

## **Agenda - Ohio Choral Directors Association Summer Board Meeting**

June 26, 2023

Capital University – Schneider South Meeting Room

10:00 a.m.

In attendance: Kathleen Pellington, Stephen Popa, Bradley Naylor, Harris Ipock, Dara Gillis, Tracey Nycz, Kelsey Burkett, Mario Buchanan, Brandon Moss, Doug O’Neal, Brian Bailey, Beth Vaughn, Kent Vandock, Holly Lewis

### **I. Preliminary Reports**

- Call to Order (Doug O’Neal) - 10:14
- Minutes (Beth Vaughn)
  - **Approval of Winter 23 Meeting Minutes**
    - **Motion: Kent Vandock**
    - **2nd: Dara Gillis**
    - **Discussion: none**
    - **Motion Passed**
  - Bylaws Revisions – next two Choral Journals
    - Vote at a later time
  - Launching Auto Renewal – will get the option with next renewal
  - Project 360
    - Conference is 5 days... what of the other 360 days?
    - National R&R Virtual Reading Sessions available ACDA
    - Some Sessions from National Conference online
- President-Elect Report (Jeanne Wohlgamuth)
  - All reading session booklets have been printed and distributed to R&R Chairs for summer conference.
  - Dates confirmed and reserved for 2024 OCDA Summer Conference at Capital University - dates are June 24, 25, 26, 2024
  - I have begun to contact clinicians. Have confirmed Julie Yu Oppenheim, Director of Choral Studies Wanda L. Bass School of Music Oklahoma City University
  - Have a tentative yes from Derrick Fox. He will not be able to confirm until August when he finds out his summer teaching schedule.
  - Still need to fill a few R&R Chair positions. Contemporary A Cappella. Have tried to contact Hunter John. Need his email and/or call phone number.
  - Waiting for confirmation from Daniel Singer, college of Wooster, to be the World Music and Cultures R&R
  - Attended a day long ACDA Leadership Training on June 8.
- Past President Report (Brandon Moss)
  - Dara Gillis - President Elect
  - Laurel Labbe - Secretary
  - Brian Bailey - NE region chair
  - Alyssa Schott - SC region chair
  - Tracey Carpenter - SW region chair

- Distinguished Service Award - Peter Jarjisian
- Past Presidents Council meeting on Wednesday
- Treasurer's Report/Investment Committee (Kent Vandock) - Appendix A
- OCDA News Editor Report (Tim Cloeter)
- Information Technology Coordinator Report (Eric West)
  - I apologize to the board for not being present at the meeting or the conference. However, I am planning on being "on call" for tech support during the duration of the events.
  - All conference tech-related items have functioned as they should with only minor glitches and complications:
    - We successfully used Constant Contact to register Treble Honor Choir, High School Honor Choir, Exhibitors and Conference Attendees.
    - The Guidebook app is published and contains a near complete packet of information for all attendees including:
      - all clinician and ensemble bios and pics
      - concert programs
      - links to reading session packets and pdf handouts for for clinician sessions
      - a restaurant guide
      - session and conference surveys
      - a photo album
      - the ability to connect with other attendees
    - The cost of Guidebook remained the same this year as it was for last year: \$6 per device download.
  - The website continues to work efficiently however I will re-voice my concern over the NUMEROUS places that require regular updating. This includes dates, names, email addresses, links to registrations. And while a lot of this is of my own creation, I will be recommending a simplified approach with our web presence in the fall.
  - My major concern with summer conferences is the structure of planning. I found myself in the middle of a lot of uncomfortable situations. The difficult part of all of this is that a great deal of conference information needs to flow through my department. When I'm not sure who is in charge of certain information or where to find it then it creates a breeding ground for technology chaos. I recommend to the board that we create a unified process for the summer conference that remains mostly unaltered from year to year, chair to chair and administration to administration. This will be beneficial to ALL that work in summer conference planning. It is my hope that when we get our Google account up and running, this can serve as the blueprint for implementing a sound planning and information sharing structure.
  - Update on Google Account. This has been a "tricky pickle." We have a registered Google Workspace Account for Non-profits however our total access (including email services) is in limbo due to something going awry in the non-profit verification status. I have been working on this since late last fall. Trying to find the right people to speak to has been the major complication. I hope to have SOMETHING figured out by the fall meeting.

- Chair Reports
  - Retired (Hilary Apfelstadt)
    - No report
  - Membership (Libby Hainrihar)
    - Up 71 members since last year
    - Total 453 (382 last year)
      - Student Dec. 22 - 133 (only \$15)
    - new/easier access to membership data makes things easier!
    - Keep inviting friends and colleagues to be a member!
  - Summer Conference (Kathleen Pellington)
    - 91 - as of now
      - Hoping for some more onsite
    - Capital has been great!
  - Treble Honor Choir (Katie Silcott)
    - Around 80 some members
  - High School Honor Choir (Josh Dufford & Meredith Smith)
    - 97 members
  - Beginning Treble Choral Festival(Alyson Bates)
    - Tracey Nycz hosted “come-back” event - thank you!
    - Hoping to get an event in each region
  - Mentorship (Ann Johnson)
    - No report
  - Historian (OPEN)
    - Maybe combining with social media
  - Exhibits (Holly Lewis)
    - 5 exhibitors - sometimes up to 8
    - Made some more money this year!
      - Cousins/Make Me Dough
      - Musical Resources
      - Stantons
      - Stoller Fundraiser
  - Student Chapter Rep. (Charles Nykiel)
    - No report - will be open
  - SC Region (Kelsey Burkett)
    - No report
  - SW Region (Steven Hankle)
    - No report
  - NE Region (Brian Bailey)
    - No report
  - NW Region (Tracy Nycz)
    - Treble Festival - Cynthia Mira was a huge help
    - Went fairly smoothly

