

Agenda - Ohio Choral Directors Association Winter Board Meeting

January 7, 2017

Roush Hall- Board Room

Otterbein University

10:00 a.m.

PRESENT: Jennifer Call, Wei Cheng, Tim Cloeter, Daniel Curtis Cox, Jeremy David, Chris Dent, Jason Falkofsky, Emily Garlock, Amy Gelsone, Dara Gillis, Libby Hainrihar, Lynda Hasseler, Ann Johnson, Brandon Moss, Kelly Ann Nelson, Doug O’Neal, Daniel Parsley, Brad Pierson, Tyler Skidmore, Keith Tankersley, Kent Vandock, Loren Veigel, Eric West

ABSENT: Marie Bucoy-Calavan, Tim Carpenter, Tracy Carpenter, Zeb Highben, Chris Ilg, Jeremy Jones, Kristina MacMullen, Rich Schnipke, Kristen Snyder, Julie Strebler, Beth Vaughn

I. Reports

- Call to Order (Loren Veigel)
- Minutes (Brandon Moss)
 - **Motion:** to approve Fall 2016 minutes as presented
 - Made by: Amy Gelsone
 - Seconded by: Dara Gillis
 - **Action taken:** Motion passed
- Treasurer’s Report (Kent Vandock)
 - Submitted electronically and presented during meeting
 - Highlights attached in *Appendix A*
- Presidential Special Considerations
 - Re-alignment of Board structure (Brandon Moss for Rich Schnipke)
 - Sub-committee report and proposal reflecting the new national Repertoire & Resources—see *Appendix B*
 - Discussion included positive feedback for changes, concern for less involvement, and possibility of including a professional chorus R&R area
 - **Motion:** to place an amendment before the state membership changing the wording (to reflect Repertoire & Resources)
 - Made by: Kent Vandock
 - Seconded by: Tim Cloeter
 - **Action taken:** Motion passed
 - Proposed amendment must be sent to membership 60 days prior to the Business Meeting
 - President’s state-by-state comparison

- President Veigel compiled a state-by-state comparison of ACDA chapters, examining leadership structure, publications, conferences, etc., and shared highlights, concluding that Ohio is well-positioned nationally
 - Summer Conference needs
 - Stacey Gibbs, Tim Sharp, and Ohio clinicians featured
 - Performing ensemble applications due Feb. 1
 - Discussion of pay scale for clinicians/accompanists
 - Clinicians: Different clinicians require different fees and the President works within his/her budget to arrange this
 - Accompanists: OCDA currently offers different amounts for different events—should there be a standard pay scale?
 - Possible additional costs for mileage, housing
 - Possibility of hourly rate or daily rate
 - Discussion that OCDA should value accompanists by paying them their hourly fee (for conference, this may help get clinicians to confirm when they do and do not need an accompanist)
- Newsletter Report (Tim Cloeter)—submission schedule in *Appendix C*
 - Editor Cloeter will analyze survey results further before sharing
- Information Technology Coordinator Report (Eric West)
 - Website advertising
 - No other ACDA states have website advertising; OMEA has only a very small space for advertising
 - Coordinator West does not think we should currently pursue this
 - Proposal to move R&R database into cloud-based shared document that can be edited by R&R chairs and coordinators and viewed by anyone with link on website
 - Pieces will be listed under area by year and can include links to videos or recordings
 - Positive feedback from board members
- Membership Committee (Doug O’Neal)
 - *See Appendix D*
 - Trend of increase in student members but decrease in active members
 - Discussion among board members to examine ways to retain student members after college
 - Ideas to have special sessions, events, “buttonholes” for collegiate members at conference
- Repertoire & Standards Area Updates
 - High School (Kristen Snyder)
 - No report
 - Middle School (Libby Hainrihar)
 - No report
 - Multi-Cultural (Lynda Hasseler)
 - No report
 - College/University (Marie Bucoy-Calavan)
 - No report
 - Elementary Interest (Jeremy David)
 - No report

- Music/Worship (Daniel Parsley)
 - No report
- Vocal Jazz (Chris Ilg)
 - No report
- Show Choir (Emily Garlock)
 - No report
- Women's Chorus (Kristina MacMullen)
 - No report
- Men's Chorus (Jason Falkofsky)
 - No report
- Community (Tim and Tracy Carpenter)
 - No report
- OMEA Reading Sessions (Loren Veigel for Rich Schnipke)
 - President-Elect Schnipke will email R&R chairs reading session requirements
 - Possibility of including an archive tab on website for older repertoire lists
- Chair Reports
 - Mentorship (Brad Pierson)—see *Appendix E*
 - Chair Pierson is working to pair mentors and mentees up by proximity
 - More mentors and mentees need to be identified
 - Chair Pierson will plug at conference
 - Historian (Amy Gelsone)
 - No report
 - Youth/Student (Jeremy Jones)
 - No report
 - **President Veigel will follow-up with Chair Jones about student scholarships to National Conference**
 - Exhibits (Keith Tankersley)
 - No report
 - Past President's Council Report (Dara Gillis)
 - Nominations needed for Distinguished Service Award
 - Slate of nominations for officer elections (Pres-Elect, Secretary, SC, NE, SW Region Chairs)

