

**EAS Board-Meeting, University of Nicosia, Mo, May 19<sup>th</sup> – Wed, May 21<sup>st</sup> 2014**

**MINUTES**

Present: AV, GS, TB, IM, EK, OK, NK (excused), others due to duties around the parallel Fora/  
Conference preparations: BR (present Tue 16.30-18.30), JL (present from Tue 14.00  
onwards), MS (present Tue 9.00-10.00), NE (partly)

Minute-Taker: Isolde Malmberg

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## Monday, May 19<sup>th</sup>

Ken Smith (Head of the Cyprus Music Institute) is greeting the board and wishes a fruitful board meeting.

Adri de Vugt is opening the meeting.

### 1. Agenda Check Last Board Meeting Nov 2013

**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 will make a list of possible costs for Future Conferences until end of June and send it to IM for the Handbook.
- NE sends a handbook list that GK did to IM.
- GS and EK will copy the board to the NC-Newsletters from now on (so that the board is informed).
- TB: will found an e-mail list of former SF-participants in order to contact them BR, MG.
- NEWSFLASHES:  
TB is working on a whole contact list "music educator's mailing list" – for Newsflashes.  
ALL: we send to TB possible contact lists for the Newsflashes. TB will remind the board after this meeting.
- AV will be forwarding the MuST concept to us.
- Institutional Members:  
EK and GS will ask NC's to become Institutional members.  
TB writes to Inst. Members to remind them about open invoices.

### 2. Conference 2014 Preview

NE is informing, common discussion and clarification about:

- the official speakers (ministry, university)
  - the plan of the opening ceremony
  - Chairing has been sent around
  - The former presidents and Jeremy Cox will be with us the board dinners.
  - Work of the board in the Conference (Networking, Meetings e.g. with AEC, EMU)
  - EAS table
  - The Evaluation Sheet is discussed and changed into a new form, will be continued on Tuesday.
- **Online proceedings - NE**

NE writes an e-mail to participants, we do 2 things:

- Online can be published – not be edited! ppts, pdfs
- Or you can be invited to the book, SH this has to be distanced a bit from the Conference.

Marina Gall is joining the Board Meeting towards the end as a guest/SF coordinator.

**Tuesday, May 20<sup>th</sup>**

### 3. Newsletter

MS: **Newsletters** expect a lot of work from everyone. Important to think about: What is the purpose, who is reading it, how can we get feedback? It is a snapshot from our organization.

- **General Agreements**

Institutional members can give their projects here

SFG shall present here

AEC and EMU can give information

It gets only to the members

- **Content**

President's greetings

Content as before – less info about Website changings

MS prepares for the next Newsletter: welcome new Inst. Members and ask members to become inst. Members. First page: name all new institutional members! (TB gives this info regularly to MS)

AV will send three lines to MS why it is so important for EAs to have a lot of inst. Members; we give the link to the benefits

<http://www.eas-music.org/members/become-a-member/institutional-membership/>

Issues 2 times a year

1. Autumn-Newsletter: **October**, announcement of the next Conference, board elections (list of candidates), section of NC's, non-EAS news
2. Spring-Newsletter: **June**, reports of the Conference, photos, information about the book series, elections, DSF, SF, NC information: meeting, renewal of the NC-contracts, or presentation of the new NCs, → to be clarified at the NC meeting. **EK and GS will give the information to MS.**

Links to previous books,

IM is sending the artistry link to MS for the next newsletter.

- **Layout**

Length: 4-5 pages

We will postpone the decision on layout for the next board meeting, for the moment it stays like it is.

- **Feedback on the way members are reading it**

SH is preparing some questions for a short questionnaire:

1. How long have you been a member of EAS?
2. Are you
  - a school based teacher
  - teacher education
  - researcher
  - policy maker
  - other
3. Do you read the EAS newsletter?  
Always / Sometimes / Never
4. What sections are useful?  
Very / quite / not  
Conference  
Student Forum  
New Publication  
NC's
5. Open box for extra feedback

GS and EK are asking NCs for feedback and will report back to the board.

Soon after the next Newsletter **TB** is sending a google-questionnaire to ask back whether the form is helpful. Google will send a spreadsheet to us, TB will forward it to us.

