

EAS Board-Meeting, University of Music & Drama Rostock

Sat, December 6th – Mon December 8th

Venue: Hochschule für Musik und Theater Rostock

Beim St.-Katharinenstift 8

18055 Rostock, Germany

MINUTES

Present: AV, GS, TB, IM, EK, OK, NK, JL; **skype** with BR, MS, SH (Saturday 18.30 - 19.00), RG

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Saturday, December 6th

AV is opening the meeting and gives a warm welcome.

Special thanks to OK and IM for the preparations of the board meeting and the short guided walk through the city including a visit of the nice venue for the SF.

1. Agenda Check Last Board Meeting May 2014 + open issues

17.00 – 17.30

Open to do's of the minutes of the last board meeting; the following issues are still open from our last meeting → to be completed soon!

- TB: Prepare a google questionnaire, still necessary to work on the email-list (e.g. UK), ask the NCs for more mailaddresses in their countries
- GS/ EK: copy the board members into the information / newsletter for the NCs
- GS: finalize a written contract with Helbling
- NK: will finish the wikipedia chapter till Rostock
- IM: Learning Outcomes publication – maybe develop an SFG around LOs
- AV: project report is not possible because the project was not accepted

2. Current developments

- AV: report on possible continuation / submission LINK project / networking between AEC, EMU, EAS:
 - The project was not accepted
 - The project itself was very good, high ranking (points)
 - Two possibilities: 2017 again in the same frame culture of Europe or earlier (first option February 2015 or later) in the frame of the ERASMUS plus
 - the AEC-project was accepted and there is a link in this project between EMU, EAS and AEC

AV plans a presentation/symposium at the Rostock conference about the networks and a discussion how to continue / joint seminar is a good opportunity to bring the three networks together. Discussion about the format for this exchange; ideas: interaction? working groups? future lab? Quality management for students...?

AV will prepare a text / concept for this session – will send it to OK before Christmas.

3. EAS DSF, SF

Skype with **BR, MG, MS**

- MS – Doctoral Student Forum
 - Check of the time tables
 - 23rd of January is the deadline for the application
 - As last time: 100 € is the fee including conference
 - One room in the Hochschule will be reserved for the DSF
 - Including a Video...

MS will send the information on the DSF to GS / KB for the website.

TB will prepare the registration form.

OK will include a session for the DSF in the conference programme (90 minutes slot, 26th, 11-12.30)

JL will think on possibilities to include videos, fotos

- BR / MG – Student Forum
 - Connection to the conference with topic and activities (keynote speaker from 9-10)
 - idea to invite the keynote speaker for a discussion with the students participating in the SF
 - there will be a workshop (90 minutes slot) within the conference programme
 - networking has to be led by the students / they have to take responsibility for this networking

The board thanks the involved persons for the good preparation work.

BR / MG will prepare the SF and select the nominations (priorities to students from countries which have not been engaged in the years before)

JL will communicate with BR/MG about the development of the EAS Youth

4. Conference Venue Rostock 1: Visiting the building

The Board is very convinced that the Rostock venue is for EAS 2015 and thanks Oliver Krämer already now for the well organisation and the opportunity.

5. Finances 2014 and Budget Plan 2015

TB is presenting the budget from 2014 and new a budget plan for 2015.

EAS is not forced to pay VAT:

- Internal events (members) are not obliged with VAT, so our Conferences are without VAT.
- Everything that is connected with Education is without VAT.

Careful: we are not allowed to sell things.

IM will put the item "budget plan 2015" on the GM agenda.

There were payments for persons who work for us: Thade Buchborn (travels), Kilian Baur and Tine Castelein (personal costs). The travel and accommodation costs for persons who are invited to run EAS student fora (SF, DSF) – if they are not board members – are covered by the Conference host. IM puts this into the handbook.

TB proposes to decide about the budget plan 2015 now and then.