II. Old Business

- Children's Honors Chorus (Jennifer Call)
 - Update of Children's Honor Chorus and committee
 - Ann Usher, conductor
 - Flyer will be available at OMEA
- Chair Strebler sent flyer to everyone about Elementary Choir Festival—**board is encouraged to spread the word to recruit participating schools**
- High School Honor Choirs (Ann Johnson)
 - Will be held at Church of the Messiah, Westerville
 - **Chair Johnson or Coordinator West will send digital copy of flyer to board**
 - Gayle Walker and Peter Jarjisian, clinicians
- 2017 Summer Conference (Chris Dent)
 - Follow-up to Membership: student member registrations not reflective of student member numbers
 - Plans with Otterbein and hotel for 2017 conference are set

III. New Business

- OMEA participants
 - Presenters - Scott Eversdyke; Dara Gillis; Joe Thrower; Jeanne Wohlgamuth; Marla Butke; Brandon Moss; Mark Munson; Bryan Nichols; Brad Pierson; Ann Schertzer; Rich Schnipke; Julia Shaw; James Vaughn; Sharon Gratto
 - Performers – Baldwin Wallace Men’s Chorus (Frank Bianchi); Cleveland Orchestra Children’s Chorus (Ann Usher and Suzanne Walters); Cleveland State University Chorale (Brian Bailey); Columbus International Children’s Choir (Tatiana Kats); Firestone High School Symphonic Choir (Chad Pittman); Kettering Fairmount High School Eleventh Hour (Brody McDonald); Learwood Middle School Concert Choir (Braden Pontoli); Liberty Middle School Choir (Jessica Wiseman); Muskingum University Concert Choir (Zebulon Highben); Scioto Valley Chorus (Char Gurney and Kerri Denino); Upper Arlington High School Symphonic Choir (Eric Kauffman); Xavier University Men’s Chorus (Rich Schnipke); Wright State University ETHOS (Brody McDonald)
 - Andy Beck, Judy Bowers and Rollo Dillworth; Brady Allred directing the All-State Choir
- ACDA NATIONAL Participants: CONGRATULATIONS!
 - Performers – Kettering-Fairmont HS “Eleventh Hour” under the direction of Brody McDonald; Cincinnati Children’s Choir, Robyn Lana, conductor
 - Presenters – Amy Johnston Blosser; Rich Schnipke; Marla Butke; Christopher Gillmore; Kristina MacMullen

IV. Adjournment

- **Motion:** to adjourn
- Made by: Dara Gillis
- Seconded by: Kent Vandock

OCDA Board Meetings:

- Monday June 19, 2017 at 10 a.m. in Roush Hall, Board Room, Otterbein University
- Saturday, September 9, 2017 at 10 a.m. in Roush Hall, Board Room, Otterbein University
- Saturday, January 6, 2017 – 10:00 a.m. Otterbein

Other Important Events:

- OMEA Conference – February 2-4, 2017 in Cleveland
- ACDA National Convention – March 7-11, 2017 in Minneapolis, Minnesota
- OCDA Summer Conference June 19-21, 2017 Otterbein University

**APPENDIX A—
Treasurer’s Report**

- I. Account Balances
 - a. Checking
 - b. Savings
 - c. Contingency Fund
- II. Net worth
- III. 2016 vs. 2015 Income/Expense Comparison
 - a. Income
 - i. CHC Income \$2,318.35
 - ii. Conference Income \$7,540.87
 - iii. Elementary Choir Festival Income \$0
 - iv. HSHC Income \$544.30
 - v. \$1,032.11 was transferred into the Contingency Fund as a result of these events
 - b. Expense
 - i. Membership costs down over \$1,000 from 2015
 - ii. \$228 in sponsorships in FY 2015
 - iii. Tax Preparation costs were \$0.00
 - iv. Travel costs down over \$500
 - v. Commissioning Consortium \$7,000
 - c. Bottom Line
 - i. 2016 income was \$5,765.94 more than expenditures! That was a change of (-\$7,836.07) from last year’s gain of \$13,602.01
 - ii. Our carefully scrutinized budget has put us on a solid financial footing. We must remain ever vigilant of our budgets to ensure that we maintain the integrity of our financial position.
 - d. Top 10 Places we put our Funds
- IV. Audit
 - a. FY 2016—to be completed.
 - b. Pro Bono Audit Services
- V. Taxes
 - a. FY 2016—to be completed
 - b. W-9s and 1099 Miscellaneous are now part of our responsibilities; Audit Firm is handling this pro bono as well. 1099s were finished on December 27th and will be mailed on January 5th.
 - 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 2016—to be completed.
- VII. FY 2016 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!