- **Newsflashes**

Next to our Newsletters TB is sending **Newsflashes** (once a month) on the basis of the google group

- Announcements (Call for papers, deadlines...)
- Not reports

#### 4. Membership Issues

- **Honorary memberships (criteria, benefits and info on Website):**

Honorary Membership Criteria (current text in our regulations):

##### **§ 3 Members of the Association**

*The Association comprises:*

###### *1. Members*

*EAS members can be persons and legal entities (e.g. associations, institutions etc.).*

###### *2. Honorary Members*

*Honorary membership can only be granted by the decision of the board.*

New proposal:

Honorary Life Membership is awarded for recognition of significant contribution to the association.

Nominations can be made by any EAS member and should be submitted to a current board member.

The decisions are taken by the board and announced at the General Meeting. Honorary Members do not pay membership or Conference fee.

This will be changed in the regulations, IM will bring it into the GM 2015.

- **Institutional membership: “Marketing”, gaining members**

GS and EK ask the NC to become Institutional members.

Institutional members get a free book / current issue of the EAS series.

GS is negotiating with Helbling about this procedure, informs TB (e.g. Helbling gets the current Inst. members list and sends each inst. Member a book.)

MS/AV will include some lines about inst. Members in the next newsletter; including benefits for membership (see also Issue Newsletter)

- **Postal Address of EAS**

Postal address has changed, Heerestraat has become Lemmensberg → The regulations have to be changed due to this new address. In the General Meeting IM will inform the members about this change.

- **Finances**

TB is reporting about the finances.

- **Agreements between hosts and EAS Board**

NE is reporting on the sponsoring of EAS 2014.

The agreement shall be quite small. The Conference host is taking the risk – the benefits and the profit. The Conference fee should go to a great extent to the benefit of the delegates at the Conference.

The following has to be added to the current contract. OK and IM are adding it.

- Coffee breaks (contract)
- Lunches (contract)
- One Conference reception (contract)

- **Administration workload, external students/workers**

At the moment these are:

- EAS mailbox (not connected to the finances work) – Tine Castellein
- Finance Administration – Tine Castellein (Leuven)
- Website support – Kilian Baur (Würzburg)

Each job can be paid by a maximum of 300€ per year, if it goes beyond this has to be discussed with the board. For the running year 2014 it is 250€ per job.

Representatives of this board are attending the EMU, EMC and AEC Conference (2 persons would be good) – to be decided at the next board meeting.

## 5. Conference Evaluation

OK, EN, EK are preparing the Evaluation Sheet for the Conference and present it to the board, it is discussed, agreed and used for this Conference.

IM will add it to the Conference Handbook.

## 6. National Coordinators

HU: Noemi (Szeged) will enter the announcement procedure to become NC (CV, statements).

We agree on Hanne Orenma (FI), Jon Helge Saetre (NO) and Nurtug Bariseri (TK) will be the next NC, AV will ask for their confirmation and start the nomination process.

- **NC-Meeting preparations**

Wednesday, 21<sup>st</sup> of May 14.15-17.15

12 NCs will attend this year.

- 14.15 some board members welcome the NC's
- Welcome of AV.
- **AV welcomes the new NC's**
  - o Andreas Bernhofer (AT)
  - o Christopher Wallbaum (DE)
  - o Jon Helge Saetre (NO)
- AV welcomes the three persons (prospective NCs) who come extra because they are interested on how the NCs work.
- AV will talk about the LINK-project
- Short five minutes reports from each country
- Contributions for the Newsletter, the last issue is given in paper
- Website

## 7. Website

IM reports back to the Web-Technician Mr. Markus Strahlhofer in Vienna about his good and reliable work for EAS.

## 8. EAS General Strategy + Cooperations

- **Professionalization**

Cooperation with AEC and EMU: EAS is entering a more professional arena. So far these associations have been working quite isolated. The cooperation will strengthen us.

- **EAS-AEC-EMU-Cooperation paper**

EAS will keep our characteristics, the agreement is to say we want to cooperate more and we want to develop it. We are attending each other's meetings. EAS has individual members – different character, EAS community is working.

Joint board meeting of all three associations in September 2016 at the board meeting of EMU in San Sebastian. EAS has applied for one project; EMU and AEC have a lot of projects. 2 persons of EMU and AEC join partly the LINK project. 2 persons of EAS (ideally one out of the board and one other member) are joining:

- one of the EMU projects (about digital music education in music schools)
  - o Marina Gall
  - o Luc Nijs
- One AEC project (about quality assurance - model for model quality assurance for the whole music education areas).

