

**Minutes - Ohio Choral Directors Association - Summer Board Meeting**

June 20, 2011

Roush Hall, Room 338

Otterbein College

10:00 a.m.

Present: Ben Ayling, Gayle Walker, Bill Zurkey, Loren Veigel, Kent Vandock, Frank Bianchi, Kristen Snyder, Andrew Grega, Kevin Manley, Brian Potts, Sara Potts, Robert Jones, Suzanne Walters, Jennifer Call, Peter Jarjisian, Ron Jenkins, Chris Venesile, Tim Unger, Rich Schnipke, Kerry Glann, James Vaughn, Eric Richardson, Sharon Gratto, Sheena Phillips, Tina Groom, Tyler Young, Dara Gillis.

Guests Attending: incoming Board Members

Excused: Sandra Mathias; Nancy Davis

Not Attending: Fred Locker

No Response: David Tovey; Robert Ward; Adam Sheldon

**Note: BOLD RED print denotes action item.**

I. Preliminary Reports

- Call to Order (Ben Ayling)
  - Promptly called to order at 10:00 a.m.
  - Introduction of New Board Members (Ben Ayling)
    - Eric Kauffman – High School
    - Rich Schnipke – Women’s Chorus
    - Chris Walsh – Student Chapters
    - Mike Martin – SC Chair
  
- Minutes (Loren Veigel)

Asked Board to update personal contact information.

**Motion: to approve minutes as presented.**

Made by: Eric Richardson

Seconded by: Kent Vandock

Action taken: passed unanimously

- Treasurer’s Report (Kent Vandock)
  - Full printed report presented and attached to the minutes. Chair Vandock reviewed the printed report. Three accounts – checking, savings, and contingency fund are represented.
  - The balance reflected presently is high, due to outstanding conference expenses yet to be posted.

- High School Honors Choir did not materialize, so expenses are absorbed. As an offset, however, the newsletter is beginning to realize significant savings.
- Audit was completed with no recommendations.
- Officers and chairs are reminded to be aware of their area budgets and are asked to maintain expenses within their budget line.
- Chair Vandock reported on the tax exempt request from the State of Ohio. The State has asked us to update our status; there will be an annual fee. Two applications for exemption were filed; both were denied. A third attempt will require the retention of legal counsel. Therefore we must be annually filed; an annual fee applies, based upon our assets. At our present level, we will face a \$50.00 annual fee.

**Motion: to register for the Ohio Charitable Trust Act.**

Made by: Eric Richardson with acknowledgement of Treasurer Vandock's work.

Seconded by: Dara Gillis

Action taken: passed unanimously.

- Working with Webmaster Vaughn, we have been established as a non-profit with PayPal.
- At Fall meeting, the Board will be asked to discuss the extension of PayPal services to the honors choirs.

**Motion: to approve the Treasurer's report as presented.**

Made by: Andrew Grega

Seconded by: James Vaughn

Action taken: passed unanimously.

- Newsletter Report (Sharon Gratto)
  - Ashland University was doing newsletter layout at very low expense when Chair Gratto assumed position. Postal changes were also required.
  - Transition to electronic distribution has been accomplished and has greatly reduced costs. Further steps are being taken to continue cost reductions.
  - Software has been purchased for the purpose of a member providing the layout.
  - Chair Gratto recommends a slight increase in the newsletter budget.
  - Our website and newsletter were submitted to ACDA National for their competition. We received some helpful comments and criticisms.
  - Advertisers were acknowledged.
- Webmaster Report (James Vaughn)
  - Report was sent electronically and is attached to the minutes.
  - Chair Vaughn reviewed the report, highlighting usage of the website.
  - Email blasts are still in development. We have run a trial with Constant Contact, but other resources are possible. A free host is currently being employed, and is handling our present bandwidth.

- Officers of the Board are receiving monthly membership updates.
- With Youth Chair Unger a Wiki is being added to our website.
- Discussion of concern for the inclusion of the small number of members who still do not use email.

