

# WMTA Executive Board Meeting Minutes (approved 2/4/24) Thursday, October 19, 2023

Radisson Hotel, La Crosse WI

The meeting was called to order at 8:04pm.

Attendance: Opala Bilhorn, Rachel Fritz, Roberta Grube, Hector Landa, Justin Krueger (via teleconference), Mickey Lytle, Mary Anne Olvera, Nick Phillips, & Catherine Walby. Tricia Marton arrived later. Absent: Sydney Alexander.

The agenda was adopted by consensus.

Approval of Minutes from June 2023 meeting: approved by consensus.

Reports of Officers

President Mickey Lytle, NCTM

See report

Immediate Past President Rachel Fritz

See report

1<sup>st</sup> VP-Conference Hector Landa

See report

2<sup>nd</sup> VP-Membership Justin Krueger, NCTM

See report, Membership is down. However, the numbers for September are good. We have a lot of new members with no connections to an LA; the Local LA should be getting the new member notices. If they don't opt into a group, perhaps we can pass on to the LAs those to try to connect them.

Treasurer Sydney Alexander

See report, Sydney is not present to discuss. Mickey reports numbers look good. Sydney is looking for new auditor options as the pricing of the auditor has increased dramatically. Per Rachel- there's additional reporting needed for other organizations, increased government burden, thus it's become more expensive perhaps, but we should have books looked at by an organization, so looking for someone.

Reports of Program Chairs

Regional/State Keyboard Competition Mary Anne Olvera, NCTM

See report for dates, updates to awards, search for sponsorship. Nothing new to add. Judges list is being updated; it is going well. Mary Anne is taking over judge listings.

Regional Vocal/Instrumental Opala Bilhorn, NCTM

See report

College Faculty Representative Nick Phillips, NCTM

See report for updates, come see presenters at the conference! 3 collegiate presenters. Make them feel welcome, please- Collegiates are the future of the organization. Rachel expressed that it's great to see UW Platteville. We invited collegiate grant recipients to write up info. Catherine will discuss with Lawrence. Rachel suggested that's a good reason for colleges to host- so we can recruit more collegiates. However, we do a pretty good job now with connections it seems.

District Auditions Roberta Grube

See report

Independent Music Teachers Forum Tricia Marton, NCTM

See report

Local Associations Catherine Walby, NCTM

See report. Most LAs looking good, Stevens Point and Wausau are struggling with leadership. CVMTA's Kevin Olson project was wonderful, thanks to Nick for his recommendation. It was a great use of the donor money for that purpose.

Standing/Special Committees

Finance Sydney Alexander

Judge's compensation: Finance committee approved language as detailed in the report. "Prior to audition/competition day, event chairs prepare a Contractor Form for each judge. Hours should be pre-filled according to the day's schedule, plus an additional 30 minutes to cover the morning meeting and end-of-day wrap-up. Short breaks are paid, but lunch hour is not. Judges are to be paid a minimum of 1 hour regardless of actual time worked. If the judge's room runs behind due to circumstances beyond their control, hours should be adjusted accordingly before submitting forms to the WMTA Treasurer."

We need to be more uniform in hours. This new language encourages judges to stay on time, and for WMTA to be consistent in policy. MaryAnne says it's not enough time total. There is a 15 min AM meeting and a 15 min judge wrap up. Should we automatically have a judge meeting pre-training meeting? Catherine and Roberta say they don't do judge pre-training. Nick suggests the rubric helps clarify. Rachel suggests this is independent contract work, so it's expected that you know what you are doing. Nick suggests maybe we need an acknowledgement that's just a few minutes long. Catherine and Nick say let's stick to the 30 minutes and review important things. Discussion about how to resolve this. Maybe an online meeting for all judges once a year. We need to offer training that's recorded and then can be viewed later. Nick makes a motion to have a recorded training session developed, perhaps a completion quiz, possibly unpaid training. Justin seconded it. MaryAnne and Nick will coordinate updates to training for judges prior to judging.

Catherine moved to approve finance committee language on judges, Nick seconded: Hector clarifies training is separate and unpaid. Motion passes.

Nominating

Catherine Walby, NCTM

President-Elect: We will be electing new president at this Saturday's meeting: Mary Tollefson. President elect will become a part of the board and meeting this February. Other nominating work will happen next summer.

The Executive Board entered into Executive Session at 8:50 and retuned to regular session at 9:18.

