

Handbell Musicians of America, Area 4
Board Conference Call
May 5, 2017

Meeting called to order by Marie Loeffler, Chair at 10:05 am.

The following Board members were present for the call: Marie Loeffler (Chair), Alan Lohr (Chair-Elect), Heather Ellison (Secretary), Lynne Homan (FL Chair), Rhonda Freeman (GA Chair), William J. Murphy (Treasurer), Marcia Brantley (Education Chair), and Sally Traylor (Membership Chair).

Board members not in attendance: Roxanne Golden (Past Chair), Jeremy Rush (Communications Chair), and Donna Bradham (Archivist). The position of South Carolina State Chair is currently vacant.

I. Welcome

- A. Telecall procedures and recording – No Objections to conference
- B. Verify Quorum – 6 Members in Attendance, 5 Absent

II. Additions/Corrections to Agenda

Rules of Procedure for Communications Chair will not be discussed

III. Approval of Minutes from March 31, 2017 Conference Call

Update from last meeting: Changed amount of money to the Dorothy Shaw Choir – We did not pay them \$1,000. \$1325.25 we sent \$600. This will not be amended in the minutes.

Motion to Approve Minutes – Lynne Homan, Second – Alan Lohr

All in favor. No opposed

Minutes approved

IV. Quick Updates

A. Endorsed

1 – August 26th – Learn It, Ring It – Techniques and Music for 2-3 Octave Handbell Choirs; Scott Deck, Clinician, at Emmaus Lutheran Church in Orange City, FL. Candace Hill is the Contact Person. She is one of the Florida District Leaders.

B. D&O Insurance

It has be paid. In affect as of February 27, 2017. Premium \$847 per year/must be renewed annually.

C. Insurance Deductible

\$1000 is the deductible per occurrence with National's liability policy. For each sponsored event, we need to make sure we have \$1000 in our savings account should it be needed.

D. Nominating Committee

The committee has not completed the ballot. Contact with Richard Moore with recommendations. We have not be told what positions that we are waiting to fill. Initially, the end of April was the projected date of a complete ballot.

E. Trevor Bethel Membership (Bahamas)

He is the only member in Bahamas. His membership is showing up on the General Membership List.

F. 2015-2016 Financial Report Filing

Marie just received the report today from William. It is due on due May 15th. Marie will make appointment with CPA to review documents. We filed an extension from February due date.

G. New Credit Cards

Per Lynne Homan, William Murphy received the new credit cards yesterday. The old cards are still valid. Activate the cards when you The Area's account with bank is listed with William Murphy's address. Alan Lohr would like to know the phone number associated with the accounts.

H. Event Form Update

Marie Loeffler has requested of National that the Liability Insurance language be removed from the Endorsed Event Application. She has also requested that a statement be added to the final report to send a copy of the report to the Area Chair.

I. Area Board Connection Membership Call / Area Leadership Forum

April 3 – Event Planning – Marie and Lynne were both on that call. It was a good networking opportunity and a forum for exchanging ideas with other Areas. It is valuable to have an Area 4 board member on every call.

Google Groups –Area Leadership Forum. An email from Jenny Calhorn was sent on April 24th with information on to connect with the group. If you do not have the email, please contact Marie Loeffler and she will forward it to you.

V. In Progress

A. Membership Flyer

Still in Progress. Sally Traylor and Marie Loeffler did commit to working on it. The will have draft for next conference call in June.

B. Lists of Area 4 composers/arrangers/groups

Marie Loeffler has not completed this. She will complete by the end of May. It will contain (1)Composers and Arrangers, (2) Community Ensembles and (3) Church and School Program

C. Update of Handbell Resources listing on website

This should be updated at the end of May. Jeremy Rush is working on it.

D. Bylaws Update

Alan Lohr is still research changes and additions to be made to the Bylaws. It will be discussed at the next face-to-face board meeting.

E. Update Area 4 Check Request Form

In an effort to streamline the process, Marie Loeffler will update the check request form. Lynne Homan is happy to provide suggestions as she is a frequent user of the form.

