

# Minutes - Ohio Choral Directors Association Summer Board Meeting 2022

June 20, 2022

Otterbein University

10:00 a.m.

**Present:** Doug O'Neal, Brandon Moss, Beth Vaughn, Kent Vandock, Eric West, Christopher Larson, Holly Lewis, Hilary Apfelstadt, Kati Silcott, Alyson Bates, Libby Hainrihar, Dara Gillis, Steven Hankle, Dione Bennett, Jeanne Wohlgamuth

## I. Preliminary Reports

- **Call to Order (Doug O'Neal)**
- **Minutes (Beth Vaughn)**
  - Approval of Winter 2022 minutes
    - **Motion to approve minutes: Jeanne Wohlgamuth**
    - **2<sup>nd</sup>: Hilary Apfelstadt**
      - **Discussion: none**
      - **Action Taken: Motion Approved**
- **President's Report: (Doug O'Neal)**
  - Robyn Hilger- the idea of "and"
  - Conference "holes" transport and presiding
  - Use of copies and guidebook
    - Someone complains, please steer them to me
  - ACDA Bylaws are being reviewed.
    - Round 2 & Round 3 Bylaws recommended revisions will be reviewed by the National Board on June 7, 2022. Once approved by the National Board the revisions will be available here for a public comment period scheduled for June 15-July 15. The Bylaws taskforce will review all comments received.
    - Round 4 recommendations should be headed to the National Board in the late summer.
    - After all rounds are completed, an additional open comments period will be provided in the late Fall.
    - Bylaws revisions can only be approved by a vote of the membership. We would anticipate a vote in May 2023.
  - Board members, please make sure your own membership is current
- **President-Elect Report (Jeanne Wohlgamuth)**
  - Thanks to everyone who is making this conference happen!
  - I want to channel Doug's calm/relaxed energy and demeanor.
  - Most of my work has been putting together reading session booklets for conference. JW Pepper has done a different digital format which I believe is easier to use.
    - Digital books will be up for 30 days following conference
  - Attended same leadership conference as Doug
  - Submitted OCDA proposals for OMEA Professional Conference (reading sessions)
- **Past President Report (Brandon Moss)**
  - Elections
    - NW - Tracey Nycz
    - EC - Steve Popa

- Next year is big election year - if you know of anyone who would be interested or do well in these positions please let me know
    - President Elect
    - Secretary
    - SW, SC, NE Region Chairs
  - During the round table discussions the Past President's Council will be meeting
- **Treasurer's Report/Investment Committee (Kent Vandock)**
  - See Appendix A
- **Technology Director (Eric West)**
  - Everything is getting more expensive
    - Constant contact - \$3 per registrant is taken
    - Guidebook - \$5-\$6
    - PayPal - pulling more significant chunk
  - Guidebook - utilizing everything we can at the level we are
  - Website - look at all that is available there

### **OCDA News Editor Report (Tim Cloeter)**

- How fortunate we are to have meaningful articles written for the OCDA News by our colleagues on the board! My thanks and appreciation go to the following members who contributed articles to the spring issue: Doug O'Neal, Katie Silcott, Scott MacPherson, Jordan Saul, Laura Kitchel, and Tyler Skidmore.
- Looking ahead, these board members (or their replacements, if their term is ending) are slated to contribute to the fall issue (with articles due by September 15):
  - President: Doug O'Neal
  - Conference Chair: Kathleen Pellington (conference wrap-up)
  - Historian: Amy Gelsone (regarding the Distinguished Service Award)
  - Senior H.S. R&R Chair: Dara Gillis
  - Community R&R Chair: Hae-Jong Lee
  - World Musics and Cultures: Developing Voices R&R Chair: Kelly Winner
  - Vocal Jazz R&R Chair: Sam Alhadid
  - Music in Worship R&R Chair: Mario Buchanan
  - Mentorship Chair: Jon Peterson
  - Information Technology Coordinator Report (Eric West)
- **Chair Reports**
  - Membership (Libby Hainrihar)
    - Membership snapshot - Current membership: just under 400
      - Significant drop from January 2022 at height
    - Difficult to get membership reports but that should change in July
    - ACDA National new marketing "#I am ACDA" - hashtag in the month of October
  - Summer Conference (Kathleen Pellington)
    - I truly enjoy being in this position and thanks to those who have had this role before.
    - Thanks to Kent, Doug, Brandon and Eric for answering all of the texts, calls, emails, etc.
    - 110 registrants this year (same as last year); a couple more will be registering onsite.
    - All evaluations are digital
    - We're set up to have a great conference!
  - Children's Honor Choir (Michael Grimm)

