

Minutes* - Ohio Choral Directors Association Fall Board Meeting

September 10, 2016

Roush Hall- Board Room

Otterbein College

10:00 a.m.

**Minutes respectfully submitted by Brandon Moss, Secretary*

Present: Wei Cheng, Jeremy David, Amy Gelsone, Dara Gillis, Zebulon Highben, Ann Johnson, Kristina MacMullen, Brandon Moss, Kelly Ann Nelson, Doug O'Neal, Tyler Skidmore, Julie Strebler, Kent Vandock, Beth Vaughn, Eric West

Absent: Marie Bucoy-Calavan, Jennifer Call, Tim Carpenter, Tracy Carpenter, Tim Cloeter, Daniel Cox, Chris Dent, Jason Falkofsky, Emily Garlock, Libby Hainrihar, Lynda Hasseler, Chris Ilg, Jeremy Jones, Daniel Parsley, Brad Pierson, Rich Schnipke, Kristen Snyder, Keith Tankersley, Loren Veigel

(RED denotes action item)

I. Preliminary Reports

- Call to Order (Dara Gillis)
- Minutes (Brandon Moss)
 - **Motion:** **to approve June minutes as presented**
 - Made by: Kent Vandock
 - Seconded by: Doug O'Neal
 - **Action taken:** **Motion passed**
- Welcome of Incoming Board Members and/or Guests (Dara Gillis)
 - Wei Cheng, EC Region Chair
 - Julie Strebler, Elementary Choir Festival Chair
 - Beth Vaughn, NW Region Chair
- Treasurer's Report (Kent Vandock)
 - Submitted electronically and presented during meeting
 - Highlights attached in *Appendix A*
 - **Motion:** **to approve Treasurer's report**
 - Made by: Ann Johnson
 - Seconded by: Kristina MacMullen
 - **Action taken:** **Motion passed**
- Presidential Report/Concerns (Dara Gillis for Loren Veigel)
 - Attached in *Appendix B*
 - State Board Restructuring Committee (Rich Schnipke)
 - Pres. Elect Schnipke looking for one or two more committee members (current membership: Schnipke, President Veigel, Secretary Moss, and Amy Johnston Blosser, National R&R Chair); **interested board members should contact him**
 - Goal of committee to create proposal to vote at January board meeting and introduce at Summer Conference 2017
 - Surveys on *OCDA News* and Summer Conference coming
 - Summer Conference Pay Structure (Loren Veigel)
 - Accompanist(s) for clinician and reading sessions
 - Has traditionally been a volunteer but this is no longer feasible
 - Pay for clinicians

- Currently starts at \$600/day plus expenses for out-of-state; conference fees waived plus expenses for in-state
 - There is pay discrepancy across OCDA events, both for clinicians and accompanists
 - Some brief discussion, but per President Veigel's request, active discussion tabled until January meeting
- Elementary Festivals (Julie Strebler)
 - Cleveland State University has been secured for the NE region so far; still working on other two events
 - Working with Bowling Green State Univ. for NW region; board members gave other ideas in case BGSU does not work out
 - Ideas were suggested for EC region, as Mt. Union is not available
 - OCDA has promised \$1000 in funding, Strebler is working with OMEA districts and OMEA region chairs for further sponsorship after OMEA's commission to support the event
- 2017 Conference
 - Stacey Gibbs, Tim Sharp, Ohio-based clinicians
 - Pres. Veigel wants feedback on whether we could move the deadline for performing group submissions earlier
 - Board discussion that this would be difficult to attract quality high-school choirs
 - Treasurer Vandock suggested to clarify or rank date preference/availability on registration form
- Newsletter Report (Tim Cloeter)
 - Report attached in *Appendix C*
 - Article submission schedule was sent out to Board members
- Information Technology Coordinator Report (Eric West)
 - Will be performing major update on the website in the coming weeks
 - Board members should send anything they want on the website to Coordinator West via e-mail (must provide content)
 - For Newsletter Editor Cloeter: Survey has been forwarded to the Board for comments before being sent to membership
 - Discussion summary:
 - Include number of minutes it will take to complete and explanation of why members should take the survey
 - Perhaps share with membership how much money is saved by digital format
 - What is the implication of different newsletter formats on ad sales?
 - Could there be an OCDA app?
 - How can we utilize social media more?
 - Perhaps Technology Coordinator becomes chair of a committee that includes a person who focuses solely on social media presence
- Membership Committee (Doug O'Neal)
 - Summary attached in *Appendix D*
 - Sing Up! Fall Membership Drive 2016—9/13-10/12
 - Ohio has 10 complimentary memberships
 - We should give to people we believe will continue in ACDA
 - **Contact Chair O'Neal with suggestions**

