

Handbell Musicians of America, Area 4
Board Meeting
Friday, May 8, 2015
Conference Call

I. Meeting was called to order at 10:00 am by Marie Loeffler, Area 4 Chair-Elect.

The following members were present: Marie Loeffler (Chair-Elect), Phil Myers (Treasurer), Heather Ellison (Secretary), Lynne Marks (Past Chair), Lynne Homan (FL Chair), Betty Myers (SC Chair), and Rhonda Freeman (GA Chair). Lynne Homan joined the meeting at 10:15 am.

Members not in attendance: Roxanne Golden (Chair), Pat Cates (Archivist), Wimberly (Bo) Thomas (Communications Chair) and Sally Traylor (Membership Chair).

Everyone agreed to the call being recorded.

II. Approval of Agenda/Additions

- Add C. Miscellaneous under “Other Business”
- Delete “Looking Ahead” – Golden not present
- Motion to Approve Agenda – Moved by P. Myers, seconded by Ellison, unanimously accepted

III. Reports

A. No Chair Report

B. Chair-Elect Report – Maire Loeffler (page 8)

- 1) When is the next Leadership Meeting is in November in Cincinnati, OH – Marks said first weekend in November (Homan joins call)
- 2) Back-to-Bells will be covered in Other Business

C. Treasurer - Phil Myers (page 10)

- 1) P. Myers did not do a complete report because he was unaware that it was expected. P. Myers presented the current balance of accounts. Currently there are two outstanding checks.
- 2) Ellison – Are all the State Festivals accounted in these numbers? P. Myers believes so. However, he is not sure if there are additional expenses for the GA Festival.
- 3) Loeffler requests detailed reports for all the State Events

- 4) Both Homan (FL) and B. Myers (SC) have sent their state report to National. FL is still waiting on a check from HIC. Homan will send email the report she filed to P. Myers. B. Myers resent the SC Festival Report to P. Myers and Loeffler. P. Myers is unsure if the reports for the GA Festival have been submitted.
- 5) Have Endorsed Event fees been collected? – Loeffler
 - a. Fees have been received from LowCountry Handbell Festival in South Carolina
 - b. Fees have not been received from the Treasure Coast Handbell Festival – Ellison will follow-up with the contact.
 - c. If Endorsed Fees are not paid, Area 4 will not endorse the event again.
- 6) Audit
 - a. P. Myers recommends “No” because the cost is prohibitive
 - b. Loeffler - We have little income to report each year. National recommends that Areas do not get audits because of the cost. Several Areas have a CPA or Financial Consultant who reviews their numbers prior to reporting to the IRS-it’s not as costly, and provides an outside resource to confirm numbers. Let’s hold this question until the new board term of 2015-2017 takes office.
 - c. Do we need to file a return with our little income? There is a threshold of when an organization needs to submit a 990. In lieu of a return, a postcard is submitted stating that the organization is still in business. Income from 2014 was \$34,000. P. Myers believes the income figure is \$50,000 but he will double check. Documents have been filed with the IRS for 2014.
- 7) GA Festival Report

Rhonda has not submitted the GA report to National. She was waiting for final expenses to provide accurate numbers.

 - a. Reports may be submitted electronically and mail. The deadline for our State Festivals Reports is April 15th. If exact numbers are unavailable, a best guess should be submitted. This deadline is so that National can pay for the ASCAP fees associated with these festivals.
 - b. Homan and Freeman are under the impression that reports are due 90 days from the event. Loeffler will clarify the dates for reports either April 15th or 90 days with National Office and send an update to the board. P. Myers requests that Loeffler asks the National office if financial estimates are acceptable for these dates since our reports are due so close to the event time.
- 8) Loeffler encourages us all to check our area email addresses with gmail. If you need assistance, Loeffler or Jon Snyder with the national office will be happy to assist you with any questions.

