

**AREA 2 COUNCIL MEETING**  
**April 25, 2013**

Area 2 council meeting was held on April 25, 2013 at the Four Points Sheraton in Leominster, MA. Diane Zanetti, Area 2 Director led the council in the Harmony creed.

Ellen Belyea, International Board of Directors, Vice President Membership, was introduced to the council as the representative from the IBOD. She gave a welcome from the board.

Area 2 Council Members in attendance were:

Area 2 Director	Diane Zanetti
Area 2 Secretary	Jan LeClair (Marj Andrew)
Area 2 Treasurer	Gayle Jordan
Area 2 Historian	
Area 2 Advisor – Study & Review	Aileen Murray
Area 2 Development Coordinator	
Area 2 Membership Coordinator	
Area 2 Parliamentarian	Sue Staples
Area 2 Borderlines Editor	Julie Schwingbeck
Area 2 Manual Coordinator	Diane Coates
Area 2 Marketing Coordinator	Chris Kuntz
Area 2 Website Coordinator	Cathy DeCoste
Barre-Tones	Carol Beatty
√ Chair City Pipers (now Surround Sound)	Jan LeClair
√ Capital Chordettes	Aileen Murray
Champlain Echoes	Paula Verrastro
Chapman Mills Sound Connection	Jillian Clement
Harmony Heritage	Gayle Jordan
Maine-ly Harmony	Nancy Bossie
√ Montreal City Voices	Carol Mercier
NoteAble Blend	Valeria Allen
√ New England Voices In Harmony	Betsy Westgate
Silk'n'Sounds	Sharon Cawley
√ Sounds of the Seacoast	Joyce Auger
√ Women of Note	Kathy Menzel, Delegate
Guests	
Andrea Hutchings	
Dianne Clark	

Treasurer's report	All chapters have paid their Area 2 dues. Because some dual members have been paying Area 2 dues with both chapters, a suggestion was made to have a form sent in with each chapter remittance so that names could be cross checked.	<b>ACTION:</b> Diane Coates will prepare a form for this purpose. It was suggested that a copy of the form sent with Int'l dues.
	The council had voted \$1500 to reduce the cost of AC&C for the 2013 year. It appears that the cost is being carried forward. If this is to be carried forward, then the bottom line figures are not correct. Women of Note has indicated that they will be asking for that money.	<b>ACTION:</b> The finance committee will get together again and review the budget and treasurer's reports and issue revised reports as necessary
President's and advisor's report	Diane Z indicated they are on the website – please take the time to review them as good ideas are often gathered from other chapters.	
Basket Raffle funds	<p>Montreal City Voices has asked the Area 2 Council to determine how the proceeds of the 2012 AC&amp;C Basket Raffle (\$2040) should be used for Youth outreach programs. Andrea suggested the Harmony Explosion Camp. Not just funding the tuition but getting information to the youth members. Full tuition for the camp is \$340 so to sponsor a few students would not be difficult.</p> <p>Katie Taylor will be leading the girls' camp this year. Jen Wheaton, coordinator for HI involvement in HX Camp, has assured us that Harmony will get the recognition it deserves.</p> <p>One question debated was "Can travel be included in the scholarship monies?"</p> <p>Some chapters feel that they need to have projects in their own areas.</p> <p>Once a request is made, it should go to the finance committee for approval on a first come first served basis for now.</p> <p>Andrea has stated that chapters could use some help on how to utilize tools to the best of our ability – monies could be used this way also. Chris Kuntz has put together a list of things that chapters can do to assist Youth Outreach. If the money is to be used in other ways, it will require a change and Council vote.</p>	<p><b>ACTION:</b> Diane Coates will prepare a form to request Youth Outreach funds</p> <p><b>ACTION:</b> Study &amp; Review to determine guidelines. Aileen Murray will be assisted by Carole Mercier.</p>