**ACTION: President directs Membership Chair Gillis will research those members who do not use email and make a report at the Fall Meeting regarding their inclusion in OCDA communications.**

- Membership Committee (Dara Gillis)
  - Eighteen new members accepted our special conference offer.
  - Twenty-four of last year's thirty-five new members are not registered again this year for conference. They were contacted, and none have responded negatively.
  - The membership deal does seem to be intriguing and is bringing new members to our conference.
  - Chair Gillis suggests continuing the new member special conference deal.
  - Board Members' "Top Ten List of Recruits"
    - President Ayling asked for Board members to continue emphasizing development of new memberships.
  - PR and Marketing feasibility report (Task force: Gillis, Zurkey, Richardson, & Groom)
    - Discussion continues on purchasing a booth at OMEA but this it has been suggested that it is probably not a good use of funds.
  
- Repertoire & Standards Chairs Status Updates
  - High School (Fred Locker)
    - Chair Locker not present.
    - Report presented by Dara Gillis on proposed high school honors choir which did not materialize.
    - Twenty-eight applications were received; thirteen were acceptable.
    - Otterbein and Church of the Messiah were cooperating to provide support and space.
    - Responses:
      - Audition deadline amid OMEA contest season.
      - Peak vacation time for students.
      - Conflict with All-Ohio State Fair Youth Choir.
      - Over-commitment during school year.
      - A possible route would be to invite teachers to nominate a quartet.
      - Overnight in autumn might be a better date.
      - Planning team should include region chairs and an additional director in each region.

- Women's Chorus (Kerry Glann)
  - No report.
  - November 18, 2011 – date for next Women's Chorus Day at Kent.
- Middle School (Jennifer Call)
  - No report.
  - Michael Lisi will be assuming this position, and has visited about sponsoring a boychoir event.
- College/University (Peter Jarjisian)
  - Report on Collegiate Choral Festival held on February 12<sup>th</sup>.
  - This committee may look into an alternative activity, because participation tends to be Columbus area.
  - It has been suggested to sponsor a conducting activity.
- Elementary (Suzanne Walters)
  - Elementary Festival Choir report presented.
  - Event will be hosted by Jackson of Stark County in spring of 2012.
  - Up to nine groups participating.
  - Requesting commitment of \$500 sponsorship.

**Motion: OCDA sponsorship of \$500 toward Elementary Festival Choir.**

Made by: Kent Vandock

Seconded by: Chris Venesile

Action taken: passed unanimously.

- Music/Worship (Ron Jenkins)
  - Report presented on Monday evening concert session in Dublin.
  - Instruction sheet with directions to the church and restaurant recommendations has been included in conference packet.
  - The program to be presented will be Vocal Jazz and Music in Worship.
- Vocal Jazz (Chris Venesile)
  - Report on the partner sponsorship with Ohio Vocal Summit and OCDA Vocal Jazz Day.
  - Held at Tiffin University on April 1, 2011.
  - Clinician was well received; professional concert by Down the Line in the evening.
  - Twenty three groups participated on two stages. Seven new groups this year, sponsorship may be a very positive impact.
  - Report on performance this evening. Program will include several pieces which have been chosen for recent reading sessions.

