



NEW CHAPTER GUIDEBOOK

This document is to assist OAKE members in the formation of new chapters. Specific requirements for forming new chapters can be found in the OAKE Bylaws, Article XI, “Chapters”. This document expands on those guidelines and requirements with specific ideas to help ensure that new chapters are successful.

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DO YOU WANT TO START A CHAPTER?

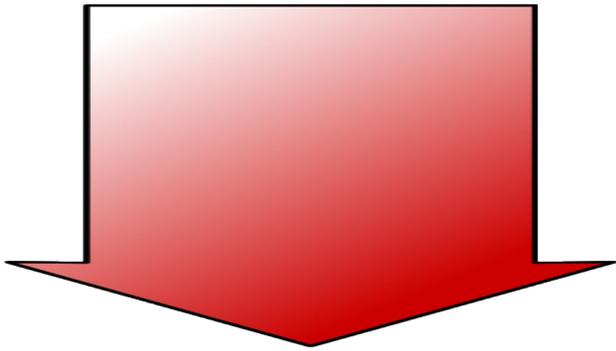
So you are interested in starting a new OAKE chapter in your area? That is fantastic! There are many great resources to assist you in your endeavors. This handbook will start you on the path to establish a chapter in your area as well as give you the skills necessary for your chapter to thrive and grow.

While starting and running a Chapter of OAKE is a lot of challenging work, the benefits are amazing. From helping foster Kodály-inspired teaching in your area, to giving you and your colleagues a place to connect and grow, the professional and personal benefits of having an active and vibrant chapter are substantial. In this handbook you will find an outline of what the OAKE National Office requires from each new chapter. You will also find examples of easy-to-run, successful workshops, presenter contracts: and helpful hints on marketing your workshops to teachers in your community.



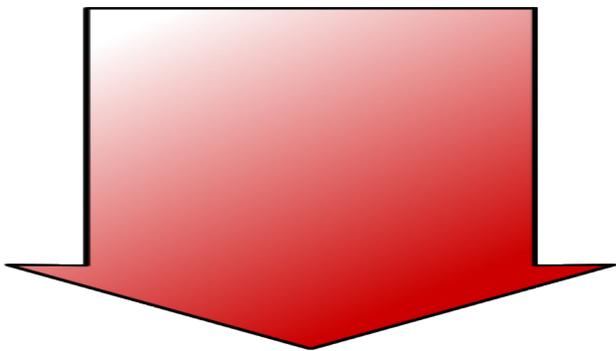
NEW CHAPTER CHECKLIST

There are specific requirements that the OAKE Board must receive before granting active status to a new chapter. Below you can see an outline of the process of creating a new chapter. The following pages will go into more detail as to each of the requirements.



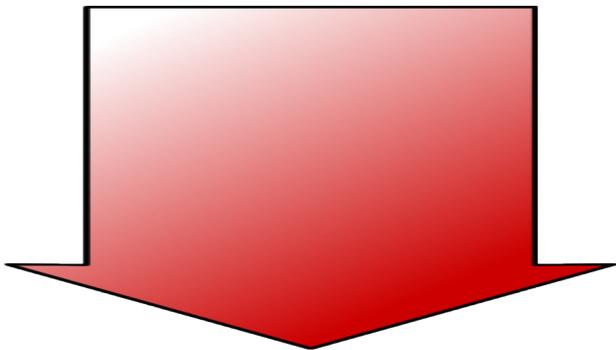
FIND MEMBERS

If you are going to start a chapter, you will need some members, at least enough to create an executive board of the chapter. All officers in the chapter must be, and remain current OAKE members.



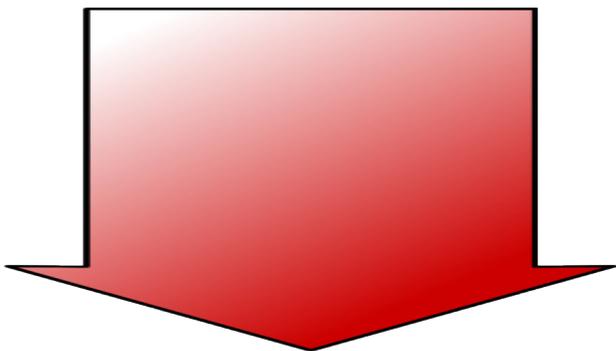
CHOOSE A NAME

The first thing you need to do before forming your chapter is pick a chapter name and abbreviation. Names should reflect both the geographical location of the chapter and should contain the name “Kodály”.



DRAFT BYLAWS

Chapter Bylaws are merely the rules by which the chapter conducts their business. This will include the officer positions and responsibilities, how elections are conducted, and how the board of the chapter operates.



LETTER OF INTENT

The OAKE Board of Directors must approve ALL new chapters. This letter to the OAKE President includes all the information that OAKE Board members will need to make an informed decision.

FINDING MEMBERSHIP

So exactly how are you going to find enough interest in your local area to form a new chapter? Not only are you going to want members to form the chapter board, you also want people to come to the workshops you will eventually be hosting. Here are a few ideas on how to drum up interest.



WRITE LETTERS

You can look up local OAKE members online using the membership directory at www.oake.org. If you live in an area where the nearest chapter is some distance away, you can look for local members who might want a chapter closer to home.

LOCAL TEACHERS

Perhaps there are teachers in your local school districts who are familiar with, or using, the Kodály method, but are not affiliated with OAKE. Not only is this a good way to get new members into OAKE, but to get them to join your new chapter. These contacts can also be great when trying to attract workshop attendees.



OTHER ORGANIZATIONS

Contact your local chapters of AOSA and ACDA as well as your state chapter of NAFME. These organizations often welcome additional music educators and advocates. Attend a workshop or conference, ask for permission to pass out information, make a request for volunteers and members, and/or request to set up an informational table.



COLLEGE PARTNERS

If there are teacher preparation programs in your area you might want to partner with their student body and faculty. Consider offering to provide a Kodály demonstration to the method's class. College often allow the use of their facilities for workshops.



CHOOSING A NAME

Choosing a name can be one of the most challenging, but also one of the most simple parts of forming your new chapter. Article XI, Section 2 of the OAKE Bylaws outlines specific requirements for the name of an OAKE chapter. They state: “Each chapter shall select a name which shall: (1) contain the name “Kodály”; (2) be indicative of the geographical location of the chapter, and (3) not be the same as that of any other chapter, either in name or acronym.”

Here are some examples of various OAKE Chapters throughout the country:

BAKE - Boston Area Kodály Educators

KESNE - Kodály Educators of Southern New England

VOKE - Virginia Organization of Kodály Educators

KOZ - Kodály of the Ozarks

NOCKA - North Coast Kodály Association

MTAKE - Middle Tennessee Association Kodály Educators

SWOKE - South Washington & Oregon Kodály Educators

For a full list of chapters visit www.oake.org

HELPFUL TIP!

