

# ALL Advisory Leadership Letter



Spring 2009

## Newsletter of the American Orff-Schulwerk Association Advisory Board

### In This issue

Leadership & Volunteerism	1
Annual Report Time	2
2009 Conference	3
Advisory Board	3
NBT Highlights	4
Status Update on Scholarships & Grants	5
International Presenters	5
Alabama Shares Wealth	6
Chapter Presidents: What You Should Know	7
2009 Grants & Scholarship Recipients	9

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### Leadership and Volunteerism: It's not just for grownups!

*By Cora Bigwood, Region III Representative*

Spring is an interesting season for educators with state mandated testing (TAKS test in Texas), goal setting for next year and the much anticipated spring break. With busy times come multitasking duties at work, home and play.

During the TAKS test day I had a chance to conduct lessons in my students' classrooms. It was the day after Dr. Suess' birthday and I found myself creating ostinati with phrases from various stories of our featured author. While in the midst of having six year olds involved in creating interesting phrases, I observed their behavior in regard to leadership. These young students will be our future leaders in whatever field they choose to pursue. Watching them struggle or thrive in the throes of their task, made me wonder about the adults they would become.

At what age does the ability to be enthralled with learning and wanting to help others succeed wane? How long will these enthusiastic Kindergartners maintain their ability to think, do and involve others to succeed in a given assignment? Will they become adults who possess skills to excite others in achieving a goal? At what point do some rabble rousing Kinders, eager to attack a given task with gusto, turn into placid, 'just do the work to get by' middle and high schoolers? When do some young adults decide to let others carry the responsibility of maintaining and growing organizations?

Instead of limiting leadership, talk to those already in leadership positions, start fostering responsibility and community in children, before the 'let someone else do it, I don't have the time' mentality has a chance to seep in as an adult. Ask your students to define leadership. They will most likely link the term with a person such as a principal. Facilitate the discussion toward creating an awareness and appreciation for leaders in their lives. Correlate coaches and scout leaders with a responsibility of volunteerism as well as leadership. What would their after school life be like if no one wanted to organize and coach a football, cheerleading or other leisure activity?

Awareness of what it takes to grow and maintain an organization begins with the people we service on a daily basis for five to six years as teachers. Let's take advantage of our unique situation to be a part of our students' lives for multiple school years and plant the seed of volunteerism, community and leadership opportunities. Plant the seed *early and 'water' often for a future community of responsible, caring citizens.*



2

### *Nominate a Candidate*

Are you, or perhaps a person you know, interested in serving on the AOSA National Board of Trustees? Please remember to add your name, or another name, to your chapter annual report in the space provided!

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## **ANNUAL REPORT TIME IS HERE AGAIN!**

*Julie Scott, Vice-President*

It is hard to believe another year has passed since the completion of the last Chapter Annual Reports, but the time is here! Again this year, the Annual Reports will be completed via Survey Monkey, an online survey service, which will automatically compile the answers from each chapter. The program is designed to allow all responses to be transmitted directly to AOSA Headquarters.

**The deadline for completion of the Chapter Annual Report is June 1.** To complete the report, you must do the following:

1. Complete a hard copy version of the survey questions to keep for your chapter's records.
2. Using the answers from the hard copy version in #1, complete the online survey questions, via Survey Monkey.
3. E-mail the following attachments to AOSA Headquarters at [avlib@aosa.org](mailto:avlib@aosa.org), and copy the e-mail to your two Regional Representatives. The required items are:
  - List of **current** chapter board members and their contact information
  - Chapter directory, including the names and contact information of all of your chapter members
  - List of chapter workshops for the 2009-2010 year
4. Contact all of your **chapter officers** to be sure that their **AOSA membership dues** are paid online at [www.aosa.org](http://www.aosa.org) or sent by U.S. mail **by June 1**.

We hope you will take on the challenge (and fun!) of completing the Annual Report on Survey Monkey! If, however, you feel you are unable to complete the Annual Report via Survey Monkey, please e-mail the working copy of the Chapter Annual Report to your Regional Representatives, and they will enter the information for you. All required attachments would still need to be sent to AOSA Headquarters electronically and copied to your two Regional Representatives.

**If the complete report and attachments are filed by June 1, AOSA will award a \$10 credit (limit one per chapter) to the person who files the Annual Report.** The certificate can be used in one of the following ways:

- Toward any purchase of \$10.00 or more at the AOSA Boutique at the 2009 conference (No change will be given.).
- Toward an AOSA national membership for the 2010-2011 membership year.
- Toward national conference registration for the 2009 AOSA Professional Development Conference in Milwaukee.

