

Illinois District Association of Chapters Board Meeting

August 2015

Location: Maples Dinner Club, Peru IL

Roll Call

Name	Governance Role	Operations / Other Role	Present	Quorum Count
Richard Hansen	President		Y	+
Jim Waldorf	Exec VP	YIH	Y	+
Mike Isely	Secretary	webmaster	Y	+
Jim Wagner	Treasurer		Y	+
Hugo Feugen	BMAL	Membership	Y	+
Will Thorndike	BMAL	Events	Y	+
Dave Cowin	BMAL	C & J	Y	+
Brett Mulford	BMAL		Y	+
Jeff Bowyer	Imm Past President		Y	+
Mike Savard		CSLT	Y	
Tim Woodall		Director Dev	N	
Kevin Deets		YIH	Y	
Kevin McClelland		Marketing & PR, webmaster	Y	
Terry Ludwig		Music & Perf	N	
Tim Pashon		Music & Perf	Y	
Doug Brown		Int Rep	Y	

Totals: 14 of 16 9 of 9

Called to order: 4:01 PM

Opening song - Jeff Bowyer, directing: "The Old Songs"

Administration

- Opening songs
 - Jeff Bowyer, directing: “The Old Songs”
- Quorum
 - Nine Governance Members present (from a possible total of nine), quorum established.
(Cowin arrived late)
- Approval of Agenda
 - **Motion:**
 - ◆ **Subject: Approve Agenda**
 - ◆ **Originator: Jim Waldorf**
 - ◆ **Seconded: Jeff Bowyer**
 - ◆ **Voice vote: PASSED.**
- Minutes from previous (January 2015) Governance Board meeting
 - Annotation needed about Treasurer's Report - Convention loss was actually \$695.92 – more money was found.
 - **Motion:**
 - ◆ **Subject: Approve Minutes from 17-Jan-2015**
 - ◆ **Originator: Jeff Bowyer**
 - ◆ **Seconded: Kevin McClelland**
 - ◆ **Voice vote: PASSED.**
- Consent Calendar Reports
 - Individual reports
 - ◆ Membership – Feugen
 - [Attachment: “02-Report_Membership.pdf”]
 - Continue to lose membership
 - Criteria for chapters needing help – get in shape or charter gets revoked
 - There's easily 6 chapters in this unstable state
 - There may be circumstances that Nashville doesn't know about that the district knows about.
 - Need to involve the mentors, who need to visit chapters in trouble.
 - Continuing issue with chapters showing just a few members but having a lot more “ghost members” showing up at chapter activities. When these people don't pay their share, it puts a greater burden on everyone else who does pay. There's also liability issues.
 - ◆ CSLT – Savard
 - [Attachment: “03-Report_Membership.pdf”]
 - ◆ YIH – Deets
 - ◆ Music & Performance – Ludwig / Pashon
 - [Attachment: “04-Report_MusicAndPerformance.pdf”]
 - ◆ IDEA
 - [Attachment: “05-Report_IDEA.pdf”]

- Reports must be updated and ready 3 weeks prior to HOD meeting
 - ◆ **Motion:**
 - **Subject: Approve Consent Calendar report for inclusion in HOD Packet**
 - **Originator: Jim Waldorf**
 - **Seconded: Will Thorndike**
 - **Voice vote: PASSED.**

Treasurer's Report

- Treasurer's Report (Jim Wagner)
 - [Attachment: "06-Report_Treasurer.pdf"]
 - Convention revenue:
 - ◆ Downward trend, however
 - ◆ We've lost the least amount of money yet in the Fall 2014 convention.
 - **Motion:**
 - ◆ **Subject: Receive Treasurer's Report**
 - ◆ **Originator: Jeff Bowyer**
 - ◆ **Seconded: Kevin McClelland**
 - ◆ **Voice vote: PASSED.**
- Budget for 2016
 - Everyone needs to review the budget proposal – it will be proposed at the Fall HOD.
 - ◆ Income estimates are based on numbers from last year
 - ◆ More concern regarding expenses over time
- Specific funds questions
 - There is additional money available for IDAH. However since IDAH is getting absorbed into the jamboree, what do we do with this money?
 - Untargeted funds received via Harmony Foundation (funds indirectly from members donating to HF)
 - ◆ In the past this has just gone into the general fund
 - ◆ We don't want this to just “disappear” - should be called out
 - ◆ Will be brought up at the HOD meeting

Old Business

- District Scorecard (2015 Goals)
 - Goals previously set
 - ◆ Hold a CDWI
 - ◆ Schedule / participate in CSLT
 - ◆ More involvement in YIH
 - ◆ Ongoing planning for the Spring Jamboree
 - Most goals have been met
 - ◆ But there was a CDWI scheduled for 6/20 – but there was just one student so it was canceled
 - ◆ CDWI will be a goal for 2016