F. September 29-30 Board Meeting

- Alan Lohr is unavailable at this time on September 29-30.
- In the past, we have had conference calls for the transition of board members.
- William Murphy joined the call.
- Discussion continued about pros and cons of in person verses conference call.
 - **Con:** The Cost of having 2 boards attending the meeting.
 - **Pro:** Financial Institution Communication - Members of the Executive Board need to be present to change account holders.
- Resolution: Marie Loeffler will schedule a conference call for the presentation of annual reports.
- Alan Lohr will schedule the first meeting with the new board. It will be resolved before Elections complete or soon after.

VI. Chime Loan/Education Updates (Marcia Brantley)

A. April 28 Arts in Education Event at Tritt Elementary School

Rhonda Freeman and Marcia Brantley, 3rd graders (~120 kids throughout the day). Freeman and Brantley alternated teaching groups. A parent complained about “Joyful, Joyful, We Adore Thee” being religious music. Also rang “Kum By Yah.” Marcia Brantley passed along the Chime Loan application. They were unable to meet music teacher that day.

B. Applications for Chime Loan – Due to May 1, 2017

- 3 Application – Scott Beck (Orlando, FL), Paula Summers (Jacksonville, FL), and Erin Bromley (Somerville, SC.)
- Committee members Megan Szkarlat and Gayle Oliver need to review the applications. Brantley has not heard from them. Marie Loeffler will follow-up with Megan Szkarlat. Lynne Homan will pass on Szkarlat’s phone number. Sally Traylor will follow-up with Gayle Oliver.
- If there is not a GA applicant, we could award the chimes to Paula Summer in Jacksonville, FL. She would prefer to have a Schulmerich Chimes. The Georgia set is Schulmerich.

C. State Liaisons

Megan Szkarlat (Florida) and Gayle Oliver (Georgia).

D. Mentor list

The current applicants all have handbell experience. They would be able to carry out the program without a mentor. Current applicants could be mentors following this loan term.

E. Refurbishing Update

Alan will be sending the SC Handchimes to Malmark after Nancy’s event this weekend. Alan already has the boxes

F. Resource List – Marcia would like to get the resource list updated. She will give an update of status on June 9th.

VII. Rules of Procedure

A. Current board members have not submitted changes for the Executive Committee or State Chairs descriptions. The Archivist and Communications Chair have not been decided.

B. Communications Chair – Marie Loeffler would like to schedule a meeting with Jeremy Rush and a few other members. Alan Lohr, Rhonda Freeman, and William Murphy would like to participate in the conversation.

C. Archivist – What is this position?

- Marie Loeffler does not want to remove the position but instead give more responsibility – proactive of keeping historical record and creating digital files of current records. Archivist provide insight to remind us of the history.
- Do we need to still have it on the board?
- Alan Lohr asks “What do other Areas do?” Most if not all Areas have an Archivist position although it may have different title and they are voting members of the board. Exact job description of the archivist position in each area is unknown at this time. Marie Loeffler will research the descriptions and she will bring back a summary at our next conference call.

VIII. Ring of Fame Guidelines (See page 5)

- A. Sally Traylor and Marie Loeffler has submitted a draft of the document.
- B. Change “The Area 4 Ring of Fame is awarded every two (2) years.” to “The Area 4 Ring of Fame may be awarded every two (2) years.”
- C. Past Chair will serve as the Chair of the Committee. This will be a way to keep the Past Chair active in the board and the knowledge of past history of the Area.
- D. Board to continue reviewing this process and then we will review it in the future.
- E. Lifetime Achievement Committee – Is the board involved in the committee. Marie
- F. Alan Lohr change “The Ring of Fame Committee to submit qualified candidates.” Remove Three (3) from the wording.
- G. The board will approve up to three candidates that are submitted to the committee.
- H. Biographies and pictures of 2017 Winners will be uploaded to the website.

