

**AREA 2 COUNCIL MEETING  
AUGUST 17, 2013**

The Area 2 Council meeting was held on August 17, 2013 at the Boland Room of the Heywood-Wakefield Apartment Complex in Gardner, Massachusetts. Area 2 Director, Diane Zanetti, called the meeting to order at 9:41 a.m. and led the Council in the Harmony Creed.

Area 2 Council members in attendance were:

Area 2 Director	Diane Zanetti
Area 2 Secretary	Jan LeClair
Area 2 Treasurer	Gayle Jordan
Area 2 Historian	
Area 2 Parliamentarian	Sue Staples
Area 2 Finance Advisor	Amy Harker
Area 2 Education Coordinator	Morgan LaCroix absent
Area 2 Advisor – Study & Review	Aileen Murray
Area 2 Development Coordinator	
Area 2 Membership Coordinator	
Area 2 Borderlines Editor	Julie Schwingbeck
Area 2 Manual Coordinator	Diane Coates
Area 2 Marketing Coordinator	Chris Kuntz
Area 2 Website Coordinator	Cathy DeCoste, absent
Area 2 Youth Outreach Coordinator	Andrea Hutchings
Area 2 Quartet Promotion Coordinator	Position vacant
Area 2 ACJC	Linda Briggs
Barre-Tones	Carol Beatty, absent
Capital Chordettes	Aileen Murray
Champlain Echoes	Paula Verrastro, absent
Chapman Mills Sound Connection	Jillian Clement
Harmony in Motion	Betty Martin absent
Harmony Heritage	Gayle Jordan
Maine-ly Harmony	Nancy Bossie
Montreal City Voices	Carole Mercier
NoteAble Blend	Joy Titus – delegate for Barbara Sanft
New England Voices In Harmony	Betsy Westgate
Silk'n'Sounds	Sharon Cawley, absent
Sounds of the Seacoast	Joyce Auger
Surround Sound	Jan LeClair
Thousand Islanders	Gidget Kaert absent
Women of Note	Janet Billings
Guests	
Dianne Clark	Site Selection Study and Review team

3. Treasurer's Report	The current Canadian bank charges high service fees for checking. Aileen Murray is looking into banks that might charge less in fees. The US checking and US savings accounts have been changed from Webster Bank to Rockland Federal Credit Union, which charges no fees.	
4. Finance Committee Report	<p>2013-14 Area 2 Budget Report</p> <ul style="list-style-type: none"> <li>- Note under Expenses donation of \$1050 to HX Camp</li> <li>- Note under expenses \$215.56 for radios; \$295 for extension cords</li> <li>- Note under Expenses Membership Reward \$200 to Women of Note who won</li> <li>- Note 2012-2013 carry-over funds on 2013-2014 balance sheet.</li> </ul> <p>Discussion ensued relative to application for YO dollars and return of unused funds to the YO allocation. (tabled for discussion later in the agenda)</p>	Gayle will make corrections
	<p>2014-15 Area 2 Proposed Budget</p> <ul style="list-style-type: none"> <li>- Under Expenses, delete the words HX Camp next to Youth Outreach</li> <li>- Under Expenses, add \$48 to Budgeted Service Charges line for Canadian side</li> </ul> <p>Discussion followed concerning the projected dues numbers; budgeted numbers are a conservative estimate</p> <p><b>Motion made by Amy Harker, seconded by Carole Mercier: to approve the projected budget as amended; motion carried</b></p>	Gayle made the adjustments
	<p>2013 AC&amp;C Report</p> <p>Several issues were discussed.</p> <ul style="list-style-type: none"> <li>- actual number of AEPs (non-members reported elsewhere in the budget)</li> <li>- amounts budgeted for judges, given the anomaly of three panels at 2013 AC&amp;C (amounts are conservative)</li> <li>- estimated revenue from ticket sales (zero revenue line avoids over-spending and to ensure a profit margin)</li> <li>- reported numbers of tickets sales is not reflected in the reported income</li> <li>- the income from youth subsidy is included in the total</li> <li>- Diane Z congratulated Women of Note on a job well-done.</li> </ul>	Janet Billings will check on the ticket sale numbers vs reported income.