- Student Membership Initiative highly encouraged (for college students only)
 - Chair O'Neal is personally contacting all of last year's complimentary memberships and encouraging them to renew
- Repertoire & Standards Chairs Status Updates
 - High School (Kristen Snyder)
 - No report
 - Women's Chorus (Kristina MacMullen)
 - No report
 - Middle School (Libby Hainrihar)
 - No report
 - Multi-Cultural (Lynda Hasseler)
 - No report
 - College/University (Marie Bucoy-Calavan)
 - (*in absentia*) Treasurer Vandock reports OCDA has paid Howard Helvey in full for his commission and Jake Runestad has been paid half
 - Children's (Jeremy David)
 - No report
 - Music/Worship (Daniel Parsley)
 - No report
 - Vocal Jazz (Chris Ilg)
 - No report
 - Show Choir (Emily Garlock)
 - No report
 - Men's Chorus (Jason Falkofsky)
 - No report
 - Community (Tim and Tracy Carpenter)
 - No report
- Repertoire Notebooks (Rich Schnipke)
 - R&R chairs should send their new pieces from Summer Conference to Coordinator West; Coordinator West will set up a Google Sheet so that R&R chairs will eventually be able to update themselves
- Reading Session Update (Rich Schnipke)
 - R&R Chair Submissions are due October 15
- Chair Reports
 - Mentorship (Bradley Pierson)
 - No report
 - Historian (Amy Gelsone)
 - Tag yourself and others in posted Conference pictures
 - Youth/Student (Jeremy Jones)
 - (*per Treasurer Vandock*) No Student Conference Scholarships given this year (none applied)
 - College directors need to know this is an option
 - (*per Chair O'Neal*) ACDA is giving 5 student scholarships per state to the National Conference with registration deadline of Oct. 15; Chair Jones requested to send e-mail to college directors
 - Exhibits (Keith Tankersley)
 - No report
 - Past President's Council (Dara Gillis)

- Met at Summer Conference to identify those who should be encouraged to run for President-Elect, Secretary, SC, NE, SW Region Chairs
- Elections will not be until April

II. Old Business

- Children’s Honors Chorus (Jennifer Call)
 - (*per Treasurer Vandock*) Next year is a commission year, but they are using an in-state clinician to offset money in budget for commission
 - Chair Nelson suggested region chairs may be able to help with events like this
- High School Honor Choirs (Ann Johnson)
 - Attached in *Appendix E*
 - Chair Johnson will lead a committee to plan and run the event
 - Gayle Walker and Peter Jarjisian will direct for next two years
 - Working to re-secure Church of the Messiah; **Chair Johnson will follow up with Board after church reaches decision**
- Elementary Choir Festivals (Julie Strebler)
 - Reported earlier during President’s report
- 2016 Summer Conference Recap (Chris Dent)
 - Attached in *Appendix F*
 - Discussion: Can Otterbein provide clearer instructions for on-campus parking housing?
- Other Old Business
 - Chair MacMullen asked about a Directors’ Chorus at Summer Conference; Vice-Pres. Gillis explained this had been done in the past and was not well-received

III. New Business

- 2017 Summer Conference (Loren Veigel)
 - Reported earlier in President’s report
- Elections (Dara Gillis)
 - Winter *OCDA News* will provide nomination deadlines
- Other New Business (from floor)
 - Proposal from OCDA member Kathy Milford to support Robert Shaw Festival in Ashtabula, Feb. 25 at the amount of \$1000
 - Budget for event presented by Vice-Pres. Gillis
 - Discussion of proportion of requested support to entire OCDA Sponsorship budget line item
 - **Motion:** to support the event for \$500
 - Made by: Zebulon Highben
 - Seconded by: Kent Vandock
 - **Action taken:** Motion passed
- Budget 2016-17 proposal from Treasurer Vandock
 - E-mailed to Board and highlights presented
 - **Motion:** to approve budget as presented
 - Made by: Tyler Skidmore
 - Seconded by: Eric West
 - **Action taken:** Motion passed
- National Honor Choir ACDA Auditions are this month

