

MINUTES* - Ohio Choral Directors Association Summer Board Meeting

June 19, 2017

Roush Hall- Board Room

Otterbein University

10:00 a.m.

**Minutes respectfully submitted by Brandon Moss, Secretary*

Present: Jennifer Call, Tim Carpenter, Wei Cheng, Tim Cloeter, Jeremy David, Chris Dent, Jason Falkofsky, Emily Garlock, Dara Gillis, Libby Hainrihar, Zebulon Highben, Daniel Landis, Kristina MacMullen, Brandon Moss, Kelly Ann Nelson, Doug O'Neal, Brad Pierson, Rich Schnipke, Tyler Skidmore, Kristen Snyder, Julie Strebler, Kent Vandock, Beth Vaughn, Loren Veigel, Eric West, *special guest* Tim Sharp

Absent: Marie Bucoy-Calavan, Tracy Carpenter, Amy Gelsone, Lynda Hasseler, Chris Ilg, Ann Johnson, Jeremy Jones, Daniel Parsley, Keith Tankersley

(RED denotes action item)

I. Preliminary Reports

- Call to Order (Loren Veigel)
- Minutes (Brandon Moss)
 - **Motion:** to approve January Board Mtg minutes as presented
 - Made by: Kent Vandock
 - Seconded by: Dara Gillis
 - **Action taken:** Motion Passed
- 2017 Summer Conference Report (Chris Dent)
 - See *Appendix A*
 - Nametags will include colored dots for board members, conference staff, first-time attendees
 - Trends for 2017 Conference
 - Active Member attendance is up
 - Student and 1st Year Teacher attendance is very low; Chair Dent will work with college and university chapters to increase for next year
 - Boxed lunch roundtable numbers trending down over past several years
- Welcome of Incoming Board Members (Loren Veigel)
 - Deferred to Conference Business Luncheon
 - Pres.-Elect Schnipke is in the finishing the board roster
- Treasurer's Report (Kent Vandock)
 - Submitted electronically and presented during meeting
 - Highlights, see *Appendix B*
 - Treasurer Vandock is working on electronic reimbursement, performing test runs, weighing cost versus ease, and will report back in the fall
 - **Motion:** to accept Treasurer's Report as presented
 - Made by: Doug O'Neal
 - Seconded by: Rich Schnipke
 - **Action taken:** Motion passed
- Presidential Report/Concerns:

- Tabled Discussion – Pay Scale for OCDA Conference Accompanists (Loren Veigel)
 - Tabled in order to give President the ability to negotiate fees similarly to those of clinicians
 - Pres. Veigel would like Board to establish policy to guide this process
 - Discussion
 - Perhaps a cap or range for fee as budget line item
 - Chair Call offered that Children’s Honor Choir accompanist fee is \$550 for entire event
 - Comparisons between flat fee and hourly rate
 - Fee of \$600 has been negotiated fee for past two years with top-tier accompanists
 - **Motion: to set a fee of \$600 plus expenses for both Conference Accompanist and CHC Accompanist**
 - Made by: Dara Gillis
 - Seconded by: Rich Schnipke
 - **Action taken: Motion passed**
- OCDA Website promotion of events
 - There has been an increase in requests for this
 - ACDA National Office has established guidelines for such situations
 - Proposal by Pres. Veigel to create request process for submission of non-paid sponsorship (a non-OCDA event)
 - Exec. Director Sharp suggests OCDA profiting from this
 - Treasurer Vandock reminded that an endorsement and sponsorship policy does exist on website but is not easily accessible and may need updated
 - **Motion: to form ad hoc committee to study endorsement policy and electronic integration**
 - Made by: Kent Vandock
 - Seconded by: Rich Schnipke
 - **Action taken: Motion passed (Coordinator West will establish this)**
- Welcome Tim Sharp – National News
 - Reminder that ACDA Mission Statement is to “inspire excellence in choral music composition, performance, education, and advocacy”
 - ACDA will roll out new content management system on September 1 that will streamline all data and encompass all facets of the organization
 - Members will receive engagement points for involvement
 - System will significantly increase ACDA’s efficiency
 - OCDA will be able to utilize using this system for many of its functions (e.g., event registration, surveys)
 - Aside from Pres. Veigel: Sharp’s position as Exec. Director saves OCDA clinician money for Summer Conference and would like to propose giving him a stipend of \$500-750
 - **Motion: to offer Tim Sharp a \$600 stipend for serving as a clinician at Summer Conference**
 - Made by: Rich Schnipke
 - Seconded by: Wei Cheng
 - **Action taken: Motion passed**
- Elementary Choral Festivals with OMEA (Julie Strebler)
 - See *Appendix C*
 - **Suggestions needed for a site in the southern half of the state**
- Pepper/Musical Resources professional relationship (Loren Veigel)
 - J.W. Pepper representative has requested that OCDA purchase clinician titles for Summer Conference with respect to the mutual agreement whereby J.W. Pepper