Budget plan – way to work with it:

1. If things are in the budget plan, then the treasurer can hand it and decide.
2. If there are unforeseen expenses (not in the budget plan) but lower than 150.-then the executive committee can decide.
3. If there are unforeseen expenses higher than 150.- then it is decided by the board, it needs to have a majority – this can also be done by a written procedure (within one week).
4. In case of investments the board has to decide.
5. Decisions about travel and hotel expenses are made within the executive team on the basis of the current budget situation.

Executive Committee: president, vice president, treasurer.

The board agrees to this executive committee.

The board agrees to this procedure.

The board agrees to the budget plan.

Ethical/financial organisation handbook of EAS is expected from the Belgian law, TB prepares ideas for this.

6. Book Series

GS is working on a new contract for the "European Perspectives" series in the future with HELBLING. Idea: We get 40 free books, Helbling is paying the publication costs.

GS is coming back to us with the result.

Language Check for the book shall be paid by the Conference host.

7. Membership Issues

- TB: administration workload should be reconsidered
- TB: the treasurer is also responsible for book keeping
- TB: deputy positions should be left out, instead of that new position of a membership coordinator and the NC coordinator position are needed (EK is leaving the board)
- TB: Tine is responsible for the mail box

- AD proposed that we should be prepared for the situation that we need a new treasurer, TB is also a general secretary according to the Belgian law. If there is a new person, we need to pay him/her for this work. Thomas is the legal person as well. The whole thing might be moved to a different country.
 - during the next board meeting, the future of the EAS treasurer needs to be discussed (TB might be the contact person for the bank)
 - the membership coordinator should keep records of membership (Gerhard should send the internal document to fill in the missing info about the new position)
 - the new position should be connected with the treasurer as well as the secretary
 - MS is responsible for internal communication, we need a person responsible for external communication as well
 - according to the Belgian law, we need to write about deputies in our regulations
 - according to the Belgian law, at least four positions are needed: the chair, the vice-chair, the treasurer and the deputy
- IM is going to prepare changes in the regulations for the next General meeting ("Deputies" will be removed)
- at least 6 board members are officially needed

Marketing

- an EAS membership coordinator should be responsible for marketing as well

OK will schedule the board meeting after the elections (Saturday morning)

- TB: some money left on the savings account – a professional person for automated process of members' registration needed (people who register need an immediate response). Registration and membership payment could be automated. Gerhard will ask the company for the budget proposal, TB will inform Gerhard in a few lines about the text. Helbling conditions are going to be decided during the next board meeting.

Honorary membership

- each past president received the HM
- SH should be given the HM during the EAS conference in Rostock
- General Meeting will be in the Kammersaal

OK will prepare the technical setting for a skype meeting with Sarah, he informs us in case this will not be possible than AV will record a message from SH to show

- SH will receive a present as a leaving board member (AV responsible) and she will be given the HM (IM prepares the certificate)

8. Newsletter

(Skype with MS = responsible for the Newsletter)

Short update/report on the EAS newsletter

- the same format is going to be kept
- a questionnaire is going to be set up to find out if EAS members read the newsletter
- the professional layout is under negotiations (TB is the contact person)
- MS: the key question is what the function of the newsletter is and if the next newsletter will be just an update of the previous newsletter (one of the aims is to keep in touch with EAS members)

Time-plan for 2015

- 2 newsletters per year
- the next issue is scheduled for May 2015

Content for the next newsletter

- president's message – the highlight of the newsletter (info about the most important events – conferences etc.)
- SFG and their achievements in the next newsletter (IM)
- Discussions about audio materials (interviews, discussions etc.)
- MS should give some proposals about the content and inform the board if there is anything needed

NC's contribution

- NCs have different expectations of the newsletter (concise articles, links, hyper structure)
- NC section – country reports, focus on particular topics (articles should be content-focused and provoke discussion)
- Norway, Lithuania, Austria and Poland are interested to publish in the next newsletter (the next conferences will be in Lithuania and Austria, so the articles might serve to raise people's awareness of the host country)
- MS thinks that NCs should be given more ownership in the topics
- GS: country sections on the website might be connected to the newsletter by hyperlinks
- EK: at least two countries should be introduced in each newsletter
- EK: during the next NC meeting, the newsletter issues should be brought up again
- MS thinks it is very important to include everyone interested in publishing an article in the newsletter

