



## Spring 2013 Society HOD Bulletin

We frequently hear how important it is that Governing Bodies and our Musical Teams work together so it goes with your Society Board and BHS Operations Staff...thus the *new* format of this House of Delegates Bulletin. Included in this bulletin you'll find Governance and Operational information, which is intended to keep all our membership "in the know"! Please post this HOD Bulletin to your District Website and encourage chapters to share it with their members.

**Shannon Elswick**, *President*  
*Barbershop Harmony Society*

**Marty Monson**, *Executive Director*  
*Barbershop Harmony Society*



**Our 75<sup>th</sup> Anniversary is in full motion. Here are some of the activities occurring now through April 2014:**

- Chapter Installations
- Various choruses are celebrating by referencing the 75<sup>th</sup> Anniversary during their chapter shows and/or singing "Celebrate Harmony"
- US Governors and Canadian Premiers have all received a letter requesting recognition of our 75<sup>th</sup> Anniversary and Barbershop Harmony Week, April 7-13. Illinois, Nova Scotia and British Columbia have executed their respective proclamations.
- On April 11<sup>th</sup>, the BHS headquarters will be celebrating our 75<sup>th</sup> with seventy-five birthday cakes. The honorable Mayor Dean will be joining us as well as the downtown community
- Various celebrations and activities during our International Convention in Toronto, including a display of over 70 original gold medal quartet uniforms
- What can your local chapter do on April 11<sup>th</sup>? Get creative!

- Go to the local barbershop and dress up as the Norman Rockwell painting, and perhaps pay for a few haircuts...sing too!
- Sponsor a concert and donate the proceeds to the local choral music educator
- Place an ad or sponsor the local music educator's concert program..."paid for by the local chapter in honor of our 75<sup>th</sup> Anniversary"
- Get together with other members/quartets/chapters and celebrate Barbershop Style! Send us your video and pictures.

## International Convention



All Society members and their families should make plans now to attend the 75th Anniversary Convention in Toronto this summer. Registrations are tracking well ahead of last year at this time and have almost passed the 5000 mark! We're not surprised, as Toronto has a ton to offer as a destination spot.

The city and surrounding areas offer much to do while you're there. From downtown's CN Tower to a short drive Niagara Falls for the sightseer, or if you're a barbershop junkie, the Toronto barbershoppers have an exciting show on Monday of the week. There's much to do and see no matter what your preference.

You asked and we listened...We have loosened the schedule this year to give you some free time on Saturday to explore Toronto and all it has to offer. We're also planning an exciting one-hour kick-off show to the Saturday night finals that will be a cannot miss event!

The local convention committee is hard at work preparing an exciting time for YOU! For more information and register online, visit [www.barbershop.org/toronto](http://www.barbershop.org/toronto).

[Harmonizer TV](#) – Keynote Address during Midwinter, presented by Marty Monson

**The Second Half-Century**

The first five decades have taught several vital lessons. First of all, it becomes evident that Society members have not yet fully caught the vision of service and public awareness contained in Article II of the Society Bylaws. Perhaps barbershoppers have indulged their bent toward self-entertainment at the expense of the greater, outside world of public awareness and service.

Val Hicks





Are you looking through the window?



CHEERS!




## 2013 Society Board of Directors



*(front row left to right)*  
**Dwayne Cooper**, Treasurer  
**Alan Lamson**, Immediate Past President  
**Shannon Elswick**, President  
**Don Fuson**, Executive Vice President  
**Marty Monson**, Executive Secretary and Society Executive Director (without vote)

**Board Members-at-large**  
*(2<sup>nd</sup> row left to right)*

**Gerry Borden, Gary Plaag, Joe Cerutti, David Calland, Clarke Caldwell** President/CEO of Harmony Foundation (without vote), **John Miller**, and **Rick Ashby**

### Summary notes from Society Board meeting (Jan. 2013)

#### Finances

- To assure the upkeep of our Society's headquarters building, staff has developed a Long Term Capital Replacement Schedule.
- 2012 Society audit will begin in April with the final report expected at the July 2013 Board meeting.
- The CEO presented the 2013 Society budget to the Board for review. The budget was adopted as presented.
- The Board directed G&B to develop wording to clarify the purpose and functionality of a possible Finance Committee. The Board will discuss G&B's proposed wording and possible adoption of this standing Board committee at its Spring Board meeting.

