

**AREA 4 COUNCIL MEETING  
September 13, 2014**

Area 4 Director Betty Gunterman welcomed participating Council Members to the meeting held in Glen Ellyn, IL. The meeting was officially called to order at 9:25 am, and roll was called:

**Council Management**

Area 4 Director, Betty Gunterman  
 Secretary, ~~Jeanne O'Connor~~ – alternate Jacquie Jensen  
 Treasurer, Mary Ross  
 Website, Melanie Concklin – not present  
 Manual, Peggi Meyer – not present

\*Voting members of the Council (chapters officially represented) in this meeting:  
 California Note Catchers, Anne Ash – not represented  
 Covered Bridge Harmony, Kathy Custis w/guest Phyllis Smith  
 Harmony Magic, Kathy Wylie, alternate, w/guests Lee Land & Barbara Birnbaum  
 Misty River Music Makers, Linda Berg  
 St. Louis Chordinals, Marilyn Arana  
 Sound Celebration, Cinda Langhoff  
 Village Vocal Chords, Ria Bunte  
 Wolf River, Rebecca LaLonde – not represented

Copies of this meeting’s Agenda, AC&C reports and Treasury Reports were distributed via email prior to the meeting.

<b>Area Director – Betty Gunterman</b>	Betty welcomed the Council Members, led all in reciting the Harmony Creed, then shared general information:
June Meeting	<ul style="list-style-type: none"> <li>• Minutes of the June, 2014 meeting were approved by email and need to be posted to the Area 4 website</li> </ul>
New Chapter Name	<ul style="list-style-type: none"> <li>• New chapter name – Covered Bridge Country has had a name change approved. They are now Covered Bridge Harmony</li> </ul>
Area 4 Motto chosen	<ul style="list-style-type: none"> <li>• The Area 4 motto chosen by chapters (of the 8 chapters, 6 voted) is “Chords &amp; More in Area 4”. The “&amp;” will be replaced with a treble clef when possible</li> </ul>
Election	<ul style="list-style-type: none"> <li>• Betty reported in January she will be placing her name in nomination for a new two-year term as Area 4 Director.</li> </ul>
Reminders...	<ul style="list-style-type: none"> <li>• All chapters were reminded that they should have filed their 990 tax documents.</li> <li>• Each chapter was also reminded to review their Standing Rules and By-Laws, notifying Harmony, Inc of their current accuracy or requesting permission to change if changes are needed</li> </ul>

<p><b>Area Treasurer – Mary Ross</b></p> <p>Finances</p> <p>2014 AC&amp;C Final</p> <p>2015 AC&amp;C Budget</p>	<p>Area 4 Treasurer Mary Ross reviewed financial statements distributed to the Council Members prior to this meeting. Following discussion:</p> <p><b>MOTION</b> by Marilyn Arana and seconded by Linda Berg to accept the financial statements as provided. <b>Motion carried.</b></p> <p>The 2014 AC&amp;C final reports prepared by hostess chapter Misty River Music Makers Chorus were reviewed and, following discussion,</p> <p><b>MOTION</b> by Kathy Custis and seconded by Cinda Langhoff to accept and approve the 2014 AC&amp;C financial reports as provided. <b>Motion carried.</b></p> <p>MRMM profit – first \$500 plus \$1000 = total \$1500 Area 4 profit -- \$1724.43</p> <p><b>MOTION</b> by Ria Bunte and seconded by Kathy Wylie to accept and approve the 2014 AC&amp;C final reports as provided. <b>Motion carried.</b></p> <p>The 2015 AC&amp;C Co-Chair, Susan Spencer, joined the meeting by cell phone and reviewed the proposed budget. Following review and discussion,</p> <p><b>MOTION</b> by Cinda Langhoff and seconded by Kathy Wylie to accept the 2015 AC&amp;C budget as presented by Harmony Magic, subject to changes based on the suggestions of the Area Council with prior approval of the Area Director and Area Treasurer. <b>Motion carried.</b></p>
<p><b>Area Website</b></p>	<p>Council Members are asked to continue to encourage their membership to visit the Area 4 website regularly.</p> <ul style="list-style-type: none"> <li>• If chapter or quartet information needs updating, contact Melanie Concklin</li> </ul>
<p><b>OLD BUSINESS</b></p>	
<p>AC&amp;C Team Concept &amp; Centralized location</p>	<p>AC&amp;C team concept and centralized location – see Appendix A</p>
<p>Area 4 Motto</p>	<p>Now that we have a motto for Area 4 the Website Manager will be asked to design a standardized look to the motto that can be used not only on the website but in other Area 4 materials.</p>
<p>Area 4 Associate Member Dues</p>	<p>The Area Treasurer suggested a 2-year payment cycle for Associates dues. Reasoning: difficulty in contacting these members thru email addresses and then the postage and mailing expense – a lot of time spent for the small amount of money (\$6).</p> <p>It was moved by Kathy Wylie and seconded by Ria to approve a two year cycle for associate member dues beginning April 2015.</p>