#### **Old Business**

Cadence database update

Rachel & Mickey

Rachel updated that they can now create log ins, emails entered, waiting for district chairs to log in submit tickets. Rachel suggests giving it a try for competitions. Database support goes through December. Please keep trying it, use the system. Rachel & Mickey will step away from Cadance and hand it off to Opala, Roberta and MaryAnne.

#### Background checks (tabled from June) Rachel

Fewer to do this year. Please check the list before sending names. We don't want to do them twice. Concerns about extra fees when extra substitute volunteers are sent. Rachel will give district chairs a list of those who have already completed background checks. Catherine moves that the language on the policy is that if a teacher sends a substitute volunteer, the teacher must pay for background check for all auditions. Nick seconds it. The cost is approx. \$30. The teacher will pay for the background check. Nick amends to add only for sites that require background checks. Final language reads: "If a site requires a background check and a teacher sends a substitute volunteer to fulfill their volunteer duties, the teacher must pay for the background check in each event needed." Motion passes.

#### Auditions Revamping (tabled from June) Mary Anne, Rachel

MaryAnne discussed switching from auditions trophies to medals at Regionals, not District, with the State trophy staying in place. Roberta suggested points to be revamped: 22 points would still have plaques with 50 and 75 point bars. The plaque at 100 and add bars to the plaques after 100. We will no longer issue a new plaque at every 100 points, just bars to the original plaque. Teacher award of excellence could be revised, too. Nick moves to accept the proposals on plaques for District and medals for Regionals. Opala seconded it. Discussion: Opala suggests medals for state. Rachel suggests a trophy for state. Opala could use up the trophies we have on hand first. Discussion was 100 points will start with new awards now. A subcommittee will work out the details. Motion passes.

#### **New Business**

Composition Festival first year Mickey (via Amber Bruns)

See report: It was fantastic. The judge had suggestions for next year. Main issue is senior division didn't have clear categories for solo vs. ensemble compositions. Amber suggests a drop in price. The committee discussed and agreed to leave the price alone. Judge earned 75% of fees, judges should be providing more feedback. Rubric plus 1-2 full pages of writing would be adequate.

MP3 players for District Chairs

Roberta & Mickey

See report: Discussion in group. We approved speakers in 2019. Mickey asked district chairs to report about their technology needs. Oshkosh, Stevens Point, Eau Claire, Milwaukee, Merrill fine. Madison- not fine, would like to buy MP3 Players. Roberta volunteered that Superior will give Madison the 2 MP3 players they have. Mickey reported that not all districts commented about MP3 players and technology needs.

Concerns about theory tests

Roberta

See report: Roberta reported concerns about theory tests. Discussed possible changes. Possibly needs to be reviewed. A committee should review the theory test and then communicate it.

Communication items

Mickey

Discussed direct email ads pricing; Rachel moves to the pricing for the direct email ads to be \$75, Catherine seconds, Motion passes.

World/current events: MaryAnne asked how the music community is addressing the Israel issues with students- how do we be compassionate but not political. WMTA won't do something specific, but single teachers can support their students in issues they may be facing.

Newsletter/social media policy pertaining to obituaries, pressing announcements, member news, etc. decided that this can be something the media chair can develop.

#### Announcements:

Next Executive Board is tentatively Sunday February 4 at 7pm via Zoom.

Next June's Executive Board and Administrative Council Meetings are tentatively set for Friday, June 14, 2024, location TBA.

Adjournment: Approved by Consensus. Meeting adjourned at 10:43pm.

#### **Reports of Officers**

#### President

Mickey Lytle, NCTM

New appointments:

None since last meeting

Vacancies:

-Media Chair (outgoing chair Juanita Becker, effective 10/21/23; Mickey has asked a couple of people; if you are interested or recommend someone, contact Mickey) THANK YOU JUANITA!