AV will ask for the final versions of the application of AEC, send it around to the board.

The EAS persons joining this are not clear yet. Isolde Malmberg, Martin Fautley (UK), Bernd Clausen (Würzburg) could be options. GS will ask Bernd Clausen if he would be willing to be involved in the AEC-project, GS will report this back to the board.

SH will care for the signing of the memorandum of understanding with ISME for 2015. ISME will send something to AV.

- **LINK-Project and Collaboration with AEC and EMU**

AV informs about the LINK project. LINK idea comes out of the idea to cooperate more with AEC and EMU.

Application inside the strand: Europe Culture Programme, subprogramme "Networks", Royal Conservatoire is together with EAS the coordinating institution. Each year a new application has to be done. Networking between education institutions, culture institutions and concert halls.

Priorities that were stressed in the application:

- Audience development
- Networking

- Partners out of countries that recently joined Europe

Five topics:

- Mapping out what is happening in the countries already now (descriptions on good practices)
- Organisational questions
- Quality assurance(Case studies)
- Learning Outcomes
- Research

Six meetings of LINK

- I. Kick Off, The Hague
- II. Leuven
- III. Vienna
- IV. Bristol
- V. Vilnius /Klaipedia
- VI. Salzburg

Parallel to this:

2016: Meeting of all 3 boards in San Sebastian. Costs of NC meetings and SF will be covered by the Project budget. NCs will be asked to collect data. Results of the application will be available end of August

- **EMC Board**

EMC is looking for a new board member. Sarah Hennessy is considering to be nominated for the EMC board.

- **Roles and tasks in the board 2015 and beyond**

- TB is prepared to be a candidate for the vice chair
- GS is prepared to be a candidate for the chair

Secretary: IM wants to hand over some of her tasks as secretary. Action:

- GM, Preparation of the Elections: IM
- Preparation of the board meeting: AV, GS, TB
- New form of minute-taking: every half day another person is writing, at the end of each task we collect together what shall be written down.
- IM stays the official secretary.
- IM will work on the Conference handbook

Treasurer:



- TB would like to hand over the treasurer duties.
- AV: The LINK project will hand over even more duties to the treasurer.

In Rostock there are board elections, three persons are leaving: SH, BR, EK.

NE is a candidate for the ISME Board; elections are in summer 2014 in Brazil.

Time-plan:

- Middle of November IM will send out the calls for nominations,
- End of December the information on the nominations will be sent out by IM.
- Elections at the conference 25.-28. 3. 2014, SH and IM responsible for the procedure.

## 9. Change of Regulations

The board decides about a change in the regulations:

### 2. Election of the board

*a) The vice-president and the president are appointed by the board. He/she can be appointed two times. He/she must have served on the board and must be an elected board member.*

*b) The board members are elected for a period of two years at the General Meeting. Election is based on a nomination by two members. Reelection is possible on two occasions. This time can be extended for special duties such as president, vice-president or treasurer. The nominees must have been EAS members for at least ~~one~~ two year.*

## 10. EAS Youth work

### • Youth activities in EAS and beyond

BR will take the lead in further steps for the youth network together with JL, MG and former students (Tine, Kilian, Janina, etc.)

ISME:

JL will contact the ISME Young Professionals Focus Group YPFG, in order to orientate whether the preparation of a symposium/session at the Rostock IRC could be done, copies in SH in the e-mailing.

SH:

How is youth defined?

What is relevant for EAS?

It should be somehow school related. It is no point in doing the same thing as EMC.

AV we should also develop something that contacts also pupils in schools.

- cooperation of the EMC Youth Committee with EAS Youth, during EAS conferences (spec. SF)
- short report on the EMC Youth Committee meeting in Bonn in September
- Moving the SF partly into the Conference: Scheduling the DSF and the SF should be reconsidered to get the board members at the meeting, the SF more in the Conference

### • JL Report EMC Youth committee Glasgow 2013

Committee of 7 people working for two years since September 2013, ending in summer 2015.