- No report
  - He will be leaving the board so we will be looking for a new chair
- High School Honor Choir (Josh Dufford & Meredith Smith)
  - Meredith cannot be here to Shelvin Burns will be helping with that
- Elementary Festival (Alyson Bates)
  - A lot of elementary programs were cut because of Covid so we are waiting until next year to start this back up
  - Thinking about calling it a Treble Festival to include up to 7th/8th grade
- Mentorship (Jon Peterson)
  - No report
- Historian (Amy Gelsone)
  - No report
- Retired— Hilary Apfelstadt
  - See Appendix B
  - OCDA Clinicians - 11 on the list; 6 on the list did some clinicians
  - Push out advertisement in fall - do article in fall newsletter?
- Exhibits (Holly Lewis)
  - 4 exhibitors
    - JWPepper
    - Stantons
    - Musical resources
    - Stoller Fundraising
- Student Chapter Rep. (Charles Nykiel)
  - No report
- SC Region (Kelsey Burkett)
  - No report
- SW Region (Steven Hankle)
  - No report
  - Could we get a list of who is in our region?
    - Contact OMEA District presidents?
    - Looking at Constant Contact?
- NE Region (Scott MacPherson)
  - No report
- NW Region (SeaHwa Jung)
  - No report
- EC Region (Katie Silcott)
  - No report
- Repertoire & Resources Coordinator Reports
  - Youth (Dara Gillis)
    - No report
    - Some neat things coming out of OU as far as hosting festivals for HS singers
  - Collegiate (Christopher Larsen/Laura Kitchel)
    - Collegiate Consortium: Jocelyn Hagen in Ohio, March 21-25, 2022
  - Lifelong (Mario Buchanan)
    - No report
  - Repertoire Specific (Brad Naylor)
    - No report
- Standing Committee Chair Reports
  - Diversity Initiatives (Dionne Bennett)

- No report
- Professional Development (Emily Pence Brown)
  - Better to not do Zoom professional development; are doing web series

## II. Old Business

- Request for specific mentors who are resources in certain areas beyond R&R areas. (Pacific Rim, African American, Latin, etc)

## III. New Business

- Approval of Brian Bailey to serve out the term for NE Ohio
  - **Motion to approve Brian Bailey to serve out the term for NE Ohio: Brandon Moss**
    - **2<sup>nd</sup>: Jeanne Wohlgamuth**
    - **Discussion: none**
    - **Action Taken: Motion Approved**
- Form a conference committee to research and evaluate options for Conference 2023 – proposal to the board in September, announcement of date to membership in September
  - Kathleen, Kent, Josh, Jeanne, Brandon and two newer professionals –( ideas?)
    - *Section 2: Special Committees. Special Committees can be formed as needed. These committees will be composed of volunteers from the active membership who are appointed by the President.*
- Reading Session agreements
  - JW Pepper has been our provider; this conference is the end of our current contract
  - JW Pepper and Musical Resources
    - JWPepper: Going forward, they would like to go with a digital resource or offer book at \$5 a copy
    - Musical Resources will give us the same deal as JWPepper in the past
      - This is for both OMEA and OCDA?
      - What is the lead time that we need?
  - National reading sessions going “virtual” with 12 literature Deep Dives
- 2022 Budget Revision
  - Due to the cancellation of the Children’s Honor Choir we need to revisit the Budget
    - We will operate in the red for this conference
    - Strike the Sponsorship line item for now to help mitigate the above
      - **Motion to approve the revised budget as presented: Brandon Moss**
        - **2<sup>nd</sup>: Jeanne Wohlgamuth**
        - **Discussion: none**
        - **Action Taken: Motion Approved**

## IV. Official adjournment

- **Motion to Adjourn: Kent Vandock**
  - **2<sup>nd</sup>: Eric West**
  - **Discussion: none**
  - **Action Taken: Motion Approved**

## Other Important Events

- 22-23 Board Meetings –
  - Saturday, September 10, 2022, 10 AM – Noon, Roush Hall, Otterbein

- Saturday, January 7, 2023, 10 AM – Noon, Roush Hall, Otterbein
- Summer: TBD
- 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
- ACDA National Conference: February 22-25, 2023, Cincinnati, Ohio
- OCDA 2023 Summer Conference - TBA

