

Handbell Musicians of America, Area 4  
Board Retreat  
January 13 & 14, 2017  
Peachtree Presbyterian Church

Meeting called to order by Marie Loeffler, Chair at 2:00 pm.

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

Board members not in attendance: Roxanne Golden (Past Chair), Donna Bradham (Archivist) Jeremy Rush (Communications Chair), Marcia Brantley (Education Chair), and Betty Myers (SC Chair).

- I. Opening Notes and Agenda Approval
  - A. We as a board need to set the direction for what we do as a board. We need more continuity.
  - B. We need to redefine the positions of Archivist and Communications Chair.
  - C. Betty Myers has resigned from the position of SC Chair. William Murphy will deactivate Betty Myers' Credit Card.
  - D. Lynne Homan motion to approve agenda. Sally Traylor seconds. Unanimously approved. Motion passed.
- II. Goals and Expectations
  - A. We have been working toward individual state wide goals. We want to look for Board wide goals. Need more worker bees. We need everyone participate, not just listening in the meeting.
  - B. Visioning – Ideal Area 4 (No Restrictions) 10 years down the road.

Quote – Peter Senge from *The Fifth Discipline* - “A challenging yet achievable vision embodies the tension between what an organization wants and what it can have.

    - 1) Great Christmas Ring (Rhonda)
    - 2) Community Rings like in Macon, GA
    - 3) “Handbells Overtake Atlanta”
    - 4) Network within groups – Promote and Unites Group – HAVE Fun! Ring outside the box
    - 5) Growth of Bell Knowledge and Visibility
    - 6) Offer something for free and fun
    - 7) Focus on working with children – otherwise we are going to die – losing youth to other things Keep it Cool

- 8) See if we can go completely digital...conference calls would be video conference calls. Board would have technology. Web cams, Cameras
- 9) Online registrations for events. Square or PayPal for payment.
- 10) Pay for membership of performing group
- 11) Membership for Groups – An organization membership? An event by a member or a member organization. “Endorsed Event Information”
- 12) Face to Face meetings...if not a money issue
- 13) Use systems designed instead of focusing on systems and making new designs. Not constantly reinventing the wheel.
- 14) Have a responsibility level and take that responsibility and do it. Do not be afraid to ask for help but do cannot have a ballot where people are not excited to be on the ballot or on the board. We need more excitement. More active we are, the more events, the more excitement to be involved.
- 15) Events take a lot of work. How can we maximize a two – one day event. Friday in N. GA and in south GA or Middle GA. People who love handbells will be there no matter what day of the week it is.
- 16) Nomination Process – We need people who want to serve on the board, not a response to plea. We
- 17) Senior Ring – Is the past we have hosted at Epworth by the Sea in St. Simons, GA
- 18) Jekyll Island Rings – beach time...haven’t had one for several years
- 19) Incorporate other disciplines Ring and Sing?
- 20) Salvation Army Great Ring – Marie Loeffler participated with Bell Trees

### III. Quarterly Reports

#### A. Chair (See Report, page 11)

- 1) Email List/Mailing List – Have interested ringers/directors sign-up for the mailing list. Have a computer set up on site for immediate registrations. Capture them at the moment. This is will add in dispersing information to members and potential members in the area.
- 2) Guild Email Issues – Please continue to provide a response to all emails sent by Area Board Members to ensure delivery of emails. Email sending/receiving with the guild address is a problem at the national level. Marie Loeffler requests that we document any email issues and forward them to the National Office
- 3) Nominating Committee
  - a) Richard Moore will be chairing the committee. Rick Holdsworth will be serving as the state representative from Florida. We still need nominating committee members from the state of Georgia and South Caroline.
  - b) Job of the Nominating Committee is to collect nominations, interview potential candidates and provide a ballot. March is the busy month for this committee. Committee members need to be members of the Guild to serve.
  - c) Suggested Nominees:
    1. Michael Cromwell – Hillside United Methodist suggestion in GA (Lynne Homan)
    2. Qualifications – Do they need to be an individual member of the Guild to serve? Or can they hold an organization membership. Is it in the bylaws?

3. Marie Loeffler is continuing to meet and form connections with people in South Carolina. Michael Lopez would be good for SC Chair or nominating committee. Other potential nomination committee members could be Jeff Currin or Jill Jeffers.

B. Chair-Elect Report

- 1) Area Leadership Training Report (See Report, page 12)
- 2) Electronic Elections - If we change elections to board to electronic it needs to be updated in Bylaws. Bylaws need to be approved by national board before area membership. Bylaws if we want to update them changed, we should get them changed and approved by national and then send out with Ballot for 2017-2019 Board.
- 3) National Template of Bylaws: New Conflict Of Interest Verbage in National's template. We should look over the National Template Bylaws and see if we want to add anything to Area 4's bylaws.
- 4) Boost Facebook Post
  - a) Choose your audience: Handbell Choirs, Choir Directors, Band Directors, Jazz Musicians for instance
  - b) Would Boost Facebook be beneficial to get Chime Loan Information, Events and posts
  - c) Board members should have access to post on Area 4 FB page.

C. Secretary Report – No Report

D. Treasurer Report – Quarterly Report: First Quarter 10/2016-12/31/2016

(See Report, page 14)

- 1) We moved money from the Checking to Savings account because of rebates. We make pennies on the dollar of a savings account.
- 2) How do you report the expense of \$5 additional rebate. Cash in Cash out with IRS. We may just need to clarify how are things are event reports.
- 3) Overpayment of \$6, paid an endorsed event fee then she realized that she overpaid us. Candace Hill, Orange Park Event.
- 4) The \$90 fee for SunBiz now DBA Handbell Musicians of America. Area 4 – if it says AGHER or Handbell Musicians of America can be deposited.
- 5) Deposit on Income Detail – Marie reimbursed area for insurance money for rental car to go to SC Endorsed Event.
- 6) Membership Development – Trip to Endorsed Events

E. State of Florida Report (Lynne Homan)

- 1) Current Florida Festival Numbers
  - 147 Registrations for SunCity Center (March 17-18)
  - 64 Registrations for Jacksonville North (March 10-11)John Behnke, Clinician
- 2) Directors Seminar – lost a \$1.06. New contacts and new membership

F. State of Georgia Report (Rhonda Freeman)

- 1) Spring Ring– March 3-4; Lee Afdahl, Clinician  
Palmetto Bronze will perform a Friday night concert.
- 2) Spring Ring 2017 – March 2-3; Phillis Kirk, clinician  
Presbyterian College Ringers will perform a Friday night concert
- 3) Great Christmas Ring in Macon – Rhonda wants to duplicate this in the Atlanta area.
- 4) What happened with Atlanta Hawks ring? They only had bad dates available. The Atlanta Hawks are issuing a refund check for \$200. We were organized but it didn't work out. We will try for a more local team to ring the Star Spangled Banner – hockey team.