**APPENDIX B—
Report, Sub-Committee for Board Restructuring**

OCDA Board Restructuring Committee Recommendations

Committee Members:

Richard Schnipke, President-Elect, committee chair

Loren Veigel, President

Brandon Moss, Secretary

Zebulon Highben, South Central Region Chair

Wei Cheng, East Central Region Chair

Amy Blosser, OCDA Member, ACDA National Repertoire & Resources Chair

Purpose

With directive from ACDA National and changes in the national Repertoire & Standards structure, President Veigel charged President-Elect Schnipke to form a committee to evaluate how OCDA might adjust our board structure to fit within the new national guidelines and while still meeting OCDA's needs. The committee corresponded via email and telephone and met in person in Columbus on Nov. 27, 2016. The recommendations of committee follow.

Recommendations

1. ACDA has replaced all "Repertoire & Standards" language with "Repertoire and Resources." The committee recommends that OCDA make this same change. As the "Repertoire and Standards" language is used in our Constitution and By-Laws (see the examples cited below), the official change of language will need to be voted on and approved by the general OCDA membership at our 2017 Business Luncheon at the Summer Conference. The OCDA membership will need to be notified of this vote via email at least 60 days prior to the Summer Conference.

CONSTITUTION:

Article VIII, Section 1: Voting members of the Board of Directors shall consist of the elected members of the Executive Committee and the Regional Chairpersons. Non-voting members of the board shall include the Treasurer, the Editor of OCDA News, the Webmaster, Chairpersons of **Repertoire and Standards** Areas, and any other appointed members.

BY-LAWS:

Article VI, Section 8: Chairpersons of Repertoire and Standards Areas shall perform those duties assigned by the President, the Board of Directors, and by corresponding **Repertoire and Standards** Chairs of the ACDA Central Division and of the National Association.

2. The committee recommends organizing OCDA's newly titled Repertoire and Resources area utilizing the following new national structure as a basic model with 4 R&R Coordinators overseeing committees of R&R chairs:

- Youth: Children & Community Youth, Junior High/Middle School, Senior High
- Collegiate: College/University, Student Activities
- Lifelong: Community Choirs, Music in Worship
- Repertoire Specific: Contemporary Commercial (formerly Show Choir), Ethnic Music, Men's Choirs (formerly Male), Vocal Jazz, Women's Choirs

As ACDA National encourages states to add specific R&R chairs at their discretion to serve the areas and activities of the state, the committee recommends the following additions to assist in providing repertoire for our reading sessions at the OMEA and OCDA conferences:

- In the *Youth Area*, Children & Community Youth should be divided into two chairs: *Community Children & Youth* and *Elementary School Children*.
- In the *Repertoire Specific Area*, Contemporary Commercial should be divided into two chairs: *Show Choir* and *Contemporary A Cappella*. Ethnic Music should also be divided into two chairs: *Ethnic Music for Developing Singers* and *Ethnic Music for Intermediate to Advanced Singers*.

As per the OCDA Constitution and By-Laws and the ACDA National Guidelines, the OCDA president will appoint both R&R Coordinators and R&R Chairs. Also per the ACDA National Guidelines, R&R Coordinators may or may not occupy an R&R Chair in his/her specific area.

3. As a portion of the restructuring effort at both the state and national level is based upon the need to streamline what has become a very large OCDA board, the committee makes following recommendations pertaining to meeting attendance:

- The 4 R&R Coordinators will attend regular board meetings to represent their area. R&R Coordinators will correspond with his/her Chairs regularly to be sure they are up to date on activities and needs of the area.
- The R&R Chairs will *not* attend regular board meetings, but will communicate with their Coordinator regularly and meet with the Coordinators and President-Elect (incoming and outgoing during election years) annually at the summer conference.
- As a reminder, per the OCDA Constitution and By-Laws, all elected board members have voting privileges and are expected to attend all meetings of the board (President, President-Elect, Vice/Past President, Secretary, and all Region Chairs). Other appointed members of the board with regular board business are also expected to attend all meetings (Treasurer, Information Technology Coordinator, OCDA News Editor, Membership Chair, etc.)

Action

As the OCDA President is charged with appointing members of the board and no specific R&R positions are listed in the OCDA Constitution and/or By-Laws, no official action of the board is necessary to enact the recommendations listed in items 2 and 3 above. However, with the new national structure in place, President Veigel has charged President-Elect Schnipke with enacting these changes as Schnipke assumes the Presidency in July of 2017. Therefore, input from the board on the committee's recommendations is greatly appreciated.