- D. Florida State Chair Report – Lynne Homan (page 11)
- 1) Ellison - What was the maximum number of registrants for our space?
Homan - Everyone that registered was able to attend.
The attendance was 75% percent this year compared to 2014. 41 groups were still represented but fewer ringers came from each group.
 - 2) Loeffler requests a new list of FL district leaders
- E. Georgia State Chair Report – Rhonda Freeman (page 12)
- 1) Payment to Cathy Moglebust:
\$900 honorarium; ~\$1,000 Travel, lodging, etc – TOTAL = \$1974.38
 - 2) Host church had two choirs attending – 24 people. Generally the Area gives host churches a 50% discount for attendance. A week before the event the church said they did not have money in the budget for that and so those 24 came free.
 - 3) There was no facility fee.
 - 4) Cautionary tale – when dealing with a facility, make sure your contact is an employee of the facility and not a volunteer.
 - 5) Was there larger attendance because of Cathy Moglebust? 80 (2014) versus 92 (2015), Rhonda speculates it was location versus the clinician that brought larger numbers.
 - a. Homan added that she has done a survey in FL. One question is “How influential is the clinician in your decision to attend the FL Festival?” Responses received to date indicate that clinician does not affect the decision.
 - 6) Homan suggests another State Chair conference call to discuss “what we’ve learned.”
 - 7) P. Myers brought up Cathy Moglebust’s desire to always do her music as a clinician. The Georgia Baptist Festival ran into this recently.

Loeffler replied that the Area has addressed issue. The Area negotiated that Moglebust could chose 1 piece of hers for each ringing level and one mass piece. We additionally gave her the option of having a sight-reading session.
- F. South Carolina State Chair (page 13)
- 1) Disappointed in attendance – 22 paid ringers
 - 2) Clinician Roxanne Golden was paid her nominal fee of \$500. Her additional expenses totaled - \$315.92. (P. Myers)

- 3) B. Myers has a concern about the timing of State Festival. SC has several festivals around the same time.
- 4) Choir Directors Feedback: I didn't know you had to join the guild to attend this festival.
- 5) Loeffler congratulates B. Myers for her hard work and encourages her not to be discouraged. She went above and beyond to publicize the event.
- 6) Freeman congratulates B. Myers on her brochure. It was well done
- 7) We will continue to brainstorm strategies for future festivals

G. Membership Chair Report – Sally Traylor (page 14)

- 1) Sally is unable to attend the meeting as she is celebrating her daughter's graduation today.
- 2) Thank you to Sally for the hard work she has invested in growing our membership.
- 3) At the Georgia Baptist Festival, announcement was made from the platform to the attendees about the Guild and brochures were placed at almost all of the choirs. (P. Myers)

H. Archivist Report – Pat Cates (page 15)

Please send any information, pictures, etc. to Cates.

I. Communications Chair Report – Wimberly (Bo) Thomas (page 16)

- 1) Thomas is not continuing in this position. It is an appointed position. Loeffler is speaking with one or two individuals about the position for 2015-2017. If you know anyone who may be interested in the position, please forward his or her information on to Loeffler.
- 2) Weebly Subscription expires on September 7, 2016. At our last meeting, we voted to change to the WordPress template that National uses. We are waiting until a new communications chair is on board before we make the switch from Weebly. Prior to launching the Area 4 with the National site template, we will have the opportunity to edit it until we are ready to go "live." The board will have a passcode to access the site to make any comments. When the board is comfortable with the new site, we will go live and switch from Weebly. This way, we will not have to present a half complete website.

IV. New business

A. Back-to -Bells

- 1) An initiate of the National office to bring "Bells out of the closet." National is providing all the publicity and curriculum for the event. This is a free event

for attendees. 4 hours long. Topics include: Recruiting, basic technique, creative uses of bells in worship, rehearsal technique, etc. It is targeted to churches who have bells that are not used or for churches that have choirs but they are not working at their best. National is targeting lapsed members with publicity as well as Choristers Guild and like organizations, HIC, and Bell Manufactures.

