

Minutes - Ohio Choral Directors Association Summer Board Meeting 2019

Monday, June 17, 2019
Roush Hall- Board Room
Otterbein University
10:00 a.m.

Present: Ben Ayling, Frank Bianchi, Marla Butke, Jennifer Call, Tim Carpenter, Tracy Carpenter, Tim Cloeter, Chris Dent, Franklin Miller, Brandon Moss, Doug O'Neal, Holly Pemberton, Brian Potts, Rich Schnipke, Kent Vandock, Eric West, Sarin Williams

Absent: Marie Bucoy-Calavan, Amy Gelsone, Zeb Highben, Ann Johnson, Kristina MacMullen, John McClain, Jessica Myers, Brad Pierson, Lei Ramos, Alyssa Schott, Beth Vaughn, Loren Veigel

I. Preliminary Reports

- Call to Order (Rich Schnipke)
- Introductions of Board Members
- Minutes (Zeb Highben)
 - Sent to board membership via email
 - **Motion: to approve Minutes**
 - **Made by:** Eric West
 - **Seconded by:** Kent Vandock
 - **Action taken:** Motion passed
- Treasurer's Report (Kent Vandock)
 - Full report sent to board membership via email
 - Reminder to board members that documentation must be presented for reimbursements of expenditures and itemized
 - See Appendix A for summary of Treasurer's Report
 - **Motion: to approve Treasurer's Report**
 - **Made by:** Jennifer Call
 - **Seconded by:** Ben Ayling
 - **Action taken:** Motion passed
- Summer Conference Chair Report (Chris Dent)
 - Pre-Conference Registration down from previous years: 117 online
 - Includes 22 first-time attendees, 8 non-ACDA members, 3 student non-members, 8 student/first-year teachers, 23 retired attendees
 - Issues with delivery of reading session booklets (unrelated to J.W. Pepper); awaiting call from delivery company
 - Thank you to Gayle Walker for supplying student workers and to Jill McCullough for her work with the Otterbein Summer Conference Office
- President's Report (Rich Schnipke)
 - Detailed logistics of conference and organized board members to host clinicians for meals and to introduce conference sessions and concerts
- President-Elect Report (Brandon Moss)
 - Presented proposed agreement with J.W. Pepper regarding reading session booklets for OMEA Conference and OCDA Summer Conference—see Appendix B for agreement
 - **Motion: to approve agreement with J.W. Pepper as presented**
 - **Made by:** Marla Butke
 - **Seconded by:** Doug O'Neal
 - **Action taken:** Motion passed

- Election Results
 - President-Elect: Doug O'Neal
 - Secretary: Beth Vaughn
 - NE Region Chair: Jennifer Call
 - SC Region Chair: Sarin Williams
 - SW Region Chair: Sarah Baker
- Beth Vaughn was elected Secretary so President-Elect Moss has asked Brad Pierson to fill in as NW Region Chair to finish out her term in that role
- President-Elect Moss is finishing up the 2019-2021 board and will send out a roster soon
- OCDA News Editor Report (Tim Cloeter)
 - Thank you to board members who have contributed articles to *OCDA News* this year
 - Thank you to Holly Pemberton: *OCDA News* cleared over \$600 in advertisements
- Information Technology Coordinator Report (Eric West)
 - All five OCDA event registrations are now run through Constant Contact
 - Guidebook app use for Summer Conference is increasing every year
 - Each session this year has an evaluation feature on the app
 - Overall conference evaluation is available on the app
 - Encourage attendees to explore the many features of the app
 - OCDA website running well, though there are a few glitches with the job search feature
 - Chair West will make some cosmetic updates this summer
 - Board members should send photo and email updates for website to Chair West
 - President Schnipke would like Chair West, President-Elect Moss, and incoming board members to explore ACDA app and ways that OCDA can utilize it
- Membership Report (Marla Butke)
 - Membership decline is lessening from previous years; this year's membership numbers are relatively stable
 - Chair Butke will present full membership report at Business Luncheon on Tuesday
- Investment Committee Report (Kent Vandock)
 - Treasurer Vandock sends monthly statements to Investment Committee via email
 - End of 2018 was volatile but numbers are back up as of May 2019 to \$53,258.20 (up 5.33%)—OCDA is taking a long-term-view approach to its investment
 - Winter Board Meeting 2020 will mark the first full year of investiture and then OCDA can decide what to do with funds
 - Treasurer Vandock will begin a pattern for Fall or Winter meetings making a recommendation to Investment Committee for additional investment
- Children's Honor Choir (Jennifer Call)
 - Michael Grimm is serving as this year's onsite coordinator
 - Barb Lamont is this year's conductor
 - Attendance is down to 108 this year
 - Budget is tight; Otterbein is charging much more this year in fees
 - Chair Call thinks need for chaperones is holding attendance back
 - Further complication is Otterbein's contract requiring all chaperones to have background checks
 - Chair Call will explore other models for chaperones for the future (one idea may be music education students) and report back at the Fall Board Meeting
- High School Honor Choir (Ann Johnson & Jessica Myers)
 - Chair Johnson is stepping down after several years in the role and wishes to thank the Board for letting her serve