<p>Medals for Area 4 1<sup>st</sup> place choruses &amp; quartets</p>	<p>As requested, Ria Bunte has investigated possible medals for the Area 4 winning chorus members. She provided the Council with 3 samples to consider. We will request samples of all 3 designs in order to compare them. When one has been selected by the designated ad hoc committee (Betty, Jacquie and Ria) it was moved by Cinda Langhoff and seconded by Marilyn Arana that we order approximately 300 medals, not to exceed \$1000 with “Area 4 Chorus Champions” as the engraving on the medal.</p> <p>U4X has volunteered to purchase medals for the winning quartet members.</p>
<p><b>NEW BUSINESS</b></p>	<p style="text-align: center;">Area 4    Area 4    Area 4    Area 4</p>
<p>IC&amp;C Support Ribbons</p>	<p>Area Director, Betty, reported that she still has enough “Roar for Area 4” support that could be used up for this year. It was suggested that these be used for this year to give us time to design the standardized look for our new motto.</p>
<p>IC&amp;C 2014 Responsibilities</p>	<ul style="list-style-type: none"> <li>• Area 4 Saturday Night Hospitality Room at IC&amp;C – we need to arrange for a room for which we have budgeted \$200 (perhaps to purchase some food from the hotel). Cinda will talk with Marianne Cooke about whether or not a room might be available and at what cost, etc.</li> </ul> <p>If a room will be available we need flyers to post to advertise the location of the Area 4 room, and perhaps postcard type things to give to quartets to invite them to come sing. We would also need someone to “run” the room, as an MC. [Following the meeting Ruth Maple agreed to serve this role.]</p> <ul style="list-style-type: none"> <li>• Front row seats raffle at IC&amp;C – members bid in a silent auction on winning front row seats for all contests sessions and the Parade of Champions.</li> </ul> <p>As the “hostess chapter” we need someone to run the auction which includes posting the sign-up sheets for the auction in the hospitality room, closing the auction 1 hour before the session, contacting the winner, and notifying the MC of the winner before each contest session. All forms, E-note and program write-ups are already designed. Any money earned from this program will be returned to the Area for educational efforts. Cinda volunteered to run this program; Betty forwarded the forms to Cinda</p> <ul style="list-style-type: none"> <li>• Hospitality room at IC&amp;C – All Area 4 chapters can have a space to sell ways and means projects. Sales tax must be charged and council members inquired as to how this is computed and how the collected taxes are passed along to the state. Louisville will be</li> </ul>

	Harmony, Inc.'s 55th annual convention and we have never had to pay sales taxes. However, because of our not-for-profit tax status (and because we want to be upfront about our finances) we have been advised that we are expected to collect 6% sales taxes on all items sold in the hospitality room/area. Harmony Magic indicated that they have requested a table from the convention team. [Following the meeting The Village Vocal Chords will also request a table.]
AC&C Rotation Schedule	2015 – Harmony Magic 2016 – Sound Celebration w/other chapters handling specific responsibilities (see Appendix A #3) 2017 – Convention team, centralized location instituted
Next Meeting	Teleconference – February 2015 (date tbd on a weekend day)
Adjournment	The Council members expressed gratitude to Wanda Nelson for taking lunch orders and delivering the food to the meeting.  MOTION by Linda Berg and seconded by Kathy Wylie ... to adjourn the meeting. Motion carried. The meeting adjourned at 3:00 pm

### **CHAPTER UPDATES (as of September 22, 2014)**

Presented as received via email...

#### **ST. LOUIS CHORDINALS** (Marilyn Arana, President)

*Fall is always a busy, exciting time for the Chordinals. We are finalizing plans for our Trivia Night on September 27 at the Machinist's Hall in Bridgeton, Mo. This is our "big" fundraiser.*

*We're busy working on music and script for our fall show, "Celebrate St. Louis-250 Years" scheduled for Saturday, November 22, 1:30 pm, at the St. Peter's Cultural Arts Center. We've had fun visiting some of the 250 birthday cakes scattered around the St. Louis area. We're taking our pictures by the cakes to use for the show, and on our website.*

*Membership is an on-going focus for us. Our Membership Committee has been working on a new, updated website, and are planning future activities and singing opportunities aimed toward attracting new members.*

