

## From Your President

WITH SUMMER RAPIDLY APPROACHING, it's time to relax, take a deep breath, and recharge your professional batteries for the next season of choral music making. One of the premier regional summer opportunities for professional development is our own Ohio Choral Directors Association Summer Conference. This has become an event for both the distinguished choral conductor and the rookie, where all can enjoy the fellowship of song, excitement of a session, and sharing a conversation with each other or one of our headliners. The highlight of the three-day conference will be three of the world's finest choral clinicians.



OCDA President Bill Zurkey

Have you ever been Ephed? (pronounced "eefd") I was first Ephed at the OCDA Summer Conference at Ohio University in the mid-90s. I have since been Ephed five additional times. There is nothing like it. It's a powerful high and can be a life changing event. **Eph Ehly**, in my opinion, is the Vince Lombardi of our profession. He is the most passionate, talented and enthusiastic clinician of our time. A research article published in the American Choral Directors Journal named Eph Ehly "one of the most sought-after choral conductors/clinicians." He has conducted more than 80 all-state choirs and more than 600 festival ensembles. As a conductor, author, lecturer, and clinician, he has appeared in 48 states, Canada, Brazil, Japan, Mexico, and several countries throughout Europe, and presented on more than 100 college and university campuses. Find out for yourself and attend the Summer Conference.

**Jefferson Johnson** has become an Ohio favorite and we are extremely pleased to have him back. He is Director of Choral Activities at the University of Kentucky where he conducts the University Chorale and Men's Chorus. Johnson is also Music Director of the Lexington Singers, a 180-voice community chorus that annually performs major works with the Lexington Philharmonic Orchestra. Dr. Johnson's recently released video *Ready, Set, Sing* is published by Santa Barbara Music Publishing (<http://sbmp.com/DVD2.php?CatalogNumber=582>). It has been featured at music educators' conventions from Ohio to Hawaii. Johnson maintains an active schedule as an adjudicator and guest conductor for high school and collegiate choirs throughout the United States. He has conducted honor choruses in 30 states and has appeared as a featured clinician at ACDA or MENC conven-

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tions in more than twenty states.

Right in our own backyard is another premier choral clinician, **Jody Kerchner**. Kerchner is Professor of Music Education at the Oberlin Conservatory of Music where she is the secondary school music and choral music education specialist. I have not seen a more enthusiastic approach to pedagogy with a more consistent result. Her research interests include children's responses during music listening, choral music education, empathetic leadership, teacher identity development, assessment, and reflective thinking. She is co-author and co-editor of *Musical Experience in Our Lives: Things We Learn and Meanings We Make* (2009) and *Prelude to Music Edu-*

*cation* (2002) and has contributed chapters in several research and pedagogy texts and articles in professional journals.

Our Children's Honor Choir guest conductor is **Fernando Malvar-Ruiz**. He is currently the Litton-Lodal Music Director of The American Boychoir, leading that choir in over 100 performances throughout the United States each year and touring with them internationally. An experienced conductor, lecturer, clinician, and recognized expert in the adolescent male evolving voice, Malvar-Ruiz has guest conducted internationally at such venues as the Kodály Music Education Institute of Australia, the World Children's Choir in Hong Kong, the Czech Republic,

Bermuda, and the Des Moines International Children's Choral Festival. Malvar-Ruiz also regularly conducts honor choirs and choral festivals throughout the United States for ACDA and OAKE regional and national conventions. The OCDA Children's Honor Choir will present a concert on Wednesday afternoon. Rehearsals for this ensemble are open to conference attendees.

In addition to the above, there will be concerts by the Ohio Northern University Singers, Lakota West Chamber Singers, Broad Street Presbyterian Church choir, and the highly anticipated OCDA Summer Honor Choir. There will also be four choral reading sessions, and the **All-Conference Party at Brio** sponsored by Bob Rogers Travel.

# 2013 Summer Conference

## June 17-19, 2013



Otterbein University • Westerville, OH

Ohio Choral Directors Association



Eph Ehly was named “one of the most sought-after choral conductors/clinicians in the United States” by *Choral Journal*. Retired as the long-time Director of Choral Activities at the Conservatory of Music, University of Missouri-Kansas City, Ehly has conducted hundreds of festival and All-State choirs around the country and across the world. Ehly is the recipient of numerous faculty grants and teaching awards and wrote the popular memoir *Hogey's Journey*, which details his teaching and conducting philosophies and rehearsal techniques.



