

**AVA Governing Board Meeting
Sunday, June 5,- Wednesday, June 8, 2016
Moody Music Building
University of Alabama, Tuscaloosa**

Ginny opened the meeting with all members introducing themselves.

The meeting was called to order at 6:24 pm.

Members present were Jane Powell, Stacy Owens, Hilan Powell, Ben Cook, Nichole Hill, Carl Davis, Ginny Coleman, Meg Jones, Cara Thomas, Randall Fields, Jerry Cunningham, Christie Breland

Cathy Spence proceeded with reading the minutes of the Transitional Board meeting and the AVA Governing Board Meeting from the All-State Festival.

After minutes were read and approved with corrections, Rebekah presented the financial report. Ginny stated that the financial report will be filed for audit.

ONLINE REGISTRATIONS

Carl Davis explained how and why we have moved toward the online registration process. He also explained we would be linked with AMEA online registration website. However, he stressed that registering with the AVA database is still necessary.

Rebekah continued with a demonstration for the online registration process. Committee members were given time to practice using the website. Upon submitting registration information, directors will be sent a confirmation email, which serves as an invoice. The option to print and use as an invoice for bookkeepers will also be added. Payment must be received by the absolute deadline in order to participate in the event.

Discussion continued concerning removing registration forms from the handbook and using only the online forms. It was decided that if directors had trouble completing the online process, they will be provided with a hard copy from their District Chairman. This accommodation will be in place for one year only.

EXECUTIVE SECRETARY POSITION

Carl Davis began his presentation of the Executive Secretary position. His proposal was to increase the salary and combine the position with that of Webmaster.

He proceeded to show a comparison of the number of hours spent by Pat Blackwell and Rebekah Stevens in performing Executive Secretary duties for one year. With AVA moving towards online procedures for events, and with Rebekah's expertise in this area, he suggested offering a one year contract to Rebekah Stevens, the only applicant, for the positions of Executive Secretary and Webmaster.

The salary proposal is as follows:

Executive Secretary: \$13,000

Webmaster: \$ 2,000

Web redesign and setup: \$1,500 (one time fee)

Carl presented the financial figures to show the result if student fees were slightly increased. He then showed financial numbers from 2015-2016 school year, showing an increase in the AVA checkbook balance, and stating that the need for a fee increase would not be necessary. He followed up with a suggestion to monitor our account balance during the next year, to determine further need for a fee increase.

The following recommendation was made:

1. Offer a yearly AVA Executive Secretary Contract
 - *Yearly performance review at the All-State Board meeting
 - *2016-2017 Salary \$13,000
2. Offer a Webmaster Contract
 - *2016-2017 Salary 2,000
3. Include a Web Design and Setup Fee
 - *2016 (one time fee) \$1,500

Christie expressed concern that there may be others who would be interested in the Webmaster job. Carl stated that at this point no one had expressed interest during the last two openings.

Hilen moved that we accept the salary increase and the one-time web design fee and accept Rebekah Stevens as Executive Secretary/Webmaster for the 2016-2017 year.

AVA BOARD HANDBOOK/MEMBER HANDBOOK REVISIONS

Jane discussed the history of AVA and the need for a board handbook to be written, defining each job and outlining the responsibilities for each board position. Certain tasks and responsibilities will be redistributed among board members, and this will be specified in the new handbook.

Ginny presented the revisions which were made to the existing District Chair handbook, which will become the AVA Board Handbook. She explained that this process will be used for the general handbook revisions. Members of the board read each page of the handbook and amended as discussed and agreed upon.

Ginny stated that the meeting would be suspended until 8:00 am. Monday morning.

The meeting resumed with Cathy Spence reading minutes from the June 5, 2016 meeting.

There were no corrections.

Ginny assigned board members, to work in groups on various tasks involving editing the handbook, as well as other issues that need to be addressed. Groups began working at 2:20 pm.

Nichole inquired as to how uniform or grammatically correct we needed to be. It was decided to be very correct.

Carl recommended looking at what AMEA and ABA pays for mileage to see if an increase is justified. No change in mileage reimbursement was made at this time.

All revisions were made in pen and completed.

PAST PRESIDENT

Jane Powell stated that one of our richest resources is the Past President. Jane's wish in previous years has been to involve past presidents on the AVA board.

She suggested that we invite them to the Thursday night dinner at All-State. Ginny will add this to the All-State schedule; Jane will send out invites.

Badges: Suggestion was to have a supply of "Past President" badges to use whenever these individuals are helping with events.

