



AMERICAN GUILD OF ORGANISTS

Chapter Leadership News

January 2021

Moving Forward

Dear Chapter Leaders,

Well, we made it to the finish line and good riddance, 2020! I've never felt more hopeful about beginning a new year in my entire life. "Out with the old and in with the new!" Ending 2020 with the release of the Pfizer and Moderna vaccines has brought me and I hope all of us, a sense of optimism that things *will* get better, hopefully, sooner, than later. Many of you ended the year with a bang, producing such beautiful holiday recitals during the midst of chaos, juggling the challenges of scheduling recordings and producing live-streaming and in-person worship services. I received this holiday email on December 23rd from Mary Eileen Johnson, Dean, Southeastern Pennsylvania chapter, that displayed the extraordinary resiliency so many of you experience. *TODAY IS CHRISTMAS MORNING FOR ME! Santa came early, last night for my three-year-old grandson, Benjamin. I'll be off-and-running from noon today with two Christmas church liturgies to record and one weekly. Tomorrow I will have two other church evening services and three Christmas day functions. Between last Saturday evening and next Sunday, a total of 15 gigs at 6 different venues!* I was exhausted just reading this.

My wish for every chapter leader is that you will continue to keep moving forward, with a sense of fearlessness, in knowing that doing something new is better than doing nothing. This theme will resonate throughout our upcoming virtual conference, **Leadership 2021**, and I look forward to seeing you there. **Happy New Year!**

This issue of **Chapter Leadership News** will cover:

- ✓ Leadership 2021 – sign up now!
- ✓ Greater Kansas City Chapter's High-Tech Directory
- ✓ AGO's Zoom Checklist
- ✓ Upcoming Webinars
- ✓ Innovative Programming from the AGO Worcester Chapter
- ✓ Twin Cities Chapter Holiday Greeting



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Chapter leaders, I cannot stress enough how valuable I believe this virtual conference will be for you. I hope that you, as well as all of your board and volunteer leaders, (not just Executive Committee officers) will participate!

- **Connect** with other chapter officers to discuss pressing issues and identify successful practices to help you in your leadership roles.
- **Collaborate** by mutually working together to identify programs and workshops that chapters can share with each other.
- **Create** goals and a game plan for your chapter to increase member engagement over the next five months of leadership.

This three-day leadership conference is open to all chapter officers, as well as those who serve on committees or in other volunteer leadership positions. We encourage all District Conveners and Regional Coordinators to also participate. There will be breakouts for Deans, Sub-Deans/Programming, Membership, Communications (website, newsletters, social media) and Treasurers. The conference will focus on strategies to jumpstart your chapter, motivate your board and deliver best practices to keep your chapter running effectively throughout the remainder of the year and beyond.

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZApduCurjMoGdV8Qo0KxGK8m07v50yaTR30> .

After registering, you will receive a confirmation email containing information about joining the meeting.

Greater Kansas City's Hi-Tech Chapter Directory

Thank you, Dan Madura, chapter Treasurer, for submitting the following article.

Chapter Directories

The Greater Kansas City Chapter, consisting of 155 members, has had a printed directory for years. Our printed directory consists of:

- National and Regional Officers and Councillors
- Local Executive Board and Committee Members
- Former Deans from 1938 to Present
- Chapter Membership ONCARD Renewal Procedures
- Member Roster
- Local Instrument Dealers and Services
- AGO Code of Ethics and Standards
- Kansas City Chapter Operating Procedures (Standing Rules)
- Current Season's Programming



There are substantial costs, in printing and distribution, to create this yearly printed directory, not to mention the time commitment. We needed to find a way to decrease these costs, appeal to the current trend using electronic directories and retain our printed directory for those members requesting one. There are many “out of the box” solutions that create online directories. Most of these came with quite a hefty price tag that made them even more expensive than producing our printed version.

As I was doing the research for software that would create an online solution, my church installed a new electronic version powered by [Instant Church Directory](#). I was intrigued with its simplicity. It had an online and phone app version. I had a meeting with our church secretary, who is the administrator of the directory, to get a tour and her perspective and discovered that it is quite easy to program. I went online and discovered the following highlights from ICD's web site:

- **Members can download free mobile apps:** Members can sync the directory directly to their mobile phone or tablet. They can also view the directory from desktop computers.
 - **Members can submit updates for approval:** Members can submit a suggested update to their address, photo, email address or phone number for chapter approval right from the online directory and mobile apps.
 - **Invite members to upload their own photos:** Invite members to take their own photos and upload them to the site. Once your directory administrator approves the photo, it appears in the directory. Requesting a photo from a member is as easy as clicking on a link.
 - **Keep track of members' birthdays and anniversaries:** Add birthdays and anniversaries to any member. (I use this for membership renewal dates).

