

# Minutes - Ohio Choral Directors Association Summer Board Meeting 2020

June 22, 2020

(Virtual Meeting held via Zoom)

10:00 a.m.

**Present:** Sarah Baker, Bradley Naylor, Kent Vandock, Brandon Moss, Sarin Williams, Mario Buchanan, Cynthia Mira, Brad Pierson, Lei Ramos, Hae Jong Lee, Doug O'Neal, Tim Cloeter, Eric West, Jared Joseph, Amy Gelsone, Daniel Landis, Rich Schnipke, Meredith Smith, Josh Dufford, Jason McKee, Franklin Miller, Jennifer Call, Alyssa Schott, Laurel Labbe, Beth Vaughn, Holly Pemberton

**Absent:** Hilary Apfelstadt, Libby Hainrihar, Marie Bucoy-Calavan, Laura Kitchel

## I. Preliminary Reports

- Call to Order (Brandon Moss) – 10:02 a.m.
  
- Minutes (Beth Vaughn)
  - **Motion:** To approve both the Fall 2019 and Winter 2020 Minutes
    - **Motion:** Brad Naylor
    - **Seconded by:** Eric West
    - **Discussion:** none
    - **Action Taken:** motion passed
  
- President's Report: (Brandon Moss)
  - OCDA Response to COVID-19
    - Thank you to the officers and members for their responsiveness to these times and moving ahead to continue to meet the needs of our members. What we are doing for our summer conference puts us in the fore front of what others are doing across the country.
  - Virtual Conference, Tuesday, June 23, 2020
    - Hilary Apfelstadt – Keynote Address
    - Scott Edgar – social emotional learning
    - Panel on distance learning
    - Roundtables
    - Concert sessions
    - Virtual reading sessions
    - Happy Hour
    - 567 registered attendees – more from Jared Joseph in his report
  - Updates from National—Leadership Academy, Midwestern Region, R&R area name changes, Added Purpose Statements, COVID-19 Response Committee and Report, Advocacy Fund, Dallas 2021
    - Lots of ideas and updates from National
      - May – changed some bylaws and wording – passed
      - Merged Central and North Central regions – will now be named Midwestern Region – joint conference in future
      - Name changes for R&R areas
        - Ethnic now is World Musics and Cultures (Intermediate/Advanced and Developing Voices)
        - Women's now is Women's Choirs/SSAA

- Men's now is Men's Choirs/TTBB
    - Amending purpose statements; adding 2 core purposes focusing on peace and justice and diversity and inclusion
    - COVID-19 Response Committee Report - ACDA will share upcoming results of studies they are helping fund
    - ACDA - COVID-19 response – June 15 – check it out; Includes advocacy and provides instructional models on different back to school scenarios
    - \$125,000 donation to ACDA by Jerry and Jean Jordan – largest living donation ever received by ACDA; using it to create a choral advocacy initiative fund; they are hoping for the membership to match this donation
    - Hoping that 2021 Dallas conference can still happen
- Charge to Board RE: Membership/Retention
  - Board members, please make sure your own membership is current
  - Recruit and share OCDA with new teachers and those new to the state
- Recognition of outgoing Board members and incoming members
  - Sarin Williams – SC Region Chair – new position at Wabash College in Indiana
  - Jared Joseph – Summer Conference Chair - new position at Colorado Children's Chorale
  - Alyssa Schott – graduated from OSU – new position at Ottawa Glandorf High School
  - Jennifer Call – Stepping down from Children's Honor Choir Chair
  - Brad Pierson – NW Region Chair – rotating off board
  - Franklin Miler – EC Region Chair – rotating off board
  - Daniel Landis - new Summer Conference Chair
  - Kendell Edgerton – new Student Chapter Rep
  - Children's Honor Choir Chair – still looking for replacement
  - SC Region Chair (1 year interim) – still looking for replacement
- President-Elect Report (Doug O'Neal)
  - 1<sup>st</sup> ACDA chapter to do a virtual reading session
  - Access through website or get app
    - Music available through week – can download/print online
    - R&R chairs – selected one piece; submitted video and a YouTube video link; people can follow the music on app

