

PMTA POLICIES AND PROCEDURES

June 10, 2006

Revised November 2007

At the June 3, 2006 meeting of the PMTA Board of Directors, the PMTA Job Description Handbook was adopted as the official "PMTA Job Description/Policies and Procedures Handbook." The purpose of this handbook is to address specific issues of operation not covered in the organizational bylaws. Changes, additions, amendments, deletions of any item in this handbook require Executive Committee approval.

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PMTA ADMINISTRATIVE SERVICES

The PMTA Administrative Assistant works for – and is paid by -- the state organization. Any individual member, college or university, or local association wishing to contract her services can do so; but that member, college or LA is responsible for paying those services.

REGARDING RE-ISSUE OF DSPF OR OTHER CERTIFICATES: If the request for a re-issued certificate is due to the requesting teacher's mistake, there is a \$4 per certificate charge payable in advance. If the mistake is the chair's or AA, PMTA will absorb the cost.

PURCHASE OF PMTA ADDRESS LABELS

PMTA MEMBER DATABASE PURCHASE

The PMTA member database (names and addresses only) is available for purchase for a fee of:

\$100/member

\$300/non-member individuals, businesses, colleges or universities.

This fee (subject to annual review by the Board of Directors) is for a one-time purchase of pre-printed labels. HOWEVER, pre-approval by the Executive Committee is required to determine if the focus or purpose of the purchasing entity agrees with the mission of PMTA. All inquiries regarding database purchases go to PMTA Administrative Assistant. After consulting with the Executive Committee, the President will respond to all inquiries directly and instruct the AA of the committee's decision.

As of 2007, the Board agreed to NOT sell the member email list.

PMTA COMMUNICATIONS

ADVERTISING - WEBSITE/NEWSLETTER

Website: For a renewable annual fee of \$150, advertisers will receive:

-space on the website for logo, brief description, link to their website

-mention in the one-time printed newsletter.

WEBSITE

Hosting Service: Reading Eagle Company, 34 N. Fourth St., Reading PA 19601; 610-376-7335. Contact person Chris Reinbold; x132; creinbold@weeu.com

Managed by: PMTA Administrative Assistant

PMTA EMAIL NEWSLETTER

The PMTA Newsletter, *For the Record*, is published quarterly with copy deadlines of the 20th of February, April, August and November. The Fall edition (deadline August 20) includes all conference information and registration forms. The Fall Edition is the ONLY edition that is all postal mailed. All four editions are emailed to the entire membership. The email newsletter service is with *Constant Contact* for a fee of \$252 for twelve issues. The service will be handled by the PMTA Administrative Assistant.

Constant Contact.com; 1-866-476-8464, Subscription began November 2006; purchase price of \$252 will give us 12 newsletters.

Managed by: PMTA Administrative Assistant

Submission Guidelines for Local Association News (for newsletter & website) This space is dedicated to events calendars for PMTA Local Associations. Using the format shown below, send information to info@pamusicteachers.org. Please include a contact person for your workshops in case someone outside your area wants information. This listing is NOT for announcement of student awards/accomplishments/etc; that is more appropriate for your local newsletters.

The Local Association **Schedule of Events** is submitted quarterly according to the deadlines below. These are the only times this information will be updated. Deadlines are: February 20 -- for events February to May; April 20 -- for events May to July; July 20 -- for events August to November; November 20 -- for events November to February

Example of Schedule of Events calendar submission: Sept. 22, 2pm - DSPF at Smalltown University. DSPF Honors Recital Sept. 23 at Park Community United Methodist Church. Chair: Any member; email an@xxx.com. Visit our website at MTA.org for more information.

NEW! Submission Guidelines for Members in the News This space is dedicated for announcements of PMTA member accomplishments -- recitals, recently published, academic advancement, etc. Deadlines for submission are the same as above. Announcements will appear during the same periods specified above.

COMPETITIONS

COMPETITION JUDGES

Performance judges are paid \$75 for the first hour and \$25 for each additional hour, payable in half hour increments, rounded up to the next half hour. PMTA will provide judges with lunch IF their competition covers the lunch hour. Light refreshments are also provided. Parking fees are paid by PMTA. Any meals outside the competition time are the judges' responsibility. If the judge wants to attend sessions only the day of his judging, there is no registration fee. If attending the entire conference, he/she pays the one-day registration fee.

