

# CHAPTER LEADER NEWS

Building Relationships Between Chapter and District Leaders

February 15, 2024

Hi Chapter Leaders!!! Yes, I'm sending this a day early ?2/14)  
.... but all I can say is "WOW!! Read on.....

SHARE WHAT YOUR CHAPTER IS DOING WITH ALL OF US



If Your Chapter is having an Open House - Guest Night - FREE Family and Friends Performance - Youth In Harmony Weekend- or special free event send the information to [marketing@evgdistrict.com](mailto:marketing@evgdistrict.com)

We will add it to the EVG Calendar and post the item on Facebook... Send banner/poster and a three-sentence invitation.... (Not available for shows until cleared by the District Secretary). Send your pics and information to [marketing@evgdistrict.com](mailto:marketing@evgdistrict.com)

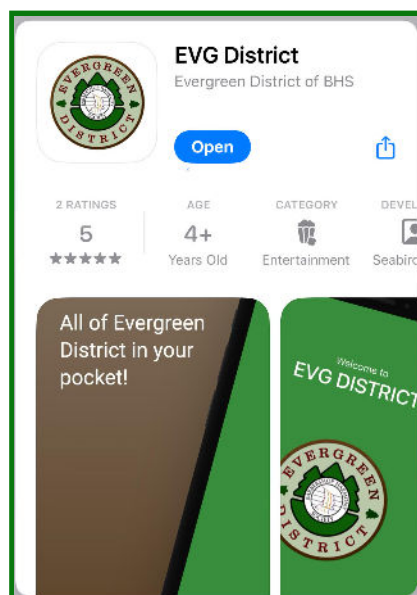
WOW!!! We have reached 100 APP members in less than 2 weeks!

## LEAP YEAR CHALLENGE

*Which chapter will have the highest %  
of singers using this APP  
by February 29th?*

GET THE LATEST NEWS  
EVG CALENDAR  
FIND A CHAPTER  
GET A PITCH

smartphones - tablets - computers  
FREE!  
It is our own APP!





GET IT ON  
Google Play



Download on the  
App Store



Bill Hickman  
EVG - District President

## PRESIDENT TO PRESIDENT

February 2024

How was the first month as President? Are you feeling comfortable in the role or did a problem arise that caught you by surprise? If it did, don't worry, it happens to all of us.

One of the most eye-opening moments of your tenure as president will be when you are faced with a problem which has you stumped. When this occurs (and if it has not yet – it will!) remember this important point:

*It is not your job to do everything. It is your job to ensure things get done.*

The point of this missive is to remind you that you have a team. You are not expected to know everything, but there is collective experience and capability in your team, especially in your Immediate Past President. Tap it.

If for some reason you want advice from outside your chapter, call me or contact one of your peers. We have served in your role, so we know the stress and have probably seen the problem you are facing before. You are not alone. -- I am at your service. Bill

## 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/](https://evgdistrict.com/chapterleaders/)

February / March

- For Canadian Chapters, submit any required forms the CRA or your province requires (Treas)
- 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)

## HAPPY FAMILY DAY - CANADA

The Evergreen District is blessed to be an international organization! With that in mind, I wanted to wish our friends in Alberta and British Columbia a fulfilling Family Day on February 19th.

While relatively new as far as holidays are concerned, Family Day is meant to focus on getting closer to loved ones and perhaps creating new family traditions and reinforce values.

Alberta was the first province to observe Family Day, back in 1990. Since 2013, Family Day has been celebrated in British Columbia.



Sid Brown  
EVG - EVP

## WAIT, I NEED A LICENSE FOR THAT?!

With many chapters doing sing-outs and accepting donations for them, we've had the question of whether those require BMI/SESAC licensing. When an ensemble is invited by another party to perform - whether paid or for free - they are considered a "work-for-hire" under current US law and are not liable to do ASCAP/BMI/SESAC licensing for that performance. Most retirement homes, healthcare facilities, and schools are managed by parent entities that ensure legalities are in place.



Chris Powell  
EVG - Secretary

However, smaller, stand-alone business and facilities might not! So, several of our chapters have filed ASCAP and BMI/SESAC reports/payments for peace of mind by avoiding passing the liability of music licensing on to those businesses without them knowing it.

Regarding chapter-produced events that are not ticketed but free-will donations are accepted to benefit the chapter financially, these events are *not* exempt from ASCAP and BMI/SESAC reporting and should be submitted with payment accordingly.

## THE TAXMAN COMETH



Larry Breithart  
EVG - Treasurer

Ben Franklin famously said that nothing is certain except death and taxes. As your District Treasurer, I cannot help you avoid your inevitable demise. However, I can help you with your chapter's tax compliance.