- Treasurer's Report (Kent Vandock)

- See appendix A

**Motion:** to approve Treasurer's Report

- **Motion by:** Eric West
- **Seconded by:** Rich Schnipke
- **Discussion:** none
- **Action Taken:** motion passed

- OCDA News Editor Report (Tim Cloeter)

- See appendix B

- Full of gratitude – earned some money for organization and some great content via our newsletter
- Submissions upcoming – see appendix C

- Information Technology Coordinator Report (Eric West)
  - Brandon has made my job easy!
  - Will be around to help at Virtual Conference; Expect something to go wrong – it's our first time
  - New website on page to host all of the concert sessions. Also will include a new template for reading session materials and some of the conference will be available after on our website.
  - If you have communication to send out to the masses, send it to Eric
  - An idea for the future – there are times where many people want communication sent out really close to each other. **Maybe come up with a periodic timeline - like the Newsletter - to send out all communication together.**
  
- Chair Reports
  - Membership (Libby Hainrihar)
    - See appendix D
  
  - Investment Committee (Kent Vandock)
    - See treasurer's report
  
  - Summer Conference (Jared Joseph)
    - 569 – registrants
      - 24 states
      - 7 Canadian provinces
      - 6 other countries
    - If in need of a CEU letter and the schedule won't suffice – email OCDA conference gmail account
    - An email was sent out with conference instructions. There might be some who didn't receive instructions. If you hear of anyone, email OCDA conference gmail account.
  
  - Children's Honor Choir (Jennifer Call)
    - Made decision early enough that we didn't get into expenditures.
    - Stepping down as chair - if you know of someone that is interested or would be good for the position, let Jennifer know
  
  - High School Honor Choir (Josh Dufford & Meredith Smith)
    - 1<sup>st</sup> year as co-chairs and didn't happen but will carry plans through to next year
      - Rich Schnipke and Sandy Mathias will be clinicians next year
  
  - Elementary Festival (Lei Ramos)
    - One event – NE happened – at the College of Wooster
      - 2 sessions – 3 choirs at each session – in morning
      - No lunch needed
      - Heard many great comments about site
      - Lisa Wong – clinician and host – donated space
      - Lisa wants to continue event at Wooster
    - NW – cancelled; invoicing refunded from BG

- Going forward – try to find free venue in NW; hard to have in March because of spring break – any ideas of a free venue in NW Ohio area, let Lei know
- Mentorship (Brad Pierson)
  - No report
- Historian (Amy Gelsone)
  - No report
- Retired (Hilary Apfelstadt)
  - See appendix E
- Exhibits (Holly Lewis)
  - No report
- Past President's Council (Rich Schnipke)
  - Elections—EC and NW Region Chairs
    - Should have tomorrow as vote ends today
    - Thanks to committee – Sarah Baker, Beth Vaughn, Jennifer Call
  - Distinguished Service Award update
    - Exec committee decided with no summer conference that there would be no award this year; Amy Gelsone could do recap of previous awards for this news cycle and reasoning for this decision
  - Past President – recognize milestones (years of service, retirements, etc.) – up for discussion at fall meeting
    - Any other ideas – bring to fall meeting
- Student Chapter Rep. (Alyssa Schott)
  - No report
- SC Region (Sarin Williams)
  - Many closures of music programs happening with COVID. Keep injecting spirit for those in this situation.
- SW Region (Sarah Baker)
  - A couple of new members moved into the area – referred to Libby (Membership Chair).
- NE Region (Jennifer Call)
  - No report
- NW Region (Brad Pierson)
  - No report
- EC Region (Franklin Miller)
  - No report
- Repertoire & Resources Coordinator Reports
  - Youth (Laurel Labbe)

- No report
- Collegiate (Marie Bucoy-Calavan/Laura Kitchel)
  - Collegiate Commissioning Consortium
    - No report
- Lifelong (Mario Buchanan)
  - No report
  - Hae-Jong Lee – welcome as new Community R&R Chair
- Repertoire Specific (Brad Naylor)
  - Dominique Petite – new colleague