provides reading session packets free of charge (OCDA currently purchases clinician titles from Musical Resources)

- Discussion
 - Would not doing so affect the reading session music agreement?
 - Long-standing relationship with Musical Resources, though there are new owners
 - J.W. Pepper has built a strong relationship with OCDA in the last few years
 - Exec. Dir. Sharp suggestion to solicit bids
- Officers will work on this going forward
- Newsletter Report (Tim Cloeter)
 - *OCDA News* operated “in the black” for 2016-17 year
 - Results of survey from earlier in the year:
 - Information about what kind of articles
 - What impedes submission of articles
 - Small sample size—83 people responding—13% of OCDA membership; therefore, results may not be representative sample
 - Positive response for including emailed links to individual articles and abstracts
 - Discussion
 - Coordinator West has explored ways to deliver or notify *OCDA News* via an app but it is expensive
 - Chair Pierson: Possibility of using ISSUU app to read *OCDA News*
 - Exec. Dir. Sharp: ACDA’s new content management system might permit easier viewing
- Information Technology Coordinator Report (Eric West)
 - All OCDA events are cloud-based through Constant Contact
 - Coordinator West is working to fix Calendar of Events feature on website
 - **Board members should send any e-mail or picture updates to Coordinator West**
 - Would like a breakout session with R&R chairs at Fall Meeting to train on new database
 - Planning a website facelift
 - Guidebook app is available for this year’s conference
- Membership Committee (Doug O’Neal)
 - Sing Up! Fall Membership Drive 2017
 - See *Appendix D*
 - Chicago divisional conference may drive membership up for next year, though OMEA and OCDA are back-to-back in 2018
 - 10 complimentary memberships for next year
- Repertoire & Standards Chairs Status Updates
 - High School (Kristen Snyder)
 - No report
 - Women’s Chorus (Kristina MacMullen)
 - No report
 - Middle School (Libby Hainrihar)
 - No report
 - Multi-Cultural (Lynda Hasseler)
 - No report
 - College/University (Marie Bucoy-Calavan)
 - No report
 - Children’s (Jeremy David)
 - No report
 - Music/Worship (Daniel Parsley)

- No report
- Vocal Jazz (Chris Ilg)
 - No report
- Show Choir (Emily Garlock)
 - No report
- Men's Chorus (Jason Falkofsky)
 - See *Appendix E*
- Community (Tim and Tracy Carpenter)
 - No report
- Repertoire Notebooks from Reading Sessions (Rich Schnipke)
 - R&S Chairs please update notebooks
 - Beginning Fall 2017 OCDA will adopt Repertoire & Resources (R&R) structure in four major categories—Youth, Collegiate, Lifelong, Repertoire-Specific
 - Board meeting attendance will only be required of the four area coordinators
 - Subset chairs will still submit reading session titles and be asked to promote R&R area within the state
 - New Contemporary Commercial area covers show choir, vocal jazz, and pop a cappella
 - Pres. Elect Schnipke feels there is less interest in vocal jazz area in Ohio right now and that many directors who direct pop a cappella choirs and show choirs get custom arrangements—does OCDA need reading session titles for these areas?
 - Discussion
 - Chair Garlock has not received much feedback from show choir directors
 - Chair Snyder thinks directors may still get pieces from these areas for a spring concert, pop concert, etc.
 - Chair MacMullen suggested a separate reading session at Summer Conference built around Contemporary Commercial area, where chairs can offer technical tips, other resources
- Chair Reports
 - Mentorship (Bradley Pierson)
 - Participation has been low but participants have found it valuable
 - Direct interested mentors or mentees to the website and have them sign up
 - Historian (Amy Gelsone)
 - No report
 - Youth/Student (Jeremy Jones)
 - ACDA seeks registrants for next International Conductor Exchange Program in Kenya
 - Retired (vacant seat)
 - No report
 - Exhibits (Keith Tankersley)
 - No report
 - Distinguished Service Award (Dara Gillis)
 - There were no nominations this year

