

Minutes
ND ACDA BOARD MTG – August 4, 2008
A & B Pizza – North Interstate Ave
Bismarck, ND
Updated August 30, 2008

- I. Call to Order at 6:30 p.m. Dinner was provided as we meet.
Members present: Sheila Zinke, Leesa Levy, Bruce Southard, Mike Rockne, Deb Wald, Vicki Boechler, Celia Schmaltz, Sheldon Weltz, Desiree Bondley, Rebecca Raber, Mike Seil, Keri Hess, Mike Stevenson. Mike Smith, National Office CPA joined via conference call at 9:00 pm.
- Absent: Pam Burns, Cheryl McIntyre, Jim McMahon, Josh Bronfman
- A. Secretary's Report: Minutes were read silently by members and corrected aurally –
1. The spelling of Mike Rockne's last name and the change from "would be available" to "might be available" concerning the use of the Presbyterian church in Bismarck for possible additional space for the 2009 conference were made.
 2. Mike Rockne moved to accept the minutes as corrected, seconded by Deb Wald. Motion was carried by all.
- B. Treasurer's Report/ Budget for upcoming year/needs board approval.
1. Welcome to our new Treasurer, Sheldon Weltz: Budget was submitted by Sheldon – the new Quicken program – to applause by the members. Sheldon spoke: top page is compilation of last 2 years numbers. The cash flow record was difficult to follow since not all bills were paid on time and not all figures reflected actually payments. The National allotment of \$997.50 is reflective of last year, and really shouldn't be included on this year's budget. We hadn't been getting allotments since the past treasurer didn't send in any reports.
 2. Some of the numbers under expenses will be different this year – for example officer travel expenses and space rental. Question from Deb Wald: #4237.1 accompanists: is this the combined fees from all honor festivals and the surround the state? YES Are we paying them enough? Discussion ensued: does regional or national have a set fee? According to Sheila state fees are not mandated. Mike Rockne – could we raise them at all? At present the accompanists for Surround the State receive \$150, the conductors for Surround the State get \$250, honor choir accompanists get \$250 (for the total two days).
 3. Programs: Celia Schmaltz reported that she billed the past treasurer \$25 for the middle school honor choir concert for program printing. Sheldon said that is probably was put into misc. Vicki suggested budgeting \$250 for same for this year. The Surround the State people need to report how much they might need for programs which right now is under misc. Their internal budget needs to be itemized. NDMEA choral funding (key note speaker), middle school honor choir

festival, collegiate honor choir, surround the state in song, scholarships for high school students, state newsletter are all supported by the NDACDA budget. From henceforth all individuals and committees responsible for these duties need to submit itemized accounts to the treasurer at the end of each activity as part of their reports. There are two printing and duplication accounts though Sheldon doesn't really know why. This will probably get straightened out as the Quicken program gets utilized this year.

4. Funds request form: all moneys needed to conduct business needs to be requested by submitting this form (also available on-line at the national site under leadership services, and on the state site) to the State treasurer (Sheldon Weltz).

5. Amendments to the budget: It was suggested by Celia Schmaltz to raise the Surround the State accompanist fee to \$175 for the one day. It was suggested by Vicki Boechler to raise the Surround the State conductor payment to \$300. It was decided to keep the pay for the regional director for the collegiate level choir at \$1000. For the Middle School Honor Choir and Treble Honor Choir in-house directors a suggestion was made by Vicki Boechler to go back to alternating the treble and mixed directors from being in-state (\$600) and out-of-state. Deb Wald suggested that all non ND members get paid the same amount (\$1000). Accompanists for the middle school, treble and collegiate honor choirs will now receive \$300. Mike Rockne motioned to accept the budget as amended, Desiree Bondley seconded, was approved by all. Submitted budget totaled \$27,248 . Amended budget totals to be solicited from Sheldon Weltz via email for records.

II. Old Business

A. R&S Appointments/Contracts/Reports/article assignments for "Chorister"

Welcome new R&S Chairs, Michael Rockne and Bruce Southard

1. R&S for Children's Choir/Pamela Burns: Vicki needs form for the Surround the State from Pam Burns to put up online. article for September
2. R&S for Jr High/Middle School Choirs Desiree Bondley: asked for an earlier due date for the auditions tapes – Oct 15th. Music will still be sent out to all teachers. Registration fee includes T Shirt and pizza for the child paying. Sheldon asked that all checks from auditions and registrations be sent on to him as soon as they are received. Vicki Boechler asked for all the necessary materials be emailed to her by August 31 to be put up on the web site. Vicki suggested that Desiree's committee send a post card to all ND music teachers alerting them to the fact that the audition and registration materials are on-line. Article for Sept. issue of Chorister.
3. R&S for Women's Choir/Cheryl McIntyre: Sent in a report via email, will write an article for Sept. issue of Chorister.
4. R&S for HS Choirs/Keri Hess: No report, will write and article for the Sept issue. Will do a reading session at the February 2009 conference.
5. R&S for Jazz Choirs/Vicky Boechler (also web master report): Is still interested in assisting with Choral Jazz ed. for the members; \$40 budgeted was for

the software. Deb Wald suggested getting assistance from nationals for training. Vicki is open to letting anyone else who has more savvy in electronic medium to take over the web page. Will do a reading session at the 2009 conference.

