

## Illinois District Association of Chapters Board Meeting

August 2013

**Location:** Doubletree Hotel, Bloomington IL

### Roll Call

Name	Governance Role	Operations / Other Role	Present	Quorum Count
Jeff Bowyer	President		Y	+
Richard Hansen	Exec VP	YIH	Y	+
Mike Isely	Secretary	webmaster	Y	+
Jim Wagner	Treasurer		Y	+
Hugo Feugen	BMAL	Membership	N	
Will Thorndike	BMAL	Events	Y	+
Dave Cowin	BMAL **	C & J	Y	
Jim Waldorf	BMAL		N	
Mike Bagby	Imm Past President		Y	+
Don Smit		Music & Perf	N	
Tim Woodall		Director Dev	N	
Derek Gilbert		Marketing & PR, webmaster	Y	
Tom Woodall		Music & Perf	Y	

Totals: 9 of 13      6 of 8

\*\* The meeting began with the C&J / BMAL position as vacant due to Wayne Wright's resignation from this position since the previous Board meeting. Due to this, technically this slot does not factor into the quorum calculation. (Further explanation at the beginning of the Minutes narrative.)

**Called to order:** 1:10 PM

**Administration**

- Opening songs
  - Dave Cowin, directing: “The Old Songs”
- Quorum
  - Six Governance Members present (from a possible total of eight), quorum established.
- Board membership turnover
  - Since the previous Board meeting, Wayne Wright has resigned as C&J VP (and thus also the corresponding BMAL position). This left the position open...
  - Dave Cowin has agreed to fill in the remainder of Wayne's term – pursuant to the passing of the required Board motion (see further) – but in doing so he has resigned his position as District Treasurer.
  - Jim Wagner from the Bloomington Chapter agreed to come on board as the new Treasurer for the remainder of Dave's term. Due to the importance and urgency of that role, a motion was made and passed outside of the normal Board meeting. That motion is recorded next....
  - **Motion:**
    - ♦ **Offered outside of normal Board meeting on 20-May, all votes cast by 21-May.**
    - ♦ **Subject: Appoint Jim Wagner as the Illinois District Treasurer, to fill out the remainder of the 2013-2014 term.**
    - ♦ **Originator: Mike Isely**
    - ♦ **Seconded: Will Thorndike**
    - ♦ **Roll call vote: PASSED (unanimous).**
  - Similarly appointing Dave Cowin to fill the BMAL position requires a Board motion to pass. That took place at this meeting as the first order of business after quorum was established.
  - **Motion:**
    - ♦ **Subject: Appoint Dave Cowin to fill out remaining BMAL role, previously vacated by Wayne Wright**
    - ♦ **Originator: Mike Isely**
    - ♦ **Seconded: Rich Hansen**
    - ♦ **Voice vote: PASSED.**
- Minutes from previous (March 2013) Governance Board meeting
  - **Motion:**
    - ♦ **Subject: Approve Minutes from 2-Mar-2013**
    - ♦ **Originator: Mike Bagby**
    - ♦ **Seconded: Jim Wagner**
    - ♦ **Voice vote: PASSED.**

**Treasurer's Report**

- Treasurer's Report (Jim Wagner, with assistance from Dave Cowin)
  - [Attachment: “01-Report\_Treasurer.pdf”]
  - About \$29K in the accounts
  - Budget for 2013 is tracking well
  - “We're solvent, all bills have been paid, and the books are balanced”
  - Dave has submitted the books from 2012 to an auditor
    - ♦ Paul Cartwright – former CSD Treasurer (for 10 years)
  - Minor change requested to report:
    - ♦ YIH pages– a name change, Greg Grey → Rich Hansen