## II. Old Business

- Update on Summer Conference Scholarships
  - Ayling Open proceeds would sponsor these scholarships
    - A couple of early applications
    - As they were not needed this year, continue the program in 2021
- Storing OCDA Archives at Bowling Green (Rich Schnipke)—**tabling until Fall 2020**
- Our agreement with OMEA—sponsored sessions (Brandon Moss)
  - OCDA members could submit for OCDA sponsorship for OMEA sessions
    - 4 proposals – accepted all 4; they then submitted to OMEA
    - Laurel Kitchel; Jeff Clark; Kent Vandock; Dara Gillis
- Repertoire notebooks/binders
  - Brandon currently has them – **need to get to R&R chairs**
- Next Direction Choral Leadership Conference—cancelled
  - We had approved Alyssa Schott to go but it was cancelled
- Other old business (from floor) - none

## III. New Business

- Fall Professional Development Offering/Holding regular webinars or seminars (Brandon Moss)
  - In person event – looking less and less realistic
  - In order to better serve our membership – hold regular webinars
    - Awesome idea – great advertising for OCDA; get a big name – offer for outside organization registration for fee
    - Connecticut is doing something like this with various conductors as guests. They have some great ideas.
    - If we offer this for members only it gives us something else that OCDA can offer to our membership
    - Some people might have “Zoom fatigue.” Keep them area specific, offer a variety and have a nice balance so that people wouldn’t feel the need to be involved with every one.
    - Maybe offer them as a video or link that they can watch on their own time if they can’t be there at the scheduled time.
  - Funding – zoom webinar – cost (up to 500 people - \$150 a month); money/honorariums for clinicians; maybe \$1000 or \$1500 to put behind the idea
  - Do we need to use Zoom; could we use YouTube – with a password; does it need to be live? Is it a discussion or presentation?
    - Hybrid would be beneficial – depending on what we need/are doing

- Maybe approve money as we need it?
  - Does Skype offer anything like this?
  - Maybe make a committee to look at all various options?
  - Approve a little bit of money now to start OR form a committee for bigger initiative and vote over email.
  - **Motion:** Form a committee to commit to 2 of these events in the rest of the calendar year; earmark \$600 to support these efforts and form a committee for long term planning
    - **Motion:** Rich Schnipke
    - **Seconded by:** Doug O’Neal
    - **Discussion:** none
    - **Action Taken:** motion passed
  - Interested in serving on committee? Please let Brandon know
- Forming an Exploratory Update Committee (Brandon Moss)
  - Constitution – needs to be updated
    - Hasn’t been done since about 2007; needs to be cleaned up, revised and updated to follow our current procedures and policies.
      - Example – election procedures are different
  - Structural considerations
  - Other needs we are not meeting
    - Social injustice and inequality; numbers; are we really serving our members?
    - Putting a survey out; interviewing members; adding purpose statements
    - Forming standing committees on diversity, advocacy, inequality, composer initiatives etc.
      - National has standing committees like the above
      - These changes would also help us to align with National (like we did for the R&R name changes)
  - Proposal of a “Visioning Committee”
  - **Motion:** To form a committee to look at the above items and how to move forward with OCDA
    - **Motion:** Jennifer Call
    - **Seconded by:** Brad Naylor
    - **Discussion:** none
    - **Action Taken:** motion passed
  - Executive committee look at the constitution to see what changes are needed.
- Vote to amend budget for the remainder of 2020
  - Due to dramatic changes due to COVID-19– updates to budget
    - Elementary Festival – no changes
    - HS Honors – zero everything out
    - Children’s Honors – zero everything out
    - Summer Conference
      - A vote was taken to allot up to \$1500 to spend on the Virtual conference
        - Clinicians
        - Zoom Webinar
    - Expecting to deficit spend by about \$600 – potentially