Don't like your chapter's name? Don't worry! You can change it after the fact. All it takes is a vote of the chapter membership, a letter to the OAKE President-Elect, and for the OAKE Board of Directors to approve the name change.

DRAFTING BYLAWS

As mentioned earlier, the bylaws of a chapter are the rules governing how a chapter is run. In the appendix, there is a [sample set of bylaws](#). While OAKE gives chapters a one year window to submit their bylaws, it is a good idea for chapters to have a structure in place from the very beginning. Bylaws will help outline how your chapter is going to conduct their elections and meetings.

The OAKE Bylaws suggest that Chapters should pattern their Boards after the National Board with the positions of President, Vice-President, President-Elect, Treasurer, Secretary, and Members-at-Large.

They also state that the office of President-Elect may be omitted and that the roles of Treasurer and Secretary can be combined into one position, Secretary-Treasurer. However, the bylaws do specifically state that Chapters may have no more Members-at-Large than the National Board (currently two).

RELAX

Bylaws can be intimidating, that is why we created a template in the appendix. Don't let bylaws bog you down. They are there to ensure that the organization can continue even as founding members move on.

This is also a good time to think about how the Board of the chapter is going to meet, where, how often, and in what format? How will the Board conduct elections? Will they mail out paper ballots to all chapter members or hold an annual chapter meeting to conduct elections?

DRAFTING YOUR LETTER OF INTENT

The final step in the process to become affiliated is to send a letter of intent to the OAKE National Board President-Elect. This letter must state the Chapter's intent to affiliate with OAKE, adhere to OAKE's Bylaws, and fulfill the requirements of Affiliated Membership. Included either in the letter of intent or sent with the letter should be a list of the proposed officers for the new chapter. All proposed officers MUST be active non-student members of OAKE. You can see a [sample letter](#) in Appendix A.



... AND NOW WE WAIT.

Once your letter has been sent to the OAKE President-Elect it will be brought before the full board for consideration at their next meeting. The Board meets as a full body to conduct business twice per year at the Spring and Fall meetings, however, they can take up issues in the interim via electronic meetings if need be.

While you wait it would be a good time to work with your other board members to come up with a plan for helping your new chapter to grow once the affiliation is approved. The materials in the next part of this document are designed to help you successfully start your chapter as well as some helpful tips to avoid common problems and pitfalls.

NEW CHAPTER SUPPORT

Once your chapter is off the ground and running it may feel like the work is done, but it has really only just begun. The next section of this document includes a wide range of resources to help your new chapter flourish and grow. These next pages include a wide range of tips and tricks to make your job as easy as possible and is broken up into three main sections.



RUNNING A WORKSHOP

Workshops are one of the primary functions of OAKE Chapters, to help spread the Kodály method and Kodály inspired teaching techniques, and to improve the overall quality of teacher education. But how do you make sure that your workshop is not only enjoyable, but well-attended and memorable?

ATTRACTING MEMBERS

We talked about this when covering the first steps of setting up your chapter, but even if you have a large number of members when you start you will always need to work to attract more as members either retire, go inactive, or move out of the area.



BASIC MARKETING

As all educators know, packaging matters. The best song or lesson presented in the wrong way just won't reach students. The same is true of your chapter. Even if you have the most amazing presenters and the best workshops imaginable, if you can't market it well then the room will be empty. Here you'll find some great tips and tricks to make marketing work for you.

HOW TO RUN A WORKSHOP

When you are planning a workshop there are several things that you need to take into consideration months, or even a year, before the actual date of the workshop. Who is going to be your presenter? What are they going to present? And where are they going to put on the workshop? After that you need to worry about the actual operations of the workshop, how will people register, how much to charge for the workshop, how long should the workshop be? There are lots of options.

IDENTIFYING QUALITY PRESENTERS

The quality of your presenter can make or break a workshop. This doesn't mean that you need a big name presenter for every workshop, but you want to make sure that the presenter you hire, and you are hiring them, has some good experience or comes with good recommendations. There are several resources you can use to find some quality presenters

Word of Mouth - Contact other chapters, see who they have used in the past. If they presented well for others they will likely work well for you.

Personal Experience - Look for presenters whom you, or your other Board Members, have seen present at National or Regional Conferences

OAKE's Clinician Directory - OAKE maintains an [online directory](#) at our website of various clinicians throughout the country. This can be a great place to start.

MEMBER NEEDS

When picking clinicians keep in mind the needs of your chapter membership. If you don't have any high school teachers in your chapter then a workshop on high school vocal rehearsal techniques will likely flop.

Once you have decided on a clinician you would like, you need to book them for your workshop. It is vitally important that you provide as much lead time as possible, at minimum 3-6 months. Many clinicians make their living by presenting and some can easily be booked for more than a year in advance. When you reach out to the clinician, try to do so by email or writing as this can help eliminate confusion and misunderstandings later on. Here are some things you'll want to decide on right away:

Session Description - What do you want the presenter to present on? This can be a collaborative discussion where you and the presenter discuss the needs of your chapter and what types of workshops that would benefit them as well as what the presenter able to provide.

Dates and Times - How long is the workshop going to run and on what date? Many chapters do Saturday workshops from either 9:00-1:00 or 9:00-3:00 with a lunch break. Your session can be longer or shorter if you wish.

Fees and Expenses - It is important you and the presenter negotiate payment up-front. Before contacting the presenter you may wish to discuss with your Board what you are will-

ing to offer in terms of payment and expenses. Average clinician fees can run anywhere from \$300-\$500 plus expenses. If you need to provide airfare or hotel for an out of town clinician those expenses alone can easily run another \$500 to \$1000. Some clinicians don't mind staying with a chapter member to keep costs down, others may insist on a hotel.

Equipment and Materials - It can kill a workshop if your clinician is expecting an LCD projector and you just have a white board, or if you have an LCD projector and what they really need is a white board. Get a detailed list of what equipment they need you to provide. Also, if they are providing handouts and other materials ask whether or not they will prepare the copies. If they want you to provide copies then you need to set a date by which they need to get the material to you.

Clinician Bio/Headshot/Session Description - Set a deadline for the clinician to get these crucial materials to you. If your chapter is planning out workshops for an entire year make sure the deadline for these materials is well in advance of your first workshop. You will want to be able to use this information to market and advertise your session (more on that later.)

Contract Deadline - Once you have hammered out all these details they need to be placed in writing. Use the contract template provided in the appendix and fill in the information from your discussions. Try to include everything discussed in the contract so it is completely clear. If your chapter is interested in taking photos during the workshop session or recording the session for a Chapter Archive you may wish to also include that in the contract. Set a deadline for the clinician to get their contract back to you.