You probably have already received the e-mail with three attachments regarding the Annual Report. The link for the online Report is included in the first of the three attachments—the “Instructions for Chapter Presidents.” Remember to complete the Annual Report on your computer as a hard copy first, so that you will have your answers ready to go when you reach the online Report. This working copy will serve as your guide for the online survey, and it provides you with a record of your chapter's Report.



**Meet us in  
Milwaukee!**

Listen to  
podcasts about  
the 2009 AOSA  
Professional  
Development  
Conference at  
[www.aosa.org](http://www.aosa.org).



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Consider completing the Report during a chapter board meeting sometime in May. Together, you and your board have a wealth of ideas and information about your chapter to share with AOSA. We look forward to receiving your chapter's report by the June 1 deadline!

### **AOSA Professional Development Conference in Milwaukee**

*Patty Reed, Region II Representative*

Two important sessions that you should include in your registration are the Advisory Board Breakfast and Advisory Board Session II. Chapter Presidents are the Advisory Board. The breakfast is your chance to network with other AOSA leaders and our chance to say "Thank you" to all of you for your leadership in the organization. The Advisory Board II is a session designed just for Chapter Presidents and again provides an opportunity to network with your peers. This year's Advisory Board II session presenter is Jacque Schrader.

As you register for sessions led by world-class presenters, you'll also be booking your place to stay. We urge you to keep AOSA booming by making reservations at one of the two official Conference hotels: the Milwaukee Hilton and the Hyatt Regency. AOSA booked this venue five years in advance for both conference and hotel rooms. Rates were guaranteed based on AOSA's promise to fill the allocated room block. By staying at one of these Conference hotels, you will support AOSA's financial commitment to fill those rooms reserved for our Conference attendees. Staying at the Hilton or the Hyatt gives you multiple opportunities to reconnect with friends and to be in close proximity to all Conference events. Enclosed skyways connect directly to the Convention Center will keep you out of any inclement weather. Want to cut the cost of these lovely rooms? **Zing!** Simply share a room with a friend (or two!), or find a roommate by "advertising" on the AOSA Website. Diane Sabourin and Jessie Vance met that way, and today they are best of friends, as well as past NCCs for the Charlotte Conference! Finally, make a note to bring your chapter banner for the Banner Roll Call, pack warm clothes and be prepared to recharge your personal batteries with lots of **BOOM** and **ZING** – enough to last for an entire year!

### **Changes to the Advisory Board Breakfast**

*Dena Byers, Region IV Representative*

When the Regional Representatives met at the AOSA National Board Meeting in March, we were asked to brainstorm ways to enhance our time with our Chapter Presidents at the Advisory Board Breakfast each year at conference. We decided that, in order to provide more meaningful discussions and advice to help our chapter presidents, there is a need to reduce the number of individuals attending the Advisory Board Breakfast. Therefore, beginning with the Milwaukee Professional Development Conference, we are requesting that only Chapter Presidents (or their designee if they are unable to attend) be present at the Advisory Board Breakfast. This will also carry through for both the banner roll call at the opening session and the Advisory Board II session with Jacque Schrader. We are certain that this more intimate setting will enhance the interaction between Chapter Presidents and their Regional Representatives. We look forward to meeting with you all again in November!



4

### **Liability Insurance Umbrella for Chapter Workshop Coverage**

AOSA carries liability insurance, which covers chapter workshop meetings for all chartered AOSA chapters. If your chapter needs proof of coverage in order to secure meeting space, please contact AOSA Headquarters at (440) 543-5366.

## **National Board Of Trustees Meeting Highlights**

*Paula Ludwig Van Houten, Region II Representative*

The AOSA National Board of Trustees met March 12-15, 2009 in Cleveland Ohio. We do so much of our work between meetings, with phone calls, e-mails and Skype calls, but when we get together in person, there is much to do in little time. We meet as a whole group for open forum time, voting, and strategic planning. At this March meeting we were also able to visit AOSA Headquarters and see for ourselves just how efficient the two-room work environment is!