#### District Judging Panel revisions

In an effort to help districts control costs BHS Staff and the SCJC have submitted to G&B a document for the development of language of contest rules regarding district judging panel revisions. G&B will present to the Board a proposal of changes to be considered for adoption at the Board's Spring meeting.

#### Committee Descriptions

President Elswick is working with Governance & Bylaws to review Governance Manuals and the Society Bylaws in an effort to simplify and clarify language, especially related to various committee descriptions.

### **Mixed Harmony Affiliate Task Force**

The task force had been charged with identifying the opportunities, benefits, obstacles, and consequences of establishing such an affiliate organization and with providing the preliminary framework for the structure, programming, and purpose of the affiliate. The task force will continue their work with Governance and Bylaws to set up an organizational structure for the Affiliate organization, formulating the required bylaws, incorporation, etc. The task force is expected to submit a final report at the spring meeting.

### **Global Strategy Development Task Force**

The Task Force and Society CEO have been working in tandem to address unresolved questions of our Affiliates. The Task Force is now free to move forward with non-operational issues. Board discussion is ongoing regarding the desired future outcome of the Board's global efforts.

### **Foundation for a Lifetime of Learning Task Force**

The task force recommends that the Barbershop Harmony Society should consider being the creator of homeschooling vocal music curriculum in a joint effort between the Society, Sweet Adelines International and, Harmony Inc.

### **Information Technology Policy**

The Board adopted a new Information Technology Policy which is intended to maintain, test, and regularly revise plans for continuing business operations in the event of a natural disaster and/or system failures. This includes a tested system and process to back up and recover media needed for supporting the Society. G&B will insert this new policy statement in the Society Rules and Regulations Handbook and reissue the manual.

### **23K Task Force Proposal**

The concept of a 23K Task Force was presented to and approved by the Society Board and the District President's at the Midwinter Board Meeting. The 23K team is a group of outstanding volunteers who are dedicating their time to creating and managing a new infrastructure to support member communications. Led by Montana Jack Fitzpatrick, their first audacious goal is to contact as many members as possible and to get feedback and suggestions. In addition, this effort will attempt to restore the database of life skills, talents and interests of our members and to identify those who are willing and/or interested in serving in future volunteer projects. The team is nearing the completion of their beta test and an update on their progress will be delivered to the Board and DPs in March.

## Lone Star Harmony Brigade

An additional Brigade will soon be added to the growing ranks of Society Subsidiary Brigades. The Board approved the Lone State Harmony Brigade as the newest subsidiary of the Barbershop Harmony Society.

## District Presidents

District Presidents have been focusing on membership growth and retention for the past few years. Our DP's are now focusing on "What is the value of being a part of the Society?" "How can we get that value message out to others?" Working together we can establish our value proposition and share that with our chapters and future members.

## 7th Annual International Youth Barbershop Chorus Festival

In 2014, the venue takes us to the Terrace Theater in Long Beach, CA. The acoustics will be spectacular. Continue to get the word out! The benefits of the Festival are



significant and can be life-changing for everyone who attends. Don't miss out on a wonderful opportunity to participate (financially, in person, sponsorship, etc.) in this exciting outreach program. Many schools like to plan a year or two in advance, promote our 2014 Festival in Long Beach, CA, on January 31, 2014. Create the demand for one of the best male chorus festivals in the world. Registration opens March 1<sup>st</sup>. Check out the new website. ([click here](#))



## Midwinter Convention – Long Beach, CA



Plans are already underway for the 2014 Midwinter Convention in Long Beach, CA to be held from January 28-February 2, 2014. The city offers a fun (and warm) atmosphere; full of things to do and places to see. The

shows, festival, and competition will all be held in the beautiful Terrace Theater just walking distance from the convention hotels.

Registration began at Midwinter Orlando, so be sure to register early to ensure a great seat! [www.barbershop.org/longbeach](http://www.barbershop.org/longbeach).

## Chapter Development (Membership)

One of the 2013 Society AIMs is to stabilize membership. On Dec 1, 2012 our membership resided at 23,583, and our goal on Dec 1, 2013 is to achieve 23,583 or more members.