II. Old Business

- Children's Honors Chorus (Jennifer Call)
 - 128 singers this year with 27 teachers nominating
 - Ann Usher, clinician, and Chad Baker, accompanist
 - Summit Children's Choir is guest choir

- Looking to grow leadership team for next year
- Searching for location of OCDA CHC choral library that includes music from the past 10 years
- High School Honor Choirs (Ann Johnson)
 - Will report at Tuesday business luncheon
- 2017 Summer Conference (continued)
 - Volunteers obtained to introduce presenters
 - Reminders about Brio Conference Party and Gemütlichkeit
- Job Lists (Loren Veigel)
 - **Outgoing board members should create a job list to provide for replacement and copy Pres. Veigel on it**

III. New Business

- 2018 Summer Conference (Rich Schnipke)
 - Hilary Apfelstadt will be a headliner and Pres.-Elect Schnipke is working on others
 - June 18-20, projected dates
- Elections (Dara Gillis)
 - Successful elections were held with the following results:
 - Brandon Moss, President-Elect
 - Zeb Highben, Secretary
 - Frank Bianchi, NE Region Chair
 - John McClain, SC Region Chair
 - Brian Potts, SW Region Chair
 - NW and EC region chairs will be up for election next year
- Thank you to all board members for your service (Loren Veigel)

IV. Adjournment

- **Motion:** **to adjourn**
- Made by: Dara Gillis
- Seconded by: Rich Schnipke

OCDA Board Meetings:

- Saturday, September 9, 2017 at 10 a.m. in Roush Hall, Board Room, Otterbein College
- Saturday, January 6, 2018 at 10 a.m. in Roush Hall, Board Room, Otterbein College
- Monday, June 18, 2018 Summer Conference Board Meeting at 10 a.m. in Roush Hall, Board Room Otterbein College

Other Important Events

- OMEA Conference 2018 – February 8 - 10, Columbus
- ACDA Regional Conference 2018 – February 14 – 17, Chicago, ILL
- OCDA Summer Conference 2018- June 18-20, Otterbein University

Appendix A Conference Chair Report

2017 Summer Board Meeting Report Summer Conference Christopher Dent

--Conference Preparation:

- Conference materials were received with no problems. Claire Brock in the Otterbein Music Office continues to be one of many valuable resources for the conference.
- Thanks to Eric West (Information Technology Coordinator) for developing an online guidebook app for the 2017 conference. Perhaps this will allow OCDA to move to a more paper-free conference.
- 8 Student Workers are helping throughout the conference including most of last summer's assistants (half of the student workers are assisting with HS Honor Choir and only working Tuesday and Wednesday).
- Our relationship with Jill McCullough (Assistant Director of Wellness Education/Summer Conferences) is very positive. She maintains very open lines of communication and is working hard to ensure that OCDA's experiences on the campus of Otterbein University remain positive.

--Advertising for the Conference took place in a variety of ways including:

- OMEA Reading Sessions
- E-mail Blasts
- Postcard
- Facebook
- Word-of-Mouth from board members and those who have attended
- We are now limited in our advertising in OMEA publications. For 2017, we were not including in the conference guidebook as OMEA works to limit paper usage in the guidebook.

