600	1540 (to NFMC)
Junior Club Dues	5250	3750 (to NFMC)
Student Organization Dues	45	45 (to NFMC)
Junior Keynotes Magazine	2286	2286 (to NFMC)
National Founders Day Contributions	155	155 (to NFMC)
State Founders Day Contributions	155	
Past National Presidents Fund	51	51 (to NFMC)
North Central Region		200 (to NFMC)
Junior Composers Institute		500
<b>TOTAL</b>	<b>13542</b>	<b>8527</b>
<b>Festival</b>		
Entry Fees	22100	7300
Gold Cup Fees	24000	
Silver Cup Fees	140	
Festival Certificates		1800
Festival Expenses		300
Gold Cup Purchase		18000 (to NFMC)
Gold Cup Engraving		3750
Gold Cup Miscellaneous Postage		25
Gold Cup Chair		2000
Festival Chair		750
Insurance		875
<b>TOTAL</b>	<b>46240</b>	<b>34800</b>
<b>Junior Composer Contest</b>		
Expenses		60
Entry Fees	725	40 (to NFMC)
Judge's Fees		675
<b>TOTAL</b>	<b>725</b>	<b>775</b>
<b>Scholarships &amp; Grants</b>		
Chapman Study Award		750
Tuition Assistance Grants		2500
Teacher Trust Grant		500
International Music Camp		800
Junior Composers		1600
Student Auditions		1720
Grand Cup Winners		1500
<b>TOTAL</b>	<b>0</b>	<b>9370</b>
<b>State Meeting Warroad</b>		
Registrations	365	

# PROPOSED BUDGET

## Sheet 1

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<b>State Meeting Warroad</b>		
Registrations	365	

Site	Number of Cup Entrants	Number of Cup					Total Cups	Cup Costs	Engraving Costs	Shipping	Total
		1st Cup	2nd Cup	3rd Cup	4th Cup	5th Cup					
1 ALEXANDRIA	210	27	13	1			41	\$ 549.00		\$ 108.65	\$ 657.65
*2 APPLE VALLEY	678	93	40	14	1		148	\$ 2,096.50		\$ 313.76	\$ 2,410.26
3 BURNSVILLE	270	45	20	1			66	\$ 875.50		\$ 139.92	\$ 1,015.42
4 DULUTH	271	42	6	2			50	\$ 658.00		\$ 132.50	\$ 790.50
5 EAST SUBURBAN	272	43	22	3	2		70	\$ 989.50		\$ 148.40	\$ 1,137.90
6 GRAND RAPIDS	111	23	6		1		30	\$ 406.50		\$ 79.50	\$ 486.00
7 HIBBING	79	10	5				15	\$ 197.50		\$ 39.75	\$ 237.25
8 MARSHALL I	175	27	12	2			41	\$ 557.50		\$ 108.65	\$ 666.15
9 MARSHALL II	135	31	12	2			45	\$ 607.50		\$ 119.25	\$ 726.75
10 MARSHALL N/S	138	30	6	1			37	\$ 485.00		\$ 98.05	\$ 583.05
11 METRO I	41	4	1				5	\$ 64.50		\$ 13.25	\$ 77.75
12 METRO II	192	34	12	6			52	\$ 737.00		\$ 110.24	\$ 847.24
13 METRO IV	104	15	11	5			31	\$ 462.00		\$ 82.15	\$ 544.15
14 NORTH SUBURBAN	63	8	3				11	\$ 143.50		\$ 29.15	\$ 172.65
15 PEQUOT LAKES	161	21	9	3	2		35	\$ 526.00		\$ 92.75	\$ 618.75
16 REDWOOD FALLS	141	14	19	5	2		40	\$ 629.50		\$ 106.00	\$ 735.50
17 RENVILLE COUNTY	129	26	10	1	1		38	\$ 525.00		\$ 100.70	\$ 625.70
18 ROCHESTER	217	40	5				45	\$ 572.50		\$ 119.25	\$ 691.75
19 SOUTH SUBURBAN	135	14	5	2			21	\$ 293.50		\$ 55.65	\$ 349.15
20 ST. CLOUD	435	70	13	2	1		86	\$ 1,141.50		\$ 182.32	\$ 1,323.82
21 THIEF RIVER FALLS	262	38	24	9	3		74	\$ 1,126.00		\$ 156.88	\$ 1,282.88
22 WARROAD	83	14	4	2	1		21	\$ 311.00		\$ 55.65	\$ 366.65
23 WEST SUBURBAN	96	15	4	5			24	\$ 360.50		\$ 63.60	\$ 424.10
24 WILLMAR EAST	127	13	1		1		15	\$ 209.00		\$ 39.75	\$ 248.75
25 WILLMAR I	192	22	11	3			36	\$ 503.50		\$ 95.40	\$ 598.90
26 WILLMAR II	15	1	1				2	\$ 27.00		\$ 29.68	\$ 56.68
27 WILLMAR III	20	2					2	\$ 25.00		\$ 14.84	\$ 39.84
28 WILLMAR NORTH	35	3	1	1	1		6	\$ 107.00		\$ 15.90	\$ 122.90
29 WILLMAR WEST	38	5	3		1		9	\$ 138.00		\$ 23.85	\$ 161.85
									\$		\$ 17,999.94
A.J. Schaake Company									\$3,390.99	\$ 342.90	\$3,733.89
A.J. Schaake Company									\$16.31	\$ 12.70	\$29.01
											\$ 21,762.84
Totals:	4825	730	279	70	17	0	1096	\$ 15,324.50	\$ 3,407.30	\$ 3,031.04	\$ 21,762.84