- Dave Cowin and Jim Wagner and finishing up the transition
  - ♦ Majority of funds will be transferred to Jim today.
  - ♦ Balance will be transferred when all outstanding checks clear and current account is closed.
- **Motion:**
  - ♦ **Subject: Receive Treasurer's Report**
  - ♦ **Originator: Mike Isely**
  - ♦ **Seconded: Will Thorndike**
  - ♦ **Voice vote: PASSED.**

### Old Business

- C&J
  - Working with the panel for Fall 2013 convention, Alan Lamson is the CA
    - ♦ Working out travel, hotel, etc
- CDD (Tim Woodall)
  - (not present, no report)
  - Jeff Bowyer:
    - ♦ A very successful CDWI held at the Lake County chapter (facility in Schaumburg)
    - ♦ One of the directors was from Harmony Inc.
- YIH (Rich Hansen)
  - [Attachment: "02-Report\_YIH.pdf"]
  - Dates of 4 festivals
    - ♦ Sterling Rock Falls: 9/18
    - ♦ Other YIH events set for: 10/19, 10/21, 10/24
  - New BHS procedure change: a grant proposal must be sent to BHS before the event takes place (previously it was all done after the festival).
    - ♦ Some logistical snafus happening at the Society level, but it will be worked out. (James Estes resigned.)
- Marketing and Public Relations (Derek Gilbert)
  - [Attachment: "03-Report\_Marketing.pdf"]
  - Tale of how it's hard for the marketing VP to stay on top of ticket sales when he's participating in singing events. Need more help from the host chapter.
    - ♦ Jeff Bowyer: Derek has really done well here – including at the last minute pulling together a quartet for a TV news event about the convention
  - Peoria / Decatur area unemployment is rather bad; this probably negatively impacted the Spring convention
- Membership (Hugo Feugen)
  - (not present, no report)
- Music & Performance (Tom Woodall & Don Smit)
  - [Attachment: "04-Report\_Music\_and\_Performance.pdf"]
  - "Thirty Minutes of B Flat Singing" and "Singing With A Champ" are doing well
  - Concerns about where to go with IDAH
    - ♦ Location in Champaign has been great
    - ♦ Cost is roughly 1/3 what it has been in the past
    - ♦ Great feedback from attendees
    - ♦ So why is attendance only fair?

- Events (Will Thorndike)
  - Will filled in other Board members (who weren't at the pre-convention meeting) as to what they need to know regarding the convention logistics
    - ◆ Information to Tom Woodall about space allocations & timing for his events, e.g. “Sing With A Champ” (Saturday morning), Quartet Corner (Friday night), “Thirty Minutes of B Flat Singing”.
    - ◆ Information to Jim Wagner about financial aspects
    - ◆ Description to everyone regarding getting to/from BCPA for contests
      - Parking is on the streets around the building
- Awards (Mike Bagby)
  - [Attachment: “05-Report\_Awards\_Committee.pdf”]
  - Still working through the impacts of the passing of Dickie Johnson – because he has previously done all the award constructions
    - ◆ Help from Patti Johnson, Mike Isely, and Barry Cain in recovery files / templates from Dickie's computer.
  - Some larger awards which the district kept have had nice cases made so that recipients can take the award home for a year. [verify against written report]
  - For MEC (*Most Entertaining Chorus*) award, expectation is for local convention team to select the judges
  - Will get an update to Rich for Fall Program

### New Business

- Future Convention Report (Will Thorndike)
  - Current convention situation summary:

When	Where	Venue	HQ
Fall 2013	Bloomington	BCPA ( <i>Bloomington Center for the Performing Arts</i> )	Doubletree Hotel
Spring 2014	Quad Cities area	Joint event with CSD; note also corresponding date change to 4/24-26	
Fall 2014 (tentative)	Springfield	PCCC ( <i>Prairie Capital Convention Center</i> )	Abe Lincoln
Spring 2015	[unknown]		
Fall 2015	[unknown]		

- Choruses need to understand that 2 contests are taking place this Fall.
  - ◆ This is a first time in many years and chapters need to know & understand this.
  - ◆ Because of the 3 year rotation for winning the district it will be possible to have different district winners vs international qualifier
- Spring 2014
  - ◆ Joint convention with CSD, Quad Cities – River Center, Davenport IA. Everything in the same complex.
  - ◆ The agreement requires ILL to guarantee 150 room-nights – CSD must guarantee 250 room-nights. And that with comes over \$12K of venue services, for free (!!)
  - ◆ We are also responsible for the Sat night afterglow, CSD is responsible for everything else.