## Appendix A - Treasurer's Report

### Ohio Choral Directors Association Summer Board Meeting

June 20, 2022

- I. Account Register Reports
  - a. Checking
  - b. Savings
  - c. Contingency Fund
  - d. PayPal
  - e. Investment Account
- II. Net Worth
- III. 2021 YTD vs. 2020 Income/Expense Comparison
  - a. Income
    - i. Lingered changes due to COVID-19
  - b. Expense
    - i. Lingered Changes due to COVID-19
  - c. Summer Conference will likely operate at a loss
- IV. Audit
  - a. FY 2021—Completed. No issues reported.
- V. Taxes
  - a. FY 2021 Completed and submitted.
    - i. Work was done by Aeschliman and Company of Archbold, Ohio.
    - ii. They also submit our 1099-MISC for us.
- VI. 2021 Budget
  - a. Please note the revisions in our 2021 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.
- 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 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!

- 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 15<sup>th</sup> each year
- IX. Registration with the Ohio Secretary of State
  - a. Last done in 2021
  - b. Renewal needed every 5 years
  - c. Good until September 23, 2026
- X. GL Insurance, Accident Insurance, and Directors & Officers Liability Insurance
  - a. Purchased for \$1,397 for May 1, 2022-May 1, 2023.
    - i. \$449 for Directors and Officers Liability
    - ii. \$773 for General Liability
    - iii. \$175 for Accident Insurance
  - b. Purchased for \$449 in 2021
  - c. Purchased for \$444 in 2020
  - d. Purchased for \$1,920 in 2019.
  - e. Purchased for \$1,920 in 2018.
  - f. Purchased for \$1,920 in 2017.
  - 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.
- XI. Electronic Receipt Submission (Expensify)
  - a. Awesome results and continued ease for our chairs!

## Appendix B

OCDA Board Report – Retired Representative, Hilary Apfelstadt

June 2022

There were 11 retired members who agreed to provide clinics, if asked, on behalf of OCDA for teachers wanting assistance prior to contest or concert performances:

Hilary Apfelstadt	<a href="mailto:hilaryapfelstadt1@gmail.com">hilaryapfelstadt1@gmail.com</a>	
David Bell	<a href="mailto:dbell4216@gmail.com">dbell4216@gmail.com</a>	
Marla Butke	<a href="mailto:marlabutke1@gmail.com">marlabutke1@gmail.com</a>	
Jim Gallagher	<a href="mailto:jgall0444@yahoo.com">jgall0444@yahoo.com</a>	BEFORE January 23 or AFTER March 5
Amy Gelsone	<a href="mailto:ajgelsone@yahoo.com">ajgelsone@yahoo.com</a>	
Larry Griffin	<a href="mailto:lgriffin605@gmail.com">lgriffin605@gmail.com</a>	
Robert Jones	<a href="mailto:rjones1@udayton.edu">rjones1@udayton.edu</a>	
Mike Lisi	<a href="mailto:mklisi65@gmail.com">mklisi65@gmail.com</a>	
Eric Richardson	<a href="mailto:ersings1@yahoo.com">ersings1@yahoo.com</a>	
Loren Veigel	<a href="mailto:lveig@sssnet.com">lveig@sssnet.com</a>	AFTER April 5
Jeanne Wohlgamuth	<a href="mailto:wohlgamuth@gmail.com">wohlgamuth@gmail.com</a>	

I emailed each of them on June 5 and asked for information about their activities this year and had five replies besides my own information to compile. At most, people did one clinic by invitation; I did six clinics, but some of those were for former students who might have asked anyway. Two well-known respondents did not have any requests, so I suspect we need to advertise better and earlier.

Our 2019-2020 and 2020 – 2021 offerings were affected by Covid, so 2021 – 2022 was the first time we had proposed the program in two years. It may need time to take hold by making OCDA members aware of the opportunity now that things seem to be getting back to pre-pandemic normal.

For the 2022-2023 school year, I would like to generate an updated list in the fall, announce the project to the membership in November 2022, and have it on the OCDA website as well as in social media with several reminders sent to the members. I believe we can do much more to get the word out to people. If appropriate, I could write something for the fall issue of our newsletter as well as providing copy for the website and social media. Please put me in touch with the appropriate people and I will schedule this on my calendar. There is a lot of collective wisdom on that list and people are willing to donate their time.

Thank you.

Hilary Apfelstadt  
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