- ◆ There will be another CSLT in the Fall
- Comments from Doug regarding organizational relationships
 - ◆ ACDA director was in Nashville meeting with Marty
 - ◆ ACDA relationship with BHS at a national basis is growing stronger, very rapidly
 - ◆ NAFME National Association For Music Education
 - ◆ Recommend strong relationship with local organizations with ACDA & NAFME
- Leadership Forum 2015
 - Scheduled for Nov 13th – 15th
 - Society is asking for 5 reps for each districts: Pres, EVP, Events, Membership, CDD
 - ◆ Fri + all day Saturday setup
 - ◆ Starting in 2016 this will be in July
 - ◆ Rich will not be able to attend, so it's important that EVP be there
 - ◆ If Will Thorndike cannot attend, request that Jeff Bowyer attend in his place
 - ◆ Yes, the district is paying 100%. Yes it's in the 2015 budget.
- CSLT / Mentors
 - Mike has people lined up in all mentor slots (2 had to drop, replacements found)
 - ◆ Goal to get to each chapter at least once apiece
 - ◆ So far everything is going well
- Marketing Ideas (A&R)
 - Round of applause for Kevin McClelland for resurrecting Attacks and Releases
 - ◆ Ken Ota did a lot of work on this.
 - ◆ Thought is this can be maintained twice a year – once before the convention in the Fall, once before the jamboree in the Spring.
 - ◆ Bring in information from mentors, e.g. “northern report”, “southern report”, etc.
 - ◆ We did get not-for-profit status for the mass-mailing.
 - We need to do a much better job ensuring that district members are signed up for the e-mail blasts (comments received from members who have not been receiving such messages)
 - Doug Brown: Working on implementing SMS notification to members when important information needs to be communicated.
 - Doug Brown: Mentors should take a laptop with them and use that to help members during visits.

Song Break

- Hugo Feugen – Down Our Way

New Business

- Adoption of District Mission Statement
 - Society has created a vision and mission statement that is read at all of their meetings
 - When we apply for grants, frequently we are asked “What is your organization's mission statement”
 - ◆ Don't have an internally focused mission statement when looking for external grants
 - ◆ Mission statement should touch on what it does to peoples' lives

- ♦ Cover the “why” (the society impacts), the “what”.(but this is harder to relate to externally)
- ♦ Where we are going, as opposed to where we have been
- Rich drafted a mission statement last March, further refined by Kevin
- Will be reviewed by the HOD
- Kevin will e-mail possible drafts to the Board. The best choice will go to the HOD.
- Fall HOD
 - Fri Sep 25th, 1:30pm, Beaufort Room
 - Robert Rules suggestions for smaller chapter meetings, shared with Bob Cearnal
 - ♦ [Attachment: “07-Attachment_RobertsRulesAdvice.pdf”]
 - Mentor break-out sessions
 - ♦ Would break-out sessions make sense at the HOD for the mentors? Rich has already verified that all the mentors will be present.
 - ♦ Would be for a 15 minute period
 - ♦ Would allow chapters to get to know their regional mentors
 - ♦ Chance to bring to light successes, what has worked, etc
 - What has gone well
 - What is working
 - What should be addressed as a group
 - ♦ Brainstorm what nearby chapters can do together
 - ♦ After regrouping, share items that mentors heard during the break-out session.
 - A chance to bring concerns forward without singling out specific chapters
 - ♦ Great idea, excellent idea – so long as it doesn't turn the HOD into a marathon
 - 15 minute break-out, 15 minute regrouping discussion
- 2015 Fall Convention Update
 - Will: Same hotel, same venue as last year
 - ♦ Questions? Suggestions? (Except for “hotel rooms are too expensive”)
 - Anything we need to know from the preconvention meeting
 - ♦ Note: A quartet member can only compete once for the international prelim contest – across all of the 17 competitions. That has impacts for quartets that have common members
 - One chorus is using a charter bus, so specific timings need to be known due to requirements of the charter bus company.
 - The screen will be used a few times at the convention. To “show” something there is a cost charged by the BCPA (\$250 rental – one time cost for the weekend). Plan is to use this 3 times during the weekend. Primary user will be Coles County; they will be contributing \$200. District will pay remaining \$50 as part of the overall convention expenses.
 - About 140 orders so far (possible more than 1 registration per order), early-bird cutoff is 9/4.
 - Raise late registration amount?
 - ♦ Will this encourage more attendance?
 - ♦ Will this discourage more attendance?
 - ♦ Do late registrants cost us?