**APPENDIX C—
Newsletter Schedule**

First, a note of thanks to those of you who so ably contributed to the Fall issue of the OCDA News! I appreciate your contribution. Second, here's a reminder regarding who is scheduled to write for the Winter issue:

President: Loren Veigel

Vice President: Dara Gillis (according to my notes, this is only if you need to publish a call for nominations)

Northwest Regional Chair: Beth Vaughn

Student Chapter Representative: Daniel Cox

Junior High/Middle School R&S Chair: Libby Hainrihar

Show Choir R&S Chair: Emily Garlock

Summer Conference Coordinator: Christopher Dent (the conference flyer and registration form, if you wish to include it in this issue)

Childrens Honor Choir Coordinator: Jennifer Call (program flyer and registration form, if you wish to include it)

High School Honor Choir Coordinators: Ann Johnson & John McClain (program flyer and registration form, if you wish to include it)

The deadline for these submission is January 15, but as always, I can be flexible to accommodate your circumstance. I hope to publish the issue February 1.

**APPENDIX D—
Membership Report**

OCDA Membership Report

January 7, 2017

Submitted by Doug O'Neal

As of December 31, 2016:

Total Members: 674 (46 person increase)
(continue the trend of down in active, up in student)

Active members on December 31, 2016, was 628

-282 active

-193 student

Highest was December 31, 2014, with 692

-328 active

-196 student

Membership at a glance:

Active 264 (down 18 from Jan, 2016)

Associate 1

Exchange 1

Industry 5

Institution 5

Library 22

Life 69

Paying Life 5

Retired 68 (up 3)

Student 238

2016 Sing Up Membership Drive:

9/13-10/12

Actions:

Emails were sent to 2015 complimentary recipients urging to renew

2016: All 10 Complimentary Memberships were distributed and returned

Results:

Total member increase of 25 members or 3.8%

31 Student members added (down from 2015 drive by

During drive:

Student members increased by 20.2%

Active members decreased by 4.2%

While we saw an increase of 25 members during the drive, the numbers are deceiving.

-10 are complimentary memberships

-31 were student

College STUDENTS now make up almost HALF of the organization.

Conclusions and Plan:

-We are down 64 active members in two years.

-Some a result of the large quantity of complimentary memberships in 2014, 2015

-about 30 memberships as opposed to 10

-How do we increase our attendance at conference to increase our active membership?

-How do we convert student memberships into active members?

-Find out who receiving a complimentary membership did renew and who didn't. I will email them to find out reason they didn't renew.

Membership (total) is higher than December 2011 (when I first started receiving membership numbers) by 62 people.

APPENDIX E— Mentorship Report

OCDA Mentorship Chair Report

The OCDA Mentorship Program is designed to partner skilled veteran teachers with teachers who might be early in their career, in a new position, or simply someone looking for support in any capacity. This program has been advertised via the OCDA website (<http://ohiocda.org/interests/mentorship/>) and there was a brief blurb about the program in the OCDA Fall Newsletter (Volume 36, Issue 1).

Having taken over the program from Robert Jones in the summer of 2016, I was provided a list of individuals who had participated in the program in 2015. This list was divided into “Mentorship Candidates” and “Possible Mentors.” I reached out to every individual on the list for which contact information was provided to encourage their continued participation in the program. Several of the potential mentors either did not respond, or no contact information was provided. Among the mentorship candidates, only one elected to continue in the program. Others either did not respond to initial contact, or indicated that they were no longer in need of mentorship.

Individuals who indicated that they wished to participate in the program were sent follow up emails to obtain information such as course schedule and specific areas of need. Locations for these individuals were mapped so that they could be paired with mentors in their area. As you will see in the tables below, two of our applicants were not paired with mentors as locations were not particularly convenient for travel/visits. Each of these candidates has been encouraged to be in touch with me if they wanted support via phone or email, or if they had any specific questions.

Follow up emails were sent this week to all participants to assess their use of their mentor, or to find out if they are still in need of support. Moving forward, I hope that we will be able to bring in an increased number of participants as both Mentors and Mentees.

Current Participants

Mentee	School	Location	Mentor
Joseph, Jared	Washington, HS	Washington, OH	N/A
Koenig, Ashley	Ottoville Local Schools	Ottoville, OH	N/A
Looney, Alex	Marlington HS	Marlington, OH	Eric Richardson
Pellington, Kathleen	Wapakoneta HS	Wapakoneta, OH	JD Smith
Rhonemus, Amanda	Marion Local School	Maria Stein, OH	JD Smith

Available Mentors

Name	Location
Green, Julia	Beachwood, OH
Richardson, Eric	Avon Lake, OH
Smith, James (JD)	Kenton, OH
Vaughn, James	Findlay, OH

Walker, Kathy	Avon Lake, OH
West, Eric	Defiance, OH