- 2) Loeffler will forward the information sent by National about the Back-to-Bells initiative via email to the entire board.
- 3) If you know anyone who might be interested in attending, please send their name to Loeffler and she will make sure they get the information.
- 4) Area 4 needs to provide a location and instructors. Traylor's church is willing to host a Back-to-Bells workshop and Traylor and her choir are willing to serve as instructors at no cost. Her church will host the event on Saturday, September 19th. An east coast Florida location is in discussion. The difficulty is in finding facilities to host the event for free. Several individuals have volunteered to be instructors.
- 5) Are we willing, as an area, to earmark a certain amount of money to support facility fees for this event in hopes to get increased membership.
- 6) Ellison – Do we know where these lapsed members or churches with former programs? We need to make sure we are investing in geographic areas where the workshop is needed. Is there a minimum attendance for each venue? Loeffler will ask National these questions.
- 7) B. Myers is considering hosting an event in South Carolina on September 19th because there is no football game that day. SC hopes to host the workshop in the morning and then a reading session in the afternoon.
- 8) P. Myers – Geographic coverage...how many locations do we need? P. Myers' church would be willing to host the event. (Atlanta area)
- 9) Marks – how will this affect the FL Fall Workshop? Loeffler and Homan do not believe it will have an effect since the two events are targeted to different audiences. It could encourage people to attend the October event and provide for publicity for the Guild.
- 10) Marks will host a workshop in Tampa, FL.
- 11) Loeffler - We will not commit any money at this time to facility fees. If facility fees need to be considered, the details will be emailed to the board and a vote will be taken.

B. Nominations

- 1) The names of current nominees cannot be disclosed because we need an additional nominee for Treasurer and for Chair-Elect. Bylaws require that we have two nominees for each office of Secretary, Treasurer and Chair-Elect. If you have any recommendations, please forward those to Lynne Marks.

- 2) List of current members from SC, GA, and FL are available online on the Guild's website.
- 3) Marks asked B. Myers if there are any people in SC who should be considered. B. Myers suggested Marcia Brantley. B. Myers has a hard time recruiting people in SC to help with events.

C. Miscellaneous

- 1) Golden has requested additional funding for Pinnacle. She is estimating the cost will be \$1700 to \$1800.
 - Flight fairly cheap \$180 then changed location so additional Taxi fee
 - Conference Registration - \$390
 - Hotel - \$801.00
 - Travel to Atlanta Airport - 150 miles round trip
 - Parking at the Airport - \$20 a day for 5 days
 - a. Suggestions - Is there a shuttle to the airport? Would she consider a roommate? Since the total of flight, hotel, conference fee is under \$1500; perhaps she could pay for some of her own meals?
 - b. Marks – Golden will be honored as an outgoing chair at Pinnacle possibly. Loeffler will confirm that chairs will be honored at Pinnacle since it is not the typical Annual National Seminar.
 - c. Questions to be answered
 - Are they recognizing outgoing chair? Loeffler will contact National to confirm.
 - What are the actual expenses? Loeffler will ask Golden to send the definite expenses and estimated meals in writing to the whole board. And then, we will have a board take a vote to determine whether or not additional fund will be allocated. The goal is May 15th to find resolution for this question.
 - d. Marks – We should consider that Historically FL Festival has brought in significantly more money than this year, how that affects what the Area is able to cover regarding expenses – other fees and concerns of the Area. Ellison raises a similar question about the loss of funds for the 2015 GA Festival.

2) Budget

Budget needs to be created for our next Fiscal Year beginning October 1, 2015. Executive Committee needs to make this a priority at the beginning of the new terms. A budget is a Best guess but something to work with as the year moves forward. It assists in making decisions such as this.

- 3) Anything emails regarding money for events occurring on October 1, 2015 and going forward please copy Loeffler and P. Myers.

4) Final meeting of this term

September 25th Suggested for a Tentative date for a Conference CallEllison
will follow-up with the full board.

V. Meeting adjourned at 11:20 am.

Respectfully submitted,

Heather Ellison

Secretary

Handbell Musicians of America, Area 4

Handbell Musicians of America, Area 4
Board Conference Call
Friday, May 8, 2015
Chair Elect Report

Chime Loan Program

The Chime Loan recipients from 2014-2015 year had very successful programs; both have been able to order their own chimes and will be continuing the programs in their organizations.

The deadline for applications was April 30 and there are currently two applicants for the 2015-2016 year. The successful applicants will be notified by May 22, 2015

Area Leadership Meeting – March 20-21, 2015

This meeting is the yearly brainstorming meeting for the Area Leaders and the National Board.