G. State of South Carolina Report (Marie Loeffler)

- 1) Betty Myers will not be continuing as chair. She would be willing to do Back to Bells again at Jeffers in 2017.
- 2) A person who lives in Charleston, SC, is interested in an Area Event in Charleston, SC. Marie Loeffler would be happy to organize this event in 2018.
- 3) Alan Lohr mentions we need to have an area wide event soon, perhaps another directors' seminar.

H. The Islands Report (Marie Loeffler)

- 1) 20-23, 2017 – Banaha Festival in Nassau. It maybe an endorsed event. Marie Loeffler will be a clinician along with David Alan. David Alan's wife will teach theory. Last year they had 200 people attend the festival. Ages of the event range from five year olds to adults. Big tribute to the founder, bohemian music transcribed for bells. An event like this was done in the past. 2016 was the first time in years.  
Trevor Bethel
- 2) Linda Maloney organizing a Puerto Rico 2018 event.

I. Membership Report (Sally Traylor)

- 1) Membership Report of past years. It's depressing. FL has gone up and down. Purchasing sub-memberships are not renewing. Lynne Homan purchased 12 sub-memberships for her ringers that they did not renew.
- 2) Cannot find the membership of Trevor Bethel.
- 3) These report numbers do include peoples whose membership expired December 31<sup>st</sup>.

| Date      | FL Members | GA Members | SC Members | Islands Members | Total Area 4 Members |
|-----------|------------|------------|------------|-----------------|----------------------|
| 11/1/2014 | 183        | 145        | 66         | 5               | 399                  |
| 4/28/2015 | 202        | 147        | 62         | 4               | 415                  |
| 9/22/2015 | 213        | 136        | 55         | 2               | 406                  |
| 1/11/2016 | 220        | 110        | 52         | 4               | 386                  |
| 9/28/2016 | 202        | 100        | 58         | 4               | 364                  |
| 1/1/2017  | 194        | 93         | 55         | 2               | 344                  |

J. Education Report (Marie Loeffler)

We will address education with the Chime Loan Program later on the agenda.

K. Nominating Committee Report (Marie Loeffler) -

Marie Loeffler printed off information for Board nominations from our Website .

Modeled after the national process for nominating. Ballot to members by April. So that vote is back by May or June. Alan suggest David Vander Meer to serve on nomination committee.

(For additional information from Area 4 Website, see page 16)

IV. Financial Report 2015-2016

A. Still a work in progress. This is a new format for William Murphy. Now in excel.

B. Money moved to savings can be seen under savings account.

C. The numbers in national rebates were past due. We will not typically see this amount annually.

D. \$5 from AmazonSmile

E. Paid \$500.00 for 990 from an Accountant, CPA this year - Found \$10K underreported with IRS (The report was incorrect.) Each year have a CPA sign off on it for \$500.00.

F. Board Expenses include the following: January Meeting, Leadership Training, National Seminar and Tax & Legal

G. After finishing the new report, William Murphy will send a revised report.

V. Membership Building

A. Why are you members of the guild? Asking a specific reason...

B. We need to be able to sell it to a group. What's in it for them and what will they get?

1) The Website has good resources.

2) An opportunity to learn in a situation you would not normally be able to receive. Provide classes to teach new things that your director you may not teach.

3) Overtones

4) Networking

5) One of a few organizations where the composers, directors and ringers can all be together and converse.

C. Marie Loeffler and Sally Traylor will develop talking points for Membership.

1) Create a flyer – trifold? Sell membership as if are giving people a new opportunity. It is a disservice if we do not tell people what is available. Enhance your experience as a ringer.

2) How can you entice ringer to join even though your church has a membership. National event attendance.

3) Useful for Georgia Baptist Ring or Methodist Ring and endorsed events.

## VI. Chime Loan Program (Notes from Marcia Brantley)

### A. Needs from the Board and Area

- 1) Chime Loan Coordinator for GA and FL – Housing Chime and getting the chimes to recipients and keep track of the recipient.
- 2) List of mentors available for people. Need to develop a list from all 3 states. Lynne Marks is on the mentor list.
- 3) Advertising ideas to get the word out. Will get in a newsletter.
- 4) Add one or more sets of chimes to the program. Currently, we have one set per state. SC has not used their chimes in a while. Marcia will be collecting SC from Nancy Tipton. Alan and Marie agrees that the SC handchimes need to be refurbished.
- 5) Schedule a conference call with her to talk about Chime Loan. Possibly January 27<sup>th</sup> at 10:00 am conference call.
- 6) Application draft provided to board.
  - a. Remove “Making Music with Choirchimes” by Dr. Paul Rosene from recommended resources because it is out of date is suggestion.
  - b. Do not want to specifically list copy of music of “Responsibilities of Area 4”
  - c. Do we want to require an interim Report – Maybe a mentor evaluation.
  - d. Photos are good for us.
  - e. In Final Report – A list of Handbell Musician of America events attended. Try to rephrase so it doesn’t sound like a requirement.
  - f. Kirtsy Mitchell is misspelled on resource material sheet.
  - g. Alan Lohr mentioned that “Basic Training for Bells” is directed toward handbells instead of Handchimes.

### B. April 28<sup>th</sup> Arts in Education Event at Tritt Elementary School in Marietta, GA. Marcia Brantley and Rhonda Freeman will attend. They will be compensated for it.

## VII. Ring of Fame Proposal (Marie Loeffler) (See Proposal, Page 17)

- A. We have not honored our history. Another area does a “Ring of Fame.” The idea is to have a “Hall of Fame.” The other Area presents the award at their Area Festival.
- C. The Ring of Fame would be on the website with bio and photo of winners.
- D. This year’s winners suggestion: Our Articles of Incorporation signatures– Richard Croft (Chair), Bob Burroughs (Chair-elect), and James Kerrick (Treasurer/Secretary)
- E. The cost would be trophy. Would the winner’s cost attendance at the event be covered? Will include \$500 in budget for expenses.
- F. Each year, 1-3 Ring of Fame recipients from each state and offer them at State Events. The award will be given at the discretion of the board. Would their attendance be covered at events?