Ginny and Meg expressed their appreciation to Jane for wanting to include our Past Presidents and helping to make them feel involved. i

Ginny referred the board to the list of past presidents in the handbook and recommended that we call on these individuals to help out with AVA events. We should also continue to update the list.

EXECUTIVE SECRETARY ITEMS

Online registration: Carl Hancock, with AMEA, is using AVA Fall Workshop as a “guinea pig”. We will still have onsite registration. An information flyer will still be needed. Cathy and Meg will work on this. Rebekah stated that registration needs to be up and running by the 1st of August.

All-State no shows: The list of no shows were reviewed by the board and marked excused or unexcused, based on the reason.

Rebekah stated that we need to continue yearly registration on the AVA Database. Rebekah will put a link on the board page to access entire directory.

ALL STATE SHOW CHOIR AUDITIONS

Jane will coordinate this year. Cathy will assist Jane in 2018.

Auditions:

Sept. 30th and Oct. 1 at Gardendale FUMC

Cathy and Jane will judge vocals.

Delle and Jessica will judge dance.

Ginny C. will run registration.

Ginny H. will provide hospitality.

ALL-STATE SHOW CHOIR FESTIVAL

Jane Powell presented the show choir reading packets.

Clinicians are Randy Sage, choreographer, and Brett Carroll, vocal clinician.

Proposed repertoire includes “Pinball Wizard”, “Singin In the Rain”, “Thankful”, and “Dream On”. All four selections were approved.

Cuts for the auditions will be taken from the original cd accompaniment.

Because this is not an Honor Choir year, results will not be announced until after All-State auditions.

Medals and certificates will continue to be awarded .

There was some discussion as to whether or not ASSC has a future with AVA. (AMEA) We will watch numbers to see if there continues to be a decrease in student interest. At Fall Workshop, Ginny will generate a response from membership on their opinions.

Carl shared an email from a director expressing the following reasons why ASSC should not perform at All-State:

- ASSC students get to perform twice, therefore increasing the cost
- Also, the quality of the group should be addressed.

- Is it representative of “the best”? The best kids are not trying out.
- Ideas to improve the level of performance were given, including updating the performance to keep up with trends in show choir world.
- It is not the level of competitive show choir.

As a follow up, Carl stated that we are following our mission....to provide opportunities that our students may not have at their school.

ALL-STATE CHOIR AUDITIONS

Carl shared an email from Paul Litton: Why do students have to “re-register” if they make All-State? Additional fees should not be necessary. Discussion followed and the consensus was there was no need to change what we’re doing.

Scheduling of auditions: Jane will do it this year; Cathy will, with Jane’s help in 2018.

All-State Audition Adjudicators are as follows:

Ginny Coleman: SATB
 Carl Davis: TTBB
 Meg Jones: SSA
 Cathy Spence: MS Treble
 Paul Edmondson: MS Mixed

Audition schedule:

Wednesday, Nov. 2-Mobile (Christie)
 Thursday, Nov 3-Montgomery (Jerry)
 Friday Nov 4-Montgomery (Jerry)
 Saturday, Nov 5-Gadsden (Cara & Nichole)
 Sunday, Nov 6 Florence (afternoon only) (Jane)
 Monday, Nov 7-Cullman (Randall & Stacy)
 Tuesday, Nov 8-Cullman (Randall & Stacy)
 Wednesday, Nov 9-Tuscaloosa (Hilen)
 Thursday, Nov 10-Tuscaloosa (Hilen)

Posting results on website:

Carl stated that mailing letters with audition results adds about 6 hours to the end of the last audition day. Results have gotten lost in mail, names have been left out, etc. It was decided that a final list will be posted on alavocal.org and District Chairmen will send a notification of posting to all directors.

ALL-STATE FESTIVAL

Middle School Treble

Clinician is Mary Tucker Biddlecomb.

There was much discussion about who sings which part:

Districts 1-4 will sing the lower notes when there is a divisi , and also when there are only 2 parts (i.e: Sound the Trumpet). Districts 5-7 will sing the higher notes.

Pieces selected are: "Be Simple Little Children", "Si Mes Vers Avaient Des Ailes", "Sound the Trumpet" "Tres Cantos Natives Dos Indios Krao", "Clear Water", and "He Never Failed Me Yet". All pieces were approved.