Composition judges are paid \$20 per composition with \$50 minimum fee and a maximum of \$200 per judge. (approved Nov. 06)

MTNA STUDENT COMPETITION TRAVEL GRANTS

This program will be reviewed annually by the Board of Directors and grant amounts determined by fund availability. When funds are available, students will receive information from the Competitions Chair immediately following State Competitions. If the student plans to take advantage of these funds, he/she must submit a Statement of Intent to the Competitions Chair outlining approximate expenses. Student must submit invoices to the Chair within two weeks following the close of the Division Competition. Same procedure applies for any students who might go to National Competitions.

CONFERENCE

PROGRAM ADVERTISING

All advertising rates are subject to change and to the approval of the PMTA Executive Committee and Development Director. Complimentary ads are offered at the discretion of the Development Director.

Conference Ads: Contact Administrative Assistant for rates.

Complimentary Ads offered to conference sponsors:

- Full page – Hosting university (generally a cover)
- Half page – Mansfield University for housing historic documents (ongoing)
- Jacobs Music for sponsoring chamber event (ongoing)
- Piano dealer sponsoring clinician or supplying instruments
- Publisher sponsoring a clinician
- Another music organization who shares costs of event/clinician/etc

EXHIBITORS

Contact Development Director for details. Charges subject to the approval of the PMTA Executive Committee and Development Director. Complimentary exhibit space is offered at the discretion of the Development Director.

Regular Exhibitor Price: \$100

Complimentary Exhibit Space to:

- PMTA Members as a benefit of membership
- Piano dealer who supplies instruments receive
- Publisher sponsoring clinician

REGISTRATION

Only one check is required for meal and registration fee. Both must be paid by the stated deadline.

PMTA MEMBER CONFERENCE CLINICIANS

PMTA Members who serve as workshop clinicians are not reimbursed for services or for expenses associated with their presentations including handouts, rental equipment, travel, meals, etc. However, registration fee is waived.

HIRED ARTIST FEES

Read the contract thoroughly. Since our artists generally give us a significantly reduced fee, PMTA will assume the cost of meals and sometimes lodging. Consult with site coordinator to determine if hosting university can provide adequate housing or if the music department will assist with fees. The performance fee is generally around \$3000. Actively seek co-sponsors!

HIRED CLINICIAN FEES

Read the contract thoroughly. Generally travel and lodging fees are assumed by a publisher or instrument dealer. PMTA will assume the cost of meals. Depending on level of commitment, the sponsor received free ad in conference program. Consult Administrative Assistant and Development Director.

CONFERENCE SITE FEES

The Conference Chair/Second VP should consult with the Executive Committee prior to ordering payment of deposits or fees to hosting universities. Board of Directors grants the Executive Committee to approve/disapprove payment of these fees.

DSPF AT STATE CONFERENCE

The hosting university site coordinator will have final say whether the DSPF and Concerto Ensemble Festival will take place during conference in consideration of space limitation.

PMTA ANNUAL CONFERENCE SITE PROSPECTUS

Hosting University: _____ ~ **Contact person:** _____

Proposed Dates: First or second weekend in November, Thursday evening through Sunday afternoon
DATE REQUESTED: _____

Accomodations: To be secured by site coordinator. Approximately 60-80 moderately priced rooms convenient to conference site.

Hotel name: _____

Address: _____

Phone: _____

Contact person: _____ Price: \$ _____

**Thursday evening board meeting will take place at hotel.

Meals: Catering or meal service and rooms for the following:

- _____ Friday lunch (bag/box/buffet lunch)
- _____ Friday preconcert dinner (no program)
- _____ Friday artist reception (optional)
- _____ Saturday IMT Luncheon (served luncheon; with presentation; podium/microphone)
- _____ Saturday cocktail/social hour prior to banquet (_____ on campus or _____ at hotel)
- _____ Saturday banquet (_____ on campus or _____ at hotel); with entertainment
- _____ Sunday lunch (bag/box lunch)

Provide campus food service contact information:

Name: _____ Phone: _____

Parking:

- _____ Friday for approximately 150 (members, clinicians, competitors/families)
- _____ Saturday for approximately 100 (members, clinicians)
- _____ Sunday for approximately 300 (members, clinicians, students/families)
- _____ Are parking passes required?
- _____ Is there handicapped parking?
- _____ Shuttle between hotel and campus

Rooms for Conference Sessions:

Competitions/Friday _____ (these rooms must be available Thursday afternoon/evening for rehearsals)

- _____ Room A - 1 grand, audience 50-100 (piano competition)
- _____ Room B - 1 grand, audience 50-100 (piano competition)
- _____ Room C - 1 grand, audience 50 (piano competition)
- _____ Room D - 1 piano, audience 25-50 (instrumental or vocal competition)
- _____ Room E - 1 piano, audience 25-50 (instrumental or vocal)
- _____ Balloting room - classroom/conference room (should accomodate refreshments)
- _____ 4-6 practice rooms reserved during competitions

Workshops/Friday/Saturday/Sunday

- _____ 2 classrooms each accomodating audience of 75; 1 grand in each
- _____ 1 classroom devoted to technology (lab; digitals; computers; etc)
- _____ Exhibitors area (preferably with registration)
- _____ Registration area (large open area preferably near exhibit area)
- _____ Artist recital auditorium (Friday or Saturday)
- _____ Certification testing classroom (small room; no instruments; desks/chairs required; Saturday only)

Sunday Dorothy Sutton Performance Festival: Sunday only

This event is for students K-12 and their families; generally attracts close to 800 students.

- _____ 4-6 recital rooms with grand pianos
- _____ 1 room with two grand pianos
- _____ 8 studios with grand pianos
- _____ Balloting room - Large classroom with tables, chairs (no instruments required)

Equipment for workshop rooms:

- _____ pianos
- _____ CD player
- _____ VCR
- _____ overhead
- _____ availability of copier (PMTA to reimburse for usage)

- _____ Powerpoint
- _____ large space for movement
- _____ blackboard
- _____ carousel projector

Financial commitment from university:

- _____ Piano technicians
- _____ Guest artist assistance
- _____ Refreshments
- _____ Other

Convention Site Coordinator:

- _____ Coordinator for duties per job description handbook (copy attached)
- _____ Coordinator for faculty recital (Optional!!!)
- _____ Coordinator for recruiting student volunteers

Name

Local music contacts: (on separate sheet)

- _____ Name/address/phone of local/nearest music distributor
- _____ Name/address/phone of local/nearest piano/keyboard dealer
- _____ Name/address/phone of other potential exhibitors

Do have suggestions for a conference artist?

Site Coordinator Signature: _____

Phone: _____

Email: _____

Today's Date: _____

Information needed by January of conference year:

- _____ Map of university and parking information
- _____ Driving directions
- _____ Info regarding school and music department
- _____ Names/phone/email of potential competition adjudicators
- _____ List of nearby restaurants/eateries and alternate hotel accomodations
- _____ Official hotel information (page)

Return to President:

PMTA FINANCE COMMITTEE

The PMTA Finance Committee will consist of the President, Treasurer and several Past-Presidents as well as an outside adviser with financial expertise (in an advisory capacity only; no authority or voting privileges). The Committee will periodically review the organization's finances and report to the Board of Directors with any suggestions for change. The review should take place before the two scheduled Board Meetings.

FOUNDATION

Each year the DSPF makes a donation of \$1 per registered student to the MTNA Foundation. These funds could be used to honor a PMTA member as a Foundation Fellow (minimum of \$1000 required). Prior to each DSPF, the Board of Directors (or appointed committee) should decide who to honor with that particular year's donation

MEMBERSHIP

MTNA/PMTA MEMBERS CATEGORIES, DUES AMOUNTS, BENEFITS

Active	\$30.00 (subject to annual review)
Active Senior to age 70	\$22.50 - 25% discount
Retired, not teaching	\$15.00 - 50% discount (with 20 yrs. continuous teaching)
Business/Corp.	\$100 (<i>benefits above under website advertising</i>)
Patron	\$25
Institutional	\$100 (<i>benefits above under website advertising</i>)
Honorary	Waived with board approval
Collegiate	\$3.00