*We have a group going to IC&C, and look forward to seeing you in Louisville. Good Luck to all competing at IC&C, and our best wishes to all choruses.*

#### **CALIFORNIA NOTE CATCHERS** (Anne Ash, President)

*The California Note Catchers chorus has had a busy summer, singing at several retirement facilities, women's clubs and American Cancer Society Relay for Life events. This week we started our "Find Your Voice" free voice lessons campaign. We offer instruction by Randy Parrish-Bell for the first half of our rehearsal, 3 weeks in a row. This year we have 15 ladies signed up, and the first lesson was very well received. They are always invited to stay for the second hour of rehearsal if they choose to. This campaign will lead directly into our annual "Community Sing" program. We invite ladies from the community to come to practice and learn 2 new songs with us for our annual Holiday Harmonies repertoire. They are then invited to perform those 2 songs with us at our Holiday show. Last year we had 8 Community Singers join us on stage!*

*We always enjoy hearing Randy's stories of IC&C, and wish we could send more members. Good luck*

*with your annual meeting, your holiday season, and as always thank you for keeping us in the loop! Any time there are instructional videos or educational materials available, please know that we would love to have access to anything you could send.*

**COVERED BRIDGE HARMONY** (Kathy Custis, President)

*\*We were very busy these last few months with administrative details involved with changing our name from Covered Bridge Country to Covered Bridge Harmony, updating our Standing Rules and By-Laws, and filing the 990-E form.*

*\*Our focus for our summer rehearsals was working on improving our breathing, physical warm-ups and PVIs.*

*\* Area women were invited to come to a "Christmas in August" night to learn a new holiday song with us (have one interested prospect and another who wants to sing on our holiday show), and we are very happy to welcome a former member back with us full time.*

*\*Covered Bridge Harmony has had 3 community performances since August, will be heading to Louisville KY in November to compete in the Silver Division, and will be having a Christmas Show in December.*

**HARMONY MAGIC** (Lee Land, Recording Secretary)

*Harmony Magic is growing and we currently have six prospective members! We created a flyer and bought some advertising for our Chorus to invite the surrounding communities to "Come and Find Your Voice". The flyer stated that we would be teaching people who would like to sing to learn some music during the month of August this year at a church located in Kokomo, Indiana.*

*The "Find your Voice", was just part of promoting the Chorus in a different location, Kokomo, Indiana as opposed to Carmel, Indiana. Since four of our members are located in Kokomo, and because there are no choruses in Kokomo now, this was part of our idea to grow the chorus.*

*We also were able to secure a spot in downtown Kokomo in what is called, "The First Friday on the Square". Our first time on the square was the 1<sup>st</sup> Friday in August, and then every first Friday after that. The first Friday on the Square is meant for local talent to get an audience with the community, whether you are a vocal group, book writer, or artist. We handed out our flyer to everyone who passed by and then sang songs when small groups would gather by us.*

*We located a church in Kokomo that would allow us to gather and have our singing sessions for the month of August and September, at no cost. Two of our members are members of the church. We created a folder to give each guest along with a name tag and a sign in sheet. The total number of prospects for August was twelve people, and we are continuing to sing in Kokomo with six prospective members that expressed a desire to join the chorus. Currently we are searching for a location to have rehearsals halfway between Kokomo and Indianapolis so that all members will not have far to drive.*

*I believe there is nothing more exciting than growing our Chorus! Everyone is so excited that the excitement is rubbing off on the prospects and the longtime members also.*

*We had two retreats this year, one in the spring and one in the fall. We had a Christmas Show in December and have continued to consider any performance that is offered to us. We have four performances and a holiday show on our calendar for the months remaining in 2014.*

**MISTY RIVER MUSIC MAKERS** (Fran Bell, Secretary)

*At this moment we have 16 members (including Director Ruth Maple). As you know, we very successfully hosted the Area 4 AC&C in June. It was a lot of work, but also a lot of fun—even more fun because we were exhausted and we came in 1st! We received a lot of very favorable feedback. Then we took a few weeks off from rehearsals to recuperate.*

*We got back into the swing of things after the July 4th holiday. In mid-August we sang the Star Spangled Banner at a Cougar's game—we saw Betty Gunterman there and she sang with us. That's always fun, especially when the Cougar's win (they did that night).*

*We are currently working hard on membership. We have 3 Guest Nights scheduled for this month—one was the 15th, one is on the 22nd and one is on the 29th. We've been putting notices in the local newspapers, libraries and on Patch and Craig's List as well as on our website. We certainly hope to get some ladies interested in us. We're also scheduling Christmas performances.*