DON'T FORGET

When picking a clinician keep in mind what this workshop may eventually cost. If you are choosing someone not local then be prepared to cover airfare and a hotel. Decide in advance what you can afford to offer.

Some clinicians may be willing to present at a reduced rate for a new chapter or group.

FINDING A SUITABLE VENUE

Once you have identified a quality presenter you need a place to hold your workshop. Finding a suitable location can be a challenge and there are several things you should consider in looking for a location:

Venue Size - You want a location that has enough space for your workshop. If your presenter is planning mostly a lecture style presentation then a smaller venue might work. Conversely, a session on folk dancing is going to need a good bit of space. Larger is not always better, an intimate lecture style presentation in a massive space can take away from the workshop.

Cost - While it is a pain to keep coming back to it, money is important for the long term vi-

A GOOD GUEST

Even if a group is willing to give you use of a space for no cost, consider making a small donation to the organization as a gesture of thanks. This can go a long ways toward building a positive relationship.

ability of a chapter. Money helps pay for presenters, money helps advertise workshops, money helps getting message out. Try finding venues that are less expensive to keep this cost down. Perhaps a chapter member can secure a school building on a weekend for a small cost, a local university might have a low cost space available, churches and community centers may also have sufficient spaces that they are willing to let you use at little to no cost.

Facilities - Make sure that in addition to physical space that the venue you choose has the resources you need. If your presenter needs an LCD Projector or laptop then you want a venue that has accessible outlets. If your presenter expects to share videos from the internet, make sure you

can give them internet access. If you plan on providing food or beverages for attendees make sure you the venue is okay with that and if they have any special requirements regarding how food and drink are handled.

PUBLICIZING YOUR WORKSHOP

A workshop is not going to do much good for your chapter if no one knows about it. You want to start publicizing your workshop as early as possible and repeatedly get the word out to potential attendees. There are several different ways to publicize your workshops, all have benefits and drawbacks. There are several topics you may wish to consider:

Target Audience - Have a clear picture of who may be interested in attending your workshop. The more focused your audience the more targetted your advertising can be. Some ideas for who you might want to target: local area music teachers, statewide OAKE members, music teachers in other organizations, arts administrators or supervisors, or college students in a music education preparation program.

Methods - There are several different ways to advertise your workshop. Email can be used to reach a wide audience at a low cost. Postcards have a higher cost but may have get noticed more than an email would. Flyers hung around college campuses, if there are local universities with music programs, is another way to go. You can also consider advertising in music educator publications, like the one put out by the state chapter of NAFME. Advertising through Facebook and other social media is also a really powerful way to get the word out. This can be done either through paid advertisement, which is very low

FINDING PEOPLE

You can always look up local members using the Member Directory on the OAKE website. Regional Representatives may also be able to help you advertise to newer members in your area.

cost on Facebook, or simply by sharing events online and allowing the message to spread organically.

Crafting a Message - Consider customizing your advertisements based on the target audience. This is done by advertisement companies every day, and while it may take a little more time up front it can help bring in new members or members who aren't familiar with OAKE or even Kodály.

AN EXAMPLE OF A TARGETED MESSAGE

Consider how a flyer for the same workshop could be worded two different ways based on the audience of the advertisement.

For experienced teachers: "Come and learn how to take the rounds you already know and expand them into concert performance quality pieces in a few quick steps!"

For newer teachers: "Walk away with a dozen new rounds in your pocket that you can put to work right away in your classroom."

PRICING YOUR WORKSHOPS

Finding the right price for your workshops can be a challenge in and of itself. While not every workshop needs to net a profit, you also don't want every workshop to run into the red. Set your prices to low and you will be limiting what your chapter can do to help attract and support members. Set your prices to high and you will likely have an empty workshop. Here are some tips to keep your audience and your treasurer both happy.

Make a Budget - Know what the costs of your workshop are going to be, estimate your attendance and use these two figures to see what it would take to be "profitable". If your workshop is going to cost \$600 to put on and you think you'll get 40 people, then you need to charge at least \$15 per person to break even.

Offer Pre-Registration - If you have planned 3 workshops for a year at \$15 each, offer a pre-registration package of all three workshops for \$40. It gives you funds up front and a baseline for attendance. Also, in reality, there will be some people who pre-register and then for whatever reason miss a session. If someone pays \$40 and only ends up attending two sessions then you really made \$20 per session on that attendee.

Promotions - Everyone loves a bargain, and promotions can be powerful tools. Give all workshop attendees "free workshop" coupon for new attendees to encourage them to bring colleagues. Host a raffle or small door prizes. Offer the workshop free to students. Offer a 50% discount when they bring a canned item for a local food bank. Be sure to advertise these promotions heavily.

Be Competitive - Look at what other professional organizations are charging for workshops and what they are offering for the price. That can give you a good sense of what the "market" is willing to pay. As a new organization it may be a good idea to charge less as you establish

yourself, but don't be so inexpensive people assume there is a lack of quality. If someone offered to sell you a car for \$150 you would (rightly) assume there was something wrong with the car.

Remember the Big Picture - As mentioned above, have a budget, but also realize that each workshop doesn't exist in a vacuum. If you are bringing in an expensive presenter for one workshop you can take a loss on that workshop as long as the rest of your workshops are inexpensive (see below) and will allow you to recoup that loss. While it would be great for every workshop to break even, it isn't necessary.

INEXPENSIVE WORKSHOPS THAT WORK

When your chapter is first starting out money will quite often be tight. However, the most successful chapters host several workshops each school year. So how do you do it without running out of money? Not every workshop needs to be a huge event with big name presenters. There are many different workshops that have been used by chapters all over the country to hold workshops for little to no money. Here are a few suggestions:

Chapter Sharing Session - Instead of one 3 to 4 hour presentation by a presenter you can have members of your chapter each present shorter mini-sessions. The topics can range around a theme, such as classroom management, or be more open and general. Sharing sessions are a great way to allow chapter members to pilot sessions they may wish to present at regional or national conferences.

Choral Reading Sessions - Choral reading packets can either be "loaned" for the workshop session with chapter members borrowing from their districts, or you can attempt to secure choral packets from a local vendor. This workshop can either be run at cost (where the cost of the packet is the cost of admission) or be designed to make a slight profit. Various chapter members can suggest or select pieces to lead that they have enjoyed using with their choirs.

Round Table Discussions - Invite teachers to participate in a discussion about topics surrounding music education and education in general. You can bring in various voices including teachers, teacher trainers, administrators, or even parents.

