

Handbell Musicians of America, Area 4
Annual Meeting
September 30, 2016
Conference Call

I. Meeting called to order by Marie Loeffler, Chair at 10:00 am.

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), Betty Myers (SC Chair), Sally Traylor (Membership Chair), Jeremy Rush (Communication Chair), and Marcia Brantley (Education Chair).

Members not in attendance: Roxanne Golden (Past Chair) and Donna Bradham (Archivist)

II. Welcome and Introduction – Marie Loeffler

A. Recording of Conference Call – Agreed by All
Mute *6 on Call

B. Celebrations

- 1) Bravo Area 4, Kudos to everyone, Area 4 hosted more events in this last year than in recent history. The National Office is taking notice of Area 4.
- 2) Introduction of New Board Member – Marcia Brantley, Education Chair
 - a. She has taught middle school music, is a member of SCMEA (South Carolina Music Educators Association) and has presented several seminars on how to introduce chimes to schools.
 - b. The Chime Loan Program falls under her position. In the recent years, the Chime Loan Position fell under the Chair-Elect. Marcia hopes to have the Chime Loan Program in full swing for the 2017-2018 school year.

III. Additions/Corrections and Approval of Agenda – Marie Loeffler

A. Old Business Additions

- 1) Youth Protection Form
- 2) \$5 Rebate for non-member attendees at events when they become members of Handbell Musicians of America.

Sally Traylor motion to approve agenda. Betty Myers seconds. Unanimously approved.
Motion passed.

IV. Approval of Minutes from Board Retreat on January 15-16, 2016 – Marie Loeffler

A. Corrections:

- 1) Ellison asked Murphy to resubmit Treasurer Report with corrected totals.
- 2) Add an “e” to Lynne Homan’s name, V, E, 2 (page 2)
- 3) Alan asked for clarification – VIII, A (page 9)
Will be edited to read: “Event Budgets: We need to maintain a line item in all our event budgets for \$1,000. This line item will pay the deductible for the liability insurance should it be necessary.”

Lynne Homan motions to accept minutes with corrections. Betty Myers seconds.
Unanimously approved. Motion passed.

V. Review of Treasurer’s Report (October 1, 2015 – August 31, 2016) – William Murphy (see attached)

- A. The report highlights our major events.
- B. The report is formatted as the National’s Financial Report Template
- C. Homan request the Beginning and Ending Balances of our bank accounts. Murphy to provide the information.
- D. Loeffler mentions that the number under “National Rebates” in not typical.
 - 1) This number reflects past due payments made to the Area from the National Office.
 - 2) The annual average for this line item is \$3500.
 - 3) The financial report in October will reflect what rebate payments were for which fiscal year.
 - 4) Lohr request Murphy recalculate the numbers in “Revenue over Expenses” for the GA Spring Ring
- E. Murphy will present a new report by the end of October to the Board by Murphy prior to submitting it to the National Office.

VI. Reports

A. Chair Report – Marie Loeffler (page 7)

- 1) The schedule of the Hawks Game in Atlanta did not work out. The Atlanta Hawks will be sending Area 4 a \$200 refund.
- 2) Jon Snyder is no longer serving as our regional membership coordinator. Mya Dundzila is the regional membership coordinator for Areas 1-4. If you have any questions regarding your Handbell Musicians of America email please contact Mya.

B. State Chairs

- 1) Florida – Lynne Homan (page 9)
 - a) Homan mailed packets from the Florida District Leaders Meeting to all of the board members except for Marcia Brantley who recently joined the board.
 - b) The Florida Director’s Seminar ended in the black, \$3.95

