

AREA 4 COUNCIL
June 9, 2016

Area 4 Director Betty Gunterman welcomed participating Council Members to the meeting held in Bloomington, IL. The meeting was officially called to order at 7:15pm, and roll was called:

Council Management

- Area 4 Director - Betty Gunterman
- Secretary – Jeanne O’Connor
- Treasurer – Mary Ross
- Convention Team Manager – Sara Stone
- Education Chairman – Janice Westphal
- Manual Chairman – Peggi Meyer (not present)
- Membership Chairman – Beth Montgomery, with help from Deb Neisch (not present)
- Website Manager – Melanie Concklin (not present)
- Associates Coordinator – Joy Sullentrop (not present)

*Voting members of the Council (chapters officially represented) in this meeting:

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

Guest – Monica Butzen of Sound Celebration

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 from the International Board of Director’s Mid-Year Meeting in May:
Membership	➤ Area 4 membership statistics – 9 chapters, 192 members, 44 Associate Members (increased 16), total 236 members
Reserve Status Chapter	➤ Wolf River Harmony chapter is on Reserve Status (below 14 members). Betty is working with the chapter leadership and will be visiting the chapter at the end of June for further discussion and guidance.
Area Incorporation	➤ The International Board of Directors is requesting that all Areas become incorporated. Upon completion of this task, establishing a bank account for the Area 4 AC&C will be made easy, eliminating the need to use a chapter bank account (as was done for 2016, thanks to Harmony Magic).

<p>Youth AEPs</p> <p>Learning Tracks</p> <p>For the Love of Harmony</p>	<ul style="list-style-type: none"> ➤ Youth All Events Passes (AEPs) will be paid by Harmony, Inc. for attendance at their respective AC&Cs and at IC&C in 2016. ➤ Learning tracks are being made for “A Song of Friendship,” “Two Nations,” and “Harmony Grace” by Samantha Tramack. The recordings are scheduled to be posted to Harmony’s website by the end of June. ➤ To date, donations to the For the Love of Harmony Fund have been directed to either the general fund or to education. An addition to the FTLOH form has now been made so that donations may be directed to a third option, the Harmony, Inc. judging program.
<p>Website</p> <p>AC&C Info</p> <p>Council Meeting Minutes</p> <p>General Area Info</p>	<p>Area 4 members are encouraged to visit the Area website for AC&C information in place of emails being sent to chapters. All pertinent information is categorized (e.g., Hotel, Registration, Schedules, etc.) and should be helpful in planning for the event.</p> <p>Chapter Presidents are asked to encourage their members to visit the Area 4 website for various items, including Council Meeting minutes.</p> <p>Please contact the Website Manager, Melanie Concklin, with updates of chapter information and other posted materials.</p>
<p>Manuals</p>	<p>The Area 4 Manuals (General and Convention) and the financial policies are in need of updating/rewriting. The 2016 debut of the Convention Team concept now requires a total re-write of convention information. All chapter representatives shall send helpful hints (things that worked, or would help) to Convention Team Manager Sara Stone following AC&C. Surveys in the AC&C program will be compiled by Misty River Music Makers chapter and forwarded to Sara.</p>
<p>Treasury Reports</p> <p>Area Dues</p>	<p>Treasurer Mary Ross reviewed the financial statements she had prepared and distributed prior to the meeting.</p> <p>Area 4 net worth = \$8521.46 as of May 25, 2016</p> <p>MOTION by Marianne Cooke and seconded by Linda Berg to accept and approve the Year End and the Income & Expense statements as presented. Motion carried</p> <p>MOTION by Sara Stone and seconded by Roseanne Jensen to accept and approve the Budget to Actual as of May 25, 2016 statement as presented. Motion carried</p> <p>Following discussion regarding the collection of Area dues when a member joins Harmony during the year, versus at membership renewal time, MOTION by Jacquie Jensen and seconded by Sara Stone that any new</p>