## **REPORTS FROM TAMIE MORKEN**

### **INSURANCE:**

I was unable to get my hands on the "Festival Reply Form #1" that Judy used last year and Dawn Carlson in years' past prior to the August deadline for events needing insurance coverage for Sept – Dec, 2014 so I connected only with clubs who held events last year during the same timeframe. We had a total of 9 events requiring insurance @ \$15 each, down from 15 events the year before. Treasurer Gwen Degner sent a check for \$135.00 to cover our premiums. I will be emailing the insurance certificates for those events requiring a copy onsite as soon as I receive them from the insurance company.

If your club is holding an event from Sept – Dec, 2014 for which you need insurance coverage and we have not already communicated, please contact me Tamie Morken [trmorken@gmail.com](mailto:trmorken@gmail.com) at your earliest convenience and I will make sure you are covered.

### **2014-2015**

***All insurance requests must be submitted by the state liability chairman (Tamie Morken, MN).***

***All insurance certificates will be sent by email to the state liability chairman for distribution (Tamie Morken, MN).***

### **LIABILITY INSURANCE DEADLINES and PREMIUMS**

***Deadline August 15 - Premium \$15***

***For events held September 1 through December 31***

***Deadline December 1- Premium \$15***

***For events held January 1 through August 31***

***Insurance requests for this time period will be accepted after November 1***

***Insurance premium for events submitted after the deadlines listed above - \$16***

***NFMC provides general liability insurance coverage to its clubs and members to protect their assets. The one-million-dollar insurance policy covers the Federation's liability at specified locations. There are approximately 1000 NFMC events that occur annually throughout the United States and are coordinated by Michael Edwards, First Vice President.***

**LOGOWEAR:**

***We received only 2 student design submissions this year for the 2015 Logowear Student Design Contest. A big thank you and shout out to our runner up Elizabeth Nemitz from Canby for a darling, colorful, dancing piano design. Is her teacher in the room today? And a big congratulations to our winner, Ava Byrne, Cello and Violin student of Susan Jacobson of Rosemount. Ava will receive a \$50 cash prize from AVMTA, a t-shirt and the honor of having her wonderful design represented on all 2015 MFMC Festival Logowear...t-shirts, sweatshirts and totes as well as displayed on our website. And it is with great pleasure we are able to offer samples of our Logowear to you today... t-shirts size Adult Small and Medium \$16 and totes \$14! Be the envy of all your teacher friends and buy yours today!! Cash or check to: "AVMTA".***

***We are hoping to offer the student design contest for Festival 2016 and invite any and all suggestions or comments to Tamie [trmorken@gmail.com](mailto:trmorken@gmail.com) to make this contest better for next year as well as suggestions for increasing Logowear sales.***



NFMC Board of Directors MN Representative Report  
National Convention June 24 – 28, 2014  
Portland, Oregon  
Cheryl Schmidt, MN National Board of Directors Representative

The convention included very good informative educational sessions, outstanding musical performances and meetings related to the business of the National Federation of Music Clubs.

Actions from the Board of Directors meeting:

\*Voice students in grades 9 - 12 will be able to combine points in the Musical Theater and Art Song Vocal Solo Events. The solo class level must be Senior 1 or above and the Art Song choice piece must be sung in a foreign language. This goes in effect in next bulletin beginning in 2017.

\*New event added to the next bulletin beginning 2017 is the drum set event.

\*The national festival fee will increase from \$1.50 to \$2.00 (\$.50 for the festival fee and \$1.50 for the online project.) effective immediately for the 2015 festival season to continue support for the on line festival registration project.

\*State Presidents are now eligible to hold a national chairmanship if they have served at least 1 full two year term as a state president. In the past, no state president could hold another office no matter how long or when they had been in office.

\*Task force will be created to evaluate/study the federation cup plan.

\* There will be an appointed task force to look at our US citizenship requirement.

\*Insurance. It is crucial that all events be covered by NFMC insurance. Even if the facility you are using has insurance, it does not mean that you, your club or the national organization are exempt from being named in a law suit.

\* Members cannot enter award competitions in two age divisions in the same year even if they hold membership in more than one division. This means a member cannot enter junior festival/award and student auditions/awards in the same year; a member cannot enter student auditions/awards and a senior competition in the same year.

\*Trying to promote more visibly to get young people involved in the organization and maintain memberships. Where do we find the young crowd?

Other items via meetings, general session:

\*17, 340 festival cups were awarded and Minnesota was in the top 10 states for the most cups awarded.

\*Festival cups, for students combining using concerto points, will have the engraving solo/concerto on the cup.

\*It is very important that any officers in the state or local organizations who can sign checks for the organization be bonded.