- 2) Georgia – Rhonda Freeman (page 10)
 - a) 2018 Georgia Spring Ring
 1. Phyllis Kirk will be the 2018 Clinician for the Georgia Spring Ring.
 2. The Presbyterian College Ringers will be the featured ensemble.
 3. Performing ensembles have to be members of the Guild. Freeman will address this with Presbyterian College Ringers who are not currently Guild members. Homan requires all host churches to be members of the Guild prior to hosting an event at their venue.
 - b) Area 4 will receive endorsed event fees from both Endorsed Events hosted the State of GA on August 13 and August 20.
 - c) Ellison requests a list of repertoire from the Endorsed Events held in Georgia from Freeman.
 - d) Freeman is researching the possibility of a Christmas Ring.
 - 3) South Carolina – Betty Myers (page 11)
 - a) Handbell Workshop with the Raleigh Ringers was hosted in South Carolina last weekend.
 1. Loeffler and Myers both attended the event.
 2. Held at St. Andrews Presbyterian Church in Columbia, SC.
 3. Area 4 Expenses included Loeffler’s travel.
 4. The Endorsement Fee was waived in order to bring attention to Handbell Musicians of America in a state with a small membership. Jenny Calhoun approved.
 5. During the event, Myers began the event with a Guild promotion and before the second section, Loeffler promoted the guild.
 6. Results:
 - a. 10 additions to the South Carolina Mailing List
 - b. Two Churches volunteered to host future events
 - c. A few people promised to join
 - d. St. Andrews Presbyterian took a loss of \$2,000 by holding the event
 - 4) Islands - Marie Loeffler

May have an endorsed Event in the Bahamas next year.
- C. Communications – Jeremy Rush (page 12)
- 1) National is redoing their website. Marie would like to have a sidebar group to make a proposal to the board. Also listed under old business.
 - 2) Rush asks that the Board use the tools we discussed in January to aid in communication among the board and with Area 4. Please use Google Documents.
 - a) We hold Area documents in Google Documents. When updated documents are created, the older versions are deleted.
 - 3) Social Media has gone inactive because a lack of information. The limited number of events prevents a constant stream of social media pictures. We need provide general news content along with event information. Please continue to send information to Rush.

D. Membership – Sally Traylor (page 13)

- 1) The report should say January 2016 instead of September 28, 2016; South Carolina is in the plus
- 2) Florida Membership – Most Florida groups renew before each festival. Since the 2015 and 2016 Florida State Festival occurred within one year, March 2015 and February 2016.
- 3) Traylor would like to pass lapsed members names to State Chairs after she has contacted them. (For example, a lapsed member would be contacted in August. In late October, she would forward that name to the State Chair.)
- 4) There are still people who don't know about AGHER's rebranding as Handbell Musicians of America.

VII. Old Business

A. Advertising in E-Blasts and on Website – Jeremy Rush

- 1) Area 4 is unique in that we only have electronic communication with our membership, not print.
- 2) Marie Loeffler and Jeremy Rush will serve as a committee to make a recommendation to the Board for a rate chart.

B. D & O Insurance – Marie Loeffler

- 1) Through research, Loeffler has determined we are a unique organization. Area 4 is chartered in Florida so the policy needs to be written in Florida. The policy also has to comply with the laws of South Carolina and Georgia.
- 2) Typically D & O Insurance is written as a part of a Liability Insurance Policy. Loeffler has not found an organization willing to underwrite a D&O Insurance policy and comply with the specifics mentioned above.
- 3) The last quote from AON was for \$1750.00.
- 4) Other Areas have either purchased D&O Insurance from AON or not purchased it at all.
- 5) Other areas have purchased D&O from ANON or have not purchased.
- 6) Ellison motioned to purchase D&O Insurance from AON. Motion suspended.
- 7) Loeffler will secure a new quote from AON and confirm that the policy will cover officers after their terms end.
- 8) Collected information will be sent via email to board and then a motion will be made and voted on.
- 9) Ellison volunteered to assist Loeffler.

C. Rules of Procedure (ROP) – Marie Loeffler

- 1) State Chairs have meet regarding the ROP of their positions. Loeffler will continue to have conversations with other board members regarding their positions.
- 2) A revised ROP will be presented to the board for vote by the end of October.

D. Area 4 list of Composers/Arrangers and Community Groups

E. Youth Protection Policy

National Has a New Youth Protection Policy that is condensed from the first version. We will need to have volunteers resign the document each year.

