

***BOARD OF DIRECTORS  
FAR WESTERN DISTRICT  
BOARD MEETING  
JUNE 16, 2018—9:00AM***

**Holiday Inn  
2932 Nutwood Ave., Fullerton, CA**

**SOCIETY FOR THE PRESERVATION AND ENCOURAGEMENT OF  
BARBER SHOP QUARTET SINGING IN AMERICA, INC.**

***D/B/A BARBERSHOP HARMONY SOCIETY***



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**Craig Hughes FWD President**

The Summer Meeting of the District Management Team (DMT) and Board of Directors (BOD) is critical to the operation of the District. This is the time to insure a productive year end and set the table for a strong 2019. The Nominating Committee will make their recommendations for next year's leadership and we will determine the budget to fund our projects and events.

The DMT meeting on Friday night (7pm) is a forum to discuss, share and develop requests for the BOD and for the House of Delegates (HOD) this fall. The BOD is encouraged to attend as guests. It will help with the flow of the Saturday Board meeting.

**David Melville** will hold a training session immediately following the DMT meeting. He will focus on our District Members Site and the tools available to communicate as a team and with our members. The tools are there and we need to start using them.

The BOD meeting on Saturday (9am) is our opportunity to solidify our plans and prepare for success. Several of the items may have to go to the Fall HOD for approval so this is the time to frame our requests.

Join me in welcoming our newest Board Member, **Chuck Roots** - Vice-President for the Northeast Division. He is uniquely qualified to represent his Chapters. Chuck is a retired Navy Chaplain and Marine with over 20 years in Barbershop. I can't think of better preparation to support us in our mission.

**Ron Black** is leaving the Far Western District. After many years on the Board of Directors as Vice-President of Contest and Judging and as Vice-President for the Northeast Division, Ron and Jo are moving to Colorado. He has meant a great deal

to all of us. He was my first Chorus Director and is a friend. His love and support of the District is very special. He is not going away – just moving.

We have had two instances of Chapters setting show dates in conflict with the District calendar. Exciting Barbershop events occur almost every week and we don't want to step on each other's toes. The process for clearing show dates with the District Secretary is covered in the [District Statement of Policy](#). This is the owner's manual for the District and is "good" reading for everyone. Here's the reason for Clearances:

*The purpose of obtaining show clearances is to prevent conflict in dates of activities between chapters, divisions, districts, or Leadership Academy (formerly COTS), and to ensure that the proper ASCAP license is obtained. Conflicts make it difficult to obtain quartets, prevent nearby Barbershoppers from attending both events, reduce public attendance, and often results in unpleasantness between chapters.*

If a Chapter has a date that looks open it is a good idea to check with the District Secretary before investing time and money in the venue and talent. We want to work with and for our Chapters and help make their events a great success. We were able to accommodate both instances but want to get ahead of this. DVPs - please encourage your Chapters so we won't have to discuss a variance.

As District President much of my time is spent on administrative duties. The best advice I have received so far is to stop and "have fun". I take time to visit our Chapters as often as possible. I found time between Conventions to visit our **Aloha Chapter**. A night with the **Sounds of Aloha** was a treat. The islanders know how to have fun and sing really well. By the way, we should encourage all Barbershoppers to get out and visit other chapters as much as possible. It's a real treat.

Thank you for everything you do for the District.

In Harmony,

A handwritten signature in black ink that reads "Craig B Hughes". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Craig Hughes, President  
[chughes2@cox.net](mailto:chughes2@cox.net)



### **Gordon “Mongo” Bergthold, Immediate Past President**

It feels like only yesterday I was asking board members for their reports for the Summer Board meeting. Now I’m being asked for the same thing. Communication has been my mantra for years and now I’m really tuned in to the important part of communication....listening. I’ve been listening and watching the banter that is going on between our management and board members and things have slowed down a bit.

I think it’s because President Craig has things much more organized and under control than I did as president. Or, maybe we’ve just settled in a bit and understand each other better these days. None the less, we still have many chapter issues pertaining to membership, leadership succession and other important challenges where we can be effective in facilitating change and improvement, when asked that is!

The District Vice Presidents of the five divisions have a tremendous task in keeping in touch with their chapters and reporting any pressing issues that we, as district leaders, can address. It’s important that the DVP’s contact each chapter and record the current status so that things don’t pile up; and it will make reporting to the Board and House of Delegates a much easier task.

If I, as past president, can be of assistance please let me know and I’ll assist in contacting the chapters, regardless of which division is involved. I feel as a board member I’m responsible for doing what I can to assist the DVP’s because I know what is expected of them, and it’s a big responsibility.

I'm paid the big bucks to support Craig and the Board and I'd hate to have to relinquish my monthly stipend because of my lack of participation.

In Harmony,

Gordon "Mongo" Bergthold  
Immediate Past President FWD



**Bill Rosica, FWD Executive Vice President**

The beginning of my role as Executive Vice-President has begun with a bang. In late January, I attended the International Mid-Winter Convention in Costa Mesa, where I also attended the District President's Council Meeting as well as the Society Board Meeting. There agree plenty of things to keep me going strong behind the scenes. I was also fortunate enough to be able to sing on stage for the finale of the Saturday night show. It should be on Youtube in the near future. Keep an eye out.

That event was followed by the Far Western District's own International Prelims and SW/SE Divisionals in Irvine. Your new Board met for the first time on Thursday to begin the new year. The House of Delegates follows that Friday to let the Chapter know what changes were on the horizon. If your chapter didn't send a representative, consider appointing someone to attend the next meeting in October in Fresno. I also had the distinct pleasure of hosting Holly Kellar, International Representative for the weekend. At the end of the HOD meeting, we conducted a "Listening Session", where any chapter who had something to say, could do so. This was a terrific idea and worked so very well, that I am going to propose we have the same type of meeting after the HOD in Fresno. It allows all the chapter to

talk about their successes and challenges and lets other chapters contribute to the conversation.

President Hughes and I split duties for the NE/NW Divisionals and Arizona Divisionals, since they were both on the same days. While Craig headed north, I made the trek to Arizona. What a fine job General Convention Chairman, John Johnson and his team did. The HQ Hotel was very accommodating, and the HS Venue seemed to work nicely for the contest. It was obvious that the Arizona folks know how to run a contest. I found plenty of new friends during the weekend and look forward to seeing them again in October.

**FAR WESTERN DISTRICT**  
Board of Directors Agenda  
June 16, 2018 – 9:00 AM  
Holiday Inn  
2932 Nutwood Ave. Fullerton, CA

- |   |                   |
|---|-------------------|
| 1. Call to Order  | Craig Hughes      |
| 2. The Old Songs  | Brett Littlefield |
| 3. Invocation   | Bill Rosica       |
| 4. Roll Call  | Jim Maass         |
| 5. Opening Remarks  | Craig Hughes      |
| 6. Approval of Agenda   | Craig Hughes      |
| 7. Approval of minutes of previous meetings.                      | Craig Hughes      |
| 8. Vice President Reports   |                   |
| • Division 1 Southwest  | Brent Anderson    |
| • Division 2 Southeast  | Nick Papageorge   |
| • Division 3 Northwest  | Dick Whitten      |
| • Division 4 Northeast  | Chuck Roots       |
| • Division 5 Arizona  | Adam Kaufman      |
| • Contest & Judging   | Brett Littlefield |
| ○ Mixed Harmony Report  |                   |
| • Music & Performance   | Craig Ewing       |
| 9. District Management Team                                       | Bill Rosica       |
| • Membership  | Bill Rosica       |
| • Chorus Director Development                                     | Royce Ferguson    |
| • Events  | Bryan Forbes      |
| ○ Convention Manual   |                   |
| ○ Financing   |                   |
| ○ Harmony Platoon ( <i>Bill Kane email</i> )                      |                   |
| ○ Honorary VIP status for seating ( <i>David Melville email</i> ) |                   |
| ○ Convention at Sea: Bill Rosica/Donna Heisley                    |                   |
| • Marketing & Public Relations                                    | David Melville    |
| ○ Forum & Member Center Communication                             |                   |
| • Youth in Harmony  | Open              |
| ○ Endowment Funds update  |                   |



10. Old Business

- Insurance for FWD owned property Gordon Bergthold
- District Officer Blazer Patches Brett Littlefield
- Directors' Guild Nick Papageorge/Royce Ferguson/  
Craig Ewing

11. New Business

- Nominating Committee Gordon Bergthold
- Harmony Foundation – Donor's Choice Craig Hughes
- Endowment Fund Descriptions Craig Hughes
  - Suggested SOP Change
- Reimbursement for per diem expenses Rich Owen
  - Possible SOP Change
- Financial Review Rich Owen
- Leadership Academy/ Harmony College West Bill Rosica/Craig Ewing
- Various issues Craig Hughes

12. 2019 Budget Planning

Rich Owen & Board

13. For the good of the order

All

14. Keep the Whole World Singing

Nick Papageorge

Adjourn

**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 1<sup>st</sup>. 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

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## **Electronic Minutes**

**April 30, 2018**

### **Resignation of DVP Ron Black and election of successor, Charles (Chuck) Roots**

President Craig Hughes and the FWD BOD received the following resignation e-mail from DVP Northeast Ron Black.

Some of you already know that Jo and I are moving to the Fort Collins, Colorado area. We have family there, and one new great-grandchild.

We have an offer for our home here, and escrow has started. Departure looks like the last weekend in May.

This is a mix of happiness and sadness, of course. I will be at some FWD Conventions, especially the Fall ones. And at Internationals, too.

I've got a great man to replace me. I've been acquainted with Chuck Roots for decades. He's a 28 year barbershopper, and currently a member of Central California chapter as well as a dual member with California Delta. Go look up his info on our BHS Member site, number is 235036

He is now retired as a military chaplain. To say that he has the personality and communication skills for this position is a huge understatement.

So I hear by nominate Charles Roots for VP Northeast Division.

Ron Black

President Craig reported:

In accordance with our SOP:

#### ARTICLE IV: DISTRICT OFFICERS

##### 4.1 ELECTED OFFICERS

In the event that an elective District office or District Board of Directors position shall become vacant, or be about to become vacant, for any reason, the District Board of Directors shall elect a qualified member of the District to fill such vacancy, and the person so elected shall hold office until his successor is elected and qualified.

The president called for a vote to replace Ron Black as DISTRICT VICE-PRESIDENT FOR NORTHEAST DIVISION. (DIV. 4).

Motion by Ron Black:

“I move that Charles Roots, member #235036, be elected District Vice-President for the Northeast Division effective May 8 thru December 31, 2018.”

Seconded by Gordon Bergthold.

The electronic vote was held over the dates, April 27, 2018 through April 30, 2018.

All Board members voted “Aye.” Motion Passes.

Respectfully submitted,

Jim Maass  
Secretary  
Far Western District



## **Board of Directors and Management Team Member Reports**



**Jim Maass, Secretary**

I have a few things to report. First of all, in the past Bob Gray kept track and reported on the status of chapter compliance with their reporting of IRS filings, chapter audit etc. Chapters put that information up on E Biz which is no longer being used. In addition, Bob relied on Antonio Lombardi, BHS staff member who is no longer there, to provide a good deal of this type of information. He evidently spent a lot of time gleaning this information for chapter secretaries according to my source at BHS. Now that he is no longer with the BHS access to this information is difficult. I have been told that the IT department is working on the New Members site to make access to this information easier. It is a high priority. Hopefully this will be accomplished soon.

Regarding show clearance: I am still having a problem of chapters not reading what's on the FWD website. In addition, two chapters scheduled shows in conflict with district activities. The chapters need to check the calendar and become familiar with the SOP regarding show clearance. If they have questions, they need to contact me. Also, they are still sending requests to Bob Gray or I get an e mail asking where to send the form. Wow...pretty clear on the website. Some have even sent it directly to BHS which just delays processing. Show clearance forms and my address can be found on the FWD Website, Events Tab and Show Clearance. Look at the "Important Instructions" folder. That's where you will find instructions and my address. I have been given the OK to modify the BMI clearance form to include my mailing address and am in the process of completing that task.

Jim Maass  
FWD Secretary



**Rich Owen, FWD Treasurer**

Treasurer reports of financial activity have been submitted herewith. Those reports are:

1. A 2017 Profit and Loss Statement with comparison to the 2017 Budget;
2. A Year ending Balance Sheet for 2017;
3. A budget worksheet for budgeting for 2019; I have made proposed budget entries based on past years figures, but those are only suggestions. With those numbers, we are \$8,000 in the red, so we need to find more income or cut expenses; and
4. A trial income statement for 2018 to date. Please note that this trial income statement is seriously incomplete as there had not been a final report of expenses from the Events Manager for the Divisional and Spring conventions.

Tax returns for both Federal (990-EZ) and State of California (CA-199) were timely filed with the respective taxing authorities on or before their due date of May 15<sup>th</sup>. Copies are available upon request.

Issues for Board to discuss:

Expense reimbursement for authorized travel: There Board adopted an expense reimbursement plan at the 2017 summer Board meeting, which was approved by the House of Delegates and is now incorporated into the District's SOP. I am attaching copies of the relevant section. The issue seems to be the requirement of keeping receipts to substantiate the reimbursement. I want to remind the members of the Board that we are not a business in the usual sense of the word; we are like volunteer trustees over the assets entrusted to us by the FWD members and we operate to further their goals. As such, we need to be very transparent on how we

spend money when we are traveling. The requirement of a receipt to support a travel expense reimbursement is not terribly burdensome. Board meetings and board member travel are a large expense item in our budget. I firmly believe that it is incumbent on us to demonstrate to our members that we are being frugal with their moneys, and we can only demonstrate that by having receipts to substantiate travel expenses. I am also enclosing the State of California travel expense guide which clearly requires receipts to support meal expenses (See page 2).

Respectively submitted,

*Richard D. Owen*

Richard D. Owen  
FWD Treasurer

***NOTE: The Financial Reports and Documents referred to in the Treasurer's report above are attached at the end of this document beginning on page 51 after the appendix attachments.***



**Brent Anderson, Division 1 Vice President (Southwest)**

Below is basically what I wrote for Westunes but I want to draw your attention specifically to what's happening in San Luis Obispo who is suffering membership problems and also the good story coming out of Crescenta Valley. Both chapters have requested help, whether that be a visit from a coach or perhaps from a leader

who is knowledgeable about instilling enthusiasm in chapter recovery. Is that something that can be reimbursed from our coaching fund?