- VIII. Adjourned
- IX. Saturday Meeting called to order at 9:09 am on January 14, 2017.  
Agenda to include
- A. Bylaws
  - C. Approval of Minutes from October Meeting
  - D. Communications Chair Position
  - E. Rules of Procedures (ROPs)
  - F. Budget
- X. Approval of Minutes from 10/28/2016.
- A. Edits – We do receive nominal interest on the savings account (Item VII/O)  
Date should say 10/28/2016 instead of 9/30/2016.
  - B. Lynne Homan motions to accept minutes with corrections. Alan Lohr seconds. Unanimously approved. Motion passed. Minutes accepted.
- XI. Rules of Procedure (ROPs) Edits and Discussion (Attached)
- A. Include an Addendum to the ROPs – IRS pieces, Conference Line information, etc. The secretary would be responsible for updating this information once a year.
  - B. Email expenses to both the Chair and Treasurer. That way the Treasurer can check with Chair if he/she does not receive a response.
  - C. Check Request form is cumbersome needs to be updated.
  - D. Submission of Events – Wants to make sure that Chair receives report. Marie Loeffler has requested that National change the form to include submitting the report to Area Chair and the National Office
  - E. Youth Protection Policy needs to be signed for each event.
  - F. Treasurer Responsibilities –
    - 1) Remove 4b
    - 2) Add DBA information to #5 and #6
    - 3) #5 - remove “annual fee amount”
    - 4) Include SUNBIZ – Fictitious Name Form for DBA
    - 5) #11 – Remove the text “at the same meeting”
    - 6) #12 – remove “in collaboration with the Chair”
    - 7) Remove #13
    - 8) #14 is a historical addition. Alan Lohr suggests we remove it. Sally Traylor, Rhonda Freeman, Lynne Homan and Heather Ellison agree.
  - G. Chair Responsibilities - #14 ensure that the Chair, Chair-Elect and Treasurer have check signature authority for Area 4

- H. District Leaders – This section was reviewed at FL District Leaders meeting and discussed. Change #10 to “who” to “which”
- I. Replace “Castings” with “Area 4 Communications” under the responsibilities for Chair and State Chairs.
- J. Policy of Online Listing of Events is out of place because it is not a position.
- K. Heather Ellison will update the ROPs prior to the conference call on January 27, 2017.

XII. Other Topics – Bylaws, Communications (Digital Registrations) & Archives

A. Bylaws

- 1) As clarification, if we want to change our bylaws, the board revises the document with approval, submit new bylaws with highlighted changes to national, national approval, then to membership approval of area vote.
- 2) Why if we are our own 501c3, what is our connection with the National office? Area 4 is a division of the National organization. The National office funds ASCAP Fees and provides Liability Insurance.
- 3) Marie Loeffler suggests we consider addition online voting options and a conflict of interest clause.
- 4) Alan Lohr and Marie Loeffler will meet to decide if we should revise the bylaws and if so, create a new draft and submit to board. If we update the Bylaws they should be mailed with the Election ballot.
- 5) The National Board Bylaws template can be accessed on the national website under leadership resources.

B. Archives

- 1) All electronic communication need to be archived including Eblasts.
- 2) Scan all old documents and archive everything on Dropbox and also place it on Area Mac.
- 3) Google docs v. Box.net v. Dropbox. On google docs, you can share and edit information in real time; however, google docs is not appropriate for archives.
- 4) A variety of our positions should have a computer, including archives.
- 5) In the past, the archives have been at the will of the archivist. A job description will be done.
- 6) Lynne Homan suggests we send pictures off to a company and have them create digital DVD of photos.
- 7) Heather Ellison as the secretary will set up a Dropbox Account for the Area to archive documents.  
Login: [secretary.area4@handbellmusicians.org](mailto:secretary.area4@handbellmusicians.org)  
Password: handbell
- 8) Once all information is stored digitally, do we need an archivist? Should this be a board position or should it be part of an appointed committee.



C. Communications Chair

- 1) Digital Registrations: Designing Forms, Tracking Electronic Registrations, Credit Cards. The Communication chair would need to oversee the technical development and implementation.
- 2) Update our Website and establish an online presence. Heather Ellison will contact JR Smith to begin the process of moving the Area 4 website to being hosted by National. Marie Loeffler will contact Jeremy Rush to update him on the plan.
- 3) E-Blast are important. We need to send one on the 4<sup>th</sup> week of January and another the 2<sup>nd</sup> week of February. Information to include – Nominations and Upcoming Events

XIII. Budget (See page 18)

- A. The Spring Area Leadership Meeting Number expense includes a hotel stay and meals.
- B. This Budget draft is starting from scratch and we are making our best guess.
- C. We need to maintain the deductible of \$1,000 per event for our Liability Insurance in our savings account.
- D. How did we budget income? This number is based on event budget submissions. Let's use event history to budget income instead of event budget submissions.\$7,000 estimate with past history.
- E. We will approve the Budget at the 1/27/2018 Conference Call.

XIV. Looking Ahead

A. Upcoming Board Meetings

- 1) January 27, 2017 (Discuss Chime Loan Program)
- 2) 2<sup>nd</sup> Quarter Meeting - Friday, March 21<sup>st</sup>
- 3) 3<sup>rd</sup> Quarter Meeting - Friday, June 9<sup>th</sup> (Ballots should be returned by this point.)
- 4) 4<sup>th</sup> Quarter Meeting – Friday, September 29<sup>th</sup> – Saturday, September 30<sup>th</sup> (Alan Lohr is researching the opportunity to meet at Epworth by the Sea.)

B. At a future meeting – Discuss Rep Guidelines for Sponsored Events

C. Website Listings

- 1) List of Composers and Arrangers in Area 4 add the website
- 4) Website Listings of Performing Ensembles and Church/School Choirs
  - a) Add to E-blast – Email the Area if you would like your group to be included in our performers list – Soloists, Ensembles or Large Groups
  - b) Location first, then group name
- 5) List Handbell Resources on website including Handbell Industry Council v. just listing Jeffers individually.
- 6) Other resources listed: Florida Facebook Group,
  - a) Add The BellTree-L Google Group
  - b) Remove – The Handbell Podcast and the Puerto Rico Groups (inactive)

#### D. Back to Bells

- 1) Do we want to continue?
  - a) We held 4 in Florida in 2016
  - b) 1 held in LaGrange, GA in 2016
  - c) 1 held in South Carolina at Jeffers in 2016
- 2) We need to make sure that Back to Bells are only Back to Bells curriculum. If we use the name “Back to Bells” we cannot charge a fee for attendance.
- 3) Georgia host suggestions: Possibly in middle Georgia in partnership with Jane Kimbell.
- 4) South Carolina host suggestions: Marcia Brantley near Charleston, Betty Myers at Jeffers, Nancy Tipton near Greenville.
- 5) Florida suggestions:
  - a. Should we have one in West Palm Beach or Miami; Perhaps Jay Jarne at North Palm Beach Church.
  - b. Ocala, FL or Leesburg, FL. Perhaps Joy Toll-Chandler would be interested in teaching.
  - c. Reach out to Michael Helman to use his space.
  - d. Jeff Faux in Naples

#### E. Other Events Possibilities

- 1) An event that does not require previous practice.
- 2) A L1 and L2 mini teaching festival at Jeffers
- 3) Alan Lohr following Back to Bells with a beginning ringer event in September/October
- 4) Senior Level Event: Perhaps Senior event at the Villages
- 5) Children Handbell Festival (4<sup>th</sup>-5<sup>th</sup> graders) with no rehearsal prior to event – August 2017: Heather Ellison and Sally Traylor to discuss.
- 6) FL Youth Event in conjunction with FL Education in schools.
- 7) August 2018 Area Directors’ Seminar in Charleston
- 8) Bronze Level Events
- 9) Certification Classes at Events
- 10) Sight reading events
- 11) Ensemble Events – Tables and Trees
- 12) Should we consider dropping the State names in event titles? Instead list “Spring Ring” with location and date?