Youth Outreach	<i>The position is currently open. Andrea indicated that she had come to the meeting to take the position of Quartet promotion coordinator but stated that she would be willing to do youth outreach if someone else would take over quartet promotion.</i>	
Generations chorus director	<i>Samantha Tramack is in the first year of her two-year term. New wording was presented – see update. (Appendix A) Changes were discussed and a discussion was held on the responsibilities of the directorship, such as an article written for the Borderlines as well as a report to the Youth Outreach Coordinator and PR Coordinator.</i>	<b>Motion:</b> <i>to accept changes to Area 2 Manual Statements of Policy, General Policies: insert new paragraph 5, Generations Chorus Director, as noted in Appendix A. Motion made by Nancy Bossie – 2<sup>nd</sup> by Paula Verrastro. Motion carried.</i>
Proposal for outside vendors	<i>(Appendix B-outside vendors) Currently, revenues from vendors at AC&amp;C would go toward the bottom line, not solely to the hostess chapter. The proposal was to allow the hostess chapter to keep all proceeds. Discussion also ensued on whether to leave it up to the hostess chapter as to how they wanted to run their hospitality room. There would not be standard guidelines in place as sites and areas are varied. Each chapter would be responsible for determining percentages, fees, etc. charged to the outside vendors They also would decide if they would have outside vendors.</i>	<b>Motion:</b> <i>that all monies from outside vendors at Area 2 AC&amp;C go to the hostess chapter. Motion made by Carole Mercier – 2<sup>nd</sup> by Paula Verrastro. Motion carried.</i>
Area 2 AC&C Fundraising Guidelines	<i>The Guideline sheet (Appendix C) was discussed. The Council could not remember voting this into the manual. After a discussion, it was agreed to move the booth space rental and/or percentage of sales (vendors) from the fundraising for AC&amp;C box to the AC&amp;C Hostess Chapter fundraising box based on the previous motion.</i>	<b>Motion:</b> <i>to accept the Area 2 – AC&amp;C Fundraising Guidelines as revised. Motion made by Aileen Murray – 2<sup>nd</sup> by Nancy Bossie. Motion carried.</i>
Centralized AC&C site	<i>The AC&amp;C Study &amp; Review committee presented a summary of their findings to this point. Options – 1.) Inn on the Bay in Portland Maine - The</i>	

	<p><i>hotel is not willing to negotiate hotel room rates.</i></p> <p><i>2.) Springfield, MA Sheraton Hotel with contest at the Mass Mutual Center</i></p> <p><i>3.) Manchester NH Radisson Hotel</i></p> <p><i>In September it was decided that a centralized AC&amp;C location would be tried on a three-year trial basis for April 2016, 2017, and 2018.</i></p> <p><i>A discussion was held re the pros and cons of each location. The council would like to continue to investigate these options especially Springfield and Manchester. In changing this type of event, the organizations and job responsibilities will have to be changed.</i></p> <p><i>A short discussion was held on why we are looking at centralized AC&amp;C</i></p> <p><i>We will be looking for a convention team – Area 3 has been doing this for several years and is more than willing to offer assistance to us in starting this up. This will be discussed more at the next council meeting. If we continue to look at Springfield, the date may have to be changed. An informal poll was taken and it was determined that the change of date would not be a problem to most chapters.</i></p>	<p><b>ACTION:</b> <i>The Study &amp; Review committee will continue to look at the two locations and will report back at the August council meeting.</i></p>
<p><i>Area 2 Education Day</i></p>	<p><i>Since the planned Harmony, Inc. Education Day has been cancelled, there is an opportunity for a chorus or choruses to sponsor an Area Education Day. There is \$500 available from HI and another \$300 in the Area 2 budget, plus music and learning trax to the song “As Long As I’m Singing” at no cost to the participants. Andrea states that she would like to hold one in her area but is not sure it is feasible. She will research it. Any monies received from International would have to be used before the end of the year.</i></p>	<p><b>ACTION:</b> <i>the presidents WILL go back and ask their chapters to see who might host ABC days in Area 2.</i></p>

<i>Membership reward</i>	<i>Membership has increased in Area 2 by 51 people in the 2012-2013 – these are new members to harmony, not transfers in from other Chapters. Aileen Murray and Chris Kuntz would like to continue with a Membership Reward program for 2013-2014.</i>	<b>ACTION:</b> <i>Council approved \$200 for this item in the 2013-14 budget.</i>
<i>Election of Council Assistants</i>	<p><i>A motion was made from floor for the secretary to cast one ballot for:</i></p> <p><i>Bulletin editor Julie Schwingbeck</i>  <i>Manual Coordinator – Diane Coates</i>  <i>Membership Coordinator – Aileen Murray</i>  <i>Secretary – Jan LeClair</i>  <i>Youth Outreach Coordinator – Andrea Hutchings</i></p> <p><i>Quartet Promotion Coordinator is currently open and Diane Z will come back to the council with a name for ratification at a later date. Diane Z. asked for ratification of Amy Harker as Area 2 Financial Advisor.</i></p>	<p><b>Motion:</b> <i>to have the secretary cast one ballot for the coordinator positions. Motion made by Gayle Jordan – 2<sup>nd</sup> by Nancy Bossie. Motion carried.</i></p> <p><b>Motion:</b> <i>to ratify the appointment of Amy Harker as Area 2 Financial Advisor. Motion made by Paula Verrastro – 2<sup>nd</sup> by Jan LeClair. Motion carried.</i></p>
<i>Finance committee</i>		<p><b>Motion:</b> <i>to ratify Carole Mercier/Canadian Representative and Betsy Westgate/US Representative to the finance committee and also Nancy Bossie as a member of the Study &amp; Review Committee. Motion made by Joyce Auger – 2<sup>nd</sup> by Aileen Murray. Motion carried.</i></p>
<i>Date for summer council meeting</i>	<i>Diane proposed August 17, 2013 date for the next Council meeting in Westminster Ma.</i>	<b>ACTION:</b> <i>Jan LeClair will head a committee to set up the location.</i>