Middle School Mixed

Jane expressed the issue of not being able to purchase packets without 1 or 2 pieces (if a director has them in her files). If a director tries to order individual titles, they will show up backordered. Ginny assured her that this would be addressed with Pepper.

Clinician is Alan McClung, from the University of North Texas.

Packet includes:

"Gloria!", "I Have Longed for Thy Saving Health", "Sing, Ye Righteous", "Do Not Stand At My Grave and Weep", "Blue Skies" (split sopranos along district lines), "Shut De Do", and "I Want To Be Ready".

The board decided to cut "I Want To Be Ready" and asked the clinician to consider replacing one of the Latin pieces.

Ginny shared an email from Alan McClung, suggesting "Entflieh Mit Mir", by Mendelssohn to replace "Exultate". The board agreed that it would be an appropriate change.

HS SSA

Clinician is Sigrid Johnson, St. Olaf College.

The board decided that, for the sake of time, one piece should be deleted. Ginny will contact Sigrid for her suggestion of which piece to cut. After hearing from Sigrid, it was decided that "Lilacs & Rain" would be cut.

In regards to the SSA high school All-State choir, the board chose to take out "Lilacs and Rain".

HS TTBB

Clinician: Craig Zamer, Tennessee Tech
All selections were approved.

SATB

Clinician: Jeffrey Redding, West Orange High School
All selections were approved by the board.

General Discussion:

The board discussed whether or not to release All-State student email addresses to Samford....(only 9th-12th grade) The consensus was that it would be acceptable to give only an email address. This does not include mailing address, phone number, etc.

The board reviewed the list of no shows. Students were only excused for the following reasons: sickness, death in the family , or military event.

SCPA/SOLO & ENSEMBLE

District chairmen will compile a list of repertoire, by voicing, and send to Jerry. He will forward to Frank Buck with AMEA. Stacy suggested this could eventually become an online form to be submitted that would be added to the database. Ginny asked DC's to continue to complete this, and for Jerry to provide the list for new teachers at the Fall Workshop New Teachers' Luncheon.

Ginny shared an email from a director requesting to have an SCPA in mid April in order for Show Choir students to be more able to participate. It was noted that there are already SCPA's scheduled for April 3, 4, and 7, and state testing begins the next week.

Carl shared feedback from an SCPA adjudicator stating to please give a solid 30 minute lunch and give judges a 15 min break in morning and afternoon; otherwise they can not focus. District Chairmen agreed that they would try to schedule accordingly.

Adjudicators: Ginny pointed out in the handbook that it is recommended to use judges that are not in state. Some District Chairmen stated that it made sense to use adjudicators from another part of the state, since they were geographically close to the state line. It was the consensus to simply use judges that have no affiliation with your district's directors or students. Ginny also recommended varying judges from year to year. District Chairmen may refer to AVA's adjudicator list or use other qualified individuals. Ask other District chairman for recommendations. A good adjudicator panel would be representative of those who have had experience with middle school choirs, high school, and college.

Recordings: The board discussed having AVA pay a contracted person to record SPCA performances at the same rate as an adjudicator. These recordings would be made available for all directors, free of charge

Sight Reading: This year sight reading for SPCA will be recycled from 2013. Due to personal circumstances, Ed Robertson's is unable to compose for us this year. Ginny stated that she preferred not to spend thousands of dollars unnecessarily, nor to use someone else.

Solo and Ensemble

District Chairmen were instructed to make sure S&E registrations will "pay for the day". It was suggested they discuss with the outgoing DC's how much time, and how many days are typically needed for the events.

The question of using hand signs in the sight reading room was raised. Ginny stated that hand signs are allowed in sight reading.

OCS/OA/ME

Ginny advised board members of the types of adjudicators we should look for for this event. She suggested that the individual was not the same as a performance judge, and should not merely be a skilled vocalist, but an educator, as well. Piano skills are helpful as he/she may need to conduct for the OA audition. Non-partial judges with no school affiliation are essential. They will receive a \$50 stipend without a signed contract.

FALL WORKSHOP

September 9, FUMC Montgomery, 2416 Cloverdale Park 36106

Board will meet at 6:00 to eat, and set up.

Executive Board will meet after workshop is over.

Review of schedule: We must have 2 general meetings in order to vote on Bylaw changes.

Dr. Jeffrey Redding, SATB clinician (West Orange)

If Dr. Redding chooses literature for his reading session, Pepper will give us bound copies of the octavos.

Ginny will ask Pepper to bring music packets for directors to purchase.

