



EVERGREEN DISTRICT
Board of Directors Meeting at HCNW and by Zoom
June 16, 2023
APPROVED MINUTES

Items submitted before meeting:

- Announcement and Zoom link, sent via Chapter Leader News June 15, 2023
- Agenda and Zoom link, sent via email June 15, 2023
- May monthly financial report, sent by Larry Breitbarth via email June 15, 2023.
- Update on Yakima chapter, sent by Greg Kronlund via email June 12, 2023.

Members in Attendance:

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

X	Katie Roman
X	Rob Macdonald
X	Sid Brown

Others in Attendance: Greg Kronlund, Glen Hayes, Phil Bergh, Bob Robson, Gerry Borden, Erik Dove, Deena Wolfe

Called to order: 10:00 am PST

Harmony College NW: 245 students registered with the rest of the day to go. Break even is assumed to be about 200 students, but with adjustable terms to be considered. 425 at previous in-person meetings. Decline is in line with decline in BHS membership over the same time period. SCHED and Strip relationships are working as expected. Late release of some features had some impact on services offered to our students. Relationship with PLU is working acceptably with the addition of risk management terms to contract. In past we have always audited invoice from PLU and we expect to do so this year. Anticipate making appeal for additional volunteers for next year planning with the understanding that it is a significant commitment and effort. Considering combining Prelims with Harmony College as Rocky Mountain District and Southwest District have done and will be meeting with RMD about it.

Action: Glenn to include Rob in discussion with Rocky Mountain.

Motion 23-12 Accept draft minutes from May 20, 2023 meeting. **(Motioned/Approved)**

Treasurer: Reference to emailed report. Treasurer report received **(Motioned)**

Treasurer report reflects “lumpy” cash flow with HCNW accounting still incomplete. Is it possible to provide quarterly actual vs. budget reporting? Won’t need to request approval for additional funding from HOD.

Motion: Provide same level of funding for senior and youth quartets attending Mid-Winter Convention as quartets attending International, including retrospectively for 2023 Mid-Winter. Withdrawn for future consideration to be added to July DBOD meeting agenda.

Chapters are explicitly excluded from District insurance related to board liability. Although insurer doesn’t appear to have requirements on providing the District does have policies on Sexual Harassment, Discrimination, Chapter Activities, and Youth Participation. However, they need to be updated and ensure that all board members are aware of them. This type of insurance (B&O) is typically contracted by entities individually and so would require chapters to enroll separately. First line of defense for chapters should be adopting, publicizing, and training on policies rather than insurance. BHS provides youth policy training online that could be used by chapters; Engage via BHS Customer Service. Should district require chapters to adopt a standard set of policies? Costs for district \$1380/year; could be about \$400-500 per chapter per year, although would be less in Canada.

Action: Bill to update policies and distribute to board.

Action: Larry to confirm the understanding that chapters are not covered by insurance and when that change occurred.

Action: Bill to write article for Leadership News regarding youth policies and availability of training.

HOD: Katie won't be able to attend due to a scheduling conflict. However, PDX chapter representation will be present. She will review the recording afterward and provide updates as needed.

Need to engage HOD with nominations need for district leadership roles to encourage them to develop candidates. Proposing having an installation gathering for 2024 board with 2023 board at District Convention, at HOD meeting.

DPC "Value Exchange" task force: Meetings are continuing with a building sense of community among participants; June 25 meeting for report-outs from all subgroups as preparation for meetings at International. Subgroup topic: Need for quality volunteer leadership supported by a pipeline and training.

Action: Katie plan for fall leadership training for chapters in support of building quality leadership, leveraging BHS offerings.

2024 MOU: Draft is largely the same as the 2023 MOU and is intended to drive conversation with HOD and Chapter Presidents. Provide input to Treasurer on budget needs to support described activities. Target completion of both MOU and Budget in August to support distribution and approval by HOD in October.

