

HANDBELL MUSICIANS OF AMERICA, AREA 4  
**BOARD RETREAT**

Friday, January 15, 2016

Conference Room of Peachtree Presbyterian Church, Atlanta, GA

- I. Meeting called to order by Marie Loeffler, Chair.

The following Board members were present for the Friday Session: Marie Loeffler (Chair), Alan Lohr (Chair-Elect), William J. Murphy (Treasurer), Heather Ellison (Secretary), Rhonda Freeman (GA Chair), Lynne Homan (FL Chair), Sally Traylor (Membership Chair), Donna Bradham (Archivist), Jeremy Rush (Communication Chair) and Linda Maloney (GA Chair beginning March 2016).

Members not in attendance: Roxanne Golden (Past Chair) and Betty Myers (SC Chair).

- II. Goals of Meeting – Marie Loeffler  
A. To share new ideas  
B. To provide a consistent message about Area 4

- III. Approval of the Minutes from September 25, 2015 Annual Board Meeting.

Motion to accept the minutes by Alan Lohr. Seconded by William Murphy.  
Unanimously approved.

- IV. Approval of the Minutes from September 25, 2016 Board Meeting. (2015-2017 Board)

Motion to accept the minutes by Jeremy Rush. Seconded by Sally Traylor. Unanimously approved.

- V. Chair Report - Marie Loeffler (Report Attached)

- A. 240 participants are registered for the Low Country Handbell Festival. Alan Lohr will attend. He will be teaching a class as well.
- B. Treasure Coast Regional Bell Festival will reapply for endorsement next year. We did not endorse it in 2016 because it conflicted with the Florida Festival.
- C. Area Leadership Meeting will occur the day before National Seminar. This will limit the cost involved for National Office as well as the areas.
- D. D&O Insurance: Area 4 needs to purchase our own insurance. The application is 30 pages. Area 4 does not need an all inclusive liability policy just specifically the D&O liability.

#### E. Repertoire Selection

- 1) All repertoire lists for Area 4 sponsored events need to be approved by the Executive Committee in advance of publishing information..
- 2) Lynn Homan request a list of composers that live in Area 4 and that we post it on the website.

#### F. Youth Protection Policy: We will ask the National Office how best to implement it.

For Upcoming Events, Staff/volunteers will get entire statement from the Guild. Group will receive the edited version below:

Effective December 1, 2015, Handbell Musicians of America requires adherence to and implementation of our [Youth Protection Policy](#) for all Sponsored and Endorsed events involving youth under the age of 18.

This policy was developed with the guidance of the Stewards of Children program which teaches adults how to prevent, recognize and react responsibly to child sexual abuse. The goal of this policy is to create a safe and secure environment at our events for all who attend.

<http://handbellmusicians.org/events-networking/events/sponsored-endorsed-event-information/#Youth>

LowCountry Handbell Festival is implementing this policy and will have the staff and volunteers sign the policy.

Not a mandate from the Board. It came from Jennifer Calhoun.

#### G. Rules of Procedures (ROP)

Marie has edited and expanded the current ROPs. Please review and provide feedback to Marie Loeffler.

#### VI. Secretary Notes – Heather Ellison

- A. A copy of the By-Laws, Book of Motions and In-Kind Contribution Form are in the Area 4 Board binders distributed at the meeting.
- B. The secretary needs a copy of the Area 4's 501(c)(3) and Articles of Incorporation that are filed in Florida.

VII. Treasurer Notes – William Murphy (Financial Report Attached)

- A. In-Kind Contribution Forms – Necessary so that we can track expenses for future budgeting. A suggestion has been made to add an In-Kind Contribution check-box on all check requests.
- B. Treasurer Files – All past files are in the in the possession of either William Murphy or Marie Loeffler.

VIII. Florida Chair Report Notes – Lynne Homan (Report Attached)

A detailed expense report from the Fall Sight-Reading Workshop was submitted.

The Florida Festival has been revamped. It is difficult to find a room large enough for the numbers of attendees. They will not be serving dinner on Friday evening.