The question was raised if we want to offer free registration for teachers who have not attended for three years? Twenty teachers attended for free last year. The consensus was to offer free registration for *veteran* teachers who have not attended for three years.

New teacher luncheon for teachers who have taught 1-3 years.

First year teachers may attend for \$25.

Sub Reimbursement: Most board members should not need sub reimbursement the day before workshop. AVA does not cover sub pay the day of the workshop.

Pepper will have **music packets** to sell at workshop. Directors may purchase with check, cash, or credit card.

Ginny will check into whether or not Pepper will accept purchase orders.

Cathy and Meg presented a schedule for FW, along with a second option. The second option was selected.

AMEA

Ginny stated that we need a headline suggestion: Christie suggested: Christine Bass (Temple University)

Hilen suggested: J.D. Frizell, Briarcrest Christian School, Memphis

Performance venue: Hilen and Ben created a list of AVA performance needs:

- The use of two ballrooms, microphones, music stands, shell, risers for largest size group, appropriate lighting, podium and mic for announcing.
- Choir escorts for coming on and leaving stage would be helpful.
- A waiting area and place to go after the choirs perform is essential to maintaining the schedule when multiple choirs perform in one time block.
- Personnel at the doors to keep people from coming in during a performance.

A two hour concert block time was also suggested.

We will continue to allow performing choirs to listen to other choirs, as long as seating space allows.

Recording Engineers

Ben stated that he was not pleased with Box 5 recording:

He could not add them to vendor list. He said their pricing was very high, unless purchasing a cd/dvd combo for everyone in group. He also stated that on the DVD's, there was no home or title menu, it was very low quality, and amateur.

Performances and Sessions

Ginny will pick up submissions for performance and sessions when she goes to AMEA meeting on Thursday. Carl recommended selected groups by middle school, high school and college. He also suggested they only review submissions with complete applications. He stated that we need to follow AMEA guidelines concerning geographics, etc. He also recommended to check with District Chairs as to what kind of programs the selected groups typically perform.

Ginny will send these out to a “blind” committee for final selection. (President’s responsibility)

CORRESPONDANCE

Carl shared an email/letter from David O, and Sue Johnson thanking AVA for such a great festival experience.

Cara suggested these emails should be shared with general membership at Fall Workshop.

There was a request to record SCPA events for \$35 for each choir. This would be an all or nothing offer. Payment to the contracted individual would come directly from AVA.

Ginny suggested we decide to budget an amount for AVA to pay for each District, for all SCPA recordings. Each district chairperson would be responsible for hiring his/her own recording engineer. Directors would receive the recordings free of charge.

NEW BUSINESS

All-State audition process:

It was mentioned that the students selected for All-State are not always the best musicians, because they can “copy” off of a cd recording.

Carl explained an on-line audition submission process that would cut down on the adjudicators’ time away from school. He stated that a prescreening process is needed to insure students are more prepared for the final audition. “GetAccepted” was the process suggested to use. It is used for the All National Honor Choir.

Another suggestion would be a District level screening, possibly by using recordings of the students as a “pre-audition”.
A Fall Workshop presentation of a “mock audition” process was suggested in order for the membership to see exactly how the current audition process works.

Stacy and Nichole researched the All-State audition process in various states. Sight reading was mentioned as a possible component to be added. Nichole stated that we are “right where we should be” as far as using the recordings, etc. An idea might be to add a warm up scale.

Major issues: Using recorded auditions (to cut down travel)
Adding a sight reading component

Carl and Ginny suggested we inform the membership that conversation has started among the board considering different components to be added or changed.

Bids from Vendors

There was discussion concerning AVA charging a vendor fee.

Carl presented **Matthew Curtis’** (choral tracks) letter: recommends a flat fee for putting link on AVA website.

His response: Definitely interested in a \$2000 flat fee
This would cover our two unfunded events (OCS/ME).

Tim Batt proposed that he wants to do video recordings of All-State. DVD and MP3 recordings packaged together. (9.22 per set, which is an increase of \$2.00)
If this is agreed upon, this would rule out using CAM video.

Pepwear pays us 10% of their sales. **Wayne Broom** pays nothing. Neither pay Samford anything at this time.

Our proposal: if we go with **Pepwear** for 4 years, AVA approves logo, the price stays the same for 4 years, they will give us 15% of their sales. We will be required to give Samford 10%. (Motion is needed)

JW Pepper: Would provide reading session booklets at AMEA and Fall Workshop. They have offered to include black folders with All-State packets. This would cost Pepper \$1500. Carl has asked them to keep the black folders, and offer the money instead. (motion needed to give Carl the authority to negotiate the contract)

Once contracted, these vendors would be known as an “institutional partner” of AVA.

