

Minutes - Ohio Choral Directors Association Winter Board Meeting

January 7, 2023

Otterbein University

10:00 a.m.

Present: Doug O'Neal, Jeanne Wohlgamuth, Mario Buchanan, Alyson Bates, Dara Gillis, Bradley Naylor, Harris Ipock, Brian Bailey, Josh Dufford, Katie Silcott, Ann Johnson, Stephen Popa, Eric West, Kent Vandock, Beth Vaughn, Steven Hankle, Kelsey Burkett

I. Preliminary Reports

- Call to Order (Doug O'Neal)
 - 10:05am
- Minutes (Beth Vaughn)
 - **Approval of Fall 2022 minutes**
 - **Motion: Kent Vadock**
 - **Second: Jeanne Wohlgamuth**
 - **Discussion: None**
 - **Action Taken: Motion Approved**
- President's Report: (Doug O'Neal)
 - National Conference pre registration discount ends January 19th at 6 PM.
 - ACDA Constitution and Bylaws Revision process
 - Deadline for comment is February 1, 2023.
 - <https://acda.org/bylaws>
 - Including a change to National R&R structure, but will match what Ohio currently has (name changes for inclusivity, split Commercial Music into "Show Choir" and "Contemporary A Cappella")
 - Summer Conference Update
 - June 26-28 - Capital University - Theme: Tune Your Toolbox
 - Deadline for Performing Group Applications will be March 1, 2023 with notification by April 3, 2023.
 - Joe Miller, Jessica Nápoles, Stacey Gibbs will be Clinicians
- President-Elect Report (Jeanne Wohlgamuth)
 - Reading sessions for OMEA
 - Musical Resources - booklets - impressed with service
 - Books already out to R&R Chairs
 - Please review and look through
 - Amy Leacock - accompanist for reading sessions
 - Please send headshots to Jeanne for the slideshow
 - All reading sessions are in the Hyatt Delaware
 - See the bottom of the minutes for dates and times
 - Anyone for future headliners - please send Jeanne ideas and names

- Past President Report (Brandon Moss)
 - We have received very few nominations for any office for this year's elections. They were due Dec. 31.
 - This year's elections are for President-Elect, Secretary, and the NE, SW, and SC Region Chairs.
 - We are extending the deadline for nominations until Jan. 31, and an email blast will be sent out soon to this effect.
 - As board members, I highly encourage you to nominate folks for these offices. Please send nominations to brandonmoss@gmail.com.
 - We have also only received one nomination for the Distinguished Service Award, and this person is not a member of OCDA and does not seem to have served the organization at all.
 - We are also extending the deadline for the DSA until Jan. 31. This is going out in the same email.
 - As board members, I highly encourage you to nominate someone for this.
 - The form for nominations is linked on the website and was sent out in the Fall Newsletter. Once we have a nomination or nominations, I will send out an email and we will vote electronically after Jan. 31.
- Treasurer's Report/Investment Committee (Kent Vandock) - **Appendix A**
- OCDA News Editor Report (Tim Cloeter)
 - OCDA News Winter issue; the deadline for submissions is January 15. These are the contributing board members with a couple of annotations:
 - President: **Doug O'Neal**
 - Vice President: **Jeanne Wohlgamuth** [Jeanne: this is not an article, just a call for nominations if you need to publish one]
 - Mentorship Chair: **Ann Johnson**
 - Northwest Region Chair: **Tracey Nycz**
 - Student Chapter Representative: **Charles Nykiel**
 - Youth Choirs: Community Children's Choirs R&R Chair: **Tatiana Kats**
 - Repertoire Specific: Contemporary Commercial: Contemporary A Cappella R&R Chair: **Ryan Hutcherson**
 - Summer Conference Coordinator: **Kathleen Pellington** [Kathleen: this is not an article, just the conference flyer if you wish to publish it]
 - Treble Honor Choir Coordinator: **Katie Silcott** [Katie: this is not an article, just the honor choir flyer and registration form if you wish to publish them]
 - High School Honor Choir Coordinators: **Meredith Smith / Josh Dufford** [Meredith and Josh: this is not an article, just the program flyer and registration form if you wish to publish them]
 - You might like to examine past issues of the OCDA News at our website. Articles range from scholarly to inspirational, from philosophical to nuts-and-bolts-practical, and everything between. Your article is an opportunity for the members of OCDA to get to know you, and an opportunity for you to share something from your experience and expertise. Some articles are long and others are brief, some are formal and others colloquial. Some present research, some transcribe an interview, some share significant experiences, some review repertoire. If you write about something that

matters to you, I feel certain that there will be OCDA members for whom what you write is exactly what they needed to hear at this time.