IX. Georgia Chair Report – Rhonda Freeman

Hart Morris will be the conductor for the Georgia Spring Ring, March 4-5, 2016. Three groups have already registered.

X. South Carolina Report

There is one endorsed event “Low Country Handbell Festival” scheduled in South Carolina for the year.

XI. Islands

Underserved area of Area 4. Groups from Nassau have reached out for assistance to get secure a clinician.

XII. Membership Report Notes – Sally Traylor (Report Attached)

- A. Each month Jon Snyder, Membership coordinator for our area, sends a report of lapsed members to Sally. It would be helpful to see a report of who reinstated their memberships.
- B. Many membership dates line up with Festival dates. We want people to purchase memberships not just for Festival participation.
- C. How to Bring Area 4 Membership Message
  - 1) Phone Calls
  - 2) Visit rehearsals to provide personal interactions with membership. Marie Loeffler has a goal to visit one rehearsal a month.
  - 3) Back to Bells: Follow-up with Attendees
  - 4) Provide a travelling curriculum similar to Back to Bells
  - 5) Non-Member Rates to Events for some or all events.

XIII. Event Procedures

- A. Discounts
  - 1) Georgia gives the host church a 50% registration discount and free food.
  - 2) Florida
    - a. give a 50% discount to the host church and 50% discount to the group providing the opening concert
    - b. Teachers and clinicians receive free food and free registration
    - c. Room setup and behind the scene volunteers receive free registration
  - 3) We need to provide a consistent policy of discounts.
- B. Vendors
  - 1) Florida never charges a fee to vendors.
  - 2) Handbell Services and The Raleigh Ringers both give 20% of their sales back to the Area.
  - 3) Jeffers Handbell Supply does not pay a percentage to Florida when they provide staff to sell music on site. At the Georgia Spring Ring, GA receives a percentage of sales from Jeffers because they do not send a representative to sell music.

XIV. Adjourned for Dinner until Saturday, January 16.

HANDBELL MUSICIANS OF AMERICA, AREA 4

**BOARD RETREAT**

Saturday, January 16, 2016

Conference Room of Peachtree Presbyterian Church, Atlanta, GA

I. Meeting called to order by Marie Loeffler, Chair.

The following Board members were present for the Friday Session: Marie Loeffler (Chair), Alan Lohr (Chair-Elect), William J. Murphy (Treasurer), Heather Ellison (Secretary), Lynne Homan (FL Chair), Sally Traylor (Membership Chair), Donna Bradham (Archivist), Jeremy Rush (Communication Chair) and Linda Maloney (GA Chair beginning March 2016).

Members not in attendance: Roxanne Golden (Past Chair), Rhonda Freeman (GA Chair), and Betty Myers (SC Chair).

Rhonda Freeman has submitted a proxy for Linda Maloney to vote in her absence.

II. Quickbooks verses Quicken

A. Motion to purchase Quicken for the Treasurer to use instead of QuickBooks for a maximum cost of \$70 by Alan Lohr. Lynne Homan second.

Unanimously approved.

B. Discussion about whether we should sell Area 4's version of QuickBooks. Marie Loeffler, Jeremy Rush and William Murphy will research.

III. Board Expenses

A. Should Area 4 cover expenses for board members to represent the Guild at events. Until a budget is developed, the board will vote on each event individually.

B. Alan going to the LowCountry Handbell Festival Event. Estimate \$250 to cover car and hotel.

C. Motion that Area 4 covers expenses for Alan Lohr to attend the LowCountry Handbell Festival in SC not to exceed \$300 by Sally Traylor. William Murphy second. Unanimously approved.

IV. Archives – Donna Bradham

A. Donna Bradham received two boxes of archives from Marie Loeffler.

- B. Archives will remain in paper form until all items are organized and scanned into digital format.
- C. Lynne Homan suggests a PowerPoint slide show during registration at events.
- D. Donna Bradham and Marie Loeffler will create an electronic document (Excel spreadsheet) to include information from past events to be kept in one place. She would like to include repertoire lists as well.
- E. Donna Bradham requesting all flyers that were created for events and event programs be submitted.
- F. There should be a photo release on all event registration forms. It will be the responsibility of the event coordinator to protect those who do not wish to be photographed.