\*Standing rule announcement: teachers may not charge festival entry fees in excess of the amount established by the area festival chairman/committee. State boards may set a penalty for failure to comply. (Some teachers charge additional for their own financial gain which is a violation of non-profit status.)

\*There are many awards that have no applicants – please spread the word about these opportunities. NFMC has many awards and strives to establish endowments for awards so they can be self sustaining. Refer to the awards chart on the national web site.

\*General session regarding On-Line Festival Project:

Testing was conducted on a local club level in Utah. Eventually, all of our festival participant's information will need to be input into a data base for use on the national level. They have a drop down list to choose the required piece in the event and level indicated. There will be a check system for the choice piece so you cannot enter a piece already in the bulletin. Additional security measures have been added since birth dates will be used. Teachers have requested compatible use with iPads. The next stage of testing will be done in the upcoming festival season and clubs are welcome to participate, but will still be working through problems that need correcting. Anticipate two to three years before full implementation possible.

The next convention is in Fargo, North Dakota in June 2015. Since the convention is in our area, please take the opportunity to attend. This will include the Young Artist Competition. There may be sessions available that allow people to begin being training for the on-line festival registration program and, if so, it will be important for MN to have representatives at those sessions.

# State Festival Chair List of Duties

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## Ongoing

1. Be in contact with State Cup Chairperson regarding any concerns, reporting problems or details.
2. Compare new bulletins with the previous one so that changes can be highlighted to the membership.
3. Consider arranging a preview of the new bulletin each year that a new bulletin comes out.
4. Any expenses incurred can be reimbursed by the state treasurer (send the receipt).
5. Store 4 boxes of state reports.

## Early June

1. Revise Reply Form #1 in conjunction with State Insurance Coordinator
2. Receive Reply Form #1 from sites and begin compiling the master list of sites, dates, site chairs, and record keepers.

## July (or early August)

1. Contact:
  - a. Auditors (to see if they will continue to audit next year)
  - b. Certificate chairperson (to see if she will continue)
2. Prepare (should need only minor changes from year to year):
  - a. Directives
  - b. MFT-1 form
  - c. Reply Form #2
  - d. Information for the August state convention or meeting (sometimes there is a separate festival meeting to lead)

## August

1. Attend MFMC meeting/convention
2. Lead state festival meeting if there is one
3. After August convention/meeting, send a mass e-mail containing directives and festival information to all sites.
4. Submit directives, forms and any website changes to state president who will forward it to the website manager.

## September

1. September through November – Collect orders for Theory Exams.
2. As sites report transfer students, check their records against the reports from previous years in the boxes of state records (this is ongoing through April) – let the site know the transfer info is okay, file the transfer info into the site the student is going TO, and file the transfer info into the reports that will be mailed to the new site's auditor (after reports have been mailed to auditors, an email or scanned PDF of the transfer records works well).
3. Determine which auditors will audit which sites (based on auditor availability, sites each has previously audited, and auditor's proximity to the sites they will be auditing)
4. Prepare a list containing: site name/festival date/report due date/auditor/auditor address and send it to all sites and to all auditors.

5. Mail each auditor the photocopied JR3-3s and JR3-4s for the sites he/she is to audit (see Late June/Early July). This can be done any time before January.

#### November

1. Order theory exams from national – new December 1 deadline!
  - a. Call national and tell them how many (I've sometimes ordered a theory exam to have on hand if a site forgets to let me know that they need one in time.)
  - b. Follow-up with an email giving the names/addresses of everyone who should receive a theory test package.
  - c. Have the invoice sent to the state treasurer.
2. Watch for new order forms or procedures from Jodie Jensen (national chair).

#### December

1. Prepare auditor how-to guide.
2. Mail the how-to guide and the previous year's reports for the relevant sites to the auditors.

#### January

1. Check with a site or two to make sure that they have received their theory exams from National.

#### January – March

1. Answer questions from sites via email and phone.
2. Answer questions from auditors.

#### March/April

1. Prepare a short report for the spring MFMC Meeting.
2. Attend MFMC spring meeting if possible.
3. Prepare a short article for Half Notes newsletter if asked.

#### May

1. Receive festival reports from all sites from the auditors.
2. Combine all Junior JR3-3 summary reports into a state report using the EXCEL TEMPLATE FROM THE STATE OR REGIONAL CHAIR. Have it posted on the state website and send it to the regional chairperson via email. The regional chairperson is listed in Keynotes magazine.
3. Combine all Adult JR3-3 summary reports into a state report using the EXCEL TEMPLATE FROM THE STATE OR REGIONAL CHAIR. Have it posted on the state website and send it to the regional chairperson via email.
4. Combine all Adult JR3-3 summary reports into a state adult JR3-3 Report. Combine all Junior JR3-3 summary reports into a state junior JR3-3 Report. Send both to state treasurer.
5. Copy the JR3-3 Summary Report and the JR3-4 Report of All Entrants for each site. The copies will be sent to next year's auditors in December.
6. File all the original reports by site into the boxes of state records.

#### June

1. Take a break, or...
2. Catch up on what you didn't finish in May, or...
3. Work ahead toward July and August