- Expenditures that won't occur this year that could change outcome
    - Membership – not having to supplement collegiate memberships
    - No in person board meetings so no travel expenses
    - Sponsorships still coming in the fall
  - Next year's budget could be a big guess at this point; we need to be flexible
  - Updated to show realities of no events
  - Potential to break even
- **Motion: Beth Vaughn** – to accept the amended Budget for 2020
    - **Seconded by** – Franklin Miller
    - **Discussion** - none
    - **Motion passed**
- Other new business (from floor)
    - **Rich Schnipke – motion –**
      - Change the R&R names to align with National
        - Ethnic Music becomes World Musics and Cultures (Intermediate/Advanced and Developing Voices)
        - Women's becomes Women's Choirs/SSAA
        - Men's becomes Men's Choirs/TTBB
      - **Seconded by** – Meredith Smith
      - **Discussion:** would it affect the HS Honor's Choir names? Right now just change names and then look at that later.
      - **Action Taken:** motion passed

#### IV. Official adjournment

**Motion:** Brad Naylor

**Seconded by:** Lei Ramos

**Action Taken:** Motion Passed

#### Other Important Events

- OMEA Professional Development Conference – February 4-6, 2021, Columbus
- ACDA National Conference – March 17-20, 2021, Dallas, TX
- OCDA Summer Conference – June 21-23, 2021, Otterbein University, Westerville  
Headliners: Janet Galván, Jacob Narverud, Zebulon Highben

Respectfully Submitted.

Beth E. Vaughn  
OCDA Secretary

## Appendices

### Appendix A

Ohio Choral Directors Association Summer Board Meeting  
Treasurer's Report – Kent Vandock  
June 22, 2020

- I. Account Register Reports
  - a. Checking
  - b. Savings
  - c. Contingency Fund
  - d. PayPal
  - e. Investment Account
- II. Net Worth
- III. Elementary Choral Festival
- IV. 2020 YTD vs. 2019 Income/Expense Comparison
  - a. Income
    - i. Large changes due to COVID-19
  - b. Expense
    - i. Large Changes due to COVID-19
- V. Audit
  - a. FY 2019—Completed. Utilized OCDA member to complete the audit.
- VI. Taxes
  - a. FY 2019 Completed and submitted.
    - i. Work was done by Aeschliman and Company of Archbold, Ohio.
    - ii. They also submit our 1099-MISC for us.
- VII. 2020 Budget
  - a. Please note the revisions in our 2020 operating budget due to COVID-19
  - b. 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 FY2021 be changed, please see me as the budget will be developed prior to the Fall Board meeting.
- VIII. 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 2<sup>nd</sup> and 3<sup>rd</sup> 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!

- IX. 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 15<sup>th</sup> each year
- X. Registration with the Ohio Secretary of State
  - a. Last done in 2017
  - b. Renewal needed every 5 years
  - c. Good until January 17, 2022
- XI. GL Insurance, Accident Insurance, and Directors & Officers Liability Insurance
  - a. Purchased for \$444 for May 1, 2020-May 1, 2021.
    - i. \$444 for Directors and Officers Liability
    - ii. GL & Accident Insurance Deferred due to COVID-19 realizing about \$100/month in savings
  - b. Purchased for \$1,920 in 2019.
  - c. Purchased for \$1,920 in 2018.
  - d. Purchased for \$1,920 in 2017.
  - e. Purchased for \$1,825 in 2016.
  - f. Accident Policy. Given that a catastrophic event is unlikely—an accident is FAR more likely at our type of event.
  - g. 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.
  - h. Director and Officer Liability insurance has a \$3,000 deductible then full access of the \$500,000 benefit.
  - i. 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**

OCDA Board Meeting – 22 June 2020

**OCDA News Editor Report**

This was another successful year for the OCDA News! I was impressed by the quality of the content submitted, and happy that again this year we made a little money for the organization. I'm very grateful that the following board members invested their time and effort to contribute valuable articles that were interesting, educational, helpful, and inspiring:

Sarah Baker	Amy Gelsone	Cynthia Mira
Megan Boyd	Libby Hainrihar	Brandon Moss
Mario Buchanan	Jared Joseph	Bradley Naylor
Jennifer Call	Laurel Labbe	Lei Ramos
Jeff Clark	Laura Kitchel	Lisa Wong
Chris Dent	Franklin Miller	