Most work of the NBT is committee work. Each Regional Representative sits on three committees, in addition to representing chapters and members. Here are some highlights of what some of our committees worked on in March:

### **Regional Representative Committee-**

- Updated the job description to reflect duties at Conference
- Updated and refined the Chapter Presidents' Annual Report form and process

### **Leadership Development and Nominations-**

- Presented possible National Conference Chairs for Pittsburgh 2011
- Continued to develop a list of possible National Board of Trustees candidates for 2010 election

### **Publicity and Public Relations-**

- Researched and developed motion to establish an AV Library Committee
- Researched and evaluated the Guest Educator Program
- Continued refinements for Web site and Membership Directory

### **Financial Assistance Committee-**

- Read and evaluated nearly fifty grant and scholarship applications
- Came to consensus on the awarding of nineteen scholarships and grants
- Discussed and recommended options for the International Outreach Committee

### **Personnel Committee**

- *Continued work on the Membership Communications Coordinator search*
- *Wrote and presented motions to reappoint Executive Director, National Conference Director, Education Director and Orff Echo Editor*

### **Professional Development Committee**

- *Continued work and discussions around the Apprenticeship Program*
- *Planned Meeting of the Minds for the 2009 Professional Development Conference in Milwaukee*
- *Moved to establish an ad-hoc subcommittee named the "Teacher Education Guidelines Revision Steering Committee" and recommended members to be appointed*

### **Research Committee**

- *Recommended structural and name change for the Research Advisory Panel (RAP) with Research Interest Group Panel (RIG Panel). This subcommittee will combine the duties of the Research Interest Group Chair and RAP in one committee. As in past practice, the RIG Panel will assist the NBT Research Committee and represent RIG, a larger group of members interested in AOSA research*
- Awarded three research grants with Board approval

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5

Scholarship & Grant information is available on the AOSA website. Download your application now!

Click on the link below to visit the Grants & Scholarship page for more information [www.aosa.org](http://www.aosa.org)

## Update on the Status of our AOSA Scholarships & Grants

*Alice Pratt, Region V Representative & Financial Assistance Committee Chair*

As is true of all financial entities, the change in the financial climate of the United States has affected AOSA. The funds that generate our monies for scholarships and grants did not offer the growth to which we have been accustomed, and the awards are given based upon a percentage of the interest gained on the principle investment. The economic situation has limited the amounts we were able to award this year. Because of this, a lesser number of applications were approved and the selection process was very painful as we made some difficult decisions. There were many worthy applicants.

Fortunately, we WERE able to give a fair amount of grants and scholarships. Our AOSA funds ARE secure, and our membership should feel confident that funds for study or projects will still be available. Anyone who was denied a scholarship or grant this year should definitely consider reapplying. Please share this information with your chapters.

Knowing that the need is great, the Financial Assistance Committee (FAC) is investigating other grant opportunities for which our members may apply. Once our research is completed, we hope to have these opportunities posted at [www.aosa.org](http://www.aosa.org).

Thank you for the opportunity to serve as FAC chair. I am confident that those who follow will strive to help as many deserving AOSA colleagues as possible. These grants and scholarships are possible because of the individuals and chapters who have generously donated to the Endowed Funds of AOSA. Continuing to make these contributions enhances our abilities to serve the membership about which we care so deeply.

## International Presenters: What You Need to Know!

*Patty Reed, Region II Representative*

Contracting with International presenters—any person from outside the US borders, including our NAFTA partners, Canada and Mexico—requires chapters to take special note of IRS regulations. Besides requiring that the presenter have a visa that allows them to work in the United States, there are numerous tax requirements.

Any chapter paying an individual from another country must withhold 30% of the payment for tax purposes. (The exception is when the individual can prove that her or his home country is party to a tax treaty with the United States exempting its residents from withholding tax.)

*The chapter must also file the following paperwork:*

- 1042: Chapters that pay non-resident aliens should file this form with the IRS.
- 1042-S: Chapters that pay non-resident aliens should issue this form to the non-resident alien.
- 1042-T: Chapters that pay non-resident aliens should submit this transmittal/payment to a bank that serves as a withholding

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6

*Looking for a summer teacher - training course?*

The 2009 AOSA-Approved Teacher Training Courses can be viewed online at [www.aosa.org](http://www.aosa.org)

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The telephone number for the IRS 1042 hotline is (215) 516-2000.

It is very important for all chapters to comply with the IRS regulations to ensure that the chapter's and AOSA's tax exempt status as a non-profit organization is not jeopardized.

If you are considering contracting with an international presenter, it may be in your chapter's best interests to have an accountant work with you so that you completely understand the tax ramifications before you sign a contract.