# Highlights:

Attended MTNA Summit in Cincinnati in early September; the president-elect will go to
this event in 2024. Summit takeaways included information about the MTNA National
Conference in Atlanta, event insurance for MTNA affiliates (there was an email from
National about this), a new liability insurance PLUS abuse & molestation insurance for
members (I haven't seen this information from National yet, just a slide at the summit),
and there was considerable talk and training about Diversity/Equity/Inclusion and
understanding Implicit Bias. There were also breakout sessions with other states of

- similar size as well as regional similarities, and we discussed conferences, membership numbers, engaging collegiate and younger members, etc.
- As a reminder, MTNA is implementing a National Senior Discount beginning in 2024 and this discount will filter to the state and local levels. This is coming with a new website and database with MTNA to streamline the dues collection process. Watch for more information on this change. This was announced in March at the national conference.
- Working with Hector et al on many, many aspects of conference.
- Assisting with the social media account as needed.
- Reports to our Division Director; responding to the many WMTA/MTNA emails; fielding questions and directing to the right chairperson.
- Working with Rachel and Sydney on some nonprofit matters, finding alternatives to the audit work traditionally done by Wegner that has become cost-prohibitive, etc.
- Mailchimp has changed their service level tiers pricing. WMTA will need to toggle back and forth between the free tier and the \$13/mo tier depending on the time of year and how many email ads we are requested to send. The Board is scheduled to update the advertising prices at the June 2024 meeting. (Related topic in new business.)
- Cadence: Rachel Fritz and I are still working on some administrative issues with Slingshot since deployment. We are handing off Cadence to Mary Anne, Roberta, and Opala, who will then train DCs when they are ready for that next step. I would like to point out that Rachel has gone above and beyond when it comes to both Cadence and the background checks projects. She has done much more than is expected of an Immediate Past President with the many volunteer hours invested in these projects and I would like to commend her for her tireless work.

Note to the Executive Board and Administrative Council: We are all volunteers. Please respond to emails from your fellow leadership and from members in a timely manner. I have received several complaints that people are not getting responses to emails to find answers to their questions. If they don't hear from you, they email me next.

## Immediate Past President Rachel Fritz

Cadence - All teacher email addresses have been entered. Currently there are two outstanding support tickets. One involving logins and the other regarding moving events to the open for registration category. The goal is to have Mary Anne, Opala, and Roberta comfortable with Cadence and then to work with the district chairs.

Background checks - A reminder that all judges and volunteers at UW sites audition sites must have a current (in the past three years) background check on file with WTMA. Audition chairs should reference the background check spreadsheet to determine if judges/volunteers have a current background check with WMTA. If a background check is needed, please submit the following to me at least two weeks prior to the auditions:

- 1) Judge/volunteer name
- 2) Accurate email address

Judges/volunteers will then receive a link to complete a background check. They should fill this out immediately once received so the link does not expire.

Previous challenges were the following:

- 1) Inaccurate email addresses or addresses people did not want to use for a background check. This meant the link had to be resent.
- 2) Expired background check links. Judges/volunteers would wait to complete the background check for several days after it was sent which would cause the link to expire. This meant the link had to be resent.
  - 3) Week of audition (less than two weeks before) requests.

#### 1<sup>st</sup> VP-Conference

#### **Hector Landa**

Reported verbally.

Hector does not have a location selected for 2024 conference yet. Lawrence is celebrating 125th anniversary so Catherine discussed working on having state conference to be there. Potential 2024 conference collab with commissioned composer at Lawrence; Catherine and M. Mizrahi are discussing this.

For the (current) 2023 conference: Hector and Mickey noted that lack of hotel rooms was because of other events here and rooms booked from others, and it was a hotel issue, not a WMTA lack of planning issue.

Mickey commented that we have good numbers to the conference.

Mickey stated that every state is having issues with state for conferences, spaces are expensive, it's been difficult for all states.

#### 2<sup>nd</sup> VP-Membership

#### **Justin Krueger, NCTM**

Our current membership as of October 9 is 368 members. That is down about 50 members from last year, but up from August when after renewals were only 306. In looking at the statistics from nationals, there seem to be some discrepancies in the information that we are getting, but the best way of reaching out to members continues to be at the local association level.

At the end of the month is when I will put together the list for the DC's regarding members in their districts. As always, any issues each of you see in your lists and can note are always appreciated as you know your districts and members far better than I.