- Information Technology Coordinator Report (Eric West)
 - Please send pictures/headshots to Eric
 - Cleaned out Constant Contact
 - Only had about a 50% open rate
 - How do we engage our membership in a more efficient manner?
- Chair Reports
 - Retired (Hilary Apfelstadt)
 - Program with retired educators available to provide clinics for choirs/directors
 - Membership (Libby Hainrihar) - **Appendix B**
 - Success in #IamACDA campaign → Ohio active membership saw an increase of 14.1%.
 - See report sent with agenda
 - Summer Conference (Kathleen Pellington)
 - No room fees at Capital!
 - Treble Honor Choir (Katie Silcott)
 - Information sent to directors on January 17, 2023
 - Grade 4-8
 - One day format similar to HSHC
 - Robyn Lana will be the Guest Conductor
 - High School Honor Choir (Josh Dufford & Meredith Smith)
 - Rich Schnipke - clinician
 - SATB auditioned choir
 - Application - submit recording
 - All-State or regional honors participation; Superior on Class A or B solo - available for application and has to sing only My Country Tis of Thee
 - Those that do not fit the above, they can submit an excerpt as well for audition
 - Looking for 80-100 voices
 - Deadline - will be announced soon
 - Elementary Festival (Alyson Bates)
 - Treble Choral Festival is now the official name of the festival
 - See Tracey Nycz report under NW Region for more info.
 - NE and SW looking at getting one underway
 - Mentorship (Ann Johnson)
 - Figuring out what direction to take at this time
 - Historian (OPEN)
 - If you know of anyone, please send their info to Doug
 - Exhibits (Holly Lewis)
 - Newsletter is covered financially; looking for more potential sponsors/advertisers/exhibitors
 - Student Chapter Rep.
 - No report

- SC Region (Kelsey Burkett)
 - No report
- SW Region (Steven Hankle)
 - Talked with Alyson about Treble Festival in region
- NE Region (Brian Bailey)
 - Also initiated conversation with Alyson about treble festival in what region as well.
- NW Region (Tracy Nycz)
 - Northwest Ohio Region Elementary/Intermediate Choral Festival
 - Oak Harbor High School - Saturday, March 4.
 - Clinician: Lisa VanSycoc, Women's Chorus Director and Music Education Supervisor at Baldwin Wallace University
 - Email invitations were sent to OMEA Districts 1, 2, & 3 and the Northwest Ohio Region OCDA members.
 - Special thanks to Cindy Mira from Bellevue Elementary who was instrumental in helping me navigate past practices of the Elementary Choral Festival by providing me with previous invitation letters used and clinician information.
- EC Region (Stephen Popa)
 - No report
- Repertoire & Resources Coordinator Reports
 - Youth (Dara Gillis)
 - No report
 - Collegiate (Christopher Larsen/OPEN)
 - Collegiate/Student Activities position is open
 - Lifelong (Mario Buchanan)
 - No report
 - Repertoire Specific (Brad Naylor)
 - No report
- Standing Committee Chair Reports
 - Diversity Initiatives (Dionne Bennett)
 - No report
 - Professional Development (Harris Ipock)
 - If you or if you know of someone interested in serving on this committee, please let him know

II. Old Business

- Request for specific mentors who are resources in certain areas beyond R&R areas. (Pacific Rim, African American, Latin, etc)
- 2023 OCDA Budget
 - **Approval of 2023 Budget**
 - **Motion: Beth Vaughn**
 - **Second: Stephen Popa**
 - **Discussion: None**
 - **Action Taken: Motion Approved**

III. New Business

- ACDA Constitution Bylaws
- Information Technology Platform Evaluation
 - Constant Contact and PayPal - looking at these services
 - Constant Contact - primary source of communication to membership
 - Updates of email distribution lists have to happen manually
 - 2GB - digital resource library
 - Showed other ways we (OCDA) use it
 - We are paying for much more that we don't utilize
 - Paying \$2326.56 for email and registrations
 - Google Workspace
 - Email address with our own domain
 - Chat & Spaces for discussion and committee work
 - Ability to set up contact and distribution lists
 - Google meet for up to 100 participants
 - 30GB of storage per user
 - Collaborative sharing under one roof
 - Google sites
 - Shared resource center
 - Secure - all of organization's info will be secured and backed up in a Google cloud system
 - Why Google Workspace?
 - Frequent turnover of board members
 - Ease of onboarding and training ease
 - Consistency of contact information
 - Ease of transition to successors
 - Board members could communicate directly with membership rather than going through IT coordinator
 - Set up document templates
 - Considerations
 - Free for nonprofits
 - Would probably still need to pay for a payment site for registrations
 - Concerns
 - Ability to work out payments and transactions
 - Board members being on the "same page" with usage of accounts and documents
 - Extra work for IT
 - Transition timetable
 - Unknowable issues
 - Save a considerable amount of money