Subjects included: membership, finances, leadership structure, area challenges, future ideas to increase our visibility and credibility in music communities. A summary of those brainstorming sessions will be posted in the membership section as soon as they have been compiled.

Jenny reported on the financial report that was included in Overtones along with a request for additional donations from our membership including rounding up membership dues renewals. She has received positive responses to the report.

The details of a large initiative called Back-to-Bells were e-mailed to everyone in April. Back to Bells is a four hour FREE workshop designed to bring bells out of the closets and start bell choirs ringing again.

The main points include:

- All workshops will take place in the month of September
- Areas will identify venue, set date, and provide workshop leaders
- National will provide curriculum for 4 hours of instruction and handle marketing & registration
- Topics will include: Recruiting ringers, Basic techniques, Basic maintenance, Creative use of handbells in worship, Ringing with less than a full choir, Basic rehearsal techniques,

Repertoire

selection

- Areas have the option of adding a Read & Ring after the workshop
- After workshop, offer special package to those who become members and mentors

National has asked for us to secure venues and date by May 1 or as soon as possible. I have located some possible venues however, in our area, there is little offered for free and we need to consider if we are willing to allocate some funds to support this initiative.

Respectfully submitted,

Marie

Marie M. Loeffler

Chair Elect / Chime Loan Coordinator

Handbell Musicians of America, Area 4

**AREA 4 – HANDBELL MUSICIANS OF AMERICA
FINANCIAL STATEMENT
MAY 8, 2015**

I. Bank Account Balances

Checking Account 4/30/15	\$	26,900.64 (1)
Savings Account as of 2/28/15		<u>14,055.58 (2)</u>
 TOTAL	 \$	 <u>40,956.22</u>

NOTES: (1) As of 5/8/15 there are two outstanding checks totaling \$ 270.70 which will reduce the checking account balance when cleared.

(2) Statements on this account for 3/31/15 and 4/30/15 have not been received. The only change in this account would be an increase of approximately \$ 1.00 representing interest accrual.

II. Visa Credit Cards

All Visa credit card balances have been fully paid thru statements dated 4-7-15.

Respectfully submitted,

Phil Myers, Treasurer

The 7th Annual FL State Handbell Festival was held in Fruitland Park, FL on March 13 & 14, 2015. This was the first year that the event was held at a retreat center, and there was overwhelmingly positive feedback about the convenience of having lodging, food, and the event all on one site. Our event was under the direction of Michael J. Glasgow and the attendance was 225 plus guests and clinicians. Ring Sarasota, community handbell group, under the direction of Rick Holdsworth performed the Opening Concert.

This year we added two new elements to the event. Following the pattern of “track” classes offered at National Convention we offered Ensemble ringing and Bell-Trees. The Bell-tree class demonstrated their new learned skill during our closing Showcase. Also this year we offered an advanced ringing class and it was given the name “Distinctly Florida”. This group of ringers prepared an extra piece before arriving, had extra rehearsals under the baton of Michael and presented “Gravitis” at the closing Showcase.

The festival was successful in not only giving ringer’s new opportunities but also made a profit of over \$3000.00. Looking at past events, almost a third of our attendance came from the community directly surrounding the festival (where people do not need lodging of any form). While we still had the same number of choirs on our ringing floor, there were less people per choir, which is why the numbers were slightly ‘down’ this year compared to the past two years.

The District Leaders have met and this year we have decided to try to reach more areas of the state for our Fall Workshop that will be held Oct. 24. The locations for 2016 will be Punta Gorda, Orlando, Tampa and Miami area.

Next year’s festival will be under the baton of Cathy Mokolbust on March 11-12, 2016 location to be determined due to size needs. This is the major concern facing the Florida State Festival, as we do not want to have to turn choirs away if we fill the venue prior to the end of registration, and splitting into two festivals increases the cost of the event significantly.