Treasurer

# Sydney Alexander

# WMTA Treasurer Report – October 2023

\*does not reflect any 2023 conference expenses

Statement of Financial Position: 10/11/23		Statement of Activities: 10/11/23					
ASSETS			2024 YTD	FY 2023			
Checking	23, 202	INCOME					
CD 2597 (4.50%, 10/28/27)	103, 324	Donations & Grants	335	750			
CD 2363 (4.00%, 10/30/25)	38, 515	Membership	4, 579	7, 272			
Undeposited Funds	230	Conference	10, 300	6, 365			
Prepaid Expenses	9, 514	District Auditions	0	39, 530			
Total Assets	\$ 174, 786	Regional Keyboard	0	7, 800			
LIABILITIES		State Keyboard	0	1, 780			
Total Liabilities	\$ 0	State VIE	0	670			

NET ASSETS		Composition Festival	1, 385	990
FY 2023	161, 930	MTNA Competitions	0	700
YTD Net Income	12, 856	Advertising	450	650
Total Net Assets	\$ 174, 786	Interest	1, 519	6, 122
		Total Income	\$18, 568	\$ 72,629
	EXPENSES			
		Personnel	3, 101	35, 151
		Facilities	0	13, 593
		Printing & Publication	27	984
		Postage & Shipping	21	685
		Supplies & Tools	0	252
		Technology	433	3, 320
		Grants	300	6, 341
		Awards	54	7, 279
		Background Checks	56	5, 387
		Insurance	1, 435	500
		Legal	0	130
		Meetings	285	3, 662
		Other	0	293
		Total Expenses	\$ 5,712	\$ 77,577
		Net Income	\$12, 856	\$ - 4, 948

#### Notes:

- Wegner CPAs has increased pricing significantly for audit services. What we previously paid \$2-3000 for will now be around \$12,000. Due to this, they are discouraging nonprofits of our size from pursuing audits unless required for legal compliance, a specific grant, etc. The Finance Committee and I are currently looking into alternative options with Wegner and/or other CPA firms.

# **Reports of Program Chairs**

# WMTA Regional & State Keyboard Competitions Mary Anne Olvera, NCTM

Dates and Venues for the Regional Keyboard Competitions are:

Sunday, May 12, 2024 Saturday, May 11, 2024 Saturday, May 11, 2024
South - Regional Keyboard NE - Regional Keyboard NW - Regional Keyboard Competition Competition UW-Whitewater UW – Stevens Point UW-Eau Claire

Date and Venue for the State Keyboard Competition is: Saturday, May 18, 2024 UW-Stevens Point Registration Deadline for all Regional Keyboard Events = April 3 Registration deadline for State Keyboard event = May 15

It was reported earlier in the summer that UW-SP, and potentially many other campuses, will be significantly increasing prices for the use of the venue, which will affect both the district event, and the State event. So far, UWSP is the only campus making this known.

As last year, I hope to find sponsorship for the State Keyboard Event. In 2023, there was outreach to @20-25 businesses, which produced 2 sponsors for the event. In addition to knocking on the same doors for 2024, I will be expanding that outreach.

I am looking into using medals for the Regional Winners and Runners-up, rather than trophies, which would be a cost savings for both shipping and the trophy itself.

Process of contacting/contracting judges for the 4 keyboard events is underway, with the help of our (somewhat) updated judge's directory. This work is ongoing.

# WMTA Regional/State Vocal/Instrumental/Ensemble Opala Bilhorn, NCTM

State Vocal/Instrumental/Ensemble Competition Date: Saturday, May 11, 2024

Registration Deadline: April 3, 2024

Location: UW-Stevens Point.

The Keyboard Duet track will now be part of the V/I/E State Competition and it is our assumption that having the Adult Track move with the Keyboard Duet Track makes for best practice. Since duets are an ensemble, this is a natural designation. Additionally, these tracks (Keyboard Duets and Adult Keyboard) only involve a District and State round of competition which aligns with the V/I/E competition.

I am in communication with UW-Whitewater to schedule a visit to there to share about the WMTA Auditions and specifically the Vocal and Ensemble Tracks to put this opportunity on the radar of the next generation of teachers.

I will begin reaching out to potential adjudicators in the next couple of months.

#### **College Faculty Representative**

#### Nick Phillips, NCTM

In April, I reached out to UWEC Collegiate Faculty and Collegiate Members to encourage collegiate members to submit a proposal for our 2023 State Conference. The proposed format was a block of 20-minute accelerated sessions, similar to what MTNA does at their National Conference. I received three proposals, and all will be presenting in La Crosse. The topics and presenters are: "Encouraging Composition at All Levels (Grace Sorenson, UW-Milwaukee), "Overcoming Performance Anxiety" (UW-Platteville Collegiate Chapter), and "Developing Artistry with Josephine Lang's 3 Klavierstucke" (Sarah Prescott, UW-Madison). I encourage you to attend these sessions, and engage these collegiate members. Make them feel welcome at our conference!

