

**Illinois District Association of Chapters
Board Meeting**
August 13th, 2023

Location: Via Zoom

Date/Time: Sunday, Aug 13, 2023, 7:00pm

Roll Call

Name	Governance Role	Operations / Other Role	Present	Quorum Count
Terry Ludwig	President		Y	+
Benjamin Dirks	Exec VP		Y	+
Mike Isely	Secretary		Y	+
Leif Wildman	Treasurer		Y	+
Doug Finkbiner	BMAL	Membership	Y	+
Jeff Bowyer	BMAL	Events	Y	+
Jeff Lathom	BMAL	C & J	L	+
(open)	BMAL		-	-
Jeff Lathom	Imm Past President	YIH	-	-
John Q Morris		CSLT	Y	
Tim Beutel		Music & Perf	N	
Rich Hansen		Historian	Y	
Evan Patrick		YIH	Y	
Doug Ferrier		Awards	Y	
Carrie Marcotte		CDD	Y	
Joe Gurreri		Marketing & PR, webmaster	Y	
Glenn Mills		(guest)	(Y)	

Totals: 13 of 14 7 of 7

Called to order: 7:04 PM

ADMINISTRATION

- Quorum
 - 7 of 7 Governance Board members present
 - Attendance 100%
- Minutes
 - Minutes posted from 26-Mar-2023
 - **Motion**
 - ♦ **Subject: Approve Minutes from 26-Mar-2023**
 - ♦ **Motion: Jeff Bowyer, Rich Hansen**
 - ♦ **Result: Approved, Unanimous**
- Treasurer's Report – Leif Wildman
 - [Attachment: "rpt-treasurer.pdf"]
 - Up about \$3700 to-date so far
 - \$50K moved to a 4% money market account
 - **Motion**
 - ♦ **Subject: Receive Treasurer's Report-Jim**
 - ♦ **Motion: Rich Hansen, Mike Isely**
 - ♦ **Result: Approved, Unanimous**
- Reports
 - Events (Bowyer)
 - ♦ Received 3 different proposals for hotels in Springfield
 - Nothing finalized yet
 - Music and Performance (Beutel)
 - ♦ (nothing beyond the submitted report)
 - Chorus Director Development (Marcotte)
 - ♦ (nothing beyond the submitted report)
 - Membership (Finkbiner)
 - ♦ Decatur – not meeting
 - ♦ Rock Island – They are "done"
 - ♦ Kishwaukee Valley – not responding to queries
 - ♦ Leaving about 24 active chapters
 - ♦ 539 members as of 1/1/23, 546 members as of 8/1/23
 - CSLT (Morris)
 - ♦ Need to pick date(s). Looking at 3 separate events
 - ♦ Online-only, avoiding travel & related expenses
 - ♦ Looking at Terry for presiden's track, Isely for Secretary's track
 - YIH (Patrick)
 - ♦ (nothing beyond the submitted report)
 - C&J (Lathom)
 - ♦ (not present)
 - Historical (Hansen)
 - ♦ For chapters closing down, please contact Rich about retrieving historical items
 - Marketing (Gurreri)
 - ♦ (nothing beyond the submitted report)

OLD BUSINESS

- Website
 - Glenn Mills is helping Joe Gurreri regarding website improvements
 - See Marketing report for information on this topic
 - Overview of concepts given by Glenn.
 - Responsiveness has been an issue, but the expectation is that this will improve as Glenn works more closely with this vendor.
 - We really need to at least take down the wrong / bad / misleading information on the site, e.g. “Find a Chapter” is actively damaging us right now.
- Mailchimp
 - Still trying to gain control of the existing account
- Chapter Visits
 - Still some chapters left to be visited
- Riser Disposal
 - Six sets of risers picked up by a chapter from Iowa
 - Still have about 11 more sets of risers to be given away
- Grant Update
 - B2B grant applied for.
 - Still waiting to hear a response. Currently notification expected by the end of August.

NEW BUSINESS

- IDEA appointment
 - Jim Waldorf, 5 year term, filling the slot vacated by Rich Hansen (due to his term ending and declining to continue).
 - **Motion**
 - ◆ **Subject: Nominate Jim Waldorf to HOD for 5 year term on IDEA**
 - ◆ **Motion: Mike Isely, Doug Finkbiner**
 - ◆ **Result: Approved, Unanimous**
- Budget
 - [Attachment: “rpt-treasurer-budget-2024.pdf”]
 - Current proposal leads to a \$7200 deficit for next year
 - ◆ CSLT has \$2500 budgeted but if it is to be entirely online, then this can be zeroed, or set it aside on a case-by-case basis? Let’s back this down to \$1500.
- President’s Reception
 - We have to spend \$2K in food/drink in order to get the ballroom for nothing. This is actually better than the BCPA ballroom (where you have to pay \$2K and still have to provide food / drinks).
 - Immediately after the quartet contest is finished, adjourn to hotel where the call-off will take place.
 - Chorus winners will sing, swan song chorus as well.
 - Call-off
 - QCA show
 - Food will not be brought out until after the call-off
 - Drinks will be available (cash bar) from the beginning

