

# NORTHWESTERN ACDA BOARD MEETING

August 16-18, 2005

## Minutes

### Executive Board Meeting, August 16

Present: Michael Frasier, Carol Stewart-Smith, Hal Eastburn, Julia Kole, Howard Meharg, Karen Fulmer, Linda Hamilton, Twyla Brunson

- A. Meeting opened by Michael Frasier, NW President with introductions and opening remarks.
1. President brought to state presidents' attention national bulletins: Presidency; ACDA Manual & Guide; Financial Policies & Procedures; By-Laws & Constitution
  2. Carol Stewart-Smith went through fiscal policies for state presidents.
  3. Twyla Brunson went through the State/Division Timeline document for state presidents.
  4. Howard Meharg reminded state presidents to send articles and timelines. The layout of the web-site was discussed and Howard asked board members to let him know what is needed to keep the web-site relevant.
- B. Karen Fulmer presented a draft of a policy and recommendations for board voting when conducting division business. It was moved and seconded that the following policy be presented to the policy for enacting business in the Northwestern Division.

- C. ***Northwestern ACDA Division Board voting procedures:***  
*When determining Northwestern ACDA Division policy, financial and action items all elected officers and appointed positions (Full Board) are eligible voting members. State president-elects may attend division meetings but are not voting members of the board.*

***Quorum:***

*A quorum is defined as 50% plus one of the Full Board and must include no fewer than three members of the Executive Committee. If no quorum is present, the President may solicit votes via mail or electronic mail.*

***Full Board*** includes elected division officers, state presidents and appointed division positions.

***Executive Committee*** includes elected division officers and treasurer.

***Elected division positions (4):***

*President*

*President-elect*

*Vice President*

*Past Presidents Council Chair*

***Elected state presidents (6)***

***Appointed division positions (16):***

*Treasurer*

*R & S Chairs*

*Industry Representative*

*Newsletter/web-site Editor*

Discussion followed and motion was passed.

- D. Division business was attended to.
1. State membership numbers were listed in the state presidents' reports.
  2. The item of scholarships for needy honor choir students was left to go to the entire board for discussion.

3. Michael F. gave an update on the National Board meeting.

### **Full Board Meeting, August 16-18**

Present: Michael Frasier, Carol Stewart-Smith, Hal Eastburn, Julia Kole, Howard Meharg, Karen Fulmer, Linda Hamilton, Twyla Brunson, April Duvic, Marcia Patton, Helen Dietz, Peter Wordelman, Paul Aitken, Paul Schultz, Kurt McKee, Darrell James, Jim Jirak, Linda Berg, Richard Nance, Giselle Wiers, Scott Peterson

Guest: Paul Thyer, Division Liaison from national ACDA office

- A. Full board was welcomed by Michael F.
  1. Introductions were made. Paul Thyer Division Liaison from National ACDA Office was welcomed.
  2. Packets were provided to board members and gone through
  3. Carol S. explained financial forms and funds request forms.
  4. R & S Chair appointment contracts were handed out and asked to be returned signed.
  5. It was moved to accept minutes as written. Seconded and approved.
- B. The procedure for voting at Northwestern Division Board Meetings was presented by Karen F.

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- C. It was moved to accept the recommended procedure. Seconded and approved.

A letter of resignation from Michael Sagun, Industry Representative on the board was read and accepted with regret. At this time the board still does not have an Industry Representative.
- E. Michael F. referred to the Northwestern Division report and urged board members to read it. He reported things are going well in the division and gave an update on the National ACDA Office.

- F. An item was raised that it might be good to have scholarships available for students of need to be able to attend as honor choir members. Discussion and many suggestions were generated. It was tabled to be revisited at a future meeting after seeing how expenses for the 2004 convention come out.
- G. Board members indicated that the print directory that was sent out earlier this year was valuable.
- H. Carol S. presented the treasurer's report.
1. NW ACDA ended the 04/05 Operations Account with a balance of \$25,800. At this time there is an additional \$50,000 in an interest bearing account. She will e-mail a copy of the budget if requested by board members.
  2. The convention budget was passed out and discussed.
- I. It was announced that Marcia Patton and Richard Nance would be candidates for NW President-elect designate.
- I. Each of the state presidents attending gave a brief report on events in their state.
1. Idaho – The state workshop will be held in Sun Valley October 6-8 with Paul Nesheim headlining. Idaho is working on encouraging new memberships from this workshop, and breakout sessions might be new to the workshop. There is a non-mixed festival at the Idaho Capital rotunda November 11, 2005. The contact is Ryan Batcherlor, [Batcherj@meridianschools.org](mailto:Batcherj@meridianschools.org) Julia Kole, president, is committed to seeing a successful web page.
  2. Oregon - The August workshop is coming up at the end of this week with Charles Bruffy as clinician. Have gotten more college students involved with reduced fees and students helping conducting reading sessions, and several working with Bruffy in a conducting masterclass. Choral Focus (Oregon newsletter) was awarded the award for best small state newsletter at the Lost Angeles convention.
  3. Washington – There are a number of new board members in Washington. The Summer Institute was held the last week of July with Dale Warland as clinician and 201 attending which is the highest attendance yet. Increasing state membership is a goal for this next year.
  4. Wyoming – Marcia Patton reported that the Children's ACDA Honor Choir was held in June and it makes a lot of money for Wyoming ACDA. It helps with scholarships for teachers who have never been to an ACDA convention before. WY ACDA did Men in Song workshop during the state MENC convention and had 200 men involved.
- J. Howard M. presented a newsletter/web-site report.
1. He is doing the newsletter and web-site as one operation.
  2. Is continuing the newsletter on-line.
  3. We took in \$800 in ads and only had about \$300 in expenses.
  4. Discussion was generated regarding PDF versus HTML
  5. Deadlines for NW Notes are September 15, January 15, and April 15. R & S chairs signed dates for articles for the newsletter.
- K. Each R & S Chair present gave a brief report on activities in their area.
1. Two-year College – Is preparing an article regarding communication between 2-year colleges and trying to make that communication work.
  2. Children's Choir – A concern is the distances between states. An issue is trying to make reading sessions more relevant to elementary school choir conductors.