#### **District Auditions**

#### Roberta Grube

The 2023 in person auditions were successful without many issues. The option of theory tests in person or online being determined by the local District Chair was a welcome addition to audition day. Teachers, please remember to collect fees from your students and submit one check for the total of their entry fees made payable to WMTA. Payments for entry fees must be submitted to your District Chair via regular postal mail, or in person, before the application due date for your district. There is no option for online payments.

WMTA teachers who plan to enter students in the 2024 district auditions should have renewed their MTNA/WMTA membership before October 15. If you missed the deadline, you can still enter students by renewing your membership now and include a \$150 late renewal fee (written to WMTA) and send to Roberta Grube (contact me for the address).

Check out all the audition information on our website. There are easy-to-follow flowcharts to help teachers understand the various tracks and their requirements. It is such a pleasure to work with Mary Anne Olvera and Opala Bilhorn planning the 2024 auditions.

Also, the District Chairs have an opportunity to meet via zoom weekly where we address concerns and questions. I am looking forward to the 2024 auditions with enthusiasm as my first year of State District Auditions chair. Thank you in advance for your patience.

### **Independent Music Teachers Forum**

#### **Tricia Marton, NCTM**

The main activities have been securing articles of interest for the WMTA newsletter as well as planning our Ask The Teacher roundtable for the 2023 conference. The participating panelists each have decades of experience to share.

#### **Local Associations**

#### Catherine Walby, NCTM

We have 13 local associations throughout the state of Wisconsin. Two local associations have had a great deal of trouble developing leaders for executive positions, but they have kept up with district auditions. Most locals do have some issues with leadership in general, but that is the trend in many organizations.

- 11 LAs applied for the \$100 local association grant that is available to all LAs to support general programming or specific projects.
- 9 LAs nominated a member of the year, to be honored at the banquet during the 2023 state conference.

Two of those locals chose to honor two people, showcasing a newer member who has contributed early in their membership as well as a more experienced member who has been active for many years.

LA presidents will receive a list of programming ideas from the past year and upcoming year. Each LA has a fairly different approach to meetings but they do what works well for their organization. St Croix Valley MTA had an especially meaningful event in September. They

brought in Kevin Olson and held several sessions for teachers and students. He was also commissioned to write a suite in memory of Deanna Roen, a longtime member of SCVMTA. Her former students premiered the work.

# **Standing/Special Committees**

# Finance Sydney Alexander

The finance committee presents the following policy for board approval regarding WMTA Judges' compensation:

"Prior to audition/competition day, event chairs prepare a Contractor Form for each judge. Hours should be pre-filled according to the day's schedule, plus an additional 30 minutes to cover the morning meeting and end-of-day wrap-up. Short breaks are paid, but lunch hour is not. Judges are to be paid a minimum of 1 hour regardless of actual time worked. If the judge's room runs behind due to circumstances beyond their control, hours should be adjusted accordingly before submitting forms to the WMTA Treasurer."

# **Nominating**

# **Catherine Walby, NCTM**

The Membership will vote on our next President-Elect at Saturday's noon meeting here at conference. As a reminder, the committee's nomination for President-Elect is Mary Tollefson.

#### **Old Business Notes/Attachments**

**Cadence database update** 

**Background checks** 

#### **Auditions Revamping**

Mary Anne suggests:

- Foregoing trophies at all but State level and consider something else like medals.
   Certificates should be a constant
- 2. No more allowing out of region entries if on state track
- 3. Moving duets, adult track out of keyboard and putting with V/I/E
- 4. 2023 judging issues, specifically district judging Opala suggests:
- 1. Track name changing
  - Rachel & Mickey suggest:
- Getting Cadence up and running first before making too many system changes
- 2. Cleaning up issues with changes implemented this year before a big revamp

#### **New Business Notes/Attachments**

#### **Composition Festival first year items for Board:**

#### Summary:

40 students signed up, 37 turned in compositions

11 teachers participated

8 elementary competitive; 1 elementary non-competitive

21 junior competitive

9 senior competitive; 1 senior non-competitive

3 divisions: elementary, junior, senior

1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awarded in each division

12 honorable mentions (1 elementary, 7 junior, 4 senior)

Cities (teachers) represented: Madison (4), Greendale (1), Altoona (1), McFarland (1), Eau Claire (2), Hartland (1), Franklin (1)

Judge: Dan McCurry, Charleston SC

I was very pleased to have 40 registrations this year, up from 17 last year. The experienced judge gave me some terrific ideas for next year based on the entries he evaluated, and I also received helpful feedback from the participating teachers. We will implement more of these festival-minded suggestions to keep improving this wonderful event!