*Meeting Adjourned*  
*Respectfully Submitted*

*Jan LeClair, with thanks to Marj Andrew*  
*Secretary*

**APPENDIX A**  
**STATEMENTS OF POLICY**

General

1. *All Area 2 Chapter Presidents, or their delegates, will be voting members of the Area 2 Council.*
2. *The Area 2 Director is authorized to contact her Area Advisor in the opposite country and ask her to do a mailing in her country when the matter requires a vote by the Chapters.*
3. *The Area 2 Finance Committee will consist of the Area 2 Director, the Area 2 Treasurer, the two Area 2 Advisors, with one of the Area Advisors, as appointed by the Area Director, serving as Chairman and two Area 2 Chapter Presidents, elected by the Council annually, at the AC&C Council Meeting.*
4. *The Area 2 Council Assistants will be elected by the Area 2 Council at the AC&C Council Meeting for a period of two years. The Treasurer, Historian, Development Coordinator, Education Coordinator, Public Relations Coordinator and Website Coordinator will be elected in the even years; the Secretary, Quartet Promotion Chairman, Bulletin Editor, Manual Coordinator and Membership Coordinator in the odd years. All Council Assistants and Advisors are non-voting members of the Area 2 Council.*
5. *The Director of Area 2 Generations Chorus will be elected by the Area 2 Council at the AC&C Council Meeting for a period of two years. She will direct the Generations Chorus at the next two AC&C's. Applicants will apply to the Area 2 Director by March 1 using the application form in Section II on page 19a. ~~If the elected Generations Chorus Director is a new director,~~ The Area 2 Director will have the authority to appoint a mentor to assist the Generations Chorus Director in music and learning track selection, and directing skills. If no one is in the eligible age range, the Area 2 Director will request other applicants apply.*
6. *To comply with the wishes of Harmony, Inc. the Area 2 Council will meet at least two times during a one-year period, once at Area 2 AC&C and August/September. This second meeting may be held by teleconference as required. A meeting may be held at International Convention at the discretion of the Area 2 Director.*
7. *The Area 2 Manual and AC&C Guidelines will be automatically updated by the Manual Coordinator for any actions taken at Area 2 Council Meetings or teleconferences.*
8. *One copy of Borderlines is sent by email to the Area 2 Chapter Presidents, Assistants, Advisors and Associate Members who are in good standing. The Chapter Presidents are responsible for distributing to each of their chapter*

## DIRECTOR OF AREA 2 GENERATIONS CHORUS

*A Youth Member of Harmony, Inc. is strongly preferred -*

### *1. Aptitudes needed:*

- *Directing ability*
- *Knowledge of how to run a rehearsal*
- *Ability to keep moderate control of a rehearsal*
- *Ability to judge music*
  - *Interesting arrangements*
  - *Level of difficulty*
  - *Appropriateness for chorus*
- *Knowledge and ability to work on music with the chorus*
- *Ability to communicate with the chorus in a respectful and effective manner*

### *2. Responsibilities of the Director:*

- *Contact the Harmony Connection and all Area 2 Chapters to ask for singers, detailing the requirements for the chorus by November 1.*
- *Choose music for the chorus by October 1.*
- *Locate learning tracks or have tracks made (within the budget allotted by Area 2) by December 1.*
- *Contact arranger and owner of learning tracks to ask for pricing.*
- *Order music and learning tracks. Distribute to chorus by January 1.*
- *Keep track of the chorus members and what part they sing (very important!!)*
- *Arrange, with Area AC&C Chairman for a rehearsal time and space by February 1.*
- *Stay in regular contact with the members of the chorus to keep them up to date with rehearsal information, music/word changes, etc.*
- *Run the rehearsal in a firm, but respectful manner. Note: There are a bunch of directors in the chorus so the Generations Director has to take charge, but still make sure to have fun.*

## APPENDIX B

To: Area 2 Council

From: Barbara-Ann Mac Intosh

Proposal: That Hostess Chapters in Area 2 be allowed to have Vendors in the Hospitality Room at Area 2 AC&C.

### Rational:

It is my understanding that there are vendors interested in having a booth in the Hospitality Room at AC&C to sell their products. This is not the first time this has happened. This could be an opportunity to the Hostess Chapter to bring in additional revenue.

However, depending on the type of business there would have to be special consideration on the cost. For example: If you had someone doing chair massages you could not charge them the same fee as someone selling jewelry. The masseuse could possible do a 15 minute massage for \$25.00 and that could bring in \$100.00 in one hour. Someone selling jewelry could sell \$100.00 in that first 15 minutes. Someone has to be able to have the authority to make this decision.

### Suggestion:

For someone selling items a booth could cost \$50.00 for the weekend. The masseuse could pay a percentage of what they take in over the weekend to the Hostess Chapter.



**Appendix C – AC&C Fundraising Guidelines – the Guidelines attached to the minutes was an old set, without the updates made during a previous Council meeting. Attached to the email is the most recent set, dated April 25, 2013, as amended at the Council meeting of that date.**