

# **Cherry Hill Pine Barons Chorus**

## **Draft Agenda, Board of Directors Meeting**

**February 15, 2018**

**FYI:** Former Pine Baron Milt Weisman gave us a set of VHS tapes of our shows from long ago (1990s? Before?)

- I. Call to Order**
- II. Opening Song: "The Old Songs"**
- III. Review and approve the meeting agenda** (motion required)
- IV. Secretary**
- V. Reports**
  - President
  - Treasurer
  - Music/Performance
  - Marketing and Public Relations
  - Public Relations/Events
  - Social Media
  - Business Manager
  - Membership
  - Program
- VI. Standing Committee Reports**
  - Show committee
- IX. Unfinished Business**
  - 1. Director contract
- X. New Business**
  - 1. Harmony College-East
  - 2. BYOB Membership Ambassadors proposal
  - 3. Other proposal
- XI. Announcements/Good of the Order**
- XII. Closing song: "Keep the Whole World Singing"**

## **Role Title:** Membership Ambassador

**Role Responsibilities:** The Membership Ambassadors are part of the membership team, working under the direction of the Membership VP, or Board President in the absence of a Membership VP. The Ambassadors are comprised of a singer from each voice part, that work to ensure that non-members attending rehearsal, feel welcomed, connected to other singers and are supported through the process of learning about barbershop singing, the Pine Barons, rehearsal, music and joining the Pine Barons. Each year, a new group of singers should be rotated into this role.

## **Role Description:**

- The Membership VP will continue to be the primary point of contact for new guys visiting a rehearsal and will sign them in, give them a name tag, determine interest, experience and voice part, loan them music guestbook, connect them with the Membership Ambassador for their voice part and ensure that guest books are collected.
- The Membership Ambassadors will:
  - Be a 'Riser Buddy':
    - Wear name tags to help new guys make connections.
    - Be aware of all non-members and reach out to them, if needed. Use their name and make introductions to guys around them if that is not happening on its own.
    - Help them find the evening's music in the guestbook or locate copies if music is missing.
    - Make arrangements when not at rehearsal so that someone can fill in for you.
  - Work to ensure welcome:
    - Give new guys a sense that they can fit in here.
    - Touch base with them at the break and make personal connections/friendships.Talk about:
    - What is barbershop singing?
    - Who are the Pine Barons and where do we sing?
    - What are rehearsals and concerts like?
    - Talk about personal connections with this music and group.
  - Answer any questions that may come up based on rehearsal or the business meeting.
  - At some point, ask about interest in joining, discussing the process, commitments, costs, etc.
- Provide post-rehearsal follow-up:
  - Within a few days of the first visit, a section ambassador will follow-up via phone or email and ask if they have questions, reiterating that we were glad they were there and that we hope to see them again next week. Ask if they have friends who might be interested.
  - Follow-up should also be made for other non-members if they appear to have stopped coming, determining the cause and answering any questions.
  - Maintain communication with Membership VP about status of all new singers.
  - Get ongoing feedback from recent new members and new singers relating to how men can feel more welcomed and supported, making changes to our role as is needed.
- Help with the audition process:
  - Talk about chorus and quartets, introducing Polecat book and tags. If at some point, a singer indicates a desire to sing in a quartet or to audition, pull together the Ambassador quartet, introduce a song or tag, sing it and then have the new person join in. Do this in a quiet place, not in the midst of everyone else (at least for first time).

**President's Report  
February 15, 2018  
Leadership Academy 2018**

**BHS Healthy Chapter Initiative - Leadership Facilitators**

At Leadership Academy we learned that the Society's Leadership Operations Process Team (LOPT) can provide a chapter facilitator free of charge by phone, Skype, etc. In particular, it has a program called **THINK** run by Antonio Lombardi that helps chapters determine their true interests and organize around them. The facilitator can conduct a survey of chapter members and former members, asking questions like "What do you love about this chapter?" In this way they can help us to understand what is most important to our membership. Dick Powell, the BHS Executive Vice President, made the points that this is better than a chapter discussion -- which is usually dominated by a few voices -- and better than a survey organized and reported by the chapter leadership -- which some members may suspect.

This is described at <http://www.barbershop.org/education/healthy-chapter-initiative/leadership-facilitators/>.

**Web Tool**

We also learned that a BHS website tool called GroupanizerSing3 (described at <http://www.barbershop.org/resources/website-tools/> and in more detail by the vendor at <https://www.choirgenius.com/>) is useful for informing members of the schedule and doing a lot of the things we expect from the chapter website. Jim Dodd has been talking about this. A free trial is available. The price for 16-39 users is regularly \$31 per month but may be around \$23/month if they have a BHS discount.

**Copyrights**

Non-monetized YouTube videos can be posted freely under copyright law, according to district assistant secretary Chris Buechler. The copyright danger chapters have to worry about is a file cabinet full of unauthorized photocopies. There is a \$10,000 fine per illegal copy, and all board members are liable!

**Admin**

The old BHS ebiz web page is now called Member Center. It lists (visible to certain chapter officers) our members and their dues payments.