Action: DBOD members to review MOU draft, provide updates as needed, and provide budget input to Treasurer

Education: Complexity surrounding youth attendees asking for scholarships has created process churn. Have approximately \$650 remaining budget for HCNW scholarships based on grants to date.

Reallocating the unused budget to support additional quartet coaching. Also have \$2500 in HU scholarships that is unused. If it remains unused they could also be reallocated to quartet coaching. Target September for initial communication about available online training to support candidates in advance of chapter elections. Target November for live training to support newly elected officers in advance of their assuming office.

Events: Fall Convention planning is progressing. Still have no volunteers for holding 2024 Division contests. That would entail the need for video qualification for divisions not having contests. Will continue to encourage divisions to have their own events. Edmonton, AB event had about 125 attendees (3 men's choruses, 2 women's choruses, several quartets). PDX chapter considering options for hosting 2024 District contest. Events team is planning to support as many as 30+ quartets requiring a triple judging panel, and early start time on Friday. Some concerns about providing chapters opportunities for spring judging feedback to support growth toward future competition. Could be supported by video submission process or quartet festivals using EVG judges.

Communications: Request post-HCNW article from Glenn for Greensheet. Request information about fall convention for August Greensheet, due in July. New member orientation template for chapters is under development; will send to Katie when draft is completed. Barbershop lingo feature under development. Value of membership feature under development. Based on attendance at BHS marketing/membership meeting, waiting for marketing and other solutions from national organization likely not to meet EVG chapter needs; we'll need to drive from within the district.

District Document Review: Policy and Operations Manual draft completed and distributed to HOD for approval. Roles and Responsibilities document is next to be reviewed and updated. Early review highlighted need for membership development support. Membership roundtable to be hosted by Bill in late July or early August to support bottom-up development. Membership and Chapter Development role will be added to board for 2024. Is "membership" too focused vs. "participants" – committed vs. interested – post-decision vs. pre-decision viewpoints and needs.

Nominating Committee: Review open positions without current candidates at HOD rather than naming potential candidates to drive conversation about leadership development and need to foster leadership pipeline.

Awards: BOTY has been decided but may not be announced at HCNW. HOF is TBD.

Struggling chapters & Angel Fund: See provided email.

Action Item Review:

- No additional items.

Adjourned: 1:31 pm PST

Action Items		
What	Who	When
Update policies on Sexual Harassment, Discrimination, Chapter Activities, and Youth Participation and distribute to board. Was: Forward discovered policy documents to DBOD members for review	Bill Hickman	July 15
Confirm the understanding that chapters are not covered by insurance and when that change occurred.	Larry	July 15
Write article for Leadership News regarding youth policies and availability of training.	Bill Hickman	July 15
Review MOU draft, provide updates as needed, and provide budget input to Treasurer	All DBOD	August 19
Plan for fall leadership training for chapters in support of building quality leadership, leveraging BHS offerings	Katie Roman	July 15
Provide DBOD update on statistics on web site traffic	Sid Brown	June 16
Engage with Rob Macdonald for joint event/education planning	Katie Roman	June 16
Fill IPP role	Don Greer	June 16
Attend an upcoming Yakima chapter rehearsal to be scheduled, to assess potential help options and report to board.	Bill Hickman	Completed June
Provide article about HOD meeting details for publication.	Bill Hickman	Completed June
Send financial reports to HOD delegates.	Don Greer	Completed June
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.	Don Greer	Completed June
Forward discovered liability policy document to Larry for comparison to actual policy.	Bill Hickman	Completed June
Closed Items		
What	Who	When
Contact La Quinta to release unneeded reserved rooms	Events team	Completed April
Review materials provided by Bobby Huber for potential applicable material for leadership training.	Bill Hickman	Completed May
Review the draft district documents and provide comments.	Board members	Completed April
Chris needs clarification of DBOD election process, roles 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.	Don Greer	Complete May

Send Bill information about advisory group to enable recruiting of potential participants from Bellevue chapter.	Sid Brown	Completed April
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
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
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

Chris Powell
EVG District Secretary
Don Greer
EVG District President