

CHAPTER LEADER NEWS

Building Relationships Between Chapter and District Leaders

January 15, 2024

Hello Chapter and District Leaders!!!

A new year ahead for all of us -- and the Chapter Leader News is already filling up with great info for you and your chapter!

PRESIDENT TO PRESIDENT - BILL HICKMAN

Welcome to 2024 and a new year of barbershopping! As your new District Prez thank you so very much for volunteering to lead your chapter. If you are an old hand retaking the reins, welcome back! If you are a newbie, I suspect you might be a little nervous. Let's see if we can make you a little more comfortable.

First, take a few minutes to peruse the help we have prepared for you on our webpage at <https://evgdistrict.com/chapterleaders/>. There you will find links to manuals that help you better understand your role and give you hints and best practices, links to help you understand the roles others play in your administration, and links to outside resources that can help you improve your chapter.

The first key to success in this role is thinking it through. Remember, it's not about you, but rather about your chapter. Do you have goals? What does your chapter want to do this year? Whether they are to compete at the Evergreen District contest in Portland in October, or to simply sing for your neighbors, write them down. Talk about them with your board and your members. Ask them what they want and listen carefully.

This is the first of a continuing series of short notes I will share with you about leading your chapter. Over the coming months I will share quite a bit, but if you need or even want a little help before next month, please contact me. I am at your service.

Bill Hickman - president@evgdistrict.com

PRESIDENTS ZOOM MEETINGS - 4th Sunday - each month

Bill Hickman is inviting you to the next President's Call Zoom meeting. The meetings are scheduled for the fourth Sunday of each month at 7:00 PM Pacific Time.

Join Zoom Meeting:

<https://us02web.zoom.us/j/88132547633?pwd=UGQ3eE5CYzIDZFFxUFV5RXVCQkhudz09>

Meeting ID: 881 3254 7633
Passcode: 229613

Chapter Leader Tasks -- evgdistrict.com/chapterleaders/

Monthly*

- Prepare and distribute agenda for monthly Board Meeting (Pres / Sec)
- Download a current chapter roster from BHS and verify accuracy or update (Sec)
- Keep accurate record of all chapter income and expenses, and process payment of bills and invoices (Treas)
- Board meeting (Pres), take minutes (Sec), report financial status (Treas)

January/February Items to Check:

- 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)

March

- Verify your chapter's incorporation status with your state or province. Post to the Compliance Filings & Reports section of the BHS Member Center the date to which your chapter's incorporation is good. (Sec)
- Verify your chapter's Registered Agent information with your state or province and update, if necessary. (Sec)

CHAPTER SECRETARY AS PRAGMATIC ARCHIVIST

At the Leadership Academy last November, we talked about the archivist role of the chapter secretary, preserving, storing, and making available all important and legal documents for the chapter. One of the attendees recently sent an email asking, "what should I do if we don't have a certain kind of record?" The answer is to be pragmatic and start keeping them today. Organize the records that you have. Ask around, your predecessor, their predecessor, the chapter immediate past president, others that have previously served on the chapter board – see what you can find and add it to your collection. Make backup copies. Make sure others know how to find them. Create a system. Write it down. Keep at it, your successor will thank you for it.

Chris Powell, secretary@evgdistrict.com

FIVE ELEMENTS OF COMMUNICATION

As a leader, you are the primary communicator of the visions, goals, and alignment of your chapter. Here are five elements of communication to remember:

1. **Sender:** the person who is delivering the message. The sender must use language the listener understands clearly.
2. **Receiver (Listener):** the one you are messaging. In this case, your chapter.
3. **Message:** this includes your words and your body language.
4. **Channel:** how you deliver your message, person to person, phone, email, text message, or application.

5. **Feedback:** how to determine if your message has hit the mark. Can the receiver explain the message back to you effectively?

Keep in mind that “noise” can clutter the message. You reduce noise when the sender and receiver **actively listen**. Listening is an element of communication that can improve understanding.

Speaking to groups reduces understanding and retention, but understanding the five communication elements will improve your results. In the US, there are over 3 million messages a day. So, you must message frequently and directly to ensure understanding.

Greg Kronlund, communications@evgdistrict.com

SINGING VALENTINES - 2024



Delivering love in a song this year?

Don't forget to send your Singing Valentines pictures and a three-sentence story to marketing@evgdistrict.com for inclusion on the Evergreen Facebook and Instagram pages..... Maybe even the other publications...

CHAPTER MARKETING

THE PLANNING SEASON

Barbershoppers should be in the planning stages **right now** for the upcoming **two years**. Hopefully, last November you built your plans for *singing Valentines*. If you haven't, welcome to the club. I can't count the number of times a member has come to me on February 1st and asked, "Are we doing Valentines this year?" This is a fundamental flaw in many of our chapters: they DO NOT plan AHEAD. Dig out a calendar and start building a plan now! Building a plan now for the next Valentine's season will save aggravation overall. (Hint: start executing your 2025 Valentine's plans in November 2024.)