F. Membership Discount - \$5 payment

Some of our sponsored Florida events have a non-member rate for attendance. If the attendee becomes a member, the rate difference between the member and non-member rate will be applied to membership. Someone who joins should make a check to the National Office for \$85 and submit it to Area 4. Area 4 will write a check for \$5 to be sent along with the new members check for a total of \$90. Make sure that these numbers are reflected in the final event budget report.

VIII. New Business

A. Per diem allowance for attendance at National Seminar – Marie Loeffler

- 1) Flight rates are not available for July flights. We are estimating \$450 at this time.
- 2) Loeffler has already registered for National Seminar.
- 3) Ellison suggests that if the fee of attendance at Seminar exceeds \$1800, the board should consider reconsidering Motion 43 made on 4/25/2013 that states “That Area 4 cover the expenses of the Area 4 Chair (up to \$1500) to attend National Seminar beginning in 2013 and every other year from this point forward.”

B. Honoring 10 year anniversary of Jenny Cauhorn – Marie Loeffler

- 1) At National Seminar, Ed Rollins suggested that each Area do something to commemorate Jenny Cauhorn’s ten years as Executive Director.
- 2) ***Motion made by Heather Ellison “That Area 4 to make a donation to the Handbell Musicians of America in the amount of \$100 in honor of Jenny Cauhorn’s 10 years of service to the organization.” Sally Traylor second. Motion carried.***
- 3) Lohr suggested that we send a card in congratulations and notify her of our donation.

- C. Budget items for 2016-2017 Budget – Marie Loeffler/William Murphy
 - 1) Think about what you need for your position and send numbers to Marie Loeffler so that we can create a budget.

- D. Membership Building Ideas – Marie Loeffler/Sally Traylor
 - 1) If you have any ideas how we can attract new members, please send the information to Marie Loeffler.

- E. Tallahassee Sacred Music Conference – Lynne Homan
 - 1) Alan Lohr, Lynne Homan, and Marie Loeffler will form a subcommittee to see how Area 4 can participate.

- F. Bell Tree Ringers – Marie Loeffler
 - Barb Brocker is putting together a national database names of people who are skilled in Bell Trees and willing to do work with Bell Trees in Area 4. If you have any names, please send them to Marie Loeffler.

- G. Ring of Fame – Marie Loeffler
 - Postponed to later

IX. Additional comments, questions, and concerns.

- A. Leadership Meeting in November – Marie Loeffler
 - Marie Loeffler and Alan Lohr will attend.

- B. Future Meeting Dates
 - 1) October Meeting Date: Friday, October 28, 2016 – 10am conference call
 - a. Approve updated ROPs
 - b. Review Budget
 - c. Approve Advertising Proposal

 - 2) November Meeting Date: Friday, November 18, 2016 – 10am conference call
 - a. Lynne will be out of town for November.
 - b. Approve Budget
 - c. Review and approve additional items as decided in October meeting

X. Adjournment at 11:45 pm.

Respectfully Submitted,
Heather Ellison
Secretary
Handbell Musicians of America, Area 4

Handbell Musicians of America, Area 4
Board of Directors Conference Call
September 30, 2016

Report of the Chair

Area 4 is making great progress in reaching more ringers of all skill levels and showing them the value of participating in events outside of their home churches. We have gained new members and the participants have connected with each other for future collaborations and mentoring partnerships. The momentum is strong as a result of the work of everyone who helped worked on these events. Job well done!!

Sponsored and Endorsed Events

The Area 4 Sponsored and Endorsed Events for October 1, 2015- September 30, 2016 included:

Sponsored Events:

October 25, 2015 - Florida Sight Reading Events - 4 locations
February 12 – 13, 2016 - 8th Annual Florida Festival -Tarpon Springs, FL
March 4-5, 2016 – Georgia Spring Ring - Johns Creek, Ga
September 24- 25, 2016 – Florida Directors Seminar – Sarasota, FL

Endorsed Events:

January 22-23, 2016 – Low Country Handbell Festival - Mt. Pleasant, SC
August 13, 2016 – Dust Off Your Bells (Golden Bells) – Perry, Ga
August 20, 2016 – Handbell Clinic for Small Groups and Ensembles – Orange City, FL
August 20, 2016 - Dust Off Your Bells (Golden Bells) – Douglasville, Ga
August 27, 2017 –Florida Sight Reading – Orange Park, FL
September 23-24, 2016 – Florida Directors Seminar – Sarasota, FL
September 24, 2016 – Handbell Workshop with Raleigh Ringers, Columbia, SC