V. Education – Alan Lohr and Marie Loeffler

- A. The current set-up for the Chime Loan Program is not functioning well.
- B. Notes about current program:
  - 1) Long application
  - 2) Need for mentors
  - 3) Need connections to Music Educators
  - 4) We provide some curriculum information: Paul Rosene Chime Books
  - 5) South Carolina Chimes need to be refurbished. Nancy Tipton is currently in possession of the Chimes.
- C. Motion to Form a committee to review and update the Chime Loan Program to include reviewing the application, the mentor program and administration of the program, and to propose a budget by Donna Bradham. Alan Lohr second. Unanimously approved.

Subcommittee appointed by Chair Marie Loeffler to include: Donna Bradham, Sally Traylor, Alan Lohr and Marie Loeffler.

A recommendation will be presented to the board for moving forward with the Chime Loan Program by April 15, 2016.

## VI. Communications Chair – Jeremy Rush

### A. How does Area 4 Communicate?

- 1) Website
- 2) Facebook (Last post 2014)
  - a. Important for the Board to like the area4handbells Facebook page
  - b. Important for the Board to like the area4handbells Facebook posts by liking them. The more likes a post gets the more frequently it will show up in people's newsfeed.
  - c. Engagement
    1. Tag pictures #area4
    2. Have Live Feeds for events
    3. Boost events for \$10.00
- 3) E-blasts
  - a. Currently 36-40% of E-Blasts are opened with a click through presented is 3-6%
  - b. E-Blasts are sent on the 3<sup>rd</sup> week of a month.
  - c. Important that E-blast have relevant information. If not informative, readers will opt-out.
  - d. E-News for E-Blasts live in our google docs folder
- 4) Formerly had a printed newsletter "Castings"
  - a. Printed Newsletter has a better chance to be read instead of being pushed to the bottom of the email inbox
  - b. Content needed to make the newsletter interesting – Education Information, etc.
  - c. Need a newsletter editor

### B. Advertising in E-blasts

- 1) We have had organizations inquire about advertising in our E-Blasts or Website
- 2) Area 9 has advertising rate we could use as comparable
- 3) Motion to pursue the development of an advertising scale for all our communication vehicles by Heather Ellison. Linda Maloney (proxy for Rhonda Freeman) second. Unanimously approved.

Jeremy Rush will work with the head of the committee to put out rates.

### C. Amazon Smile account on Facebook.

- 1) You can choose your charity to support and a percentage of your sales are returned to the organization.
- 2) National Handbell Musicians of America has an account and so does Area 4
- 3) (Area 4 of Handbell Musicians of America)

#### D. Website Design

- 1) Current Weebly Host Site will expire on September 1, 2016. (Cost \$71/2 years)
- 2) Cons of moving to National Hosting Site
- 3) No Calendar Feature
- 4) Limited Plug-ins
- 5) Motion to rescind motion number 47 from November 21, 2014 that stated “That Area 4 change our website and accept Nationals template to be our new Website.” By Sally Traylor. Heather Ellison Second. Unanimously approved.
- 6) Motion to continue using the Weebly site and develop a test Word Press Site for our website by Linda Maloney (proxy for Rhonda Freeman). Heather Ellison second. Unanimously approved.
- 7) Website Content Suggestions
  - a. Calendar
  - b. General Information
  - c. Media – Pictures and Video
  - d. Discussion Forum
  - e. Mobile Friendly
- 8) Jeremy Rush to research fees involved and submit a proposal on fees associated with building a new website. An electronic vote will be made to approve fee proposal. In the interim, Jeremy will continue to update and maintain the Weebly Site.