DRAFT MINUTES (15-Feb-2024) – NOT APPROVED

BHS Illinois District Board Meeting

13-Aug-2023

- Having a cash bar will allow for a much larger food budget (and the food ran out pretty quick last year). Up to the food budget to \$2500 (\$500 more than even going with a cash bar)
- Note that there are 12-15 choruses that look to be at this convention (largest in many years)
- Registrations are happening much quicker – anticipating a lot more people at the convention.
- This is a new normal. We want to build on this.
- Note: Alcohol may not be externally supplied in the ballroom / pre-function area
- Future Conventions
 - Venue
 - ◆ The BCPA is too large for us and is expensive
 - We should be considering alternate, smaller, cheaper venues
 - ◆ Heartland Community College in Normal IL is looking promising
 - ◆ Use the DoubleTree's ballroom? That will require setting up a full stage, etc, so the costs for that need to be baked into the comparison
 - Cost
 - ◆ ILL is one of the 3 least expensive conventions in terms of registrations
 - ◆ Most districts are charging \$100 to \$200 while we're charging \$50. Name one thing that hasn't gone up recently.
 - ◆ Meanwhile our expenses have not been static
 - ◆ We may want to consider raising the registration fee for 2024 – we can probably make a more informed judgment about this after the upcoming convention
- Next meeting
 - 16-Feb-2024 at HCMW (in person)

Adjourned: 8:50pm

Respectfully submitted by Mike Isely

07/16/23

IL District Association of Chapters, SPEBSQSA
Profit & Loss Budget 2024 Overview
January through December 2024

	Total Board Jan - Dec 24	Total CDWI Jan - Dec 24	Total CSLT Program Jan - Dec 24	Total Fall Convention Jan - Dec 24
Ordinary Income/Expense				
Income				
5100 Event Income		1,000.00		13,200.00
5210 District Dues				
5310 Interest Income				
5800 Special Events Revenue				
Total Income		1,000.00		13,200.00
Gross Profit		1,000.00		13,200.00
Expense				
7020 Donations to Other Orgs				
7030 Support				
7500 Contract Services Expenses				9,050.00
8100 Nonpersonnel expenses	300.00			1,850.00
8200 Facility & Equipment Exp				3,675.00
8300 Travel & Meetings Expenses	3,450.00			5,500.00
8400 Education Programs		2,000.00	2,500.00	1,500.00
8500 Other Expenses	100.00			
Total Expense	3,850.00	2,000.00	2,500.00	21,575.00
Net Ordinary Income	-3,850.00	-1,000.00	-2,500.00	-8,375.00
Net Income	-3,850.00	-1,000.00	-2,500.00	-8,375.00

07/16/23

IL District Association of Chapters, SPEBSQSA
Profit & Loss Budget 2024 Overview
 January through December 2024

	Total HCMW Jan - Dec 24	Total MISC Jan - Dec 24	Total YIH Jan - Dec 24	TOTAL Jan - Dec 24
Ordinary Income/Expense				
Income				
5100 Event Income	13,100.00			27,300.00
5210 District Dues		18,000.00		18,000.00
5310 Interest Income		2,100.00		2,100.00
5800 Special Events Revenue		500.00		500.00
Total Income	13,100.00	20,600.00		47,900.00
Gross Profit	13,100.00	20,600.00		47,900.00
Expense				
7020 Donations to Other Orgs		500.00		500.00
7030 Support		3,500.00		3,500.00
7500 Contract Services Expenses	3,900.00			12,950.00
8100 Nonpersonnel expenses		50.00		2,200.00
8200 Facility & Equipment Exp	2,000.00	1,100.00		6,775.00
8300 Travel & Meetings Expenses	7,500.00			16,450.00
8400 Education Programs			5,300.00	11,300.00
8500 Other Expenses	200.00	1,188.00		1,488.00
Total Expense	13,600.00	6,338.00	5,300.00	55,163.00
Net Ordinary Income	-500.00	14,262.00	-5,300.00	-7,263.00
Net Income	-500.00	14,262.00	-5,300.00	-7,263.00