Respectfully submitted by,

Lynne Homan, Fl Chair

The Georgia Spring Handbell Festival 2015 was held March 6 and 7 at Gainesville First UMC in Gainesville Georgia. Cathy Moklebust was the clinician. The festival opened on Friday afternoon with a reading session conducted by Cathy and concluded that night with a concert featuring the handbell choirs of Gainesville First UMC and Mt Pisgah UMC.

On Saturday we had 3 mass rehearsals on the festival music directed by the energetic Cathy. During a long lunch hour we offered “break out” sessions that were well attended. The classes were: Bass Bells Techniques, Solo Ringing, Basic Bell Techniques, Ensemble Ringing, Bell Maintenance, and an Advanced Reading Session. The festival concluded with a final concert of the festival music.

98 People attended the festival. The low attendance I believe was because Gainesville is located 60 miles north of Atlanta and for most of the choirs it required a hotel stay. We lost \$173.93 on the festival primarily due to the high cost of Cathy and her additional expenses.

The Spring Ring 2016 will be held at Mt Pisgah UMC in Johns Creek Georgia on March 4 and 5. Hart Morris will be the clinician.

Rhonda Freeman
Area 4, GA Chair
Handbell Musicians of America

South Carolina State Chair Report

The SC Spring Ring "2 in 1 festivals - a 3-5 octave and a 2-3 octave festival" - was held on March 21, 2015. Unfortunately due to small SC AGEHR member numbers, we only had 22 registrations, which did not allow us to break even (55 were needed to break even). I had sent out registrations in August - in time for music directors to include it in their budget and calendar, but still had few registrations. I also took our brochure to other festivals in the SC/NC area. Roxanne was our clinician and did a fabulous job. All the evaluations raved about her - which was expected. There are several other festivals in the area in January - March that have been going on a long time. None are AGEHR sponsored and do not require membership. I had several to email that the reason they didn't come was the membership requirement. Trying to look at another approach for next year and getting advice.

Submitted by,

Betty Myers
Area 4, SC Chair
Handbell Musicians of America

Membership Chair Report

Area 4 Membership Chair Report for 5/8/15 Board Meeting -

As of April 28, 2015, Area 4 had a membership distribution as follows:

Florida memberships – 202

Georgia memberships – 147

South Carolina membership – 62

Island memberships – 4 (PR)

Total memberships – 415 (Net gain of 16 members since last report)

I have just completed sending email follow-up letters to 26 Area 4 members who lapsed from 12/31/14 through 3/31/15. I rarely get any feedback from these, as they are directed to click on a link to national in order to either renew or state why they choose not to renew. It would be helpful, at least from an encouragement point of view, if National would forward me the communication they receive. As it is now, I have to go back into the current membership records and check to see if they have been added to the roster. I will make this suggestion to the National Office.

I am also in the process of contacting handbell directors whose choirs attended the New Ebenezer, Georgia Baptist, and North Georgia United Methodist Festivals to encourage them to consider membership in the guild if they are not already involved.

Submitted by Sally Traylor, Area 4 Membership Chair – 4/28/15

Archivist Report

The archivist has been working to update the files. There are still many gaps in coverage of Area 4 events. A number of persons (not currently on the board) were contacted to provide information from past events. Unfortunately this yielded little information which can be added to the archives. It was decided that the best storage for any new files is data CDs. It would be very costly to print out photographs and place them in an album. Members are encouraged to check their files to see if there is material which can be added to the archives. Any information can be emailed or mailed to the archivist.

C. Pat Cates
May 8, 2015

Communications Chair Report

Wimberly Thomas

Absentia excuse: Full-time school teacher

Communications Chair Report

May 8, 2015

Website

- Need to check when Weebly subscription expires. Is it already noted under expenses?
- Need Betty Myers bio and photo

Newsletter

- All e-news additions are due by the 15th of every month. The newsletter usually goes out on the last week of the month.

Photos

- Need photos of the most recent events so I can post as current media files
- It would be nice to have some photos of the chime loaner program in action as well as testimonials on the website. Mind you, if the photo contains any children, we would need parental permissions to post any kind of media on the internet.

General

- My post expires in September and I will resign from the board. Please be on the lookout for a good webmaster. I am making a document that lists website passwords, etc., to assist the new webmaster.