

# Introductions

– I am:

- Mike Isely
- I sing Bari
- Member of the Barbershop Harmony Society (a.k.a. SPEBSQSA) since early 2001.
- Northbrook (New Tradition) Chapter Secretary (2007-2010), Music VP (2011), Treasurer (2013-2014).
- Illinois District Secretary, since Aug 2009.
- I certainly don't know everything, but I haven't made any “expensive errors” yet – that I know about :-)
- But I've learned a lot along the way and am willing to share what I've dealt with
- I'd love to learn from others as well.

# Introductions

- Who are you
  - Name?
  - What is your background?
  - Any interesting stories you'd like to tell?
  - What would you like to get out of this discussion?
  - What can I do to help?

# Overview

- The Chapter Secretary is the chapter's administrator:
  - Record keeping / archives
  - Show licensing
  - Membership
  - Other...
- The Chapter Secretary effectively is the logistical glue for the chapter.
- It's an under-appreciated role.

# Record Keeping

- Minutes
  - This is immensely important – you are effectively the journal keeper of the chapter.
- Chapter Legal Records, Contracts, Licensing info
  - 501(c)(3) Incorporation status must be maintained
- Membership roles
- Electronic Records are perfectly OK and encouraged.
- Event Calendar / Administrative Calendar

# Minutes

- This is the public legal record of all decisions / actions taken by the chapter.
  - This also includes the Board election at the Annual Meeting
  - Attendance must be recorded. All motions must be recorded.
  - Decisions involving the handling of money must be recorded.
  - But it is advantageous to keep the Minutes short and concise.
  - Details regarding personal matters do not belong in the Minutes
- Minutes of one Board meeting are officially reviewed and approved at the next Board meeting.

# Show Licensing

- Why?

- In a nutshell: *You are infringing copyright otherwise*

- BMI / Show clearance

- Form & payment submitted to District Secretary, before the event takes place
  - Payment proportional to venue size and highest ticket price

- ASCAP

- Form & payment submitted to District Secretary after the event has taken place
  - Payment proportional to ticket sales or a minimum (whichever is greater)

# Membership

- Secretary is responsible for submitting membership requests to HQ (and for reporting deceased members as well).
- Secretary is responsible for ensuring that all competing members on stage are in good standing
  - Process for this started in 2007 Denver Competition
- Secretary must also report officers to HQ whenever such changes take place
- Secretary needs to keep on-file records of active membership
  - But this is easily done via ebiz.

# Other...

- ebiz, specifically:
  - Tracking chapter members (watch upcoming renewals)
  - Officer reporting, financial / tax / incorporation reporting
- Annual Report / Maintaining Incorporation Status
  - Illinois requires filing of an Annual Report
  - Fail to do this and the chapter can lose its status as an incorporated entity – very important!
- Communications with District / HQ
  - Ask questions, let people know what's going on.
  - You're not alone, there's lots of help just ask
  - <http://www.illinoisdistrict.org>
  - Me: [isely@pobox.com](mailto:isely@pobox.com) 331-248-2581 (or check ebiz...)