

# CHAPTER LEADER NEWS

Building Relationships Between Chapter and District Leaders

December 15, 2023

Hello Chapter and District Leaders!!!

Merry Christmas wishes to each of you!

And I'm hoping all of your secretaries spotted the email with the new OFFICER UPDATE TOOL that BHS emailed to all of us on December 4th. If you haven't used it to update your president's, secretary's, and treasurer's names and date -- it works GREAT! it takes you immediately to a simple login page for your email - and then you pick which chapter/chorus you are updating and it brings up the existing officers names. For returning officers, just change their ending date for that role. For new officers, just use the dropdown list of current members and select your new officers and give them an ending date.

In case you misplaced that email, here's the link to get you started!

<https://members.barbershop.org/s/eoy-officer-update>

**How did we get emails for our EVG members?** Monthly, we download the latest EVG membership list from the BHS Member Center and use that **current list** for all of our EVG mailings in that month: Greensheets, Chapter Leader News, Timbre and other special announcements that get sent to our members. Please remind your chapter members to check with the BHS Member Center has on record for them -- esp if they have changed their emails, chapter officer roles, or moved to a new address.

**PLEASE CHECK TO MAKE SURE YOUR NEW OFFICERS RECEIVED THIS ISSUE!**

## REMINDER:

**EVG DISTRICT EVENTS TEAM MEETING  
Sat Dec 16, 2023 9:45am – 11:45am (PST)**

[ZOOM link to Events Meeting](#)

## Communications

Greetings Evergreen....

I'm excited to join the Evergreen District Board of Directors. Next year's focus is helping chapters grow and thrive.

District Communication will continue and include:

- **Greensheet** - our event and information newsletter emailed to all members.
- **Chapter Leader News** is sent to chapter board members (like yourself) with reminders, events, and tips for successful chapter governance. The CLN is also emailed to our District Board members.
- **Evergreen TIMBRE** quarterly newsletter for all members.

- [EVGdistrict.com](http://EVGdistrict.com) website packed with information for our members.
- We are also growing our social media presence in [Facebook/Instagram](#), and [YouTube](#).

Finally, if you have questions about internal or external marketing, advertising, or other communication ideas for your chapter, we are as close as email. Do not hesitate to reach out.

**"Helping Chapters Help Themselves 2024"**

Greg Kronlund - [communications@EVGdistrict.com](mailto:communications@EVGdistrict.com)

## Chapter Leader Tasks heading into January

### December

- If a US Chapter, verify with the Treasurer that the annual ASCAP filing, and payment were made. (Pres)
- IF a US Chapter, submit the annual ASCAP filing, and payment, if you have not already done so.

### January

- Appoint Nominating Committee (Pres)
- Appoint Annual Financial Review Committee to report back before May 15 (Pres)
- Record in minutes individuals appointed by the board who are expected to handle chapter monies in any capacity (Sec)
- For US Chapters, IRS 1099-NEC Forms (possibly 1099-MISC Forms) are due to anyone your chapter pays (or reimburses) \$600 or more to by January 31.
- For Canadian Chapters, submit any required forms the CRA or your province requires (Treas)
- When asked, submit financial records to the Annual Financial Review Committee. (Treas)

### **EVG LEADERSHIP ACADEMY RECORDINGS ARE NOW AVAILABLE**

Presidents - Treasurers - Secretaries

Marketing & Communications

[View the complete playlist on YouTube!](#)



There are also great handouts, Bill Hickman's PRACTICAL LEADERSHIP presentation, and other presentations packed with good Chapter Leader info. Click [HERE](#) to go to the Leadership Academy webpage.

## SHOWCASING: CHORUS DIRECTORS

EVG would like to feature all of your chorus directors - yes, your director(s) in 2024. We are inviting chapters to send brief profiles of their Director to be highlighted during 2024 (150 to 170 words- we reserve the right to edit for length) Send bios to: [marketing@evgdistrict.com](mailto:marketing@evgdistrict.com)

## HELP WANTED: COMMUNICATIONS TEAM

Our EVG Communications Team is looking for people interested, willing, and able to help with the following two roles:

- Facebook/Instagram Administrator
- Assistant Greensheet Editor

If you, or someone you know, would like to become part of our Communications team, please email: [communications@evgdistrict.com](mailto:communications@evgdistrict.com)

## HOW TO GROW YOUR CHAPTER - MUSICALLY!



Everyone is invited to attend Paul Ellinger's Zoom meetings and classes starting January 7th, Sunday, at 6:00pm on **GROWING YOUR CHAPTER MUSICALLY!**

**Learn more about: THE BIG IDEA - at [harmonycollege.net](http://harmonycollege.net)**

If you would like to receive reminders about the coming sessions, please  
email: [webmaster@evgdistrict.com](mailto:webmaster@evgdistrict.com)

## DIRECTOR SEARCH IN PROGRESS

Pacific Spirit Voices, Vancouver, BC. are in search of a new director. Our energized chorus has a new name, we are now mixed, and we are searching for a dynamic director to lead us forward.



[<< learn more on our EVG Directors webpage >>](#)

## STAY CONNECTED

[www.EVGDistrict.com](http://www.EVGDistrict.com)

[EVG YOUTUBE](#)

[facebook.com/EVGDistrict](https://facebook.com/EVGDistrict)

[history.evgdistrict.com](http://history.evgdistrict.com)

Next GREENSHEET - January 1st

Send your items to [Greg Kronlund, Communications](#)

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Note: All Chapter and District Leaders are included in this contact list.

Questions: [webmaster@evgdistrict.com](mailto:webmaster@evgdistrict.com)