Total Members on February 1, 2013 was 22,939. This compares to 23,547 members a year ago on that same date. A significant emphasis is being placed on the renewal rate of first year members. The largest demographic of non-renewals are members at the end of their first year of membership. Currently only 59% of them renew after the first year. Our goal in 2013 is to increase that number to 69%.

		2013 Renewal - Sub-AIM											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012 New Members		196	208	197	183	123	156	110	143	182	153	140	72
	Goal	135	144	136	126	85	108	76	99	126	106	97	50
2013 Renewals of 2012 New Members	Jan	64											
	Feb												
	Mar												

Our January 2013 renewals have been significantly late compared to budget. (see above graph) Please encourage your members to renew more timely or recommend they enroll in our EZ Dues program so they can spread their payments across a 12-month period.

Speaking of EZ Dues, the new default method of payment for all new members will be via the EZ Dues program. New members can get their first year dues at ½ the price by taking advantage of this program. Our goal is to double the number of EZ Dues participants by the end of 2013. A detailed explanation of this program can be found at <http://tinyurl.com/at9d6bd>.

	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
EZ Dues Participants	2,325	2,334											
% to Goal		50.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
EZ Dues Participant Goal	4,650												

Operation Harold Hill launched on 1/1/12. 457 chapters signed up to participate. We are currently in the process of finalizing the results and individuals and chapters will be notified of their achievements over the next several weeks. A final report will be presented in the Harmonizer magazine. In the meantime, the OHH website will remain active as it

contains excellent resources to assist chapters with membership growth programs. Visit [www.operationharoldhill.com](http://www.operationharoldhill.com) for more details.

## Harmony University

HU 2013 – July 28-August 4, St. Joseph, MO



There are very few associations that actually produce a FUN, week long educational experience like HU. And this year will be no exception. Seeing the generations of harmony displayed around the campus throughout the week demonstrates the gift we have as a society. In terms of registrations, we are way ahead from years past...example, seven quartets have already registered where last year at this time we had zero. Here are some additional highlights:

- One NEW attraction at HU is to have your entire chorus attend HU. George Davidson of Sound of the Rockies stated this about their chorus' experience from last year, "...this was a transformational event for our guys...thank you for accommodating our needs and finding the right coaching and right HU balance." Consider having your entire chapter attend HU, July 28<sup>th</sup> – August 4<sup>th</sup>, 2013 or start planning for 2014! We already have one chorus registered for 2014.
- Keynote Speaker – Dr Tim Sharp, Executive Director, American Choral Directors Association, [www.acda.org](http://www.acda.org)
- To register, click here: <http://www.barbershop.org/hu>
- Click here to see the promotional video for 2013 – <http://www.youtube.com/watch?v=Oqli-wen16c>

- 85 total scholarships available through the generous support through Harmony Foundation. Scholarship opportunities for quartets, Directors, Assistant Directors, Music Educators, first time attendees, and arrangers – STILL TIME TO RECEIVE A SCHOLARSHIP. Click here for more information - <http://www.barbershop.org/scholarships.html>
- 50 accomplished instructors teaching over 75 courses
- INTENSE coaching for your quartet OR chorus (discounted group rate for choruses)
- Saturday Night Show featuring our 2012 International Quartet Champions, Ringmasters!

Attendance is currently running 135% ahead of last year's numbers!

## Harmony Explosion Camps



In 2012, 15 Harmony Explosion camps took place, and 1241 students and 33 teachers attended. Districts who have held camps thus far are JAD (2), CAR (2), SUN, MAD (2), DIX, EVG (2), SLD, PIO, LOL, FWD, and RMD. A total of \$69,500 was contributed directly to these camps by the Harmony Foundation.

By comparison, in 2011, our total numbers for the year were 13 camps reported, with 1155 students, 50 music educators, and a total of \$69,100.00 was donated to these camps by the Harmony Foundation.

Beginning in 2013, Harmony Explosion Camps are required to submit a Grant Application Form to qualify for funds from the Harmony Foundation. Our new strategy is to prioritize the funding towards start-up and growth Harmony Explosion Camp initiatives. Exceptions will be considered depending on the application submitted by the local chapter and reviewed by the BHS YIH OT Committee and HFI.

In today's world of philanthropy, it's very important for the BHS to gather data points on how the grant is being spent so we can produce appropriate results back to the donor base. Currently we've been accepting surveys as collateral for payment without understanding the entire program being offered for future funding validation and growth.