- **See who has logged into the app:** You can see how many members have logged into the directory on their mobile phones. You can also see if they have confirmed their email address and see the date of their last successful login.
- **Send a quick message to your members:** Send a quick email message from your desktop or mobile device to your entire directory or selected group(s) within your directory. There is no additional fee for each quick message.
- **Create a print-ready PDF for professional printing:** A high-resolution image-quality option is available to send to your outside printing company.
 - **Insert your own custom pages:** Insert any PDF page you have created into the directory pdf. (Printed version only)
 - **Include member roster pages:** Enter first name, last name, address, phone, email address and more! The roster page automatically prints members in alphabetical order.
 - **Include member photo pages:** Upload a photo for each member to create a corresponding photo directory.
 - **Add a cover page:** Allows for a photo with space below for your chapter's name and address.
 - **Include Activities Pages:** Activity pages can be used to display various programming and events, offering up to three images, plus captions, per page.
- **Import data:** Use the directory import wizard to import CSV (comma separated values) data files into your member list. (I imported from ONCARD)
- **Export member list for mailing labels:** Export your directory data any time. You can use this exported CSV file in other applications that can read a CSV file. For example, use it to create envelopes or mailing labels using Microsoft Word Mail Merge.

Our chapter relies heavily on including our operating procedures (standing rules) in our printed directory. Unfortunately, ICD does not include attached .pdf files to display on the phone app or desktop version, only in the printed version. This is on a list of possible enhancements for the future. To work around this, our operating procedures, AGO code of ethics and standards are posted on our web site, KCAGO.com, behind a password protected area.

One of the benefits of having an online directory is that it can be updated regularly as opposed to our printed directory, which is updated and printed annually. I use the ONCARD change logs to update any changes members submit monthly. Consequently, if a member submits changes through the app, I get an email notification. At that time, I can accept or deny the change. I can then use this information to update ONCARD.

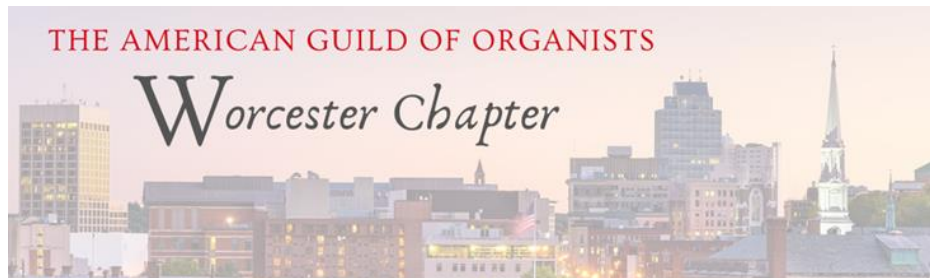
Our church decided to take the plunge and discontinue the use of a printed directory. As you would imagine, after having had a printed directory for years, there was some dissent. I decided to slowly work towards not having to produce as many printed directories, that resulted in reducing costs. I will be adding an "opt out" of our printed chapter directory in ONCARD this spring. Please visit Instant Church Directory. See if this solution will fit your chapter's electronic directory needs and discover the value that the software has to offer.

Upcoming AGO Webinars
Monday, January 11th, 4:00 pm EDT

How We Worship: The Ever-Changing Environment



Join organists David Enlow, Leslie Wolf Robb, Matthew Burt, Meaghan King and Alex Oldroyd, in a panel discussion that addresses the unique challenges they face based on state and denomination restrictions in their houses of worship. To attend this webinar, please register [here](#).



I was excited to read about the upcoming monthly programming in the Worcester's chapter's Winter newsletter, that is planned for 2021. Sub-Dean, Wesley Hall, shared the following:

The times are shifting, and our chapter is adapting! We're excited to be learning skills as an organization that we'll take with us into the future. The Program Committee is thrilled to be bringing you a monthly series of short Docustyle videos to watch together. Beginning in January, these videos will explore the fascinating stories of instruments and churches from all over our county. There is so much to explore in our chapter, and it's not just within the boundaries of the City of Worcester. We are so excited to share what we're learning. Stay tuned. More to come soon!