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It was another busy quarter in the SW Division. It was disappointing that, so few choruses decided to compete in March, but it was early in the year, some choruses were not ready, some had logistical issues and so we're grateful for **Rincon Beach, Santa Monica and South Bay**, all of whom did great memorable performances and all of whom qualified for October in Fresno...

I'm looking forward to **South Bay's** "pop-up" show on June 8, 9 and 15, 16. Called *Scarface, the Musical*. It's a speakeasy in a warehouse in Carson and the \$30 ticket price includes some food and drink... Call 800-595-4849 or go to <https://coastliners.tic.com> and make plans to be there... I'll be there on the 16th. We'll sing a tag at the afterglow to be held in the same warehouse.

**San Fernando Valley's** president, **Ben Marder**, reports they had a show on May 12th and I hope it was successful. They've been recruiting a few new members and under the direction of **Tom Raffety**, are ringing chords and having fun.

A great report comes out of **Crescenta Valley Chapter**. According to **David Kilpatrick**, *"Our president, Mike McKenna, has more or less single-handedly revived an almost comatose chapter, (down to two dues-paying members, now up to 14 members - including gentlemen new to barbershop) and it is growing and performing in public, with plans to expand. We have become a quartet chapter and are enjoying lively meetings in preparation for competing in the Orange Chapter Comedy Quartet Competition this summer. It is a remarkable story that only he can tell."* For those of you who would like to talk with Mike to see how he and his fellow members accomplished this, email him at [mckenna2223@sbcglobal.net](mailto:mckenna2223@sbcglobal.net).

**Pasadena**, under **John Minsker**, had a surprisingly successful show on April 28th. I say "surprisingly" because of the nature of people nowadays. They don't buy tickets in advance but suddenly on the 28th, the lines were long at the door. Their guest quartet was **Fourtified**, the 2017 FWD Novice Quartet champs from **Tehachapi**, and John said they were wonderful. Looking for a relatively undiscovered quartet for your show....?

**Bakersfield's Golden Empire Chorus** had a show at the end of May and they are under a new director named **Eric Dyer**. We wish him and them, continued success and I see that long-time chorus and quartet veteran **Don Kileen**, is back in the FWD and singing lead with the chorus.

San Luis Obispo is having some membership issues and even discussed folding the chorus, but the 10 stalwarts rejected that idea and are looking to do something different in the hopes of making changes. According to **Logan Patrick Miernicki**, their director, they are taking some time off for the month of May and then going to twice-monthly rehearsals, filling in the other Mondays with social events. You know the old adage...*if you keep doing the same things you'll always have what you always had...* And they are looking for some change. Anyone with any good ideas should contact Logan at [lugars101@hotmail.com](mailto:lugars101@hotmail.com)

**Rincon Beach Chapter's Pacific Sound Chorus**, under the leadership of new director, **Mike McGee**. is proud to have again won the SW Division Chorus Championship, They have recruited four new members and have another couple in the pipeline. They did a show in May along with **Channelaire** SAI chorus and the big show in Santa Barbara, is Sept. 15th featuring **Newfangled Four**. Mark your calendars and spend a wonderful weekend in classic Santa Barbara.

**Conejo Valley** chapter, under **Jim Browne**, is doing well. They had a performance or two this quarter and several Conejo members are also dual members with **Rincon Beach**., where **Jim Browne** is assistant director. You just can't get too much of a good thing.

I went to Hawaii in early May to visit the **Aloha Chapter** and had wonderful time. They are under the joyous direction of **Mark Conching** and my wife and i were welcomed with much Aloha. The chorus is about 45 guys and they are singing well. I reminded them we love to have them come to the mainland for the Fall conventions and we hope that again happens soon.

**Santa Maria** chapter had a show in late April, boosted by a few **San Luis Obispo** dual members. **Santa Monica** is doing well and did I mention that the current International Chorus Champion is the wonderful **Masters of Harmony**? That chapter is such a model for the rest of us... They work so hard and deserve all the

accolades they earn, but they also have great fun, singing well. They'll be going back to Orlando in July to "sing off the trophy" to the 2018 champs.

I hope you all have a wonderful summer. Check out the FWD calendar and make plans to visit a show n your "neighborhood." It's so good to visit other chapters. It supports the chapter, acknowledges their hard work, is entertaining for you and possibly you learn something you can bring back to your chapter to make your shows even better.

In Harmony,

Brent Anderson  
SW Division VP



**Nick Papageorge, Division 2 Vice President (Southeast)**

**Southeast Division Qualifies 8 Choruses and 4 Quartets  
for 2018 District Contest**

Congratulations to all members of the Southeast Division who competed in the Southeast/Southwest Division Contests! As in last year's contest, I was so proud to see that 9 of our 15 Division Choruses (Chapters) were in attendance, competing, and having a great time! Thanks to each Chorus Director for preparing their respective choruses for this preliminary contest. And, as always, thanks to all of the chapter members for participating in what proved to be a very musical day. In the end, 8 choruses qualified for the District Contest in Fresno this coming October! Congratulations to:

**Pacific Coast Harmony** (La Jolla Chapter)  
**Gaslight Chorus** (Brea Chapter)  
**Silver Statesmen** (Las Vegas Chapter)  
**Sun Harbor** (San Diego Chapter)  
**Temecula Wine Valley Harmonizers** (Temecula Chapter)  
**South County Sound** (South Orange County Chapter)  
**Inland Sound** (Inland Empire Chapter)  
**Orange Empire Chorus** (Fullerton Chapter)

Our Division was also well represented in the Quartet Contest. We had 10 quartets sing for the opportunity to qualify for the District Contest. Here are the four quartets that qualified for the Fall Contest in Fresno:

**VOX** (Southeast Division Quartet Champion – Congratulations!)

**Fortunate Sons**

**Four Fifteen**

**Tipping the Scale**

**Good Times!** (Southeast Division Seniors Quartet Champions as well as the Southeast Division Novice Quartet Champion – Congratulations!)

The triple panel of judges was outstanding, so I know you all got great comments and coaching during your evaluations. One of the many reasons to compete in our contests is being coached by the finest coaches (judges) in our Society.

But that's not all! We do have a 10<sup>th</sup> Southeast chorus that was not able to enter the contest, but, was well represented at the convention. The **Westminster Chorus** could not compete in our contest because they will be representing us, as well as the rest of our District, at the International Contest this summer in Orlando, Florida. On behalf of our Division and the District, I wish **Justin Miller** and the Westminster Chorus all the best and Good Luck at International!

AND, speaking of Justin, **CONGRATULATIONS JUSTIN!** For those of you who were not in attendance at this convention, Justin Miller was honored as being the Convention Dedicatee! From one who knows, this is a great honor! Justin is a well-deserved member of our convention dedicatees.



## **South County Sound Show**

I just had the great pleasure of attending the recent South County Chapter Spring Show. It was a great show. However, I want to relate to everyone in our division, as well as the District, how this chapter put into play a strategy that I have been describing for years that will get new members into our chapters.

The chorus sang 3 or 4 songs at the opening of the show, and then had various chapter quartets entertain the audience. And then, they introduced 3 choirs from the high school vocal music program of the school theatre we were in. In short, they asked this high school's choir program to sing on their shows. All 3 choirs were terrific, and of the 3, 1 sang some barbershop songs. The others sang some great songs from their regular repertoire.

The bottom line to me is that these music students bring their parents to see them perform. And when students sing, more often than not, one of their parents are musical in some way. So if the chapter gets one Dad to inquire about their chorus, they have won. But more likely, there will be multiple amounts of Dads asking about the chorus.

Get involved with your local high schools. Ask them if they need some money for purchasing sheet music for their program. Or, as Pete Suputo of the Fullerton Chapter asked me as a 23 year old choir director, "do you need cabinets for your choir room? We (the Fullerton Chapter) will make them for you." And ask them to sing on your show. Maybe one of their Dads will be your Chapter's next terrific bass!

All my best, and I'll see you all at the District Contest in Fresno. Don't forget to go to the "Late Show" to see past Champs sing for you and raise money for our International Competitors!

Nick Papageorge  
FWD DVP, Southeast





**Dick Whitten, Division 3 Vice President (Northwest)**

I was thrilled with the turn out we had at the Spring Combined Division Convention. There was singing all over the Campus at Liberty High School in Brentwood California. My chorus was first out of the blocks and finished last overall. We all felt the critique was exceptional and we learned a lot. Walnut Creek chorus shined once again by winning their plateau, and the Marin chapter took the most improved honors.

Many of you may know that the Fremont Chapter has given up their Charter and I have been busy dealing with that. All that is left is the notice to the IRS and the State about the end of business and the fact they won't be filing returns anymore.

The Marin Chapter is in the throes of a director search and they asked for my advice. Phil DeBar was counseled during the Convention that he was damaging his voice and he should rest it so he resigned as their director.

It is my intention to visit many of the chapters in the Division during the summer months and I will hopefully make contact with all the chapters even if I don't visit.

Respectfully submitted,

Dick Whitten  
FWD DVP Northwest



**Chuck Roots, Division 4 Vice President (Northeast)**

Thoughts on being the new FWD NE DVP

As I have stepped into the position as the District Vice President of the North East, I am grateful for the confidence placed in me by Gordon “Mongo” Bergthold, Richard Lund, and Ron Black.

My first official action was to visit the revitalization of the Chico Chapter under the driving force of Mongo. They have enough guys to get this chapter back in operation. Several are experienced barbershop singers and musicians. Attendance since that first meeting May 10 has been minimal. It remains to be seen if the summer months will hurt or help in this effort. I have told them that I am willing to come up again to work out whatever roadblocks may be in the way.

I continue to sing with the Golden Valley Chorus under the direction of Bruce Sellnow. I am the Lead Section Leader and the Music Vice President. I am also a member of the VoCal under the direction of Gabe Caretto. Gabe asked me to sing bass with the chorus and very much enjoyed the opportunity of going to International with VoCal in Las Vegas last summer. I have taken an indefinite leave of absence with the hopes of one day returning to sing with this great chorus.

My background has been spelled out in my Officers Biography which I believe has made the rounds, so I will not dwell on that. My experience in barbershop is another matter. I was pastoring a church in the early 1980’s when I had the privilege of hearing the Gold Note Chorus perform their annual show. I was completely taken by their quality of singing and enthusiasm for their craft. During the intermission printed invitations to join them in their hobby were passed out. I filled it out and attended a few rehearsals, but was changing career paths at that point, leaving the civilian pastorate for the Navy Chaplain Corps.

It was in 1988 that I was stationed at the Naval Communications Station in Stockton that I finally made contact with another chorus. My first Tuesday in Stockton I showed up for the Portsman's rehearsal. I sang bass because it was most comfortable for me. During the break, Dwight Holmquist dragged me into a corner and said, "Sing this note and hold it." I did, and he and two others sang a tag which rang! I was entirely smitten at that moment!

I was only in Stockton about another year and a half before being assigned to Post Graduate School to work on my doctorate. My next encounter with a chorus was in 1997 when the GVC was formed in Turlock. I had left active duty in 1993, settling in Turlock, serving as pastor of adult ministries at Monte Vista Chapel. GVC was under the able leadership of Jim Turnmire, creating a fun environment for a chorus that showed great promise. When the Iraq War was on the horizon I was recalled to active duty, so I had left barbershop yet again. While with GVC in those days I sang baritone, and then lead.

One of my assignments was to a counter-terrorism base (special forces) in Djibouti, Africa (Horn of Africa region). I put the word out that I was interested in meeting with anyone who sang or would like to sing barbershop music. Three guys showed up! They were eager, but their duties usually prevented us from meeting very often. I told them we needed a name. Three of us were officers and one was an enlisted man. It was the enlisted man who came up with our quartet name: "Three Officers and a Gentlemen." We only had three months together, but I did manage to teach them My Wild Irish Rose. I also ordered basic songbooks from Kenosha for them. Unfortunately, I have no idea where they are, or if they have followed up with singing barbershop. I do have a recording of us singing MWIR. I retired from the military in 2008, but continued in civilian ministry, finally retiring from that in 2014. During that time, I rejoined the GVC and have remained.

One interesting side note is that I introduced my nephew Josh Roots to barbershop after he graduated from the Naval Academy in 1998. When I traveled over the years I would make it a point to visit whatever choruses were in the area. One of those was the Alexandria Harmonizers. I took Josh there one Tuesday evening and he loved it! He joined immediately, even though he was just starting his military service. After nine years of service and three tours in Iraq as a Marine Cobra pilot, he settled in with the AH and has been with them ever since then. In 2012, the AH was invited to participate in the 2014 70<sup>th</sup> Anniversary of D-Day in northern France. One hundred men were able to make the trip. I was invited to go along, so I learned the music. For one week we traveled and sang in France, Belgium, and

Germany. It was the experience of a lifetime!

This should bring you all up to speed on my barbershop journey. Thanks for the privilege of serving with you in FWD.

Chuck Roots

NE DVP

[Roots66@verizon.net](mailto:Roots66@verizon.net) 209-604-1415



**Adam Kaufman, Division 5 Vice President (Arizona)**

The contest and show season have come and gone here in the Arizona division, and may I say it has been quite the season indeed!

There were some fantastic shows held in Arizona, and I was fortunate enough to perform in two of them and attend another. My first performance was the Mesa Chapter's Western themed show called "How the West Was Sung" that left the audience standing on their feet! The other show was the 75<sup>th</sup> Anniversary show for the Phoenix Chapter. It was a really moving experience to be a part of a show where almost all of the Arizona choruses were able to come out to sing and support the oldest chapter in our division. The Tucson show was a wonderful production featuring the 2010 International Champions, Stormfront, and those wonderful up and comers, The Newfangled Four. Unfortunately, I was unable to get to the Sun Cities or Salt River Valley shows, but by all accounts, they were both fantastic!

We celebrated 75 years of Barbershop in Arizona at our division competition this year, and we also recognized The Western Continentals. The Western Continentals quartet is made up of four Phoenix Chapter members who won the Barbershop Society's Quartet Gold Medal 50 years ago on July 6, 1968, at the International Convention in Cincinnati, Ohio. This Gold Medal Quartet includes Al Ma- tenor,

Ted Bradshaw- lead, Paul Graham- baritone, and Phil Foote- bass. We were also honored to have our FWD Executive Vice President William J Rosica attend to cheer us all on and represent the Board.