3. College/University – There is not much communication between members and it is a source of frustration. Only 3 states have R & S chairs at this time. Literature sharing has been successful, though.
4. Boy Choir – There are not many boy choirs in the division. The best thing to do is collaboration.
5. Community – Only 3 states have R & S chairs at this time. Definition of “community choir” presents its own set of unique problems. Collaboration is the key to helping solve this.
6. Male Choir – goal is to get R & S chair in each state and increase communication. Discussion about male choir festival held at Western Washington University as a model and would like to generate more of these in the Northwest.
7. Multicultural – Role has changed with increased performances of multicultural music in choirs.
8. Junior High/Middle School – Trying to be a clearinghouse for ideas and information to state R & S chairs. Asked to be on audition committee for the Los Angeles National Convention.
9. Music in Worship – The name has been changed to more closely reflect the purpose of the R & S area. The First Unitarian Church will be involved in the 2006 convention. Working to make sacred music more relevant to the average church musician.
10. Youth & Student Activities – Trying to set student conducting workshop in conjunction with James Jordan. Working on proposal for mock interviews for students. Hope to help draw students to conference.
11. Women’s Choirs – Very involved in the National Convention helping choose music and conducting at the reading session. At our division and state level often view this area more at the high school level. Trying to find relevant items for this level.
12. Jazz – Northwestern Division well represented at the National Convention. Presented at reading session at National. Wrote article for NW Notes. Tries to reach out to show choirs since NW ACDA does not have a Show Choir R & S Chair.
13. High School – Mike F gave report for Tom Issacson. Tom was able to help with the audition process for the National Convention.
14. R & S Chairs were encouraged to apply for funds for proposals. Discussion ensued on how to go about this process.

L. Overview of the 2004 Convention was given.

1. Mike reviewed an information sheet containing high points of the Portland Convention.
2. Jeff Thyer, presented options that could be used for registration material mailings. Anything Jeffrey does for the division is no cost to the division.
3. Advertising and exhibit registration will be done through the national office.
4. Mike F. proposed to begin each concert hour with audience singing one new work. This will be discussed in planning sessions.
5. Portland, Oregon Visitors Association representatives were introduced along with James Schelnick, Hilton Hotel representative who is working with us.
6. Mia Savage, Sue Shreiner, Christopher Silva, Molly Fazio, and Russ Otte attended to work on honor choirs for the convention. They were introduced and welcomed.
7. Committees and groups for the convention were explained and people chose groups and were dispersed to work.
8. Bruce Browne and Debbie Glaze, Local Site Chairs for the convention, were introduced and gave more details about the convention.
  - a. It is possible that Veljo Tormis may be here to help supervise a recording session in Portland area at same time as the convention and could participate. Portland State University would pick up the flight, he would stay with an area Estonian family, and ACDA would possibly give an honorarium to a translator he would use for sessions and pay for meals if he comes. If Tormis could not come, M. Lauridsen could possibly be a backup.

- b. Site chairs are responsible for the 3 performance sites, equipment, etc. as well as equipment for interest sessions at the Hilton Hotel. Hilton equipment other than risers, music stands, and some pianos would be used at these sites.
- M. A tour was given of the Hilton convention areas by James Schelnick.
- N. It was moved and seconded that the Northwestern Division would purchase student memberships for all graduating choral education students from NW Division colleges in April 2006. Discussion ensued. It was moved and seconded that the motion be amended to include "A detailed proposal will be sent to the board through the president for action." That amendment was approved.
- O. Russ Otte provided information that college students over the age of 21 would have the opportunity to apply to be chaperones for the High School Honor Choir housing. This information will be sent to all college directors.
- P. Very detailed reports were given from committee work previously done during the session that pertained to the convention. That information went to the NW President and President-elect to incorporate into the convention planning.
- Q. A convention committee list sheet was passed around and board members put names they felt were good candidates next to open jobs. This will be used by Michael F. to fill those spots.
- R. Board members all gave comments for the good of the order.
- S. More convention venues would be toured after the meeting was adjourned.
- T. Meeting was adjourned.

Respectfully submitted,  
Twyla Brunson, Vice-President