

**FAR WESTERN DISTRICT
BOARD OF DIRECTORS MINUTES
MARCH 15, 2018 – 2:00 PM**

**HILTON HOTEL IRVINE/ORANGE COUNTY AIRPORT
IRVINE, CA**

Call to Order: President **Craig Hughes** called the meeting to order at 2:07 PM

The Old Songs was directed by **Ron Black**.

Invocation was given by **Bill Rosica**.

Roll Call: Secretary **Jim Maass** called the roll.

Board of Directors (voting members)

Craig Hughes, President
Bill Rosica, Executive VP
Jim Maass, Secretary
Rich Olson, Treasurer (**absent**)
Brent Anderson, VP Division 1 Southwest
Nick Papageorge, VP Division 2 Southeast
Dick Whitten, VP Division 3 Northwest
Ron Black, VP Division 4 Northeast
Adam Kaufman, VP Division 5 Arizona
Brett Littlefield, Contest and Judging
Craig Ewing, Music and Performance
Gordon Bergthold, Immediate Past President

District Management Team (non-voting)

Royce Ferguson, Chorus Director Development (**absent**)
Bryan Forbes, Events
David Melville, Marketing and Public Relations
Bill Rosica, Membership
(open), Youth in Harmony

Secretary Jim Maass reported that a quorum was present.

Opening Remarks and Introduction of Guests: President **Craig Hughes** welcomed everyone to the FWD Spring Convention in Irvine and to the FWD

Board of Director's meeting. He introduced the guests: Holly Kellar, Chief Marketing Officer, BHS; Ray Rhymer, Bernard Priceman and Sandy Whitten.

Approval of Agenda: There being no objection, approved by consensus.

Approval of Minutes: The BOD minutes from the Fall District Meeting on October 19, 2017 were approved by consensus with no corrections.

Approval of Electronic Minutes for December 23, 2017: President Craig Hughes gave a brief explanation of the minutes. They were approved by consensus without correction.

Vice President Reports:

Each of the vice presidents gave a brief presentation summarizing with commentary his report which appears in the House of Delegates Convention Report which can be found posted on the FWD website.

Contest and Judging: **Brett Littlefield** discussed that he is working on streamlining the evaluation process for contest competitors. He also discussed the mixed barbershop harmony participation he proposes to start next year. Participants would have the opportunity to win an award but not the contest. The award will be named in honor of Jerry and Kim Orloff and the trophy is currently being made. Participants would also have the ability to garner a spot to perform at the World Mixed Competition in Germany. After some discussion, it was determined that the SOP would not need to be revised as the mixed barbershop performance would be within the C & J domain. The board supports the MBHA—Mixed Barbershop Harmony Association participation. **Craig Hughes** asked Brett to chair a committee and make a report back to the board at its June meeting.

Music and Performance: **Craig Ewing** supplemented his report by mentioning there are educational programs available to the membership and in addition there is money not being spent available for chapters for coaching.

District Management Team:

Bill Rosica, EVP reported that there are positions which still need to be filled. He hopes to have a good turn out at the DMT meeting in June and looking forward to a productive discussion. He brought up changing the name of the “Leadership Academy” to “Leadership Summit” in an attempt to bring new life back to the old program.

Youth in Harmony: Position is open. **Craig Hughes** introduced **Mark Freedkin** who had been coordinating a Harmony Youth Festival. He reported that there is a need to revitalize it and as such, there will be no festival this year. He is a Board Member of the Southern California Vocal Association and is working to help bring back the festival next year. He offered to host and teach a “Youth in Harmony” class to help barbershoppers giving them the tools necessary to approach music educators to tell them about the Harmony Youth Festival.

Craig Hughes asked the board to give him suggestions as to who might fill this position as well as assistant YIH for each division.

Events: **Bryan Forbes** mentioned that the district calendar of events is accurate through 2022...no conflicts. The 2018 Fall Convention is set for Fresno and he is beginning to work on events for 2019. He discussed some long-term planning for events as well as the dues structure. He mentioned that a possible dues increase coupled with a reduction in the convention registration fees is feasible. This “hybrid dues/convention” issue will be on the agenda for the June board meeting.

He discussed the Spring Convention regarding hotel contracts for rooms. People are not signing up in large numbers and the financial commitment penalty for the FWD is significant if the “room count” is not met. He suggested not using the Fall Convention hotel contract approach at the Spring Convention.

June board meeting date was discussed in conjunction with the Go for the Gold show. There would be a GFTG show if enough quartets qualified to go to International. **Nick Papageorge** believed there would be enough qualified to put on the show.