- **Motion to move from Constant Contact to Google Workspace**
 - **Motion: Eric West**
 - **Second: Kelsey Burkett**
 - **Discussion: make sure we know how to collect money**
 - **Timetable would depend on various factors; it would not be immediate**
 - **Action Taken: Motion Approved**

IV. Official adjournment

- **Motion to adjourn**
 - **Motion: Alyson Bates**
 - **Second: Jeanne Wohlgamuth**
 - **Discussion: None**
 - **Action Taken: Motion Approved**

Other Important Events

- 2022-2023 Board Meetings –
 - Monday, June 26, 2023 10 AM – Noon, Capital University, location TBA
 - Board meetings are usually first Saturday after Labor Day, first Saturday after January 1, Monday morning of Summer Conference
- OMEA Conference: February 2-4, 2023, Columbus, OH
 - OCDA Sponsored Clinicians
 - **Libby Hainrihar**, Developing Musicianship Skills Through Sight-Singing; Friday, February 3, 2:00 – 3:00 PM, HY Taft AB
 - **Kent Vandock**, Choral Ensemble Health and the 2e (Twice Exceptional) Student; Friday, February 3, 3:30 – 4:30 PM, HY Knox
 - **Jami Lercher**, Turning Choral Warm-Ups Upside Down; Saturday, February 4, 8:00 – 9:00 AM, CC A210-211
 - **Brandon Moss**, The Responsibility of Programming: Choosing Choral Repertoire in the 21st Century; Saturday, February 4, 12:30 – 1:30 PM, HY Taft AB
 - OMEA OCDA Reading sessions
 - **Elementary Choral Reading Session**
 - Friday, February 3, 2023, 9:30 AM, Hyatt Delaware Room
 - **Middle School Choral Reading Session**
 - Thursday, February 2, 2023, 3:30 PM, Hyatt Delaware Room
 - **High School and University Choral Reading Session**
 - Saturday, February 4, 8:00 AM, Hyatt Delaware Room
- ACDA National Conference: February 22-25, 2023, Cincinnati, Ohio
- OCDA 2023 Summer Conference – June 26-28, 2023, Capital University, Columbus, Ohio

Appendix A

Ohio Choral Directors Association Winter Board Meeting

January 7, 2023

- I. Account Balances
 - a. Checking
 - b. Savings
 - c. Contingency Fund
 - d. PayPal
 - e. Investment Account
- II. 2022 vs. 2021 Income/Expense Comparison
 - a. Income
 - i. Gross income up due to return of OCDA events
 - ii. Member Dues were up quite a bit—driven by conference
 - iii. Summer Conference earned \$1,458.78 in 2022 as opposed to a \$1,672.36 gain in 2019
 - b. Expense
 - i. Travel and Board Meetings up due to in-person meetings
 - ii. Insurance costs increased (back to normal) due to in-person events
 - c. Bottom Line
 - i. 2022 expenses exceeded income by \$469.63—an increase of \$3,466.21 from last year's gain of \$2,996.58
 - ii. We are on good financial footing and have managed to navigate a changing landscape. While, we had recovered 2020 losses, our path forward is not entirely clear. The small operating loss in 2022 should serve as a cautionary tale that just bringing back events is not enough. We must remain ever vigilant of our budgets to ensure that we maintain the integrity of our financial position and be ever cognizant of how our landscape continues to change in front of us. This may require a shift in the organization's philosophical approach to its revenue stream.
 - d. Top 10 Places we put our Funds
- III. Net Worth
- IV. Audit
 - a. FY 2022—to be completed.
 - b. Audit Services
- V. Taxes
 - a. FY 2022—to be completed
 - b. W-9s and 1099 Miscellaneous are our responsibility; Aeschliman and Company handles this for us. 1099s will be completed and mailed.
 - c. If a payee (individual) receives \$600 or more, no check will be issued until a W-9 has been completed.
- VI. Ohio Charitable Trust Act
 - a. FY 2022—to be completed.
- VII. FY 2023 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.

VIII. Receipts

- a. All expenditures must have a proper receipt for reimbursement
 - i. Itemized
 - ii. Alcohol is not reimbursable
 - iii. Submitted reimbursements 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!

IX. Treasurer Printing Report

- a. Board approval granted for annual reimbursement in 2018
- b. Report is attached for Board review

OCDA Membership Report

Libby Hainrihar, Membership Chair

January 8, 2023

OCDA Membership Snapshot:

	Nov 2020	June 2021	Nov 2021	June 2022	Dec 2022
Total Membership	454	429	393	382	404
Active Membership	232	209	180		255
Student Membership	101	103	99		103

- **December total membership is 404, which is on the rise.**
- Success in #IamACDA campaign → Ohio active membership saw an increase of 14.1%.
- Continue to spread the word (personal invitation, email, etc.) about National Convention in Cincinnati- this is an excellent opportunity to increase Ohio membership!