Jefferson Johnson is Director of Choral Activities at the University of Kentucky. He is also the Music Director of the Lexington Singers, a 180-voice community chorus. Dr. Johnson's recently released video *Ready...Set...Sing!* is published by Santa Barbara and has been featured at music educators' conventions nationwide. In addition, Johnson maintains an active schedule as an adjudicator and guest conductor for high school and collegiate choirs throughout the United States. He has conducted honor choirs in 30 states and has appeared as a featured clinician at numerous ACDA or MENC conventions.



Jody L. Kerchner is Director of Music Education at the Oberlin Conservatory of Music where she is the secondary-school music and choral music education specialist. She is founder and conductor of the Oberlin College Women's Chorale. Prior to teaching at the collegiate level, Dr. Kerchner taught K-8 general and choral music in Swarthmore, PA and Winnetka, IL. She has served as guest conductor for honors choral festivals in OH, PA, VA, and GA. An active clinician, she has also presented nationally and internationally at conferences in North and South America, Asia, Africa, and Europe.



Fernando Malvar-Ruiz, conductor of this year's OCDA Children's Honor Choir, is the Litton-Lodal Music Director of The American Boychoir. He leads the choir annually in over one hundred performances throughout the United States and internationally. Widely sought after as a guest conductor, lecturer, clinician, and recognized expert in the adolescent male evolving voice, Malvar-Ruiz has guest conducted throughout the world. For 11 years, he instructed the summer Master's Program in Kodály at Capital University. He also regularly conducts honor choirs and choral festivals throughout the United States.

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## REGISTRATION INFORMATION

The registration fee for members is \$149. Included in this fee are parking, the Tuesday business luncheon, the Tuesday evening social event, and reading session music (guaranteed only for workshop participants registering by June 1, 2013).

Fill out the registration form and return as indicated below. The registration must be postmarked by June 1, 2013, in order for the pre-registration fees to apply. After June 1, 2013, a higher fee structure is in place (see below). Reading session packets cannot be guaranteed for those who do not pre-register by the June 1 deadline.

A refund will be made if a written cancellation is received by June 1, 2013. After that date a deduction of \$80.00 will be made.

The option to earn graduate credit through Otterbein University is available this year **for pre-registrants only**. If you would like to receive a graduate credit registration packet, please indicate this in the appropriate space on the registration form below. A current copy of your teaching license must be either mailed in with your registration form or brought with you to the conference.

Mail payment and Registration Form to: Brandon L. Moss, OCDA Summer Conference Coordinator, 7321 Skyline Dr. E., Apt. 308, Columbus OH 43235. Email or call Brandon with questions: ocdaconference@gmail.com, 614-499-8089.

Make checks payable to the Ohio Choral Directors Association.

## REGISTRATION FORM

Name \_\_\_\_\_ County \_\_\_\_\_

ACDA Membership # \_\_\_\_\_ Email address \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Home or cell phone \_\_\_\_\_ Business phone \_\_\_\_\_

### Pre-Registration (postmarked by June 1, 2013)

- \_\_\_\_\_ \$149 ACDA member
- \_\_\_\_\_ \$223 non-member (includes membership\*)
- \_\_\_\_\_ \$69 retired member
- \_\_\_\_\_ \$114 retired non-member (includes membership)
- \_\_\_\_\_ \$84 non-member spouse (does not include membership)
- \_\_\_\_\_ \$39 student member/1<sup>st</sup> year teacher
- \_\_\_\_\_ \$84 student non-member (includes membership)

### Late Registration (postmarked after June 1, 2013)

- \_\_\_\_\_ \$179 ACDA member
- \_\_\_\_\_ \$253 non-member (includes membership\*)
- \_\_\_\_\_ \$99 retired member
- \_\_\_\_\_ \$144 retired non-member (includes membership)
- \_\_\_\_\_ \$114 non-member spouse (does not include membership)
- \_\_\_\_\_ \$79 student member/1<sup>st</sup> year teacher
- \_\_\_\_\_ \$114 student non-member (includes membership)

\* New member price reflects \$21 discount, which equals the amount of OCDA dues for one year!