Marketing and Public Relations: **David Melville** is looking to open registration for the Fall Convention in Fresno by June 1st. The venue holds 1400 on the main level which should be sufficient. He has set up a “forum” which is in development. It is a place for discussion which keep the threads isolated and is easier than email. Westunes: Kudos to **Ray Rhymer**. He also mentioned the cost of the convention program...\$260 versus more than \$1500 for the old style.

Software need for Marketing and Westunes: David brought up the need to update the Adobe software he and Ray uses. **MSA to purchase two licenses for Adobe Creative Cloud.**

Finance Update: **Craig Hughes** gave a brief report in the absence of **Rich Owen**, FWD Treasurer. The FWD finances look good. Craig reported that the district

finished 2017 “on budget” and reversed a downward trend. Craig reported that Rich said the FWD receipt of dues from the Society in the first part of the year was “legered back” to the previous year. This was not done this year so the 2017 budget took a one-time hit, but the district still made the budget last year.

Society Update: **Holly Kellar**, Chief Marketing Officer for BHS, offered greetings from Harmony Hall. She thanked the FWD for all the work the district does. She talked about the strategic planning process coming soon. She mentioned that she will be having a listening session following the HOD meeting to receive input to take back to Monty at Harmony Hall in Nashville.

Harmony Foundation Update: **Craig Hughes** read a letter from **Jim Clark**, Harmony Foundation Representative for the region as he was not able to be at the FWD Convention this year. Jim has been HF representative for this region in the past. He’s Back! One take away from the letter was that HF will make every effort to visit every chapter in the Society during the next 12 months.

OLD BUSINESS

Insurance for FWD owned property. **Gordon Bergthold** reported to the board that chapter coverage for losses, the Brea Chapter trailer for example, is covered when “at rest” but the policy becomes secondary when trailer is being towed. He said he was getting more information on this insurance and would report back to the board in June.

Donor Choice Awards. It was reported from the committee made up of Alan Webb, Richard Lund, Craig Hughes, and Rich Owen to address the allocation of the donor choice funds for district youth outreach. It was thought that by restricting the donor choice money for youth outreach, maybe more donations would be received. There are two endowment funds—the District Outreach Endowment Fund and the Lloyd Steinkamp Endowment Fund for harmony camps. After some discussion the amount from donor choice funds received it was suggested the SOP be revised to allocated as follows: 40% to the Lloyd Steinkamp Endowment Fund and 40% to the District Outreach Endowment Fund and the remaining 20% to the District current outreach programs. After discussion the suggested change restricting funds will not be made.

There was also some discussion about making a push to educate membership about the donor choice program and how the district and chapters can benefit up to 30% can be allocated back by the donor to the chapter/district.

Craig Hughes announced that the District commitment of \$10,000 a year to sponsor the Youth Festival at Midwinter will be suspended.

NEW BUSINESS

Leadership Academy/Harmony College West: Question presented—will we have one? **Nick Papageorge** brought up the directors’ guild and that we should go back to the directors’ guild who could sponsor “directors weekend” training. Committee of Nick Papageorge, Craig Ewing, Bill Rosica and Royce Ferguson will report back at the June board meeting on these issues.

Expense Reporting—per diem vs out of pocket for meals. **Nick Papageorge** brought up defining “per diem” as the amount of money per day. Whether receipts should be required or not was discussed. The FWD SOP mentions the “per diem” which is set by the board. The previous summer board meeting minutes were reviewed and the BHS per diem amounts were adopted. (breakfast, \$10, lunch \$15, and dinner \$15) After some discussion **Craig Hughes** made an “executive decision” that no receipts are needed for meals. *(NOTE: upon further review a few days after this meeting, Craig messaged the DMT-BOD a clarification regarding the need for receipts. Per SOP receipts are required.)*

Various Miscellaneous Issues: **Craig Hughes** mentioned the discussion forum and a thread he started regarding “membership” and the goal to get more tools to the chapters to help get new members. More discussion later at the June board meeting.

Brett Littlefield brought up the concept of “uniform” like badge for the board members so they are more visible to the members. There was some discussion on the issue. Brett offered to buy the badges.

For the Good of The Order: General thoughts shared by the board members.

Keep the Whole World Singing was directed by **Nick Papageorge**.

Adjourn: **Craig Hughes** adjourned the meeting at 5:55 PM

Respectfully submitted,

Jim Maass

Far Western District Secretary