- ◆ Consensus is not to mess with this
- 2016 Spring Harmony Jamboree
 - Harmony Platoon
 - ◆ 4 charts / tracks, \$25 cost
 - ◆ Show up Sat am, run through songs, get assigned to a quartet, have an informal competition
 - ◆ This will need (informal) judges
 - District youth choruses
 - ◆ Could potentially be a lot larger this time
 - ◆ Melodeers have a performance that weekend, being promoted to area a capella groups
 - ◆ Could be the catalyst for a mid-winter youth chorus
 - IDAH
 - ◆ quartet coaching
 - Cut off at 12 quartets
 - Still deciding how to do cut-off (first 12 registered vs priority for ILL quartets over others)
 - ◆ classes
 - ◆ director's roundtable
 - ◆ not sure about choruses yet
 - Logistically it will have to be off-site
 - But looking for a spot for a youth chorus
 - Other
 - ◆ Looking into setting up a cruise on the Spirit of Peoria on Sunday
- IDEA Support
 - Harmony Foundation grant for the Spring Jamboree..
 - ◆ What we're doing qualifies for a potentially large HF grant – we're touching on all the right hot button activities
 - ◆ Rich will be putting together a grant application
 - IDEA voted to approve up to \$12000 for the 2016 Spring Jamboree
 - ◆ This decision was made **now** so that it can be announced at the convention.
 - ◆ “Wouldn't it be nice if the only thing you had to pay for was the hotel room?”
 - ◆ If HF kicks in a lot, IDEA will supplement appropriately
 - ◆ But we must also make a strong pitch at every chance for IDEA contributions
 - ◆ IDEA is looking to do something big to generate attention and support
 - A lot of district members don't even know what IDEA is...
 - Should be described in the next Attacks and Releases
 - Suggestion for IDEA to write up something that Kevin Sullivan can use to advertise this offer.
 - ◆ Will be announced at the HOD
- Future Convention Venues
 - Springfield is still pursuing us aggressively

- ◆ Two groups there are working to find us a venue (convention bureau, and a member of the Springfield Chapter)
- ◆ Hotels choices are great, but venue options are a problem.
- Nothing yet for Spring 2017
- 2015, 2016, 2017 – Bloomington BCPA + Marriott
- Convention Manual
 - Now that we have a policy manual updated...
 - Jim Waldorf and Rich will be updating the convention manual – unchanged to-date since the early 1990's
 - Looking for a list to be submitted after the Fall convention from everyone who does anything for the convention to describe what they've done
- 2016 Winter Board Meeting
 - We really need to meet **after** mid-winter
 - Feb 6th or Feb 13th?
 - ◆ Feb 13th will conflict with singing valentines
 - Tentative: Feb 6th, 9:30am-noon, location Midwest Food Bank (same as Jan 2015)

Closing song – Tim Pashon, directing: “Keep The Whole World Singing”

Adjourned: 5:50 PM

Respectfully submitted by Mike Isely

Membership Trends - Current Month and YTD

8/2/2015

Dual Members **DO SHOW** in each Chapter but only **ONE TIME** for any single District (see page 1); show **each** Dist but **once** in Society Count (see first line on page 1); Reinstated Society Members **ARE INCLUDED** in the count for the previous year (added in 2014; shows in count for YE2013)

CHAPTER COUNTS - Summary of Chapter Totals (note: Dual Members Joining shown Separately vs. "New" Members)

E ILL	07/31	07/31	07/31	New	New	OD	2015	2015	2013	2014	2015	12/31	12/31	12/31
	2013	2014	2015	2014	2015	0-30	Duals	Death	NR	NR	NR	2012	2013	2014
E000 Frank Thorne - E	38	36	31	3	1	4	1	0	(20)	(11)	(11)	44	35	40
E002 Arlington Heights (IL)	39	32	32	2	1	0	0	0	(7)	(9)	(3)	43	40	34
E003 Aurora (IL)	21	15	12	0	0	1	0	0	(8)	(4)	(2)	24	18	14
E005 Belleville (IL)	38	38	36	1	1	4	1	(1)	(8)	(4)	(4)	40	39	37
E007 Bloomington (IL)	114	112	109	7	0	1	4	0	(15)	(12)	(8)	112	113	113
E008 Macomb (IL)	20	17	14	0	0	1	0	0	(1)	(3)	(3)	20	20	17
E009 Northbrook (IL)	105	98	87	4	1	0	0	(1)	(23)	(22)	(10)	110	107	97
E010 Champaign Urbana (IL)	12	10	10	0	0	0	0	0	(1)	(1)	0	13	11	10
E012 Chicago No 1 (IL)	3	3	2	0	0	0	0	0	(1)	(1)	0	4	3	2
E013 Danville (IL)	20	21	17	3	1	0	0	0	(6)	(3)	(2)	23	18	18
E014 Decatur (IL)	20	19	21	1	0	0	0	0	(1)	0	0	20	19	21
E016 Collinsville (IL)	14	11	7	1	0	1	0	0	(5)	(3)	(2)	14	12	9
E017 Coles County (IL)	44	39	33	0	1	1	0	0	(6)	(4)	(6)	47	43	38
E018 Elgin (IL)	33	31	35	2	5	0	0	0	(3)	(2)	(1)	36	33	31
E019 Rockford Metro (IL)	28	25	23	0	0	0	0	0	(3)	(2)	(2)	28	27	25
E021 Lake County (IL)	30	26	25	1	0	0	0	0	(1)	(3)	(2)	28	29	27
E024 Bureau County (IL)	10	10	9	0	0	0	0	0	(6)	0	(1)	15	10	10
E029 Quincy (IL)	6	3	2	0	0	0	0	0	(2)	(1)	(1)	6	4	3
E030 Chicagoland West Subu	89	84	82	1	2	1	1	0	(16)	(9)	(3)	94	88	82
E044 Peoria (IL)	29	26	23	0	0	1	0	0	(1)	(2)	(4)	30	27	26
E045 Chicago Metro (IL)	26	24	18	0	0	0	0	0	(5)	(5)	(6)	25	26	24
E047 Rockford (IL)	35	34	38	5	2	0	0	0	(3)	(2)	(2)	36	35	38
E048 Rock Island (IL)	18	20	16	5	0	0	0	0	(3)	(4)	(4)	15	18	20
E050 Will-Cook (IL)	44	39	39	1	0	0	3	0	(9)	(6)	(2)	49	44	38
E054 Waterloo (IL)	22	19	19	0	1	0	0	0	(5)	(4)	(1)	22	22	19
E061 Springfield (IL)	44	46	42	2	1	1	0	0	(2)	(5)	(3)	42	46	43
E066 DuPage Valley (IL)	55	58	53	2	1	1	0	0	(7)	(5)	(5)	54	57	57
E067 Kishwaukee Valley (IL)	11	9	8	0	0	0	0	0	(2)	(1)	(1)	12	10	9
E073 Sandoval (IL)	3	3	2	0	0	0	0	0	(1)	(1)	0	4	3	2
E075 Carbondale (IL)	29	27	24	4	0	0	0	0	(5)	(4)	(4)	31	27	28
E077 Kankakee (IL)	14	12	10	1	0	0	0	0	(3)	(3)	(1)	14	13	11
TOTALS	1062	991	914	47	18	19	10	(2)	(188)	(144)	(102)	1104	1044	985