### Other Items of Interest

\_\_\_\_\_ \$8.00 I am interested in purchasing a Jersey Mike's box lunch for the Lunch Roundtable Discussions.

**Please circle your meal option:** Ham Turkey Roast Beef Veggie

(Interest areas include: College/University, High School/Jazz/Show, MS/Jr. High, Elementary/Children's/Boys, Church/Community)

\_\_\_\_\_ I am interested in receiving a graduate credit registration/information packet.

A CURRENT COPY OF YOUR TEACHING LICENSE must be submitted (see above).

### ON-CAMPUS RESIDENCE HALL LODGING

The college will provide a pillow. Rooms are air conditioned. Linens are optional (see below).

Select date(s): \_\_\_\_\_ June 17 \_\_\_\_\_ June 18

Select room: \_\_\_\_\_ single occupancy \$35.00 per person, per night

\_\_\_\_\_ double occupancy \$23.00 per person, per night

\_\_\_\_\_ **linens (optional)- please add one-time fee of \$11.00 to total**

\$ \_\_\_\_\_ TOTAL CONFERENCE PAYMENT (Make checks payable to OCDA)

*How did you hear about our conference opportunity?*

\_\_\_\_\_ Website

\_\_\_\_\_ OMEA Conference

\_\_\_\_\_ Referred by current OCDA member \_\_\_\_\_ (member name)

(Referring member receives a \$10 rebate on registration to the conference.)

In Ohio, we believe that conference attendance is important for the developing choral director. Our board has approved one full scholarship per ACDA Student Collegiate chapter affiliate to attend our OCDA 2013 Summer Conference June 17–19 at Otterbein University.

I am extremely pleased to announce the following two full scholarships to our annual summer conference. The recipients are: Caitlyn Lana from Miami University and Dalton Phillips from Case Western Reserve University. Congratulations to these young choral directors.

Take the opportunity to attend the OCDA Summer Conference at Otterbein University; it will add greatly to the sum of your music experiences and memories. Mark your calendars now for June 17–19, 2013. You can register online at our Website, [www.ohiocda.org](http://www.ohiocda.org). ♦

## Five Tips for a Successful Job Search

*Dara Gillis, President Elect*

AS THE SCHOOL YEAR draws to a close, many new college graduates will be seeking their first teaching jobs, and many experienced teachers may be looking to make a change. A job search can be a daunting and somewhat frightening task. It can also be a very exciting and rewarding experience if approached with a solid plan and a

positive attitude. The following suggestions are designed to assist in the process regardless of the experience of the candidate.

The most important tools in the search: professional organizations. ACDA and NAFME are the best investment in your career and obviously the first place to look for job listings. Check Web sites daily at

this time of year for new postings. Jobs can be posted and filled in a very short period of time. Do not allow more than one or two days to go by without checking these sites for new postings. Maintaining membership in these organizations is a must, not a luxury. Do not let membership lapse because of budgetary concerns. Make what-



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ever sacrifices necessary to keep membership current.

Attend professional conferences such as the upcoming OCDA Summer Conference at Otterbein University. This is the best place to network! Introduce yourself to as many people as possible. When practical, let them know you are seeking a new position. Perhaps you can attend the conference with a friend from another district or with an experienced teacher if you are seeking your first job. Ask them to introduce you to friends and colleagues so that you may help others associate your face and name.

Later, should your resume come across their desk, they may remember meeting you. Do not be shy about this process. In addition to a great tool for job seeking, you will

gain many new friends!

Just because a district does not have a job posting listed does not mean there is no chance a job will become available. Do not hesitate to fill out applications, send resumes and even visit schools in your area or the locale of your search that do not yet show they have jobs available. Frequently, opportunities can arise quickly and without warning. Leaves of absence, spousal job transfers, etc. are sometimes not planned and can occur as late as August. If your application and resume are already on file, you are ahead of everyone else. Also, meeting administrators face to face is the best way to make an impression. Dress in your best interview attire and drop off a resume in person. A suggested script

for this encounter might be: "I was in the area and thought I would stop by to introduce myself. I don't want to take much of your time but will leave my resume with you, in case you should have any openings in the near future." This is short and simple and can go a long way toward being remembered when positions arise. Occasionally, this will pay off in unexpected ways. I once got a job because I had done this with a principal in District A. A job later came open in District B. District A's principal gave my materials to the superintendent of District B and said he had met me and was impressed. I got an interview before anyone else had time to realize the job was open, and had the position in less than a week.

