

AREA 4 COUNCIL MEETING

September 26, 2015

Area 4 Director Betty Gunterman welcomed participating Council Members to the meeting held in Glen Ellyn, IL. The meeting was called to order at 9:15 AM, with the following Council Members, Chapter Presidents and Committee Chairmen present:

Council Management

Betty Gunterman – Area 4 Director
 Jeanne O’Connor – Area 4 Secretary
 Janice Westphal – Education Chairman

Not present:

Mary Ross - Treasurer; Beth Montgomery - Membership; Melanie Conklin - Website Manager;
 Peggi Meyer - Manual Chairman; Joy Coleman - Associate Member Coordinator

***Voting Members of the Council (Chapters officially represented) in this meeting:**

- Bluegrass Harmony (Louisville, KY) – not represented
- California Note Catchers (San Diego, CA) – not represented
- *Covered Bridge Harmony (Greencastle, IN) – Roseanne Jensen
- *Harmony Magic (Central Indiana) – Sara Stone
- *Misty River Music Makers (Geneva, IL) – Linda Berg
- *St. Louis Chordinals (St. Louis, MO) – Marilyn Arana
- *Sound Celebration (Plymouth, WI) – Marianne Cooke
- *Village Vocal Chords (Metro-Chicago, IL) - Maria Bunte
- Wolf River Harmony (Shawano, WI) – not represented

Copies of this meeting’s Agenda and Treasury Reports were distributed via email prior to the meeting.

Welcome	Betty welcomed the Council Members, led all in reciting the Harmony Creed, then shared general information:
June Meeting	<ul style="list-style-type: none"> ✓ Minutes of the June 2015 meeting were approved via email and posted to the website
IC&C Hotel Rooms	<ul style="list-style-type: none"> ✓ Request that anyone not using all of the IC&C hotel rooms originally reserved should contact Jan DeVecchio asap to release them
Area 4 Manual	Nothing to report at this time, but work shall resume in the near future.
Website	<p>Council was reminded that, on an on-going basis, any information requiring updating (e.g., chapter or quartet information) should be forwarded to Website Manager Melanie Conklin with a copy to the Area 4 Director.</p> <p>Directory information for Area 4 chapter officers and Area 4 quartets (identifying all personnel) shall be posted and kept current on the website. Betty will provide this information to Melanie from the Harmony directory.</p>

Finances	Financial statements prepared by Treasurer Mary Ross (Income and Expense, Balance Sheet, Budget vs Actual year to date) were reviewed. Approximately \$7500 in Area treasury. Following discussion, MOTION by Marianne Cooke and seconded by Sara Stone to accept the financial statements as provided. Motion carried
2015 AC&C Reports	Sara Stone presented reports on behalf of the 2015 AC&C hostess chapter Harmony Magic. Following discussion, MOTION by Maria Bunte and seconded by Roseanne Jensen to accept the 2015 AC&C final financial and post-convention reports. Motion carried
Area Dues	\$ \$ \$ \$ The collection of Area dues from chapters is complete; however, collection from a few Associate Members is an issue. Discussion on how to collect dues from these members included the reminder re Harmony, Inc. policy, that a member in good standing is one who has paid all Harmony, Inc. AND Area dues. Betty advised she is on an IBOD committee looking into the collection of Area dues across the organization, as this is a common concern.
OLD BUSINESS	Chords and More in Area 4
Support Stickers	Designs for stickers on AEP badges at IC&C (supporting our Area contestants) were reviewed and voted on. With thanks to Janice Westphal's sister who submitted 4 samples, the Council approved the heart-shaped treble clef/bass clef design. An order will be placed for 200 black on white stickers for \$50.
2016 AC&C Venue	Betty expressed thanks to Marianne Cooke, Jacquie Jensen and Kathy Custis for having located the 2016 AC&C venue in Bloomington, IL, which is a reasonable driving distance for all 8 participating chapters. Betty, Sara, Cookie and Jeanne did a site visit at the hotel in August.
Area 4 Convention Team	A considerable amount of time was devoted to discussing the Area 4 Convention Team concept now in effect, along with related 2016 AC&C details. The Agenda distributed for this meeting included a time line for task completion by the Convention Team. All matters have been addressed. (See additional AC&C information later in these minutes, APPENDIX A, Pg. 4)
NEW BUSINESS	Chords and More in Area 4
Chapter Incorporation	All chapters of Harmony are incorporated, but the status of renewal is not on file. Harmony's Financial Advisor, Donna Clarkson, believes it is important to keep a record of this information. Chapters are requested to forward to Parliamentarian Carolyn Pellow a copy of their respective state's incorporation and renewal process, along with the chapter's renewal status. Betty will recommend that proof of incorporation renewal be attached to Harmony's annual Chapter Charter Renewal form (and fee).