Picture Book Share - This is geared toward the lower elementary crowd, but have members each bring in a picture book that they use in their music classroom and share the book and any activities that they will often do along with the book. This is a quick way to help teachers grow their libraries. Partner with a local supplier and you can possibly even make money selling the books on site.

Concert Idea Share - Help move your concert from being a traditional performance to more of an informance. Share concert programs that educate the audience or other ideas for non-traditional concert ideas. It is amazing how many different ideas are out there.

Community Folk Dance - Have members bring a dance to share and teach. This is a great way to reintroduce members to dances they may have forgotten or give them a new idea for teaching a dance they've been doing for years.

ATTRACTING AND KEEPING MEMBERS

Growing your chapter and keeping those new members active is always a challenge for even experienced, long standing chapters. If you do not actively seek out new members on a continual basis your chapter will have trouble lasting in the long term. Fortunately there are several audiences in which you can find new members, and there are several strategies you can use at your workshops to help highlight the value of membership.

WHO SHOULD YOU TARGET?

As you look for new members to join your chapter there are a few groups that are prime candidates for recruitment. Make sure that as you advertise your workshops and your organizations you reach out to these groups:

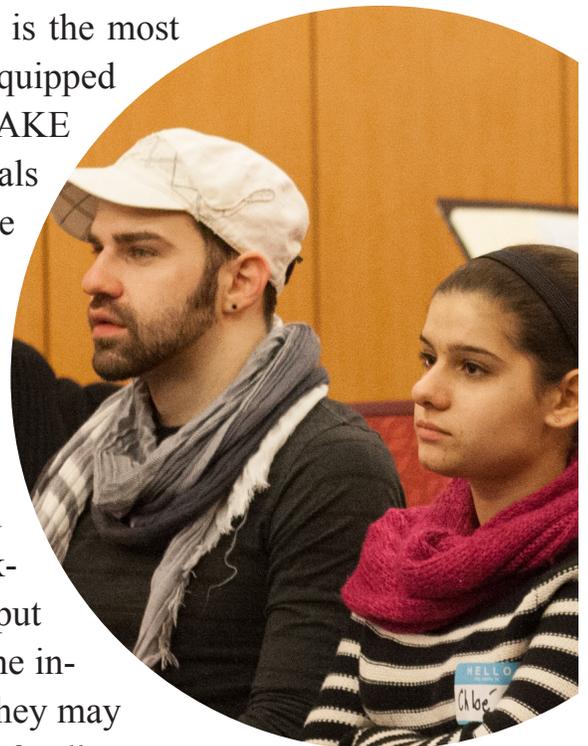
Colleagues of Current Members - Word of mouth is the most powerful advertising there is, so no one is better equipped to explain the value of OAKE than an existing OAKE member. Provide your current members with materials relating to OAKE as a whole and to your chapter. Give them incentives to bring their colleagues to workshops. Perhaps even host a free “social” workshop to attract in these new members.

Kodály Preparation Programs - Plan on visiting any local summer training institutes in your area. Whether it is made up of students or experienced teachers these are the easy converts. Offer a free workshop package to new OAKE members if possible or put together little goodie bags. The only downside is some institutes attract participants from far away places, so they may not be local to your specific chapter. If you have the funding you can also host a breakfast or lunch for participants. Winning hearts is easy with food.

Teacher Training Programs - Student membership in OAKE is now free! That means there is no reason every single music education major in the country should not sign up to be an OAKE member. You can further encourage this by doing a membership drive at your workshops where all students are invited to sign up for OAKE right at the end of the workshop.

Beginning Teacher Programs - Some states have new teacher induction programs which require every new teacher to be assigned a mentor in their district. This can potentially provide an excellent avenue for promoting both your chapter and your workshops.

Other Profession Organizations - Many of the most active professionals belong to more



than one professional organization. Just because someone is in AOSA, NAFME, or ACDA does not mean they won't consider joining OAKE. Not only can these educators make a valuable audience for your workshops, they can also make great members of your chapter.

CONVINCING THEM TO JOIN

It is one thing to figure out who you want to target as potential members, it is another thing all together to get them to join. Many people aren't comfortable presenting a sales pitch and have a hard time when they feel like they are trying to "sell" the organization to someone. One good idea is to remember why you joined OAKE and why you wanted to form a chapter. Those reasons will appeal to a great number of people. Here are some other tactics you can try.

Workshops as Professional Development - The workshops your chapter will provide showcase a wide range of resources and are opportunities for professional development in the field of music education. It is a great place for teachers to go and get new ideas to recharge their batteries.

Kodály Envoy - OAKE Members have access to Envoy, a quarterly music educator publication that is filled with compelling articles and great resources. Have a few issues at your workshops to allow potential new members to browse.

OAKE Website - OAKE has begun

to undertake a massive redesign of their website. The goal is to create a 21st Century website with many resources for members, such as demo videos, lesson plans and ideas, and message boards allowing professional educators from across the country to network and collaborate. Featuring these benefits to your members briefly at your workshops will both inform current OAKE members and perhaps encourage others to join.

Reduced Rates - Membership in OAKE grants members lower prices at the National Workshop and at most other chapter workshops. You may wish to structure your workshops so that members pay \$20, and non members pay \$25-30.

Offer Community - If your chapter does more than just workshops you can create a sense of community among your members. Perhaps you have social events, such as a Sip and Sing, or an annual picnic. Maybe you organize a trip to a concert or to screen a movie. If people feel like they belong to the organization in more than just a monetary way, they are more likely to stay.

One last thought: don't forget to ask them to join! Very few people will join an organization unless they are asked. That doesn't mean you need to make a hard sell, a simple "Have you thought about

MEMBERS VS. ATTENDEES

Keep in mind when you are marketing your chapter that there are always two groups you want to address. One is OAKE members and the other are non-members. While we want all our attendees to be OAKE members that isn't always going to be the case. Be sure to make all workshop attendees feel welcome, invite them to join, but don't make them feel pressured or they may not want to come back.

joining OAKE?” might be enough to start a conversation. But unless you put the question out there you could have many potential members who loved your workshop and would have joined just walk away.

MORE THAN WORKSHOPS...

A large amount of your recruitment will stem from your workshops and the people who choose to attend your workshops, but in this modern age of social media we have several other ways to reach out to potential new members. By tapping into some of these resources we can connect with workshop attendees and potential members we never thought about reaching.



Facebook/Twitter/Pintrest/G+ - If you have members who are savvy with these forms of social media then put them to work. Use these venues for more than just advertisement. When you come across an interesting educator article share it on your chapters Facebook page and then share that to your own newsfeed, that way all of your educator friends will see the chapter page.

Share short articles and updates by members of your board, keep your chapter membership engaged. Tweet live pictures from your workshops and share them on Facebook as well.