IV. Adjournment

- **Motion:** **to adjourn**
- Made by: Beth Vaughn
- Seconded by: Amy Gelsone

OCDA Board Meetings:

- Saturday, January 7, 2017 at 10 a.m. in Roush Hall, Board Room, Otterbein College
- Monday, June 19, 2017 Summer Conference Board Meeting at 10 a.m. in Roush Hall, Board Room Otterbein College

Other Important Events

- OMEA Conference 2017 – February 2-4, Cleveland
- ACDA National Conference 2017 – March 8-11, Minneapolis, MN
- OCDA Summer Conference 2017- June 19-21, Otterbein University

APPENDIX A—Treasurer’s Report Highlights

Fall 2016 OCDA Treasurer’s Report

- Checking Register
- Savings Register
- 7 Day CD Register
- 2016 Summer Conference Report
 - 2016 Summer Conference currently made \$4,600.87 compared to making \$8,964.53 in 2015.
 - Income was impacted by:
 - Grad Credit Fees not yet received
 - Expenses were impacted by several factors
 - Clinician expenses were up
 - Reading Session Accompanist was an unexpected cost
 - Facility fee was unexpectedly less
 - Income and Expense items reflect stability from last year and suggest we are running a conference consistently from year-to-year
 - Income fell more than expenses did
 - Fee for conference was left the same
- 2016 CHC Report
 - 2016 CHC made \$2,318.55 compared to making \$1,230.12 in 2015
 - Income was impacted by more ticket sales and greatly reduced registrations (less students)
 - Expenses were up in clinician travel
 - Expenses fell more than income
- 2016 HSHC
 - 2016 HSHC made \$544.30 compared to making \$3,857.01 in 2015.
 - Expense items increased:
 - Venue Rental was outrageous
 - Clinician lodging issues
 - Accompanist lodging issues
 - The participation level will drive the trajectory of this event in the future.
- YTD Income vs. Expense Comparison
 - In 2015, we received \$13,602.01 more than we spent and in 2016 YTD, we’ve received \$5,397.38 more than we spent.
 - Income fell precipitously:
 - CHC
 - HSHC
 - Summer Conference
 - Missing Grad Credit Payment
 - Expenses fell far less than income
 - Insurance is an added financial commitment already noted by the Board
 - There was the year for State Officer Travel
 - Summary Items
 - We’re on track to have a positive net cash flow for 2016!
- 2016 Spending Pie Chart
 - Shows Top 10 spending categories

- Contingency Fund
 - \$1,422.20 to be deposited into the Contingency Fund (10% of profit from our events)
 - Summer Conference—\$460.09
 - Children’s Honors Choir—\$231.86
 - High School Honors Choir--\$54.43
 - Elementary Choir Festival--\$0.00
- Sponsorships for FY 2016 are 10% encumbered (\$225 of \$2,000 has been authorized)
 - \$225 for Elementary Choir Festival
- Sponsorships for FY 2017 are unallocated
- W-9s and 1099 Misc
 - We are responsible for filing these as OCDA
 - Require additional tax preparation—local tax preparer will handle for us
- OCDA Five-Year Trends
- 2017 OCDA Budget

APPENDIX B—President’s Report

President’s Report Fall Board Meeting

September 10, 2016

Loren C. Veigel, President

- I’m sorry I cannot be with you today. I will be driving throughout the meeting time out-of-state, so do not hesitate to call my cell phone if the Board would like to discuss anything with me.
- Thanks to Dara Gillis for chairing today in my absence.
- Thanks, too, to all of our OCDA Board members! Everything you do to promote and drive our tremendous organization is deeply appreciated. OCDA has a strong and secure presence nationally.

I – Presidential Concerns:

A). President Elect Rich Schnipke is forming the committee to study re-structuring of the OCDA Board, especially with regards to alignment with the new National R and R structure. He is submitting a report today, and seeking volunteers.

B). Please expect a survey to be issued to all OCDA members. I have written one to gather data about Conference attendance, especially addressing concerns expressed this summer. Tim Cloeter has written one to collect data on the membership’s opinions concerning newsletters. It’s our intent to issue this survey through the website before the end of this month.

C). The growth of our Summer Conference has created some apparent inequities that we should perhaps address. The accompanist for all sessions was for many years a volunteer who received free registration. Accompanists for honors groups have been paid. There also has been a difference between pay for various clinicians. I would appreciate discussion of this matter. Should OCDA set a pay scale? If so, we could table the issue at this meeting, and vote in the winter meeting (please note, however, that most clinicians for 2017 will already be under contract at that time).