## **Alabama Chapter Shares the Wealth**

*Sharon August, Region IV Representative*

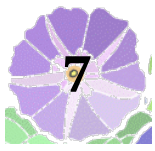
Five years ago Sharon August and Theresa McKibben led the Alabama chapter in creating a summer music camp for children in grades K-5. The original purpose of the camp was to provide funds to assist the chapter in hosting the 2005 AOSA National Conference. A secondary, but equally important purpose was to provide scholarships for chapter members seeking Levels training. The success of the annual Music Camp has allowed the chapter to provide scholarships for Levels training for five teachers and workshop fees for members, while also allowing the chapter to keep a healthy bank balance.

This year, the executive board of the Alabama chapter voted to share the profits of the chapter's annual music camp with AOSA. President Mary Shaw presented the proposal to the chapter, and the chapter voted unanimously to donate ten percent of the profits of music camp to the Annual Fund (Operating Expenses) of AOSA.

The generous donation could not have come at a more opportune time. The economic downturn has noticeably affected non-profit organizations like AOSA. One in every two nonprofits report that funding has fallen, according to "The Quiet Crisis," a new report by Civic Enterprises, a social-issues think tank. When the economy stalled in the early 1970s, charitable giving fell more than 9%. Experts believe something like that will occur in this recession, too.

In an effort to balance the budget of AOSA, the National Board has recommended a number of changes. For example, next year the Membership Directory will be published exclusively on the AOSA Website. This one step will save nearly \$32,000.00 in postage and printing costs and allow AOSA to "go green" in this area. Cost cutting is taking place in all areas. Even Headquarters in Cleveland is working with a bare-bones budget—just two rooms plus storage could put the AOSA office on the pages of *Real Simple* magazine!

The Alabama chapter challenges other chapters and members to consider directing donations this year to the AOSA Annual Fund to make it possible to make up for the current projected budget shortfall. Our scholarship funds are in good shape and the interest they generate will continue. Until the economy improves, however, donations to the Annual Fund will help keep AOSA operational. This is your chance to change the world with your gift by supporting the organization that brings Orff Schulwerk to the teachers, and ultimately to the children of America.



*Your Current  
Regional  
Representatives  
are:*

**Region I:**  
Paul Halstead  
Judy Sapegin

**Region II:**  
Patti Reed  
Paula Van Houten

**Region III:**  
Cora Bigwood  
Sally Trenfield

**Region IV:**  
Sharon August  
Dena Byers

**Region V:**  
Michelle Fella  
Przybylowski  
Alice Pratt

**Region VI:**  
Amy Fenton  
BethAnn Hepburn

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## **Chapter Presidents are the Advisory Board: What You Should Know**

*Sally Trenfield, Region III Representative*

Have you ever wondered about the reporting structure of AOSA? Do you sometimes get confused by all of the acronyms and terminology we use? We hope this article will help to clarify!

The structure of AOSA is as follows:

Executive Director—reports to President

President, Vice President, Recording Secretary, Treasurer and Regional Representatives—elected by the Membership

Regional Representatives serve 3-year terms on the National Board of Trustees (NBT), and are appointed by the President to serve on 3 committees. Regional Representatives chair one committee during their 2nd or 3rd year on the NBT.

The National Board of Trustees (NBT) meets twice annually, in the fall and the spring, and one day during the AOSA Professional Development Conference. They also communicate frequently on committee tasks via e-mail, telephone, and Internet meetings.

Subcommittees of the NBT are organized as needed to supplement the work of the NBT board committees.

### **Helpful Acronyms:**

There will not be a quiz to check on whether you remember all these acronyms, but hopefully this serves as an introduction to the many facets involved in AOSA leadership.

**ABB: Advisory Board Breakfast**—For Chapter Presidents and Regional Representatives, this meeting is held at the annual conference each year to facilitate conversations between the Regional Representatives and the Chapter Presidents and to provide support to local chapters.

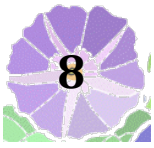
**Advisory II session:** A session held at National Conference for Chapter Presidents and Regional Representatives to connect and make music together!

**ALL: Advisory Leadership Letter**—What you are reading right now!

**CAR: Chapter Annual Report**—The report that is completed by June 1 of each year by the Chapter President. It includes yearly relevant statistics and goals for your chapter and for AOSA.