Video Media - Make a quick promotional clip about your upcoming workshop. Videos allow for a more personal connection than a flyer. Share it on your chapter website (if you have one) or on your social media sites. You can also easily make a video from an audio recording and still images using drag and drop software such as Windows Movie Maker. These videos can be advertisements for your workshops or for your chapter.



Attend Other Organizations - Are you or one of your board members going to an AOSA workshop? Ask if you can announce about your upcoming workshops at the end of their session when they often do announcements. Bring flyers to pass out if you are allowed, the worst thing they can do is say no. Encourage members of that organization to provide you with flyers and workshop information to their workshops for you to share with your members.

Chapter Website - If someone within your chapter is tech savvy ask them to set you up with a chapter website. Some hosting companies will provide free hosting to 503(c) organizations, and domains can cost as little as \$12.00/year, there is also the possibility in the near future that chapters will be able to host sites right through oake.org. Having your own website gives you a venue to share information in the format you want, something a Facebook Page or Twitter Account does not allow.

IMPORTANT TIP

If you are going to have social media pages or a website you need to keep it up to date. An out of date website or a Facebook page that has not updated in months will not help your chapter and can potentially hurt it by creating the image that you aren't "doing anything".

BASIC MARKETING

Although we've already discussed several forms of marketing in terms of attracting new members, advertising your workshops, and getting your message out; you should take some time to review these suggestions and tips for how to successfully approach marketing your chapter.

Have a Marketing Plan - As an organization you should have some simple goals in terms of marketing your organization. Where are you right now? Where do you want to be in the future? What steps are you going to take to get there? How long do you expect it to take? What is a reasonable short, medium, and long term goal for success? How are you going to measure your success?

Have and consistent brand - Branding is the art of making your organization instantly recognizable to your target market. It can include simple things, like choosing to use a consistent set of colors and fonts in your publications and advertisement, to more advanced ideas like having a slogan, motto, and logo. Branding takes time, but if your organization is consistent from the start you will be on the right track for the long term.

Keep in touch with your members - It is easy for a small group of highly motivated people to plan workshops that may interest them, but are not of interest to the general membership or new potential members. Try to survey your members to see what they would like to see in workshops. Host workshops that address current issues or concerns of music educators as well as workshops that give educators something to bring back to the classroom. Track your attendance and use it plan future successful workshops.

Repond to problems - If workshop attendance or the organization is having trouble attracting new members, try new things to address the problem rather than letting it simply continue. Perhaps workshop pricing is too high, or perhaps it is so low that members don't think it could be of value. Maybe the date or time of your workshops does not work for your members, or perhaps the location is difficult for them to get to. Remember there is always room for growth.

Identify and celebrate successes - It is easy to get bogged down in the things that have gone "wrong" and not appreciate the things that have gone "right". After each workshop or other chapter activity try to identify the positives as well as the things that can be improved. Remember that growth and change can take time.

NATIONAL AND REGIONAL BOARDS

You are not on your own. In addition to this document and other resources available through the OAKE website, there are people ready to help your chapter grow and succeed.

Regional Boards - OAKE chapters are divided into four regional divisions; Eastern, Mid-western, Southern, and Western Divisions. Each Division has a Board that is elected by the membership to help serve the chapters and to assist in running the organization.

There are many ways the Regional Board can help out your chapter. They can assist in locating and suggesting presenters, they can put you in touch with other chapters to share ideas and helpful hints, as well as just lending a hand when possible. They also have funding which may be available to help your chapter get off the ground and running. Contact information for your division president is available through the OAKE website.

The National Board - The National Board is in charge of overseeing the organization as a whole. They make many decisions on policy, budget, as well as the rules and regulations the organization is governed by. There are several groups within the OAKE National Board which may be able to provide assistance to your chapter. Additionally, there are two Regional Representatives who sit on the Board from each Division. They are a perfect point of contact for your chapter to the Board and can often assist you by putting you in touch with the right people.

The OAKE Office - Want a list of members in your state who have let their membership lapse? Interested in knowing how many unaffiliated members there are in your region? Or do you simply want a list of your chapter's members in a spreadsheet so it is easy to use for mailings and other resources? The OAKE Office has staff who are fantastic resources and can often provide you with invaluable assistance. While many things are available through the OAKE website there may be times when you have a specific question and you should not be afraid to contact the OAKE office if you think they may be able to help.

CHAPTER RESPONSIBILITIES

While the National Board and Division Boards can provide a great deal of support to your new Chapter, your chapter also has some responsibilities that must be met to be a chapter in good standing. These duties can be found in the OAKE Bylaws which are available online, but they have been outlined here for your easy reference.

Participation in the Advisory Council - The chapter is responsible for sending one officer or proxy to the annual meeting of the OAKE Advisory Council at the OAKE National Conference.

Chapter President's Report - The Chapter President is responsible for submitting a Chapter President's report in the manner outlined by the Board of Directors each year on or before May 31st. For more details contact the Division President.

Chapter Fiscal Report - The Chapter Treasurer is responsible for submitting an Annual Chapter Fiscal Report in the manner outlined by the Board of Directors each year on or before June 30th. For more details contact the Division Treasurer.

OAKE Affiliation - The Chapter must, per OAKE Bylaws, include the following message on all newsletters, letterheads, and official publications: "An Affiliate Chapter of OAKE."



APPENDIX A - STARTUP DOCUMENTS

SAMPLE BYLAWS

The following document is a guide to help you organize your chapter's bylaws. While you may structure your chapter bylaws in a variety of different manners, this sample document includes all the essential elements your chapter should need to effectively self govern. There are several examples of different office descriptions and other helpful suggestions. An editable version of this document may be requested from the OAKE office.

Chapter Bylaws

An affiliate chapter of the Organization of American Kodály Educators

Article I. Name of Chapter

Section 1. Organization Name.

The organization shall be called _____ and also known by the abbreviation (____). The organization shall be an affiliate chapter of the Organization of American Kodály Educators (OAKE).

Section 2. Fiscal Year.

The fiscal year for this organization shall begin on _____ and end on _____. Any monies accrued shall not be for the benefits of any private person.

Article II. Objective or Purpose

Choose a sentence stem below:

The _____ share the following objectives:

The _____ shall exist:

The objectives of the _____ are as follows:

Each chapter may create or edit statements of purpose to align with the national organization. The process of developing your statements will bring the members closer together with focus for the future of the chapter. The chapter statements below reflect the purpose prior to our recent revision of the OAKE mission and vision statements.

Purpose, Mission, and Vision of OAKE:

Our purpose is to promote Zoltán Kodály's concept of "Music for Everyone" through the improvement of music education in schools.