XV. Adjourned at 3:12 pm.

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

# *Handbell Musicians of America, Area 4*

*Board of Directors Meeting*

*January 13-14, 2017*

*Peachtree Presbyterian Church*

*3434 Roswell Road NW, Atlanta, GA 30305*

---

## **Report of the Chair**

**October 2016 – December 2016**

### **Attendance at Events**

As reported at the last meeting, I attended all of our endorsed events in August, September, and October to bring greetings from Area 4 Board and to meet the people in attendance.

October Events included:

Beginner Event – Sun City Center – Jeff Jordan

Central Florida Event – Orlando – Magic of Bronze

Both events were well run and the people in attendance were enthusiastic.

As a result of these and earlier events, I added names to our mailing list and have personally contacted all by e-mail.

We had at least 4 new memberships resulting from our Fall Events. One of which has started a new handbell choir after purchasing bells.

These smaller events are a great opportunity to be up close and personal with ringers and to see where they are in their development.

### **Handbell Musicians E-mails**

It seems that not all e-mail messages are delivered to all recipients all the time (??)

When you receive an e-mail from me (chair.area4@handbellmusicians.org) please respond as soon as you read it even if you say “got it, working on it”

### **Nominating Committee and Ballot**

I have two of our four members needed for the nominating committee. Still need representatives from Georgia and South Carolina.

Notice of nomination request was in the last E-Blast and information is listed on the website.

### **Continuing Connections**

During the next months, I will continue to connect with ringers living in Area 4 to hear their stories and find how we can help them fully develop their talents and have fun doing it. At the same time, I am telling them the opportunities for Area Leadership positions and/or volunteering at an event.

Respectfully submitted,  
Marie M. Loeffler

Handbell Musicians of America  
Area Leadership Training  
November 4-5, 2016

The meeting began with a welcome, introductions, and greeting from Ed Rollins of the National Board.

**Basic governance and By-law compliance**

Basic governance and By-law compliance were discussed. Each area needs to pay attention to their “Rules of Procedure” and strive to be in compliance with the area’s by-laws. In order to do this, it is necessary for each board member to be familiar with its by-laws and rules of procedure. The Rules of Procedure is constantly evolving, while the By-laws are not. Any By-law needs to be in compliance.

It was suggested that each board create and develop a two-year plan: stating overall goals (events, membership, etc.), identifying dates and milestones, develop a timeline of tasks and targets, assign responsibilities (with backups), and above all communicate.

An effective board meeting should set an agenda, involve specific reports and presentations, review the two-year plan and adjust as necessary, and above all, set specifics before leaving.

After the meeting, there should be follow-up (to remain on task), set expectations (and consequences if not followed), create schedule and reminders. Again, COMMUNICATE.

Next discussion was By-laws: any changes in by-laws need to be run past the national board prior to membership approval. After membership approval, the IRS needs to be notified with new By-laws.

**Area Board Nominations and Elections**

Discussion was made regarding nominations and elections for the Areas.

Don’t wait too long

Nominating Process

Understand job responsibilities

Election Process

Some areas only use electronic, while others used only mailed ballots. Discussion was made regarding accuracy and privacy.

**Best Practices: events and communication**

This was an open forum with members from different areas sharing successful events and how they proceeded with them. Also, how different groups communicated throughout the year. Youth Rings, Reading Sessions, Bell Camp plus other events were mentioned. All emphasized the need to keep fees as low as possible.

Website was used a lot to communicate events and area news. Special efforts were given to direct membership to the specific website. Most registration forms are found on-line.

Emphasis was also put on social media outlets: Facebook, Twitter, etc. The majority used Facebook. For little money an event can get a boost on Facebook with some good success.

Submitted by Alan Lohr, Chair-Elect.

**Area 4 Financial Report**  
**Income/Expenses - October 1, 2016 - December 31, 2016**

|  |             |
|--|-------------|
| Checking account balance October 1, 2015   | \$37,691.52 |
| Checking account balance December 31, 2016 | \$40,462.16 |
| Checking Account Difference (Positive)     | \$2,770.64  |
| Savings account balance December 31, 2016  | \$18,079.93 |

**INCOME**

|                     |                   |
|---------------------|-------------------|
| National Rebates    | \$550.00          |
| Endorsed Events     | \$127.50          |
| Florida Festival    | \$4,242.00        |
| Deposit             | \$71.97           |
| <b>Total Income</b> | <b>\$4,991.47</b> |

**EXPENSES**

|                          |                   |
|--------------------------|-------------------|
| E-Blast                  | \$100.00          |
| FL Event                 | \$150.00          |
| GA Event                 | \$108.65          |
| HMA Memberships          | \$10.00           |
| Over Payment             | \$6.00            |
| Area Leadership          | \$880.56          |
| Membership Development   | \$158.26          |
| Board Meeting            | \$430.64          |
| Sunbiz                   | \$90.00           |
| Travel to Endorsed Event | \$34.50           |
| <b>Total Expenses</b>    | <b>\$1,968.61</b> |

**Revenue Over Expenses** **\$3,022.86**

# DETAILS SHEET

## Income Details

### All Income

|                  |            |
|------------------|------------|
| National Rebates | \$550.00   |
| Endorsed Event   | \$51.75    |
| Endorsed Event   | \$45.75    |
| Endorsed Event   | \$30.00    |
| FL Festival      | \$675.00   |
| FL Festival      | \$405.00   |
| FL Festival      | \$1,260.00 |
| FL Festival      | \$1,902.00 |
| Deposit          | \$71.97    |