Report shows **CURRENT MEMBERS** as of the date in that column.

NOTE: District Totals do include dual members across multiple chapters -- NOTE dual members appear in each chapter.

memo



Date: 8/26/2015

To: Rich Hansen

From: Mike Savard

CC: Illinois District Board Members

Subject: Chapter Support and Leadership Training Report, August 2015

Leadership Training

A district wide leadership training is targeted to be scheduled November 21, 2015, in Springfield. I hope to have the facility and faculty confirmed in time to advertise/announce this at the Fall Convention.

Chapter Support

We have found two replacement Chapter Mentors, and are in the process of catching up on our goal of visiting all of the Chapters in the District this year. The Chapter Mentor assignments are now:

<p>South – Mike Dohogne</p> <ul style="list-style-type: none">• Belleville• Collinsville• Coles Co• Waterloo• Sandoval• Carbondale	<p>Northern – Greg Martin</p> <ul style="list-style-type: none">• Bureau Co.• Rock Island• Kishwaukee Valley• Rockford• Rockford Metro• Sterling Rock Falls
<p>Metro – Bob Squires</p> <ul style="list-style-type: none">• Arlington Heights• Aurora• Northbrook• Elgin• Lake County• Chicago #1• Chicago West Suburban• Chicago Metro• Will-Cook• DuPage Valley	<p>Central – Brett Mulford</p> <ul style="list-style-type: none">• Bloomington• Macomb• Champaign• Danville• Decatur• Quincy• Peoria• Springfield• Kankakee

Chapters in Bold have been visited year to date.

Respectfully Submitted,

 26 AUG 2015

Mike Savard

V.P. Chapter Support and Leadership Training



Illinois District Music and Performance Report.

On February 21, 2015 at the Parke Regency Hotel in Bloomington, IL, we had a very successful IDAH! We were very pleased with the attendance, the cooperation, and the level of music that was displayed throughout the day.

There were 215 attendees, which included 19 quartets, 3 choruses, and over 40 general class participants. Top quality coaches were able to work with the quartets and chorus (Lake County and West Towns), and the youth chorus worked with the members of After Hours all day. The classes that were available included Barbershop Bootcamp, Barbershop History, The Cone Shaped Sound, Working with Microphones, Coaching Under Glass, Leadership, Grant Writing, Tag Singing, and Vocal Production. These were all lead by incredible instructors.

Learning wasn't the only outcome of IDAH 2015. There were also performances for the enjoyment of everyone! Each quartet and chorus was given the chance to perform for the group. And if that wasn't enough, there was after dinner that was for everyone involved in the day and it was also opened to the public. This awesome show included our current IL District Champion Quartet, Drive Time, our 2010 IL District Champion Quartet and 2013 8th place International Quartet, After Hours, the 2014 International Silver Medalists, Forefront, and the 2006 International Quartet Champions, Vocal Spectrum! The show was capped off with a special treat for the audience. After Hours, Forefront, and Vocal Spectrum joined forces for a special performance of Smile!

Special thanks to all who helped make this event the success it was!

Plans are well underway for IDAH 2016. This will be included in the IL District Festival on April 16, 2016. Details will be forthcoming!