- ♦ Profits pro-rated between the two districts, based directly on proportional attendance
  - ♦ CSD will do the housing – it's all run through just 1 person. Every chapter, quartet, or individual must call this one person to make hotel reservations.
    - This allows for coordination, putting groups in common spaces
    - This also puts some control over members not taking rooms within the block
  - ♦ There needs to be some advertising going on about this convention – how about on our website right now as people access it for the Fall convention. Effort underway to get information to Derek Gilbert about this convention
  - ♦ Suggestion to have a Quad Cities Convention Bureau come to the Fall 2013 convention to help with advertising
  - ♦ Chorus festival / small chorus contest
    - The 2013 Spring chorus festival had lots of participation; while the small chorus contest only had 2 competitors – a lot less than the chapters that said they would be interested in this.
    - For Spring 2014 there will have to be 2 separate chorus contests – with the completely different structuring between the two, this is unavoidable
    - CSD uses different thresholds for chorus size; should we ask the HOD to adjust the thresholds to be compatible? This is an issue because the previous agreement for the current arrangement to be tried for 2 years – we had no idea at the time about this joint convention – so explicit action here is needed to adjust it all.
    - Being that this is in the Quad Cities area, the mix of participating ILL District choruses might be considerably different anyway.
  - ♦ Suggestion to have the CSD come to the Fall 2013 convention to help with advertising (to talk to the HOD about the above item)
- Fall 2014
- ♦ Springfield is still the primary candidate
  - ♦ Bloomington has also asked to be considered
- Host chapter compensation
- ♦ Overall issue of host chapter compensation
  - ♦ Will Thorndike is asking that we consider a stipend for the host chapter
    - Request to directly approve a stipend for the Bloomington Chapter for Fall 2013
    - No need for this for Spring 2014 since it's at CSD
    - This gives us a year to consider the aspects of this for Fall 2014
  - ♦ Even if the chapter doesn't really “want” the stipend, there is a concern that the work will get “old” fast after repeated years. We'd like to do something to keep the host chapter motivated / rewarded.
  - ♦ **Motion:**
    - **Subject (initial): Pay \$500 stipend to the Bloomington Chapter for their work as the host chapter for the Fall 2013 convention**
    - **Originator: Mike Bagby**
    - **Seconded: Dave Cowin**
    - Discussion:
      - \$500 is pretty low, suggest \$1000 instead
      - Dave Cowin thinks \$1000 is all we can really afford right now