Make your resume appealing, concise and uncluttered. K.I.S.S! (Keep it simple, sweetheart!). Long resumes are not read thoroughly and often are discarded quickly. Maximize the space you have and do your best to keep your resume to one page if you are applying for a public school position. One way to do this is to only provide references upon request. Always use bullets and short phrases, never full sentences.

Have a strong interview! Good interview candidates are those who are professional, prepared and relaxed. To prepare for interviews, practice interviewing with a friend or, if you are student teaching, with your cooperating teacher or even an administrator in the school where you are student teaching.

Consider having a friend video-record a practice interview. You may see things you do well that will help build confidence. You may also find behaviors you didn't know you had that are distracting and may take away from your strength as a candidate. Remove vernacular speech from your language completely ("like", "ya know", kinda" etc.). Appearance is critical. Invest in looking really good. Wear a suit of classic style, not something overly trendy. A classic style can be worn forever. Ladies, be sure skirts are not too short nor heels too high. Men, be sure shirts are ironed. Both men and women should be sure shoes are polished and hair is neat, clean and well kept. Be positive about experiences you have had and open to new op-

portunities. Consider accepting extra responsibilities in coaching or advising student clubs. Be open to trying things you may not have thought you wanted. Very few people obtain their dream job in the first few years of teaching and this is not a job climate in which any of us can be excessively picky. At the conclusion of the interview, you may be asked if you have any questions. A suggested question might be "Are there any levy or bond issues to be voted on by the public in the coming year? If so, how will those events impact the district financially?" Answers to questions like this can be very helpful, especially if you are fortunate enough to have to choose between jobs.

There is no method for job searching that is guaranteed to be

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successful, and the above comments are only meant to be helpful suggestions. However, if applied,

they can be very useful in limiting the anxieties that often accompany a job search and the interviews that

follow. Best of luck to all candidates this spring and summer! ♦



## Elementary Choir Festival

*Mrs. Suzanne Walters, Elementary Repertoire and Standards Chair*

ON SATURDAY, FEBRUARY 16, 2013, the second annual OCDA Elementary Choir Festival took place at Jackson High School in Massillon. Six elementary/intermediate choirs participated: Perry Panthers Black and Gold Choirs from Pfeiffer Interme-

diate School in Perry Township, under the direction of Mrs. Linda Davis and Miss Ashley Lockhart; the Coventry Comets 6th Grade Choir from Coventry Middle School, under the direction of Mrs. Kerri Riley; the Greentown Nota-

bles from Greentown Intermediate School in North Canton, under the direction of Mrs. Jennifer Roden; the Bellevue Elementary Chorus from Bellevue Elementary School, under the direction of Mrs. Cindy Mira; and the Strausser Elementary



*Coventry Comets 6th Grade Choir from Coventry Middle School, under the direction of Mrs. Kerri Riley*

School Choir from Jackson Schools, under the direction of Mrs. Suzanne Walters.

Clinicians for the day were Mrs. Robyn Lana, founding artistic director of the Cincinnati Children's Chorus; and Dr. Sandra Mathias, founder and director emeritus of the Columbus Children's Chorus. Mr. Bill Zurkey, President of OCDA, gave a warm welcome to the choirs and the audience and presented plaques to the directors,



*Greentown Notables from Greentown Intermediate School in North Canton, under the direction of Mrs. Jennifer Roden*



*Bellevue Elementary Chorus from Bellevue Elementary School, under the direction of Mrs. Cindy Mira*

and Mr. Tyler Young, OCDA board member, did a wonderful job of introducing each choir.

The groups all did a tremendous job performing literature of their choice, and each choir had the op-

portunity for a ten-minute on-stage clinic with one of the clinicians.

Two groups of three choirs each sang a joint piece conducted by a clinician, entitled "A Psalm of Life."

It was a fantastic day of inspiring performances from some of Ohio's youngest singers! Watch the OCDA newsletter for announcements and information regarding the 2014 edition of the OCDA Elementary Choir Festival.