Upcoming Area 4 Events for October 1, 2016 – September 30, 2017

Sponsored:

March 3-4, 2017 – Georgia Handbell Festival 2017 – Atlanta, GA
March 10-11, 2017 – Florida State Handbell Festival, North – Jacksonville, FL
March 17-18, 2017 – Florida State Handbell Festival, South – Sun City Center, FL

Endorsed:

October 8, 2016 – Bells for Beginners...and those ready to ring again – Sun City Center, FL
October 29, 2016 – Central Florida Ringers Workshop (Magic of Bronze – Orlando, FL
~~November 4-6, 2016 – Youth Handbell Festival at New Ebenezer, New Rincon, Ga~~
February 3-4, 2017 – Lowcountry Handbell Workshop (Palmetto Bronze) – Charleston, SC

I attended the August Endorsed Events in Florida and connected with the ringers and directors in attendance. Many added their names to our E-Blast mailing list and several have joined as a result of attending the events.

My conversations with the Bahama Handbell Community is continuing and it is my hope that we will be endorsing their Spring Festival this coming year.

Back to Bells

Thank you to everyone who stepped to host a Back to Bells workshop. There were more locations and more participants this year. The evaluations were very positive and there at least two choirs that are reforming as a result. The events were held:

Saturday, September 10, 2016

Sun City Center, Fl– half day - 18 attendees – Jeff Jordan and Nancy Harris

Cocoa Beach, Fl – full day - 12 attendees – Gina Fairchild and Marie Loeffler

Pensacola, Fl– half day - 24 attendees – Danny Lyons

Irmo, SC – half day – 7 attendees – Betty Myers

Saturday, September 17, 2016

LaGrange, Ga – half day – private instruction – Sally Traylor

Saturday, October 8, 2016

Tallahassee, Fl – half day – tbd – Claudia Dew and Jennifer Hendrix

Area Leadership Meetings

Alan Lohr and I attended the Area Leadership Meeting in November in Cincinnati – the details of that meeting are included in my report from January 2016.

I attended the Leadership Meeting held the day prior to National Seminar on July 12, 2016 in Rochester, NY. This meeting was shorter than previous ones and it focused on brainstorming ideas for increasing our membership numbers. This coming November meeting will develop some of those ideas more fully. It was announced by Ed Rollins that Jenny will celebrate her tenth year as our Executive Director this October and he encouraged us to send a note of thanks. I made many connections with other Area Board Members and we continue to encourage and support each other.

National Seminar

Thank you for the opportunity to attend the National Seminar on July 13 – 16 in Rochester, NY. Area 4 was well represented by many our numbers in attendance. I attended some classes that I hope to be able to share with ringers in our area but more importantly, Area 4 is back on the National map in a positive light. People are seeing a change in our events and in the energy of our members. I made numerous connections with people from around the country and am continuing those conversations in the hopes of bringing even more diverse events to Area 4 in the future.

My Goals for the rest of 2016

Solidify our D&O Insurance

Complete updates of Rules of Procedure

Establish a budget for 2016 - 2017

Thank you to a strong Board of Directors for all your hard work on behalf of Area 4 during this past year. I am looking forward to a stronger and more successful 2016-2017.

Respectfully submitted,

Marie M. Loeffler

Chair, Area 4

Handbell Musicians of America

Florida Chair Report for Area 4 Board Meeting-September 30, 2016

8th Annual Florida State Festival was held on February 12-13, 2015 in Tarpon Spring at Tarpon Spring United Methodist Church. The clinician for this event was Cathy Moglebust. There were 299 in attendance with an original projection of 250 in attendance. This event had educational classes with track classes, an advanced ringing group and vendors were present for shopping. The schedule was different this year because we could not find a venue that could provide space for dining and ringing. The adjustments were made and the overall outcome of the event was very successful. Profit for the event was over \$11,000.00.