District Chapters are required to submit an annual tax filing to the IRS. For chapters with gross receipts less than \$50,000, there is a simple filing requirement – the 990N or “postcard,” where the chapter confirms that it does not need to file a form 990. For chapters with more than \$50,000 in gross receipts, a form 990 must be filed. Returns are due May 15, 2024, and can be extended to November 15.

Occasionally chapters fall out of compliance and fail to file an IRS Form 990. This may happen when there is change in Treasurer. If a chapter does not file for three consecutive years, it may receive the “death penalty,” from the IRS. For a complete look at compliance see the article in the March Timbre.... To Be Continued...

## THE FORGOTTEN POSITION

The position of Immediate Past President is one that is often overlooked and forgotten about on chapter boards. In fact, it is one of the most important and influential.

The IPP is the person who previously ran the entire chapter. Formally, he or she serves as an advisor to the chapter president, but informally, this person knows how to get things done in the chapter. This person has insights about the personalities and capabilities of almost everyone in the chapter and can be a key voice in planning.

The current president should be able to lean on the IPP for assistance on any topic. Having been in the position before makes the IPP a unique asset but it is important to remember that the IPP is probably a little tired, so the current president should be careful not to overload this person (especially in the early days and weeks of the new president's term) but is someone on whom the president can rely.

It is vital for the president to develop and maintain a good relationship with the IPP.  
/BH

## CHAPTER DEVELOPMENT



Bob Cox  
EVG - Chapter  
Development

## Part One: What is your chapter/chorus plan for the year?

As a leader for your chapter/chorus/singing community, it's important to have a plan for the year. Having a plan with milestones to measure your success is essential for growth. Nobody wants to fail!

You should have had a yearly planning meeting to establish goals and objectives. From this you should have a calendar to share with your members. Dates on the calendar should include: rehearsal night, board meetings, special committee meetings, guest nights, chapter shows, projected performances, social events, convention weekend and HCNW to name a few.

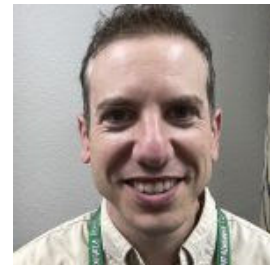
Don't forget special days such as Valentines, Mother's Day, July 4th, Thanksgiving and Christmas. You might also include individual members' birth dates and anniversaries on the chapter calendar. This also reminds to your Sunshine person and you as a leader to personally offer best wishes. That's what successful leaders do.

In your planning make sure your music teams do the same. Set dates for when you plan to introduce new songs, set dates for when members need to be off paper. Set dates for special rehearsals, coaching and retreats. Share those dates with your members and hold each other accountable for their completion. Adjustments may be needed along the way, but have a plan, then work that plan. See the complete article in the March Timbre.

## CHAPTER PUBLICITY

Free publicity for your chorus is easier than you think. Local TV stations, like KGW in Portland, invite businesses and organizations to share unique and noteworthy promotions, which they can use in lifestyle segments on their news programs. For example, a quartet from Bridge Town Sound was featured on the show Hello, Rose City! simply because we found contact info for the show's producer on their website and emailed her.

 [WATCH THE SHOW](#)



Duncan Gilman  
EVG - Member-at-Large

## Send a singing Valentine from Bridge Town Sound



Send a romantic, or platonic, song this Valentine's Day, delivered by a barbershop quartet

Author: [kgw.com](#)

Published: 12:31 PM PST February 8, 2024

Updated: 12:31 PM PST February 8, 2024



# QCED NEWS!!!

Dear friends and fans,

We've received some show inquiries lately, and we wanted to provide a brief update.

QCED has recently shifted around our regular events calendar, and we will not be holding a show in Ocean Shores this coming month. We are finalizing some other exciting opportunities currently and will keep you all well informed of when and where you can hear us sing, so stay tuned!

Thanks, and Keep Singing!

## HCNW: CELEBRATING EVERGREEN



EXCITING things are happening at this summer's HCNW weekend packed with classes and activities... and yes, the wildest Saturday Night Show ever!!! There's something NEW, something DIFFERENT, and some comfy OLD favorites.... AND the website is filling up with great information: ? <http://www.harmonycollege.net>