Our mission is to support music education of the highest quality, promote universal music literacy and lifelong music making.

Our vision is the realization of a world where the power of music as a unifying, humanizing, and healing force is an integral part of the lives of the American People.

Purpose/Objective suggestions from three other chapters:

Example 1:

- to study the philosophy, structure, and application of the music education program in Hungary, known for its creator, the late Zoltán Kodály, and widely known as the Kodály approach to music education;
- to adapt the Kodály approach to the children in music education programs throughout the United States;
- to assemble and disseminate new approaches, structures, and materials being utilized in the Kodály approach;
- to sponsor clinics, workshops, and conferences in order to increase the number of music educators knowledgeable in Kodály techniques;
- and to cooperate with other Kodaly associations - regional, national, and international.

Example 2:

- to promote Kodály-based music education philosophy, structure and application,
- to sponsor educator clinics and workshops;
- to increase the number of music educators who are both know of and implement Kodály based teaching techniques;
- to improve the musical learning of children, youth and adults;
- to encourage an open exchange of ideas and materials that will strengthen music programs in their area;
- and to work with other Kodály-oriented organizations and other music education organizations as a whole.

Example 3:

- to further music education through the use of the concepts set forth by Zoltán Kodály;
- to provide a forum for exchange of ideas on the impact of the Kodály concept on American education and perpetuate the spirit of cooperation among all Kodály educators; and
- to apply the Kodály concept to the multi-ethnic, multi-cultural musical heritage of (state/region), being mindful of Kodály's vision that "music belongs to everyone."

Article III. Office Location

The location of the principle office of the organization shall reside with the highest elected official of the organization. An alternative location may be defined by an action of the Board of Directors.

Article IV. Members

Section 1. Membership.

Membership categories shall be set by the OAKE Board of Directors.

Section 2. Dues.

Membership dues shall be collected by the OAKE Office. All membership dues shall be set by the OAKE Board of Directors and voted on by the OAKE membership at large, as stated in the OAKE Bylaws.

Article V. Board

Each chapter designs the structure of officers to serve its own chapter membership. The chapter officers and duties vary from chapter to chapter. Please consider the following officers and duties as you evaluate your chapter's needs. There must be a President to preside over the meetings and a Treasurer to handle fiscal responsibilities of the chapter. Both of these officers must prepare annual reports to OAKE.

Section 1. General Powers.

The government of the organization shall be vested in the Board of Directors.

Section 2. Elected Members.

The Board of Directors elected by the membership shall consist of a President, Vice President, President-Elect, Secretary, Treasurer, and two (2) Members-at-Large or a number that the Board of Directors deems advisable.

Section 3. Terms of Office.

The term of office for the Board of Directors shall be for a period of two years beginning _____ of the year elected. The President-Elect, Treasurer, and one-half of the Members-at-Large shall be elected in odd-numbered years. The Vice-President, Secretary, and one-half of the Members-at-Large shall be elected in even-numbered years. All officers may succeed themselves in office or may be elected to another office.

Section 4. Qualifications.

All members of the Board of the Directors must be Active members in good standing with OAKE.

(Option: In order to be eligible to run for President-Elect, the nominee is required to have previously served on the chapter Board of Directors.)

Section 5. Election.

Board members shall be elected at a designated meeting of the membership by a simple majority vote of the active members present and eligible to vote. The President shall appoint a nominating committee in sufficient time for that committee to act. The nominating committee shall select candidates and mail the names for a proposed ballot to the President a month in advance of the membership meeting at which the election is to be held. Nominations for each office open for election may be made from the floor by the membership prior to a vote.

OR

The nominating committee will be appointed by the President and shall present a slate of officers to the Board of Directors by _____ (at least 2 months prior to the election). Nominations will also be accepted from the floor at the membership meeting. Voting shall be by ballot cast at the membership meeting. Ballots will be published in the chapter newsletter/journal prior to the election. Members unable to attend the membership meeting may mail or electronically transmit a completed ballot to the President-elect postmarked or dated on or before _____. All qualifying ballots will be tallied at the membership meeting. Board members shall be elected at a designated meeting of the membership by a simple majority vote of the active members present and eligible to vote.

Section 6. Vacancies in the Board of Directors.

In the event of vacancy of office, the remaining Board of Directors shall appoint someone to that office at their next meeting. Such appointments shall last from the time of the appointment until the next scheduled election for that office.

Section 7. Ex-Officio Officers.

Non-elected officers shall consist of, but are not limited to, immediate Past President, editor, and historian. These shall be non-voting officers appointed by the Board of Directors, and, shall act in an advisory capacity.

Article VI. Duties of Board

The list of officers and duties below is a culmination of three chapters. Please feel free to adjust the list to suit the needs and traditions of your chapter.

Section 1. General.

All members of the Board of the Directors must be Active Members in good standing with OAKE. The Board of Directors shall be consist of the following officers who shall have the following duties:

Section 2. President.

The President shall preside at all meetings of the organization, as well as, select dates and locations for all meetings. The President shall have the power to appoint committees, and shall perform all duties pertaining to the office. In addition, the President shall submit an Annual Chapter President’s Report, as specified by the Bylaws of OAKE, Inc. The President will communicate information from the OAKE National Office to the chapter, and, send chapter news to the Envoy. The President shall approve all disbursements made by the Treasurer.

Section 3. President-Elect.

President-Elect shall serve as an advisor to the President and shall have other duties as may be assigned by the President. In case of absence or disability of the President, the President-Elect shall assume the duties of the President. The President-Elect shall be responsible for all of the constitutional changes and revisions and will keep updated copies of the Bylaws for chapter members. The President-Elect will chair the Nominating Committee and will prepare the calendar for the Board of Directors meeting and will supervise all arrangements for workshops and functions.

Section 4. Vice-President.

The Vice-President shall have such duties as assigned by the President. The Vice-President shall preside over meetings in the absence of the President.

OR

The Vice-President shall serve as an advisor to the President and shall have other duties as assigned by the President. In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President is in charge of gathering and compiling information on all Kodály-related activities and publications. This material shall be published in the chapter newsletter/journal as set in Article VII of these Bylaws.

Section 5. Secretary/Treasurer.

The Secretary/Treasurer shall keep minutes of all meetings of the Board of Directors and the roll of the membership. The Secretary/Treasurer shall keep an accurate and complete record of all organization business and activities. The Secretary/Treasurer shall be custodian of all funds of the organization, and, shall deposit the funds of the organization in a depository approved by the Board of the Directors. The Secretary/Treasurer shall prepare an

annual financial report to be approved by the Board of Directors and submitted to the membership. The Secretary/Treasurer shall also prepare the Annual Chapter Fiscal Report as specified by the Bylaws of OAKE, Inc.

