

**VCDA BUSINESS MEETING**  
**VMEA Conference–The Sheraton Waterside Norfolk**  
**Friday, November 15, 2007**

**I. Call to Order**

VCDA President, Lois Castonguay, called the meeting to order at 4:50 p.m.

**Special Announcement**--Beeper Coffman, Council Chair for Music in Our Schools was introduced. The theme for Music In Our Schools this year will be Music Touching Lives.

**II. Introduction of Officers**

President–Lois Castonguay	Treasurer–Elaine Stanford (Absent)
Vice President–Michael Ehrlich	Parliamentarian–Charlotte Smith
President-Elect–Sherri Matthews	Secretary–Gretchen Davis

**III. Confirmation of the Agenda**

An addition was made to the agenda by Lois Castonguay. Under VIII. New Business, A. 1. Choral Festival and Blue Ribbon were added.

A motion was made by Jen Penserga and seconded by Lynn Babcock to accept the agenda with the additions. The motion passed.

**IV. Review of Motion and Voting**

Charlotte Smith stated that only members may vote and that motions must be made in writing on the forms which were available.

**V. Roll Call by Districts**

District	Attendance	Chair		District	Attendance	Chair
I	9	Yes		IX	21	Yes
II	5	Yes		X	7	Yes
III	4	Yes		XI	8	Yes
IV	8	Yes		XII	10	Yes
V	11	Yes		XIII	5	No
VI	16	Yes		XIV	6	No
VII	12	Yes		XV	12	Yes
VIII	6	Yes		XVI	7	Yes

**VI. Reports**

A. The Secretary’s written minutes were approved.  
 B. The Treasurer’s written report was presented in her absence. (Elaine is recovering from surgery.) The balances are \$49, 126.36 in the General Fund, \$14, 487.62 in Certificates of Deposit, and \$2,301.27 in the All-Virginia Fund for a total of \$65, 915.25. The report was approved.

## VII. Old Business

- A. List of approved judges for auditions and festivals and guest conductors is on the website. It is suggested that we update the list once yearly. Updated information will be requested when All-Virginia material is sent. Creating this list is in compliance with the VMEA Strategic Plan.
- B. The VCDA website has shaped up well. Lois would like to have a link specifically to aid first year teachers. It would likely have a list of frequently asked questions and their answers.
- C. The Literature Manual Forms that were brought to the conference have been processed. The committee has added 300 new titles which will be sent in for posting on the website. They should show up online in about a week.

Instructions for expediting the process are:

1. Check the list first to make sure that it is not already listed.
2. Don't send originals. Make 1 temporary copy for the committee to use.
3. A grading rubric will be posted online to help determine the grade.
4. Please print. Be neat.
5. Spelling and punctuation must be accurate.

There will be an appeal process. You must be prepared to quote the rubric to support your request.

- D. The updated manual is posted on the VCDA website. The changes include minor language updates and not policy changes. One difference is that our appendices are in a format that can be downloaded and printed as individual documents. This includes the new District Chorus commitment form that is to be used statewide this year.
- E. The All-Virginia Audition Proposal that was originally presented in April did not get published in NOTES as it should have been. It must be published before it comes to vote. Lois Castonguay directed that Gretchen Davis is to submit it to NOTES for publication in the winter edition. We will vote upon the issue in April.
- F. Terry Hall gave a brief update on the Honors Choir rehearsals. He said everything was marvelous and the interaction was magical. He also said that the cancellations would be able to receive refunds.

Thank you to Jeff Benson for his work as auditions chair for Honors Choir.

Lois asked for volunteers to help monitor the Honors Choir rehearsals. Evening chaperones are off-duty during the day. We should all be willing to help.

- G. All-Virginia Chorus information:

1. Harrisonburg High School, Bethany Houff, Host
2. April 24-26, 2008
3. Two hotels will be used. Holiday Inn—Dist. 1-12, Comfort Inn—Dist. 13-16.
4. 12:00 Middle School Concert; 1:00 High School Concert
5. Guest Conductor for SATB choir—Bruce Rogers—Mt. San Antonio College
6. Guest Conductor for SSA choir—Dr. Betsy Weber Cook—Univ. of Houston
7. District Chairs are to take the music today. (16 SATB and 8 SSA folders in each district packet.) Label the CD's to eliminate confusion.
8. Forms will be sent electronically. (Also on the website.)
9. Lois will send out the reminder about the even/odd year for choir assignments.

## VIII. New Business

- A. We were unable to review the missing report list due to Elaine's absence. Please check to make sure all reports are complete in your district.
1. Another form will be created for submitting your music repertoire to the festival host for confirmation of grade. The festival chair (or a designee) must check every title/edition for grade.
  2. Blue Ribbon Award Changes that go into effect this year. (VMEA ruling)
    - This year both songs must be selected from one of the approved manuals (Virginia, New York, Texas). A choir can sing two songs of different levels (i.e. a grade four and a grade five). The OVERALL grade level will be the lower of the two.
    - Thirty days prior to the festival, each director will need to declare which of their performing groups is their top group to be considered for the Blue Ribbon Award. It must be the group singing the highest level of literature from that school.
- B. The District Choir Audition chart is incomplete due to a data lost in a computer crash. It will be re-constructed. We are trying to standardize the procedures across the state. A committee will be appointed to work on this.
- C. There was a question from the floor about next year and the housing for Honors Choir. When the conference is at Homestead, the choir must be housed elsewhere. Arrangements will be the same as last year. Students will be house in Covington.
- D. Closing Remarks
1. Make certain you VOTE.
  2. First year teachers are encouraged to ask questions. We want to help. Email officers and/or ask your district representative for assistance.
  3. Read directions thoroughly. Follow directions. Do things on time and completely.
  4. There was an invitation to go to the VCDA reception to meet and mingle.
  5. We were reminded to pick up our literature manual submissions before we go.
  6. Charlotte Smith made a motion to adjourn. It was seconded by Claire Rowan. The motion passed and the meeting adjourned at 5:45 p.m.

Respectfully submitted,  
Gretchen H. Davis, Secretary