IL District Association of Chapters, SPEBSQSA

Profit & Loss

January through July 2023

	Jan - Jul 23
Ordinary Income/Expense	
Income	
5100 Event Income	
Comp Registrations	1,500.00
On Line Registrations	6,979.28
Total 5100 Event Income	8,479.28
5210 District Dues	13,043.48
5310 Interest Income	401.63
Total Income	21,924.39
Gross Profit	21,924.39
Expense	
7030 Support	
Quartet Support	500.00
Total 7030 Support	500.00
7500 Contract Services Expenses	
7540 Judging Expense	440.00
7550 Temp Help - Contract	200.00
7570 Event Meals	3,707.29
7580 Other Contract Expenses	2,000.00
Total 7500 Contract Services Expenses	6,347.29
8100 Nonpersonnel expenses	
8110 Supplies	79.00
8140 Postage & Shipping	12.00
Total 8100 Nonpersonnel expenses	91.00
8200 Facility & Equipment Exp	
8210 Rent, parking, & other	700.00
8230 Storage Rental Charges	1,455.00
8260 Equipment Rental	706.80
Total 8200 Facility & Equipment Exp	2,861.80
8300 Travel & Meetings Expenses	
8310 Travel	3,484.74
8320 Board Meet. & Conventions	
Comp Housing	2,318.40
Total 8320 Board Meet. & Conventions	2,318.40
8330 Hospitality	651.55
Total 8300 Travel & Meetings Expenses	6,454.69
8400 Education Programs	
8480 YIH Program	1,000.00
Total 8400 Education Programs	1,000.00
8500 Other Expenses	
8505 Gov Board	
President	348.20
Total 8505 Gov Board	348.20
8560 Outside Computer Services	633.00
Total 8500 Other Expenses	981.20

IL District Association of Chapters, SPEBSQSA

Profit & Loss

January through July 2023

	Jan - Jul 23
8600 Business Expenses	
8610 - Corporation Filing Fees	4.00
Total 8600 Business Expenses	4.00
Total Expense	18,239.98
Net Ordinary Income	3,684.41
Net Income	3,684.41

10:16 PM

07/31/23

Cash Basis

IL District Association of Chapters, SPEBSQSA

Profit & Loss by Class

January through July 2023

	HCMW	TOTAL
Ordinary Income/Expense		
Income		
5100 Event Income		
Comp Registrations	1,500.00	1,500.00
On Line Registrations	6,979.28	6,979.28
Total 5100 Event Income	8,479.28	8,479.28
Total Income	8,479.28	8,479.28
Gross Profit	8,479.28	8,479.28
Expense		
7500 Contract Services Expenses		
7570 Event Meals	3,707.29	3,707.29
7580 Other Contract Expenses	1,500.00	1,500.00
Total 7500 Contract Services Expenses	5,207.29	5,207.29
8200 Facility & Equipment Exp		
8260 Equipment Rental	706.80	706.80
Total 8200 Facility & Equipment Exp	706.80	706.80
8300 Travel & Meetings Expenses		
8310 Travel	1,424.49	1,424.49
8320 Board Meet. & Conventions		
Comp Housing	2,318.40	2,318.40
Total 8320 Board Meet. & Conventions	2,318.40	2,318.40
8330 Hospitality	651.55	651.55
Total 8300 Travel & Meetings Expenses	4,394.44	4,394.44
Total Expense	10,308.53	10,308.53
Net Ordinary Income	-1,829.25	-1,829.25
Net Income	-1,829.25	-1,829.25

IL District Association of Chapters, SPEBSQSA
Balance Sheet
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1010 Checking Account	21,460.40
1015 US Bank Money Market	50,400.27
Total Checking/Savings	71,860.67
Other Current Assets	
1310 Convention Funding Advance	-500.00
1320 Pre-Purchased Awards	54.00
Total Other Current Assets	-446.00
Total Current Assets	71,414.67
TOTAL ASSETS	71,414.67
LIABILITIES & EQUITY	
Equity	
3000 Unrestricted Funds	
3010 Operating Fund	56,346.41
Total 3000 Unrestricted Funds	56,346.41
3200 Permanent Restricted Funds	
3210 Grants & Contributions	
IDAH	
Scholarships	233.00
IDAH - Other	720.83
Total IDAH	953.83
Undesignated	9,875.09
YIH	2,900.62
Total 3210 Grants & Contributions	13,729.54
Senior Chorus	319.05
Total 3200 Permanent Restricted Funds	14,048.59
Unrestricted Net Assets	-1,164.74
Net Income	2,184.41
Total Equity	71,414.67
TOTAL LIABILITIES & EQUITY	71,414.67