- But could this set a bad precedent for the much smaller (and lower income) Spring convention?
  - Well let's set the amount based upon expectations
  - Will suggests meeting in the middle
  - **Motion revised to: Pay \$750 stipend to the Bloomington Chapter for their work as the host chapter for the Fall 2013 convention**
  - **Makers of the motion agree with the revision**
  - **Voice vote: PASSED.**
- Contest / Convention Consideration (Rich Hansen)
- ♦ Rich Hansen is suggesting we change to 1 contest per year, BUT there would still be 2 conventions per year
    - Judges only needed at one event – major cost improvement potential
  - ♦ Planning for the Fall event would take place in the Spring
  - ♦ All contest related activities would happen just in the Fall
  - ♦ Yes, International allows this now
  - ♦ Level of overall competition would be higher
  - ♦ Concurrent contests happen in a single pass
    - Score once, apply to appropriate contests
    - No, you still have semi/quarter finals. Point is that International Qualifier & District Championship happen concurrently with the same set of performances.
  - ♦ Festival still happens in the Spring
  - ♦ IDAH can run at the Spring convention
    - Quartets at IDAH can then perform in a festival
  - ♦ Administratively this becomes easier – focus on the big stuff in the Fall.
  - ♦ Needs to be put in front of the HOD – conversation / discussion at the Fall 2013 HOD
  - ♦ Note that earliest this could happen would be in 2015, since 2014 is already in-process.
  - ♦ Overall impression in the room is that this is very desirable
  - ♦ Two districts have already gone to one contest per year
  - ♦ District membership deserves some information about this
    - Suggest John Miller (our International Rep) to break the ice with the HOD
    - Discussion then brought forward via a Board member
    - This is not about a decision; this is an exploration, looking for input and discussion
- Free registration for Ken Ota (Rich Hansen)
- Ken has done excellent work putting the program together for the Spring – he jumped in at the last minute when the need was desperate.
- **Motion:**
- ♦ **Subject: Grant a free registration to Ken Ota and his wife for astounding work previously done to support the district.**
  - ♦ **Originator: Rich Hansen**
  - ♦ **Seconded: Jim Wagner**
  - ♦ **Voice vote: PASSED.**
- IDEA Fund trustee change
- Syl Wetle has resigned as an IDEA Fund trustee
- Bob Squires has been asked to fill the vacancy (and agreed)
- Jeff Bowyer has approved this action

- Per IDEA procedures, HOD ratification required for this
- New Chapters discussion in both Orland Township and Salem
  - Salem:
    - ♦ A barbershopper from Salem has 35-40 men desiring to create a new chapter
    - ♦ Jeff Bowyer is continuing discussions with this person to facilitate their activity
  - Orland Township:
    - ♦ The Orland group has received materials from International for starting a new chapter
    - ♦ Yes, Orland is near the new Will-Cook chapter. And yes, some of their potential members are inactives from the old South Cook chapter.
    - ♦ Bob Squires has been talking to them about this.
    - ♦ Hugo Feugen is talking to them as well.
    - ♦ Mike Isely asked to contact Frank Fabian to help.
  - Society Rules & Regulations have something to say about formation of new chapters, with respect to District responsibilities. [Relevant language is found under “Chapter License and Charter Policy”, section “II. Approval” which can found on page 50 of the Nov 2009 revision of this document.] Basically, District President must determine effect, nearby chapters must be notified and not object.
- Policy and By-laws Committee members, function, and location of documents.
  - Official record of the procedures and decisions is the Minutes, but it's really not a good mechanism for searching for district policies and procedures
  - There is a committee to manage an official district policies document.
    - ♦ But the existing documentation has become out of date
    - ♦ Current committee members, Will Thorndike, Joe Sullivan
  - Perception that we need to structure this so that the committee is in closer contact with the actual activity in the district – such members should be either currently active on the Board or immediately in the past.
    - ♦ This isn't about the specific people, but rather to assign the committee to specific roles on the Board – thus as the Board evolves over time, the committee composition changes in accordance.
  - Note that this also isn't about the by-laws – they are written by the Society and we are required to abide by that (Society Rules & Regulations). But there's still policies and procedures to be documented and managed.
  - Such policies and procedures must be in an easily available place. We should put this all on our web site in a fashion that's easily found.
  - Copy of by-laws should be there as well.
  - Committee would also be responsible for providing interpretation when asked.
  - Document needs to be version-controlled
  - Composition choices / reasoning:
    - ♦ *Secretary*: is obviously aware of changes as they happen – since he's recording them.
    - ♦ *Immediate Past President*: Is very aware of what he did in his previous two years – as a member of this committee we benefit from his knowledge of what he knows has recently taken place.
    - ♦ *Events VP*: is another sensible addition, given in this particular case his deep continuing involvement in the district's activities.

