

Handbell Musicians of America, Area 4
Annual Area 4 Board Meeting Minutes
Community Presbyterian Church, Celebration, FL
January 12-1, 2018

Meeting called to order at 2:00pm by Alan Lohr.

Those board members in attendance: Alan Lohr (Chair), Marie Loeffler (Past Chair), William Murphy (Treasurer), Jill Jeffers (Secretary), Marcia Brantley (Education Chair), Sally Traylor (Membership Chair), Steve Coldiron (Chair-Elect , 2017-2019), Lynne Homan (Florida Chair), Pam Spirko (South Carolina Chair), and Anne Stoskopf (Georgia Chair).

Members absent: Jeremy Rush

No objections to the meeting being recorded by Secretary Jill Jeffers.

1. **WELCOME** – Alan Lohr
Members introductions

2. **Review of the 2018 Area 4 Events calendar**

- a. Monthly E Blasts – Any of the board members can submit ideas and articles for the emails that we send out. They are due by the 10th of every month to Jeremy. If you miss a submission date, the information can be held until the next email blast.
- b. Updates needed for the active board members on the Area 4 website. William will be updating this information.
- c. Carolina Bronze Festival to be added in September once a date has been determined.
- d. Conference calls and meetings will be added to the calendar as they are scheduled.
- e. Credit card forms and payment reimbursement forms were given out.

3. **Chair-Elect Report**

Nothing to report at this time.

4. **Past Chair Report**

Passed out Area 4 Ring of Fame Guidelines. Asked for committee nominees as well as recipient nominees. Ring of Fame meets every other year, next year (2019) will be the next award. All Ring of Fame board members vote on recipients. Please email Marie with suggestions. First award went to the three people that signed our Articles of Incorporation in 1984.

5. **Secretary Report**

Nothing to report at this time. Minutes from the September 29, 2017 Area 4 Conference Call were handed out (and emailed) for all to review. Motion to accept the minutes made by Alan, Lynne accepted the motion and Steve seconded. Minutes approved.

6. **Treasurer Report**

William passed out financial reports, board wanted the reports to read in a different format. Expenses and incomes did not match. He made the requested changes and passed out new reports. Alan moved to accept the financial report with corrections to be made by William. Steve made the motion, Pam seconded. Report accepted with changes pending for next meeting.

7. Membership Chair Report

Membership has dropped for all areas since September 2017. Changes have been made to the responsibilities for all State Membership Chairs. Retention efforts to have more of an impact on income for the areas. Incentives trying to be incorporated.

a. Requirement put in place by HMA:

1. This member contacted by -
2. The date -
3. Response received by -
4. The date -

b. Concerns about value perception of membership. Idea brought up: Allowing members to register for events at a lower price to a certain number. If you attend an event and bring a certain number of people with you and they become a member, then you get a discount on your next membership.

c. State Chairs to assist Sally with contacting lapsed members.

d. Distinctions needed in new, renewal, lapsed members, old members, etc.

8. Education Chair Report

a. Chime Loan Program – All three sets we have are in use. Would like for more information about the program – requirements, advantages, more details on the website at all times.

b. Marcia and Palmetto Bronze to present classes at SMEA in February for Introductions to Handbells and Handchimes in the classroom.

c. Chimeworks Program from Malmark is a great resource for church/school classes.

9. Florida State Chair Report

a. 10th Anniversary Florida State Festivals North and South – registration currently at 265 for both events, registration until middle of February. Celebrations planned.

b. District Leaders met via Ringcentral and are working on some exciting plans for upcoming events.

c. Since Florida State Festivals have been started 138 different churches/organizations and 1346 different ringers have attended their events. Looking into recognizing attendance to the events by a name tag ribbon or something similar at this year's 10th Anniversary celebration.

10. Georgia State Chair Report

2018 GA Spring Ring will be in Johns Creek, GA. Presbyterian College Choir to be performing a concert. Concern about schedule for this event. Would like to add 2 or so Back to Bells to north and south Georgia and possibly a Directors event. Working on 2019 schedule. Working on increasing membership.

11. South Carolina State Chair Report

Wants to have 2 or more Back to Bells events this year as well as a Carolina Bronze workshop in the fall. Planning to contact all South Carolina members and find out how they are doing and if there are any needs that they may have. Also asking if they know any area churches/groups that may not be members but have handbells and see about bringing them to events and membership.