2015 IC&C	Council members decided an Area 4 Hospitality Room will not be hosted at the 2015 IC&C in Verona, NY.
Education	<p>The Area 4 treasury is secure enough to support education for our members. Education events for the Area were discussed.</p> <ul style="list-style-type: none"> - Education Chairman Janice Westphal has submitted Quartet Day ideas - Sara Stone suggested a two-coach team traveling to each Area 4 chapter twice before AC&C, saving each chapter member the costs (travel, hotel) of going to an Education Day in a centralized location. <p>These items will be pursued further. Input from the members about what kind of education they'd like to see is welcomed.</p>
Next Meeting	The spring Council meeting will be a teleconference on Sunday, February 21, 2016, 6:30 EST, 5:30 Central
Adjournment	<p>Betty and all in attendance expressed gratitude to: Jacquie Jensen for securing the meeting venue; to Maria Bunte for the donation of coffee cakes; and to Wanda Nelson for ordering and delivering lunches.</p> <p>The meeting adjourned at 2:40 PM.</p>

AREA 4 CONVENTION TEAM

In early 2014, the Convention Team concept was adopted by the Council and, since then, an action plan has been developed and action begun.

On the Council's February teleconference, Area 4 Director Betty Gunterman announced the appointment of Sara Stone as Convention Manager. At the 9/26/15 Council Meeting, the Area Director provided a time line for task completion, and the Council discussed many aspects of the Convention Team, AC&Cs and the distribution of chapter responsibilities.

Task	Completion Date	Responsible Person	Notes
1. Appoint a Convention Manager	ASAP	Area Director	Done
2. Appoint Contest/Stage Mgr and Convention Treasurer	Sept. 2015	Convention Manager	done
3. Write the operations manual	June 2015 Extended	Convention Team	Other Area models are available
4. Sign contract for 2017 ACC	July 2016 New10/15/15	Convention Manager	If Bloomington site is suitable, book for following year
5. Assign chapter duties for 2016	July 2015	Convention Manager	Done -- Rotation duties listed below and should be included in the manual
6. Prepare 2016 budget for Area Council approval	Sept. 2015	Convention Mgr and Treasurer	done

GENERAL CONVENTION & TEAM INFORMATION

Convention Team	The Convention Team (CT) consists of: Convention Manager – Sara Stone Contest/Stage Manager – Jeanne O'Connor Area Contest & Judging Chairman (ACJC) – Cookie Crews Area 4 Director – Betty Gunterman Area Treasurer – Linda Bloch
All Expense Passes (Convention Team Expenses)	All Events Passes (AEPs) for all Convention Team members are free and noted in the Area budget. All 5 Convention Team members receive ½ room lodging for 3 nights; these room costs for Area 4 Director and ACJC are covered by the Area budget; these room costs for the Convention Manager, Contest/Stage Manager and Area Treasurer are covered by the AC&C budget. Travel costs for the Area 4 Director are covered by the Area budget.