I am pleased to report that we qualified four choruses at our division contest:

- A Capella Syndicate (Division Champions)
- East Valley Barbershop Harmonizers
- Phoenicians
- Tucson Barbershop Experience

We also qualified five quartets:

- High Priority (Division Champions)
- Intonation
- Montage
- Heatwave
- Dilly Dilly!

Yes, you read that correctly! High Priority, the Seniors International Championship Quartet, will attempt to bring the District Gold back to Arizona! Additional congratulations go out to Montage for winning the novice contest and to Antique Parts for winning the seniors contest. Last year's champion and current district champion, Suit Up!, was there to give High Priority their first place award and of course to sing for us. Thank you Suit Up! for being such a great inspiration to all our competing quartets!

Oh, and did I mention that Suit Up! and The Newfangled Four both qualified at the International prelims this spring in Irvine, CA? We look forward to seeing them take the stage in Orlando! Things look great in the Arizona division, and as we get ready for the heat of summer, it is good to know that we have some cool Barbershop going on here.

Speaking of Irvine, I attended my first FWD Board of Directors meeting during the Spring Prelims there. It was a wonderful and humbling experience. The amount of knowledge and talent that is on our board amazes me, and I am truly grateful to have the opportunity to represent the Arizona Division.

The next meeting of the board will be June 15<sup>th</sup> & 16<sup>th</sup> in Fullerton, CA, and as always, if there are issues you would like me to bring to the board, please feel free to call me on my cell (516) 770-3743 or send me an e-mail:

[a.kaufman@yahoo.com](mailto:a.kaufman@yahoo.com).

We know Barbershop is awesome! Let us share it with the world!

Adam Kaufman  
FWD DVP Arizona



**Craig Ewing, VP Music and Performance**

No Report submitted.

Craig Ewing  
FWD VP, Music and Performance



**Brett Littlefield, VP Contest and Judging**

No Report submitted

Brett Littlefield  
FWD VP Contest and Judging.



**David Melville, Marketing and Public Relations**

## **1 Communications**

### **1.1 Member Data**

I've discovered that the BHS data does not include Associate Members. I've been able to "deduce" some of them by virtue of their being included in the chapter leader reports, but it is clear that we are not catching all of them. I've brought this to the attention of BHS, and am waiting for a solution.

While the BHS data continues to improve, this has often resulted in additional columns being added to the download reports, and – since Antonio's departure -- they have not been very good about sending out notifications when the format of the data changes. While this may not seem like a big deal, it does impact the programs I have been developing to process these data in a usable format. Realizing that these are all part of growing pains, I've asked BHS to be a bit more proactive in sending out timely notifications.

After making the necessary corrections, I'll turn my attention refreshing our mailing lists as soon as I get the Fall Convention up and running.

### **1.2 Training**

Craig Hughes has graciously allocated some time for me to provide training on how to use the Forum and the Newsletter tools on our FWD Member Center during the Summer Meetings. We'll get started right after the DMT meetings on Friday. I encourage everyone to attend.



## 2 Publications

### 2.1 *Westunes*

The Summer issue of Westunes was published on June 1. Ray and team have done another great job. A big thanks to all who contributed! Jerry McElfresh submitted two features: The Phoenicians 75<sup>th</sup> Anniversary, and the Western Continentals 50<sup>th</sup> Anniversary. Both are interesting and informative. The Masters continue to provide us with great updates on their doings. We hope to include some features about our Orlando quartets in the Fall issue.

Now that the Summer issue is out, Ray and I will finally be turning our attention to getting our Macs updated with the new OS and installing the new Adobe software.

#### 2.1.1 *Westunes Advertising*

I'm happy to report that we've brought in \$212 (before fees) in ad sales so far this year. The cost of hosting Westunes on issuu.com is \$400 annually, and if I can keep up this pace (or better) we will be on target to offset that expense through ad revenue.

### 2.2 Website

Perhaps the biggest news is that a new version of Vik Events was released mid-may. This is the software that we use for our convention registrations. It was a major release that involved a data conversion, and has many new enhancements, mostly for back-end administration. The timing on the release could not have been better.

GoDaddy, our web host, has contacted me about a new Website Security feature they offer. This would be similar to virus/malware scan on a computer, except it's designed specifically for websites and includes unlimited malware removal with a 12-hour response time as well as Google blacklist monitoring and removal. The initial year is \$4.99/month (\$59.88) and is \$6.99/month (\$83.88) thereafter. Given the alarming increase in website hacks that have been making news, plus that fact that the fee for repair of a hacked website that does not have this protection is around \$300, I will advise that we increase our website hosting budget to cover this expense.

### 2.3 Convention Programs

The team produced two more convention programs since my Spring report: Arizona Division and Northeast & Northwest Divisions. We used the tri-fold format for these as well, as they offer a significant savings.



Unlike the District Spring and Fall conventions, the divisional conventions have two events instead of three. This allows additional “real estate” to ads in these convention programs, and I’m happy to report that we “sold out” both programs. Arizona sold two half-pages and one quarter page, totaling \$155 (before fees) to offset the \$215 printing expense. NorCal sold one full and one half page, totaling \$160 (before fees) to offset their \$220 printing expense.

## 2.4 District Calendar

I’ve noticed in recent months there have been a number of chapters promoting their shows on their website and on Facebook, but not filing for show clearance. Not meaning to single them out, because they are not the only one, but Westminster, for example, hasn’t filed a show since May 2017, and we all know they have had many performances since then. I’m assuming this is due to lack of training on the Chapter Secretary’s part, so I’m offering this as a heads up to the DVPs to keep an eye on this and offer friendly advice as needed to correct this problem.

## 3 Marketing

### 3.1 Fall Convention



#### 3.1.1 Logos & Theme

Artwork for the Fall Convention has been completed. Hats off to Tim Truesdell for creating the “Singing Raisins”. Still looking for a good “jingle” for the theme. Your suggestions are appreciated. Some considerations include:

- Raisin a Tune in Fresno
- Raisin the Bar in Fresno
- Sing it on the Grapevine
- Join the “Bunch” in Fresno

### 3.1.2 Registrations

I've nearly completed setting up the seating chart and am moving on to testing the new software. I hope to have registrations online within the next week or so, and certainly by the time we meet in Fullerton. One thing new this year: we are giving members the option to register for Harmony Platoon along with their convention registration.

### 3.1.3 Webcast

The 2017 Fall Webcast was a bust. It cost us \$600 to make \$580 – in my opinion it's not worth all the effort involved with setting it up.

The Society has a new partnership with FloVoice, and I've been in contact with them. True to advertising, there are no costs associated with having them come in and do our event. Then again, no income either, but considering results from recent years, there is nothing really to lose.

Members who wish to purchase the webcast may do so by taking out a monthly membership in FloVoice for \$29.99 per month, which they can cancel at any time. This would entitle them to not only watch OUR convention, but also have unlimited viewing of all events worldwide on the FloVoice channel during that month. That gives them much more than the \$25.00 fee for just our event that we had been charging in recent years. Alternatively, they can purchase a year subscription for \$150, which entitles them unlimited access to the entire Flo network.

FloVoice would be a professional, multi-camera shoot, would give us worldwide exposure on their network. They provide us with the video after several months.

If we want to consider this for Fresno, we need to act VERY FAST to get on their calendar.

# Appendix Attachments

## Appendix A: Chapter Development (Membership) Chair

Far Western District Chapter Development (Membership) Chair  
BOD-DMT:

Let's start a conversation about Membership and Chapter Development. I would like to get the discussion going and then put it on the Summer Board Meeting Agenda.

Here's a statistic. The FWD member count is down 10.12% over prior year. We have 2033 members. Membership is a top issue for all our Chapters. We have wonderful Barbershoppers that love our hobby but are having a difficult time bringing in members. Many of our chapters are starting to age out and don't know how to reverse the trend. The members are scratching their heads and trying to hang on. They expect help from the District with their decline in membership but it is mostly a local issue not a global one.

I have been critical of our past District Membership Chairs because they didn't get "anything done". They had very little success reversing our downward membership trend. After some experience I have determined that the good ones were doing the best they could to encourage action by the Chapters. Bill Rosica shared the lack of response from the Chapters, even when contacted directly. That's a big problem. These same members corner us at conventions and installations and ask what we are doing about membership. It is a classic sales management conundrum. The manager usually doesn't close the sale. ***Finding the one guy in each chapter that will is going to be one of the keys.*** Our chapters need encouragement and actionable ideas. The District Team can encourage and give the Chapters the tools to do it themselves.

I think we need a District Chapter Development Team that combines Membership with Programs to help provide a blueprint for the local chapter to build an attractive weekly meeting and target new members. The team would also track and publish membership statistics by Chapter using the new reporting tools from the Member Center. This could be accomplished using the Newsletter application David Melville has up and running.

Here are some suggested tasks for the Chapter Development Team:

- Monthly Chapter Development Newsletter:

- Membership
  - Monthly Recruitment Idea (i.e. Singing Valentines handouts, Church Choir summer replacements, Pop-up sing-outs, Facebook Campaign, etc.) Make it actionable - cut and paste - to include:
    - Suggested time line
    - Suggested requirements.
    - Suggested outcomes
    - Suggested handouts and materials.
    - (There are ideas on the web and we can draw from other districts. Our Chapters can be tasked to publish what's worked for them as the ball starts rolling.)
  - Stats – Simple total members with year to date change by Chapter.
    - Highlight a success.
- Programs
  - Have you tried?
    - Fun idea to make the meeting fresh and compelling.
      - Suggested time line
      - Suggested requirements.
      - Suggested outcomes
      - Suggested handouts and materials.
        - (There are ideas on the web and we can draw from other districts. Our Chapters can be tasked to publish what's worked for them as the ball starts rolling.)
  - Guest Night Ideas.
  - Inter-Chapter Celebrations
    - Include Sweet Adelines, Harmony, Inc & Mixed Barbershop
    - Include Family
- Contact Chapter Teams as needed.

- Solicit help from other District Teams. i.e. Marketing and Public Relations to help with Chapter Social Media & Division VP's for Inter-Chapter regional events.

I would like your thoughts and, if you agree, help identifying the right person for the District Membership & Chapter Development job. It could be a guy with a passion for Barbershop that likes to collect and share information. A little crazy (out of the box) couldn't hurt.

## Appendix B: Harmony Platoon



Craig Hughes  
<cbhughes48@gmail.com>

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### Convention Registration for Platooners

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**Bill Kane** <BillKaneVIP@msn.com> Sun, Mar 11,  
2018 at 11:30 AM To: "chughes2@cox.net" <chughes2@cox.net>, David Melville  
<registrar@farwesterndistrict.org>, "a.kaufman@yahoo.com"  
<a.kaufman@yahoo.com>

Craig -

In order to conduct the Arizona Division Platoon on April 13 I will need a one-time waiver of the requirement that participants must register for the convention. I also need you to consider whether we should continue with the Platoon program at future FWD conventions, given decline in participation relative to room costs.

Discussion

A balance of parts is necessary for an effective Platoon operation. With this mix of AZ Division BHS members that had signed up for AZ Division Platoon, it just wouldn't work:

4- Bass  
3- Bari  
4- Lead  
0- Tenor

I have convinced one Tenor to come over from CA and two Sweet Adelines to sing with us (Tenor and Bari). None of them can afford the time or money to participate in the Saturday convention. Having convinced Division VP Lead

Adam Kaufman to do Tenor and another Tenor to participate if his "On Call" work doesn't call, we now have a balance:

4-Bass  
4-Bari  
4- Lead  
4- Tenor

The group has had one rehearsal so far to prepare for the Platoon, and there are three more scheduled.

Please advise.

Bill Kane  
FWD Quartet Activity Chairman

## Appendix C. Honorary VIPs

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### 4 [BOD-DMT] Honorary VIPs

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**David Melville** <webmaster@farwesterndistrict.org> Mon, Mar 12,  
2018 at 3:30 PM To: BOD-DMT <bod-dmt@farwesterndistrict.org>

**Far Western District - Board of Directors & District  
Management Team** From: David Melville  
([webmaster@farwesterndistrict.org](mailto:webmaster@farwesterndistrict.org))  
Date: 12.03.2018 15:27:00

---

Gents,

I forgot to include this in my recent addendum.

I would like to offer the recommendation that a motion be made to grant  
“Honorary VIP” status to the following individuals:

Judy Steinkamp  
Jill Steinkamp-Henderson  
Joanne Newman

This would entitle them to VIP seating at all convention where reserved seating is  
offered. I usually manage to get them up front and center anyway, but this would  
make it “official”.

I think the names speak for themselves, but if anyone would like to hear more  
about why I think this is an appropriate thing to do, I’ll be glad to discuss it.

**5 David Melville,**  
**Webmaster**  
**Marketing**  
**Director**  
*Far Western*  
*District*  
[webmaster@farwesterndistrict.org](mailto:webmaster@farwesterndistrict.org)  
[marketing@farwesterndistrict.org](mailto:marketing@farwesterndistrict.org)

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## 6 [BOD-DMT] Honorary VIPs

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**David Melville** <webmaster@farwesterndistrict.org>  
2018 at 4:17 PM To: Craig Hughes <cbhughes48@gmail.com>

Mon, Mar 12,

Joanne Newman is one of our most dedicated convention goers. He is usually one of the first people to register, because she loves to be down front and center. She always buys 5-6 registrations, and brings her friends, including Norma Feenstra, who is currently gravely ill and won't be with us much longer.

Joanne is a Sweet Adeline from WAY back, and she was one of the key people who spearheaded the movement that led the Society to establish Associate Memberships, which paved the way for choruses to have female directors — such as Sun Harbor — as well as becoming certified judges.

**7 David Melville,**

**Webmaster**

**Marketing**

**Director**

*Far Western*

*District*

[webmaster@farwe](mailto:webmaster@farwesterndistrict.org)

[sterndistrict.org](mailto:webmaster@farwesterndistrict.org)

[marketing@farwest](mailto:marketing@farwesterndistrict.org)

[erndistrict.org](mailto:marketing@farwesterndistrict.org)

## Appendix D: Lloyd Steinkamp Endowment Fund Statement



SACRAMENTO REGION  
COMMUNITY  
FOUNDATION  
YOUR PARTNER IN GIVING

February 8, 2018

Dear Friend of the Foundation,

Enclosed is the 2017 statement of activity for your charitable fund. If your fund is an endowment, this statement also includes the amount available for granting in 2018. If your fund is expendable, please note the insert on buff colored paper describing the process for changing your 2018 investment pool. *No action is required unless you are making a change to your investment pool.*

As we all know, 2017 was a stellar year for investments, and our donor portfolios were no exception. Both our endowed and long-term expendable pools earned double-digit returns of 16.0 % and 17.4% respectively. The Sacramento Region Community Foundation's Investment Committee and Board of Directors continue to actively evaluate our portfolio to support our objective of long-term asset growth. Our endowment continues to exceed its blended benchmark for the 7- and 10-year periods, and the expendable pools continue to perform within expectations.