OR

Section 5. Secretary.

The Secretary shall keep minutes of all meetings of the Board of Directors and the membership. The Secretary will be in charge of typing and mailing the minutes of each meeting to the Board of Directors. The Secretary shall keep an accurate and complete record of all chapter business and activities, and, shall print and post notifications of meetings. The Secretary shall update the membership database quarterly and forward to the information to the Board of Directors, and, contact those who have not renewed their OAKE membership. The Secretary will distribute completed newsletter/journal electronically, and, handle publicity for workshops and chapter functions. The Secretary may have other duties as assigned by the President or Board of Directors.

Section 6. Treasurer.

The Treasurer shall keep an accurate and complete record of all organizational business activities as well as an accurate record of dues paid by members of the organization. The Treasurer shall be custodian of all funds of the organization and shall present an account of all monies received and disbursed at each meeting of the Board of Directors. All disbursements made by the treasurer must first be approved by the President. The Treasurer shall deposit all funds of the organization in a depository approved by the Board of Directors. The Treasurer shall prepare an annual financial report to be approved by the Board of Directors and submitted to the membership. The Treasurer shall notify all Board Members of new or renewed memberships. The Treasurer may have other duties as assigned by the President or Board of Directors.

Section 7. Member-at-Large.

The Members-at-Large shall be in charge of the organization's membership retention and encourage new memberships. Duties shall be to serve as Committee Chairs and to carry out other duties assigned by the President. The Members-at-Large shall serve as regional coordinators. The Members-at-Large may have other duties as assigned by the President or Board of Directors.

Section 8. Immediate Past President.

The immediate Past President shall serve as an ex-officio member of the Board of Directors.

Section 9. Historian.

A historian shall be appointed by the Board of Directors to archive all newsletters, minutes, fliers, membership lists, officer lists, etc. on an annual basis.

Section 10. Ex-officio Member.

An Executive Advisory Committee may be appointed by the Board of Directors to serve in an ex-officio capacity.

Article VII. Meetings

Section 1. Board of Directors Meetings.

The Board of the Directors must meet a minimum of once per year at a time and place selected by the President.

Additional meetings may be called by the president. The president shall be obligated to call a special meeting upon a written request by three of the Board Members.

Section 2. Membership Meetings.

The meeting of the chapter membership must be called at least once per year. The Board of Directors shall make reasonable attempts to inform the chapter membership of the meeting in advance through standard or electronic means. The time and location for all meetings of the membership shall be determined by the Board of Directors.

Section 3. Quorum.

All meetings must meet quorum in order to conduct official business. If a meeting does not have quorum the business may be discussed, but no actions may be taken.

Section 4. Quorum of the Board of Directors.

A quorum of the Board of Directors shall consist of no fewer than four (4) members, including the President. Votes of the members of the Board shall be determined by simple majority.

OR

A quorum of the Board of Directors shall consist of no fewer than three (3) members, including the President. Votes of the members of the Board shall be determined by simple majority.

Section 5. Quorum of the Membership.

A quorum in meetings of the membership shall be ten (10) percent of the active membership.

Section 6. Conduct.

All meetings shall be conducted in accordance with Robert’s Rules of Order Newly Revised, except where superseded by these bylaws.

Article VIII. Publication

There shall be an official newsletter of the organization with a managing editor.

OR

Section 1. Name.

There shall be an official journal of the organization. It shall be called _____.

Section 2. Issues.

There shall be ____ issues per year to be published in the following seasons/months: _____.

Section 3. Editing.

The _____ shall be compiled by the _____. A master copy of the _____ shall be electronically transmitted to the chapter Board of Directors prior to publication.

Section 4. Distribution.

The _____ will be published and/or posted on the website. The _____ will electronically transmit an announcement of each publication to the membership.

Article IX. Amendments

The Board of Directors may submit a Constitutional Amendment to the membership at the general meeting or by electronically transmitted ballot or by mail ballot. Such Amendment will be deemed valid if approved by a two-thirds (2/3) majority of ballots returned within twenty-one (21) days. Such amendments may be initiated by the Board of Directors or by a petition signed by fifteen (15%) percent of the membership.

Article X. Dissolution

If the chapter ever dissolves or requests to become inactive, the Treasurer shall be responsible for returning all funds in the chapter accounts to OAKE to be held in escrow by OAKE pursuant to OAKE bylaws. During this period, chapter members can petition the OAKE Board of Directors to return the chapter to active status. If, after five years from the time the chapter is determined to be inactive, said chapter has not returned to active status, the financial assets of the chapter shall become the property of OAKE.

Article XI. Restriction on the Uses of the Name “_____ (____)”

Public use of the name “_____ (____)” is limited to the organization’s official activities and publications.

The _____ Chapter Bylaws were adopted by the membership on _____.

SAMPLE LETTER OF INTENT

Below is a sample “letter of intent” which must accompany a request to form a new chapter. Please note that not all offices need to be filled, but you must have a minimum of a President, Vice-President, and Secretary/Treasurer. The letter should be signed by at least the proposed chapter president, but may be signed by all proposed officers. The proposed officers MUST be members in good standing with OAKE.

To the Vice-President and Board of Directors of OAKE:

As members of the Organization of American Kodály Educators, we are attempting to establish a new chapter of the Organization of American Kodály Educators. We would like to organize under the following name _____ using the following abbreviation: _____.

This will be a non-profit organization and will be an affiliate chapter of the Organization of American Kodály Educators (OAKE). The chapter will adhere to the OAKE Bylaws and will fulfill the requirements of the OAKE affiliate chapter membership. Our intention is to promote Kodály-based music educational philosophy, structure, and application.

If granted affiliated status with OAKE, our current Board of Directors would consist of the following OAKE members:

President -

Vice President -

Treasurer -

Secretary -

Members at Large -

We look forward to a long and fruitful affiliation with OAKE.

Sincerely,

SAMPLE CLINICIAN CONTRACT

OAKE/DIVISION OR CHAPTER NAME CLINICIAN AGREEMENT

SAMPLE

Users should personalize all information that is in blue.
Specific clinician and Division/Chapter responsibilities should also be personalized to the situation.
Items in **bold** should not be deleted from any contract agreement.

Name _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

THE CLINICIAN'S duties are to prepare and present a workshop for DIVISION/CHAPTER NAME titled WORKSHOP NAME. The workshop shall begin on DATE at TIME and continue as scheduled until TIME. The President and the Clinician shall collaborate and arrange the workshop schedule. Additional duties may be added here...