Respectfully submitted,

Tim Pashon

Terry Ludwig

IDEA Trustees Meeting August 5, 2015

I. Call to Order. The meeting was called to order at 11:47 AM in DESTIHL Restaurant, Bloomington, Illinois. Trustees in attendance were Bob Cearnal, Bob Squires, Joe Sullivan, Earl Holtz and Earl Meseth.

II. Secretary's Report. The Secretary's Report on the meeting of Trustees held on September 19, 2014, in Bloomington, Illinois was approved on a motion by B. Squires and second by J. Sullivan.

III. Treasurer's Report. The following report was electronically distributed on August 2, 2015 by Trustee Treasurer Earl Holtz:

As of July 31, 2015, the fund had increased to \$84,249.35, including \$993.32 in the bank, as compared to \$82,333.92 as of 12/31/14. The increase includes \$516 in deposits this year.

Lake County received \$1000.00 from IDEA in 2014 and returned \$100.00 in 2015. I plan to record \$100.00 as negative contribution resulting in net \$900.00 to Lake County.

The report was received on a motion by B. Squires and second by J. Sullivan.

IV. Old Business.

A. Review of Procedures Manual. Trustees are mandated to review the manual to determine if its procedures are still valid and consistent with the needs of the Illinois District and its members. B. Squires and E. Meseth were assigned that task. They recommended the following changes:

1. Title Page: Some copies of the document have "Assurance" misspelled.

2. Page 3: Trustee Meetings: The Trustees shall meet at least once per year ~~no less than (but not limited to) two times a year with or without the financial advisor to determine if the current investment(s) are prudent and viable for the prevailing financial climate.~~ **Meetings** of the Trustees may be called by the Executive Director of the Trustees or any two Trustees-at-large.

A majority of Trustees in attendance will constitute a quorum to either make recommendations or take other actions regarding the Fund.

The Trustees will, at a minimum, meet during the ~~each~~ Illinois District convention weekend. ~~This meeting may take place with or without the financial advisor.~~ They will report to the House of Delegates on the current status of the fund (financial health) and any information about distribution decisions.

At least one ~~representative from the~~ Trustees should be in attendance at all regularly scheduled House of Delegates meetings of the Illinois District.

3. Page 4: Receipts: ~~Receipts will be sent only upon request. Canceled checks are regarded as acknowledgements in today's accounting procedures and are in keeping with good business practice.~~ (Rationale: Canceled checks are rarely sent by banks; they are available only by request. Trustees send donors acknowledgement of contributions.)

Each change was agreed to by Trustees and will be presented to the House of Delegates in September.

B. Website Narrative. The story of IDEA (origins, purpose, etc.) which appears on the Illinois District web page is identical to the narrative in the old IDEA tri-fold brochure and includes inaccurate or

misleading information. Since B. Squires is in the process of updating the brochure, the new text should be sent to Illinois District VP of Marketing and Public Relations Kevin McClelland so that information appearing on the District website and the brochure are the same. Discussion of the IDEA brochure appears in Item D below.

C. Additional Donations. Donations to the Fund have fallen in the last few years. B. Squires distributed three documents (letters to chapters, letters to quartets, and an announcement to be read by emcees at contest sessions) to stimulate donations to IDEA. (Attached documents 1, 2 & 3).

D. Tri-fold Brochure. B. Squires distributed the latest iteration of the IDEA brochure and will be open to suggestions about its content. J. Sullivan indicated it should be a simple document, perhaps as a two-fold rather than the tri-fold format of the past. This way it could easily be inserted in the newly resurrected District Bulletin, *Attacks and Releases*, and be sent to the entire Illinois membership.

As discussed in a previous meeting, automatic deduction from member's accounts would be too costly for the use anticipated.

V. New Business

A. Fund Growth. J. Sullivan passed out graphs showing the growth of the IDEA fund since inception and the contributions from members, etc. It is no secret that contributions have fallen off in the past several years. Trustee's solicitations for donations have probably been on the weak side and general knowledge about IDEA seems to have fallen among the Illinois District membership.

In order to boost knowledge (PR) and help the membership, Joe, with the collaboration with Illinois District President Rich Hansen, suggested that IDEA guarantee **up to** \$12,000 to support attendees at the 2016 IDAH meeting in East Peoria. The sum would cover all IDAH expenses; rooms would be the responsibility of the attendees. Items such as meals, coaches, travel, instruction rooms, music, printing, would be covered. Donations to IDEA would be solicited from those attending. Rich Hansen volunteered to contact Harmony Foundation for additional monetary help. This plan would be announced at the meeting of the House of Delegates in September.

Action on approval of the \$12,000 guarantee was postponed until further of 2016 IDAH expenses could be determined.

B. B. Squires term of office. B. Cearnal noted that the term of office for B. Squires expires at the end of 2015. Squires agreed that his name be suggested to the District President for reappointment for an additional five year term ending 2020. The nominee(s) will be selected by President Hansen for ratification by the House of Delegates.