OB (other business)

- a questionnaire for the newsletter needed (to find out if EAS members read the newsletter);

Sarah will prepare the paper and Thomas will prepare the online version of the questionnaire (TB will inform SH about the need to create a questionnaire)

- MS will talk with GS and EK about the questionnaire
- AD: what kind of comments does MS need?
- TB: MS should give some proposals about the content

- TB will send the contact information to MS for the person responsible for the layout

9. Board Elections 2015 – Preparations

IM proposes the election procedure similar to the election 2013, Board discusses some changes. Decisions:

- Nominees: personal statements required (150 words) supported by two persons (nominators); a short CV might be required (150 words); there will be a meeting with the candidates during the conference in Rostock
- Nominators should provide their signature, current position and country
- Nominators should be EAS members for at least 1 year, and nominees for at least 2 years
- Current EAS board members should be nominated by people outside the board
- GM decides about the elections (approves the votes)
- TB: digital version for institutional members needed

IM sends a letter to EAS members including the rules of the nomination process and the nomination form.

- The timeline: 2,5 before the GM, call for nominations, the nominations deadline is 10th January 2015, invitation and the list of nominations sent out on 25th January 2015
- The nominating process – skype meeting needed in the mid of January 2015 (depending on the candidates)
- Several people are leaving the board, so there are some vacancies: EK, BP, SH, NK, IM, OK
- AV is going to stay as the past president
- Thomas, Gerhard and Jarka would like to stay
- TB, GS, MS and JL need to find new nominators
- At least five more persons are needed (ideas: Marijke, Marina, Natassa, Anna Houmann, Marie Françoise)
- There is going to be an open call on the EAS website and people will be invited personally as well.
- Other suggestions for candidates: Ruth from Switzerland, Andrea San Giorgio, Marek Sedláček, Thade Buchborn (IM will contact him). AV will contact Marijke and Mary, EK will contact Marie Françoise.

10. Conference Venue Rostock 2

- Wednesday morning: schools visits – walking distance (also schools with special needs.) info will be on website.
- Registration starts Wed 15.00 + coffee
- NC meeting 14.30-17.30 or 15.00-18.00 Oliver will check the train schedule, decision is taken then.
- Suggestion: Opening ceremony at 18.00. Reception at Barocksaal Rostock.

- Warm ups in the morning before the keynotes. Keynotes at 9 – 10.
- General meeting on Thursday evening, Kammermusiksaal at 17.45-18.45.
- Thursday evening – choir concert (snacks after the General meeting and before the concert).
- General meeting: tables on the stage for the board, chairs.
- Meet the candidates – during lunch time on Thursday next to the posters. **IM will prepare the posters.**
- Saturday – change the schedule: 12.15-13.00 closing ceremony, after that reception at 13.00
- Evaluation of the conference – during the last day! Evaluation sheet will be prepared. To use coloured paper for the sheet. **Gerhard will write to Natassa to get the feedback from the Nicosia conference.**
- Publishing companies – Yamaha, there will be a workshop.
- Board meeting – new candidates must be available during Saturday. 10.00-12.00 board meeting . After 7th of January will be clear the list of the names.
- Internet connections – some spots. Conference package: Materials about Rostock, advice about restaurants, recommendations.
- EAS table+banner. Leaflets.
- Registration table, ISME banner...in the main hall – together with keynotes.
- Symposiums: NCs, SFG
- As soon as possible keynotes presentations will be on the website (open section), other presentation will be on the members section after the conference.
- Gerhard: How to bring students to the conference atmosphere? Speak to Marina.

Well done Oliver!