I also offer my thanks to all board members for the work you do for OCDA, and I look forward to reading what the following members have to say in the Fall (the submission deadline for the Fall issue is September 15):

- President.....Brandon Moss
- Summer Conference Coordinator (wrap-up) .....Jared Joseph
- Historian (Distinguished Service Award).....Amy Gelsone
- Repertoire Specific: Vocal Jazz R&R Chair.....Chris Venesile
- Lifelong: Music in Worship R&R Chair.....Mario Buchanan
- Lifelong: Community Choirs R&R Chair .....Hae Jong Lee
- Youth: Senior High School R&R Chair: .....Jason McKee
- Repertoire Specific: Ethnic Music: Developing Voices R&R Chair .....Kelly Winner

Respectfully submitted,



Tim Cloeter  
OCDA News Editor

**Appendix C**

**OCDA NEWS**

**Schedule of Submissions by Board Members**

One of the fundamental goals of the OCDA News is to help make the leaders of our organization accessible. Your article (and photo) in the OCDA News is an opportunity for you to become better known by the members. It is also an opportunity to serve the organization by providing engaging and relevant content for the newsletter.

The following schedule permits all board members to have a minimum of one opportunity during his/her term to contribute, and attempts to make each issue appeal to as wide a range of members as possible. Additional submissions are welcomed at any time. **Please e-mail your article as a Word document to the editor; please also send a current headshot photo.**

Tim Cloeter, editor • timothycloeter@gmail.com • 262.527.8151 cell

**FALL 2020: Volume 41, No. 1 (deadline: September 15)**

- President .....Brandon Moss
- Treasurer’s Report..... Kent Vandock
- Summer Conference Coordinator .....Jared Joseph  
*(conference wrap-up)*
- Historian .....Amy Gelsone  
*(about the most recent recipient of the Distinguished Service Award)*
- Repertoire Specific: Vocal Jazz R & R Chair.....Chris Venesile
- Lifelong: Music in Worship R & R Chair .....Mario Buchanan
- Lifelong: Community Choirs R & R Chair (by postponement)..... Hae Jong Lee
- Youth: Senior High School R & R Chair (by postponement).....Jason McKee
- Repertoire Specific: Ethnic Music: Developing Voices R & R Chair..... Kelly Winner

**WINTER 2021: Volume 41, No. 2 (deadline January 15)**

- President .....Brandon Moss
- Vice President..... Rich Schnipke  
*(call for nominations, if needed)*
- Northwest Regional Chair..... Brad Pierson
- Student Chapter Representative.....Alyssa Schott
- Youth: Community Children R & R Chair .....Jeanne Woihlgamuth
- Repertoire Specific: Contemp. Commercial: Contemp. A Cap R & R Chair.....Alex Phan
- Summer Conference Coordinator .....Jared Joseph  
*(conference flyer and registration form)*
- Childrens Honor Choir Coordinator .....Jennifer Call  
*(program flyer and registration form)*
- High School Honor Choir Coordinators..... Meredith Smith & Josh Dufford  
*(program flyer and registration form)*

**SPRING 2021: Volume 41, No. 3 (deadline April 15)**

- President .....Brandon Moss
- President-Elect .....Doug O’Neal
- Secretary ..... Beth Vaughn
- South Central Regional Chair ..... Sarin Williams

Youth: Junior High/Middle School R & R Chair .....Laurel Labbe  
Collegiate: College/University R & R Chair..... Marie Bucoy-Calavan  
Retired Members Chair .....Hilary Apfelstadt  
Summer Conference Coordinator .....Jared Joseph  
*(conference flyer and registration form)*

**FALL 2021: Volume 42, No. 1**

**(deadline September 15)**

President  
Treasurer's Report  
Summer Conference Coordinator  
*(conference wrap-up)*  
Historian  
*(about the most recent recipient of the Distinguished Service Award)*  
Repertoire Specific: Ethnic Music: Intermediate/Advanced R & R Chair  
Southwest Regional Chair  
Youth: Junior High/Middle School R & R Chair  
Membership Chair  
Elementary Festival Chair