- Open to hosting it again but would be glad to pass it on to someone who has more involvement in the elementary/beginning treble choir world
- EC Region (Stephen Popa)
  - In the past 2 weeks, got confirmation from Bob Ward to be a clinician for a Nov. 2 Men's Chorus day; secured funding for buses
- Repertoire & Resources Coordinator Reports
  - Youth (Dara Gillis)
    - No report
  - Collegiate (Harris Ipock)
    - No report
  - Lifelong (Mario Buchanan)
    - Retired/mentorship program - opened up for churches; hoping to get that going
  - Repertoire Specific (Brad Naylor)
    - Frank Bianci - hosting 7th annual summer sing for T/B repertoire; August 7th
- Standing Committee Chair Reports
  - Diversity Initiatives (Dionne Bennett)
    - No report
  - Professional Development (Open)

## 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

- Brandon Moss
  - Treble Choir Festival - should this be its own line item and not just something from sponsorship?
  - Can we allocate money for the Treble Choral Festival in our budget?
    - Call it OCDA funding
  - Motion to amend budget to add \$500 for OCDA funding Treble Choir Festival
    - **Motion: Brandon Moss**
    - **2nd: Dara Gillis**
    - **Discussion: none**
    - **Motion Passes**
- Authorized Signers
  - Motion: add Jeanne Wohgulmuth to OCDA accounts and issue her a debit card; remove Brandon Moss
    - **Motion: Kelsey Burkett**
    - **2nd: Tracey Nycz**
    - **Discussion: none**
    - **Motion Passes**
- Summer Conference Survey
  - Do a full survey of the membership instead of just a conference survey

- We need to hear from those who are not here
  - Give us demographics
  - We need data to back up and drive our decisions
  - Bradley Naylor, Kelsey Burkett, Kent Vandock, Tracey Nycz, Stephen Popa, Mario Buchanan, happy to help with committee
  - Motion to establish an ad hoc committee to survey choral directors
    - **Motion: Dara Gillis**
    - **2nd: Brian Bailey**
    - **Discussion: reword to “create survey for all choral musicians”**
      - **Brian agreed to wording revision**
    - **Motion passes**
  - Historian and social media

#### IV. Official adjournment

**Motion to adjourn: Brandon Moss**

**2nd: Kelsey Burkett**

#### Other Important Events

- 23-24 Board Meetings –
  - Board meetings are usually first Saturday after Labor Day, first Saturday after January 1, Monday morning of Summer Conference
  - Fall Meeting – Saturday, September 9, 2023 - Otterbein University
  - Winter Meeting - Saturday, January 6, 2024 - Otterbein University
  - Summer Meeting - Monday, June 24, 2024 - Capital University
- OMEA 2024 – Feb 1-3, 2024, Columbus, OH
- OCDA Summer Conference 2024 - June 24-26 2024

## Appendix A - Treasurer

### Ohio Choral Directors Association Summer Board Meeting

June 26, 2023

- I. Account Register Reports
  - a. Checking
  - b. Savings
  - c. Contingency Fund
  - d. PayPal
  - e. Investment Account
- II. Net Worth
- III. 2023 YTD vs. 2022 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 \$610 (roughly 7 students)
    - iv. Treble Choral Festival Report
  - b. Expense
    - i. Membership is an area to watch—better picture in September
    - ii. OMEA costs were stable compared to last year
    - iii. Sponsorships are over expended (TCF spent almost \$500)
- IV. Audit
  - a. FY 2022—Completed. No issues reported.
- V. Taxes
  - a. FY 2022 Completed and submitted.
    - i. Work was done by Aeschliman and Company of Archbold, Ohio.
    - ii. They also submit our 1099-MISC for us.
- VI. 2022 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 2023
- 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 \$1,190.85 for May 1, 2023-May 1, 2024.
  - i. \$179.60 for Directors and Officers Liability\*\*
  - ii. \$836.25 for General Liability\*\*
  - iii. \$175 for Accident Insurance
- b. 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
- c. Purchased for \$449 in 2021
- d. Purchased for \$444 in 2020
- e. Purchased for \$1,920 in 2019.
- f. Purchased for \$1,920 in 2018.
- g. Purchased for \$1,920 in 2017.
- h. Accident Policy. Given that a catastrophic event is unlikely—an accident is FAR more likely at our type of event.
- i. There is a \$100 deductible per covered person and then full access to \$25,000 worth of medical coverage. This deductible would be paid by each claimant.
- j. Director and Officer Liability insurance has no deductible then full access of the \$1,000,000 benefit.
- k. GL Policy has no deductible with a \$1,000,000 limit. \$1,000,000 per occurrence.
  - i. Now have Molestation/Abuse with a \$300,000 limit. \$100,000 per occurrence.

XI. Electronic Receipt Submission (Expensify)

- a. Awesome results and continued ease for our chairs!