- Multicultural (David Tovey)
  - Chair not present.
- Showchoir (Rich Schnipke)
  - Showchoir festival idea has been floated.
  - There is already a festival at Miami University.
- Men's Chorus (Bob Ward)
  - Chair not present
- 2-Year College (Nancy Davis)
  - Chair not present.
- Community (Sheena Phillips)
  - Chair is resigning due to move out of state.
  - Five community choirs participated in Ohio Arts Festival in Columbus.
- Repertoire Notebooks from Reading Sessions (Bill Zurkey)
  - Templates (Peter Jarjisian)
  - The notebooks will be posted on the website through Google docs.
  - Notebooks are present; repertoire chairs will add to the notebooks following the reading session.
- Chair Reports
  - Historian (Bob Jones)
    - No report. Materials are present to pass on to next chair.
  - Youth/Student (Tim Unger)
    - Wiki is hosted by wikispaces.com – ocda.wikispaces.com
    - Allows youth and student age singers to engage with each other through our OCDA website.
    - Board members are encouraged to view the Wiki and edit.
    - Categories include: repertoire; online resources; opportunities such as workshops and conducting training.
  - Retired (Eric Richardson)
    - No report.
    - Chair Richardson briefly reflected on the long-term growth of OCDA.
  - Exhibits (Tina Groom)
    - Chair Groom will be leaving the Board.
    - 12 tables are sold for this conference.
    - Sponsorship has been very successful.
    - \$3400 has been collected through sponsorships and exhibitors.

- Chair Groom suggests soliciting displays in the area of technology and resources.
- Distinguished Service Award (Gayle Walker)
  - Will be presented to Ernie Hisey tomorrow at luncheon.
- Elections (Gayle Walker)
  - A pool of names was developed and largely accomplished through email.
  - The online balloting is handled by ACDA National Office.
  - Bylaws should be amended to reflect this change.

**The changes will be sent by email and then will be voted in Fall.**

## II. Old Business

- Children's Honors Chorus (Sandy Matthias & Tyler Young)
  - 149 singers are registered.
  - 51 chaperones are included.
  - Overall budget very successful – anticipate \$5000 in the black.
  - Robyn Lana is clinician/conductor.
  - Rollo Dillworth is engaged for next year's choir.
- 2011 Summer Conference (Ben Ayling, Sara Potts and Brian Potts)
  - pre-registration is 154.
  - Red dots will be on the tags for new members so we can greet them.
  - Hosting Chair: Brandon Moss
  - Volunteers needed to introduce our presenters
    - President Ayling requests Board members volunteer to introduce the presenters, and then stand at the back and act as timekeeper for the session.
  - Reading Sessions (Bill Zurkey)
    - All are ready to go.
- Non-Member participation in Honor Choirs (Ben Ayling)
  - No report.
- Other Old Business

## III. New Business

- Loss of Linda Busarow, d; May 27, 2011 (Ben Ayling)
  - There will be a tribute at the luncheon meeting tomorrow.
  - Letter was received acknowledging our donation of \$50.00.
- Authorized Account Signers (Kent Vandock)

**Motion: to change financial signers. Remove Gayle Walker from checking account and rescind her debit card, add Bill Zurkey to checking account and issue a debit card in his name.**

Made by: James Vaughn

Seconded by: Eric Richardson

Action taken: passed unanimously.

- Resignation of Brian and Sara Potts (Ben Ayling)

**Motion: resignation accepted with regret.**

Made by: Gayle Walker

Seconded by: Ron Jenkins

Action taken: passed unanimously

- Interest of Brandon Moss in Conference Coordinator position (Ben Ayling)
  - He has been highly recommended; he has shadowed the Potts' for two years. He has worked as a student helper and also as transportation and hospitality assistant.

**Motion: to accept Brandon Moss as Conference Coordinator.**

Made by: Dara Gillis

Seconded by: Suzanne Walters

Action taken: passed unanimously.

- Discussion of payment for position of Conference Coordinator. Gayle Walker began in 2001 as a volunteer. In 2007 a stipend was added.
- Discussion of base fee with incentive for added registrations.

**Motion: to pay Brandon Moss as Conference Chair a base fee of \$1600 plus an incentive of \$50 per five registrants over 160. Additional reasonable lodging and food expenses will be reimbursed.**

Made by: Gayle Walker

Seconded by: Eric Richardson

Action taken: passed unanimously.

- 2012 Summer Conference (Bill Zurkey)
  - Headliners will include Paul Oakley and Charles Bruffy
  - Frank Bianchi will also be on program.
  - Rollo Dillworth for children's choir.