Response from the participating teachers: Of the 11 teachers, there was one teacher with a lot of criticism, one that complained over a few aspects (mainly price and the rubric) and then another who seemed happy with most everything. I got a few email comments from other teachers thanking me for the overall festival with no complaints.

The judge himself recommended splitting the older divisions into different categories so it was more fair for everyone (compositions for piano solo vs. a symphony, for example). He tried to make it up with honorable mentions, but a lot of kids were still upset and asked why bother since they can't write a string quartet. I also recommend splitting the junior and senior divisions into at least two categories (solo vs ensemble maybe?). This will give more students an opportunity to win which will hopefully have them coming back each year.

<u>Financial Summary:</u> Registrations \$1385; Judge received 75% of advertised entry fee. 2023 Rates: Elementary competitive \$30 (or \$20 non-compete); Junior Competitive \$35 (or \$25 non-compete); Senior Competitive \$40 (or \$30 non-compete).

I would ask the board to consider a slight drop in price. Possibly up to \$10 or maybe even something like (Mickey's) Sonatina Festival where everyone just pays the same amount regardless of age or if they're competing or not.

Not sure about the rubric. I only had two complaints so I may just leave that alone. I think I'd like to leave the rest alone, too, since the other teacher emails seemed pleased with how easy everything ran.

#### MP3 players for district auditions:

After Roberta added the MP3 player issue to the agenda, Mickey asked DCs individually to respond to the request for MP3 players that came about on the google group in order to get a better idea of who needs what for their tech needs, and to remind the board where we are on this topic.

**District Chairs-**

In preparation for the executive board meeting later this month, I'm hoping to get a better read on your technology needs for district auditions. Please reply to just me (and if you have a co-chair, include them as well) with your particular district's needs by Tuesday 10/10 if possible.

In October 2019, the board approved the purchase of bluetooth <u>speakers</u> for each district. The districts that requested & received them in February 2020 were: Eau Claire (2), Merrill (2), Oshkosh (2), River Falls (3), Sheboygan (2),

Superior (2), Wausau (1).

The idea (then) was that the mp3s would be played through the speaker from the DC's (or other volunteer's) tablet, laptop, iPod, mp3 player, etc. Back in the days of CDs, WMTA did not provide a CD player for each district because it was assumed that everyone had easy access to one...a similar assumption was made here for the music playing device. The other thought was that everyone has different technology comfort levels and people like to use the devices they're comfortable operating.

Now that we have several new district chairs and it's nearly five years later on the other side of the pandemic, it's important for WMTA to reassess our technology needs for the aural portion of the theory tests. Thank you for your feedback!

#### Responses:

- 1. Oshkosh should be set. I believe we are planning on sticking with the tests NOT in person for the foreseeable future. We just don't have enough manpower on district audition day to have an in-person theory room.
- 2. Stevens Point does not need an MP 3 player or similar device. Like Oshkosh, we will be conducting theory testing 'not in person'. We also don't have the manpower to have in person theory and grading rooms.
- 3. It looks like Eau Claire is still well set! Thank you for checking in!
- 4. I believe Milwaukee is set. I can set my iPad up with my Bluetooth speaker in one room. Sam is going to set up a keyboard speaker, or something... He's Mr. Electronics, so I trust him
- 5. Sheboygan is set with 2 mp3 players and we do the theory tests in person.
- 6. Merrill has two MP 3 players and will be administering 'in-person' theory exams. (Confirmed this means they are set tech-wise.)
- 7. Madison has nothing to assist in administering the theory exams. Our theory chair, Cynthia Stephan, has said she doesn't want to use personal devices (such as a phone or laptop) for the exams. Last year we used the personal phones of 2-3 teachers. Administering the theory exams was a huge challenge in 2023, as we had 170 students in one day. Madison would like to request 2 mp3 players. I presumed the mp3 players would have a built-in speaker but if those are also needed (not earbuds!), we would additionally need 2 compatible speakers. (Please point out to the Exec Board that the DC laptop is used all day to input scores. Also not every teacher has portable devices. I respectfully request that the board doesn't presume teachers can provide electronic equipment. Finding volunteers is hard enough without asking to use their equipment.) Thank you for asking and taking care of this!

#### Theory Test concerns: (verbal via Roberta also)