D). Our deepest gratitude to Suzanne Walters for her long service to the Board and her successful development of the Elementary Choir Festivals. Suzanne has stepped aside; we welcome Julie Strebler of Coventry Schools, Summit County to fulfill this position.

E). Board members are respectfully asked to consider submission of articles to the *OCDA News* an essential and necessary part of their Board position. Dr. Cloeter issues a clear rotational schedule of these submissions. Please do consider writing articles far in advance, to allow time for concept development, editing and proofreading. Waiting for the deadline to write tends to diminish the quality of our publication. At the very least, invite a guest writer for your submission; someone whom you feel can offer valuable ideas or inspirational thoughts to our members. OCDA believes our membership counts on the quality of our *News*; you all have expertise to offer the organization! Thanks, in advance, for taking this duty seriously.

III. 2017 Summer Conference:

- After summer Board discussions, and suggestions during Conference evaluation, clinician plans for next year have been re-designed.
- I’m excited to announce that we will have Stacey Gibbs on Tuesday as a one-day headliner; Tim Sharp will be with us all three days, and will present mostly on Monday and Wednesday.
- This will allow room for several Ohio clinicians; subject areas will be diversified.
- Does the Board feel that the call for performing groups could be issued during the Fall, with deadline prior to Christmas events? (It’s traditionally been sent out during the winter). If the Board feels this is possible, I’d like to send out the call next month.

Thanks, again, everyone!

OCDA News Editor's Report

Fall Issue

Contributors

The following members are scheduled to contribute to this issue:

Loren Veigel (President)

Amy Gelsone (Historia)

Thanks for the article, Amy, but could you please send it to me as a Word document or a text file rather than a pdf? Also, the photo(s) you tried to e-mail to me were not attached to the e-mail as you intended.

Kent Vandock (Treasurer)

Christopher Dent (Summer Conference Coordinator)

Chris Ilg (Vocal Jazz R & S Chair)

Zeb Highben (South Central Regional Chair)

Thanks for the e-mail about your forthcoming article, Zeb.

Daniel Parsley (Music and Worship R & S Chair)

Thanks for the e-mail about your forthcoming article, Daniel. You're welcome to call me to further discuss topic ideas, if you'd like: 262-527-8151.

Jerry Parsons (Retired Members Interest Area)

Thanks for your article, Jerry! Could you also send me a photo of you?

Advertising

Keith Tankersley is presently collecting ads for the Fall issue; he has contacted all previous advertisers, and if you have a business in mind that might be interested to advertise in the OCDA News, please send contact information for that business to Keith right away (keithtankersley@gmail.com).

Deadline

September 15 is the deadline for submission of articles, ads, and calendar items to be included in the Fall issue. I aim for a publication date of October 1. If you have any trouble meeting the deadline, please communicate with me so that I know what to expect.

Survey

Eric West kindly sent you a draft of the survey I've created regarding the News. I'm sorry that I can't be with you today to engage in the discussion myself, and I'm grateful that Eric has agreed to compile and forward to me your opinions and edits. After I've had a chance to consider your suggestions, we'll send this survey to all members of OCDA. For now, we are proceeding to publish the News in the manner that we have in the past, but I expect that this survey will provide useful guidance for how we might change our practice in the future.

—Tim Cloeter

APPENDIX D—Membership Report

OCDA Membership Report

September 10, 2016

Submitted by Doug O'Neal

As of August 31, 2016:

Members: 657

(down in active, up in student)

Active members on Aug 30, 2015, was 331.

Active members on June 1, 2016, was 285.

Membership at a glance:

Active 282 (down 49)

Associate 1

Exchange 1

Industry 5

Institution 3

Library 22

Life 70

Paying Life 5

Retired 68 (up 3)

Student 200 (up from January)

New Sing Up Membership Drive:

Running 9/13-10/12

Three programs:

Complimentary Memberships

States receive 10 memberships. Important that these be people who will continue in ACDA.

Student Membership Initiative

States pay \$15, National pays \$15, student pays \$5 (DEADLINE is an October 7 postmark)

<http://acda.org/page.asp?page=StudentInitiative-Students>

Complimentary Member Retention

It is our goal to keep at least half of our 10 complimentary members. I will reach out to the 2015 recipients and invite them to stay a member of ACDA.

Action Items:

Please share names of people you think may benefit from an ACDA Complimentary Membership.