IX. Other Business

- A. Credit Cards – William Murphy has the new cards. Murphy will mail the cards to Alan Lohr and Rhonda Freeman. Murphy will send the address and phone number to all card users for the activation. Marie Loeffler and Lynne Homan will activate their cards this weekend. Old cards are still good until new card is activated.
- B. Full Reports from Florida and Georgia Events. Murphy will present a Financial Report of the first 2 quarters to review at the next meeting. The report should include the event reports from the Spring Events in Florida and Georgia.
- C. Georgia Spring Ring Attendance
Marcia Brantley noticed that GA Baptist Association had Dave Harris as the clinician this year and the cost is cheaper to attend. Sally Traylor said that the GA Baptist Association had fewer participants this year, 4 groups. Mt. Paran Church of God attended as a non-Baptist group. The goals of the two events are different. The GA Spring Ring needs to make money where as the other event is subsidized.
- D. Next Meeting – Alan Lohr request to reschedule. He will be out of town on May 31-June 13. We will discuss scheduling the next conference call over email. Items to be discussed include Area 4 Financials and Communications Chair.

X. Next meeting

Next Conference Call date pending, please check your email for a date.

Respectfully submitted,
Heather Ellison

AREA 4 RING OF FAME GUIDELINES

Draft – May 2017

The Area 4 Ring of Fame Award was established by the 2015-2017 Board of Directors to recognize and honor those who have made an outstanding contribution to the art of handbell/handchime ringing in the area.

Qualifications for Ring of Fame Nominees

The candidate should be a current member of Handbell Musicians of America, Inc. Exceptions may be approved by a vote of the Area 4 Board of Directors. Awards may be presented posthumously.

The candidate must have made significant contributions to one or more of the areas listed below:

- Serving as an Area 4 elected officer
- Serving as an Area 4 appointed officer
- Extensive volunteer work within Area 4
- Extensive teaching/conducting that has raised the musical standards for handbell/handchime ringing
- Development of materials or methods specific to handbells/handchimes
- Composing/arranging musical compositions for handbells/handchimes
- National recognition for contributions to Handbell Musicians of America, Inc.
- Extensive efforts to expand awareness of the art of handbell/handchime ringing in educational, community, church, or other populations.

General Guidelines:

Nominations for Ring of Fame award recipients may come from Area 4 Board members, Committee members, or Area 4 members by submitting a nomination form and supporting documentation on or before the posted deadline.

Timeline and information about award nominations will be advertised in Area 4 E-Blast and on the Area 4 website as well as on other appropriate print and electronic media.

Selection criteria, process, and nomination forms will be posted on the Area 4 website no later than October 30 of each even numbered year.

If the nominee's contributions are in a field for which the nominee has benefitted monetarily, the nominee must also have contributed to Handbell Musicians of America beyond the scope of personal interest.

No person will be considered while serving on the current Area 4 Board of Directors

The Area 4 Ring of Fame is awarded every two (2) years.

Awards will be presented in Spring/Summer of odd numbered years.

There will be no more than three (3) recipients for each presentation.

Committee Guidelines:

The Area 4 Past Chair will serve as the Chair of The Ring of Fame Committee.

Three additional committee members will be selected by the Chair. The committee members will remain anonymous.

The Ring of Fame Committee screens the candidates based on the selection criteria and prepares a list of no more than three (3) candidates to be recommended to the Area 4 Board of Directors at the annual meeting.

The Area 4 Board of Directors will approve or reject each individual candidate.

All correspondence regarding candidates will be destroyed following the vote.

Upon approval, The Ring of Fame Committee Chair contacts the recipient(s)

Recipient(s) are invited to attend appropriate Area 4 Event. If expenses exceed Area 4 budgeted amount, recipients will be asked to pay those expenses. This determination is to be made before contacting recipients.

Recipients will be featured in Area 4 electronic newsletter and Area 4 website.

Recipients will be officially inducted at appropriate Area 4 events. If recipients cannot attend the event, other arrangements will be made for an appropriate presentation.

Past recipients of Ring of Fame Award may be invited to attend the presentation at their own expense.