

Greater New York Region 15

Minutes of the Sept. 10, 2007 RMT Phone Call

The meeting was called to order at 8:30 p.m. by Peggy DiSunno. The purpose was twofold: to discuss the progress of various team initiatives and to review Nominating Committee recommendations for the team slate terms: 2008 to 2010.

All current management team members were present via conference call including: Team Coordinator Peggy DiSunno, Education Coordinator Harriette Walters, Director Coordinator Carole Argulewicz, Membership Coordinator Lisbet Kline, Events Coordinator Carol Schultheis, Finance Coordinator Jeannie Allen, Marketing Coordinator Chris Klepeis and Communications Coordinator Heather Collins. Peggy reminded everyone that the meeting was confidential and to destroy the nominating committee information and recommendations after the call. Chris agreed to keep track of accountabilities.

Finance Coordinator Report

- Jeannie Allen submitted her latest update by e-mail. She has completed two road show visits over the last several months: Heart of New Jersey and Liberty Oak.

- Jeannie's memos included an accounting of the Director's Workshop for 2007, showing a cost to the region of \$2,870; as well as the Treasurer's report from May 1, 2007 to Aug. 31, 2007. The report shows the region has a balance on hand of \$41,287.56 as of Aug. 31.

- The RMT discussed various line items on Treasurer's Report:
 - Pending expenses for regional competition. The last of these expenses have been submitted.
 - Hotel charges associated with Director's Workshop were discussed in an effort to assess whether regional expenses for this activity could be reduced. Carole A. and Lisbet agreed to continue this discussion while planning the workshop for next spring.
 - The team discussed Taglines costs. The consensus was that we should remind regional members about the "Lovelines" booster items in the next regional news-

letter and in Taglines itself as an idea for recouping some expenses.

- There was a brief discussion about expenses incurred for the International Education Symposium. The bill the region received for food was higher than expected, but it was agreed that we should accept this charge. However, the team was reminded to keep an eye on expenses.
- Expenses related to chapter visits: Team members should submit mileage and other related expenses to Jeannie. She will determine (as Finance Coordinator) which visits should be submitted against the International funded visits allowance of 15 visits per fiscal year and which visits should be paid by the region. These visits must be justified by either Harriette or Lisbet as it is part of their job descriptions.
- As part of preparation for the November meeting, Jeannie is working on the Regional Competition 20087 budget. She will distribute to the RMT and the RCC.
- Bills for regional assessment will be sent in October to the choruses and Chapter at Large members.

Marketing Coordinator

- Chris Klepeis submitted her latest update via e-mail.
- Completed two road show visits: Brooklyn Chorus and Greater Nassau.
 - Main topic of discussion was Region 15 donations for the Young Singers Foundation auction at International. Both Harriette and Lisbet have graciously offered full-day coaching sessions, which were acknowledged by the auction coordinator.
 - Chris has prepared and submitted various advertising materials in support of the Region 15 competitors in Calgary, Greater Nassau and Escape.

Membership Coordinator Report

- Lisbet Kline submitted an update via e-mail covering the period from June to August.
 - She has completed four road show visits: Brooklyn, Heart of New Jersey, Evergreen and Liberty Oak.

- o Lisbet has also visited a number of other choruses to aide with PVIs, to coach directors, to welcome newly reformed chapters, and offer facilitation for strategic planning. Those chapters were Heart of Long Island, Brooklyn and Jersey Harmony. The team asked Lisbet to recount her expenses for these visits, as well as progress reports for these chapters, in a separate memo.

Education Coordinator

- o Harriette Walters submitted her activities update in a separate report via e-mail. Primary activities included the TRAX planning along with the education team, a continuation of the Leadership Development Program for Directors. She was specifically involved with visits and leadership follow-up for Long Island Sound, Evergreen, Jersey Harmony and Island Hills. She is working with Lisbet on an ongoing basis to provide a development plan for Heart of Long Island chorus.
- o A hot topic of discussion was the cataloging of regional music. Prior to the fall TRAX educational meeting, there were questions/complaints from some choruses regarding why they had not received additional copies of the regional songs being used as demonstration pieces. It was agreed that the chorus team leaders needed to be reminded of their responsibility to help keep the region up to date on copyright issues. This includes keeping a library/song list with the requisite number of copies. It was agreed that an article about copyright issues should be republished in the next Taglines, along with an article about what choruses should be doing individually to help with this issue.
- o Harriette provided an update on the TRAX schedule. She discussed selling Darlene Rogers' learning CDs on consignment at the registration desk, with all profit to go to the region. (\$3 per CD, minus shipping fees.)

