



**EVERGREEN DISTRICT
Board of Directors Meeting by Zoom
April 15, 2023
APPROVED MINUTES**

Items submitted before meeting:

- Agenda and Zoom link, sent via email April 15, 2023
- Yakima Chapter update, sent by Greg Kronlund via email April 15, 2023.
- March monthly financial report, sent by Larry Breitbarth via email April 15, 2023.

Members in Attendance:

X	Don Greer
	Bill Hickman
X	Larry Breitbarth
	Chris Powell
	Katie Roman

X	Rob Macdonald
X	Sid Brown (about 30 minutes into meeting)

Others in Attendance: Deena Wolfe Glen Hayes, Bob Robson, Greg Kronlund

Called to order: 3:00 pm PST (estimated from recording); quorum not established.

Treasurer: Reference to emailed report. Generally good shape. Revenue beginning to flow from HCNW. Endowment balances for QCED, BLMF, EVG are essentially understated due to investment reporting rules. Invoice for Prelims venue has arrived, is \$3200. Based on 1st quarter revenue from membership dues, forecast is approximately \$28K for the year which is under budget of \$31K. Firm Clark-Newber selected for completing annual taxes based on evaluation; Maggie Ryan, a form 990 expert will complete the work. Treasurer’s report is received.

DPC “Value Exchange” task force: Subteams are working on issues identified during mid-Winter workshop. Visitors to rehearsal are covered only for first three visits. This appears not to align with current chapter practice. Do we need a waiver form for visitors beyond three visits (e.g., learn-to-sing programs)?

MOU: Don has completed draft Operations Guide and submitted to Bill for inclusion in documentation updates. MOU process begins with initial presentation to HOD at HCNW in June and final approval with budget at HOD at EVG Convention in October. BHS portion of MOU process is uncertain due to staff reduction at Harmony Hall. Content will include outlines of forecast activities and budget for 2024, hopefully presented less formally than existing documentation.

Events: Prelims next Saturday with 4 choruses and 12 quartets. Walt Paulsen is stepping in for injured Ed Gentz as event coordinator. Judging panel includes required 8 judges plus 3 candidates. Expected revenue of \$3700 from participants should cover venue costs and partial judging expenses; additional revenue from attendees will help as well. Communications is hoping for article content and photos to use in May communications to members. Photographer from fall convention is too expensive for this event, so hoping for other sources of photos.

District events team will manage October convention and will contract with local chapters for support. With this arrangement, chapters are getting a fixed fee rather than a share of profits. Through a spokesperson, participating chapters have threatened to withdraw based on the changed arrangement. We need to educate participating chapters on the expected arrangement and reasons behind it to repair damage done by misinformation. Convention design is in response to chapters being unwilling to take the full risk of hosting as well as mitigating losses expected from Prelims event and was approved by HOD.

Harmony College NW: Registrations to date are light, but expectedly so given other events. Forecast/target enrollment is 325. Web site is current and Sched is functional.

Quorum established about 30 minutes into meeting.

Communications: Timbre, Greensheet, and Chapter Leader News have been produced as expected. Submissions open and requested for June 1st Timbre. Emails sent to marketing webinar participants to encourage enrollment in HCNW, as well as articles for Chapter Leader News and Timbre. Yakima chapter is continuing to struggle but getting 8 singers regularly and are participating in an upcoming concert. Bill is still planning to visit one of the chapter meetings.

Education: Nothing to report.

Motion 23-09 Accept draft minutes from March 18, 2023 meeting. **(Motioned/Approved)**

District Document Review: Reminder to review submitted portions of Operations Guide for any final updates to enable distribution to HOD delegates in May for June HOD meeting.

Replacing IPP Role for 2023: Deferred until May including DBOD nominations committee and HOF, BOTY nominations. Recommendation agreed that BOTY be announced at HCNW and again at Fall Convention, noting that award is for prior year and should be presented during first half of the year, but that Prelims is too small an event (no vote).

Struggling chapters & Angel Fund: See provided email.

Action Item Review:

- **Action:** Events team to contact La Quinta to release unneeded reserved rooms.

Adjourned: 3:55 pm PST (estimated from recording)

Action Items		
What	Who	When
Contact La Quinta to release unneeded reserved rooms	Events team	April 17
Discuss Member Center updates with chapter presidents to ensure officers are up to date for use by communications for distribution of Leadership News.	DonG	Completed April
Consider short-term amendments after HOD approval to support Senior quartets attending Mid-Winter and possible shortfall in Communications. – Expanded to include first instance of an expected quarterly budget review based on Q1 actuals.	Board	May 20
Engage with Rob Macdonald for joint event/education planning	Katie Roman	May 20
Review materials provided by Bobby Huber for potential applicable material for leadership training.	Bill Hickman	May 20
Review the draft district documents and provide comments.	Board members	April 15
Send Bill information about advisory group to enable recruiting of potential participants from Bellevue chapter.	Sid Brown	Completed April
Fill IPP role	Don Greer	May 20
Attend an upcoming Yakima chapter rehearsal to be scheduled, to assess potential help options and report to board.	Bill Hickman	May 20
Chris needs clarification of DBOD election process, roles	Don Greer	May 20

and responsibilities: distribution of candidate information, collection of ballots, notification of results to BHS. Note: This action item will be rewritten to indicate voting process to be clarified as part of by-laws review.		
Closed Items		
What	Who	When
Promote Leadership Training at upcoming Chapter Presidents meeting	Don Greer	Completed March
Email Bill with specific invitation for Bellevue Chapter to participate in Spring Prelims chorus festival.	Rob Macdonald	Complete March
Reviews of leadership training modules: <ul style="list-style-type: none"> • Katie to provide links to modules and contact information for Peter McBride. • Bill Hickman to review president module. • Chris Powell to review secretary module • Larry Breitbarth to review the treasurer module. • Reviewers to send comments to Peter McBride 	Katie Roman Bill Hickman Chris Powell Larry Breitbarth	Completed February
Investigate current status of Harmony Explosion and report back to board. Connect with Walt Paulsen.	Bill Hickman, John Rettenmayer	Complete January
Engage with Don Thorn about funding for grants to International competitors.	Katie Roman	Complete January
Get more specifics on Spring Prelims event.	Rob Macdonald	Complete January
Draft 2023 budget	All board	Complete December
Provide announcement of HOD meeting to Communications team for January Greensheet (due 12/26) and January Leadership News (due 1/10/23).	Don Greer	Completed only via email December
Ask Communications team to provide a report on the average age of members of district	Sid Brown	Complete January
Circulate document "What do you get for your district membership?" to board members.	Bob Robson	Complete January
Contact David Ramsey-Warner (former organizer) for leadership training information	Katie Roman	Complete January
Schedule December DBOD meeting for evening of Friday, December 16 th .	Don Greer	Completed December
Call and host document review session in January	Bill Hickman	Completed December
Provide content about Member Center updates to communications team.	Chris Powell	Completed December

Chris Powell
EVG District Secretary
Don Greer
EVG District President