- Need board members to pass out programs at 6:15 before conference concert
- Elementary Festival (Lei Ramos)
 - Has a NW festival lined up; Chair Ramos is looking for a venue for the NE area
- Mentorship (Brad Pierson)
 - No report
- Historian (Amy Gelsone)
 - Archival files have been uploaded digitally and sent to Chair West
 - There are some formatting issues that will need worked out before they can be uploaded to the website, according to Chair West
- Retired (Ben Ayling)
 - Will present \$400 from 2nd Annual Golf Outing to a Scholarship Fund to assist new choral directors in attending OCDA or ACDA conferences
 - 3rd Annual Golf Outing is Friday, August 2 at Red Hawk Run in Findlay—Chair Ayling encourages members to put together teams to register
 - J.W. Pepper and Bob Rogers Travel are sponsoring event
 - **Chair West will upload application to website**
 - Chair Ayling encourages members to make donations to Scholarship Fund
 - Board needs to determine a process by which to award money from the Scholarship Fund
 - Chair Ayling recommends awarding partially on both need and talent
 - Treasurer Vandock recommends uploading an application form onto website
 - **Executive Committee will develop process**
- Exhibits (Holly Pemberton)
 - Conference has eight exhibitors—J.W. Pepper, Stantons, Musical Resources, Beyond the Classroom Tours, Century Resources, Cousins Concert Attire, Make Me Dough, Ball State University
 - Conference has three sponsors—J.W. Pepper, Beyond the Classroom Tours, Bob Rogers Travel
- Past President's Council (Loren Veigel)
 - President Schnipke is meeting Council on Wednesday on behalf of Vice-President Veigel to generate ideas for nominations
- Region Chair Reports
 - SC Region (John McClain)
 - No report
 - SW Region (Brian Potts)
 - Thanks to Children's Honor Choir Chair Call for assisting in getting students from the SW Region to that event
 - NE Region (Frank Bianchi)
 - Region is hosting a Male Choral Festival in October, with invitations to area groups to submit small groups to attend and learn repertoire from the OMEA required lists
 - Baldwin-Wallace Summer Sing is August 6
 - NW Region (Beth Vaughn)
 - No report
 - EC Region (Franklin Miller)
 - Hosted a small-school choral festival in April
 - Created a scholarship for worship leaders in honor of a church musician who passed away

- Repertoire & Resources Coordinator Reports
 - Youth (Doug O’Neal)
 - No report
 - Collegiate (Marie Bucoy-Calavan/Bradley Naylor)
 - No report
 - Lifelong (Tim & Tracy Carpenter)
 - No report
 - Repertoire Specific (Kristina MacMullen)
 - No report