Director Coordinator

- o Carole Argulewicz submitted an update prior to the meeting via email, recapping (among other things) the Directors' Workshop 2007, her planning for next year's Directors' Retreat and her visits to several choruses. Her road show visits included Golden Apple. In addition, she is working on building musical

skills with Brooklyn Chorus and Heart of Long Island and has made visits to both choruses.

- Carole discussed her interaction with the various directors in the region since she took on her new job in April. During her TRAX forum, she will focus on collecting feedback and building better connections between the directors in the region. One thing she will emphasize, their need to continue building leadership skills no matter their individual experience level.
- Carole is still planning to work with Michael Hayden for the Director's workshop in 2008. However, she had not reached him by the time of this meeting.

Events Coordinator

- Carol Schultheis submitted an update prior to the meeting, detailing her ongoing work on TRAX; she booked Greater Nassau's rehearsal hall for the meeting on Nov. 3.
- Visits included road show trip to Golden Apple, planning for Harmony Celebration and Song of the Valley visits in November.
- Ongoing projects include:
 - Investigating alternate sites for the spring regional competition. She is visiting the usual site in Philadelphia on Sept. 28. She is also planning visits to Atlantic City as well as the Hilton in Parsippany, which has just been renovated.
 - Looking into the Woodbridge Hilton for the 2008 Directors' Retreat.
 - Talking to Lisbet Kline about using her retreat home for the Feb. RMT offsite meeting.

Team Coordinator

- Peggy DiSunno submitted a written update prior to the meeting via e-mail. Activities including arranging for in-region training (Sharon Babb will be the faculty for November 2008); scheduling visits to Heart of Long Island and Island Hills; visit to Greater Nassau.
 - Peggy also contacted team coordinators to encourage applications for future RMT terms.

- Prepared team coordinator workshop at TRAX with Teresa Heuser.
- Reminded team to bring photos and business cards to be posted on team information board
- Peggy mentioned that several choruses are not submitting minutes to Johanna.
- Encouraged team to think about future fund-raising ideas. This discussion was tabled until the November meeting.

Communications Coordinator

- Heather Collins submitted a written update via email. Completed projects included publishing the Region 15 directory and mailing to appropriate personnel, coordinating nominating committee activities, organizing the iPod raffle incentive for the TRAX event.
- The team discussed how to handle the RMT Question Box, which was to be made available at TRAX for members to stuff. The team agreed to discuss items via email post meeting and publish answers in Taglines. UPDATE: The most pressing issue to address is the distribution of regional music. Articles are being prepared for the next Taglines.
- Discussed including evaluation sheets at future educational events. It was agreed that we should provide a way for attendees to rate sessions at future events.
- Based on her experience with the Nominating Committee from the 2008 to 2010 terms, Heather suggested making the Nominating Committee role a year-round one. This would facilitate better succession planning. The team agreed to discuss and select the next committee at the November meeting. There must be one member of the RMT on this committee, as stated by International.

New Business

- Nominating Committee Report:
Heather led discussion about the slate for the next RMT terms from 2008 to 2010. There were four applicants. They were: Dolly Power (Membership Coordinator), Carol Schultheis (Events Coordinator), Dana Dunlevy (Marketing Coordinator) and Lisbet Kline (Education Coordinator). The team agreed to recommend all four of these candidates for

the terms in question. Heather will work with Harriette Walters to craft the appropriate forms for the Education Coordinator recommendation, which is an International appointment. The region will be alerted to Dolly Power's appointment by acclamation once she has been notified and has accepted the position. Heather will send out follow-up letter to all applicants promptly.

- The team discussed gifts for the international competitors (Greater Nassau and Escape), to be presented at the dinner show at TRAX. It was agreed that Jeannie Allen will handle the coordination of this.
- Accountabilities from the May meeting were reviewed briefly. Chris Klepeis collected and distributed accountabilities for the next meeting.
- The team briefly discussed Taglines submissions. Extra articles will include:
 - Acknowledgement of Harriette and Lisbet's donations for the Young Singer's Foundation auction
 - A rerun of Sharon Vitkovsky's article about copyrights (along with an update from Harriette about Region 15's policy on this matter)
 - A note encouraging member to run boosters
 - An article about TRAX
 - An article about Patty Danner's work with young women at Mendham High School
- The next meeting was confirmed for Nov. 3, 2007 and was set for Baldwin, N.Y. The time for the meeting will be announced at a later date.

Respectfully submitted,

Heather Collins
Communications Coordinator
Region 15