- If you "can't get enough singing", we're offering an HCNW Harmony Platoon Thursday at 1:00pm through Friday just before HCNW begins. You can sign up for the platoon now. Songs for 2024 will be emailed to you.
- Yes, we will have a 2024 HCNW Chorus and we are thrilled to announce that Rich Lapp will be our 2024 director! The chorus sings on the Saturday Night Show.
- ? [2023 SATURDAY Show](#) is still available to watch
- Woodshedding? Yes, that's a very old term - but have you ever done it? Paul Olguin teaches "woodshedding" at HU and will talk about and host Woodshedding throughout the weekend. Watch this HU video: ? [https://youtu.be/yUW\\_Y8Eei-8](https://youtu.be/yUW_Y8Eei-8)
- Your chorus or quartet should plan now to attend! HCNW and include coaching sessions all weekend. HCNW schedule is expanded to 9 class times – with a new session at 1:30pm Friday.
- We are ramping up Personal Vocal Instructions (PVIs). Students will receive 40 minutes with experienced coaches.
- "It's a great year to be a barbershopper!!!" .... Mark, your calendar -- June 14-16, 2024, for HCNW -- and the workshops are scheduled earlier for June 13 - 14. See you soon!

## S.W.O.T. YOUR CHAPTER



Greg Kronlund  
EVG - Communications

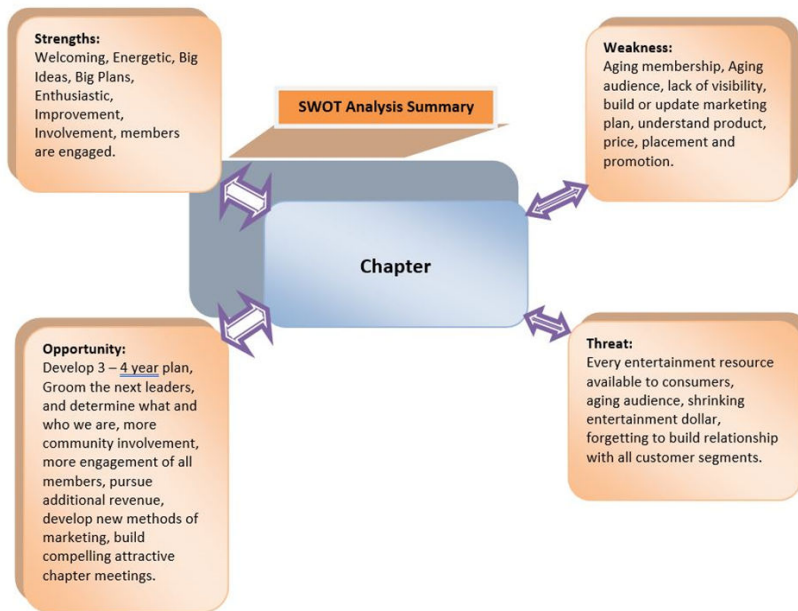
This is the perfect spot in our year to take a deep look at what 2024 could bring for your chapter -- and even for quartets.

The Marketing Plan is a tool to help you identify the characteristics of your Chapter events. Identifying your Product, Price, and Place helps you plan promotional opportunities. Marketing takes into consideration your current customer, and your ideal customer, and allows you to determine your advertising channels. (Posters, flyers, paid Ads, personal appearances, and business tie-ins to mention a few.

Another tool that a chapter can use is a S.W.O.T. analysis. A SWOT analysis can help identify the pros and cons of an event or project. SWOT works in two areas, the internal and the external.

S= Strengths W= Weaknesses O= Opportunity T= Threat

Sample:



S and W identify internal issues that you have control over, while O and T identify external issues that you can use to your advantage, and any external threat to success. It is usually best to brainstorm these with other leaders. It **MUST** be an honest look to be effective. ....by Greg Kronlund AIB

## 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](mailto:marketing@evgdistrict.com)

## WA Chapters COMMUNITY ACCELERATOR GRANT

Attention WASHINGTON Chapter Treasurers and Chapter Grant Writers! Applications for Year 2 of the Community Accelerator Grant, a \$10M arts and culture granting program funded by the Paul G. Allen Family Foundation and administered by ArtsFund, will open on February 5 at 12:00 p.m. and close on March 5 at 5:00 p.m. For assistance or more information contact Larry Breitbarth at [finance@evgdistrict.com](mailto:finance@evgdistrict.com)...

West Sound Chorus has successfully applied.



## HOW TO GROW YOUR CHAPTER - MUSICALLY!

Everyone is invited to attend Paul Ellinger's Zoom meetings and classes. The next ZOOM meeting is February 18th, Sunday, at 6:00pm PT on GROWING YOUR CHAPTER MUSICALLY!

Prewrite for the meeting will be to watch [? WAVEBOX SINGING SERIES](#)

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

## STAY CONNECTED

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

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

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

[? BARBERSHOP HARMONY  
SOCIETY](#)

### PUBLICATION POLICIES

- 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.

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**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](mailto:webmaster@evgdistrict.com)

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.