Congratulations to all involved in the planning and execution of this exciting and innovative programming! I will look forward to sharing each video in our Online Programming for Chapters library on our website: <https://www.agohq.org/online-programming-for-chapters/>.

I was so delighted to receive this holiday video from the Twin Cities Chapter, that shows how much they care about staying connected to their members.



TCAGO 2020 Holiday Greeting Video from David Jenkins and Jacob Benda

Dear Elizabeth:

Please find linked [here](#) a 2020 Holiday Greeting video from David Jenkins, TCAGO Dean; and Jacob Benda, TCAGO Sub-Dean and Program Committee Chair. We wish each and every one of you a blessed, safe and peaceful holiday season. This video is our first release on our new TCAGO YouTube channel. We encourage you to subscribe to receive future updates and access to additional features.



A Helpful Zoom Checklist for Webinars and Meetings

Several months ago, as I began producing AGO webinars (and after much trial and error) I realized that creating a Zoom checklist to share with presenters would better prepare them and alleviate potential mishaps that might occur during the presentation. I recently sent it to Leslie Wolf Robb, Councillor for Communication, who will be one of the panelists in our January 11th webinar. She suggested that it would be helpful for chapters to have this as a reference, when producing workshops, webinars and recitals. I've added it to the Programming resources in the Chapter Leadership Toolkits <https://www.agohq.org/chapter-leadership-toolkits/> but thought I would also include it in this issue.

- ✓ Determine who will be serving as host and if this program will also need a co-host.
- ✓ If this is being presented as a webinar, who will need video access? Anyone who will be speaking and/or presenting needs to be added as a panelist in order to have video access.
- ✓ Be sure to schedule "practice" time such as 20-30 minutes prior to the presentation. This will give everyone involved time to discuss the flow of the program, i.e., who will be coordinating the Q&A (if needed) and provide time to practice screen sharing. It is important to remember that the "practice session" will only be for the panelists. You will see a "start meeting" tab at the top of the screen that allows you to start the meeting. Until you click on this, no one who has registered for the meeting can join the presentation. Once you hit "start," don't forget to also hit "Record to the Cloud." It's far better to store recordings on the Cloud vs. storing them on someone's computer.
- ✓ If you wish to have created a waiting room, assign someone to monitor who has joined the waiting room who can give them access to the event.

- ✓ Will the recital be presented through YouTube or Facebook Live? If so, a link will need to be inserted into the presentation or added in the Chat Box.
- ✓ **Notes for the hosts:**
 - Ask participants to use the **Q&A box** to submit questions, *not* the Chat box. A report of Q&A can be accessed from Zoom after the recording and if there was not enough time to address all questions during the webinar, a document can be created to address these that can be uploaded along with the link to the recording on the AGO website.
 - Those serving as panelists should be prepared to ask relevant questions, in the event that participants are not posting any.
- ✓ **Notes for presenters:**
 - Make sure that your camera is at eye level so that you are not looking down at your computer.
 - When presenting sound and video, be sure to click on “share sound” and “optimize video.”
 - During the rehearsal time that has been factored in before the webinar goes live, please screen share everything that you have planned within your presentation, i.e., PPTs, webpages, documents, links to recordings, etc., so that we can cross-check to make sure that the screen share is working and clearly visible.
 - Check to make sure that there is sufficient lighting.
 - Remove ambient noise. There is a setting on Zoom to minimize noise.
 - If at all possible, avoid using WiFi, as the connection will not be as strong as if you computer is hard wired.
 - Make sure you close out all other applications on your computer to enable a stronger Zoom connection.
 - Download the Zoom app to your device. Using the Zoom link to attend an event without having the app, weakens the connection.
 - Extremely important: Zoom picks up any noise so make sure that all presenters who are not currently speaking, are muted and without video until they need to speak. You will have to assign someone to “mute” and “unmute” and “block” and “unblock” panelists videos throughout the presentation, unless you wish all to be able to speak and comment live.

The one additional piece of advice I want to share is “practice, practice, practice!” It is vital that you schedule a rehearsal prior to the event, so that you can test all of the above and work out any problems that you may encounter. Good luck and – happy Zooming!

I look forward to seeing you at Leadership 2021!

Enjoy a short video with Grant Holcomb, Louisville Chapter, to learn more about why it’s important for chapter leaders to attend this innovative leadership conference. Click [here](#).