In 2017, the Foundation funded efforts to address implicit bias and pressing immediate needs, convened around compelling community issues as part of our inaugural Summer Salons series for fundholders, and sponsored funder sessions on how to more effectively support our region's food and arts nonprofits.

Additionally, our four Strategic Initiatives gained momentum as we continued our focus on expanding generosity and building nonprofit capacity, addressing the gender and race gap in access to higher education, streamlining the emergency food distribution system, and working to see that our region's diverse cultural and arts amenities are accessible to all. Highlights include:

- Big Day of Giving was successfully relaunched on a new online platform, breaking another record by raising over \$7 million for 600 nonprofits.
- With wrap-around services and scholarships working in tandem, more than 45% of our 2017 Capital Area Promise Scholars are young men of color.
- Thanks to improvements resulting from the findings of Foundation-funded research, more than 100,000 of our food insecure neighbors have greater access to food.
- The Foundation partnered with the City of Sacramento on the development of a Cultural Plan that will help chart the course for future arts and culture investments.

In 2017, including contributions from Big Day of Giving, we received nearly \$14 million in gifts and, largely due to your generosity, the Foundation awarded more than \$11 million in grants and scholarships. We also welcomed some impressive new talent. Kerry Wood is our new Chief Marketing and Donor Engagement Officer and Chelsea Fahr has joined us as Director, Donor Engagement. They are both seasoned professionals and are committed to stellar fundholder service. I know you will enjoy working with them both.

All of us are profoundly grateful for your continued confidence and support as we work together to transform this region through expanding philanthropy and strengthening our nonprofit sector. I look forward to even more interaction in 2018. We have lots of gatherings planned, so please try to join us and, as always, we welcome your feedback on how we can enhance our role as your strategic partner in giving.

With my thanks and best wishes,

Linda Beech Cutler  
Chief Executive Officer

955 University Avenue,  
Suite A  
Sacramento, CA 95825  
TEL 916.921.7723  
FAX 916.921.7725  
www.sacregrcf.org

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Gary Strong  
Scott Syphax  
Clarence Williams  
Henry Wirz

## Appendix E: FWD Outreach Endowment Fund Statement

### *Harmony Foundation*

Endowment Fund Year End

Report Period: January -

December 2017

#### Far Western District Outreach Fund

<u>Description</u>	<u>Date</u>	<u>Amount</u>
<i>Beginning Fund Balance</i>	<b>1/1/2017</b>	\$31,933.06)
<i>Contributions</i>		\$0.00)
<i>Interest and Dividend Income</i>		\$851.07)
<i>Realized Gains and Losses</i>		\$5,966.58)
<i>UnRealized Gains and Losses</i>		(\$1,327.22)
<i>Withdrawals</i>		\$0.00)
<i>Administrative/Bank Fees</i>		(\$616.09)
<i>Ending Fund Balance</i>	<b>12/31/2017</b>	\$36,807.40)
<i>Allowable Withdrawal 2018</i>		\$851.07)

\*Allowable Withdrawal 2018 is lessor of 5% Beginning Fund Balance or 2017 Interest and Dividends.

## Appendix F:

## FWD Insurance Policy

**Barbershop Harmony Society**  
**Chapter/District Owned Property Enrollment Form**  
**Policy Term January 1, 2018 – January 1, 2019**



*Please return this form by December 20, 2017.*

Chapter/District Name: Far Western

Chapter/District Code: (i.e. Z-000 or FHT) FWD

Date of Request: 11/30/17

Secretary Name: Bob Gray

Member ID#: 276526

Treasurer Name: Rich Owen

Member ID#: 248698

*Please select your choice (if higher limits are required, please contact Jama Clinard, BHS Controller)*

- ☐ Our Chapter or District is **already enrolled** with BHS with property coverage and would like to **renew with the same coverage**, attached is our payment.
- ☐ Our Chapter or District **denies** property coverage for the policy term annotated above.
- ☐ Our Chapter or District is **already enrolled** with BHS with property coverage and would like to **renew but change our coverage amount**, have checked the new coverage amount below, and attached is our payment.
- ☒ Our Chapter or District **wishes to enroll in property coverage** for the policy term annotated above with the coverage amount checked below, and attached is our payment.

Personal Property	Annual Cost (In USD)	
Coverage (Replacement Cost)	U.S. & Canadian Chapter/District	
<input checked="" type="checkbox"/> \$10,000 USD	\$180 USD	
<input type="checkbox"/> \$15,000 USD	\$210 USD	
<input type="checkbox"/> \$20,000 USD	\$240 USD	
<input type="checkbox"/> \$25,000 USD	\$270 USD	
<input type="checkbox"/> \$30,000 USD	\$300 USD	

Signature of Secretary or Treasurer:

Bob Gray Secretary 11-30-17

Printed Name of Secretary or Treasurer: Bob Gray

### RETURN TO BY MAIL:

Barbershop Harmony Society  
 % Property Insurance  
 110 7<sup>th</sup> Avenue North  
 Nashville, TN 37203

### RETURN TO BY EMAIL:

Chapters: [chapters@barbershop.org](mailto:chapters@barbershop.org) or  
 Districts: [districts@barbershop.org](mailto:districts@barbershop.org)

## Appendix G: Harmony Foundation Donors' Choice Program

### Harmony Foundation – Far Western District gives the gift of song.

We have a lot to be proud of in the Far Western District: International Champions, outstanding Chapters and the best Barbershoppers in the World. One measure of all Barbershoppers is their heart. None are bigger than those in the Far West. The contributions given to support and expand vocal music have been incredible.

We sponsor youth camps and workshops all over the west. We invite other groups to sing on our shows. We reach out to educators to help with their programs. We give generously of our time and money.

The Harmony Foundation is one way to share and the Far Western District leads the way.

We were the only District Sponsor for the Youth Festival in Costa Mesa this year. Half of our \$10,000 sponsorship came directly from our chapters with the rest from our general funds.

Bakersfield	The Golden Empire Chorus	D-005	SW	\$500.00
Palo Alto-Mountain View	Peninsulares	D-022	NW	\$450.00
San Diego	Sun Harbor Chorus	D-023	SE	\$303.07
Visalia	The Mighty Oak Chorus	D-029	NE	\$500.00
Santa Fe Springs	Masters of Harmony	D-046	SW	\$364.00
Fullerton	Orange Empire Chorus	D-056	SE	\$1,804.09
Jeff Freeman - President, El Cajon	Music Masters Chorus	D-086	SE	\$100.00
Rincon Beach	Pacific Sound	D-103	SW	\$500.00
Salt River Valley	A Capella Syndicate	D-125	AZ	\$260.00
TOTAL				\$4,781.16

*I want to give special recognition to **Jay Campbell** from the Fullerton Chapter. Jay used a Corporate Matching program to double the large donation from the Chapter.*

We also lead the Society in donations to the Harmony Foundation. Here is a three year average:

- Total # of FWD Donors: **504** (out of 2,063 current members)
- Total Annual Giving from FWD Donors: **\$646,142.00 per year**

One exciting aspect of giving through the Foundation is the ability to direct up to 30% of your donation to your Chapter(s) and the District. That's 30% total so a split could be 15% Chapter and 15% District or 15% Chapter A and 10% Chapter B and 5% District. You get the idea.

This opportunity to target some of you donations to local programs is under utilized.

- Total Annual Sum of Donor Choice Checks to FWD Chapters: **~\$48,000 per year**
- Total Annual Donor Choice Distribution to FWDistrict: **~\$7,154 per year**
- Average FWD Individual Donor Choice Allocation to Chapter: **7%**
- Average FWD Individual Donor Choice Allocation to District: **1%**

What if...?

- Chapter Donor Choice Allocations averaged **15%**?
  - Over **\$96,900** would come back to FWD Chapters Annually

- District Donor Choice Allocations averaged **5%**
  - Over **\$35,700** would come back to District Annually

Here's a list of the members that directed a portion of their Harmony Foundation contributions to the **District** in 2017:

Shreyas Amin	Robert Gray	Kevin Palmer
Rog & Linda Anderson	Shelley Herman	David & Barbara Plum
Bob & Bobbi Apple	Craig & Barbara Hughes	Ray & Sandy Rhoads
Max Bates	Grace Hughes	Ray & Sandy Rhymer
Jamie Bedford	Steve Hunt	Joe Salz
Pete & Shirley Bennett	Cliff Johnson	Kevin & Karen Smith
Gordon & Elizabeth Bergthold	Ray Johnson	Austin Snow
Gary & Bridget Bolles	Ken Klein	G & Diane Spence
Dave Briner	James & Marlene Kline	David & Christine Starceovich
Jim & Patricia Browne	John & Kay Krizek	Sam & Carol Ann Stimple
Richard Burch	Chuck & Kynn Leavitt	Rofer Stoddard
Joey Buss	Ron Leutbecher	Dale Summer
Jay Ciccotti	Wally Mees	Dave & Cathy Tautkus
Les Cudworth	John & Kim Mertens	Mark Travis
Jim & Delain DeChaine	Donald Miller	Jim Turnmire
Fair Weather Quartet	Terry & Edith Moore	Tom Wallis
Norma Feenstra	James Nelson	Edward Warner
Dominick Finetti	Jim & Janice Newlove	David Weatherford
Marlin & Nancy Fors	Joanne Newman	Al & Donna Wolter
Max & Judy Frickey	Victor Onufrieff	

***Thank you!***

Your generosity helps the District provide the programs and services we all enjoy.

I encourage everyone to take advantage of this opportunity. Please consider giving to the **Harmony Foundation** at any level. Click the link to get started. It's easy and don't forget to use the Donor Choice Program option to support your Chapter(s) and the District.

If you are a current Harmony Foundation donor but not designating a Chapter or the District for a portion of your funds please consider contacting the Foundation at **615-523-3040** or [sogiba@harmonyfoundation.org](mailto:sogiba@harmonyfoundation.org) to make an adjustment.

Thank you for everything you do to support our vision: ***Everyone in Harmony!***



President  
Far Western District  
Barbershop Harmony Society

## Appendix H: Possible SOP Change re: Endowment Fund Descriptions

### Proposed changes and additions to FWD SOP: District Outreach and Steinkamp Endowment Funds.

NOTE: Additions are **BOLD** and deletions are ~~STRUCK THROUGH~~.

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*Section 113.13.2 of the SOP should be changed to read:*

#### ARTICLE XIII: EDUCATIONAL PROGRAMS

##### 113. 13.2. DISTRICT OUTREACH ENDOWMENT FUND

The Far Western District Outreach Endowment Fund is established for the purpose of supporting outreach and educational activities in the Far Western District.

The Fund is derived from voluntary contributions by members, chapters and friends of the district, as well as by initial seed money from the Far Western District treasury. The Fund is maintained by Harmony Foundation on behalf of the Far Western District, with proceeds from the Fund's income used to fund outreach and educational activities.

Monies from the Fund are to be spent on projects as recommended by the District Board. These projects may include, but are not limited to: youth camps, scholarships, seminars for music educators, audio-visual materials, manuals and educational materials,

Augmentation of district outreach budget items such as high school quartet scholarship awards and Collegiate Barbershop Quartet travel, new chapter startup activities, adult outreach programs to potential members by existing chapters, and other projects as may be appropriate.

Where these projects are offered to minors, such as youths attending FWD youth camps, The Society's Youth Protection Policy and Youth Activity Forms will be provided to and executed by the parent or guardian providing for appropriate release for medical and/or accident circumstances and will also contain a "hold harmless" clause against the sponsors, FWD and SPEBSQSA, Inc.

Applications for project funding for outreach activities should be made through the appropriate committee chairmen: YIH Chair for youth activities, Membership Chair for new chapter startups, CDD Chair for Chorus Director Development, etc. For any requests which don't appear to fit under an existing committee chair, contact the Executive Vice President.



The annual budget of the Far Western District may include projected grant distributions from the fund, provided that such distributions do not exceed the **expected income (donations/interest/capital gains) prior year's net realized gain (including interest and dividends)** or 5% of the Fund, whichever is the lesser amount. To the extent that those numbers change during the budget year, expanded mid or late year grants may be accommodated if the financial state of the Fund allows for it.

The intention behind this funding/spending model is to allow for the Outreach Endowment Fund to always be in a state of growth, and eventually be large enough to fund substantial outreach programs entirely from the interest/capital gains of the Fund's investments."

For the purposes of establishing the initial balance of the fund, the phrase "initial seed money from the Far Western District treasury" above is defined as the amount necessary to bring the balance of the fund to \$30k as of Jan. 1, 2015, after rolling over the current Youth Outreach Fund balance (~\$4k) and adding in the 2014 donation total (estimated ~\$6k), which would require an estimated ~\$20k from our bank account to accomplish. The first year (2015) we would therefore begin with a total grant limit of 5% (\$1500, approximately what our District grant activity was in 2014), but could adjust upwards during the course of the year if the financial state of the fund grows enough. Given that we usually show about \$6k worth of donation income per year (which we hope to increase), the fund should grow relatively quickly over the next several years and allow us to budget for increasing amounts of grants for various outreach activities.

### ***Section 113.13.3 should be added to the SOP:***

#### **113. 13.3. LLOYD STEINKAMP ENDOWMENT FUND FOR FWD HARMONY CAMPS**

The Lloyd Steinkamp Endowment Fund for Far Western District Harmony Camps (LSEF) is established for the purpose of supporting Harmony Camps within the Far Western District.

The LSEF Fund is derived from voluntary contributions by members, chapters and friends of Harmony Camps.

The Lloyd Steinkamp Endowment Fund is maintained by the Sacramento Region Community Foundation (SRCF) on behalf of the Far Western District, with proceeds from the Fund's income used to fund Harmony Camps within the District. The SRCF is a Sacramento Foundation with total funds in excess of one hundred twenty million dollars. The SRCF board of directors determines each year a percentage that can be withdrawn in any given year. In 2017, that number was four percent. In subsequent years the percent number voted on by the SRCF board will depend primarily on the growth of the overall SRCF invested funds. The SRCF board is committed to continued growth of the fund.