Profit/Loss	<p>Profit is divided: ½ to Area, ½ divided among the Area chapters.</p> <p>Any loss is covered by the Area.</p>
Rotation Schedule	<p>Distribution of chapter duties is handled on a chapter rotation schedule. Each year, the chapter responsible for Hospitality shall choose the theme for the next year's AC&C. (See 2016 AC&C schedule below)</p> <p>The line of duties remains static, while the 8 chapters move to the next line of responsibilities each year; e.g., #1 chapter to #2 line of duties, #2 chapter to #3 line of duties, #8 chapter loops to #1 line of duties, etc.</p>
Website	<p>Pre-convention information posted on the website shall be by categories (hotel, schedule of events, judging panel, order of appearance) for quick reference, rather than general knowledge mailings 1, 2, 3, etc.</p> <p>Information for website posting shall be generated from the Convention Manager and/or the Area 4 Director to the Website Manager.</p>
Assistant Convention Manager	<p>Each year, a chapter responsible for Hospitality/Welcome Center is responsible for naming one of its members to serve as Assistant Convention Manager who will "shadow" the Manager. In addition to being a direct help to the Manager, this is a form of succession planning.</p>
Convention Manual	<p>The Convention Manual is a work in progress and will continue to be as the Convention Team finds its way in the initial year of this new concept. (possible name: Area 4 Contest & Convention Policies & Procedures)</p>
Team Representatives	<p>The Convention Manager will conduct 5 pre-AC&C monthly teleconferences (January, February, March, April, May) with Team Representatives (one from each chapter, not necessarily the chapter President). Chapter Presidents shall each forward the name to Sara Stone by November 1, 2015.</p>
Debriefing	<p>At the conclusion of AC&C, the Convention Team Manager will conduct a Sunday morning debriefing with Convention Team members and Representatives, while information is fresh.</p>
Prices	<p>The following door ticket prices and program booklet ad prices shall be added to the policies in the Area 4 Manual, and in the Area 4 Convention & Contests Policies & Procedures Manual:</p> <p>MOTION by Sara Stone and seconded by Maria Bunte to establish door ticket prices at \$10 - Regular, \$5 - Seniors and Students. Motion carried</p> <p>MOTION by Roseanne Jensen and seconded by Linda Berg to establish program booklet ad prices at \$10 (1 to 2 lines), \$25 (1/4 page, business card), \$50 (1/2 page), \$100 (full page) and \$150 (inside cover in color). Motion carried</p>

Bank Account	An AC&C treasury bank account will be opened by CT Treasurer Linda Bloch as an on-going AC&C account.
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2016 AC&C INFORMATION

When & Where	<p>The 2016 AC&C will be held at the Holiday Inn Express in Bloomington, IL, June 9-12.</p> <p>By October 15, 2015, CT Manager Sara Stone will book the same venue for 2017 provided the contract costs will remain the same as the 2016 rates.</p>																		
Budget & AEP	MOTION by Sara Stone and seconded by Marilyn Arana to approve the 2016 AC&C budget as presented and revised and approve the 2016 AEP price of \$100. Motion carried																		
Rotation Schedule	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 70%;">Duties</th> <th style="text-align: center;">Chapter #</th> </tr> </thead> <tbody> <tr> <td>Hospitality/Welcome Center, create/distribute ditty bags, Assistant Convention Manager</td> <td style="text-align: center;">(1) Sound Celebration</td> </tr> <tr> <td>Moonglow select next AC&C theme and advertise on back of current program book (done in 2015 for 2016)</td> <td style="text-align: center;">(2) Harmony Magic</td> </tr> <tr> <td>On-site contest services (door ticket takers, photographer, backstage & pathway help</td> <td style="text-align: center;">(3) Village Vocal Chords</td> </tr> <tr> <td>Education (introduce instructors), direct to rooms</td> <td style="text-align: center;">(4) Bluegrass Harmony</td> </tr> <tr> <td>Registration (manning desk), collecting list of room numbers</td> <td style="text-align: center;">(5) Misty River Music Makers</td> </tr> <tr> <td>Judge services (snacks, general hospitality)</td> <td style="text-align: center;">(6) St. Louis Chordinals</td> </tr> <tr> <td>Publicity, program ads</td> <td style="text-align: center;">(7) Covered Bridge Harmony</td> </tr> <tr> <td>Help with Moonglow</td> <td style="text-align: center;">(8) Wolf River Harmony</td> </tr> </tbody> </table> <p>Note: Some adjustments may be made to chapter responsibilities.</p>	Duties	Chapter #	Hospitality/Welcome Center, create/distribute ditty bags, Assistant Convention Manager	(1) Sound Celebration	Moonglow select next AC&C theme and advertise on back of current program book (done in 2015 for 2016)	(2) Harmony Magic	On-site contest services (door ticket takers, photographer, backstage & pathway help	(3) Village Vocal Chords	Education (introduce instructors), direct to rooms	(4) Bluegrass Harmony	Registration (manning desk), collecting list of room numbers	(5) Misty River Music Makers	Judge services (snacks, general hospitality)	(6) St. Louis Chordinals	Publicity, program ads	(7) Covered Bridge Harmony	Help with Moonglow	(8) Wolf River Harmony
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Hospitality Area	The 2016 AC&C hotel in Bloomington, IL, does not have space to designate as a Hospitality Room. In its place (new concept), the chapter responsible for Hospitality (Sound Celebration) will establish a "Welcome Center" in the lobby area where members will be directed after leaving the Area 4 registration table. At the Welcome Center they will receive bottled water, ditty bags, directions to local shops and restaurants.																		