#### VII. Upcoming Events

##### A. Directors Seminar 2016 – Linda Maloney

- 1) Last Directors Seminar was held in August 2012 in St. Simons, GA; 3 pm Friday – 3 pm Saturday
- 2) Tim Waugh is on hold as a clinician for the 2016 Event
- 3) Locations being considered at Embassy Suites: Destin, FL; Savannah, GA, Greenville, SC
- 4) Suggestions of Host Churches – Board to pass location suggestions to Linda Maloney
- 5) Dates to consider August 18, 19, 20<sup>th</sup>
- 6) Linda Maloney will provide a Proposed Budget and Event Agenda by February 15<sup>th</sup>.
- 7) Class Suggestions:
  - a. 2 Conducting Levels
  - b. Sight-reading Classes
  - c. Repertoire discover sessions.
- 8) Provide SAVE THE DATE at upcoming events without details.

##### B. Events for 2016-2017 and beyond

- 1) Encourage each state to hold 4 events a year: Including a Fall Event, Spring Event and two others

- 2) Suggestions for potential Events
  - a. Developing Choirs
  - b. Small Ensemble/Solo Ringing
  - c. Ringing with smaller groups
  - d. Local directors
  - e. Sight Reading
  - f. Children
  - g. Chimes
  - h. Camps
  - i. Guild Certification
  - j. Special Needs
  - k. Ages 65 +
  - l. Level Specific 1, 2, 3, etc
  - m. Classes only
  - n. Directors Seminar
  - o. Better Ringer
  - p. Distinctly Area 4
  - q. Community Choirs

VIII. Open Discussion

- A. Event Budgets – Necessary to keep \$1000 deductible in all Event Budgets
- B. Goal to secure South Carolina State Chair by end of February
- C. Events to be listed on Website
  - 1) Home Page: All Sponsored and Endorsed Events
  - 2) Area Concerts with Embedded Links on Calendar section
  - 3) Proposed ROPs page 10, remove #6
- D. Topics for Future Discussion
  - 1) Unifying State Events and Procedures
  - 2) Waiving Board Members Registration fees to attend events
  - 3) Document Retention Policy
  - 4) Proposed Rules of Procedure

IX. Next Meeting: Conference Call – February 27<sup>th</sup> at 2:00 pm

Respectfully Submitted,

Heather Ellison  
Secretary, Area 4  
Handbell Musicians of America

# *Handbell Musicians of America, Area 4*

*Board of Directors Meeting*

*January 15-16, 2016*

*Peachtree Presbyterian Church*

*3434 Roswell Road NW, Atlanta, GA 30305*

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## Report of the Chair

### I. Scheduled Area 4 Sponsored and Endorsed Events for 2015-2016

#### Sponsored:

October 25, 2015 - Florida Sight Reading Events (4 locations)

February 12 – 13, 2016 - 8<sup>th</sup> Annual Florida Festival (Tarpon Springs, FL)

March 4-5, 2016 – Georgia Spring Ring (Johns Creek, Ga)

#### Endorsed:

January 22-23, 2016 – Low Country Handbell Festival (Mt. Pleasant, SC)

#### Fewer Endorsed Events this year.

New Ebenezer Retreat Center did not apply for endorsement of their two handbell events this year.

Treasure Coast Regional Bell Festival could not be endorsed as they are scheduled on the same weekend as the Florida Festival.

If you are aware of Handbell Events being held in the Area, I encourage you to suggest that they endorse with Area 4. They will get greater exposure to ringers in Area 4 and as much as possible, help them host a successful event. (see details at [www.handbellmusicians.org](http://www.handbellmusicians.org) under events tab)

#### Upcoming National Events:

January 14-16, 2016 – College Ring-In (Wheaton IL)

March 3-6, 2016 – Distinctly Bronze West (Welches, OR)

July 11, 2016 - Area Leadership Meeting

July 12-16, 2016 – National Seminar (Rochester, NY)

July 14-16, 2016 – Distinctly Teen (Rochester, NY)

July 26-30, 2016 - 17<sup>th</sup> International Handbell Symposium (Vancouver, Canada)

At the November meeting of the Area Leaders, there were two important announcements made.