For more detailed information, please contact Mrs. Suzanne Walters, OCDA Elementary Repertoire and Standards Chair, at [suzannewalters24@yahoo.com](mailto:suzannewalters24@yahoo.com). ♦



## Building the Tone of School Choirs: Our Responsibility for the Health of Our Students

*Loren C. Veigel, OCDA Secretary*

I BELIEVE THAT “in the best of all possible worlds” every high school program (and to a lesser extent middle school) should include a system of vocal study. I’ve developed such programs myself in three high school systems; all three are maintained to this day. If we accept that the vocal health and development of our students is one of our primary responsibilities, studio advancement should be offered by the time students reach high school. During the middle school years, instructors may wish to refer

a small number of students to local teachers based upon the recognition of special aptitude. On the other hand, every middle school program will benefit from a significant focus on the unique age-related problems of vocal change in boys’ and girls’ voices. Assuring that the students make their way through this passage in a healthy way—and continue to sing at all (!)—should be the primary focus. This process may need involvement by resource persons in addition to the primary staff. No offense, any-

one, but it truly helps if students of the middle school age are exposed to adult voices of their own gender.

The most challenging part of setting up a high school vocal advancement program is finding the right kind of vocal coaches, and helping students and parents to buy into the philosophy. (They will do so when they see results!) In order to succeed, the instructors must be understanding of age-specific vocal issues and be able to work well with students. The program must be viewed as affordable.



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Care must be taken that each student feels valued and encouraged—the promotion of “stars” never fares well within the high school setting. I use the term “coaching” rather than “lessons” within my system for a reason. At the high school level, we must focus on health, breath, and slow development of range and tone, rather than repertoire, focus, placement, and tonal size as is often the case in studio. In many cases, a single academic year may center on the study of only one piece from the OMEA Solo and Ensemble list, in addition to lots of coaching in technique, diction, and literacy.

And now, here’s the crucial point, my colleagues. As directors, we must assume the role of principal vocal coach to our choirs. The warm-up period of each rehearsal is the student’s primary—often only—vocal lesson! Learn everything you can about the care and feeding of the voice, and make sure your focus is age-specific. Care for their voice like it is your own. Listen each day. *Never* “program” the warm-ups, repeating the same exercises every day. This achieves little other than “loosening” the voice, which is the first and *least* of the warm-up goals. In addition, repetitive warm-ups encourage the students to “tune out.” The choir must be familiar enough with a repertoire of warm-ups to be com-

fortable when singing them, but the constant expansion of their repertoire is healthy and exciting. Most warm-ups can be expanded, lengthened or made more challenging. Most importantly, plan the warm-up carefully and with a *reason and goal* for each exercise. Blindly singing through exercises is simply wasted time. I recommend charting your warm-up plans by the week. In this way, you can assure an interesting variety, while making sure that all the various aspects of choral skills are covered over the week. For example, Monday we study vowel focus, Tuesday we sing varied and canonic scales, Wednesday brings chord progressions with dynamics, Thursday the choir focuses on consonant exercise, and Friday a four-part sight-reading exercise is presented. In this way, a ten- to fifteen-minute warm-up period can truly reinforce a wide variety of choral development issues.

When performing, our students sing by muscle memory. It is our desire for them to be thinking about the expression of the musical content as they concertize. Only then can an aesthetic experience be shared between choir, director, and audience. My greatest frustration when adjudicating large group events is to hear the many choirs who have focused on all the details in the score, attending to notes,

### *Help the Historian*

JOHN S. LONG, HISTORIAN

I am trying to collect data for our historical archives. If you have any type of concert programs, newsletters, conference programs, or pictures that you feel would be of value to the Ohio Choral Directors Association, please contact me. In fact, if you simply have a great story or remembrance about the Ohio Choral Directors Association and would be willing to share it, that would be great, too. Please e-mail me at [jslong@inbox.com](mailto:jslong@inbox.com). Thanks so much!

rhythms, dynamics, and harmonies, when it is clear that the voices are not prepared to sing any of these things well. It is in the studio and during the daily choral warm-up that our students teach their muscles to remember how to sing well. Truly, my friends, this is one of our most important duties, and one of the greatest gifts we can give to our students!