12. National Area Leadership Meeting

Lynne presented some of the highlights from the National Area Leadership Meeting held in November in Cincinnati, OH.

- a. Get permission at all HMA events to record or stream any classes or concerts, preferably in writing.
- b. Common struggles with all areas and National.
- c. Possible workshop packages for leaders to give workshops on many different topics and levels.
- d. Different membership levels and fund raising goals. Silent auction items purchased count towards your annual donation/membership levels per year.
- e. Ringcentral is available for all area leadership members for conference/video calls at no charge. It works really well and we should take advantage of this service when ever possible. Mya at National has to schedule and initiate the call.
- f. Many Areas are changing their bylaws to allow voting on line.
- g. Need to have a non-discrimination clause for the D & O Insurance and they have to agree with the National Board By Laws.
- h. Sunbiz – AGEHR DBA Handbell Musicians of America
- I. National offers \$5000 in grants, endowments and scholarships. Also a lot of local businesses will have community outreach grants available.
- j. National will set up Area websites for a fee and enews letters for \$25 each.
- k. Budget software recommended by National (Excel) and always put a contingency or misc expense line items for any unexpected expenditures.
- l. Write contracts for faulty members, as well as, clinicians for all events.
- m. Ideas to get handbells in front of people in the public – ringing in restaurants, ring at work day, traveling workshops (give out membership registration forms on site), progressive workshops.
- n. On line registrations for events through many different services- add \$5 to event registrations for this feature. Would make things much easier and save contact information.

NEW BUSINESS

1. Review of By Laws

- a. Board transitions – new board members should get a list of all current board members with their contact information and all relative passwords for their term.
- b. Our By Laws are pretty close to the National Board standard of By Laws
- c. Area 4 . the AGEHR, Inc. - This stays for legal purposes. DBA (Doing Business As) Area 4 Handbell Musicians of America.
- d. Alan suggests adding to the Rules of Procedure – Defining the Executive Committee and the Board of Directors.
- e. Changes needed for new By Laws: On line Voting, D & O Insurance, Non-Discrimination Clause, Conflict of Interest Clause.
Reviewed by National, then returned to the Area 4 board, then ballots sent out to membership. Someone outside of the Board needs to do the ballot counts. 2/3 majority of votes cast for revisions to pass. 2006 was the last revision.
- f. Membership meetings – not required by By Laws but several members of the board have some kind of status given at meetings at festivals.
- g. More clarification on wording for “Board of Directors” and “Board of Directors” for Article VII Subsection 4. Steve and Marie will be working on drawing up revisions. Suggested revisions to Area 4 board members by the end of March.

2. Budget Reviews

- a. Area 4 proposed budget for 2018 presented by Alan. Income and expenses were adjusted a little lower due to reductions in membership. Some flexibility in the budget to move things around if needed.
- b. D&O insurance – National is no longer covering these expenses and it is now up to the Area Boards to pay for this service. Endorsed events benefit from membership lists and mailings.
- c. For a non-profit budget income and expenses have to match. Florida event income lowered 28,025 to balance the budget.
- d. Rebates – Tied to membership but need more details about if it is per month, per year, per membership either new or renewals.
- e. With the amount in the savings account, looking into offering scholarships for purchasing handchimes.
- f. Alan made a motion to accept the 2018 Area 4 Budget, Jill accepted and Sally 2nded. Motion approved.

3. Substitute Lists for Area 4

Would like to put together a sub list for choirs that are missing ringers for events and concerts as a resource for getting other ringers to fill in. Make it very inviting and fun.

- a. Maybe Area wide or state wide.
- b. Create form for ringers to list qualifications, positions, level of ringing, will to travel, etc. Maybe get recommendations.
- c. Post on Area 4 website by state? Email list?
- d. Post on Facebook
- e. Do not have to be a HMA member to be on the substitute list.
- f. Send out an E-blast about the substitute list to see if there is any interest.
- g. Online sign up and updates

4. Event Planning

- a. Contracts/Letter of Agreement for faculty and clinicians at events. Lynne and William working on them to get an approved one at this meeting. Trying to get all needed forms and documents in a place and format that all board members can access and use when needed.