Harmony Explosion Camp Grant Application Deadlines:

<b>Year</b>	<b>Application Released</b>	<b>Application Due</b>	<b>Notification of Award</b>
2013	January 1, 2013	April 1, 2013	April 30, 2013
2014	September 1, 2013	November 1, 2013	January 1, 2014

## Youth Harmony Workshops



For 2012, we have had 46 total workshops with 7536 students and 288 teachers in attendance. Districts hosting these workshops are CAR (1), CSD (9), DIX (1), EVG (2), FWD (4), ILL (5), LOL (9), MAD (4), NSC (1), PIO (1), RMD (2), SWD (1), and SUN (6). A total of \$54,600 was contributed directly to these workshops by the Harmony Foundation.

In 2011, 51 workshops were reported, which reached 7109 students, and 315 music educators. A total of \$39,500 was donated to sponsoring chapters in support of these workshops.

Beginning in 2013, Youth Harmony Workshops are required to submit a Grant Application Form to qualify for funds from the Harmony Foundation. Our new strategy is to prioritize the funding towards start-up and growth of Youth Harmony Workshop initiatives. Exceptions will be considered depending on the application submitted by the local chapter and reviewed by the BHS YIH OT Committee and HFI.

In today's world of philanthropy, it's very important for the BHS to gather data points on how the grant is being spent so we can produce appropriate results back to the donor base. Currently we've been accepting surveys as collateral for payment without understanding the entire program being offered for future funding validation and growth.

Youth Harmony Workshop Grant Applications Deadlines:

<b>Year</b>	<b>Dates of Workshop</b>	<b>Application Released</b>	<b>Application Due</b>	<b>Notification of Award</b>
2013	January 1 <sup>st</sup> thru June 30 <sup>th</sup> , 2013	November 1 <sup>st</sup> , 2012	December 28 <sup>th</sup> , 2012	March 1 <sup>st</sup> , 2013
2013	July 1 <sup>st</sup> , thru December 31 <sup>st</sup> , 2013	March 1 <sup>st</sup> , 2013	June 1 <sup>st</sup> , 2013	July 15 <sup>th</sup> , 2013
2014	January 1 <sup>st</sup> thru June 30 <sup>th</sup> , 2014	July 1 <sup>st</sup> , 2013	September 1 <sup>st</sup> , 2013	October 1 <sup>st</sup> , 2013
2014	July 1 <sup>st</sup> , thru December 31 <sup>st</sup> , 2014	September 1 <sup>st</sup> , 2013	November 1 <sup>st</sup> , 2013	January 1 <sup>st</sup> , 2014

## Midwinter Convention – Orlando, FL



The convention in Orlando was a success on many levels. Total attendance peaked at just over 2100, we crowned a new International Senior Quartet Champion, Border Patrol from the Ontario District, and saw another incredible youth chorus festival with 19 youth choruses. You can read a short summary online at [www.barbershop.org/orlando](http://www.barbershop.org/orlando).

Feedback from surveys:

### FROM TEACHERS:

"4 weeks ago, I barely knew barbershop even existed. Now after this trip...oh man I can't believe I'm saying this...I can picture myself as an old man, still singing barbershop."

"Its a unbelievable experience that will be a lifelong memory for all of the boys in the chorus. It's a bonding experience that is so rewarding, fun and enriching to these young men's lives.

I believe it has helped inspire more young men to continue singing for a long time to come. It's has also exposed barbershop to many new singers. Without this experience many of the guys wouldn't have been so inspired and excited by vocal music."

"You have made it possible to instill a great form of music in my students"

"Your contributions have provided many young adults and youth the opportunity to engage in pro-social activities that are safe and educational. You have impacted not just a few kids, you have impacted society as a whole."



### FROM SINGERS:

"I really don't have words for how great it was. Just imagine all the most positive adjectives you can in a giant clump, and that comes close. It was an unforgettable experience that I will treasure the rest of my life. It was especially remarkable considering that I just started singing for the first time a few months ago, having no idea what barbershop even was. "

"The Youth Chorus Festival sealed the deal; it showed me that the barbershop culture is alive, well, and big, but still very friendly and accessible."

"The Midwinter convention, and the Youth Chorus Festival in Orlando were absolutely life changing for me! It was one of the most wonderful experiences I've ever had."