The district's Barberscore page is where we register for competition. We need to list any songs we MAY sing, not just those we're sure we'll sing. We're encouraged to include with our registration a scan of the first page of any music we'll sing.

Chris Buechler has taken over show clearances from Neil Keim.





# THE PINE BARONS BARBERSHOP CHORUS

Cherry Hill, New Jersey Chapter

*Society for the Preservation and Encouragement of BarberShop Quartet Singing in America*

## Music director contract and letter of agreement

### I. Parties and term:

This agreement is made between the Cherry Hill, NJ J-022 Chapter of the Barbershop Harmony Society, a nonprofit organization, and Richard Gray, Jr. performing in the capacity of Music Director.

1. This contract is in effect for a period of one year beginning January 2018.
2. This contract is subject to review by the chapter board and all revisions thereof, become effective when co-signed.
3. Sixty days written notice shall be given for cancellation or termination of this contract by either party.
4. The terms and conditions of this agreement may be amended by mutual consent on the part of the Music Director and the chapter board.

### II. Relationship of the director to chapter board of directors and committees:

1. The director shall have major voice in decisions affecting music matters. All committees shall give all due consideration to the director's recommendations and advice on music selection, arrangement selection, staging, stage presence and costuming.
2. The director may address the chapter board at any time through the vice president for music and performance, the music team, the president, or any other officer or member of the board. It is not necessary for the director to attend board meetings, although his presence will always be welcomed. One exception to this policy is that the director shall be involved in decisions affecting participation at contests. Final decisions on these matters, however, will be made by the various committees, and, ultimately, by the chapter board.

### III. Responsibilities of the Music Director:

1. The director shall work for the betterment of the chapter and specifically to do the following, unless prevented by legitimate personal reasons:
2. Attend all regular and special rehearsals of the chorus. The director shall be musically prepared for and attend all regular rehearsals of the chorus, except in cases of emergency or illness and for designated vacation time and agreed upon absences. Sufficient notice (typically at least two weeks) of any other necessary absence must be given to the board of directors, through the Board President and Vice President for Music & Performance, so that other arrangements can be made.

3. Attend and direct all authorized performances of the chorus. The director shall make every effort to be available for chorus performances, particularly any major singing engagement. Requests for chorus performances shall be presented to the director to determine availability before notice is given to the chapter members. The director shall attend the technical rehearsal and the dress rehearsal prior to major shows and performances.
4. Attend the Barbershop Harmony Society training sessions for music directors upon request of the Vice President for Music & Perform and approval of the Board.
5. Serve as an advisor to the Music Team and be actively engaged in the Music Team proceedings.
6. Work with the music team in selecting music for the chorus.
7. Prepare and execute the weekly chorus rehearsal schedule, working with the Music and Leadership Team.
8. Work in conjunction with the music team to develop a continuous one-year music plan.
9. Work with the music team to audition and accept or reject prospective chorus members on a musical basis.
10. Become involved in coaching quartets if asked by specific members involved, and if time permits.
11. Encourage and develop at least two assistant directors. Official appointment of assistant directors will be made by the director and music and performance vice president, with ratification by the board. Allot time each week for the assistant directors to work with the chorus.
12. The initiatives for 2018 include a new taping program, where each member will submit a recording of himself. The director will then play it back and give individual vocal coaching and feedback on how can improve vocally. Section leaders or other members as selected by the director, will assist the director in the review and individual feedback program. The director will also be provide "interp" tracks for all applicable and/or important songs, as determined by the director. The director will sing the lead part with the exact plan as needed. This will give each member the best rehearsal track possible. The director will create videos for performance plans as needed. The performance plan may be choreography, it may simply be focal points and body movement, but members will have a video of what chorus members need to be doing, for all applicable and/or important songs, as determined by the director.

#### **IV. Responsibilities of the Chapter:**

1. Provide all the funds required by this agreement, paid to the director and others in a timely manner.
2. Provide all such aids as may be reasonably requested by the director for his use in performing his duties, including, but not limited to, music, practice hall facilities, sound equipment, etc.
3. Cooperate fully with the director at all times during the term hereof for the betterment



of the chapter.

4. The chapter board is excited for the director's new 2018 initiatives as outlined in the Music Director Responsibilities – Item # 12. The chapter board will faithfully facilitate and support the implementation of the new 2018 initiatives as outlined in the Music Director Responsibilities – Item # 12.

#### V. Payment:

1. The director shall receive compensation for the performance of his duties.
2. Payment of all local, district and Society dues and assessments are as now or may become effective during the term of the contract.
3. Payment of a fee in the amount of \$500.00 plus \$25.00 for bridge tolls for each month.
4. Payment of enrollment fees, travel expenses, lodging and meals, for attendance at Barbershop Harmony Society training courses specified in Article III.4, which will contribute to the enhanced performance of his duties.
5. Payment of all expenses required for attendance at any training session described in Article III.4 including, but not limited to: mileage at the federal standard non-profit rate per mile, room at the rate of \$150 per day and meals at the rate of \$60 per day, except sessions with set room and board package rate which shall be paid at the set rate in lieu of the above. The per diem meal rate of \$60 for Division and District competitions will be paid to the director the last regularly scheduled chorus rehearsal date prior to the competition date.
6. Purchase of performance costumes and uniforms when possible.
7. When the chapter chorus is competing, the chorus director's mileage will be reimbursed at the federal standard non-profit rate per mile for round trip transportation to the competition site, single accommodation at the chorus group rate, plus breakfast up to \$15, lunch up to \$15, and dinner up to \$30, but not to exceed \$60 per day, and convention registration.
8. At the chapter board's June 2018 board meeting, the chapter board will review the progress of the implementation of the music director's 2018 initiatives, as outlined in the Music Director Responsibilities – Item # 12 of this contract, and the chapter board will identify the appropriate 2018 salary increase for the Music Director.