A **District Leaders Meeting** was held in Celebration, Florida in April, 2015 which enabled our district leaders to be able to get together face to face to make some decisions for Florida. Thank you to the Area 4 board for approving this meeting. Due to the growth of our festival we worked on how to meet the needs of ringers throughout our very long state. Our leaders came from as south as Miami and as north as Jacksonville and much work was accomplished during that event. I have sent a packet for each board member of information that was discussed during our time together. The meeting was a great success and we look forward to being able to get together every year to continue to advance the education and growth of Handbell Musicians in the state of Florida. Some of the major items discussed during this time together are outlined below.

- District Leader guidelines
- Review of membership in FL
- Festival past and present needs & requirements
- Fall workshop review
- Planning our future

Back to Bells events sponsored by National Board of Handbell Musicians of America were held in September & October throughout the state in Sun City Center, Pensacola, Cocoa Beach, and Tallahassee. We have 55 registered for this event.

Florida Director's Seminar was held on Sept. 24th at Pine Shores Presbyterian Church in Sarasota. This was an event that was requested at the festival last year and the district leaders agreed that we would host this event in place of our Fall Sight-reading event. The event was successful and there were 25 in attendance.

9th Florida State Festival will be held at two locations this year. March 10-11, 2016 event will be at Hendricks Avenue Baptist Church in Jacksonville and March 17-18, 2016 at The United Methodist Church in Sun City Center. John Behnke is the clinician for both events with the same repertoire. This will be the first time that we have held the festival in two different locations.

Endorsed events were strongly suggested at our District Leaders meeting. We have endorsed events in 2016. There was a one-day workshop in Deland and a sight-reading event in Jacksonville in August, 2016 also a beginner event in Cocoa Beach in September and another one planned in Sun City Center in October. There is also a one day ringing event in October in Orlando.

As you can see from this report, Florida is active and moving forward in our endeavor to follow the mission of Handbell Musicians of America and we plan to continue to reach and teach handbell ringers throughout the state.

Happily Ringing along,
Lynne Homan

Fl State Chair, 9/25/2016
Georgia Chair Report

Georgia had a busy year! We had the fabulous Hart Morris as our 2016 Georgia Spring Ring clinician on March 4-5. The Golden Bells of Atlanta were our feature choir for the Friday night concert. We had 162 ringers and made \$3359.84.

This summer we endorsed 2 "Dust Off Your Bells" workshops. These workshops were designed to bring in non-Handbell Musicians of America groups, new ringers, and groups that haven't been ringing. We offered several "break out" sessions. The workshops were scheduled in different parts of the state to minimize driving distance and to encourage participation. Roxanne Golden chose 7 level 1-2 pieces that we shared between the 2 workshops. The pieces were hugely successful, Golden Bells of Atlanta sold so much that we have a \$93.34 credit at Jeffers and that's just from the 15% discount! The first event was held in Perry, Georgia on August 13, 2016, and was directed by Jane Kimbrel. The registration fee was \$10.00 per person and around 40 attended, lunch was included. The second event was held in Douglasville, Georgia on August 20, 2016, and was directed by Roxanne Golden and the Golden Bells of Atlanta. The registration fee was \$10.00 per person and 28 people attended, lunch was included. The small registration fee was designed to encourage registration and to cover the costs of the workshop, not to make a profit.

There were also several Back to Basics workshops in Georgia this fall.

The Georgia Spring Ring 2017 will be at Peachtree Presbyterian on March 3-4. Lee Afdahl will be our clinician. Palmetto Bronze directed by Marcia J Brantley will be our Friday night concert. The registration fee is \$55.00 and will include Friday dinner. There will be an hour of breakout classes and an optional \$10.00 lunch box will be available for Saturday lunch. We hope to make \$2200.00 +.

The Georgia Spring Ring 2018 will be March 2-3. We tentatively have Johns Creek UMC for our location. We are waiting to hear back from several female clinicians. We will offer breakout sessions and Presbyterian Choir College Handbell Choir will be our Friday night concert.

Rhonda Freeman
Georgia Chair
9/28/2016

South Carolina Chair Report

September 29, 2016 – Submitted by Betty Myers

2 successful events. Back to Bells- taught by Betty Myers, held At Jeffers, included several new choirs.