#### 1. Youth Protection Policy:

- As of December 1 2015, all sponsored and endorsed events involving ringers under 18 must adhere to the Youth Protection Policy.
- All volunteers, clinicians, and faculty must read and sign the policy.
- Event coordinators must see that the guidelines are carried out.
- Details are outlined on the form Board meeting notebook and also on National website on the Sponsored and Endorsed Events page.

## 2. Directors and Officers Insurance (D&O Insurance)

When National recently updated their insurance coverage, it was discovered that the Area Directors and Officers are not covered under the National Policy. D&O Insurance covers the organization (Area 4) and its directors (us) against actual or alleged wrongful acts in three major areas:

- a. Governance liability – claims resulting from general governance decisions;
- b. Fiduciary liability: claims resulting from alleged fraud and improper financial oversight
- c. Employment practices liability: claims resulting from employment-related activities

I am in conversation with the company insuring National and an additional company to secure quotes. The information will be shared with the Executive Committee and we will make a recommendation to the Board. Let me know if you would like more details.

## Updates to Area 4 Rules of Procedure

The proposed updates to the Area 4 Rules of Procedure are in the Board notebook and will be reviewed during this meeting. Additional comments should be directed to me so I can distribute the final updates for an electronic vote by January 30, 2016.

## Repertoire Selection Policy

A copy of the Repertoire Selection Guide is in the meeting notebook. All sponsored events must follow these guidelines, send the suggested rep list to the Executive Board for approval, and attach a copy of the approved list to the application for sponsorship.

## Borrowed Equipment Form

A copy of the borrowed equipment form is in the meeting notebook and can be found in the Board Members area of the Area 4 website ([area4.handbellmusicians.org](http://area4.handbellmusicians.org)). Use this form for all equipment borrowed for events, secure signatures upon pick up and delivery from representative of loaning organization.

I am looking forward to a successful and fun year in Area 4.

Respectfully submitted,

Marie M. Loeffler  
Chair, Area 4  
Handbell Musicians of America

**Handbell Musicians of America**  
**Area 4**  
**Income Statement for First Quarter of 2016 Fiscal Year**  
**For the Period October 1, 2015 to December 31, 2016**

**Income:**

Florida 2015 Fall Workshop	6,329.00
Florida 2016 Spring Festival	11,189.00
National Rebate	255.00
<b>TOTAL</b>	<b>17,773.00</b>

**Expenses:**

Florida 2015 Fall Workshop	4,663.75
Florida 2016 Spring Festival	600.70
Music for 2016 FL Festival	6.46
Area Leadership Training	976.17
National Seminar Registration	125.00
Atlanta Meeting Airfare	425.92
Office Supplies	39.87
Archivist Supplies Shipment	100.00
Treasurer Supplies Shipment	339.32
Check Reorder	133.30
S.C. Back 2 Bells Venue/Music Expense	100.00
Flowers	74.88
Treasurer Meeting	10.83
Sunbiz filing	61.25
New Name Tags	37.01
<b>TOTAL</b>	<b>7,658.00</b>

**Net Gain**

**10,115.00**

**Handbell Musicians of America  
Area 4  
Florida 2015 Fall Workshop  
October 24th, 2015**

**Income:** **6,329.00**

**Expenses:**

Site Expenses	800.00
Clinician Honorarium	1,200.00
Clinician Travel Expenses (Buckwalker)	313.88
Mailings	247.92
Printing	79.98
Registrant Meals	1,477.44
Music for Clinicians	384.46
Music - Shipping Charges	153.61
<b>TOTAL</b>	<b>4,657.29</b>

**Net Gain:** **1,671.71**

**Handbell Musicians of America  
Area 4  
CURRENT BANK BALANCES  
As of 01/11/16**

Checking Account Balance \$ 38,327.16

Savings Account Balance \$ 14,061.48

Report from the Florida Chair

Board Meeting

January 15, 2016

Florida had a successful Fall Sight-Reading Workshop. The event was held in October in four locations with a total of 147 ringers. Kudos to the host churches and the clinicians.