As a part of the larger SRCF Fund, the LSEF is structured to grow from contributions and investment growth with no withdrawals until a level of two hundred thousand dollars is reached, at which point allowable withdrawals may be made in support of the FWD Harmony Camp.

When the LSEF reaches a level of four hundred thousand dollars, the Far Western District becomes the executor of the funds and the allowable withdrawal funds are overseen and directed by the Far Western District Board of Directors.



When the LSEF fund level exceeds two hundred thousand dollars but is less than four hundred thousand dollars, the director of the FWD Harmony Camp is the executor of the LSEF withdrawal funds and may use those funds in support of the FWD Harmony Camp.

Also, when the LSEF fund level exceeds four hundred thousand dollars and the executor of the LSEF becomes the FWD Board of Directors, the allowable withdrawal funds are no longer limited to the FWD Harmony Camp. The funds are intended, but not limited, to be used for Harmony Camps throughout the Far Western District.

The LSEF was created by an agreement signed on April 1, 2015 between the president of the Far Western District, the Treasurer of the District and the coordinator of the FWD Harmony Camp and the Sacramento Region Community Foundation.

Policies of the SRCF are available from the director of the FWD Harmony Camp and the Sacramento Region Community Foundation.

## **Appendix I: Possible SOP Change re: Per Diem Reimbursement**

### 10.4 EXPENSES OF DISTRICT OFFICIALS

c) Meals, when required, at a per diem amount approved by the FWD BOD. Actual Expense **with receipts** for meals not to exceed \$10 Breakfast, \$15.00 Lunch, \$25 Dinner. Adopted 6/7/2017 BOD Meeting.

## FWD Treasures Report Supporting Financial Documents

The following five documents are a part of the Treasure's Report to the BOD for its June 16, 2018 meeting.

1. Profit and Loss Budget and Actual—Jan-Dec. 2017
2. FWD Balance Sheet as of December 31, 2017
3. FWD Revenue and Expenses Trend—2013-2-18 YTD—2019 Budget
4. FWD Trial Profit and Loss by Class—Jan.-May 2018
5. California Department of Human Resources—Memorandum

**FWD**  
**Profit & Loss Budget vs. Actual**  
January through December 2017

		Jan - Dec 17	Budget	
<b>Ordinary Income/Expense</b>				
Income				
500.00 - DUES		32,186.16	40,000.00	
501.00 - SRING PRELIMS REV				
501.05 Program Ads		850.00		
501.10 Coaching Deposit		20.00		
501.00 - SRING PRELIMS REV - Other		27,245.00	32,000.00	
Total 501.00 - SRING PRELIMS REV		28,115.00	32,000.00	
502.00 - FALL CONVENTION REV				
502.08-Fall Conv Hotel		3,520.00		
502.09-FALL CONV MISC		1,360.00		
502.30 Last Year		3,435.45		
502.00 - FALL CONVENTION REV - Other		46,315.00	60,000.00	
Total 502.00 - FALL CONVENTION REV		54,630.45	60,000.00	
503.00 - DIVISIONAL CONV				
503.10 - AZ		8,677.50	11,000.00	
503.30 - SO CAL WEST		25,495.00	22,800.00	
Total 503.00 - DIVISIONAL CONV		34,172.50	33,800.00	
504.00 - WESTUNES				
504.01 - ADS		50.00		
Total 504.00 - WESTUNES		50.00		
506.00 - OTHER		0.13		
506.02 - INTEREST		0.00	5.00	
506.03 - WEBCAST		587.00	2,400.00	
510 - Donations				
510.03 - Donations NorCal Camp		14,076.17	6,000.00	
510.04 - Donors Choice HF		4,826.22	4,000.00	
510.05 - Donation-HF Youth Fes		2,619.07	6,000.00	
510.06 - Donations-Spring Conv.		3,500.00		
Total 510 - Donations		25,021.46	16,000.00	
520.00 - Fees				
520.01 - NorCal Youth Camp		7,302.00	6,500.00	
520.04 - Leadership Academy				
520.041 - Fees Ldr Acad - AZ		-80.00		
520.042 - Fees Ldr Acad - SoCal		1,400.00		
520.043 - Fees Ldr Acad - NorCa		1,950.00		
Total 520.04 - Leadership Academy		3,270.00		
520.05 - Director Devolopment		0.00	500.00	
Total 520.00 - Fees		10,572.00	7,000.00	
520.02 - HCW / LA		318.81	8,000.00	
Total Income		185,653.51	199,205.00	

**FWD**  
**Profit & Loss Budget vs. Actual**  
January through December 2017

			Jan - Dec 17	Budget
	<b>Expense</b>			
	506.04 - Transfers Closed Chapt	-588.06		
	601.00 - HCW/LA Expense			
	607.117 - HARMONY COLLEGE WEST	0.00	4,000.00	
	709.10 - Leadership Academy			
	709.12 - LA - SoCal Exp	1,768.14		
	709.13 - LA - NorCal	1,415.68		
	709.10 - Leadership Academy - Other	0.00	4,000.00	
	Total 709.10 - Leadership Academy	3,183.82	4,000.00	
	Total 601.00 - HCW/LA Expense	3,183.82	8,000.00	
	601.10 - DS15 - District Spring			
	Judges-Meals	598.76		
	Judges-Misc	485.35		
	Judges Travel	3,614.94		
	601.10 - DS15 - District Spring - Other	25,736.41	38,000.00	
	Total 601.10 - DS15 - District Spring	30,435.46	38,000.00	
	601.20 - AZ15 - AZ Div Exp			
	Judges-Meals	554.00		
	Judges-Misc	511.08		
	Judges Travel	2,421.85		
	601.20 - AZ15 - AZ Div Exp - Other	7,654.43	9,000.00	
	Total 601.20 - AZ15 - AZ Div Exp	11,141.36	9,000.00	
	601.30 - SC15 - SoCal Div Exp			
	601.30.01Judges-Travel	5,212.64		
	601.30.02 Judges-Meals	767.92		
	601.30.03 Judges-Misc.	610.49		
	601.30 - SC15 - SoCal Div Exp - Other	14,547.83	19,000.00	
	Total 601.30 - SC15 - SoCal Div Exp	21,138.88	19,000.00	
	602.00 - Fall Convention Exp			
	602.01 - DF15 - District Fall			
	602.01.01Judges-Travel	5,263.77		
	602.01.02Judges-Meals	1,603.64		
	602.01.03Judges-Misc	301.84		
	602.01 - DF15 - District Fall - Other	26,620.15		
	Total 602.01 - DF15 - District Fall	33,789.40		
	602.23 Supplies	97.23		
	602.00 - Fall Convention Exp - Other	21,022.70	47,500.00	
	Total 602.00 - Fall Convention Exp	54,909.33	47,500.00	
	603.00 - Webcast	632.60	2,400.00	

**FWD**  
**Profit & Loss Budget vs. Actual**  
January through December 2017

				Jan - Dec 17	Budget
			<b>604.00 - BD MEETING</b>		
			604.01 - TRAVEL	6,089.94	6,000.00
			604.02 - MEALS	1,768.48	2,200.00
			604.03 - LODGING	6,929.13	8,500.00
			604.04 - BD Meeting - Supplies	721.07	1,400.00
			<b>Total 604.00 - BD MEETING</b>	<b>15,508.62</b>	<b>18,100.00</b>
			<b>607.01 - DIR DEVELOP</b>	<b>0.00</b>	<b>1,900.00</b>
			<b>607.04 - FINANCIAL DEVEL CHR</b>	<b>0.00</b>	<b>500.00</b>
			<b>607.08 - C&amp;J</b>		
			607.081 - SUPPLIES	195.68	
			607.084 - TRAVEL	1,930.68	2,200.00
			607.086 - MEALS	60.00	
			<b>Total 607.08 - C&amp;J</b>	<b>2,186.36</b>	<b>2,200.00</b>
			<b>607.09 - YMIH</b>		
			607.095 - AWARDS	1,395.40	1,400.00
			607.096 - NoCal Youth Camp	20,683.27	19,000.00
			607.097 Youth Festival Grants	1,000.00	1,000.00
			<b>Total 607.09 - YMIH</b>	<b>23,078.67</b>	<b>21,400.00</b>
			<b>607.10 - EVENTS</b>		
			607.102 - TRAVEL	545.17	
			607.10 - EVENTS - Other	0.00	500.00
			<b>Total 607.10 - EVENTS</b>	<b>545.17</b>	<b>500.00</b>
			<b>607.11 - MUSIC &amp; PERF</b>		
			607.110 - CHAPT COACHING	0.00	500.00
			<b>Total 607.11 - MUSIC &amp; PERF</b>	<b>0.00</b>	<b>500.00</b>
			<b>607.12 - MKTG &amp; PR</b>		
			607.124 - WEB EXPENSES	1,310.05	3,200.00
			607.126 - MKT PR TELEPHONE	233.97	450.00
			<b>708.00 - WESTUNES</b>		
			708.01 - DSL - Inet Access	694.56	400.00
			708.03 - TRAVEL	0.00	800.00
			<b>Total 708.00 - WESTUNES</b>	<b>694.56</b>	<b>1,200.00</b>
			<b>Total 607.12 - MKTG &amp; PR</b>	<b>2,238.58</b>	<b>4,850.00</b>
			<b>607.18 - MEMBERSHIP</b>		
			607.184 - TRAVEL	0.00	500.00
			<b>Total 607.18 - MEMBERSHIP</b>	<b>0.00</b>	<b>500.00</b>
			<b>607.20 - LEADERSHIP FORUM</b>	<b>880.00</b>	<b>2,500.00</b>
			<b>608.00 - Donations</b>		
			608.01 Harmony Foundation	10,000.00	
			<b>Total 608.00 - Donations</b>	<b>10,000.00</b>	

**FWD**  
**Profit & Loss Budget vs. Actual**  
**January through December 2017**

				Jan - Dec 17	Budget
			609.01 - Dues Collection Fees	1,287.45	1,750.00
			609.02 - Merchant Acct Fees	3,397.26	4,000.00
			610.00 - INTERN. QT TRAVEL	2,033.20	2,100.00
			611.00 - INTERN CH TRAVEL	4,692.10	3,800.00
			612.00 - COLLEGE	0.00	500.00
			622.00 - GOV'T FEES	40.50	100.00
			700.00 - PRESIDENT		
			600.00 - AWARDS		
			607.02 - COMMITTEE	679.65	
			600.00 - AWARDS - Other	679.12	300.00
			Total 600.00 - AWARDS	1,358.77	300.00
			607.16 - HALL OF FAME	0.00	200.00
			607.17 - President Exp Other	528.04	
			700.03 - TRAVEL	1,301.49	
			700.04 - INTERNATIONAL EXP	0.00	1,750.00
			700.05 - Pres Mid-Winter Exp	0.00	1,500.00
			Total 700.00 - PRESIDENT	3,188.30	3,750.00
			701.00 - IMMED PAST PRES.	0.00	200.00
			703.00 - EVP		
			703.02 - EVP Postage	27.00	
			703.03 - TRVL & MEALS	909.40	400.00
			703.04 - EVP Supplies	237.26	
			703.05 - EVP International Exp	0.00	1,100.00
			703.06 - EVP Mid Winter Exp	1,483.58	1,100.00
			Total 703.00 - EVP	2,657.24	2,600.00
			704.00 - DVP		
			704.10 - DVP AZ		
			704.13-TRAVEL	0.00	200.00
			Total 704.10 - DVP AZ	0.00	200.00
			704.20-DVP So Cal East		
			704.23-TRAVEL	215.10	225.00
			Total 704.20-DVP So Cal East	215.10	225.00
			704.40-DVP NOR CAL W		
			704.43-TRAVEL	273.00	
			Total 704.40-DVP NOR CAL W	273.00	
			704.50-DVP NOR CAL EAST		
			704.53-TRAVEL	0.00	300.00
			Total 704.50-DVP NOR CAL EAST	0.00	300.00
			Total 704.00 - DVP	488.10	725.00
			705.00 - SECRETARY		
			705.02 - POSTAGE	20.10	50.00
			705.03 - SUPPLIES	205.81	225.00
			Total 705.00 - SECRETARY	225.91	275.00

**FWD**  
**Profit & Loss Budget vs. Actual**  
January through December 2017

		<b>Jan - Dec 17</b>	<b>Budget</b>	
	<b>706.00 - TREASURER</b>			
	706.02 - POSTAGE	111.05	50.00	
	706.03 - SUPPLIES	23.75	200.00	
	706.04-Subscriptions	99.00		
	706.05-Training	109.00		
	<b>Total 706.00 - TREASURER</b>	<b>342.80</b>	<b>250.00</b>	
	<b>709.00 - CHAPTER SUPPORT</b>			
	606.00 - Leadership Academy	0.00	1,500.00	
	707.00 - COACH EXP	0.00	200.00	
	709.02 - SUPPLIES	0.00	100.00	
	<b>Total 709.00 - CHAPTER SUPPORT</b>	<b>0.00</b>	<b>1,800.00</b>	
	<b>Total Expense</b>	<b>193,643.65</b>	<b>198,700.00</b>	
	<b>Net Ordinary Income</b>	<b>-7,990.14</b>	<b>505.00</b>	
	<b>Net Income</b>	<b>-7,990.14</b>	<b>505.00</b>	

**FWD**  
**Balance Sheet**  
**As of December 31, 2017**

Dec 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

**FWD-CHECKING** 58,238.35

**Total Checking/Savings** 58,238.35

**Other Current Assets**

**112 - Accts Rec\_AFWDC** 2,331.19

**Total Other Current Assets** 2,331.19

**Total Current Assets** 60,569.54

**Other Assets**

**111.10 - Prepaid** 9,857.50

**Total Other Assets** 9,857.50

**TOTAL ASSETS** 70,427.04

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**446.02 Dennis Mangers Fund Gran** 645.00