Correspondence from Conrad Webber, (choral director from Escambia county)

His student made All-State but moved out of state. He wanted the student to come back and participate with his students. Based on Standing Rule 1.1, the Board decision was that would not be allowed.

Election of President

Ginny stated that she felt we should have a better means of choosing an AVA president. She expressed the need to have two choices. The handbook states that candidates must have been a District Chairman. Not many people volunteer. Section 6.1....leave as it is?
Ben suggested each district chairman ask and "nominate" a qualified representative from his/her district for Pres-Elect candidates.

Remind

Ginny will be using this for all directors for due dates and absolute deadline dates.

Honor Choir

We will start awarding medals, not pins, as medals are more cost efficient.

Archives

Vice President will keep material 5 years back. Older items will be given to Hoole library on the campus of the University of Alabama to store.

Executive Secretary Issues

Rebekah suggested that she send blank checks to district chairmen in order to pay adjudicators mileage and stipend.
DC's will let Rebekah know what hotel they want to use. She will make reservations and pay with the AVA credit card.

DC's expenses need to be reimbursed immediately, preferably within two weeks.
(ie: hotel, mileage)

Most DC's would like to receive registrations as they are sent in. Rebekah will forward them in the order receives them. Rebekah will send entire spreadsheet with all registrations after the first deadline. She will then send updates as she receives them. DC's can then schedule schools in the order their registrations are received and communicate to their district.

New Email Address

Board members in new positions need to get the username and password from former members in that position. Deadline to do this is July 1.

Communication

DC's have access to database and the old mailing list. They should review and get in touch with people who haven't been active and invite them to Fall Workshop.

MOTIONS:

SCPA: Cara moved that AVA pay a recording engineer, chosen by each District Chairman for their district, the same rate as a contracted judge for State Choral Performance Assessment for the purpose of producing recording of each choir at SCPA. Hilan seconded the motion. The motion passed.

All-State Audition Results: Cara moved to change how AVA reports the results from the Alabama All-State audition from sending the results through the postal service to posting the entire list of students who make the choirs on the Director's Portal of the AVA website. Hilan seconded the motion. The motion passed.

Matthew Curtis : Meg moved to accept the bid for the Matthew Curtis Choral Tracks. (\$2,000 in exchange for advertising on the AVA website)
Stacy seconded the motion. The motion passed.

Tim Batt: Meg moved to accept the bid from Tim Batt Recordings for producing All-State videos and recordings at \$9.22 per student for a DVD/CD set.
Cara seconded the motion. The motion passed.

Pepwear: Meg moved to accept the bid from Pepwear to allow them to be an exclusive vendor for at All-State for 4 years, in exchange for 15% of sales, with the stipulation that they understand they have to give an additional 10% to Samford.
The motion passed.

Email addresses: Meg moved that the AVA may collect email addresses of students involved in All-State, ASSC, and Honor Choir. Motion passed.

Hilan moved that we accept the salary increase and the one time web design fee and accept Rebekah Stevens as Executive Secretary/Webmaster for the 2016-2017 year. Cara seconded. The motion passed.

BYLAW CHANGES FOR GENERAL MEMBERSHIP VOTE:

OLD:

Section 2.1, C:

The President shall appoint Executive Officers to coordinate all responsibilities regarding Honor Choir and All-State Show Choir Festivals.

NEW:

Section 2.1, C:

The President shall appoint Honor Choir and All-State Show Choir Coordinators.

OLD:

Section 6.4.

Only school checks, purchase orders, money orders, or check requests will be accepted and should be made payable to the Alabama Vocal Association.

Section 6.5. If a purchase order or check request is submitted with application or registration for an event, a school check for the original number of students registered must be received before students are allowed to participate in the event. All fees must be paid by the absolute deadline.

NEW:

Section 6.4. Only organizational checks will be accepted and should be made payable to the Alabama Vocal Association.

Section 6.5. If a registration is submitted for an event, an organizational check for the original number of students registered must be received before students are allowed to participate in the event. All fees must be postmarked by the absolute deadline.

Article XIII

Section 13.1

The outstanding choral student competition seeks to recognize students who contribute significantly to choral programs by demonstrating characteristics that exemplify the model choral student.

The meeting was adjourned at 1:07 pm.