11. Conference 2016 in Vilnius

Skype with Ruta Girdžijauskiene:

Plans for the conference in Lithuania:

Time: In Vilnius Academy of Music and Theatre, March 16-19 2016 Wednesday – to Saturday. Better for travelling. Information flyer for the conference in Rostock will be done.

Theme: Creativity. Quite open, the team will work on title (suggestion to the theme - relation with music education...). Flyers must be ready at the beginning of March and be sent to Rostock.

RG – will send an e-mail to the board with the ideas. There will be the presentation during the closing ceremony. One student from Lithuania to the SF.

12. ISME

Generally: cooperation is problematic. Clear presence is missing. Risk – how to continue? Positions are not clear. How is ISME visible during this conference? We are the regional conference – in Leuven we did not feel it. What is the expectation of and IRC?

We don't know very much about ISME board meetings. **Adri will send an invitation to Lee Higgins and asking about the presentation on Friday – 30 min (the message: let us organize next conference more actively – EAS will pay travel and overnight and conference fee.**

13. Next conferences

- Vilnius 2016
- Salzburg 2017 - 19-22 April. The dates?
- 2018 ? Bristol, Rome, Granada? Still open

14. 30th birthday of EAS

Idea: In 2015 – EAS has its 25th anniversary, prepare an extra book in the Helbling series – historical perspectives, SF, SFGs, Olympiade, DSF etc.

To pay attention during the conference.

GS will prepare a photo presentation (during the dinner)

OK will organize a cake

Other ideas: some greetings from former board members, few presents (books..): who?

15. Special Focus Groups

IM reintroduces the idea of Special Focus Groups.

- Last year a first group already started: the PRiME Group (Practitioner Research in Music Education). In preparation of the Nicosia conference, the PRiME coordinators read the abstracts through and put these together in PRiME sessions. This will also be the procedure for the Rostock conference.
- Marina Gall proposes to start a new SFG regarding Music Technology in Education: “MuTe” (obviously taken from Music Technology). There is already a document with a rationale, aim(s), possible foci and a list of EAS members involved (Linus Ellström, Marina Gall, Tommy Lindskog, Valanto Konstantinou, Sandra Rimkute-Jankuviene, Manfred Scheid, and Stuart Wise). Marina Gall is candidate to become the coordinator for this SFG.
 - The board is not sure about the term “Music Technology” in the name of the group. “Technology in Music Education” might be better, this focus is much broader. **IM will ask back.**
- There is also a proposal about “inclusion”, connected to the theme of the Nicosia conference. Beate Hennenberg is willing to take the initiative. The board cannot decide yet about this SFG, further information (aims) is required. **IM will contact Beate about this.**
- Some general concerns:

- SFGs should basically be “open” for all EAS members
- There should be a good connection with the EAS board
- GS proposes to start a SFG about “Music Teacher Training”. The board is positive, but also for this proposal the board would need a document with an overview of the aims of the SFG.

Decisions: The board is very positive about Marina’s proposal. The SFG “technology” can start its work.

IM will talk about SFGs during the general meeting.

16. Conference handbook

IM reports on her work on Conference Handbook, building on the previous work of SH and Gabriela Konkol. She also introduces the timeline that is now part of the handbook. The handbook offers guidelines, an approach which is based on the experience of former organizers. IM will add a sentence about the “flexible” character of this document – future conference organizers are asked to send feedback to the board.

GS proposes to include some general thoughts about the conferences in the handbook.

The board says thank you to IM for her huge work on this.

Decisions: Next board meeting there should be a decision about the “concept” of EAS conferences.

TO DO’s: IM will send the timeline to RG and to Salzburg, emphasizing that this is “work in progress”.

17. Publications

Learning outcomes: there is the proposal to print a new version of the Learning Outcomes. It was proposed to co-finance this together with the institute of IM. However, there is no space for this in the budget plan. The board can decide about an investment, but we don’t have a price proposal now.

No decisions.

TO DO’s: IM will contact the printing company for a price offer. AV will then start a written procedure about the investment.