Work in the continuing Project “Make Music be Heard”, young music professionals and possible support for them; before: “Working Group Youth” since 2000 → EMC has some experience

- Job opportunities, stages in partner organisations
- Youth guide, internships
- Age span: 18-30 years
- In Bern-Belp Youth session led by the Youth Committee, in Glasgow they worked for one whole day.
- Work is more on policy
- Want to get young people to share documents, manifesto

## **11. SFG, Special Focus Groups / PRiME**

IM presents the concept and a possible Website text for the new EAS format SFGs = Special Focus Groups as well as for the first of these groups, the PRiME group.

The board agrees on the title Special Focus Groups SFG and on the Website text for the SFG site.

Proposal for TdB and IM as coordinators of PRiME (Practitioner Research in Music Education) as the first SFG. The board agrees on it.

**IM will present it in the General Meeting as well as in the next Newsletter.**

## **12. General Meeting plannings**

AV gives an overview on the president’s report. AV announces that the report will go to the members section. **After the Conference AV sends it to Kilian. Kilian uploads it.**

Coordination of the duties of board members.

## Wednesday, May 21<sup>st</sup>

### 13. Publications

TB: Editors of the next EAS book series will be Natassa Economidou-Stavrou and Mary Stakelum.

- **Editorial Board**

There should be a contact person for the Editors in the Editorial Board.

1. 1-pages for the editors
2. Style sheet
3. Info for the Website
4. Info for the Call for Papers

Consists of

- Thomas de Baets
- Gerhard Sammer
- Adri de Vugt
- Sarah Hennessy
- Isolde Malmberg
- Marina Gall
- Plus 2 editors

Responsibilities of the EB:

- Reviewing
- Timeline of the process (doesn't have to be at the next Conference)
- Communication with Helbling.
- Style sheet (take the one from the 2<sup>nd</sup> and 3<sup>rd</sup> book)
- Appointing the editors
- Visiting as many sessions as possible and give hints what can be interested.
- Information about the process BEFORE the Conference AND on the Main EAS page.

Content: Sections (Research, Project Reports, Practice, Policy)

1. "Open call" is by inviting to the Conference
2. Information to Conference visitors: There is no proceedings book but there is the possibility to publish material on the member's page, it is not edited for exchanging it between members.
3. Idea this or that is interesting in the Conference from members
4. Looking out for things that are missing from the things from the Conference.
5. E.g. 16 in the 3<sup>rd</sup> series, aspiration: 11 from the Conference, 5 from outside, if possible, all keynotes
6. Is there an open call on the Conference

7. Send in the Abstract first
8. Ready paper is reviewed (ok, please change, no)
9. Official list of EAS to know where the books go will be sent to Helbling (list of persons who get it next to the authors) (TB, IM)
10. NMZ, SH's journal – TB and IM will prepare a list (even if this changes every time depending on the theme of the book)
11. GS is clarifying whether Helbling sends books for book reviews

TB and IM prepare the papers; GS takes over the contact to Helbling.

The editors have some freedom to give some books to persons in their surroundings.

- **Learning Outcomes – IM**

Will be a new brochure, financed by IMP, EAS and the Austrian Ministry. LOP (Learning Outcomes Platform) could become an SFG (IM prepares this idea for Rostock); LOs have to be revised like after 10 years – with new people.

- **Website part – AV**

We all look out for policy papers that are interesting for EAS.

SH is sending the LINK of ISME about advocacy to Kilian and GS.

Kilian and GS will upload it inside "Publications" Advocacy.

- **NEW: EAS Logo – further version – IM, OK**

Create three variations

- Rectangle, only in English keep it (landscape version). official logo
- For posters etc. we need an adaptation.
- in a more compact way (portrait version), - with and without words
- Everything in jpg and eps.

IM will organise this with the designer.

## 14. Cooperation with ISME

- **report from SH about the current discussions / main activities in ISME**

ISME has strong interest in involving the Eastern part of Europe more.

Sheila Woodward (South Africa) will be the president from 2015 onwards.

## 15. EAS-Conference 2015

- Current status, open questions
- 300 participants are maximum, think about day-cards for teachers.
- The agreement is signed.
- The budget is discussed.

GS will puts the Conference URL alive.

- **Schedule of student Forum, IP – BR, OK**

Proposal for moving the SF one day later – more into the Conference (Tuesday afternoon).  
OK will

- **IRC 2015 Rostock**

3.000 NAMM sponsorship for a keynote or visitors that do not get funding for their coming to the Conference.

OK and SH will prepare a list of things we will use the money.