- Other New Business

#### IV. Adjournment

**Motion: to adjourn**

Made by: Eric Richardson

Seconded by: Bill Zurkey  
Action taken: passed unanimously.

OCDA Board Meetings:

- Saturday, September 10, 2011 at 10 a.m. in Roush Hall, Room 331, Otterbein College
- Saturday, January 7, 2012 at 10 a.m. in Roush Hall, Room 331, Otterbein College
- Monday, June 18, 2012 at 10 a.m. in Roush Hall, Room 331, Otterbein College

Other Important Events

- OMEA Conference – February 16 – 18, 2012 in Columbus
- ACDA Central Division Conference – March 7 – 10, 2012 in Fort Wayne, IN
- OCDA Summer Conference - June 18-20, 2012 at Otterbein College

TREASURER'S REPORT – ADDENDUM #1

2011 OCDA Summer Business Meeting Financial Report - Last year  
1/1/2010 through 12/31/2010

6/16/2011

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Category Description	1/1/2010- 12/31/2010
<b>INCOME</b>	
Advertising	947.00
Children's Choir Income	22,134.10
Int Inc	17.83
Member Deposits	9,851.00
Other Inc	100.00
Summer Conference Income	27,064.75
<b>TOTAL INCOME</b>	<b>60,114.68</b>
<b>EXPENSES</b>	
ACDA Membership Dues Transfer	4,139.00
Awards	228.00
Bank Charge	73.63
Board Meetings	638.83
Children's Choir Expenses	20,811.63
Elections	264.55
Membership	383.53
Newsletter	3,103.21
Office	229.62
OMEA	4,139.74
R & S Area	26.46
Sponsorships	1,100.00
State Officer Travel	669.65
Summer Conference Expenses	23,485.56
Taxes	275.00
Travel	1,083.20
Website expenses	279.80
<b>TOTAL EXPENSES</b>	<b>60,931.41</b>
<b>OVERALL TOTAL</b>	<b>-816.73</b>

NEWSLETTER REPORT – ADDENDUM #2  
**OHIO CHORAL DIRECTORS ASSOCIATION**  
**FINAL NEWS EDITOR’S REPORT**  
**Sharon Davis Gratto**  
**June 20, 2011**

It has been a challenge to assume responsibility over the past two years as Editor of the OCDA News. Before I became Editor, the newsletter was published from Ashland University at

an extremely low rate, both for design and printing work and hard copy mailings. The design person was not able to continue work on the newsletter, once a new Editor was in place that was no longer affiliated with the University. In addition, the newsletter had been mailed illegally under Ashland University's non-profit postage status. By the time I completed the convoluted and expensive process of filing for non-profit mailing status for the OCDA News from Dayton, OH, several issues had been distributed at the much higher postal rate. Once the process with the US Postal Service was complete, the decision was made to begin publishing the newsletter on-line rather than using mail distribution.

Throughout this time, the University of Dayton's Print and Design office provided excellent layout services at very expensive rates that exceeded the newsletter line item in OCDA's budget. The budgeted amount had been based on Ashland's design services and illegal use of their non-profit postage status. The transition to the new distribution method resulted at first in blurred visual images. Subsequent issues were published clearly on-line and at a greatly reduced design and distribution price. It would be interesting at this point to know how many OCDA members actually read the on-line version of the newsletter.

Two other initiatives were made to help decrease newsletter layout and design costs. First, an independent design person was contracted, but she only prepared one issue. Then computer software was purchased for an OCDA volunteer to learn how to do the layout in preparation for taking over the design work. To date, the volunteer has not had time to begin the project. As UD Print and Design has continued to prepare the newsletter, costs have decreased substantially. One cost-saving measure was to edit everything in advance and to submit all of the newsletter components together at the same time. While this procedure might seem obvious to most people, it was not always possible when advertisement copy, articles, and photos were not submitted at once and by the announced deadline. My recommendation to help the next Editor is to increase the newsletter budget line item, while continuing to explore less expensive ways to execute the publication without sacrificing quality.