**Total Income: \$4,991.47**

## Expense Details

### All Expenses

|                                 |          |          |
|---------------------------------|----------|----------|
| E-Blast                         | \$75.00  |          |
| E-Blast                         | \$25.00  | \$100.00 |
| FL 2016 Event Faculty           | \$150.00 |          |
| GA 2016 Instrument              | \$50.00  |          |
| GA 2016 Travel/Miles            | \$58.65  |          |
| HMA Memberships                 | \$10.00  |          |
| Endorsed Event Over Payment     | \$6.00   |          |
| SC Membership Development       | \$18.17  |          |
| C. Florida Member Develop       | \$51.33  |          |
| Orange Park Member Develop      | \$88.76  |          |
| Travel to Endorse Event / Miles | \$34.50  |          |
| Sunbiz                          | \$90.00  |          |
| Airfare / Board Meeting         | \$210.70 |          |
| Airfare / Board Meeting         | \$219.94 | \$430.64 |
| Parking / Leadership            | \$19.00  |          |
| Airfare / Leadership            | \$341.70 |          |
| Airfare / Leadership            | \$298.70 | \$640.40 |
| Hotel / Leadership              | \$110.19 |          |
| Hotel / Leadership              | \$93.66  | \$203.85 |
| Meals / Leadership              | \$7.39   |          |
| Meals / Leadership              | \$6.02   |          |
| Meals / Leadership              | \$3.90   | \$17.31  |

**Total Expenses: \$1,968.61**

**Revenue Over Expenses: \$3,022.86**

- From website -

## Area 4 is seeking Nominations for our next Executive Board Members

Handbell Musicians of America is dedicated to advancing the musical art of handbell/handchime ringing through education, community, and communication.

The Area 4 Executive Board consists of a chair, chair-elect, past chair, secretary, and treasurer. The chair-elect is elected to a six-year term serving two years as chair elect, two years as chair, and two years as past chair. The secretary and treasurer are each elected for a two-year term and are eligible to run for one additional term.

The Board is responsible for keeping us a legal non-profit, financially sound, organizationally viable institution, closely aligned with the Handbell Musicians of America national organization. We need people flexible enough to work with others, bright enough to recognize problems, creative enough to offer solutions, and strong enough to understand that contrary opinions are not personal attacks.

We are currently seeking nominations for Chair Elect, Secretary, and Treasurer.

The Chair Elect becomes the Area Chair in the third year and should have successful group leadership and governing body experience - past non-profit board experience and strong organizational skills are a plus.

The Secretary maintains the governing documents of the organization, records and distributes meeting minutes and assignments, and serves as parliamentarian.

The Treasurer is responsible for overseeing and accurately reporting on area finances and should be detail oriented, have strong organization skills, and a working knowledge of financial accounting systems; preferably QuickBooks,

The nominating committee will collect the nominations, interview each nominee and will choose six candidates for the ballot – two for each position.

Who will you nominate?

**Deadline for nominations to be received is Sunday, March 5, 2017**

To submit your nomination(s), download and complete the attached nomination form and submit via e-mail to:

Richard Moore  
Nominations Committee Chair  
stedsmusic@gmail.com

[DOWNLOAD NOMINATION FORM](#) - Word Document

[DOWNLOAD NOMINATION FORM](#) - Fillable PDF



## Area 4 Ring of Fame Proposal

The Ring of Fame is a way to recognize those who have made an outstanding contribution to the art of Handbell/Handchime Ringing.

The Area 4 Ring of Fame will recognize exceptional service and commitment to handbell/handchime ringing in general and may include:

- Contributions as an Area 4 officer
- Volunteer work in Area 4
- Development of materials or methods specific to handbells/handchimes
- Extended teaching/conducting raising the musical standards for the art form
- Efforts to expand the art of handbell/handchime ringing with Area 4 into new arenas such as Educational, Community, Youth, Seniors, or other populations.

Broad Outline of Details:

- The Area 4 Ring of Fame is awarded every two (2) years in odd-numbered years
- There will be a limited number of recipients at each presentation (suggest 3)
- Nominations can be submitted by Area 4 Board Members, Committee Members, and Members.
- An anonymous committee consisting of a Chair with representatives of each state will screen nominations and make recommendations to the Area 4 Board who will accept or reject each individual recommendation
- Presentations would be made at Spring/Summer Area or State Events in odd-numbered years.
- Recipients are invited to attend the event at the recipients own expense
- If recipient cannot attend the presentation, other arrangements will be made.
- Announcement of recipients will be made in Area 4 newsletter and on website.

Cost of the program includes the cost of a trophy (\$20-\$40 each) plus incidental expenses necessary to get the award to the recipient.

Formal list of qualifications, nomination procedure, and selection criteria need to be developed.

Review of details and finalization of description needs to be completed.

## Area 4 Budget Estimates for 2016-2017

Updated November 9, 2016

### Income

|                                     |                                  |
|-------------------------------------|----------------------------------|
| Rebates                             | \$3,000.00 (360 current members) |
| State Sponsored Events (net income) |                                  |
| Florida                             |                                  |
| FL Festival North                   | \$1,200.00                       |
| FI Festival South                   | \$1,500.00                       |
| Georgia                             |                                  |
| 2017 Handbell Festival              | \$2,000.00                       |
| SC                                  | ?                                |
| Area Events                         | ?                                |
| Endorsed Events                     | \$300.00                         |
| Other Income                        |                                  |
| Advertising                         | ?                                |
| Donations                           | ?                                |
| Transfer from savings               | \$6,555.00                       |
| TOTAL INCOME                        | \$14,555.00                      |

## Expenses

|  |  |            |
|--|--|------------|
| Legal/Administrative                                     |  |            |
| D& O Insurance   |  | \$2,000.00 |
| Accountant   |  |            |
|  | Accounting and filing of 990                     | \$500.00   |
| Sun Biz  |  | \$130.00   |
| E-Blast  |  | \$300.00   |
| 12 months @ \$25/month)                                  |  |            |
| Chime Loan Program                                       |  | \$500.00   |
| 3 recipients \$150 each - \$90 membership plus resources |  |            |
| Board  |  |            |
| Fall Area Leadership meeting                             |  | \$1,000.00 |
| Spring Area Leadership meeting                           |  | \$500.00   |
| Board Meetings   |  |            |
|  | January 2016                                     | \$2,500.00 |
| Other General Board Expenses                             |  |            |
|  | Back to Bells                                    | \$150.00   |
|  | Representative at area sponsored events          | \$600.00   |
|  | Representative at Endorsed Events                | \$500.00   |
|  | Nominating Committee                             | \$600.00   |
| Board Positions  | Chair  |            |
|  | attendance at National                           | \$1,800.00 |
|  | supplies   | \$200.00   |
|  | Chair-Elect                                      |            |
|  | supplies   | \$100.00   |
|  | Secretary  |            |
|  | supplies   | \$100.00   |
|  | Treasurer  |            |
|  | supplies   | \$100.00   |
|  | Communications                                   |            |
|  | website development                              | \$200.00   |
|  | current website                                  | \$75.00    |
|  | Membership                                       | \$200.00   |
|  | includes copies of National membership materials |            |

|                           |             |
|---------------------------|-------------|
| Education Chair           | \$200.00    |
| Archives                  | \$200.00    |
| Florida Chair<br>supplies | \$200.00    |
| DL Meeting                | \$1,500.00  |
| Georgia Chair<br>supplies | \$200.00    |
| SC Chair<br>supplies      | \$200.00    |
| Total Expenses            | \$14,555.00 |