**449.00 - Quartet travel** 1,335.00

**450.00 - Chorus travel** 3,081.00

**453.10 - DS15 Advanced Reg** 100.00

**Total Other Current Liabilities** 5,161.00

**Total Current Liabilities** 5,161.00

**Total Liabilities** 5,161.00

**Equity**

**446.00 - Youth Ed** 2,471.25

**447.00 - NOR CAL YOUTH CAMP** 13,515.93

**451.00 - Surplus 12/31/2010** 66,518.88

**Retained Earnings** -9,249.98

**Net Income** -7,990.04

**Total Equity** 65,266.04

**TOTAL LIABILITIES & EQUITY** 70,427.04



**FWD**  
**Revenue Expense Trend**  
**2013 - 2018 YTD - 2019 Budget**

		2013	2014	2015	2016	2017	To 5/31/2018	Proposed 2019 Budget
<b>Revenue</b>								
500.00 - DUES		44,669.50	44,689.87	43,912.81	45,339.74	32,186.16	\$19,963.39	\$45,000.00
501.00 - INTERN. PRELIMS								
501.00 - INTERN. PRELIMS - Other		4,075.19	4,970.50	32,468.71	25,867.50	27,245.00	\$24,075.00	\$25,000.00
501.05 - Program ads						850.00		
501.10 - Coaching deposit						20.00		
Total 501.00 - INTERN. PRELIMS		4,075.19	4,970.50	32,468.71	25,867.50	28,115.00	\$24,075.00	\$25,000.00
502.00 - FALL CONVENTION								
502.30 Last Year		384.95	-			3,435.45		
502.00 - FALL CONVENTION - Other		17,865.83	16,021.24	60,827.50	52,365.00	51,195.00	\$0.00	\$55,000.00
Total 502.00 - FALL CONVENTION		18,250.78	16,021.24	60,827.50	52,365.00	54,630.45	\$0.00	\$55,000.00
503.00 - DIVISIONAL CONV								
503.10 - AZ-NV		1,297.86	1,433.20	9,561.94	11,132.50	8,677.50	\$10,340.00	\$10,000.00
503.20 - SO CAL EAST		0.00	-	-	-	-		
503.30 - SO CAL WEST		4,068.59	-	22,830.00	-	25,495.00		\$25,000.00
503.40 - NOR CAL WEST		0.00			21,289.25	-	\$18,722.50	
503.50 - NOR CAL EAST		0.00	2,158.13		-	-		
Total 503.00 - DIVISIONAL CONV		5,366.45	3,591.33	32,391.94	32,421.75	34,172.50	\$29,062.50	\$35,000.00
504.00 - WESTUNES								
504.01 - ADS		310.00	230.00	-	150.00	50.00	\$277.00	\$250.00
504.02 - SUBS		0.00		-		-		
Total 504.00 - WESTUNES		310.00	230.00	-	150.00	50.00	\$277.00	\$250.00
506.00 - OTHER								
506.00 - OTHER - Other		0.00	-	-	-	0.13		
Total 506.00 - OTHER		0.00	-	-	-	0.13		
506.02 - INTEREST		125.36	56.35	26.00	6.49	0.00		
506.03 - WEBCAST		1,290.00	664.40	842.40	1,900.00	587.00		\$1,000.00
510 - Donations								
510.01 Donations Awards		40.00	40.00	-	40.00			
510.02 Donations Youth Educatio		0.00	-		-		\$163.00	
510.03 Donations NoCal Youth Ca		14,208.00	10,202.00	12,915.00	12,057.00	14,076.17	\$2,750.00	\$12,000.00
510.31 - Donation LSEF Youth Camp			2,700.00	200.00	-	2,000.00	\$2,000.00	\$2,000.00
510.04 Donors Choice		3,997.62	4,078.40	11,023.11	6,858.10	2,826.22	\$1,007.78	\$2,500.00
510.05 Donations-Harmony Found		4,235.70	1,000.00	150.00		2,619.07	\$3,342.09	\$0.00
510 - Donations - Other		2,000.00	-	2,000.00	2,000.00	3,500.00		\$0.00
Total 510 - Donations		24,481.32	18,020.40	26,288.11	20,955.10	25,021.46	\$9,262.87	\$16,500.00
520.00 - Fees								
520.01 - NorCal Youth Camp		5,520.00	85.00	3,395.00	6,065.00	7,302.00		\$8,000.00
520.02 - HCW		13,000.00	-	5,190.00	6,885.00	318.81		
520.04 - Leadership Academy		9,009.00	-	870.00	1,121.53	3,270.00		\$5,000.00
520.05 Director Development		1,570.00	-			-		
Total 520.00 - Fees		29,099.00	85.00	9,455.00	14,071.53	10,890.81	\$0.00	\$13,000.00
Total Revenue		127,667.60	88,329.09	206,212.47	193,077.11	185,653.51	\$82,640.76	\$190,750.00
<b>Expense</b>								
601.00 - HCW/LA EXPENSE		0.00			14,528.04	3,183.82		\$2,500.00
601.01 - ConvExp.SoCalWest		0.00			-	-		
601.10 - DS - District Spring				30,275.00	53,302.86	30,435.46	\$6,967.17	\$35,000.00
601.20 - AZ - AZ Div Exp				7,965.00	10,301.88	11,141.36	\$9,906.89	\$10,500.00
601.30 - SC - SoCal Div Exp				19,625.74	-	21,138.88	\$70.41	\$22,000.00
601.40 - DF - District Fall				46,025.00	44,435.00	33,789.40		\$45,000.00
601.50 - NC - NorCal Div Exp					17,989.96	-	\$11,655.13	
602.00 - Fall Convention Exp			-		-	-		
602.10 - Conv Exp Webmaster			795.27	237.16	-	-		
602.23 Supplies		0.00			-	97.23		
602.00 - Fall Convention Exp - Other		197.60	343.99		-	21,022.70		
Total 602.00 - Event Expense		197.60	1,139.26	104,127.90	140,557.74	120,808.85	\$28,599.60	\$115,000.00
603.00 - Webcast		1,115.10	1,374.20	590.20	906.00	632.60		\$750.00

**FWD**  
**Revenue Expense Trend**  
**2013 - 2018 YTD - 2019 Budget**

		2013	2014	2015	2016	2017	To 5/31/2018	Proposed 2019 Budget
<b>604.00 - BD MEETING</b>					-			
604.01 - TRAVEL		6,833.98	6,911.27	9,425.54	6,807.25	6,089.94	\$1,407.93	\$7,000.00
604.02 - MEALS		1,786.96	1,673.00	2,112.23	2,361.20	1,768.48	\$560.41	\$2,000.00
604.03 - LODGING		8,571.16	7,011.17	8,928.61	10,149.49	6,929.13	\$306.32	\$7,500.00
604.04 BD Meeting - Supplies		360.74	97.24	25.16		721.07	\$32.24	\$250.00
604.00 - BD MEETING - Other		1,097.94	1,846.60	-	1,370.85	-		\$500.00
<b>Total 604.00 - BD MEETING</b>		<b>18,650.78</b>	<b>17,539.28</b>	<b>20,491.54</b>	<b>20,688.79</b>	<b>15,508.62</b>	<b>\$2,306.90</b>	<b>\$17,250.00</b>
<b>607.01 - DIR DEVELOP</b>								
607.012 - SEMINAR		2,173.34			-	-		
607.01 - DIR DEVELOP - Other		1,062.68	96.31		1,145.20	-		\$500.00
607.21 - Director Scholarship		0.00	-	689.28	-	-		\$1,000.00
<b>Total 607.01 - DIR DEVELOP</b>		<b>3,236.02</b>	<b>96.31</b>	<b>689.28</b>	<b>1,145.20</b>	<b>-</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>607.04 - FINANCIAL DEVEL CHR</b>		<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0.00</b>	
<b>607.8 - C&amp;J</b>								
607.081 - SUPPLIES		0.00	71.41	383.42	-	195.68		\$200.00
607.083 - Postage			30.62	-	-	-		
607.084 - TRAVEL		2,731.05	2,380.27	2,221.24	2,154.36	1,990.68		\$2,000.00
607.085 - C&J CAT SCH		3,150.00	320.00		6,930.00	-		\$6,000.00
607.08 - C&J - Other		0.00			-	-		
<b>Total 607.08 - C&amp;J</b>		<b>5,881.05</b>	<b>2,802.30</b>	<b>2,604.66</b>	<b>9,084.36</b>	<b>2,186.36</b>	<b>\$0.00</b>	<b>\$8,200.00</b>
<b>607.9 - YMIH</b>								
607.090 - Youth Lodging Exp		0.00	110.89	-	-	-		
607.091 - SUPPLIES		205.80		-	-	-		
607.093 - TRAVEL		345.30	311.50	-	-	-		
607.094 - POSTAGE		0.00		-	-	-		
607.095 - AWARDS		1,100.00	1,305.80	1,100.00	1,329.96	1,395.40		\$1,500.00
607.096 - NoCal Youth Camp		16,105.50	5,508.36	17,046.04	19,197.69	20,683.27		\$22,500.00
607.096 Youth Festival Grants		1,000.00	500.00	500.00	500.00	1,000.00		\$1,000.00
607.09 - YMIH - Other		0.00		500.00	405.00	-		
<b>Total 607.09 - YMIH</b>		<b>18,756.60</b>	<b>7,736.55</b>	<b>19,146.04</b>	<b>21,432.65</b>	<b>23,078.67</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>Total 607.098 - LSEF - FWD YIH Camps</b>		<b>0.00</b>	<b>-</b>	<b>10,200.00</b>	<b>-</b>	<b>-</b>		
<b>607.10 - EVENTS</b>								
607.101 - SUPPLIES		327.39	165.60	127.90	537.26	-	\$435.93	\$500.00
607.102 - TRAVEL		3,009.15	320.20	29.50	-	545.17		\$750.00
607.105 - POSTAGE		9.24			-	-		
607.10 - EVENTS - Other		84.62	100.00		1,809.01	-		\$500.00
<b>Total 607.10 - EVENTS</b>		<b>3,430.40</b>	<b>585.80</b>	<b>157.40</b>	<b>2,346.27</b>	<b>545.17</b>	<b>\$435.93</b>	<b>\$1,750.00</b>
<b>607.11 - MUSIC &amp; PERF</b>								
607.110 - CHAPT COACHING		435.65		-	525.10	0.00		\$500.00
607.113 - TRAVEL		351.40	-	162.92	-	-		
607.117 - HARMONY COLLEGE WEST		13,836.48		15,791.59	-	-		
607.11 - MUSIC & PERF - Other		0.00	120.95		-	-		
<b>Total 607.11 - MUSIC &amp; PERF</b>		<b>14,623.53</b>	<b>120.95</b>	<b>15,954.51</b>	<b>525.10</b>	<b>-</b>	<b>\$0.00</b>	<b>\$500.00</b>
<b>607.12 - MKTG &amp; PR</b>								
607.123 - PROMO MATERIALS		0.00			-	-		
607.124 - WEB EXPENSES		2,949.13	1,894.37	2,286.32	3,423.85	1,310.05	\$1,603.97	\$1,750.00
607.127 - Travel		394.70	-		484.96	233.97	\$557.43	\$600.00
<b>708.00 - WESTUNES</b>								
708.01 - TELEPHONE		703.53	600.38	704.20	656.76	694.56		\$750.00
708.02 - POSTAGE		0.00	-		-	-		
708.03 - TRAVEL		439.08	1,819.27	67.00	924.00	-	\$781.82	\$750.00
708.05 - SUPPLIES		0.00			373.00	-		
708.6 - PRINTING		0.00			-	-		
708.7 - MAILING LIST		0.00			-	-		
708.00 - WESTUNES - Other		0.00			96.20	-		\$250.00
<b>Total 708.00 - WESTUNES</b>		<b>1,142.61</b>	<b>2,419.65</b>	<b>771.20</b>	<b>5,958.77</b>	<b>2,238.58</b>	<b>\$2,943.22</b>	<b>\$1,750.00</b>
<b>607.12 - MKTG &amp; PR - Other</b>		<b>0.00</b>			<b>-</b>			
<b>Total 607.12 - MKTG &amp; PR</b>		<b>4,486.44</b>	<b>4,314.02</b>	<b>3,057.52</b>	<b>5,958.77</b>	<b>2,238.58</b>	<b>\$2,943.22</b>	<b>\$4,100.00</b>