--For the first time in several years, conference attendance is holding steady. Since 2014, we have had a trend of declining attendance and as of June 18, we have more attendees (pre) registered for the conference as we had in total for 2016.

--The current breakdown of 2017 conference registrants is as follows:

- 96 Active ACDA Members
- 20 Retired Members (includes one new retired member)
- 5 Student/First Year Members
- 5 Non-Member Spouses (this category includes other attendees who may be attending the conference as a guest of an ACDA member including choir members)
- 11 New or Renewing Members (Active membership)

Total: 137

--25 of those attending are attending for the first time!

--Questions? Have a great conference!

Appendix B
Treasurer's Report

Ohio Choral Directors Association Summer Board Meeting
June 19, 2017

- I. Account Register Reports
 - a. Checking
 - b. Savings
 - c. Contingency Fund
- II. Networth
- III. 2017 YTD vs. 2016 Income/Expense Comparison
 - a. Income
 - i. Will need to wait post-conference to have a better picture of expense status
 - ii. Summer Conference Registrations are down about \$2,000 (roughly 10-12 people)
 - iii. High School Honor Choir Registrations are down \$1,785 (roughly 20 students)
 - iv. Elementary Choir Festival Report (see attached)
 - v. Sponsorships are 68% expended (roughly \$700 available)
 - b. Expense
 - i. Membership is an area to watch—better picture in September
 - ii. OMEA costs were down 27% over 2016 (see attached document)
- IV. Audit
 - a. FY 2016—Completed. Utilized two OCDA members to complete the audit.
- V. Taxes
 - a. FY 2016 Completed and submitted.
 - i. Work was done by Aeschliman and Company of Archbold, Ohio.
 - ii. They also submit our 1099-MISC for us.
- VI. 2017 Budget
 - a. Each person is responsible to be familiar with their area and any associated funds budgeted
 - i. R & S Chairs, Mileage, Event Coordinators
 - ii. I am available to assist you if you have any questions.
 - iii. Should you desire to have your budget for FY2018 be changed, please see me as the budget will be developed prior to the Fall Board meeting.
- VII. Receipts
 - a. All expenditures must have a proper receipt for reimbursement
 - i. Itemized
 - ii. Alcohol is not reimbursable
 - iii. Submitted reimbursement must CLEARLY indicate what each expenditure is for so I know how to categorize it!
 - iv. No reason that items don't make it to me within a timely fashion—I should not be getting 2nd and 3rd balance due notices—risks exposing OCDA to late charges!—nor should I get a reimbursement request for an expenditure several months later. Such items will be politely returned to sender!
- VIII. Registration for Ohio's Charitable Trust Act
 - a. Submitted in May 2016
 - b. Submission process is electronic

- c. Reminder about Ohio's Charitable Trust Act
 - 1. Requires an annual filing and filing fee
 - 2. Fee based on previous fiscal year assets
 - 3. Our fee was \$50 because we are in the \$25,000-\$100,000 asset bracket
 - 4. Registration due by May 15th each year
- IX. Registration with the Ohio Secretary of State
 - a. Last done in 2017
 - b. Renewal needed every 5 years
 - c. Good until January 17, 2022
- X. PayPal
 - a. Process is smooth and easy
 - b. Refund process is also very convenient
 - c. The breakdown of fees and income will be highlighted at the September board meeting
 - i. Breakdown is a bit time-consuming to do
 - d. Thanks to Information Technology Chair West for his assistance integrating to our website
- XI. GL Insurance, Accident Insurance, and Directors & Officers Liability Insurance
 - a. Purchased for \$1,825 for May 1, 2017-May 1, 2018.
 - i. \$981 for General Liability
 - ii. \$495 for Accident
 - iii. \$444 for Directors and Officers Liability
 - b. Purchased for \$1,825 in 2016
 - c. Purchased for \$831.00 in 2015.
 - d. Purchased for \$756.00 in 2014.
 - e. Purchased for \$531.50 in 2013
 - f. Purchased for \$511.50 in 2012
 - g. Accident Policy. Given that a catastrophic event is unlikely—an accident is FAR more likely at our type of event.
 - h. There is a \$100 deductible per covered person and then full access to \$10,000 worth of medical coverage. This deductible would be paid by each claimant.
 - i. Director and Officer Liability insurance has a \$3,000 deductible then full access of the \$500,000 benefit.
 - j. GL Policy has no deductible with a \$2,000,000 limit. \$1,000,000 per occurrence.
- XII. Electronic Receipt Submission (App-based)
 - a. Test-driving process this summer with two “volunteers”
 - b. Will have a report and potential proposal for the Fall Board Meeting

