

## 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 13<sup>th</sup> – 15<sup>th</sup>
  - 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 25<sup>th</sup>, 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 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 6<sup>th</sup> or Feb 13<sup>th</sup>?
    - ◆ Feb 13<sup>th</sup> will conflict with singing valentines
  - Tentative: Feb 6<sup>th</sup>, 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