Food Pantry Donations	In place of selling items, auctions or fund-raising, the Area may promote donations of non-perishable food items from the members to a local food pantry. Sara will check with the hotel for information on a local outlet.
Risers	The local BHS and SAI chapters will be contacted regarding borrowing their risers for the Chorus Contest and Afterglow.
Appointments	For the debut year of 2016, Sara will appoint a Registration Manager and an individual to create the program booklet.
2017 Venue	<p>MOTION by Sara Stone and seconded by Marianne Cooke to pursue a contract with Holiday Inn Express in Bloomington, IL, for 2017.</p> <p>Motion carried</p> <p>Assigned: Convention Manager Due: by October 15, 2015</p> <p>Rationale: The Bloomington, IL venue in 2016 is thought to be a fine location for the AC&C; however, like every venue before, it may not meet all of our needs and expectations. We won't know for certain, however, until the conclusion of the AC&C weekend, after we have experienced the venue.</p> <p>Because it is difficult to locate and book acceptable venues each year, it seems wise to proceed booking this hotel now for 2017, with the same rates as the 2016 AC&C, which guarantees us a 2017 venue and buys us time to search for another possible centrally located venue in the future.</p>

CHAPTER UPDATES

Presented as received...

SOUND CELEBRATION – Marianne Cooke, President

- We're getting ready for our annual show "Malt Shop Melodies" with performances on October 16 & 17. It's a 1950's theme.
- We had our annual Saturday rehearsal in August and focused on show songs. We divided the chorus into 4 groups who each developed a presentation plan for a repertoire song
- We've had brisk sales of show raffle tickets and show patron ads. With basket raffles at each show and a free will offering (show tickets are free) total show income will exceed \$10,000. Show profit will be record high. This is all thanks to members renewed energy selling raffle tickets and ads.
- After the show we will rehearse our Christmas package which will include holiday songs and 1950's songs.
- The chorus has about 6 holiday performances booked. We will do our first ever holiday show at a church in Plymouth. It will include the local men's chorus and the high school swing choir. It will be free to the public with donations accepted.

- We will again do singing telephonic Christmas “cards.” This fund raiser typically earns over \$800.00.
- We will have our annual member recruitment nights in January 2016. We have a couple of women interested.
- Plans are underway for our March Retreat. Jeanne O’Connor and Lynn Randall will be our coaches. This will be held at the Green Lake Conference Center in Green Lake Wisconsin.
- We are searching for a new rehearsal location as the Greenbush Town Board will begin charging \$40/week in 2016. We currently pay nothing but give an annual donation. Two churches in Plymouth have offered their facilities for free.