APPENDIX E—High School Honor Choir Report

OCDA High School Honor Choir Report Fall Board Meeting 9/10/16

*2016 Honor Choirs very successful with about 150 participants.

*Thank you to Frank Bianchi and Lynda Hasseler for their two year commitment as guest conductors and all of their hard work.

*Ann will be continuing as the HSHC chair with a small committee to help assist with the various tasks involved. Jared Joseph (Washington Courthouse HS) and Jessica Myers (Licking Valley HS) have agreed to serve on the committee.

*2017 & 2018 guest conductors will be Gayle Walker and Peter Jarjisian.

*Gayle Walker and I have been working on getting the choir back at Church of the Messiah. Gayle has contacts with the church and our discussion with the new director of music, John Holsinger, has been positive. Here is our proposal to the church:

1. John Holsinger, Director of Music at Church of the Messiah has positive feelings about hosting the OCDA Summer High School Honor Choir.
2. John plans to talk with the church staff/leaders and explain why the OCDA Honor Choir has positive benefits for the church with regards to a musical relationship with Otterbein and OCDA; he hopes for a positive outcome.
3. During the Honor Choir event, directors Gayle Walker and Peter Jarjisian will reinforce a code of conduct for collegiate section leaders and high school students.
4. The church will not tune pianos beyond the 3 pianos they regularly tune, unless OCDA would like to pay for a tuning.
5. Use of the following rooms are requested. Gayle Walker can work to reserve the Otterbein chapel and one other room in Battelle as needed for sectionals
Sanctuary, Contemporary Worship hall, gym/cafeteria for lunch and dinner, two additional classrooms, the chapel, choir room and green room
6. Custodial hours need to be agreed upon in advance

A simple contract can be drawn up indicating:

- payment to the church - \$500 suggested (especially if all the above rooms are used in the church)
- agreed upon room usage
- if there is a need to tune pianos other than the sanctuary, choir room, and McVay Room - beyond the sanctuary, choir room, and McVay pianos OCDA would pay for tuning
- Custodial Hours - lights will go off at a given hour after the concert or OCDA will pay additional to cover custodian overtime.
- additional trash receptacles in student area (does the church have, should OCDA bring?)
- a basic code of conduct/expectations will be attached to the contract: 1. explaining to students their responsibilities regarding respect for the building; 2. explaining to Honor Choir organizers and section leaders their responsibility as Honor Choir adults/chaperones
- adults will always be in the room with any group of students, supervising

- He will bring our proposal and request to the church's fall planning meeting on September 20 and follow up with us.

APPENDIX F—Summer Conference Report

2016 OCDA Summer Conference Report

Christopher Dent, committee chair

OCDA's 2016 Summer Conference was held this year June 20–22, on the campus of Otterbein University in Westerville. This year we welcomed Rodney Eichenberger and Andrea Ramsey as our headlining clinicians. Attendance continues to trend down. This year's registration breaks down as follows:

--Total registration at this year's conference was 138.

--92 Active Members

--19 Retired Members

--13 Student Members

--11 of those are new or renewing members

--3 Non-member Spouse

--31 of those attended for the first time!

We had five student workers from Otterbein who assisted with registration, hospitality, and technology throughout the conference. Only one of the student workers graduated and the remaining four expressed an interest in assisting with the 2017 conference.

The conference boasted seven great performances, including the Ohio Northern University Singers, directed by Dr. Ben Ayling; Lancaster Chorale, directed by Dr. Stephen Caracciolo; Cappriccio Columbus, directed by Larry Griffin; and the Dempsey Middle School Choir, directed by Tracy Cinereski.

Lots of publicity went out for the conference again this year including:

-Advertising at OMEA

-Constant Contact e-mail blasts

-Postcards

-Facebook and Twitter (thanks to Eric West)

-Word-of-Mouth

This year was the first year that Jill McCullough from Otterbein University served in her role as Director of Summer Conferences (in previous years she was assistant director) and I feel that OCDA and Otterbein can continue to grow and develop a very strong and positive working relationship.

Conference evaluations were positive about most aspects of the event, including clinicians, concerts, social events, etc.

Due to the closing of the Polaris Max and Erma's restaurant in late spring, we were forced to find a new location for the Monday evening Gemutlichkeit. We were fortunate that the Polaris Quaker Steak and Lube was willing to host our social gathering and even provided a room just for OCDA. This year's Gemutlichkeit was very well attended.