	<p>2014 Proposed AC&amp;C Budget          Prepared by host chorus Sounds of the Seacoast, the budget is based on 350 attendees @\$18 apiece plus 100 guests at \$15 each and does not include the possibility of a third panel of judges. Extra attendees cover extra cost if needed.</p> <ul style="list-style-type: none"> <li>- A question was asked about whether the host chorus should know earlier who is attending to prepare a better estimated budget. An early request for this info is already made; numbers change over time.</li> <li>- The Finance Committee recommended applying \$3000 from available funds to subsidize the budget</li> <li>- Add \$100 for awards and medals</li> <li>- A proposal to add the possibility of a donation to YO was suggested; cannot be included in proposed budget</li> <li>- A question was asked about the ½ price AEP not being included; Linda Muise will be asked about this.</li> <li>- The site of the actual contest is still not confirmed but the two hotels in Portsmouth are across the parking lot from one another.</li> <li>- The number of attendees seems high if host chapter is not included in the count; recommended the estimate be changed to 375 including the host chapter.</li> <li>- Tabled approval of proposed budget pending new estimated attendance et al.</li> <li>- Area 2 has \$15,000 available cash with \$3000 committed to AC&amp;C</li> <li>- Should Area 2 use Constant Contact to maintain information flow? Yahoo groups works for us at this time.</li> <li>- Is the \$900 budgeted for judging candidates enough? Yes, at this time.</li> </ul>	<p>Diane Z will talk to Linda Muise about adding in \$100 for awards and medals as well as the ½ price AEPs.</p>
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<p>5. Realignment of Areas</p>	<p>Discussion concerning the proposed realignment included:</p> <ul style="list-style-type: none"> <li>- does our opinion count? Yes</li> <li>- IBOD could discuss it further or table it or make a decision based on our feedback</li> <li>- other comments centered on travel time to contest being less or equal in Area 2; time spent by our Membership Development Coordinator to develop membership in Area 2 already; how geography figured into the decision (limited population in much of Area 5); strong feeling for international flavor of Area 2; the question of decreasing Area 2 membership to increase another Area's numbers; competition from other women's a cappella organizations</li> <li>- Diane Z reviewed the numbers in the smaller areas with Area 6 being the smallest at 126 (?) and all smaller areas doing everything they can to keep costs as low as possible for contests</li> <li>- in general, Area 2 choruses are not in favor of the proposed realignment with the exception of Chapman Mills who could go either way and Thousand Islanders who have not responded</li> <li>- Council members agreed that this is both an HI problem and an Area problem to solve; suggested reporting that we are not in favor of realignment but are in favor of working jointly with IBOD to develop the skills and expertise to increase membership in other areas.</li> </ul>	<p>Diane Z will take the results of our conversation back to IBOD.</p>
<p>6. AC&amp;C Team proposal</p>	<p>Diane Z presented the proposal for discussion.</p> <ul style="list-style-type: none"> <li>- ACJC still in charge but the Convention Chairperson selects other members</li> <li>- Allows small chapters to host and profit</li> <li>- Brings experienced people to each contest planning so no reinventing the wheel</li> <li>- Team facilitates the work but each has a sub-committee that does the work</li> <li>- Questions: Should Ed Coord be added to the team? Area Ed Coord already has that responsibility. Does the \$500 award to host chapter make up for lost ½ price AEPs? Not in larger chapters but for smaller chapters it does. How will it work with chapters hosting from a distance? Can recruit local folks to help. Who decides theme and decorations? Host chapter decides and works with hotel staff.</li> <li>- Suggest the first host chapter under this new structure be close to the chosen venue.</li> </ul> <p><b>Motion made by Nancy Bossie, seconded by Joy Titus: To approve the Convention Team proposal; motion carried</b></p>	<p>Council members should read the team job descriptions and send comments to Diane Z.</p>

	<p>Diane Z asked Diane C to step out momentarily and passed out job descriptions for the Convention Team. Diane Z presented Diane C for Convention Chairperson position.</p> <p><b>Motion made by Joy Titus, seconded by Gayle Jordan: to ratify the appointment of Diane Coates to be the Convention Chairperson; motion carried.</b></p>	
	Lunch Break	
Working Lunch	<p>Discussion centered on membership ideas.</p> <ul style="list-style-type: none"> <li>- Epic holds chorus rehearsal on every other Sunday;</li> <li>- songs/costume selection suitable for the ages you're recruiting;</li> <li>- use a fashion consultant to help fit costume to chorus brand;</li> <li>- think outside the box about how to attract populations;</li> <li>- have an outside facilitator to help with strategic planning (Aileen and Chris as a team coming to your chorus);</li> <li>- The chorus has to buy in and understand long term goal</li> <li>- Meetup.com website for finding groups who share your interests</li> <li>- Patch.com website for local cities; working for</li> <li>- Kijiji.com for Canadians as a social network</li> <li>- Ebay classifieds</li> <li>- Craigslist also has generated members for some</li> <li>- Activitytree.com to post chorus activities</li> <li>- Irish chorus rehearses once a month for a full day; members fly in!</li> <li>- Aileen's chorus did a murder mystery; sold out the two nights</li> <li>- Use attractive costumes when out in public</li> </ul>	

