

**AGEHR, Area III 2009 Fall Board Meeting  
October 16, 2009, Centreville United Methodist Church, Centreville, Virginia**

**State Chairs/Mentor Chair/Membership Chair/Education Liaison Meeting**

**Present:**

Linda Simms	(Class of 2011) Chair
Lynn Bogovich	(Class of 2013) Chair-Elect/Secretary
Debbie Henning	(Class of 2011) Event Coordinator
Lydia Hazeltine	(Class of 2011) Delaware State Chair
Cheryl Nkeba	(Class of 2011) Maryland State Chair
Carol Smiley	(Class of 2011) Metro DC State Chair
Marilyn Reese	(Class of 2011) NC State Chair
Ned Davis	(Class of 2011) Virginia State Chair
Ingrid Bowers	(Class of 2011) Mentoring Chair
Ruth Szucs	(Class of 2011) Membership Chair
Tianna Durbin	(Class of 2011) Education Liaison
Ken Bissell	(Class of 2011) Board Member

**ACTION ITEMS in accountability order – see Pg 22.**

Chair Linda Simms called the meeting to order at 9:05 AM, Friday October 16, 2009, at the Centreville United Methodist Church in Centreville, Virginia.

**ACTION ITEM:** All **Appointees** will review their job descriptions on a monthly basis for staying on track and send updates to the Chair-Elect [Lynn Bogovich], keeper of “The Carver Governance Document”, hereafter referred to as “The Document” or TD.

- Need to have handy at all times:
  1. Job description
  2. Contact info
  3. Ongoing **ACTION ITEMS**

**ACTION ITEM:** **State Chairs** will finish appointing District Chairs by 30 November 2009.

**ACTION ITEM:** **Linda Simms** will appoint a person to maintain a Volunteer Assessment Spreadsheet.

**ACTION ITEM:** All **Appointees** will review the Volunteer Assessment Sheets and provide updates, additions and corrections to Linda Simms for inclusion in the Volunteer Assessment Spreadsheet.

**ACTION ITEM:** **Tianna Durbin** will generate a survey to complete when conversing with the school contact and follow-up with the Chime Loan Liaison.

**ACTION ITEM:** **State Chairs** will have the District Chairs collect the school information on who has handbells and/or chimes and identify leaders in those positions.

[**ACTION ITEM:** **Lynn Bogovich** will add the collection of school information to the District Chair job description in TD.]

**ACTION ITEM:** **State Chairs** will pass the school information along to Tianna Durbin.

**ACTION ITEM:** **Tianna Durbin** will maintain a master list and a list by state of schools with handbells/chimes.

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- **Tri-State events – start thinking about them**
  - Include other states also
    1. West Virginia Pan Handle
    2. Pennsylvania
    3. Southern West Virginia
    4. Tennessee Pan Handle
- New members **[Update TD]**
  - State Chairs send District Chair contact info to Membership Chair
  - Membership Chair sends materials to District Chair where new member resides
  - District Chair hand delivers materials to new member
  - Include letters from Area Chair and State Chair

**ACTION ITEM:** **State Chairs** will send the District Chair contact information to the Membership Chair

- Membership Chair should follow up on dropped members
- State Chairs focus on growing new members; focus on the positive
- District Chairs need to do face-to-face interaction [networking]

**ACTION ITEM:** All **Appointees** will notify the Mentor Chair of members to mentor.

**ACTION ITEM:** The **Mentor Chair** will develop a Mentor Directory and disseminate to all appointees.

**ACTION ITEM:** The **Membership Chair** will notify the Mentor Chair of new members.

**ACTION ITEM:** **Linda Simms** will contact Nancy Cappel to see if we can get a copy of her book she wrote on Educators training Educators in the use of handbells.

**ACTION ITEM:** **Linda Simms** will investigate National's reasons for assigning mentors without regard to geographic location.

**ACTION ITEM:** **State Chairs** will review the Area VII document supplied by Linda Simms for ways to expand on the District Chair Job Description.

- Wrap up
  - Next Meeting – Ocean City – Dunes Hotel - March 14 – 9am-2pm
  - 2-day turn around on emails

**ACTION ITEM:** **Lynn Bogovich** will create a Yahoo state chair email list and send out the invites to the state chairs, mentor, & membership.

**ACTION ITEM:** **State Chairs** will submit their monthly reports by the 10<sup>th</sup> of every month to the Chair and Chair-Elect.

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**RECAP OF ACTION ITEMS:**

**On-Going**

**All Appointee reports** - due two weeks before the Board Meetings.

**All Appointee emails** - turnaround time of two (2) days.

**All Appointees** - check the website once a month for corrections and inconsistencies.

**Membership Chair** - collect and compile personal information from the State Chairs and District Representatives to be posted on the State and Board Yahoo Sites.