	<p>Area 4 members, upon joining, shall forward their Area dues to the Area 4 Treasurer, until International membership renewals; thereafter, Area dues shall be forwarded to the Corporate Office, per international procedures.</p> <p>Motion carried</p> <p>Assignment: (Area 4 Director) Include this in the Area 4 policies</p> <p>The Area dues collection process was reviewed:</p> <ul style="list-style-type: none"> • Corporate Office will receive and process Area dues payment with renewals and new memberships (due by April 1) • Executive Treasurer will reimburse Areas with a check by May 1 and November 1 of each year • No prorated (Area) dues • Process effective with renewals 2017 • Gifted Harmony, Inc. Life Memberships do not pay Area dues • Affiliate male members do not pay Area dues unless a Chorus Director
Budget Format	<p>Treasurer Mary Ross presented a budget analysis format with the focus of avoiding discrepancies between the Area and the AC&C budget reports. The format reflected a contingency fund for potential AC&C losses, and would maintain a reserve fund through profits of AC&C. Following lengthy discussion,</p> <p>MOTION by Marianne Cooke and seconded by Linda Berg to establish two contingencies funds (for AC&C losses and for Area 4 contingencies) in the amount of \$2000 each. Motion carried</p> <p>The new budget format will be enacted for the 2017 AC&C.</p>
OLD BUSINESS	<i>Chords & More in Area 4 !</i>
Administration Fee	<p>Follow up, in response to an inquiry on the February Council teleconference as to why Areas must now pay the annual Administration fee –</p> <p>With the rise in insurance costs and recognizing that Areas benefit from the coverage as well as chapters, all chapters <u>and</u> Areas are required to pay the annual Administration fee.</p>
AC&C De-Briefing	<p>Each chapter has been responsible for a portion of the AC&C events. Hopefully, chapter representatives have kept their members informed of duties and responsibilities. A post-convention de-briefing will take place with the Convention Team and chapter representatives on Sunday morning. Input will be shared on AC&C activity successes and areas needing attention or improvement for next year.</p>
Judge Guest AEP	<p>Convention Team Manager Sara Stone sought and confirmed policy on an All Events Pass for the guest of an official Judge on the AC&C panel - is it complimentary, or is it to be purchased? It is policy that a guest, if a Harmony, Inc. member, shall buy an All Events Pass.</p>

<p>2017 AC&C Chapter Rotation Schedule</p>	<p>Convention Team with chapter responsibilities as follows. There could be some minor adjustments to this schedule after evaluation of this year's duties:</p> <ul style="list-style-type: none"> ✓ Covered Bridge Harmony – Hospitality/Welcome, create/distribute ditty bags, and Assistant Convention Manager ✓ Sound Celebration – Moonglow (select the 2017 AC&C theme, advertised on back page of the 2016 AC&C program) ✓ Harmony Magic – On- site contest services (door ticket takers, photographer, backstage & pathway help) ✓ Village Vocal Chords – Education (introduce instructors, direct attendees to rooms) work with Janice Westphal who will contact judges and set up classes ✓ Bluegrass Harmony – Registration (manning desk and collect room numbers) ** ✓ Misty River Music Makers – Judges services (snacks, general hospitality, transportation) ✓ St. Louis Chordinals – Publicity and program ** ✓ Wolf River Harmony – tbd <p>** Libby Brown designed and printed the program, printed name badges and tickets</p>
NEW BUSINESS	<i>Chords & More in Area 4 !</i>
Support Item	The September Council Meeting agenda will include the question of Area 4 stickers of support at 2016 IC&C – do we want to distribute them this year? The same or a different design as last year? Area 4 has \$50 budgeted for them.
Next Meeting	The Fall Council Meeting is scheduled for Saturday, September 24, at St. Thomas United Methodist Church in Glen Ellyn, Illinois, starting at 9:00am.
Adjournment	The Council Meeting adjourned at 8:50pm.