Registration for the 8<sup>th</sup> Annual Florida Handbell Festival is still open at this time. The event this year is being held at Tarpon Springs United Methodist Church on February 12-13, 2016. It is being held in February due to Easter being in March as we were unable to find a location to host and a hotel that was reasonable due to it being high tourist season. To date we have 37 organizations represented and over 225 registered. I will have a total count at the board meeting. We are anticipating a wonderful time with Cathy Molkebust as our conductor.

Submitted by,  
Lynne Homan, FI Chair

## **Florida District Leaders 2015-2016**

**Jennifer Goodwin: co-leader for Lake City/Jacksonville/Palm Coast.**

188 Debarry Aveco, Orange Park, FL 32073  
Phone: 904 571-8975  
E-mail: handbellz@yahoo.com

**Diane Combs: co-leader for Lake City/Jacksonville/Palm Coast.**

Orange Park UMC, 152 Stowe Ave. , Orange Park, FL 32073  
H 2559 Brockview Point, Orange Park, FL 32073  
Church phone: 904 264-2241 X238  
E-mail: dianecombs@aol.com

**Rick Holdsworth: Port Charlotte/Bradenton/Sarasota district**

Pine Shores Presbyterian Church  
6135 Beechwood Ave. Sarasota, FL 34231  
Phone: 941 922 1597 X 224 / Cell: 941 321-3454  
E-mail: music@pineshorespres.org or Rick@ringsarasota.org

**Jeff Jordan: Sun City Center/Tampa/St. Petersburg/Clearwater**

United Methodist Church of Sun City Center  
1210 Del Webb Blvd. Sun City Center, FL 33573  
Phone: 813 634-2539 / Cell 813-260-0153  
E-mail: Jeff@scumc.com

Boca Raton to Vero Beach district

TBD

**Danny Lyons: Pensacola/Tallahassee (Panhandle) district**

P. O. Box 775 Pensacola, FL 32591  
Phone: 851 478-1772 / cell 850-291-7131  
E-mail: dannylyons2@cox.net

**Gina Fairchild Jones: Melbourne/Daytona**

628 Heatherstone Dr. Merritt Island, FL 32953  
Phone: 321-783-0852  
E-mail: ginafairchild@earthlink.net

**Joy Toll-Chandler: Port Charlotte/Cape Coral/Naples district**

13356 SW Pembroke Circle N. Port Charlotte, FL  
Burnt Store Presbyterian Church 11330 Burnt Store Rd. Punta Gorda, FL 33955  
Phone: 802 52203116 / Church: 941-639-0001  
E-mail: joytoll@hotmail.com

**Leslie Zeien,: Key West/Miami to Fort Lauderdale district**

19721 SW 100th Ave Miami, FL, 33257  
Phone: 305 232-1805 / cell 305 4102944  
E-mail: JZeien@bellsouth.net or Zeien204@yahoo.com

**Candace M. Hill: Central Florida**

1390 Lodge Terrace, Deltona, FL 32738  
Phone: 407 322-4827 / Cell 386 490-6401  
E-mail: candance0601@gmail.com

Area 4 Membership Chair Report for January 15-16, 2016 Board Meeting -

As of January 11, 2016, Area 4 had a membership distribution as follows:

Florida memberships – 220 (+7 members since last report)

Georgia memberships – 110 (-26)

South Carolina membership – 52 (-3)

Island memberships – 4 (Puerto Rico) (+2)

**Total memberships –386 (Net loss of 20 members since last report on 9/23/15))**

I am concerned with the loss of members, especially in Georgia. Some of these Georgia memberships were duplicate memberships that were awarded to those who loaned equipment for National Seminar in 2014, but certainly not all. I am still in the process of contacting those with lapsed memberships via email or phone.

Submitted by Sally Traylor, Area 4 Membership Chair – 1/11/16