6. R&S for Show Choirs/ Jim McMahon: absent, no report
7. R&S for Ethnic and Multi-cultural Choirs/ Mike Seil: no report, article for the spring issue, reading session for festival.
8. R&S for Community Choirs/Joshua Bronfman: absent, no report
9. R&S for Men's Choirs/Rebecca Raber: Vicki Boechler will contact her to let her know that she needs to send registration forms to Vicki for addition to the web site. Rebecca needs to contact the High School and Collegiate directors (probably via email) about the festival. Axel Theimer of St. John's has agreed to be the director of the men's honor choir. Collegiate and men's choir registration fees will be raised to \$30. December article for the Chorister.
10. R&S for Music in Worship/Michael Stevenson: asked if there was a budget for each R & S and how do we get music for the reading sessions. Vicki said that the vendors would pay for new charts but not old ones. Deb Wald and Verna Brown suggested creating packets to be purchased with the registration fee money. Michael will do an article for the spring Chorister.
11. R&S For Youth Bruce Southard: article for chorister – December

B. Welcome to new East and West Representatives, Deb Wald and Celia Schmaltz:
Ticket sales: set up an actual ticket taking and counting process, with three signatures and deposit slip for the Honor Choir concert in February.
Responsibilities will also include obtaining ushers and handling program dispersal.

C. Chorister Editor job: Rob Schmaltz would do the job for \$400, but needs the material submitted according to a set process, in a set form and by a set due date. He needs a mailing list and the name and location of the printer. Vicki Boechler will put the necessary information on-line for members to use when submitting articles and pictures. Deb Wald moved that Rob Schmaltz be reinstated for \$450 per year. Mike Rockne seconded the motion, was passed by all. Rob's name and email will be added to the web-site.

III. New Business

- a. MENC is concerned about students not learning their music for the All State Choir, wants a recommendation from us. Discussion ensued: possibilities included testing the students as they arrive; giving weak schools a warning followed by a sanction followed by a suspension for a year; making the students sign a contract; etc. Cheryl McIntyre will be asked to write about this for the Sept. Chorister Issue.
- b. Russell Robinson has been selected for the NDMEA conference session.

c. Past Treasurer situation/Discussion/Plan of Action: The situation concerning the type of record keeping and handling of funds engaged in by the former treasurer was discussed. The various action plans submitted by Tom Porter were reviewed by those present. A voice vote/discussion as to what decision should be made was completed by the Board. Members of the Board requested a conference call to Mark Smith. Questions for Mark were: would the attorney's fees be paid for because we are a non-profit organization? Since the money was paid back (belatedly) how would that impact our case? Mark suggested that a certified fraud auditor may have to be consulted. After discussion with Mark, the Board came to the conclusion that not enough evidence existed for the organization to be able to pursue legal procedures by consulting the State Attorney, although this was the desired plan of action for most Board members present. A motion was made by Verna Brown for Sheila Zinke to consult the NDEA attorney about the situation with the possibility of drafting a letter to former the NDACDA treasurer containing the following: a demand for immediate repayment of sums unaccounted for; his resignation from all positions in state and local music organizations and an agreed upon disclosure letter to any employer in educational settings (schools, camps, youth theater programs). The repayment deadline would be 30 days from the receipt of the missive, after which the matter would be turned over to the authorities. Sheila will subsequently notify the Board concerning the NDEA attorney's recommendations. Second for the motion: Celia Schmaltz. Motion carried.

d. Letters from Tom Porter and Gloria Knoll concerning the situation were submitted.

e. The Board thanked Sheila for all her efforts on behalf of the State organization.

IV. Election of new officers:

A. Verna Brown as membership chair will go on-line to the national site to get the ballots, send out to the membership with return to the national office.

B. The slate of candidates for President Elect are:

1. Deb Eraas (Minot)
2. Terri Storhaug (Bismarck)
3. Melanie Popejoy (Grand Forks)
4. Cheryl McIntyre (Jamestown)

V. 2009 NDACDA Conference Planning:

1. Mike Seil will contact Joel Frank to record the Honor Concerts and will report to Leesa Levy and Sheldon Wertz the details of same.

2. Pictures: When to take them, and whom: Mike Seil will contact the photographer. A possibility for the time to take the picture is just after the Friday evening Pizza supper prior to the evening rehearsal.

3. Celia Schmaltz is site manager for the 2008 festival. She will find accompanists for the three choirs.

4. Leesa Levy, as festival coordinator will send the contract to Axel Theimer and set up transportation, accommodations, etc.

Meeting was adjourned at 9:38 pm.

Respectfully submitted

Leesa Levy

August 5, 2008