#### VI. Signatures

Accepted on behalf of the chapter

Accepted by Music Director

Officer (s)

Signature

Date:

5-6-18

Signature

Date:

2/6/18

Revised January 21, 2016

Revised January 31, 2016

Revised February 5, 2018

# Transaction

1/25/2018 through 2/14/2018

Date	Acco...	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 1/24/2018</b>								
2/13/2018	BUSI...		Deposit	Chapter Share 50/50 from Feb 12 2018			c	52,511.23
1/26/2018	BUSI...		Camden County	2nd + Final Part of 2017 Camden County Grant	340		c	145.00
2/13/2018	BUSI...		Deposit	Water Admin Room	340		c	450.00
2/1/2018	BUSI... 8837		Check 8837	Director Fees Jan 2018	360W		c	8.35
1/30/2018	BUSI... 8836		Check 8836	US Postal Service for Chapter PO Box 417	411		c	-525.00
<b>1/25/2018 - 2/14/2018</b>								
					437A		c	-132.00
								<b>-53.65</b>

BALANCE 2/14/2018

**TOTAL INFLOWS** 603.35

**TOTAL OUTFLOWS** -657.00

**NET TOTAL** -53.65

ERROR

ERROR

2-14-18

TD Bank Balances as of Wed February 15, 2018 8:10 AM

File Edit View History Bookmarks Tools Help

New Tab Search X Y tdbank - Polarity Yahoo Search X TD Summary of your accounts X +

The Toronto-Dominion Bank (CA) https://onlinebanking.tdbank.com/#/accounts Search

Most Visited Getting Started

Accounts Transfers Bill Pay Account Options

Good morning, BARONS PINE  
Today is Feb 14, 2018. | Last accessed: Feb 14, 2018 8:10 AM ET.

Deposits	Available Balance	Today's Beginning Balance	Pending Transactions
BUSINESS CONVENIENCE CHECKING > x4692	\$19,324.63	\$19,324.63	\$0.00
TD BUSINESS CONVENIENCE PLUS > x9638	\$6,988.66	\$6,988.66	\$0.00
TD BUSINESS CONVENIENCE PLUS > x3035	\$8,000.00	\$8,000.00	\$0.00
Total	\$34,313.29		

Your Secure Messages

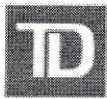
- View your messages
- Send us a secure message

Make a Transfer

From  
Choose account

To  
Choose account



**Bank**

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PINE BARONS CHERRY HILL CHAPTER  
32 FOXCHASE RD  
SOUTHAMPTON NJ 08088-

720 / Business Convenience Checking

0000134692

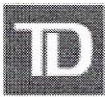
Statement Beginning Balance As Of: 2/1/2018				\$19,696.28
Plus	2	Deposits and Other Credits		\$153.35
Less	2	Checks and Other Debits		\$684.36
Statement Balance As Of: 02/15/2018				\$19,165.27

**Transactions By Date**

Date	Description	Debit	Credit	Balance
02/01/2018	8837 CHECK	\$525.00		\$19,171.28
02/13/2018	DEPOSIT		\$145.00	\$19,316.28
02/13/2018	DEPOSIT		\$8.35	\$19,324.63
02/14/2018	8839 CHECK	\$159.36		\$19,165.27

**Check Transactions**

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
8837	2/1/2018	\$525.00						
8839	2/14/2018	\$159.36						

**Bank**

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717 / TD Bus Convenience Plus Ckg

4341529638

Statement Beginning Balance As Of: 2/1/2018

\$6,923.16

Plus	1	Deposits and Other Credits
Less	2	Checks and Other Debits

\$2,000.00

\$1,934.50

Statement Balance As Of: 02/15/2018

\$6,988.66

**Transactions By Date**

Date	Description	Debit	Credit	Balance
02/07/2018	GL SCRIP CENTER GLSC	\$1,329.00		\$5,594.16
02/08/2018	GL SCRIP CENTER GLSC	\$605.50		\$4,988.66
02/13/2018	DEPOSIT		\$2,000.00	\$6,988.66





**Bank**

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PINE BARONS CHERRY HILL CHAPTER U & AF  
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4345975035

Statement Beginning Balance As Of: 2/1/2018

\$8,000.00

Plus 0

Deposits and Other Credits

\$0.00

Less 0

Checks and Other Debits

\$0.00

Statement Balance As Of: 02/15/2018

### Transactions By Date

Date	Description	Debit	Credit	Balance
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