C. Meeting Expenses. Trustee E. Holtz graciously picked up the travel expenses for all Trustees. Sullivan, Squires and Meseth were conveyed to the meeting in Holtz's luxurious automobile while B. Cearnal needed to travel from Mascoutah by himself. Cearnal was reimbursed \$0.14/mile or \$46 for the round trip to Bloomington, IL.

VI. Adjournment. The meeting adjourned at 2:05 PM after a proper motion and second.

In harmony,
Earl Meseth, Secretary

CHAP. PRES.
ATTACHMENT 1

Chapter President
Illinois District/BHS
August 1, 2015

Dear chapter president,

Over the past 20 years the Illinois District Endowment Assurance Fund, (IDEA) has provided needed funding for many of our district educational and musical programs such as Youth in Harmony, the Illinois District Academy of Harmony, as well as gifts to individuals and chapters.

Your chapter may have benefited directly or indirectly from these gifts to help send your director or a quartet to Harmony University or to attend a director's seminar or a chapter officer training session. IDEA depends solely on donations from individuals and chapters such as yours for the funding to make these gifts available in times of need. All contributions are invested with the advice and expertise of a financial advisor, the principal of which will remain inviolate.

As one of the leaders of your chapter you are receiving this letter in hopes that your chapter would consider making a donation to the IDEA fund to assist in supporting the programs and activities mentioned above. As an "idea" you may wish to contribute to the fund in the memory of a recently deceased chapter member or a member's spouse. A gift could be earmarked to honor your long time director or a member who has attained their 50th year milestone with the BHS.

The IDEA trustees would ask that you discuss this "idea" with your chapter board and seriously consider making a contribution to the IDEA Fund. Contributions, which are tax-deductible, can be sent to Earl Holtz at the following address:

Earl Holtz
1216 South Kaspar Ave.
Arlington Heights, IL 60005

On behalf of the IDEA trustees, I thank you for seriously considering a donation to the IDEA fund as your way of giving back to our Illinois District and its members.

Bob Squires, Trustee
IDEA Fund

QT LETTER

ATTACHMENT 2

District Quartet
Illinois District/BHS
August 1, 2015

Dear fellow quartet members,

As the contact man for your quartet I'm writing you to share some important information. I also hope that you will take the time to share this letter with the other members of your quartet.

For over 20 years now the Illinois District Endowment Assurance Fund, (IDEA) has provided needed funding for many of our district educational and musical programs such as Youth in Harmony, the Illinois District Academy of Harmony (IDAH), as well as financial aid to individual members and their chapters.

You yourself, your chapter or the members of your quartet may have benefited directly or indirectly from these gifts to help send your director or a quartet to Harmony University or to attend a director's seminar or a chapter officer training session, or your quartet may have benefited from coaching sessions at one time or another. IDEA continues to be a strong supporter of our Youth In Harmony program.

IDEA depends solely on donations from our individual members and chapters for the funding to make these gifts available in times of need. All contributions are invested with the advice and expertise of a financial advisor, the principal of which will remain inviolate. This letter was sent to you with the hope that your quartet might be able to make a donation to the IDEA fund. That donation, large or small, would be one way in which your quartet could say "thanks" for coaching or educational opportunities you may have received in the past.

The IDEA trustees would ask that your quartet discuss this "idea" together and seriously consider making a contribution to the IDEA Fund. Contributions, which are tax-deductible, can be sent to Earl Holtz at the following address:

Earl Holtz
1216 South Kaspar Ave.
Arlington Heights, IL 60005

On behalf of the IDEA trustees, I thank you for seriously considering a donation to the IDEA fund as your way of giving back to our Illinois District and its members.

Bob Squires, Trustee
IDEA Fund

QT LETTER

ATTACHMENT 2

District Quartet
Illinois District/BHS
August 1, 2015

Dear fellow quartet members,

As the contact man for your quartet I'm writing you to share some important information. I also hope that you will take the time to share this letter with the other members of your quartet.

For over 20 years now the Illinois District Endowment Assurance Fund, (IDEA) has provided needed funding for many of our district educational and musical programs such as Youth in Harmony, the Illinois District Academy of Harmony (IDAH), as well as financial aid to individual members and their chapters.

You yourself, your chapter or the members of your quartet may have benefited directly or indirectly from these gifts to help send your director or a quartet to Harmony University or to attend a director's seminar or a chapter officer training session, or your quartet may have benefited from coaching sessions at one time or another. IDEA continues to be a strong supporter of our Youth In Harmony program.

IDEA depends solely on donations from our individual members and chapters for the funding to make these gifts available in times of need. All contributions are invested with the advice and expertise of a financial advisor, the principal of which will remain inviolate. This letter was sent to you with the hope that your quartet might be able to make a donation to the IDEA fund. That donation, large or small, would be one way in which your quartet could say "thanks" for coaching or educational opportunities you may have received in the past.

The IDEA trustees would ask that your quartet discuss this "idea" together and seriously consider making a contribution to the IDEA Fund. Contributions, which are tax-deductible, can be sent to Earl Holtz at the following address:

Earl Holtz
1216 South Kaspar Ave.
Arlington Heights, IL 60005

On behalf of the IDEA trustees, I thank you for seriously considering a donation to the IDEA fund as your way of giving back to our Illinois District and its members.