Thank you, OCDA, for the opportunity to serve on your Board. It is a privilege to work for an organization which has had a very positive impact in my life. Don’t miss the conferences! See you there. ♦

Announcing  
**2013 Ohio Choral Director's Association  
High School Honor Men's & Women's Chorus**

*In conjunction with OCDA Summer Conference at Otterbein University June 17-19, 2013*

Dear Colleagues,

**The OCDA Board of Directors announces the inaugural OCDA High School Honor Men's & Women's Chorus.** These Honor Choirs are designed to focus on literature specifically for (T)TBB & SSA(A) voices for incoming freshmen through graduating seniors. High School music teachers and community choir conductors are invited to select their finest young singers to participate. *Teachers DO NOT NEED TO BE ACTIVE OCDA MEMBERS to recommend singers.* Teacher recommendation forms are available on the OCDA website: [www.ohiocda.org](http://www.ohiocda.org).

OCDA understands and respects time limitations of educators, and hopes that the teacher recommendation rather than recording and processing audition material will encourage more choral programs to take part in what is sure to be a wonderful experience.

*Please note that in order to better ensure balanced ensembles we are asking that you recommend two complete quartets for each group. More details can be found on the teacher recommendation form.*

**RD Mathey, professor emeritus from Bowling Green State University, and Jim Gallagher, professor emeritus from The Ohio State University will conduct the 2013 High School Men's & Women's Honor Chorus.** OCDA is honored to have these two legends in Ohio choral music as the Guest Conductors for the 2013 & 2014 season. In a unique format the conductors will switch roles and direct the opposite ensemble the following year. This ensures that your returning students will get the opportunity to work with both of these Ohio choral masters.

**The High School Men's & Women's Chorus Concert** will be presented in Otterbein University's Cowan Hall on Monday, June 17, at 7 pm.

***Each student will receive a packet of music, lunch, dinner, and a concert t-shirt***  
*Two tickets for parents are included in the participation fee.*

**All High School Men's & Women's Honor Chorus registrations must be postmarked by  
May 15, 2013.**

**In closing, without support from the teachers of Ohio, OCDA would not be able to offer these opportunities to the youth in our state.** Please support this opportunity for your outstanding young singers in Ohio. If you do not have students in grades 9 - 12, please share this information with a colleague that does. Because OCDA is focused on what is best for the young vocal artists of Ohio, all teachers are invited to recommend their most talented young singers.

Thank you for supporting the 2013 High School Men's & Women's Honor Chorus,

*Eric Kauffman*

OCDA High School Repertoire and Standards Chair



**Ohio Choral Director's Association**  
**2013 High School Men's & Women's Honor Chorus**  
**Teacher Recommendation Form**

**TEACHERS** – Please complete and return the Recommendation Form along with each student registration form.  
Please PRINT LEGIBLY below:

Teacher Name \_\_\_\_\_ School Name \_\_\_\_\_

School Address:

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Phone Number: (    )    -    \_\_\_\_\_ Teacher email \_\_\_\_\_

List of Students Recommended

*Please note that in order to better ensure balanced ensembles we are asking that you recommend two complete quartets for each group.*

Soprano I:

Soprano II:

Alto I:

Alto II:

Tenor I:

Tenor II:

Baritone:

Bass:

***Each student will receive a packet of music, lunch, dinner, and a concert t-shirt***  
*Two tickets for parents are included in the participation fee.*

Non-refundable \$80 fee per student must accompany each registration form.  
•OCDA must receive all registration materials from teachers, statewide, by May 15, 2013.  
Please make checks payable to OCDA.

All forms and checks can be mailed to Eric Kauffman  
Upper Arlington High School  
1650 Ridgeview Road  
Columbus, Ohio 43221

Questions????  
[OCDAHonorChoir@gmail.com](mailto:OCDAHonorChoir@gmail.com)

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## Upcoming Events

June 2013

### OCDA Conference

June 17–19, 2013, Columbus, OH

[ohiocda.org](http://ohiocda.org)

**Milford First United Methodist** church seeks a qualified organist to fill a recently vacated position. We are hoping to have the new organist begin playing for services on June 16. Interested parties may contact Tim Carpenter, Director of Music, at [tntcarp@hotmail.com](mailto:tntcarp@hotmail.com).

*OCDA News*, the official publication of the Ohio Choral Directors Association, is published three times annually and is distributed without charge to members of the Association as well as to selected members and officers of the American Choral Directors Association. Distribution is by PDF file that is e-mailed and posted at [ohiocda.org](http://ohiocda.org). OCDA reserves the right to determine inclusion of materials submitted and to edit all materials proposed for distribution.

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