II. Old Business

- None

III. New Business

- Authorized signers for OCDA financial accounts (Kent Vandock)
 - **Motion: to remove Loren Veigel from accounts and add Brandon Moss**
 - **Made by: Ben Ayling**
 - **Seconded by: Tim Cloeter**
 - **Action taken: Motion passed**

IV. Official adjournment

- **Motion: to adjourn meeting**
 - **Made by: Kent Vandock**
 - **Seconded by: Holly Pemberton**
 - **Action taken: Motion passed**

2019-2020 OCDA Board Meetings:

- Saturday, September 7, 2019
- Saturday, January 11, 2020
- Monday, June 22, 2020

Other Important Events

- OMEA Conference: January 30–February 1, 2020, Cincinnati, OH
- ACDA Central/North Central Region Conference: March 4-7, 2020, Milwaukee, WI
- OCDA Summer Conference: June 22-24, 2020, Otterbein University

Appendix A

Treasurer's Report Summary

Submitted by Kent Vandock, Treasurer

- I. Account Register Reports
 - a. Checking
 - b. Savings
 - c. Contingency Fund
- II. Networth
- III. 2019 YTD vs. 2018 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 at this point (based upon projections)
 - iii. High School Honor Choir Registrations are up \$765 (roughly 9 students)
 - iv. Elementary Choir Festival Report
 - v. Sponsorships are 0% expended (ECF not needed)
 - b. Expense
 - i. Membership is an area to watch—better picture in September
 - ii. OMEA costs were stable compared to last year
- IV. Audit
 - a. FY 2018—Completed. Utilized OCDA member to complete the audit. A few irregularities noted.
- V. Taxes
 - a. FY 2018 Completed and submitted.
 - i. Work was done by Aeschliman and Company of Archbold, Ohio.
 - ii. They also submit our 1099-MISC for us.
- VI. 2019 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 FY2020 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 \$1,920 for May 1, 2019-May 1, 2020.
 - i. \$981 for General Liability
 - ii. \$495 for Accident
 - iii. \$444 for Directors and Officers Liability
 - b. Purchased for \$1,920 in 2018.
 - c. Purchased for \$1,920 in 2017.
 - d. Purchased for \$1,825 in 2016.
 - e. Purchased for \$831.00 in 2015.
 - f. Purchased for \$756.00 in 2014.
 - g. Purchased for \$531.50 in 2013.
 - h. Purchased for \$511.50 in 2012.
 - i. Accident Policy. Given that a catastrophic event is unlikely—an accident is FAR more likely at our type of event.
 - j. 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.
 - k. Director and Officer Liability insurance has a \$3,000 deductible then full access of the \$500,000 benefit.
 - l. GL Policy has no deductible with a \$2,000,000 limit. \$1,000,000 per occurrence.
- XII. Electronic Receipt Submission (Expensify)
 - a. Awesome results and continued ease for our chairs!

Appendix B
Proposed agreement with J.W. Pepper



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June 11, 2019

Dear OCDA Board Members,

This letter serves to define an understanding between J.W. Pepper & Son, Inc. (JWP) and the Ohio Choral Directors Association (OCDA). It is agreed that this understanding will remain in effect through June 30, 2022.

As part of the business relationship between JWP and OCDA, JWP agrees to provide reading session booklets for OCDA for two events annually: the OCDA Summer Conference, consisting of five different reading sessions, and the OCDA-sponsored reading sessions at the Ohio Music Education Association Professional Development Conference, consisting of three different reading sessions.

In exchange for these services, OCDA agrees to purchase the majority of their music needed throughout the year from JWP. OCDA also agrees to provide a free full-page advertisement in all their organizational newsletters and bulletins.

A handwritten signature in black ink, appearing to read "John A. Yehling", is written over a horizontal line.

John Yehling
Regional Sales Manager
J.W. Pepper & Son, Inc.