Appendix C Elementary Choir Festival Chair Report

East Central, Jackson High School

- Five participating ensembles
- Ann Usher, Clinician
- Suzanne Walters, Host
- Brandon Moss, MC

North West, Bowling Green State University

- Three participating ensembles
- Jennifer Call, Clinician
- Tim Cloeter, host
- Beth Vaughn, Facilitator and MC

North East, Cleveland State University

- Four Participating Ensembles (three schools plus guest ensemble, Lithuanian Boys Choir)
- Marie Bucoy-Calavan, Clinician
- John Perinne, Host
- Terry Hirschman and Loren Veigel, MC

Looking Forward

- Combine NE and EC into one location (Akron)
- Increase support from OMEA districts (Suzanne at State Board meeting)
- Find a southern site to expand into lower parts of the state (Ideas?)
- Increase participation in NW location (confirm BG or alternate site)
- Guest performers at more locations (great success with Dagilelis at CSU)

Revenue

OMEA (NW, EC, D6,7,8)	\$1,700
OCDA	\$888
<u>Registration Fees</u>	<u>\$575</u>
<i>Total</i>	<i>\$3,163</i>

Expenses

Clinicians	\$950
Facilities	\$770
Plaques	\$345
Recording	\$986
<u>Food</u>	<u>\$112</u>
<i>Total</i>	<i>\$3,163</i>

Appendix D
Membership Report

OCDA Membership Report

June 19, 2017

Submitted by Doug O'Neal

As of June 1, 2017:

Members: 530 (report doesn't include Library Members)

December 2016: 652 (subtracting 22 Library)

June 2016: 606 (subtracting 22 Library)

Biggest drop is in student: down 106

Active is down 8 members since January

Active is down 29 since June 2016

Members were 543 in June 2012

Highest 692 in Jan 2015 (we had over 196 students at that time and 328 active)

Fall 2017 Sing Up!

Haven't heard anything about the Fall campaign yet.

Hoping we still receive complimentary memberships

Reminder as next year is a Regional conference, Student members must be undergrad or grad students. High School students may still become members of ACDA, but are not part of the Ohio Student membership initiative. It is recommended that high school teachers communicate directly to ACDA and see if they can receive a discount on conference.

Membership at a glance:

Active 256

Associate 1

Exchange 1

Industry 6

Institution 4

Library ?

Life 69

Paying Life 3

Retired 58

Student 132

Appendix E
Men's Chorus R&R Report

OCDA SUMMER BOARD MEETING
June 19, 2017

Men's Chorus R & R Report
Submitted by Jason Falkofsky

1. Promotion of Men's Chorus Events/Festivals

- 2nd Annual Baldwin Wallace Men's Chorus Summer Sing
 - o First event drew over 150 singers from throughout the state (and some nearby states) for an evening of male glee club singing.
 - o This year's event will be held on Tuesday, August 1, 2018 from 7:00-9:00pm in Gamble Auditorium on the Campus of Baldwin Wallace University. The event is free, but pre-registration is required. Visit www.summersing.bwmenschorus.com
- Men in Song - Men's Festival Day held at University of Akron
 - o High school male chorus festival
 - o Friday, February 23, 2017
 - o Contact Marie Bucoy-Calavan for more info: mbucoycalavan@uakron.edu
- Can we get these on the OCDA Calendar?
- Other events? Forward to Jason Falkofsky at jfalkofsky@gmail.com