"This festival is so important to so many people in our community... It keeps a lot of us out of trouble and gives us something to look forward to"

"It's really brought my younger brother and I closer. We have a really awesome common bond now which is all through barbershop!"

"Maybe I'm just still on a high from the weekend, but this was one of the greatest experiences of my life to this point. I was really overwhelmed when I came into the mass rehearsal Thursday to feel the excitement of several hundred youth singers together. I feel like this kind of program is what barbershop is all about."

"I've only started 6 or so months ago, but barbershop has changed my life. This was an amazing experience that I would never forget, and will carry with me for the rest of my life."

"It was pretty much life changing, and because of it, I'm definitely going to stick with Barbershop because I've gotten to experience just how awesome it is!"

## Youth Chorus Festival



The Youth Chorus Festival in Orlando tied for the biggest ever with 19 different choruses from throughout North America, with many repeat choruses, including one that has competed in all five contests. The night before the contest, hundreds of young singers mingled with Harmony Foundation donors at a pizza party, with the singing lasting long after the pizza was gone. Harmony Foundation also covered the cost of the youth registrations and hotels as well.

Friday of the Midwinter convention was dedicated almost exclusively to the Youth Chorus Festival. The quality and enthusiasm continues to rise each year. Although the festival is not a competition per se, each chorus presented two barbershop songs that were scored according to regular contest rules, as well as an additional song of its own choosing. The level of singing and performance exceeded what could be found on most district stages, with 12 choruses scored higher than some of the competing international choruses in Portland. One chorus, The Recruits (with ties to the Ambassadors of Harmony in St. Louis) posted an amazing 85.2, which would have put them in the top 10 for Portland.

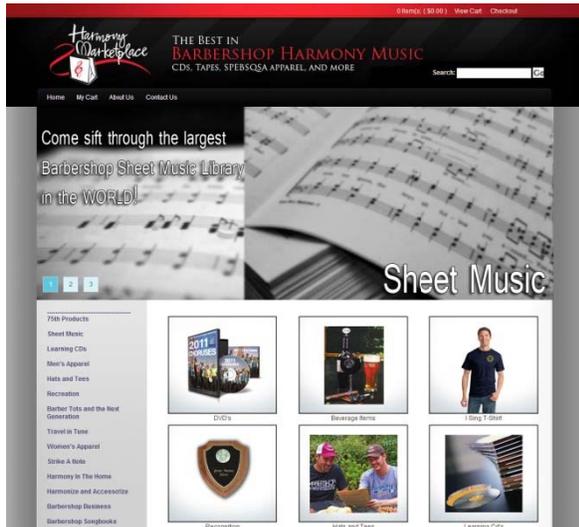
The Youth Chorus Festival has brought hundreds of new singers into the barbershop orbit over its five-year history. Some choruses have gone on to become Society chapters, including the Northwest Vocal project, which placed sixth in international competition in Portland.



## Marketing, Music, and Education



[www.harmonymarketplace.com](http://www.harmonymarketplace.com) has a new look and feel! We've recently moved to a new

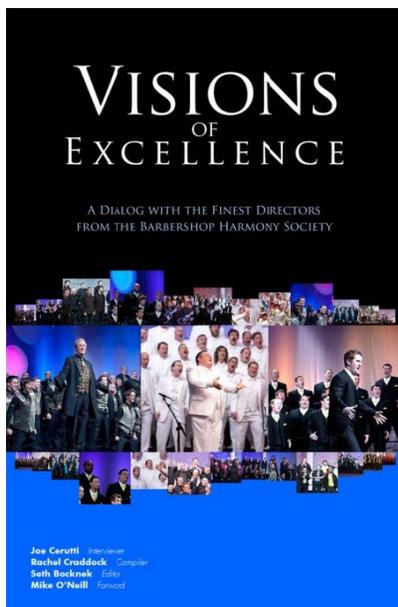


online e-commerce platform that allows for a better customer experience. We'll continue to enhance the website as we move forward and you can expect to see some features like:

- First-page previews of published sheet music.
- The ability to purchase learning CDs.
- Drop down menus to select sizes and colors of other merchandise.
- What other customers have ordered when they also ordered the product(s) you are purchasing.
- Accurate order totals when applying discounts or coupon codes.