- Jeff Bowyer as District President can simply appoint these positions but is looking for feedback from the Board and possibly also the HOD.
  - ♦ Board agrees by consensus that this makes logical sense and is a good strategy going forward.
- Illinois District Information Coordinator
  - This had been created recently by the Board to help streamline information flow to/from the rest of the district.
    - ♦ Derek however has been doing a great job by himself.
    - ♦ Currently role is being held by Jeff Bowyer.
    - ♦ This position is no longer needed.
    - ♦ President can delete this directly – but is looking for Board agreement to remove the position.
    - ♦ Board agrees by consensus, position is removed.
- 2014 IDAH
  - Tim Pashon and Terry Ludwig are offering to take on IDAH planning for 2014
    - ♦ This would be just for 2014, a one-off – to see what happens
    - ♦ This isn't about “replacing” Tom and Don; Tim & Terry are looking to help, offload the effort, and provide new creative input to the event.
  - Jeff has been talking to Tom and Don about this
  - Does the Board have any reservations / concerns?
    - ♦ Board reaction: This really should come from Tom and Don, not Jeff.
    - ♦ IDAH falls under the supervision of the Music & Performance team; thus they should make the call to bring in Tim and Terry.
  - Tom thinks however we should just suspend IDAH for 2014
    - ♦ But if Tim and Terry want to do this, then we need to start moving on this right now.
    - ♦ Really right now for M&P role, the major item is IDAH
  - Consensus is for Tom and Don to contact Tim and Terry and explore the options. The Board supports whatever decision(s) come out of it related to IDAH.
- Live streaming of District Contest
  - Derek Gilbert has been investigating the possibility of live-streaming district contests.
    - ♦ He has been contacting companies that provide this service
  - Logistics / setup looked into (e.g. enough internet bandwidth available, crew availability, etc)
  - We would at this point just be showing contests and award presentations (no “color commentary”)
  - Several bids submitted
    - ♦ Varying costs
  - Are these bidders familiar with doing musically oriented performances?
  - Is the BCPA going to want a piece of this? (Question was raised since they already take a piece of every ticket sold on-site at the venue.) Per-subscriber charge?...
  - How much is something like this worth to charge? More than a convention registration?
  - Licensing impacts?...
  - Additional information in Marketing VP's report
  - If we could get a bid whose bottom line (including licensing) could be defrayed with, say, 200 subscribers, then we should go for it.
    - ♦ And that's not expecting even 200 subscribers the first time.
    - ♦ Good uptake will probably require multiple conventions



- If the service can also do competitor DVDs as part of the package, then that cost can also be factored (favorably) into the bottom line.
- At this point, there are a lot of questions, not a lot of answers. This is still an exploration. But overall impression is positive.
- Illinois District Members handling money for the District
  - Dave Cowin
  - Derek Gilbert
  - Don Smit
  - Jeff Bowyer
  - Jim Wagner
  - Rich Hansen
  - Tim Pashon
  - Tim Woodall
  - Tom Woodall
  - Bill Ward
  - Kevin Deets
  - Jim Bicek
- Mike Isely to check with Greg Grey about people taking registration / other money for the district convention
- Next District Board Meeting
  - No pre-convention meeting needed this time since 2014 Spring is being led by CSD
  - Need to determine location (up in the air this time)
  - Date March 1<sup>st</sup>, 2014
  - Can start at 1pm (again, no pre-convention meeting)
  - [IMPORTANT POST-MEETING NOTE: March 1<sup>st</sup>, was the date discussed during this meeting; it has since been changed to March 8<sup>th</sup>, 2014, to avoid a conflict with an already planned Bloomington Chapter Show. Please consider the district calendar contents to be authoritative on this topic NOT these Minutes]
- Adjournment
  - Closing Song – Mike Isely, Director “Keep The Whole World Singing”

**Adjourned:** 4:01 PM

Respectfully submitted by Mike Isely