**FWD**  
**Revenue Expense Trend**  
**2013 - 2018 YTD - 2019 Budget**

		2013	2014	2015	2016	2017	To 5/31/2018	Proposed 2019 Budget
<b>607.18 - MEMBERSHIP</b>								
	607.17 - SUNSHINE	0.00	-	-	-	-		
	607.181 - SUPPLIES	46.01	-	-	-	-		
	607.184 - TRAVEL	651.58	-	-	-	-		
	607.185 - Learn to Sing	143.30	-	-	-	-		
	607.18 - MEMBERSHIP - Other	0.00	-	-	-	-		
	<b>Total 607.18 - MEMBERSHIP</b>	<b>840.89</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$0.00</b>	<b>\$0.00</b>
	607.20 - LEADERSHIP FORUM - BHS	2,539.81	4,557.00	2,834.20	1,978.42	880.00	\$0.00	\$0.00
	<b>607.99 - MISC COMMITTEES</b>	<b>0.00</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>608.00 - Donations</b>								
	608.01 Harmony Foundation	10,000.00	-	20,000.00	-	10,000.00		
	608.10 - FWD Outreach Endow	0.00	-	31,500.00	-	-		
	<b>Total 608.00 - Donations</b>	<b>10,000.00</b>	<b>-</b>	<b>51,500.00</b>	<b>1,978.42</b>	<b>10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>609.00 - MISC EXP</b>		<b>0.00</b>			<b>-</b>	<b>-</b>		
	609.01 - Dues Collection Fees	1,786.78	1,787.50	1,750.92	1,811.59	1,287.45	\$800.32	\$1,500.00
	609.02 - Merchant Acct Fees	517.04	606.55	3,363.43	3,890.55	3,397.26	\$1,679.30	\$3,750.00
	610.00 - INTERN. QT TRAVEL	2,425.15	2,410.20	2,462.79	2,462.85	2,033.20	\$2,806.70	\$2,500.00
	611.00 - INTERN CH TRAVEL	5,596.50	5,562.00	5,508.07	5,683.50	4,692.10	\$6,477.00	\$5,000.00
	612.00 - COLLEGE QT TRAVEL	450.00			-	-		
	617.01 - CONV ACT CHAIRMAN	445.68			-	-		
	622.00 - Gov't Fees	80.00	60.00	70.50	60.00	40.50	\$10.00	\$50.00
	<b>Total Misc Expense</b>					<b>11,450.51</b>	<b>\$11,773.32</b>	<b>\$12,800.00</b>
<b>700.00 - PRESIDENT</b>					<b>-</b>			
	600.00 - AWARDS							
	607.02 - COMMITTEE	239.04	862.54		507.23	679.65		
	600.00 - AWARDS - Other	761.88	1,207.06	793.44	492.57	679.12	\$261.60	\$500.00
	<b>Total 600.00 - AWARDS</b>	<b>1,000.92</b>	<b>2,069.60</b>	<b>793.44</b>	<b>999.80</b>	<b>1,358.77</b>	<b>\$261.60</b>	<b>\$500.00</b>
	607.03 - NOMINATING	0.00	-		-	-		
	607.07 - LONG RANGE PLANNING	0.00	-		-	-		
	607.16 - HALL OF FAME	0.00	297.46	181.82	411.09	-		
	700.03 - TRAVEL	385.50	-	-	-	1,301.49	\$2,002.67	\$1,500.00
	700.04 - INTERNATIONAL EXP	2,750.33	1,050.90	3,664.36	2,145.59	-	\$377.69	\$2,500.00
	700.05 - PRES MID-WINTER EXP	0.00	-	1,461.46	-	-		\$1,500.00
	700.00 - PRESIDENT - Other	122.07			729.97	528.04	\$44.12	\$500.00
	<b>Total 700.00 - PRESIDENT</b>	<b>4,258.82</b>	<b>3,417.96</b>	<b>6,101.08</b>	<b>4,286.45</b>	<b>3,188.30</b>	<b>\$2,686.08</b>	<b>\$6,500.00</b>
	701.00 - Immeidate Past Pres		156.49	50.00	-	-	\$473.53	\$250.00
<b>703.00 - EVP</b>								
	703.03- Trl & Meals	4,037.10	1,804.21	2,308.83	339.96	909.40	\$732.98	\$750.00
	703.07 - Lodging						\$1,274.61	\$1,500.00
	703.06 - EVP Mid-Winter		1,457.02	1,954.15	1,162.05	1,483.58		\$1,500.00
	703.00 - EVP - Other	59.03			2,010.06	264.26	\$75.46	\$500.00
	<b>Total 703.00 - EVP</b>	<b>4,096.13</b>	<b>3,261.23</b>	<b>4,262.98</b>	<b>3,512.07</b>	<b>2,657.24</b>	<b>\$2,083.05</b>	<b>\$4,250.00</b>
<b>704.1 - DVP</b>								
	704.10 - DVP AZ				-	-		
	704.12-POSTAGE	0.00	-		-	-		
	704.13-TRAVEL	79.80	-	244.41	-	-	\$551.40	\$500.00
	704.10 - DVP AZ - Other	0.00	-		-	-		
	<b>Total 704.10 - DVP AZ</b>	<b>79.80</b>	<b>-</b>	<b>244.41</b>	<b>-</b>	<b>-</b>	<b>\$551.40</b>	<b>\$500.00</b>
	704.20-DVP So Cal East							
	704.23-TRAVEL	262.20	107.10	245.20	-	215.10	\$155.40	\$250.00
	704.24-SUPPLIES	44.79			-	-		
	704.20-DVP So Cal East - Other	0.00			-	-		
	<b>Total 704.20-DVP So Cal East</b>	<b>306.99</b>	<b>107.10</b>	<b>245.20</b>	<b>-</b>	<b>215.10</b>	<b>\$155.40</b>	<b>\$250.00</b>
	704.30-DVP SO CAL W							
	704.33-TRAVEL	83.40	-	-	-	-		
	704.30-DVP SO CAL W - Other	0.00	-	-	-	-		
	<b>Total 704.30-DVP SO CAL W</b>	<b>83.40</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>\$0.00</b>	<b>\$0.00</b>
	704.40-DVP NOR CAL W							
	704.40-DVP NOR CAL W - Other	0.00	-	-	-	-		
	<b>Total 704.40-DVP NOR CAL W</b>	<b>0.00</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FWD**  
**Revenue Expense Trend**  
**2013 - 2018 YTD - 2019 Budget**

		2013	2014	2015	2016	2017	To 5/31/2018	Proposed 2019 Budget
	<b>704.50-DVP NOR CAL EAST</b>							
	704.52-POSTAGE	0.00	-	-	-	-		
	704.53-TRAVEL	0.00	-	-	343.02	273.00		
	704.54 - SUPPLIES	0.00	-	-	-	-		
	704.50-DVP NOR CAL EAST - Other	0.00	-	-	-	-		
	<b>Total 704.50-DVP NOR CAL EAST</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>343.02</b>	<b>273.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total 704.00 - DVP</b>	<b>470.19</b>	<b>107.10</b>	<b>489.61</b>	<b>343.02</b>	<b>488.10</b>	<b>\$706.80</b>	<b>\$750.00</b>
	<b>705.00 - SECRETARY</b>						<b>\$706.80</b>	
	705.01 - TELEPHONE	0.00			-	-		
	705.02 - POSTAGE	0.00	54.50	48.75	46.75	20.10	\$20.00	\$50.00
	705.03 - SUPPLIES	154.56	77.58	165.41	74.40	205.81	\$64.35	\$50.00
	705.00 - SECRETARY - Other	0.00		170.92	-	-	\$180.00	\$100.00
	<b>Total 705.00 - SECRETARY</b>	<b>154.56</b>	<b>132.08</b>	<b>385.08</b>	<b>121.15</b>	<b>225.91</b>	<b>\$264.35</b>	<b>\$200.00</b>
	<b>706.00 - TREASURER</b>							
	706.02 - POSTAGE	0.00	38.06	87.45	64.34	111.05		\$50.00
	706.03 - SUPPLIES	43.47	38.78	79.72	252.53	23.75		\$50.00
	706.00 - TREASURER - Other	0.00		25.00	-	208.00	\$0.00	\$100.00
	<b>Total 706.00 - TREASURER</b>	<b>43.47</b>	<b>76.84</b>	<b>192.17</b>	<b>316.87</b>	<b>342.80</b>	<b>\$0.00</b>	<b>\$200.00</b>
	<b>709.00 - CHAPTER SUPPORT</b>							
	606.00 - Leadership Academy	6,315.62	-	1,825.04	-	-		
	707.00 - Coaching Exp		150.00	30.00	-	-		
	709.4 - TRAVEL	414.70			-	-		
	709.00 - CHAPTER SUPPORT - Other	640.54		251.80	75.00	-	\$0.00	
	<b>Total 709.00 - CHAPTER SUPPORT</b>	<b>7,370.86</b>	<b>150.00</b>	<b>2,106.84</b>	<b>75.00</b>	<b>-</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Expense</b>	<b>111,453.40</b>	<b>57,993.84</b>	<b>258,096.72</b>	<b>227,186.35</b>	<b>195,590.48</b>	<b>\$52,534.38</b>	<b>\$198,750.00</b>
		<b>16,214.20</b>	<b>30,335.25</b>	<b>(51,884.25)</b>	<b>(34,109.24)</b>	<b>(9,936.97)</b>	<b>\$30,106.38</b>	<b>-\$8,000.00</b>

**FWD**  
**Trial Profit & Loss by Class**  
January through May 2018

					AZ - Arizona Div	BHS	DS-Spring	FWD BOD Meetings	HF Youth Chorus Festival	NC Division	NoCal Youth	YIH	Unclassified	TOTAL
Ordinary Income/Expense														
Income														
				500.00 - DUES	0.00	11,366.37	0.00	0.00	0.00	0.00	0.00	0.00	8,597.02	19,963.39
				501.00 - SRING PRELIMS REV	0.00	0.00	24,075.00	0.00	0.00	0.00	0.00	0.00	0.00	24,075.00
				503.00 - DIVISIONAL CONV										
				503.10 - AZ	10,340.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,340.00
				503.40 - NOR CAL WEST	0.00	0.00	0.00	0.00	0.00	18,722.50	0.00	0.00	0.00	18,722.50
				Total 503.00 - DIVISIONAL CONV	10,340.00	0.00	0.00	0.00	0.00	18,722.50	0.00	0.00	0.00	29,062.50
				504.00 - WESTUNES										
				504.01 - ADS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	277.00	277.00
				Total 504.00 - WESTUNES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	277.00	277.00
				510 - Donations										
				510.02 - Donations Youth Educa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	163.00	0.00	163.00
				510.03 - Donations NorCal Camp	0.00	0.00	0.00	0.00	0.00	0.00	2,750.00	0.00	0.00	2,750.00
				510.04 - Donors Choice HF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,007.78	3,007.78
				510.05 - Donation-HF Youth Fes	0.00	0.00	0.00	0.00	2,982.09	0.00	0.00	0.00	360.00	3,342.09
				Total 510 - Donations	0.00	0.00	0.00	0.00	2,982.09	0.00	2,750.00	163.00	3,367.78	9,262.87
				Total Income	10,340.00	11,366.37	24,075.00	0.00	2,982.09	18,722.50	2,750.00	163.00	12,241.80	82,640.76
Expense														
				601.10 - DS15 - District Spring										
				Judges-Meals	0.00	0.00	286.00	0.00	0.00	0.00	0.00	0.00	0.00	286.00
				Judges-Misc	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
				Judges Travel	284.00	0.00	4,616.92	0.00	0.00	0.00	0.00	0.00	0.00	4,900.92
				601.10 - DS15 - District Spring - Other	0.00	0.00	1,680.25	0.00	0.00	0.00	0.00	0.00	0.00	1,680.25
				Total 601.10 - DS15 - District Spring	284.00	0.00	6,683.17	0.00	0.00	0.00	0.00	0.00	0.00	6,967.17
				601.20 - AZ15 - AZ Div Exp										
				Judges-Meals	156.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156.00
				Judges-Misc	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
				Judges Travel	1,875.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,875.17
				601.20 - AZ15 - AZ Div Exp - Other	7,775.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,775.72
				Total 601.20 - AZ15 - AZ Div Exp	9,906.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,906.89
				601.30 - SC15 - SoCal Div Exp										
				601.30.03 Judges-Misc.	0.00	0.00	0.00	0.00	0.00	70.41	0.00	0.00	0.00	70.41
				Total 601.30 - SC15 - SoCal Div Exp	0.00	0.00	0.00	0.00	0.00	70.41	0.00	0.00	0.00	70.41
				601.50 - NC15 - NoCal Div Exp										
				601.50.01Judges-Travel	0.00	0.00	0.00	0.00	0.00	4,194.12	0.00	0.00	0.00	4,194.12
				601.50.02Judges-Meals	0.00	0.00	0.00	0.00	0.00	1,067.03	0.00	0.00	0.00	1,067.03
				601.50 - NC15 - NoCal Div Exp - Other	0.00	0.00	0.00	0.00	0.00	6,393.98	0.00	0.00	0.00	6,393.98
				Total 601.50 - NC15 - NoCal Div Exp	0.00	0.00	0.00	0.00	0.00	11,655.13	0.00	0.00	0.00	11,655.13
				604.00 - BD MEETING										
				604.01 - TRAVEL	0.00	0.00	0.00	1,392.93	0.00	0.00	0.00	0.00	15.00	1,407.93
				604.02 - MEALS	0.00	0.00	0.00	445.41	0.00	0.00	0.00	0.00	115.00	560.41
				604.03 - LODGING	0.00	0.00	0.00	306.32	0.00	0.00	0.00	0.00	0.00	306.32
				604.04 - BD Meeting - Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.24	32.24
				Total 604.00 - BD MEETING	0.00	0.00	0.00	2,144.66	0.00	0.00	0.00	0.00	162.24	2,306.90
				607.09 - YMIH										
				607.093 - TRAVEL	0.00	0.00	371.28	0.00	0.00	0.00	0.00	0.00	0.00	371.28
				607.095 - AWARDS	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00	1,000.00
				607.096 - NoCal Youth Camp	0.00	0.00	0.00	0.00	0.00	0.00	2,260.00	0.00	0.00	2,260.00
				Total 607.09 - YMIH	0.00	0.00	871.28	0.00	0.00	0.00	2,260.00	500.00	0.00	3,631.28
				607.10 - EVENTS										

**FWD**  
**Trial Profit & Loss by Class**  
January through May 2018

	AZ - Arizona Div	BHS	DS-Spring	FWD BOD Meetings	HF Youth Chorus Festival	NC Division	NoCal Youth	YIH	Unclassified	TOTAL
607.101 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.93	435.93
Total 607.10 - EVENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	435.93	435.93
607.12 - MKTG & PR										
607.124 - WEB EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,603.97	1,603.97
607.127 - Travel	50.80	0.00	506.63	0.00	0.00	0.00	0.00	0.00	0.00	557.43
708.00 - WESTUNES										
708.03 - TRAVEL	0.00	0.00	709.16	0.00	0.00	0.00	0.00	0.00	72.66	781.82
Total 708.00 - WESTUNES	0.00	0.00	709.16	0.00	0.00	0.00	0.00	0.00	72.66	781.82
Total 607.12 - MKTG & PR	50.80	0.00	1,215.79	0.00	0.00	0.00	0.00	0.00	1,676.63	2,943.22
609.01 - Dues Collection Fees	0.00	454.65	0.00	0.00	0.00	1.79	0.00	0.00	343.88	800.32
609.02 - Merchant Acct Fees	326.68	0.00	750.63	0.00	0.00	592.76	0.00	0.00	9.23	1,679.30
610.00 - INTERN. QT TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,806.70	2,806.70
611.00 - INTERN CH TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,477.00	6,477.00
622.00 - GOV'T FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00
700.00 - PRESIDENT										
600.00 - AWARDS	0.00	0.00	0.00	261.60	0.00	0.00	0.00	0.00	0.00	261.60
602.00 - INTERN. HOSPTY	0.00	0.00	377.69	0.00	0.00	0.00	0.00	0.00	0.00	377.69
607.17 - President Exp Other	0.00	0.00	0.00	44.12	0.00	0.00	0.00	0.00	0.00	44.12
700.03 - TRAVEL	0.00	0.00	0.00	0.00	0.00	572.56	0.00	0.00	1,430.11	2,002.67
Total 700.00 - PRESIDENT	0.00	0.00	377.69	305.72	0.00	572.56	0.00	0.00	1,430.11	2,686.08
701.00 - IMMEDIATE PAST PRES.										
701.01 Travel & Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	473.53	473.53
Total 701.00 - IMMEDIATE PAST PRES.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	473.53	473.53
703.00 - EVP										
703.03 - TRVL & MEALS	354.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	377.99	732.98
703.07 - EVP LODGING	224.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.25	1,274.61
703.08 - EVP Business Expenses	0.00	0.00	75.46	0.00	0.00	0.00	0.00	0.00	0.00	75.46
Total 703.00 - EVP	579.35	0.00	75.46	0.00	0.00	0.00	0.00	0.00	1,428.24	2,083.05
704.00 - DVP										
704.10 - DVP AZ										
704.13-TRAVEL	362.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.00	551.40
Total 704.10 - DVP AZ	362.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	189.00	551.40
704.20-DVP So Cal East										
704.23-TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.40	155.40
Total 704.20-DVP So Cal East	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.40	155.40
Total 704.00 - DVP	362.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	344.40	706.80
705.00 - SECRETARY										
603.00 - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	180.00
705.02 - POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00
705.03 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.35	64.35
Total 705.00 - SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.35	264.35
Total Expense	11,510.12	454.65	9,974.02	2,450.38	0.00	12,892.65	2,260.00	500.00	15,862.24	55,904.06
Net Ordinary Income	-1,170.12	10,911.72	14,100.98	-2,450.38	2,982.09	5,829.85	490.00	-337.00	-3,620.44	26,736.70
Net Income	-1,170.12	10,911.72	14,100.98	-2,450.38	2,982.09	5,829.85	490.00	-337.00	-3,620.44	26,736.70
Notes	1	2	3							
1	There remains an outstanding expense voucher for \$3,289.35 and a minimum chapter hosting fee of \$800.									
2	None of the event expenses except judges travel have been paid for the spring convention; awaiting final accounting to pay host chapter.									
3	Most event expenses have been paid except the chapter hosting fee; awaiting final accounting to pay host chapter.									