## Training and Education

The Chorus Director Development Committee brings the Barbershop Harmony Society a very exciting product for all barbershoppers! ***Visions of Excellence, A Dialog With the Finest***



*Directors from the Barbershop Harmony Society.* In this 170 page book, 25 of the Society's most innovative and successful directors reveal the secrets of musical leadership, motivation, and organization. Forget pep talks and warm fuzzies – this book is brimming with all kinds of details:

- Historical perspectives from some of our barbershop heroes
- Scholarly angles steeped in hundreds of years of education and experience
  - What are the most effective audition processes?
  - How do you select music?
  - How do members learn new music, and how much new music is too much?
  - How do you place individual voice parts on the risers?
  - What are the best rehearsal techniques?
  - How do you use coaches?

This book will be available on March 11th for \$19.99. Check the Society website for details as they become available.

## Society-Produced A/V Promotions for Quartets and Chapters



Do you want high quality promotional video ads for your chorus and/or quartet? Then you'll want to take advantage of the Society's latest marketing tool offered through our Audio/Visual Department. Check out one of our promo ads:

<http://www.youtube.com/watch?v=EOo9WmerkqE>

Take advantage of your membership in the Society and develop your next professional PR campaign at a fraction of the cost, contacting our A/V Manager, Aaron Johnson:

[ajohnson@barbershop.org](mailto:ajohnson@barbershop.org).

**The Barbershop  
Harmony Society wants  
to see YOU at the ACDA  
National Conference!**



**Dallas, March 12-16, 2013**

For more than 75 years, the Barbershop Harmony Society has been leading the cause of preserving recreational music as a rewarding, lifelong activity. Over the past two decades especially, the Society has increased its commitment to serve our communities and schools, with an emphasis on bringing vocal music to young men.

It's working! This year's International Youth Barbershop Chorus Festival brought **more than 450 young men** to Orlando, Florida for an unforgettable "mountain top experience," made possible by scholarships from Harmony Foundation **totaling more than \$170,000**.

In recent years, the Barbershop Harmony Society has been dramatically expanding its presence at music industry gatherings and our lineup of activities at this year's ACDA convention are aimed squarely at helping music educators bring young men into their school music programs by delivering music and activities that are fun, accessible, and promote healthy vocal habits and performance skills.

## Here's where you can find us at the ACDA convention in Dallas:

- **Reading session**  
**Wednesday, March 13, 12:15pm, Meyerson Symphony Center - Horchow Hall (lower level)**  
ACDA Director of Education Scott Dorsey will lead a session that allows teachers to read through, hear, and learn teaching techniques for men's barbershop repertoire that is accessible for different age groups and ability levels of students.
- **Industry Showcase**  
**Wednesday, March 13, 2:45pm, Winspear Opera House - Hamon Hall (Lower Level)** See and hear the barbershop style in a performance setting! Learn what the barbershop experience does for men as singers and music educators. Meet three of our Barbershop Harmony Society music educators, as well as the CEO, who has made his mark in the organization by developing an annual collegiate choral festival that has encompassed more than 1500 singers in its nine years.
- **Networking Coffee**  
**Saturday, March 16, 7:00-8:00am, Sheraton Conference Center, 3rd Floor/Houston Ballroom.**  
Meet your professional peers who have found success in their programs by collaborating with BHS chapters and resources. Learn how you can tap into a worldwide network of ardent supporters of school music programs.
- **Drop by for a visit at our booth**  
**Wednesday - Friday, Booth 211-12, Meyerson Symphony Hall, second floor**
  - **See performances** from the International Youth Barbershop Chorus Festival, and find out how your men's chorus can take part in the 2014 Festival in Long Beach, California.
  - Learn about about the **Collegiate Barbershop Quartet Contest**, now in its 22nd year, and ways your singers can tap resources to succeed.
  - **Connect to summer Harmony Camps**, Youth Festivals and other support resources from the Barbershop Harmony Society
  - **Looking for another gig?** Barbershop choruses are always looking for skilled musicians who want to expand their horizons,

### How can we help you?

Maybe the most important thing we can do is to hear what you need.

There isn't a Barbershopper alive who wouldn't tell you, "I wish I had started singing twenty years earlier!" To that end, our members are willing to expend extraordinary amounts of effort to ensure that future generations can enjoy the rich musical brotherhood that comes from choral singing.