**State Chairs** - send state reports to the Chair and Chair-Elect by the 10<sup>th</sup> of each month.

**All Appointees** - review their job descriptions on a monthly basis for staying on track and send updates to the Chair and Chair-Elect, keeper of "The Document", hereafter referred to as TD.

**State/Board Joint Meeting – 16 October 2009**

**ACTION ITEM:** All **Appointees** will review their job descriptions on a monthly basis for staying on track and send updates to the Chair-Elect [Lynn Bogovich], keeper of "The Carver Governance Document", hereafter referred to as "The Document" or TD.

**ACTION ITEM:** **State Chairs** will finish appointing District Chairs by 30 November 2009.

**ACTION ITEM:** **Linda Simms** will appoint a person to maintain a Volunteer Assessment Spreadsheet.

**ACTION ITEM:** All **Appointees** will review the Volunteer Assessment Sheets and provide updates, additions and corrections to Linda Simms for inclusion in the Volunteer Assessment Spreadsheet.

**ACTION ITEM:** **State Chairs** will have the District Chairs collect the school information on who has handbells and/or chimes and identify leaders in those positions and send to Tianna Durbin.

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**ACTION ITEM:** **State Chairs** will submit their monthly reports by the 10<sup>th</sup> of every month to the Chair and Chair-Elect.

**On-Going**

**Assigned**

**In Progress**

**Completed**

**AGEHR, Area III 2009 Fall Board Meeting**  
**October 16, 2009, Centreville United Methodist Church, Centreville, Virginia**

**JOINT MEETING of 2009-2011 Board and Appointees**

**Present:**

Linda Simms (Class of 2011) Chair  
Lynn Bogovich (Class of 2013) Chair-Elect/Secretary  
Nancy Ritter (Class of 2013) Treasurer  
Ken Bissell (Class of 2011) Board Member  
Melissa Nobile (Class of 2011) Board Member  
Nick Hanson (Class of 2011) Board Member  
Kathie Metz (Class of 2013) Board Member  
Fran Underwood (Class of 2013) Board Member

**Others:**

Debbie Henning (Class of 2011) Event Coordinator

**Guests:**

Tianna Durbin (Class of 2011) Education Liason  
Ruth Szucs (Class of 2011) Membership Chair  
Marilyn Reese (Class of 2011) NC State Chair  
Lydia Hazeltine (Class of 2011) Delaware State Chair  
Ned Davis (Class of 2011) Virginia State Chair  
Carol Smiley (Class of 2011) Metro DC State Chair  
Cheryl Nkeba (Class of 2011) Maryland State Chair

Chair Linda Simms called the meeting to order at 13:07 (1:07PM), Friday 16 October 2009, at the Centreville United Methodist Church in Centreville, Virginia.

- Appointment of Parliamentarian – Nick Hanson
- Adoption of the agenda

**MOTION 0910-002: Melissa Nobile** moved to approve the agenda as written. **Ken Bissell** seconded.  
Approved (10/16/09)

- Welcome and introductions
  - Area III Name Tags are to be worn to all functions and events
  - Also wear to events not sponsored by Area III
  - Agreement of communication-minimum 2 day response time
    - To the Chair
    - To each other
  - Verify contact information

**ACTION ITEM: State Chairs, Appointees, and Board members** will verify their contact information and send all corrections to Linda Simms by Friday, 30 October 2009.

**ACTION ITEM: Linda Simms** will send out the new Area III Contacts List, with preferred phone numbers bolded to the State Chairs, Appointees, and Board Members by 30 November.

**ACTION ITEM: State Chairs, Appointees, and Board members** will CC the Chair-elect on all correspondence to the Chair.

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**ACTION ITEM:** Linda Simms will send the Volunteer Assessment Spreadsheet to all appointees, state chairs and board members.

**ACTION ITEM:** State Chairs, Appointees, and Board members will forward any corrections to the Volunteer Assessment Spreadsheet to Linda Simms by Friday, 23 October 2009.

- Area III DVD
  - Phase I has been completed.
  - Extra copies can be gotten from Linda Simms.
  - Viewable on YouTube and will be put on our Website

**ACTION ITEM:** State Chairs and Membership Chair will take the DVD out and use it to garner new members or retain current members.

**ACTION ITEM:** Lynn Bogovich will send the most recent Governance Document to the State Chairs, Appointees, and Board members.

**ACTION ITEM:** State Chairs, Appointees, and Board members will focus on ideas for TD and send to the Chair and Chair-Elect.