# **Handbell Musicians of America, Inc.**

## **AREA 4**

*Florida, Georgia, South Carolina, Puerto Rico, Bahamas, Virgin Islands*

## **RULES OF PROCEDURE**

**Revised March 27, 2007**  
**Revised May 7, 2008**  
**Revised August 6, 2008**  
**Revised January 10, 2009**  
**Revised February 14, 2010**  
**Revised July 13, 2011**  
**Revised September 17, 2011**  
**Revised July 28, 2012**  
**September 15, 2013**  
**Pending**

## General Information

### **Name and Websites:**

Handbell Musicians of America, Area 4 or The Guild or Area 4 are the proper names for our organization.  
Handbell Musicians of America (National) – [www.handbellmusicians.org](http://www.handbellmusicians.org)  
Handbell Musicians of America, Area 4 – [www.area4.handbellmusicians.org](http://www.area4.handbellmusicians.org) (board members – nomartzone)  
Area 4 website is being updated - outdated documents have been marked as such. If you need any of the information marked as outdated, contact the Area Chair.

### **Conference Call Line:**

Area 4 has a conference line that is available for use by Board Members and others conducting Area 4 business. Screen Share features may be available. Phone number and features of the conference line are included in the addendum.

### **Travel Expenses:**

Travel Expenses for all Board Members and Committee Chairs required or invited to attend an Area 4 Board Meeting will be paid by Area 4. This includes travel by the least expensive means, taxis, parking, meals and lodging. Reimbursement requests must be supported with proper documentation. Mileage Reimbursement at 100% of the current IRS Business rate. Other Mileage reimbursements are at the discretion of the Chair and may be paid at the current IRS rate for charitable organizations. Current rates are included in the addendum.

### **Expense Approvals:**

All Expenses must be approved by the Area Chair either as part of an event budget or individually before the money is spent. All Check Requests and Credit Card Expense Reports must be signed by the Area Chair who will submit them to the Treasurer. Request for approval may be submitted via e-mail to [Chair.area4@handbellmusicians.org](mailto:Chair.area4@handbellmusicians.org).

### **Area 4 Communications**

All communications representing Area 4 are to be coordinated with the Communications Chair and Area Chair before distribution.

### **Use of Membership List:**

Area 4 must follow National guidelines: Please remember these lists are **ONLY to be used for Member Management issues not for marketing**. The explanation of use for these lists is contained in *The Event Email List Policy*. The membership list may not be used to promote individual events.

### **E-Blast**

This is a monthly e-mail note that is sent to Area 4 Members and Friends from the National Office. Information is due to Communications Chair on or before the 10<sup>th</sup> of each month unless otherwise announced.

### **Youth Policy – New policy**

Effective December 1, 2016, 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. A copy of the Youth Protection Policy must be signed by all Clinicians, Faculty, and Volunteers for every Sponsored/Endorsed event. A copy of the full policy is available at [www.handbellmusicians.org](http://www.handbellmusicians.org) under the Sponsored/Endorsed Events tab. Failure to implement this policy will negate inclusion of your event in liability insurance coverage.

### **Submission of Event Reports for Sponsored and Endorsed Events:**

Event Reports for Sponsored and Endorsed Events are to be submitted to National Office with a copy to the Area 4 Chair on the following schedule or the Guild will NOT pay ASCAP fees for the event..

- Event takes place between January 1 and March 31 – report is due April 10
- Event takes place between April 1 and June 30 – report is due July 10
- Event takes place between July 1 and September 30 – report is due October 10
- Event takes place between October 1 and December 31 – report is due January 10

## Area 4 Chair

The Chair shall:

1. Serve for two years, followed by two years as Past Chair, after which this person shall not be eligible to serve as a member of the Area 4 Board of Directors until two years have elapsed.
2. Preside over Area 4 Executive Board and Board meetings. Prepare agenda for all Area 4 Board meetings and conference calls.
3. Appoint State Chairs, committee chairs, and any other standing committees deemed necessary by the Area 4 Executive Committee.
4. Appoint a Nominating Committee, consistent with the Area 4 Bylaws, for the election of officers.
5. Maintain communications with Area 4 members and be the primary contact for Area 4 concerns to the national office of Handbell Musicians of America, Inc. hereinafter referred to as The Guild.
6. Approve or disapprove all Area 4 events seeking sponsorship or endorsement and submit to National Office for final approval and publication.
7. Approve or disapprove all non-sponsored/endorsed submissions to Area 4 website in Collaboration with Communications Chair.
8. Review all promotional materials distributed on behalf of Area 4.
8. Serve as ex-officio member of all committees except the Nominating Committee.
9. Prepare and distribute an annual report to The Guild as required by Area 4 Bylaws.
10. Submit a "letter from the Chair" for each issue of *Castings* and other Area 4 communications as appropriate.
11. Ensure that all Area 4 sponsored and endorsed events are submitted to Overtones and other appropriate media for timely advertising.
12. Submit Sponsor and Endorsed Final Event and Budget Reports to The Guild in a timely fashion and provide guidance to those requiring assistance with those forms.
  - a. The Final Event Reports must be submitted on the following schedule or The Guild will NOT pay Area 4's ASCAP licensing fees:
    - Event takes place between January 1 and March 31 – report is due April 15
    - Event takes place between April 1 and June 30 – report is due July 15
    - Event takes place between July 1 and September 30 – report is due October 15
    - Event takes place between October 1 and December 31 – report is due January 15
13. Approve all expenses and submit signed form to Area 4 Treasurer for processing.
14. Designate a member of the Executive Committee, in addition to the Treasurer and Chair, to have check signature authority for Area 4.
15. In collaboration with Treasurer, ensure timely renewal and filing of all legal and financial documentation.
16. Arrange for the completion of a financial review by a Certified Public Accountant once every four (4) years beginning in 2010. See Treasurer 4b.
17. In collaboration with Treasurer, ensure timely payment of yearly premium for Directors and Officers Insurance so policy remains in effect.

|                           |
|---------------------------|
| <b>Area 4 Chair-Elect</b> |
|---------------------------|