**Come meet us at Booths 211/212 at the 2013 ACDA convention and tell us what YOU need to bring out the "inner singer" in more students in your school!**

**Accumulated Wisdom**  
50 accomplished instructors distill our 75 years of a cappella mastery into one powerful week of harmony

**Immersive**  
"I was surrounded by very talented musicians of all ages, and overwhelmed by the raw quality and highly sensitive ear."  
Amy, K-12, White City, KS

**Nurturing environment**  
"Barbershop music has positively influenced my choral program in so many ways I can't imagine being helped along more by any other members than those I've met through the Barbershop Harmony Society."  
Sheryl, 9-12, Gaithersburg, MD

**Full of surprises**  
"Attendees had an outstanding group of ear training and functional music theory."  
David Gardner, Southwestern College, Morland, KS  
Member of the 2012 World Barbershop Convention

**World-class instruction**  
Every year for more than 25 years, hundreds come away inspired by the phenomenal instruction, including Choral Methods, Vocal Pedagogy, Phrasing, Interval Training, Music Theory, and more.  
Tim Sharp, Executive Director of ACDA

Harmony University, July 28-August 4, 2013  
Learn more at [www.barbershop.org/hu](http://www.barbershop.org/hu)

## 2013 Operations Team

The Society Operations Team consists of the eight Society functional committee chairs and two District Presidents. Our 2013 Society Operations Team is as follows:

### **BHS OT Chairman**

Kevin Keller, C&J Chair  
Steve Scott, CDD Chair  
Russell Shaner, CSLT Chair  
Kevin Pape, Events Chair  
Christian Hunter, Membership Chair  
Steve Stripling, Marketing/PR Chair  
Larry Monson, M&P Chair  
Terry Reichenbach, YIH Chair  
Jeff Bowyer, DPs Rep.  
Barry Towner, DPs Rep.

### **BHS Staff Liaison**

Rick Spencer  
Mike O'Neill  
James Estes  
Dusty Schleier  
Becca Box  
Melanie Chapman  
Adam Scott  
James Estes  
Marty Monson  
Marty Monson

## Financial

### **Taxes**

All US chapters, districts and subsidiaries (Brigades, etc.) must report to the IRS by May 15th each year. The IRS is now requiring ALL non-profits, regardless of size, to file an annual return. This is done by using one of the following:

- Form 990-N (electronic filing only—not a paper form) for organizations with gross receipts of \$50,000 or less
- Form 990-EZ for organizations with gross receipts less than \$200,000
- Form 990

Failure to file timely can result in either financial penalties for each day a return is late or loss of non-profit status or both. Loss of non-profit status would cause all receipts to become taxable. Please ensure that the appropriate filing is sent to the IRS by May 15th.

### **Financial Reviews**

ALL chapters, both US and Canadian, must complete a financial review for 2012 by May 15th. This is not difficult, is not an audit and merely requires a financially savvy person, other than the treasurer, to inspect your books.

Please send copies of both your 990 filing and your financial review to headquarters once these steps are complete. Please also update your chapter's eBiz page under the "Financial Filings" heading to indicate that these requirements have been met. Lists of non-compliant

chapters are pulled from the eBiz data, so updating it will prevent your being contacted unnecessarily.

### **Insurance Certificates**

Please note that our general liability insurance certificates as well as the request forms to get a third party listed as an additional insured are available on the Society's website. Beginning in 2013, Canadian requests are processed by our Canadian agency (Excel Insurance) while US requests will continue to be processed by our US agency (The Crichton Group). Contact details for each are on their respective request forms.

### **ASCAP**

Please note that the minimum annual ASCAP fee for 2013 has increased to \$235. The updated ASCAP form is available on the Society's website.

## **eBiz / Aptify**

Over the past several months, we have been in the process of upgrading our Aptify membership management software. We are excited about the ways in which the newer software will allow us to better serve our members. Testing will occur throughout the month of March, with a go live date currently set for April. Please be patient with us as eBiz may occasionally go off line. Your user interface, via eBiz, should remain the same during this upgrade period.

Post upgrade, we plan to incorporate some of the new software capabilities into eBiz enhancements for our members, districts and subsidiaries. Stay tuned for more details to come!

## **Thank You**



*SE/MM/pl 2-25-13*