18. The ‘new’ logo

IM introduces the new logo.

Decisions: Both logo’s can be used (we choose the logo depending on the situation).

No further TO DO’s.

19. European Perspectives on Music Education – EAS Book Series

There are some questions about the editing procedure. What is the current role of the editorial board? How do we deal with the book of the Rostock conference? The editors of

the next book should come with a proposal of the table of contents to the editorial board. TD argues that the Editorial Board needs a chair. It would also be good to have a timeline with clear milestones. The board holds a short brainstorm about the different steps. OK is afraid that the process will be overorganized.

How do we appoint the editors? Proposal is to include thematic experts in the Editorial Board. The editorial board is also responsible for hints and feedback after the conference – the editorial board is asked to look for potential authors during the conference and inform the editors about it. There should be a short meeting of the editorial board at the last day of the conference.

TD proposes to edit a volume in the series connected to the 25th anniversary of EAS, focussing on international cooperation(s) in music education in Europe. It is proposed that GS, AV and TD could be the editors.

Decisions **We need a timeline and a template. GS will work out a proposal for a timeline.**

OK and IM are accepted as editors for Vol. 5.

There should be a meeting of the editorial board during the board meeting.

TD is proposed as the chair of the editorial board.

TO DO's **IM/OK will schedule a 30' meeting prior to the closing ceremony with the editorial board.**

GS, OK and TD will propose a concept for the Vol. 6 ("Festschrift", connected to the 25th anniversary of EAS in 2015)

20. Youth Work

JL introduces and comments on her Youth proposals.

Questions from the board: what is meant by "youth"? What is the precise focus group? Young music professionals in general or only people focussing on music education? According to JL, this should serve as a platform to exchange information and ideas. It is proposed that EAS could start a "youth board". Not everyone is convinced about such a "second" board. Maybe a SFG is a better option. JL agrees that a SFG is also an option. EK states that we do not have many young professionals in the membership – which members will then join the SFG? OK adds that it would be good to have a clear visibility during the conference. This whole "youth" operation of course connects to the new SF plans.

Decisions The focus should be school-related music education, not young music professionals in general.

TO DO's **JL prepares a proposal for a SFG for the next board meeting.**

21. NC's

EK asks for a 90 minutes timeslot for a NC symposium during the conference. **GS and EK will actively approach NCs to take part in that symposium.** Someone of the conference team should visit the NC meeting – to connect to the conference. Should NC's and board members meet? Not so important this time, because there will be a new board after the conference.

All NC contracts are ending in 2014.

- There are new agreements with the NC's in Finland and Norway.
- Hungary: Noemi from Hungary is not a NC yet.
- Ireland: Adri met someone from the Dublin conservatoire. There is a national association in Ireland. AV contacted Regina Murphy about this – she's not a NC anymore. She promised to find a person from the association to become a NC.
- Kosovo: this is a confusing situation. The former NC, Besa Luzha is removed from the list. Kastriot Sada is now a candidate and has contacted GS, AV and TD. We will plan an informal talk with Kastriot during the conference – TD will take the initiative.
- Turkey: Nesrin will quit this role. Nurtug Bariseri was a candidate – she cannot take this role because of personal reasons. Nesrin is willing to be the NC (or contact person) till we found a new person.
- Belgium: Jeroen Vanesser is accepted as the new NC for Flanders/Belgium. He will be invited for the NC meeting.

EK is very happy about the website activities of Austria, Croatia, Estonia, France, Greece, Italy, Portugal, and Spain! Unfortunately, we did not reach the first step (website information) with all the countries.

OK: There should be a timetable in the contract.

GS: Are the expectations clear enough?

Decisions OK will visit the NC meeting.

TO DO's **EK and GS will organize the NC meeting.**

AV thanks OK for being such a great host.

22. **Issues Next Board Meeting:**

- Book Series, Helbling
- Ethical/financial organisation handbook of EAS is expected from the Belgian law, **TB prepares ideas for this.**