

## **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.~~ **A meeting** 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

CHAPT. 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 50<sup>th</sup> 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