**CLM: Chapter Leadership Manual**—Document to assist in organizing and running local chapters of AOSA.

**DSA: Distinguished Service Award**—Given at national conference in November to an AOSA member who has been recognized for distinguished service to AOSA.



**EDD: Education Director**—Steven Calantropio is the current EDD. He fulfills duties associated with approval of AOSA courses and Teacher Educators as well as posting AOSA-approved teacher education courses.

**EXD: Executive Director**—Kate Johnson is current EXD. She serves as the leader of the operations side of AOSA, with oversight by the President and the NBT.

**FAC: Financial Assistance Committee—Standing** committee of the NBT, which reviews and awards grants and scholarships to members in good standing.

**GKAF: Gunild Keetman Assistance Fund**—Scholarship fund to financially assist teachers who are pursuing teacher education related to Orff Schulwerk.

**HQ: Headquarters**—Located in Cleveland, Ohio, the office where 3 employees, including Kate Johnson, Executive Director, work full time, and answer your questions by phone or e-mail.

**IMC: Isabel McNeill Carley Research Library**—Library housed at Eastman School of Music in Rochester, NY with archives pertaining to history of AOSA. Some archives can be accessed through the Research link on the AOSA Web site.

**IOC: International Outreach Committee**—The IOC provides insight for the application process of international institutions and organizations interested in offering Orff Schulwerk courses with an AOSA-approved instructor. Matches between proposed courses and qualified AOSA instructors are arranged, and recommendations for financial assistance for partial travel expenses are forwarded to the FAC.

**ISA: Industry Service Award**—Presented annually at the National conference in November to an industry member who supports AOSA as a servant leader.

**LCC: Local Conference Chair**—Helps to organize annual national conference onsite.

**LCCC: Local Conference Committee Chair**—Helps to organize the annual national conference onsite.

**NBT: National Board of Trustees**—The board that is elected by the membership to make decisions on behalf of AOSA

**NCC: National Conference Chair**—Plans the AOSA Professional Development Conference.

**NCD: National Conference Director**—Rosemary Koepfle is current NCD. She fulfills duties that relate to the business side of Conference and works as a staff liaison with the NBT Conference committee.

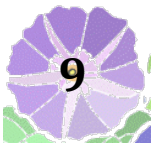
**PD: Professional Development Committee**—standing committee of the NBT designed to oversee the AOSA-sanctioned professional development programs.

**PPR: Publicity/Public Relations Committee**—Standing committee on NBT, which makes recommendations for publicity and public relations on behalf of AOSA

Have you recently moved or changed your email address?

Update your membership and personal information at [www.aosa.org](http://www.aosa.org) after logging in to the membership area. You can even add a photo!

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**AOSA Barbara  
Potter Scholar**

Remember to check the AOSA website for updates from Cyndee Giebler, AOSA's first Barbara Potter Scholar, at the Orff Institute!  
[www.aosa.org](http://www.aosa.org)

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**RR: Regional Representative**—elected members to the NBT from 6 geographic regions who serve as liaisons between local chapters and the NBT, and serve on standing committees of the NBT. There are 2 RRs per region.

**SGSF: Shields-Gillespie Scholarship Fund**—scholarship fund set up in honor of Avon Gillespie and his mother to support teachers of low income communities and Early Childhood.

**TAP: Training and Projects Fund**—Scholarship fund to support purchase of Orff instruments for low-income schools.

## **AOSA 2009 Grants and Scholarship Recipients**

Please congratulate the following AOSA members who are receiving well-deserved funding!

### **Guinild Keetman**

Jennie Andreasen, Sheboygan, WI  
Scott Bassham, Little Rock, AR  
Ashleigh Casazza, North Las Vegas, NV  
Lorrie Crowder, Waco, TX  
Katherine Gassensmith, Mishawaka, IN  
Diane Hamilton, Rochester, NY  
Lilith Hart, Rochester, NY  
Elizabeth Hunt, Monroe, NC  
Angela Krieger, Rush Springs, OK  
Michael Neumeyer, Port Washington, WI  
Debbie Smith, Pekin, IL  
Veronica Starcher, Alamosa, CO  
Patrick Ware, Woodbridge, VA

### **TAP**

Kristin English, Homestead, FL  
Robert Lyda, Auburn, AL  
Lorraine Spaulding, Chazy, NY

### **Shields-Gillespie**

Tricia Clark, Indianapolis, IN  
Angela Krieger, Rush Springs, OK  
Harrison Poole, Danville, VA