As VP of M/PR, you need to consider things regular members do not. The M/PR vice president needs to lead chapter members into thinking about and helping with the overall messaging of the organization. External marketing is everyone's business. The VP of M/PR must also think critically and reject two basic statements: "*We've always done it this way*" and "*We've never done it that way*." Here's a place to begin. Start thinking about these four items:

- [Your Chapter's Features and Benefits](#)
- The dimensions of your current marketing. You can't think "outside the current box" until you know its dimensions.
- How is digital part of my ground game?
- Natural tie-ins—do you have them?



SHOWCASING: CHORUS DIRECTORS

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

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

BHS MEMBER CENTER

How often would you like to contact a singer you met in another chapter and forgot to ask for their phone or email?? You can go to barbershop.org (even on your phone) and login to the Member Center and then click on the SEARCH button (top right corner) and type your friends last name and a list of names will appear. Click on the one you're wanting. Member Center will show ONLY the information that that person wants made available to **only** the BHS membership ... so you might see only their name and member number... or if you typed Galloway and picked Judith, you see my address, phone, and email so you can contact me easily.

HOW TO MAKE MORE CONTACT INFO AVAILABLE:

I had to go to MY ACCOUNT PROFILE, fill in any info I want to share, and THEN scroll way to the bottom of the page, where I changed my "Privacy Privileges" and click on the SAVE button at the very bottom.

A screenshot of a web form for updating profile information. It has two columns of settings. The first column includes: 'Show Person of Note Referrals on Profile' (unchecked), 'Show Significant Other on Profile' (checked), 'Show Mailing Address on Profile' (checked), and 'Show Other Address on Profile' (unchecked). The second column includes: 'Show Home Phone on Profile' (checked), 'Show Cell Phone on Profile' (checked), and 'Show Work Phone on Profile' (unchecked). At the bottom, there is a 'Cancel' button and a 'Save' button, which is circled in red. Below the buttons, the 'Account Name' is listed as 'Galloway Household'.

YOU CAN SEND A MESSAGE - EVEN WITHOUT CONTACT INFO

If your friend has only their member number listed, you can still send a message by clicking on your name (top right corner of the window), click on "MESSAGES" and send a new message. Member Center will take the name you've picked and you can send a message to them right from Member Center. It's a great way to reach out when you have no other contact information.



Judith Galloway

Judy Galloway -- webmaster@evgdistrict.com

HOW TO GROW YOUR CHAPTER - MUSICALLY!



Everyone is invited to attend Paul Ellinger's Zoom meetings and classes. The next ZOOM meeting is January 21st, Sunday, at 6:00pm PT on **GROWING YOUR CHAPTER MUSICALLY!**

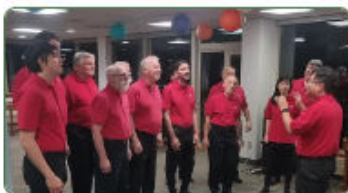
Prewrite for the meeting will be to watch [WAVEBOX SINGING, Pt 1](#)

Learn more about: THE BIG IDEA - at harmonycollege.net

If you would like to receive reminders about the coming sessions, please email: 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 >>](#)

2024 CONVENTION UPDATES

Evergreen District Convention

**NEW
DATES**

OCTOBER 4-5, 2024

Due to scheduling issues, lack of available judges, and the SAI International Convention the events team was forced to move the Evergreen district convention earlier. In addition, to avoid interfering with Canadian Thanksgiving, the first week of October has been approved by BHS for the next three years. We also acknowledge for 2024 this creates a hardship for those celebrating Rosh Hashanah. As we move toward 2026, we will re-evaluate the dates, as necessary.

STAY CONNECTED

www.EVGDistrict.com
facebook.com/EVGDistrict

[EVG YOUTUBE](https://www.youtube.com/EVGYOUTUBE)
history.evgdistrict.com

Next GREENSHEET - February 1st
Send your items to [Greg Kronlund, Communications](#)

EVG EDITORIAL POLICY

- **Show Policy:** Chapter Show Posters and information must have district clearance through our [District Secretary](#) to appear in Evergreen Publications and Social Media.
- Publications editors reserve the right to edit content for length.
- Submissions must meet or beat the deadline of the 25th of the month preceding the publication date.
- Maximum word count for Chapter Leader News 175 – 225 words.
- The Evergreen Communications team may hold over generic content to the next publishing date.

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 update their BHS Member Center info.

PLEASE CHECK TO MAKE SURE YOUR OFFICERS RECEIVED THIS ISSUE!

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

Questions: webmaster@evgdistrict.com