MTNA StAR AWARDS

Student Achievement Recognition Award (StAR) is given to outstanding music students who intend to teach professionally in an independent or collegiate music studio. Faculty and administrators select recipients on the basis of excellence in academic achievement, successful teaching experience and demonstrated leadership abilities. StAR Award recipients receive a complimentary one-year MTNA membership, which includes educational and networking opportunities, professional growth and a subscription to American Music Teacher. The recipients are listed alphabetically according to state and school. For more information on how to nominate a student for a StAR Award, contact Rachel Kramer at (888) 512-5278 ext. 2452 or rkramer@mtna.org.

The process:

- In January, a letter is sent to the administrator of NASM Schools of Music telling them about the StAR award and asking them to nominate a student. Their packet includes certificate, talking points for presentation and nomination and activation forms.
- Those students nominated, then have until mid-June to activate their 1 year of free membership in MTNA. Once they have activated their membership, then they are eligible for the Studio Fellowship Award process.
- That begins in late June and they submit materials and video tapes of teaching, etc. and the award winner is announced in January and recognized at the Awards Brunch at the National Conference.
- Currently, we have about 125 nominations and about 50 have activated their membership. Once a person activates, their name is sent to the dues contact for the state and local where they will be living.
- Colleges may nominate more than one student. Awards can be given to more than one student at the same college.

PMTA also gives a one-year free membership to the StAR recipients. Local Associations decide individually whether to do the same.

REIMBURSEMENT OF OFFICER AND CHAIR EXPENSES

All requests for reimbursement of expenses by PMTA Officers or Chairs must be submitted in writing on the appropriate form available from the Treasurer or from the website. All receipts must be attached. Forms are first sent to the President for signature. Any expenditures over \$100 (except as listed below) must be pre-approved by the Executive Committee. All requests for reimbursement must be submitted within 60 days of the event date. All reimbursement requests are periodically reviewed by the Executive Committee.

OFFICE EXPENSES: All office expenses incurred by any chair, officer, competition coordinator on behalf of the organization (postage, printing, supplies, etc) are fully reimbursed.

PRESIDENT:

Conference: Lodging and travel
June Board Meeting: Lodging and travel
National Leadership Summit (first year of term): Paid by MTNA
National Conference: Lodging and travel
Eastern Division: Lodging and travel
Visits to Local Associations: Travel; one night's lodging if necessary
Office Expense: Full reimbursement

PRESIDENT-ELECT/Competitions Chair:

Conference: Lodging and travel
June Board Meeting: Lodging and travel
Eastern Division: Lodging and travel
National Leadership Summit (second year of term): Paid by MTNA
Office Expense: Full reimbursement

SECOND VICE PRESIDENT/Conference Chair:

Conference: Lodging and travel
Summit: Lodging and travel
Office Expense: Full reimbursement

SECRETARY (addition)

Conference: Lodging and travel
June Board Meeting: Lodging and travel

TREASURER (addition)

Conference: Lodging and travel
June Board Meeting: Lodging and travel

DEVELOPMENT DIRECTOR:

Conference: Lodging and travel
June Board Meeting: Lodging and travel
Office Expense: Full reimbursement

ADMINISTRATIVE ASSISTANT:

Conference: Lodging and travel
Invoices for work as submitted

COMPETITION COORDINATORS:

Lodging for night preceding MTNA competitions
Travel to competition site
Office Expense: Full reimbursement

WEBSITE

Stipend of \$150
Office Expense: Full reimbursement

MISCELLANEOUS PAYMENT/REIMBURSEMENT ISSUES

PAYMENT OF ADMINISTRATIVE ASSISTANT OR DEVELOPMENT DIRECTOR SERVICES

PMTA Administrative Assistant and PMTA Development Director will periodically invoice PMTA for services rendered. Such invoices will be forwarded to the President for signature. President will complete and attached the Funding Request Form and forward such invoices to the Treasurer for immediate payment. The Board of Directors grants the President authority to approve payment of invoices as they come due.

DSPF CHAIR will receive an annual stipend of \$200 payable from the DSPF Operating Account.