**WINTER 2022: Volume 42, No. 2**

**(deadline January 15)**

President  
Northeast Regional Chair  
Repertoire Specific: Men's Choirs R & R Chair  
Repertoire Specific: Women's Choirs R & R Chair  
Youth: School Children R & R Chair  
Summer Conference Coordinator  
*(conference flyer and registration form)*  
High School Honor Choir Coordinators  
*(program flyer and registration form)*  
Childrens Honor Choir Coordinator  
*(program flyer and registration form)*

**SPRING 2022: Volume 42, No. 3**

**(deadline April 15)**

President  
Vice-President  
*(regarding elections)*  
East Central Regional Chair  
Youth: Senior High School R & R Chair  
Collegiate: Student Activities R & R Chair  
Repertoire Specific: Contemporary Commercial: Show Choir R & R Chair  
Lifelong: Community Choirs R & R Chair  
Summer Conference Coordinator  
*(conference flyer and registration form)*

## Appendix D

### **OCDA Membership Report** Libby Hainrihar, Membership Chair June 22, 2020

#### **OCDA Membership Numbers:**

- There has been a drop in membership from January 2020 (441 members) to June 2020 (400 members).
- This is on trend with national ACDA membership, which is at around 80% of its membership (as stated at Zoom Leadership Conf.).
- Why the drop in membership?
  - Current economic climate in pandemic
  - Some members join or renew in concurrence with registration for OCDA Summer Conference, but the conference will not serve as an incentive for membership this year.
  - What can we do for our membership in these challenging times?
    - From ACDA National: As choir directors are considering which professional organizations to join, our members need to consider the ACDA as an essential membership.
    - People are responding to ADVOCACY and INSPIRATION.

#### **Sing Up Membership Drive 2020: 9/15/20 to 11/15/20**

- **Student Membership Initiative: July 1, 2020 - June 30, 2021**
  - This year's \$5 student membership price is for ALL students, new and renewing.
  - All states are automatically opted in
  - Students pay \$5, balance is subsidized fully by ACDA! OCDA does not need to subsidize this year.
  - Students should register online and will be charged \$5
- **Complimentary Membership Program**
  - 20 active memberships to give away.
  - Special consideration to those who have suffered hardship (loss of job or financial distress)
  - Runs September 15 through November 15, 2019

## Appendix E

### OCDA Retired Members Board Representative Report -- Hilary Apfelstadt June 2020

At the winter 2020 meeting, the Board approved a proposal for a project that would make available choral clinics by retired OCDA members for ensembles and their teachers preparing for State OMEA competition, or indeed any performance event. We posted an announcement on the website and sent out a mass email to the membership.

Between early February and mid-March, when the pandemic closed our schools, seven retired members provided a total of 17 clinics for various schools. At least two other clinics had to be cancelled. An additional clinician was invited in by several schools but as he was in Florida, he could not participate. At least two OCDA members, who teach part-time in Ohio universities, declined because they do this type of thing as part of their employment.

None of the clinicians sought travel reimbursement, donating their services to OCDA. I think it is wise to keep this option for future, however, in case someone is asked to travel outside their own area and would benefit from the payment.

The project seems to have worked well with clinicians being enthusiastic about their visits and teachers receptive to our presence. I would appreciate additional feedback from any teachers at my personal e-mail address: hilaryapfelstadt1@gmail.com

The following retired members participated this year:

Hilary Apfelstadt  
David Bell  
James Gallagher  
Larry Griffin  
Peter Jarjisian (Peter has since moved to D.C.)  
Sandra Mathias  
Jeanne Wohlgamuth

We hope to offer this program in the future, although we recognize there may be further delay until choral programs are fully back in operation. When that happens, however, we hope to have an even larger pool of available clinicians. Thanks to the Board for your support.

Respectfully submitted,

Hilary Apfelstadt