The Chair-Elect shall:

1. Serve a two-year term as Chair-elect, a two-year term as Chair, and a two-year term as Past Chair. Following this six-year term, this person shall not be eligible to serve as a member of the Area 4 Board of Directors until two years have elapsed. He/she shall accede to the office of Chair should a vacancy occur in the office of Chair.
2. Assist the Chair and act in his/her behalf in his/her absence.
3. Serve as a member of the Area 4 Executive Committee.

|                          |
|--------------------------|
| <b>Area 4 Past Chair</b> |
|--------------------------|

The Past Chair shall:

1. Serve a two-year term. Upon completion, this person shall not be eligible to serve as a member of the Area 4 Board of Directors until two years have elapsed.
2. Serve as a member of the Area 4 Executive Committee.
3. Serve the Area 4 Board in an advisory capacity.
4. Serve on the Area 4 Nominating Committee.



|                         |
|-------------------------|
| <b>Area 4 Secretary</b> |
|-------------------------|

The Secretary shall:

1. Serve a two-year term and be eligible for re-election, but may not serve more than two terms consecutively in this office.
2. Serve on the Area 4 Executive Committee.
3. Keep minutes of all Area 4 Board and Executive Committee meetings and send copies of said minutes to all Board members within thirty (30) days after each meeting.
  - a. Put minutes in order of the agenda, highlight all motions, and highlight the names of board members who have been given a specific duty to perform.
  - b. Put all motions in the “Book of Motions”. The Book of Motions should be kept in date order. The Book of Motions shall be further divided by category or subject order and be available for all Executive Committee and Area 4 Board meetings.
4. Be responsible for correspondence requested by the Chair on behalf of Area 4.
5. Keep official copies of the Area 4 Bylaws, Rules of Procedure, Book of Motions, financial reports, Articles of Incorporation, and other official documents of Area 4.
6. Provide a copy of Robert's Rules of Order at all Board meetings as required by the Area 4 Bylaws.

## Area 4 Treasurer

The Treasurer shall:

1. Serve a two-year term and be eligible for re-election, but may not serve more than two terms consecutively in this office.
2. Serve on the Area 4 Executive Committee.
3. Submit an annual financial report to the Area 4 Board of Directors at the annual meeting and other financial reports that the Area 4 Chair may deem necessary. Submit the annual report to the Area 4 website for publication after approval.
4. File annual Internal Revenue Service Form 990 and Schedule A or other document as required.  
The 990 short form must be filed on or before the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the fiscal year. Our fiscal year ends on Sept 30. Filing must be done by February 15 each year.
  - a. Retain an accountant, if appropriate, to keep and/or review the financial records of Area 4, to file proper IRS forms as needed and/or file all necessary annual documents with the State of Florida to maintain current incorporation status.
  - b. In collaboration with Area Chair, arrange for financial review to be conducted by a Certified Public Accountant once every four (4) years beginning in 2010. (See Area Chair 15)
5. File annual Area 4 Corporate Report with SunBiz. (SunBiz.org)  
Report must be filed between January 1 and May 1 each year with an annual fee of  $\pm$ \$65.00. An updated report (with additional fee) must be filed at the start of the fiscal year when new officers are elected. If there are changes to the Executive Committee before January 1 or after May 1 of any year, an additional report must be filed. Full instructions and explanations are in Treasurer information file. Official name of organization for SunBiz: Area IV, The American Guild of English Handbell Ringers
6. Monitor and maintain 501 (c) (3) non-profit status.  
Certificate effective date: 2/2/2012. Certificate Expiration date: 2/28/2017  
Official name of organization: Area IV The American Guild of English Handbell Ringers
7. Make necessary disbursements upon approval of the Area 4 Chair and required receipts.
8. Act as registrar or assist the registrar for any Area event if requested.
9. Assist event planners in preparing a working budget, when requested.
10. Present festival, workshop and director seminar reports and comparisons to previous years, as requested by the Executive Committee.
11. In collaboration with Area Chair and Executive Committee, submit a proposed yearly budget for discussion and approval. At the same meeting, submit a comparison of the past budget with actual expenditures for same period.
12. In collaboration with Area Chair, pay yearly premium for Directors and Officers Insurance on time so policy remains in effect.
13. Submit all treasurer expenses to the Chair for approval.
14. Notify the Chair when taking vacation or is unavailable to perform duties so Area 4 business may be conducted without interruption.

## Area 4 State Chairs

Sub-Area Chairs (Bylaws Article V) are hereafter referred to as State Chairs in this document.

The State Chairs shall:

1. Be appointed by the Area 4 Chair and serve a two-year term beginning on October 1 in odd numbered years. State Chairs may be reappointed an unlimited number of terms, at the discretion of the Area 4 Chair, with the approval of the Executive Committee. State chairs shall be Officers of the Board of Directors.
2. Be directly responsible to the Area 4 Executive Committee for all fiscal, membership and Sponsored Event reporting. Event financial statements are due to the Area 4 Treasurer and Area 4 Chair within 20 days after an event. Historical information on events, including event program and photos, should be sent to the Area 4 Archivist.
3. Attend annual board meetings and other meetings or events of The Guild at the request of the Area 4 Chair and at Area 4 expense.
4. Organize and facilitate State events, with the approval of the Area 4 Chair, and provide all Area 4 Board Members with event information.
5. Provide guidance and leadership to local event planners and encourage members to apply for Endorsement by The Guild.
6. Attend as many Sponsored Events held in their state as reasonably possible, with expenses paid for by event profits with proper documentation submitted to Area 4 Treasurer.
7. Be encouraged to divide the State into Districts appropriate to their state. District Leaders should then be appointed by the State Chair for a two-year term of leadership in each district. (See Rules of Procedure for District Leaders for additional details)
8. Communicate regularly with District Leaders on membership, State events and other Area 4 concerns.
9. Contact and welcome new members in the state personally or via District Leaders. Contact Area 4 Membership Chair, regarding dropped members and correspondence regarding their membership status.
10. Provide an annual State Report at the annual board meeting
11. Provide a State Report and/or a *column of educational interest*, if requested for Castings or other Area 4 publication
12. Provide timely information to the Area 4 Communications Chair for appropriate events complete with registration forms and directions, when possible. Listing on the Area 4 website of concerts and special events submitted by our membership are subject to the approval by the Area 4 Chair. (See Area Chair 7.)