*We are disappointed that we will not be going to this year's IC&C—just not enough people available for that weekend. It's been kind of a tough year for us, but we're really trying to stay positive and upbeat. We're concentrating really hard on increasing our membership.*

**SOUND CELEBRATION** (Cinda Langhoff, President)

- *Sang in the Plymouth park for the annual Barbershop Night, a part of the summer outdoor concert series. The local Men's chorus also sang. Our chapter quartets Opening Night, and 4Fun also sang.*
- *We performed at the Sheboygan Visual Arts event promoting various types of local art and artists.*
- *Earned \$620 running the bratwurst concession stand at a local grocery store.*
- *Actively selling raffle tickets and show ads for our October show. We've taken in over \$5190 in patron support/ads.*
- *Rehearsing chorus ensembles and quartets for our October show, Big Top Harmony with a circus theme.*
- *Rehearsing and getting coached on ICC contest songs to compete in the Silver Division contest.*
- *Summer picnic at Marianne's home/pool.*
- *One new member bringing chorus roster to 25.*
- *Saturday Sept. 6 all day coaching session.*
- *Joined the Sheboygan Performing Arts consortium. Janice Westphal represents us at their meetings.*
- *Sang at Kate & Jack's wedding reception in July.*

**THE VILLAGE VOCAL CHORDS** (Ria Bunte, President)

*The VVC have 35 members. We just added a new member in the last month and have two more possible auditions coming up soon. We have been working on our songs for IC&C and are looking forward to cheering on all the competitors in Louisville.*

*We had our annual retreat the first weekend in September where we had Renee Tramack and Linda Hilko as our coaches. What a fun time being coached by these two Harmony sisters!*

*We have also contacted On Q, the newest chapter of Harmony and have offered to be "big sisters" to their members. We are welcoming and learning about them through emails and will meet up with them at IC&C to assist them at their first contest.*

Respectfully submitted,  
*Jacquié*  
Jacquie Jensen  
Area 4 Acting Secretary



Revised September 2014

Decisions need to be made by the Area Council regarding the conversion to a Convention Team model for ACC. The following areas need to be addressed in conducting an ACC:

- Book facilities and sign contracts done – Holiday Inn Express in Bloomington, IL
- Contests and staging; including ticket sales at contests
- Judging panel transportation, lodging, hospitality, and meals
- Hospitality room
- Registration
- Education classes
- Program layout and printing
- Moonglow
- Prepare budget, receive money and pay bills
- Publicity/communication
- Photographer

Decisions made at this meeting, for inclusion in the AC&C planning:

Decision	Recommendation
1. Composition of the Convention Team (CT)	<ul style="list-style-type: none"> <li>• Convention Manager</li> <li>• Contest/Stage manager</li> <li>• Convention Treasurer</li> <li>• ACJC – ex officio</li> <li>• Area Director – ex officio</li> </ul>
2. Honorariums	<ul style="list-style-type: none"> <li>• Convention manager: free AEP, 3 nights lodging (hotel comp. room; remaining comp. rooms would be used for judges)</li> <li>• Contest/Stage Manager: free AEP</li> <li>• Convention Treasurer: free AEP</li> <li>• ACJC: Area pays for AEP and lodging</li> <li>• Area Director: Area pays for AEP, lodging and travel</li> </ul>
3. Chapter responsibilities	<p>On a rotating basis, the 6 core chapter rotation:</p> <ul style="list-style-type: none"> <li>• Hospitality room, on-site facilities, &amp; Assistant Convention Manager—2016 Sound Celebration</li> <li>• Contest Services (DVD &amp; photographer) – 2016 VVCs</li> <li>• Moonglow (selects ACC theme)—2016 Harmony Magic</li> <li>• Registration – 2016 Misty River Music Makers</li> <li>• Education &amp; Judge services – 2016 St. Louis Chordinals</li> <li>• Publicity/Program – 2016 Covered Bridge Harmony</li> </ul>
4. Division of profits	<p>Any loss is covered by the Area. Profit is divided: ½ to Area ½ divided among the 6 chapters</p>

Time line for task completion:

Task	Completion Date	Responsible Person	Notes
1. Appoint a Convention Manager	ASAP	Area Director	MAC is <u>not</u> interested in this position
2. Write the operations manual	June 2015	Convention Team	Other Area models are available
3. Sign contract for 2017 ACC	July 2016	Convention Manager	If Bloomington site is suitable, book for following year
4. Assign chapter duties for 2016	July 2015	Convention Manager	Rotation of duties can be included in the manual
5. Prepare 2016 budget for Area Council approval	Sept. 2015	Convention Manager and Treasurer	