Saturday, January 13, 2018 9:00am

1. Website

- a. The Board members would like to have some other people to help Jeremy with the website. Jeremy would be the web master and William and Alan have volunteered to help with updates and minor changes needed. (Viewing other Area websites for samples).
- b. Updated pictures and pictures of children and youth playing handbells and chimes. Bring in pictures of chime choirs to help with the chime loan and education benefits with hand chimes. Make sure we have permissions for the pictures that we post.
- c. Events tab or icon that is easy to see.
- d. Add firearm laws and smoke free sites to our event information.
- e. \$75 fee to set up website for Area for by the National Board. We would then make the changes and updates from that point on. National would be the host site. (Others like Eventbright.)
- f. Updates need to be made to all Area 4 staff listings and contact information. Separate listing for Board Members only for contact information.

- g. Update Annual Meeting Report (last one from 2011.)
- h. About Us needs more current information, Mission statement. Link to National website for membership. More explanation of the AGEHR and Handbell Musicians of America.
- I. Change tab descriptions and have more information on each tab instead of having more tabs.
- j. Consistent wording used throughout the website.
- k. All events for Area 4 listed together (not separate by state) as “Area 4 Events”. Need to encourage all members to attend any Area 4 event.
- l. Monthly should be changed to “All” so all events can be seen for the year not just a small window of time. Including concerts and other events happening in the areas.

START NEW WEBSITE OVER FROM SCRATCH!

- m. Alan made a motion to move creation of the new Area 4 website be moved to National for the \$75 fee, Sally accepted and Marie 2nded. Motion passed.
- n. Again, have people on the board helping Jeremy with the website, Facebook, and other social media. Sally offered to be a proof reader for any communications for social media and website. Anne spoke with Bill and Linda Noss from Area 4 membership if they would be interested in helping us with the Area 4 website with updates and maintenance. They said they would be happy to to that.

2. On Line Registration and Payments

- a. We have decided that we want to have the online registration capabilities. Alan would like someone who could do the research into what would be the best program to use and the costs. Anne volunteered to do the research needed.

3. Drop Box and Google Drive.

- a. Move all documents from Drop Box to Google Drive. Give instructions out to all board members on how to navigate Google Drive.
- b. Use your handbell musicians board account to access Google Drive. William will help with the Google Drive transitions.

4. Area 4 Archivist Position

- a. Possibly eliminate this position or change it to have a more active role in Area 4 and with the board.
- b. Move Archivist position to under Communications Chair and have a committee of volunteers to organize, catalog, and scan our archives.
- c. Possibly change the title of Communications Chair to Technology Chair.
- d. Changes need to be made to the Rules of Procedure for these options. Possibly change the title of the “Rules of Procedure” to “Guidelines of Procedures”. Steve volunteered to head up the position of getting things in place for our history and going forward, a plan to follow.

5. Book of Motions

- a. These need to be reviewed and updated Steve volunteered to go through the book and try to get it as updated as possible and put it in reverse order so that the most recent motions are at the top. Get full “Book of Motions” from Heather

6. Purchasing of new technology

- a. For different board members to be passed on to the next person in their position (secretary, treasurer, etc). Chrome Books? Mac?
- b. William made a motion to purchase secretary/treasurer laptops and equipment not to exceed \$3000. Marie accepted and seconded by Steve. Motion passed.

7. Chime Loan Program

a, Move date of applications due date from May 31 to April 1 so that teachers will know before the end of the school year and planning that they will have the chimes available for the upcoming school/church term/year.

8. Back to Contracts for Faculty and Clinicians for Area 4 Events.

a. Lynne made changes to the forms since the meeting yesterday and we are all reviewing it for a final time. New contracts will be sent electronically and have attached a W9 Form, Youth Protection Policy Form, and Classroom Needs/Request Form. Signed forms can be brought to the event with the exception of the Classroom Needs/Request Form.

9. To do before the next meeting.

- a. Read through and make notes on the “Rules of Procedures” to help move forward with making the necessary changes.
- b. Come up with ideas and locations for an Area 4 wide event.

10. Conference Call Friday February 16, at 10:00am through RingCentral via the National Board. Mya will email everyone with the date, time and pass code for participation in the group.