**New Mexico Music Commission Regular Meeting**

10 November 2020

1:00pm—3:00pm

via Zoom

*Note to public: Request Zoom access [here](#) prior to Monday 9 November 2020 5:00pm.*

**AGENDA**

I. **Introductions** : Carlos Medina, Chair New Mexico Music Commission (NMMC) 10 minutes
   a. Participant biographical profiles
   b. Welcome : Nick Schiavo, Deputy Secretary Department of Cultural Affairs (DCA)

II. Consider approving the agenda : Medina **ACTION** by roll call vote

III. Consider approving previous minutes : Medina **ACTION** by roll call vote
   a. 14 August 2018 minutes

IV. Administrative updates and announcements : Medina, Schiavo, Laflamme-Childs, Goodrich 10 minutes
   a. NMMC : Medina
   b. DCA : Schiavo
   c. NMA : Michelle Laflamme-Childs, Executive Director New Mexico Arts (NMA)
   d. NMMC : Thomas Goodrich, Administrator Music Commission

V. New Mexico Sunshine Laws Training : Christopher Moander, Assistant Attorney General Open Government Division 30 minutes
   a. Inspection of Public Records Act (IPRA) : [IPRA Compliance Guide](#)
   b. Open Meeting Act (OMA) : [OMA Compliance Guide](#)

VI. Review of Governing Documents : Medina 30 minutes
   a. Executive Order
   b. Music Commission Act
   c. Bylaws
   d. Strategic Plan 2016-2018 : [Goals and Objectives](#) | [Planning Process](#)

VII. Discussion of Music Commission officers’ roles and January 2021 elections : Medina 10 minutes
   a. Vice-Chair
      i. Solicit interest from Commissioners.
b. Secretary
   i. Solicit interest from Commissioners.

VIII. New Commissioner Orientation debrief : Medina, Goodrich 10 minutes
   a. Orientation materials
   b. Key documents
   c. Deliverable: Each commissioner shall facilitate one Student Musician Spotlight (SMS) nomination before the next regular meeting in January.
      i. SMS overview
      ii. SMS nomination form

IX. Resolution to accept the Open Meetings Act : Moander, Medina ACTION by roll call vote 5 minutes
   a. Open Meetings Act resolution (tba)

X. Foundation Introduction and Overview : David Schwartz, President New Mexico Music Commission Foundation (NMMCF) 10 minutes
   a. NMMCF brochure
   b. Q&A, if time permits

XI. Adjournment : Medina