Bob Squires, Trustee
IDEA Fund

9:38 PM
08/26/15
Cash Basis

IL District Association of Chapters, SPEBSQSA
Balance Sheet
As of August 26, 2015

	<u>Aug 26, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 Checking Account	32,573.58
Total Checking/Savings	<u>32,573.58</u>
Other Current Assets	
1310 Convention Funding Advance	1,200.00
1320 Pre-Purchased Awards	486.00
Total Other Current Assets	<u>1,686.00</u>
Total Current Assets	<u>34,259.58</u>
TOTAL ASSETS	<u>34,259.58</u>
LIABILITIES & EQUITY	
Equity	
3000 Unrestricted Funds	
3010 Operating Fund	22,652.56
Total 3000 Unrestricted Funds	<u>22,652.56</u>
3200 Permanent Restricted Funds	
3210 Grants & Contributions	
IDAH	
Scholarships	233.00
IDAH - Other	1,866.00
Total IDAH	<u>2,099.00</u>
Undesignated	1,228.51
YIH	4,030.00
Total 3210 Grants & Contributions	<u>7,357.51</u>
3220 Riser Accrual Account	1,810.04
Total 3200 Permanent Restricted Funds	<u>9,167.55</u>
Unrestricted Net Assets	3,952.71
Net Income	<u>-1,513.24</u>
Total Equity	<u>34,259.58</u>
TOTAL LIABILITIES & EQUITY	<u>34,259.58</u>

IL District Association of Chapters, SPEBSQSA
Profit & Loss
 June 30, 2014 through June 30, 2015

	<u>Jun 30, '14 - Jun 30, 15</u>
Ordinary Income/Expense	
Income	
5100 Event Income	
Mail Registrations	1,230.00
On Line Registrations	10,571.90
On Site Registrations	2,000.00
On Site Single Tickets	1,250.00
Ticket/Registration Refunds	<u>-75.00</u>
Total 5100 Event Income	<u>14,976.90</u>
Total Income	<u>14,976.90</u>
Gross Profit	14,976.90
Expense	
7500 Contract Services Expenses	
7550 Temp Help - Contract	600.00
7570 Event Meals	<u>6,594.46</u>
Total 7500 Contract Services Expenses	7,194.46
8100 Nonpersonnel expenses	
8110 Supplies	38.06
8150 Music	311.00
8170 Printing & Copying	<u>7.00</u>
Total 8100 Nonpersonnel expenses	356.06
8200 Facility & Equipment Exp	
8210 Rent, parking, & other	3,584.00
8220 Equipment Purchase & Maint	20.24
8260 Equipment Rental & Maint	<u>91.40</u>
Total 8200 Facility & Equipment Exp	3,695.64
8300 Travel & Meetings Expenses	
8310 Travel	<u>2,046.11</u>
Total 8300 Travel & Meetings Expenses	2,046.11
8500 Other Expenses	
8510 VPs & Committees	
VP Music & Perf	<u>36.63</u>
Total 8510 VPs & Committees	36.63
8550 Credit Card Fees	231.46
8590 Miscellaneous	<u>319.91</u>
Total 8500 Other Expenses	588.00
Total Expense	<u>13,880.27</u>
Net Ordinary Income	<u>1,096.63</u>
Net Income	<u><u>1,096.63</u></u>

IL District Association of Chapters, SPEBSQSA
Profit & Loss
 January through December 2014

	<u>Jan - Dec 14</u>
Ordinary Income/Expense	
Income	
5100 Event Income	
Hotel Rebates/Comp Room Credits	2,850.88
Mail Registrations	2,915.00
Misc - Vendors & Program Ads	625.00
On Line Registrations	9,925.00
On Site Registrations	3,020.00
On Site Single Tickets	3,020.00
Ticket/Registration Refunds	<u>-75.00</u>
Total 5100 Event Income	<u>22,280.88</u>
Total Income	<u>22,280.88</u>
Gross Profit	22,280.88
Expense	
7500 Contract Services Expenses	
7510 Chapter Convention Stipend	750.00
7540 Judging Expense	7,796.96
7550 Temp Help - Contract	1,202.96
7560 Ticket Processing Fees	<u>1,451.09</u>
Total 7500 Contract Services Expenses	11,201.01
8100 Nonpersonnel expenses	
8110 Supplies	89.38
8120 Awards, Plaques & Pins	680.82
8170 Printing & Copying	<u>717.45</u>
Total 8100 Nonpersonnel expenses	1,487.65
8200 Facility & Equipment Exp	
8210 Rent, parking, & other	5,275.24
8260 Equipment Rental & Maint	<u>1,030.00</u>
Total 8200 Facility & Equipment Exp	6,305.24
8300 Travel & Meetings Expenses	
8320 Board Meet. & Conventions	1,878.24
8330 Hospitality	<u>51.73</u>
Total 8300 Travel & Meetings Expenses	1,929.97
8400 Education Programs	
8450 Recordings of Contestants	<u>1,717.50</u>
Total 8400 Education Programs	1,717.50
8500 Other Expenses	
8550 Credit Card Fees	<u>335.43</u>
Total 8500 Other Expenses	335.43
Total Expense	<u>22,976.80</u>
Net Ordinary Income	<u>-695.92</u>
Net Income	<u><u>-695.92</u></u>