I want to thank Bob Jones for his help with the OCDA News as Assistant Editor. I also want to thank the advertisers who have supported the OCDA News over the past two years, including the University of Dayton Department of Music, CMS Publications, Musical Resources of Toledo, Bob Rogers Travel, Soundwave Recording, New Horizons Tour and Travel, Festival of Liturgical Arts in the Western Reserve, The Cathedral of St. John the Evangelist, WCLV's Church Choir Festival, and Stanton's Sheet Music in Columbus. For the record, I also want to note that I submitted the OCDA web site and the on-line newsletter for consideration in ACDA's national competition. While the OCDA News and the web site did not win, the evaluators did share valuable and helpful written comments.

MEMBERSHIP REPORT – ADDENDUM #3  
 2011 OCDA Membership Update  
 Summer Conference Meeting  
 Information current as of 6/18/11

New ACDA Members since conference 2010	18
New or Returning Conference Attendees since 2010 (individuals did not attend 2010 conference)	40
Members new to conference 2010 returning to conference 2011	11
Ongoing ACDA members returning to Conference 2011	81
New Members 2010 not returning to 2011	24

Conference	
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The above table reflects new membership in ACDA, ongoing membership in OCDA with participation in Summer Conference, new membership in 2010 who chose not to return to conference after one year and membership not in attendance last year who have chosen to return. An email was sent to those individuals new to the organization last year who chose not to return to this summer's conference inviting them to share in the conference opportunity. Final membership analysis will be available after onsite registration on Monday 6/20

YOUTH AND STUDENT CHAIR REPORT – ADDENDUM #4  
June 20<sup>th</sup>, 2011 OCDA Board Meeting

Youth and Student Report

Submitted by: Tim Unger

1. As a follow up to the initiatives presented at the January board meeting the following action has been taken:
  - article written for OCDA newsletter describing the purpose and impending implementation of Youth and Student digital interface
  - included in the article is a call to encourage students to visit the OCDA website and wiki
  - creation of wiki - <http://ocda.wikispaces.com/>
  - submission of wiki to webmaster, with hopes of adding it to the OCDA website when possible
  
2. A reminder that a wiki page is open to additions from anyone. Please log on and add your two cents! In addition, encourage your singers to do the same (I plan on making a choir assignment out of it for the next academic year)
  
3. Areas to explore further:
  - other interactive web-based programs that can engage the Youth and Student community (Social bookmarking, podcasts, etc)
  - the promotion of singing and conducting opportunities on the wiki (honor choirs, music camps, conducting workshops, etc)

EXHIBIT CHAIR REPORT – ADDENDUM #5

I have sold 12 tables, with 1 additional table going to Wenger for the raffle of a Director's Stand. This, plus the additional money from sponsorships (\$300.00 from Educational Tours, Inc., and Bob Rogers' contribution) puts us at a grand total of over \$3,000.00 plus raffle items.

There are a few exhibitors that I believe we should pursue in the future, simply because they have products that choral directors could benefit from trying out (especially technology and software), but it seems as if the room is reaching maximum capacity, especially when you add the tables for the repertoire books.

I believe that we're really moving in the right direction with sponsorships, and I think that this is an avenue that we should really focus on in the coming years. With that being said, I regret to say that I won't be able to continue my service on the OCDA Board for the foreseeable future due to some family issues that make it very difficult for me to be away on weekends. I really have enjoyed my service to this organization, and hope to be able to be of help in other ways. The friendships, insights, and support that I have gained as a result of being a part of this Board has been invaluable, and I thank you all for the opportunity. Of course, I will be there in June to set up the exhibits and attend this great conference, so I look forward to seeing you all then!

Sincerely yours,  
Tina