ST. LOUIS CHORDINALS - Marilyn Arana, President

The St. Louis Chordinals are excited to be preparing for our performance in the Silver Division Contest at IC&C. This will be a first for us, and we are proud for the opportunity, and proud to represent Area 4. In addition, we are rehearsing for our Fall Show: "On The Road Again With The St. Louis Chordinals - Camping 2015", Nov. 21 , 1:30 pm, at the St. Peters Cultural Arts Center. We also have performances scheduled for Dec. 14 and Feb. 9, for community senior groups. Proceeds are shared with Easter Seals (Autism).

We recently held our annual Trivia Night, and completed several successful fundraising events.

Most importantly, we are proud to announce 2 new members, one more coming in November, and possibly another in January. That's a total of 4!! The Chordinals send our friendship and best wishes to all Area 4 choruses and quartets.

HARMONY MAGIC – Sara Stone, President

Harmony Magic is doing well!!

- We just moved to a new location in Tipton – the West Street Christian Church. The price is definitely right – donation to the church!
- We are gearing up for our Holiday Show/Chili supper - “Hot Chili, Cool Carols” - in early December. We are also doing our holiday membership promotion - “Sing with us for the Holidays” – we have 5-6 prospective members singing with us, with the possibility of even a few more!! Some are definitely interested in becoming permanent members – so that is exciting!!
- We’ve done 2 Farmer’s Markets this summer making over \$700 total for all our baking efforts. We are also selling car wash tickets as another fundraiser.
- Because we’re in a small town where few of us live, we’ve been working to become more known in the community. After being here for about a year, we’re starting to get more opportunities to perform in the community. That, and being in the church, will help with our membership efforts.
- We’re very excited to be getting coaching from Jim DeBusman on a regular basis
- We were happy to hostess AC&C in June for the Area.

MISTY RIVER MUSIC MAKERS – Linda Berg, President

On March 14th we sang at Waubensee Community College in Sugar Grove for the AID (Association for Individual Development) telethon. We held our Annual Meeting/Installation of Officers on April 20th. We had a coaching retreat with Kathy Stone on May 2 to help us prepare for AC&C. We performed at

AC&C in Indianapolis and came in 2nd place. The chorus voted not to compete at IC&C again this year because we don't have enough people able to attend and we need to work on getting more members.

We performed at the Blue Goose in St. Charles for St. Charles Live on June 24th. Piece O' Cord was supposed to sing at St. Charles Live on July 15th, but Fran was recovering from a strep throat and bronchitis so the chorus sang instead. We sang the Star-Spangled Banner at the Cougar's game on July 22nd.

We had our annual banquet in August at Granite City in Naperville. This was a "just for fun" night. We had several small groups (from the chorus) entertain. Everyone participated. We did a lot of laughing—it certainly was a fun night! On Aug. 31st, Jacquie Jensen and Ruth Erion came to Misty's rehearsal so that we could be videoed picking the line-up for the quartets, choruses, and silver division choruses for IC&C. We have a performance scheduled in November at the Bickford Assisted Living Facility in Oswego. We are learning a couple of new songs and we are planning to have a Christmas show on Dec. 12th.

CALIFORNIA NOTE CATCHERS – Annette Draper, President

Our chorus enjoyed a large celebration in March to mark 20 years of Singing and Friendship and welcomed two new members. Our Performance Manager, Karen Hasman, has been one busy person and has been scheduling many performances for our chorus. To date we have done 15 performances and are looking forward to many more during the holiday season.

We kicked off our Community Sing on September 28th by welcoming 6 ladies to join us for our Holiday Show on December 6th. We are currently planning for that wonderful event and getting our music prepared. It is always a wonderful event for our family and friends.

BLUEGRASS HARMONY – Valinda Petri, President

Charter party, October 14 with International President Sandra Dunlop.