**ACTION ITEM:** Linda Simms will check with National as to the status of continuing education credits.

**ACTION ITEM:** Lynn Bogovich will send Version 13 of “The Document” (TD) to all appointees, state chairs and board members.

**ACTION ITEM:** Lynn Bogovich will prep a job description for a Volunteer Coordinator.

**ACTION ITEM:** Linda Simms will send the Volunteer Assessment Form to Tianna Durbin.

**ACTION ITEM:** Lawrence Stewart will post the Volunteer Assessment Form on the Web.

**ACTION ITEM:** Michael Glasgow will include the link to the Volunteer Assessment Form in the Bell-O-Gram.

**ACTION ITEM:** The Membership Chair will include the Volunteer Assessment Form in the new member’s packet.

**ACTION ITEM:** Linda Simms will give the Volunteer Assessment Spreadsheet to Margaret Cullings for keeping it up to date for the State Chairs, Appointees, and Board Members.

## RECAP OF ACTION ITEMS:

### State/Board Joint Meeting – 16 October 2009

**ACTION ITEM:** State Chairs, Appointees, and Board members will verify their contact information and send all corrections to Linda Simms by Friday, 30 October 2009.

**ACTION ITEM:** Linda Simms will send out the new Area III Contacts List, with preferred phone numbers bolded to the State Chairs, Appointees, and Board Members by 30 November.

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On-Going

Assigned

In Progress

Completed

**AGEHR, Area III 2009 Fall Board Meeting**  
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**Saturday, October 17, 2009**

- Brief review of submitted committee reports
- DVD project-visioning and timetable - Part 2 – Focusing on Education

**ACTION ITEM:** Linda Simms will contact Kathleen Wissinger and ask her to provide a Plan, Ends, budget and collaborate with Tianna Durbin for proposing the DVD Project: Phase II to the Board for approval, including how it is a big pitch for AGEHR and schools.

**ACTION ITEM:** Board will send ideas to Linda Simms on the DVD Project - Part 2 to pass on to Kathleen Wissinger.

- Event Coordinator report and budgets (Debbie)
- 

**ACTION ITEM:** Linda Simms will notify the State Chairs that we need ideas for revamping the Youth Festival to a one-day vs. two day event.

**ACTION ITEM:** Debbie Henning will send out a postcard advising the membership that there is a change in the Event Coordinator and contact information for the Blue Ridge.

**MOTION 0910-003:** Ken Bissell moved to approve the 50<sup>th</sup> anniversary expenditures for ribbons, pins and lanyards. Melissa Nobile seconded. Approved (10/17/09)

**MOTION 0910-004:** Ken Bissell moved to approve the 2010 Proposed Director's Seminar Budget. Melissa Nobile seconded. Approved (10/17/09)

- We now have a bulk mailing permit in Westminster.

**ACTION ITEM:** Linda Simms will investigate marketing ideas and a marketing volunteer.

**MOTION 0910-005:** Melissa Nobile moved to approve the 2010 proposed discoverRING Youth Budget. Kathie Metz seconded. Approved (10/17/09)

Distinctly Bronze – 2<sup>nd</sup> weekend in October  
Board meeting in October – 3<sup>rd</sup> weekend  
National Advisory – November

**ACTION ITEM:** Board will look into getting individual WebCams for Board Conferences

**TABLED:** January 2010 meeting - Event Coordinator position-limitations.

**ACTION ITEM:** Lynn Bogovich will email Linda Sims to remind her to email Lynn the catch phrases.

**AGEHR, Area III 2009 Fall Board Meeting**  
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**Other New/Old Business**

- Board assessment

**ACTION ITEM: Board** will look at Board responsibility and Board Feedback and let Linda Simms know by October 30.

**ACTION ITEM: Board** will review the board composition analysis and think about what it needs to be.

- Bylaws
- Chime Liaison-need job description

**ACTION ITEM: Kathleen Wissinger** will write up the job description for the Chime Liaison Job Description.

- Dates for 2010-2012 events and meetings (Linda)
  - Governance – Jan 15-16
  - Spring – May 14-15
  - Fall – Oct 15-16
- National Silent Auction
  - Christmas in July – buy Christmas bell stuff this Christmas Season for the Area III basket.

**ACTION ITEM: State Chairs, Appointees, and Board members** will buy Christmas Bell stuff this Christmas Season for the National Silent Auction basket from Area III.

**MOTION 0910-006: Linda Simms** moved to purchase a projector for \$1200 for Area III. **Ken Bissell seconded.** Approved (10/17/09)

- Wrap-up/task list

**MOTION 0910-007: Linda Simms** moved to adjourn. **Ken Bissell seconded.** Approved (10/17/09)

Respectively submitted,

*Lynn Bogovich*

Lynn Bogovich  
Chair-Elect, AGEHR Area III Board

## RECAP OF ALL ACTION ITEMS:

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**ACTION ITEM:** **Tianna Durbin** will maintain a master list and a list by state of schools with handbells/chimes.