## District Leaders

District Leaders shall:

1. Serve as liaison between the State Chair and Guild members in their district to assist in the fulfillment of our vision statement: *Uniting people to create a diverse community in which handbell musicians of all skill levels realize their full potential through a musically respected art form.*
2. Be appointed by the State Chair for a two-year term beginning October 1 in odd-numbered years and may be reappointed an unlimited number of terms. They may be replaced at any time at the discretion of the State Chair and are not Officers of the Area 4 Board of Directors.
3. Be responsible directly to the State Chair and communicate regularly via most convenient form of communication.
4. Attend conference calls and additional meetings called by the State Chair. If appropriate and within budget, meeting expenses will be reimbursed in accordance with Area 4 policies and with prior approval from Area 4 Board.
5. Assist in the planning of Area 4 Sponsored Events. Planning to include, but not limited to: choosing type of event, securing event location, selecting repertoire, suggesting clinicians and faculty, locating loaner sets of bells and other necessary equipment.
6. Attend Area 4 events, as possible, and assist with event logistics including set up and tear down of equipment, facility requirements, and other duties as needed to ensure the event's success. Waiver of registration fee is at the discretion of the State Chair and determined by the event budget.
7. Submit financial reports and reimbursements to the State Chair within two weeks following an event. All expenses must be pre-approved to insure reimbursement. Reimbursement requests should be submitted using Area 4 Check Request Form with receipts attached.
8. Collaborate with State Chair to contact new and dropped members in their district. If new member is listed as "Handbell Director", make contact to determine the director's name and communicate change to State Chair.
9. Stay informed about scholarship opportunities offered by Area 4 and our National organization. Inform members in their district about opportunities, application procedures, and deadlines.
10. Seek out organizations in their district who are not members of The Guild, inform them of local activities, the benefits of Guild membership, and encourage them to have their events sponsored or endorsed by Area 4. Communicate information about non-Guild events in their district to State Chair for follow-up.

## Area 4 Communications Chair

The Communications Chair shall:

1. Be appointed by the Area 4 Chair for a two year term and may be reappointed an unlimited number of terms. The Communications Chair shall be an Officer of the Area 4 Board of Directors.
2. Manage and compile event/area information for Area 4 E-blasts issued by National Office
3. Collect, edit and publish all articles approved by the Area 4 Chair for circulation by paper or electronic means used by Area 4.
4. Notify all Board members, Event Chairs, and persons writing articles at least 14 days prior to deadline for submission of information.
5. Solicit advertisers for Area 4 publications.
  - a. Obtain Executive Board approval for advertising rates annually and make mid-year adjustments as needed, with Executive Board approval.
  - b. In collaboration with Area 4 treasurer, invoice and collect advertising revenues, including subsequent statements for overdue payments, with appropriate interest, when over 30 days.
6. Be responsible for website design and day-to-day maintenance of the site including publication of Area 4 events and information.
7. Oversee password protected Board Area of website and maintain updated forms, reports, and information.
8. Ensure protection of online personal information.
9. Maintain online listing of events and concerts as outlined in Area 4 policy.

## Area 4 Policy for Online Listing of Events

Area 4 Policy for Online Listing of Events:

1. Area 4 shall list both sponsored and endorsed events on its website ([area4.handbellmusicians.org](http://area4.handbellmusicians.org)).
2. Sponsored and endorsed events shall be listed within the “Events” section of the Area 4 Website and on the general calendar.
3. Sponsored and Endorsed Events shall be listed on the Area 4 website only after approval by The Guild has been confirmed.
5. All events shall be listed no more than eighteen (18) months before the date the event takes place.
6. All other handbell-related concerts may be included on a separate, general calendar on the Area 4 website, separate from the “Events” section of the Area 4 website.
7. The calendar listings shall not include registration forms or flyers.
8. Individual church services shall be considered as a concert listing only if the guest artist/ensemble is providing music for more than half of the service, and as calendar space allows.
9. All events must be submitted to the webmaster by a member of The Guild in order to be considered for listing on any portion of the Area 4 website.

## Area 4 Education Chair

The Education Chair shall:

1. Be appointed by the Area 4 Chair, serve a two-year term beginning on October 1 in odd numbered years, and may be reappointed an unlimited number of terms, at the discretion of the Area 4 Chair, with the approval of the Executive Committee. The Education Chair shall be an Officer of the Board of Directors.
2. Administer the Area 4 Handchime Loan Program:
  - a. Publicize the Handchime Loan Program to Area 4 membership and Music Educators
  - b. Process applications for Handchime Loan Program in collaboration with State Liaisons
  - c. Publicize the winning applicants and follow-up with articles on website and in other Area 4 publications
  - d. Oversee the maintenance, storage, and delivery of Area 4 Loaner Handchimes at Area 4 expense.
  - e. Provide a mentor to each of those selected to receive the Loaner Handchimes.
3. Appoint three state liaisons to assist with maintenance, storage, and delivery of Area 4 Loaner Handchimes. Liaisons are appointed for a two-year term to align with the Education Chair term and may be reappointed for an unlimited number of terms.
4. Communicate regularly with State Liaisons on progress of Chime Loan Program in their state including approvals of new applicants and progress of current recipients.
5. Maintain a mailing list of schools in Area 4 with handbells and/or handchimes and identify school groups who might perform at Area 4 events.
6. Provide information about handbells/handchimes in schools to interested parties and establish school handbell workshops where possible.
7. Promote networking between music educators and the Guild whenever possible. When possible, and with the approval of Area 4 Executive Committee, represent Area 4 at Music Educator events within the area. Expenses will be reimbursed with prior approval.
8. Provide an annual written report on State Educational Activities and Chime Loan Program at annual meeting of Area 4 Board of Directors.
9. Write an education article for Castings or other Area 4 publications if requested

### **Area 4 Membership Chair**

The Membership Chair shall:

1. Be appointed by the Area 4 Chair for a term of two years, may be reappointed an unlimited number of terms and shall be an Officer of the Area 4 Board of Directors.
2. Contact new Area 4 members and welcome them to the area. Include contact information for their State Chair and District Leaders (if any) along with upcoming event information and Area 4 website address.
3. Using the monthly lists provided by National, contact those with expired memberships encouraging them to renew. If there are reasons for not renewing other than oversight or credit card expirations, communicate with Area 4 Chair and/or National to address those issues.
4. Communicate with State Chairs on updates of new and dropped members. Request State Chairs to follow up with dropped members if needed.
5. Provide information about contacts made with lapsed members when requested by the Regional Membership Coordinator.

### **Area 4 Archivist**

The Archivist shall:

1. Be appointed by the Area 4 Chair for a term of two years and may be reappointed an unlimited number of terms and shall be an Officer of the Area 4 Board of Directors.
2. Maintain up-to-date records of all Area 4 events.
3. Contact State Chairs and other event planners to obtain photos and programs.
4. Provide displays at as many Area 4 events as possible (at Area 4 expense)
5. Submit a column of historical significance to Area 4 paper and electronic communications as requested.