- Activity in the Programme: idea to incorporate the ISME Commissions into the IRC Rostock, more ISME within the IRC in Europa? Commissions that are most near to the Conference Theme, approach them to get involved (common symposium or round-table).

OK and IM will contact relevant commissions (e.g. Early Childhood, Music Therapy, MISTEC) and copy in SH.

We have to discuss the formal ISME cooperation in the future more in Rostock in autumn.

- ISME 2016 Glasgow
- Board: SH will retire form the board in 2014. NE will stand up as Board Member for 2014-2016.
- IM will be the contact person of IRC 2015 to ISME.

## 16. **EAS-Conference Handbook/Checklists**

SF and DSF information does not go there, but hints to the persons that organise it.

IM will include the following and come back to the board with an interim version.

- **General thoughts – character**
- **Benefits and risks for hosts**
  - Communication plan between host, member administrator and website administrator (no parallel delegate lists etc.), who is sending what, plan content long time before you send it and communicate it with all persons involved, always refer to the website when you send information.
- **Time-line**
  - 3-4 years before express interest to the board
  - 2 years before: time, venue, hotel rates, yes from the rector/general finances (big sponsors)
  - Build up a Conference tam in your institution (colleagues, student team)
  - How to structure the team (how many students)

- Co-option to the board 1,5 years before (join the autumn-meeting of the board)
- Prepare flyer and presentation for the Conference one year before
- Conference one year before: come with students... (see table)
- Information about the venue and information about the conference is online
- As early as possible after the last Conference: call for papers out
- This year: TB will put it in the 20<sup>th</sup> of June newsflash
- End of October end of submission
- Review in November
- Decisions beginning of December
- End of call for papers
- DSF and SF do their own time-line, the host hasn't to do it.
- What EAS wants and what the host is free to do
- EAS is helping with keynotes (range of content, gender, nations...)
- Language: some sessions/ workshops in the home language for teachers – in that case also day-cards?
- **Agreements**
  - When you participate in this conference you give permission to the use of photos, videos to be published online. (see ISME)
  - Agreements for keynotes: ....
  - Chairing rules (NE copy!),
  - Chairing: Please do not take chairs that present in the same session. Please only do this for exceptions.
  - Publication book Series
  - Exhibitions
  - Sponsorship
- **Practical Attachments**
  - Budget Examples (also including the hidden costs)
  - Logos
  - Key bits of texts
  - Homepage structure
  - General Meeting: Please take a communicative Room – with movable chairs! For about 80-100 persons.
  - Plan a short board meeting in between – a time slot.
  - EVALUATION. Put a box at the registration, remind them at the Closing Ceremony, secretary of IM can write them down.

## 17. Next EAS Conferences

### ● Conference 2016 – Ruta Girdzijauskienė (LT)

Ruta Girdzijauskienė is reporting her current thoughts: Big issue is the language, top hierarchy of music education in Russia do not speak English.

Venue still to decide:

- Klaipėda University (3 hours by bus from Vilnius)
- Vilnius:
  - teacher training institute or

- o music academy
- both could be interested, or a common project of two or three institutions

6<sup>th</sup> of July Song Festival in Vilnius, 1<sup>st</sup> of July – song festival,

- **Salzburg 2017 is fixed – Monika Oebelsberger**
- **2018 possible: Rome (Sangiorgio), Bristol (Gall), Pula (?)**

The board would prefer a conference place which is good to reach also with international flight connections (like vilnius) - this might attract more conference delegates

**IM will talk to MG about a decision in the next months.**

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### **18. Meeting in December, LINK meeting**

Kick-Off meeting of LINK shall take place in BERLIN.

**IM an OK are checking the possibilities.**

### **19. Issues for the Board meeting Rostock December 2015**

- Newsletter – Layout, decision on the basis of the small questionnaire.
- Revision of the EAS leaflet.
- Representatives of this board are attending the EMU, EMC and AEC Conference (2 persons would be good) – how can we finance this, we have to decide it together.
- We have to discuss the formal ISME cooperation in the future.
- Discuss whether smaller event, regional events, if you were interest you could organise a two day event and invite EA persons to contribute/work with students.
- Preparation of the new NC agreements?