<p>7. 2016 Contest site location</p>	<p>Diane C presented the three sites being researched as three-year commitments</p> <p><b>Springfield</b> - \$129 plus tax; parking not free through a separate vendor; two hotels connected by a walkway; contest at Symphony Hall or Mass Mutual Center (which is further than SH); problem with 2016 contest date not available</p> <p><b>Manchester</b> - \$129 plus tax; parking in parking garage under other management; one hotel; contest in hotel-connected armory</p> <p><b>Devens</b> - \$129 plus tax; two hotels within stones throw include continental breakfast; parking is free; contest site attached to the Marriot; not many rooms for chorus breakfasts</p> <p>Staging, lighting and sound at all three pretty much same rate; complimentary meeting are negotiated ie hospitality suite for judges and hostess chapter</p> <p>Diane C recommends Springfield due to Symphony Hall having the best sound and lighting and curtain already set up, even tho' it's on Mother's Day</p> <p>The site committee hasn't committed yet due to the 2016 date issue; other sites may be considered but the Canadian contingent prefers not the Cape; consensus of the group is to not change back to Mother's Day</p>	<p>The Site Selection Committee will continue to work to get the best deal possible.</p>
<p>8. AC&amp;C Photos</p>	<p>The restrictions of the venue created issues for the photographer. It was a lesson learned.</p>	
<p>9. Youth Outreach Scholarships</p>	<p>There was a problem getting information out to all candidates.</p> <p>Andrea proposed that one member of each chapter be appointed a Youth Ambassador, set aside funds for them to attend classes about youth development. (Note: we do not go into schools to recruit for our chapters but to sing barbershop.)</p> <p>Suggestions for improving Youth Outreach:</p> <ul style="list-style-type: none"> <li>- set up classes around youth development</li> <li>- hold a Youth Summit</li> <li>- send information out about education opportunities for youth in a more timely manner (meet the school year schedule)</li> <li>- send a person out to each chapter to notify</li> </ul>	<p>Diane Z will coordinate the Youth/Education Summit and speak to Morgan LaCroix about classes. Janet Billings volunteered to assist.</p> <p>Cathy DeCoste will be asked to put youth education opportunities on the website.</p>

	<p>of opportunities</p> <ul style="list-style-type: none"> <li>- ask Cathy DeCoste to make an education calendar on the website</li> <li>- piggyback on men’s education events but work with the men to make them more relevant to us</li> </ul>	
10. Study and Review Update	<p>Discussion centered on the process and procedures for applying and using Youth Outreach funds.</p> <ul style="list-style-type: none"> <li>- The Sponsor of the HX camp youth should be defined as the requestor of the funds and not BHS as the sponsor of the event</li> <li>- Who is included in the approval loop? Suggestion to amend the draft to read Youth Coordinator sends aps to Area Treasurer with her recommendations</li> <li>- Suggestions were made for improving the process: have funding deadlines; have full Council approval vs FinCom approval (consensus for FinCom); review the process in a year</li> <li>- The ap requires the awardee to report back on the use of the funds</li> <li>- Change “raffle” to donation and “chorus” to chapter in the draft ap</li> <li>-</li> </ul> <p>Discussion ensued concerning the revenue from the basket raffle</p> <ul style="list-style-type: none"> <li>- Do the proceeds go to the hostess chapter for their use for youth outreach or do they go to Area 2 for broader application to youth outreach? Was it voted on in April?</li> </ul> <p><b>Motion made by Nancy Bossie, seconded by Amy Harker: To table approval of the draft. Motion carried.</b></p>	<p>Sue Staples will check her notes for vote on recipient of basket raffle funds.</p> <p>Study and Review will make wording changes.</p>
11. Membership Update	<p>The 2012-13 drive was successful. Women of Note won the \$200. Since it was just received, there is no report on how it was/will be spent on education and/or coaching.</p> <p>Aileen would like people to send her information on new member activities so she can publicize them.</p> <p>Chris has had membership articles posted on the HI website; also recommends Supercharging Your Membership training; can be viewed on Youtube or call Chris for more information.</p>	

12. Education Day	Joyce Auger noted that Sounds of the Seacoast is hosting an Education Day in October in Portsmouth; Gayle Jordan, HI Music Coordinator, will send out music to those attending.	
13. Quartet Promotion	<p>Diane Z presented the name of Christina Tramack as the candidate for Quartet Promotion Coordinator.</p> <p><b>Motion made by Joy Titus, seconded by Janet Billings: To ratify the appointment of Christina Tramack as Quartet Promotion Coordinator. Motion Carried.</b></p>	
14. Guidelines for Area 2 Facebook Page	<p>Cathy DeCoste is looking into setting up a secure page on the website for financial information.</p> <p>Linda Noble is managing the Facebook page. What precludes anyone from posting anything on the page? Currently there is an unwritten policy that only the five administrators can post official announcements.</p>	Chris Kuntz will draft a written policy.
15. 2014 AC&C Budget ???	<p>Discussion resumed on the number of ½ price AEPs and adjustment of the numbers for a more realistic projection of income.</p> <p><b>Motion made by Janet Billings, seconded by Betsy Westgate: to adjust the number of projected attendance at AC&amp;C 2014 to 325 at full price. Motion carried.</b></p> <p><b>Motion made by Carole Mercier, seconded by Jillian Clement: To approve the 2014 AC&amp;C budget as amended. Motion carried.</b></p>	
16. Harmony College Northeast	See previous discussion under Youth Outreach funds.	
17. Other Business	<p>Epic will be on the Harmony Heritage show in May 2014; she has 50 of their cds to sell @\$15 each to defray the cost of having them on the show.</p> <p>Jan will add chorus names to table tents for next meeting.</p> <p>Chris is still selling SING magnets.</p> <p>Surround Sound will be holding its 40<sup>th</sup> anniversary/charter party tentatively on 10/19/13</p>	
	<b>Motion to Adjourn made by Nancy Bossie, seconded by Joyce Auger. Motion carried.</b>	