IL District Association of Chapters, SPEBSQSA
Profit & Loss Budget Overview
 January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
5100 Event Income	
Hotel Rebates/Comp Room Credits	2,000.00
Mail Registrations	4,250.00
Misc - Vendors & Program Ads	625.00
On Line Registrations	20,560.00
On Site Registrations	5,020.00
On Site Single Tickets	4,270.00
Ticket/Registration Refunds	<u>-200.00</u>
Total 5100 Event Income	36,525.00
5210 District Dues	22,200.00
5310 Interest Income	18.00
5490 Miscellaneous Revenue	
5491 Merchandise	
IL District Pins	100.00
Total 5491 Merchandise	<u>100.00</u>
Total 5490 Miscellaneous Revenue	<u>100.00</u>
Total Income	<u>58,843.00</u>
Gross Profit	58,843.00
Expense	
7030 Support	
Chorus Support	3,000.00
Quartet Support	<u>2,500.00</u>
Total 7030 Support	5,500.00
7500 Contract Services Expenses	
7510 Chapter Convention Stipend	750.00
7540 Judging Expense	8,000.00
7550 Temp Help - Contract	1,800.00
7560 Ticket Processing Fees	<u>1,400.00</u>
Total 7500 Contract Services Expenses	11,950.00
8100 Nonpersonnel expenses	
8110 Supplies	240.00
8140 Postage & Shipping	60.00
8170 Printing & Copying	700.00
8180 Historian	<u>1,550.00</u>
Total 8100 Nonpersonnel expenses	2,550.00
8200 Facility & Equipment Exp	
8210 Rent, parking, & other	9,000.00
8220 Equipment Purchase & Maint	300.00
8230 Storage Rental Charges	1,500.00
8260 Equipment Rental & Maint	<u>1,100.00</u>
Total 8200 Facility & Equipment Exp	11,900.00
8300 Travel & Meetings Expenses	
8310 Travel	300.00
8320 Board Meet. & Conventions	
BOD Meetings	400.00
Comp Housing	4,000.00
EVP Meetings	1,800.00
President Meetings	1,800.00
VP C&J Meetings	1,000.00
8320 Board Meet. & Conventions - Other	<u>0.00</u>
Total 8320 Board Meet. & Conventions	9,000.00
8330 Hospitality	<u>800.00</u>
Total 8300 Travel & Meetings Expenses	10,100.00

9:36 PM
08/26/15
Cash Basis

IL District Association of Chapters, SPEBSQSA
Profit & Loss Budget Overview
January through December 2016

	<u>Jan - Dec 16</u>
8400 Education Programs	
8430 COTS/CSLT	525.00
8450 Recordings of Contestants	1,750.00
8480 YIH Program	
Contest Prizes	300.00
8480 YIH Program - Other	4,500.00
Total 8480 YIH Program	4,800.00
8490 BHS Leadership Forum	2,500.00
Total 8400 Education Programs	9,575.00
8500 Other Expenses	
8505 Gov Board	
Exec VP	100.00
Imm. Past President	100.00
President	100.00
Secretary	100.00
Treasurer	100.00
Total 8505 Gov Board	500.00
8510 VPs & Committees	
VP C&J	100.00
VP CDWI	100.00
VP COTS/CSLT	100.00
VP Events	100.00
VP Financial Dev	100.00
VP Membership	100.00
VP Mkt & PR	100.00
VP Music & Perf	100.00
VP YIH	100.00
Total 8510 VPs & Committees	900.00
8570 Advertising & Publicity	2,100.00
Total 8500 Other Expenses	3,500.00
8600 Business Expenses	
8610 - Corporation Filing Fees	10.00
Total 8600 Business Expenses	10.00
Total Expense	55,085.00
Net Ordinary Income	3,758.00
Net Income	<u><u>3,758.00</u></u>

Special Rules for Small Boards **Robert's Rules of Order, Newly Revised, 11th Edition**

“In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members may raise a hand rather than standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a debatable question. *Appeals, however, are debatable under the regular rules – that is, each member, (except the chair), can speak only once on debate on them, while the chair may speak twice.
- Informal discussion of a subject is permitted while no motion is pending.
- When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by a vote under the same rules used in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- The chairman need not rise while putting questions to a vote.
- If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions. **

* However, motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board, although occasions where they are necessary or appropriate may be rarer than in larger assemblies.

** Informal discussion may be initiated by the chair himself, which in effect, enables the chairman to submit his own proposals without formally making a motion as described on pages 33-35 [§4 of Robert's Rules] (although he has the right to make a motion if he so chooses.)