PMTA AWARD TO MEMBER FOR TRAVEL TO NATIONAL CONFERENCE

Guidelines:

- Whether prize is given (and the amount) is to be determined annually by the Finance Committee in cooperation with the Executive Committee. The amount is determined by the overall costs of attendance for that particular year.
- Individual must be a member in good standing with dues paid for the current year.
- The award is used for the member's expenses including travel, registration and room.
- The member is expected to stay a minimum of three nights to fully take advantage of the event.
- The member will write an article about his/her experience for the PMTA newsletter, due to the editor by Nov. 20th.
- The member is expected to be present when the drawing takes place.

PMTA History

A predecessor of the present Pennsylvania MTA was founded at the close of MTNA's thirteenth annual meeting in Philadelphia, on July 5, 1889. Seventeen "earnest music teachers of Pennsylvania" met at the call of Joseph H. Gittings of Pittsburgh, but Theodore H. Presser was elected temporary chairman. The newly formed organization, taking the name of Pennsylvania State Music Teachers Association, elected William Wolsieffer its president and made plans for its first state convention, to be held in Philadelphia during the Christmas holidays of 1889.

Records of eight annual meetings are available, extending to that of 1896. At the fourth meeting, held in Reading in 1892, the Association imported a large orchestra from Philadelphia, was able to cover its costs through the sale of tickets to the general public, and yet emerged with a cash surplus of \$625.52. The fifth meeting, at Scranton in 1893, again presented an orchestra; and a concert containing the music of seventeen Pennsylvania composers was "a pronounced feature of a very gratifying nature." Thereafter, each annual meeting showed a declining cash surplus; the meeting of 1896, at which Thomas à Becket (who was to be MTNA's president in 1904) was elected president, is the last for which records are known.

Discussions leading to the formation of the present Pennsylvania Music Teachers Association were begun by a group of the state's teachers at the MTNA Cleveland convention of 1940, but definitive action was delayed. Eight years later, at Chicago, discussions were resumed under the leadership of F.A. Diefenthaler and Arzella Huntsberger; Leroy B. Campbell was appointed temporary president, and planning continued. The Association was formally established and the first slate of officers elected during the MTNA convention of 1950 at Washington; James Francis Cooke was elected president. PMTA enjoyed a rapid growth in membership in the following years, and become affiliated with MTNA in 1953.

In 1957 the state was divided into seven districts, each with its own appointed chairman. Local organizations of teachers (in Pittsburgh, Reading, etc.) were organized, this action contributing largely to the success of a membership recruitment drive. Certification had been an item of concern as early as 1954, but was officially approved at the PMTA convention of 1959. PMTA has participated actively in the Student Auditions programs at all levels, and since 1969 has contributed several Eastern Division and national competition winners in various categories.

Today, PMTA membership averages 650 with 16 active Local Associations. Ongoing state activities include an annual conference, the Dorothy Sutton Performance Festival (semi-competitive adjudication event), PMTA/Keystone Composition Competition, PMTA/Jacobs Chamber Music Competition (junior and senior high), and an annual Leadership Weekend held in conjunction with its June Board meeting. Other state conference activities have included a piano ensemble concert, student masterclasses, ongoing student workshops and clinics. In 2006 PMTA became an Act 48 Provider for the PA Department of Education. The newest service that PMTA provides its membership is a quarterly email newsletter. For more information on PMTA visit our website - pamusicteachers.org.

Most recently, PMTA will host three consecutive Eastern Division competition event -- 2007 at Duquesne University; 2008 at Penn State University; and 2009 at West Chester University. PMTA leaders have served in Division and National leadership positions including, National Local Association Chair, National IMT Committee, National Arts Awareness Advocacy Committee, National Local Association Committee, the Board of Directors, Division President and President-Elect, Competitions Chairs and Coordinators.

PMTA has adopted as its Mission Statement -- The purpose of this organization is to:

- Further the art of music;
- Promote the professional growth and development of its members by providing programs that encourage and support teaching, performance, composition and research;
- Provide ongoing performance and education opportunities for students of its membership;
- Promote and support music and music education in the community;
- Promote public awareness of the value of music education for all individuals.