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel/Relocation Programs – Business, Travel, and Relocation Policy and Reimbursements for Employees in BU 2, 7, 9, and all Excluded Employees	<b>REFERENCE NUMBER:</b> 2016-010
<b>DATE ISSUED:</b> October 3, 2016	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Claims Coordinators  
Employee Benefit Officers  
Labor Relations Officers  
Personnel Officers  
Personnel Transactions Staff  
Travel and Relocation Liaisons**

FROM: California Department of Human Resources  
Benefits Division

CONTACT: Ray Asbell, Program Manager  
Phone: (916) 324-0526  
Fax: (916) 324-3213  
Email: [ray.asbell@calhr.ca.gov](mailto:ray.asbell@calhr.ca.gov)

Effective September 13, 2016, this PML establishes and promulgates state business, travel and relocation expense reimbursement rates and policies for employees represented by Bargaining Units (BU) 2, 7, and 9.

For all Excluded employees, the rates and policies in this PML have an effective date of July 1, 2016.

For those BUs with an existing Memoranda of Understanding (MOU), if the MOU contains state business, travel and relocation language that is in conflict with this PML, the MOU language shall be controlling.

The personal vehicle mileage reimbursement rate will continue to be tied to the most current Federal Standard Mileage Reimbursement (FSMR) rates for all employees.

The California Department of Human Resources (CalHR) shall announce updates to the contents of this PML when necessary; the updates shall apply to all affected represented employees and all Excluded employees.

### **Business and Travel Policy and Reimbursement Rates**

Each state agency shall determine the necessity for and the mode of travel to be reimbursed. In accordance with CalHR policy, reimbursement shall be for actual, necessary, and appropriate business and travel expenses incurred fifty (50) miles or more from home and headquarters. Lodging and/or meals included in hotel expenses, conference and registration fees, transportation costs such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Employees who are unable to consume meal(s) provided by the state as noted above due to time constraints or other considerations, such as reasonable accommodation, may be reimbursed in accordance with the rates established in policy, provided an alternate meal was purchased. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

### **Reimbursement Rates**

#### **Meals/Incidentals:**

<b>Type</b>	<b>Reimbursement Rate</b>
Breakfast	up to \$7.00
Lunch	up to \$11.00
Dinner	up to \$23.00
Incidentals	up to \$5.00

#### **Meals/Incidentals Reimbursement Policy:**

Employees must maintain meal receipts to substantiate the amounts claimed were not in excess of the amount of the actual expense.

CalHR must comply with current IRS policy. The IRS currently defines an "incidental" as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. Expenses for laundry, cleaning and pressing of clothing, taxicab fares, lodging taxes or the cost of telegrams or telephone calls may not be claimed as an incidental.

For travel lasting 24 hours or more, employees may claim meals (at the rates noted above), based on the following timeframes:

- First day of travel:
  - Trip begins at or before 6 am - Breakfast may be claimed
  - Trip begins at or before 11 am - Lunch may be claimed



- Trip begins at or before 5 pm - Dinner may be claimed
- Continuing travel after 24 hours:
  - Trip ends at or after 8 am - Breakfast may be claimed
  - Trip ends at or after 2 pm - Lunch may be claimed
  - Trip ends at or after 7 pm - Dinner may be claimed
- Fractional day travel (trips less than 24 hours):
  - Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
  - Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed
  - If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.
  - Employees may not claim lunch or incidentals on one-day trips.
  - When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable.

**Lodging Reimbursement Rates:**

<b>County</b>	<b>Max. Lodging Reimbursement Rate</b>
All counties except those listed below	\$90
Sacramento, Napa, Riverside	\$95
Marin	\$110
Los Angeles, Orange, Ventura & Edwards AFB, less the city of Santa Monica	\$120
San Diego, Monterey County	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250

### **Lodging Reimbursement Policy:**

When employees are required to obtain lodging due to state business, reimbursement will be for actual receipted lodging plus applicable mandatory taxes and fees, in accordance with policy and the published lodging maximums. Employees shall only use commercial lodging establishments such as a hotels, motels, bed and breakfast inns, or public campgrounds that cater to the general public. Lodging will not be reimbursed without a valid receipt.

Reimbursement of lodging expenses in excess of specified amounts, excluding taxes, requires advance written approval from CalHR. CalHR may delegate approval authority to departmental Appointing Powers or increase the lodging maximum rate for the geographical area and period of time deemed necessary to meet the needs of the state. Employee may not claim lodging, meal, or incidental expenses within 50 miles of his/her home or headquarters.

### **Long-term Travel:**

Actual expenses for long-term meals and lodging substantiated by a receipt will be reimbursed when the employee, who at the onset of the assignment knows that he/she will be away from the home or headquarters area more than 30 days but less than one year, incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

- Full Long-term Travel - In order to qualify for full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:
  - The employee continues to maintain a permanent residence at the primary headquarters, and
  - The permanent residence is occupied by the employee's dependents, or
  - The permanent residence is maintained at a net expense to the employee exceeding \$200 per month.
- Employees on full long-term travel who live at the long-term location may claim either:
  - Reimbursement for actual individual expense, substantiated by receipts, for lodging, water, sewer, gas and electricity, up to a maximum of \$1,130 per calendar month while on long-term assignment, and actual expenses up to \$10 for meals and incidentals, for each period of twelve (12) to

twenty-four (24) hours and up to \$5 for actual meals and incidentals for each period of less than twelve (12) hours at the long-term location, or

- Long-term subsistence rates of \$24 for actual meals and incidentals and \$24 for receipted lodging for travel of twelve (12) hours up to twenty-four (24) hours; either \$24 for actual meals or \$24 for receipted lodging for travel less than twelve (12) hours when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

An employee on long-term assignment who does not maintain a separate residence in the headquarters area may claim long-term subsistence rates of up to \$12 for actual meals and incidentals and \$12 for receipted lodging for travel of twelve (12) hours up to twenty-four (24) hours at the long-term location; either \$12 for actual meals or \$12 for receipted lodging for travel less than twelve (12) hours at the long-term location.

Employees, with their supervisor's approval, will receive full per diem for Friday, if, after completing their work shift, they remain at the job or LTA location past the Friday twelve (12)-hour clock period of time. Those staying overnight shall not receive any additional per diem regardless of the Saturday departure time. An employee returning to the temporary residence on Sunday will receive full per diem. This does not change policy regarding the per diem clock which starts at the beginning of the work shift on Monday. If the normal workweek is other than as stated above, the same principle applies.

CalHR policy regarding an employee leaving the LTA location on personal business is as follows:

- The reference to leaving the LTA location for personal business and not claiming per diem or transportation expenses assumes that the employee stays overnight at a location other than the long-term accommodations.

### **Out-of-State Travel Policy:**

For short-term out-of-state travel, reimbursement will be for actual lodging, supported by a receipt. Reimbursement will be for actual meal and incidental expenses in accordance with the in-state meal and incidental rates. If lodging costs exceed ninety dollars (\$90) per night, employees must first obtain and submit three (3) quotes in an effort to obtain the lowest cost lodging. Employee may choose any of the three establishments; however, reimbursement will be limited to the lowest of the three (3) quotes. Failure to furnish either quotes or lodging receipts will limit reimbursement to in-

state meal/incidental rates. Long-term out-of-state travel will be reimbursed in accordance with the provisions of long-term travel.

### **Out-of-Country Travel Policy:**

Reimbursement for short-term out-of-country travel shall be for actual lodging, substantiated by a receipt. Reimbursement for actual meals and incidentals shall be up to the maximums published in column (B) of the Maximum Travel per Diem Allowances for Foreign Areas, section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B.

Long-term out-of-country travel will be reimbursed in accordance with the provisions of long-term travel, or as determined by CalHR.

Subsistence shall be paid in accordance with procedures prescribed by CalHR. Employees shall be responsible for maintaining receipts for their actual meal expenses.

### **Transportation**

Each state agency shall determine the necessity for travel, and the mode of travel to be reimbursed. Transportation shall be accomplished and reimbursed in accordance with the best interest of the state. Employees using an approved alternate method of transportation will be reimbursed only for the method that is in the best interest of the state. Transportation expenses include, but are not limited to: mileage reimbursement, bus/taxi fares, rental cars, parking, airplane, train, and tolls reasonably and necessarily incurred while conducting state business.

### **Transportation Reimbursement Rates:**

<b>Type</b>	<b>Reimbursement Rate Per Mile</b>
Personal Vehicle (Approved business/travel expense)	\$0.54
Personal Vehicle (State-approved relocation)	\$0.19
Private Aircraft	\$1.29

### **Personal Vehicle Mileage Reimbursement Policy:**

When the Appointing Power or designee authorizes employees to operate a privately owned vehicle on state business reimbursement will be made at the Federal Standard Mileage Rate (FSMR). Mileage reimbursement expenses cover the maintenance and use of the vehicle, including but not limited to: gasoline, up-keep, wear and tear, tires,

all insurance including liability, collision and comprehensive coverage, breakdowns, towing and any repairs, and any additional personal expenses that may be incurred by employees as a result of mechanical breakdown or collision.

- When an employee is required to report to an alternate work location, the employee may be reimbursed for the number of miles driven in excess of his/her normal commute to work.
- Mileage to/from a Common Carrier – When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the vehicle. Exception to "whichever is less": if the employee begins travel one hour or more before he normally leaves his home, or on a regularly scheduled day off, mileage may be computed from his/her residence.

#### **Private Aircraft Mileage Reimbursement Policy:**

When an employee is authorized by his/her department, reimbursement for the use of the employee's privately owned aircraft on state business shall be, effective July 1, 2016, made at the rate of \$1.29 per statute mile. Pilot qualifications and insurance requirements will be maintained in accordance with CalHR regulations 599.628.1 (Excluded employees) and 599.628 (Represented employees) as well as applicable policy and procedures published by the [Department of General Services' Office of Risk and Insurance Management](#).

#### **Moving and Relocation Policies**

Whenever an employee is reasonably required by the state to change his/her place of residence, the state shall reimburse the employee for approved items in accordance with the lodging, meal, and incidental rates and time frames established via CalHR's annual reimbursement rate administrative policy PML.

Unless otherwise specifically noted in an employee's MOU, existing CalHR Excluded employee moving and relocation rules shall be used to determine the requirements, time frames and administrative policy for determining the reimbursement of employee moving and relocation expenses.

For new-hires to state service, the provisions of CalHR regulations 599.723.1 (Excluded employees) and 599.723 (Represented employees) shall remain in effect with the exception of the following:

- CalHR delegates to departmental Appointing Powers the authority to reimburse a maximum of 30 days of temporary lodging and meals at the new headquarters location, limited to the conditions, maximums and receipt requirements set forth in CalHR Travel Reimbursement policy. Up to 14 of the 30 days may be used for pre-move house hunting at the new headquarters location, reimbursable after the report date. Reimbursement for up to \$200 of receipted expenses for installation, connection, or assembly of appliances, antennas or utilities that are related to the establishment of the new household. Deposits are not reimbursable.

Advance approval of the employing Appointing Power and the Department of Finance is still required for any reimbursement or combination of reimbursements that exceeds \$1,000. Claims for reimbursement of relocation expenses for new-hires to state service must be submitted no later than 6 months from the reporting date. No reimbursement will be issued prior to the employee reporting to the new headquarters.

### **Receipt Policy**

Reimbursement will be claimed only for actual and necessary business, travel, and relocation expenses. Regardless of any exceptions to receipt policy, the approving officer may require additional certification and/or explanation from an employee to determine expenses were actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

Receipts shall be submitted for every item of expense of \$25 or more. When receipts are not required to be submitted with a travel expense claim, it is the employee's responsibility to maintain receipts and records of their actual expenses. Receipts must be made available for audit upon request by employing departments, state control agencies and/or the Internal Revenue Service. Receipts are required for every item of transportation and business expense incurred as a result of conducting state business.

The following actual expenses are an exception to the receipt policy:

- Railroad and bus fares of less than \$25 when travel is wholly within California.
- Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in receipt policy.
- Telephone, fax, or other necessary state business costs of \$5 or less.
- The absence of a receipt shall result in the reduction of the amount claimed to the non-receipted amounts above.

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October 3, 2016  
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If agencies have questions about or need assistance with [travel reimbursement rates/policy](#) or [relocation reimbursement rates/policy](#), please contact Ray Asbell at (916) 324-0526 or at [ray.asbell@calhr.ca.gov](mailto:ray.asbell@calhr.ca.gov).

/s/Belinda Collins

Belinda Collins, Chief  
Benefits Division