The endorsed event of the Raleigh Ringer workshop was fabulous with the biggest Columbia event in history- about 140 ringers with massed ring- David Harris clinician , classes , & 2 hour, 20 minute final Raleigh Ringer concert

Communications Chair Report

- Monthly e-blasts remain a helpful tool in circulating news about events within the area.
- Website is regularly updated with information received from the chair.
- Alternate website structures are being looked into for 2017 to allow more functionality.
- We've received several requests to advertise in our e-blasts/newsletters. This item remains unresolved from the January 2016 meeting. Recommend making decisions to ensure this revenue opportunity is not missed going forward.
- Social media platforms remain underutilized due to lack of submitted content.

Respectfully submitted,
Jeremy Rush
9/27/2016

Membership Chair Report

September 30, 2016 Board Meeting –

As of September 28, 2016, Area 4 had a membership distribution as follows:

Florida memberships – 202 (-18 members since last report)

Georgia memberships – 100 (-10)

South Carolina membership – 58 (+6)

Island memberships – 4 (Puerto Rico) (+0)

Total memberships –364 (Net loss of 22 members since last report on 9/23/15)

I am currently in the process of contacting those with memberships which lapsed during August. I make contacts monthly via email or phone. Over the past two months, approximately 55% of those I contacted have renewed. I would like to see this number increase, but I feel there is a fine line between encouragement and annoyance with regards to how many times we make contact regarding renewals.

I do hope that we will see some new memberships as a result of our Back to Bells events this fall, but this information will not be available until October.

Submitted by Sally Traylor, Area 4 Membership Chair – 9/28/16

Handbell Musicians of America, Area 4
 Financial Report
 October 1st, 2015 - August 31st, 2016

	FL 2015 Fall	FL 2016 Spring	GA Spring Ring	Admin./Other	TOTAL
INCOME					
Registration Fees	\$ 6,329.00	\$ 19,624.00	\$ 6,025.00	\$ 285.00	
Sales		\$ 247.50	\$ 112.25		
Advertising		\$ 680.00			
National Rebates				\$ 7,785.00	
Endorsements				\$ 182.00	
Miscellaneous		\$ 232.23		\$ 5.00	
Total Income	\$ 6,329.00	\$ 20,783.73	\$ 6,137.25	\$ 8,257.00	\$ 41,506.98
EXPENSES					
Administration					
Board Meetings				\$ 2,175.63	
District Meetings				\$ 714.58	
Leadership Training				\$ 976.17	
Area Leadership Meeting				\$ 205.91	
National Seminar				\$ 1,440.05	
Event Travel				\$ 323.64	
Tax and Legal				\$ 570.00	
Shipping/Office				\$ 511.16	
E-Blast				\$ 175.00	
Miscellaneous				\$ 621.33	
Area Events					
Clinicians	\$ 1,200.00	\$ 1,200.00	\$ 650.00		
Faculty		\$ 1,950.00			
Music	\$ 538.07	\$ 25.05	\$ 31.35		
Facilities	\$ 800.00	\$ 1,000.00	\$ 551.42		
Hotel		\$ 408.21	\$ 94.27		
Meals	\$ 1,477.44	\$ 2,992.49	\$ 446.58	\$ 200.06	
Travel	\$ 313.88	\$ 529.19	\$ 529.58		
Postage		\$ 16.75			
Printing	\$ 79.98	\$ 156.00	\$ 165.64		
Mailings	\$ 247.92				
Supplies/Signage		\$ 76.69	\$ 208.88		
Equipment Rental		\$ 285.00			
Back 2 Bells				\$ 200.00	
Atlanta Hawks				\$ 200.00	
Miscellaneous		\$ 123.58	\$ 62.00	\$ 215.27	
Total Expenses	\$ 4,657.29	\$ 8,762.96	\$ 2,739.72	\$ 8,528.80	\$ 24,688.77
REVENUE OVER EXPENSES	\$ 1,671.71	\$ 12,020.77	\$ 3,406.93	\$ 22.22	\$ 17,121.63