**ACTION ITEM:** **Tianna Durbin** will generate a survey to complete when conversing with the school contact and follow-up with the Chime Loan Liaison.

**ACTION ITEM:** All **Appointees** will notify the Mentor Chair of members to mentor.

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**ACTION ITEM:** State Chairs, Appointees, and Board members will forward any corrections to the Volunteer Assessment Spreadsheet to Linda Simms by Friday, 23 October 2009.

**ACTION ITEM:** State Chairs and Membership Chair will take the DVD out and use it to garner new members or retain current members.

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### **Board Meeting – 17 October 2009**

**ACTION ITEM:** Linda Simms will inform Kathleen Wissinger that the board would like a budget, the purpose of Part 2 and an outline of how it is a big pitch for AGEHR and schools.

**ACTION ITEM:** Board will send ideas to Linda Simms on the DVD Project - Part 2 to pass on to Kathleen Wissinger.

**ACTION ITEM:** Linda Simms will notify the State Chairs that we need ideas for revamping the Youth Festival to a one-day vs. two day event.

**ACTION ITEM:** Debbie Henning will send out a postcard advising the membership that there is a change in the Event Coordinator and contact information for the Blue Ridge.

**ACTION ITEM:** Linda Simms will investigate marketing ideas and a Marketing volunteer.

**ACTION ITEM:** Board will look into getting individual WebCams for Board Conferences

**TABLED:** January 2010 meeting - Event Coordinator position-limitations.

**ACTION ITEM:** Lynn Bogovich will email Linda Sims to remind her to email Lynn the catch phrases.

**ACTION ITEM:** Board will look at Board responsibility and Board Feedback and let Linda Simms know by October 30.

**ACTION ITEM:** Board will review the board composition analysis and think about what it needs to be.

**ACTION ITEM:** Kathleen Wissinger will write up the job description for the Chime Liaison Job Description.

**On-Going**

**Assigned**

**In Progress**

**Completed**

## ACTION ITEMS IN ACCOUNTABILITY ORDER:

### State Chairs, Appointees, and Board members

**All Appointee reports** - due two weeks before the Board Meetings.

**All Appointee and Board member emails** - turnaround time of two (2) days.

**All Appointees and Board members** - check the website once a month for corrections and inconsistencies.

**All Appointees** - review their job descriptions on a monthly basis for staying on track and send updates to the Chair and Chair-Elect, keeper of "The Document", hereafter referred to as TD.

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### Board

**TABLED:** **January 2010 meeting** - Event Coordinator position-limitations.

**ACTION ITEM:** **Board** will send ideas to Linda Simms on the DVD Project - Part 2 to pass on to Kathleen Wissinger.

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### Chime Liaison

**ACTION ITEM:** **Kathleen Wissinger** will write up the job description for the Chime Liaison Job Description.

### Education Liaison

**ACTION ITEM:** **Tianna Durbin** will maintain a master list and a list by state of schools with handbells/chimes.

**ACTION ITEM:** **Tianna Durbin** will generate a survey to complete when conversing with the school contact and follow-up with the Chime Loan Liaison.

### Membership Chair

**Membership Chair** - collect and compile personal information from the State Chairs and District Representatives to be posted on the State and Board Yahoo Sites.

**ACTION ITEM:** The **Membership Chair** will notify the Mentor Chair of new members.

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**ACTION ITEM:** The **Membership Chair** will include the Volunteer Assessment Form in the new member's packet.

**ACTION ITEM:** The **Membership Chair** will take the DVD out and use it to garner new members or retain current members

## **Mentor Chair**

**ACTION ITEM:** The **Mentor Chair** will develop a Mentor Directory and disseminate to all appointees

## **State Chairs**

**State Chairs** - send state reports to the Chair and Chair-Elect by the 10<sup>th</sup> of each month.

**ACTION ITEM:** **State Chairs** will finish appointing District Chairs by 30 November 2009.

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## **Lynn Bogovich**

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## **Michael Glasgow**

**ACTION ITEM:** **Michael Glasgow** will include the link to the Volunteer Assessment Form in the Bell-O-Gram

## **Debbie Henning**

**ACTION ITEM:** **Debbie Henning** will send out a postcard advising the membership that there is a change in the Event Coordinator and contact information for the Blue Ridge.

## **Linda Simms**

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**Lawrence Stewart.**

- ACTION ITEM:** Lawrence Stewart will post the Volunteer Assessment Form on the Web