OAKE/DIVISION OR CHAPTER NAME SHALL compensate the Clinician with an honorarium in the amount of \$000.00. Further, OAKE/DIVISION OR CHAPTER NAME shall:

1. purchase, with collaboration between the Clinician and the President, and no later than six weeks prior to the workshop, a round-trip coach airfare from an appropriate airport to AIRPORT NAME as most appropriately fits the workshop and transportation schedule on ARRIVAL DATE and DEPARTURE DATE (unless the clinician drives to the workshop in which case the clinician shall be compensated @ \$0.45 per mile),
2. provide the Clinician \$000.00 for costs of meals, ground transportation to and from the AIRPORT NAME and any other incidental expenses, OR...
provide the Clinician up to \$000.00 for costs of meals, ground transportation to and from the AIRPORT NAME and any other incidental expenses,
3. provide a hotel room at the HOTEL NAME AND LOCATION for ONE night(s) at no charge to the Clinician, (DAY OF WEEK through DAY OF WEEK nights, check in on ARRIVAL DATE and check out on DEPARTURE DATE), and
4. obtain the agreed upon handout copies, provide an accompanist, and arrange for workshop facilities for the presentation.
5. Additional duties may be added here...

IT IS AGREED that the Clinician shall retain receipts to submit to the Treasurer for all personal expenses agreed upon for reimbursement. (ex. the costs of individual meals, ground transportation, and expenses (other than airfare) OR...

IT IS AGREED that the Clinician shall be responsible for paying the costs of individual meals, ground transportation, and expenses (other than airfare), thereby eliminating any necessity to present receipts to the Treasurer.

HANDOUT DEADLINE: DATE. (If the originals of the clinician's handouts are not available by the deadline, then the clinician must furnish NUMBER copies at the workshop and will not be reimbursed for the printing.)

IT IS ALSO AGREED neither this agreement nor any interest herein shall be assigned or transferred by the Clinician to any party or parties without the written consent of OAKE/DIVISION OR CHAPTER NAME.

IT IS ALSO AGREED that the Clinician is an independent contractor and not an employee of OAKE/DIVISION OR CHAPTER NAME. Therefore, OAKE/DIVISION OR CHAPTER NAME shall not provide any worker's compensation, unemployment or other insurance for the Clinician and shall not withhold nor pay any related income taxes. IRS regulations require, however, that OAKE/DIVISION OR CHAPTER NAME submit appropriate forms to the U.S. Internal Revenue Service that report the amount of the honorarium.

IN WITNESS whereof, OAKE/DIVISION OR CHAPTER NAME and the Clinician have executed this agreement as signed below:

By: _____
Clinician Date

By: _____
Division/Chapter Officer's Name, Position Date

Please sign and return original contract to:
Division/Chapter Officer's Name, Position
Address

OAKE



Organization of
American Kodály Educators
MUSIC FOR EVERYONE

*A copy of all contract agreements must be forwarded to the OAKE Treasurer
with Annual Division/Chapter Fiscal Reports effective Fiscal Year 2008-2009.*

APPENDIX B - MARKETING SAMPLES

Here are a few examples of posters, flyers and other pieces of marketing that various chapters have used. You can also take ideas from other businesses and organizations. If you see a flyer or poster that really catches your eye and makes you want to read it try to figure out why and use that in your next marketing campaign.

SAMPLE POSTCARD



The Kodály Association for Southern California presents...

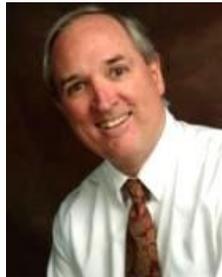
Kodály Workshops 2014-2015

#1. Saturday, September 13, 2014

9:30am-3:00pm*

Jerry Jaccard

"Teaching in the Cracks –
Trade Secrets for Music
Teachers"
**Lunch on own*



#2. Saturday, January 24, 2015

9:30-1:30pm

Diane Geller

"Kodály for the Older Beginning"

#3. Saturday, March 28, 2015

9:30-1:30pm

Kurt Cereske

"Singing Games and Dances" workshop!

Workshop Location:

St. Paul's First Lutheran School
5244 Tujunga Ave., North Hollywood, CA 91601

Honor Chorus Festival:

Guest conductor: Julie Corallo
April 24-25, 2015 at Forest Lawn's [Hall of Liberty](#)



Join us on
Facebook



Scan this bar code with your smart phone
to find us on facebook.

For registration and other information visit:
www.KASC.OAKE.org

Workshop Prices:

- ♪ **\$30* Kodály/Orff members or \$65 for all three**
- ♪ **\$40* non-members** ♪ **FREE administrators and full-time college students (must pre-register)**

To ensure receiving workshop materials, pre-register by
phone, email or online: 909 983-9879

KASCmail@gmail.com

*Don't forget to ask about our 3-workshop deal & professional
development, salary or college credit!*

APPENDIX C - ONLINE RESOURCES

This is a list of potential online resources that may help you advertise your chapter as well connect with new members and provide high quality workshops. All of these resources are free or competitively priced.

[OAKE Clinician Directory](#) - An online directory of available clinicians who have presented for OAKE Chapters in the past. This is a great resource for finding new clinicians.

[OAKE Member Directory](#) - A searchable directory of current OAKE members. You can use this to find unaffiliated members in your area as well as to reach out other members or chapters in your area who may wish to attend your workshops.

[Kodály Education Programs](#) - This listing of educational programs is a great place to look for new members for your chapter in your area.

[MailChimp](#) - An email delivery service that will allow you to send high quality html emails to your members as well as track open rates, click rates, and other marketing metrics.

[Google Pages](#) - A simple tool for creating an easy and quick-to-access webpage for your chapter

[WordPress](#) - A more advanced site for creating a more blog-like website for your chapter

[Wix](#) - Another easy-to-use website builder with a few more advanced options.

[Facebook](#) - If your chapter does not have a Facebook Page consider creating one. You can have multiple people set as administrator and they can all help create content.

[Google+](#) - Similar to Facebook, though not as popular, Google+ (or G+) is another social networking site.

[LinkedIn](#) - A social networking site for professionals. A good place to connect to education professionals, though it is not as commonly used by teachers.

[Pinterest](#) - A social sharing site for projects, crafts, photography and other hobbies. A common resource used by teachers looking for crafts, lesson plans, and other classroom-related activities.

[Twitter](#) - A social broadcast service. Only one login per account, so either the password must be shared among all posters or only one person within the organization will post for the chapter.

APPENDIX D - USEFUL PROGRAMS

The following computer programs can be very useful when trying to create flyers, postcards, and other marketing materials.

Google Drive - Google Drive comes with a suite of apps similar to Microsoft Office. One benefit of the Google Apps Suite is that you can easily collaborate with others on editing and revising.

Microsoft Publisher - This program is perfect for creating flyers, postcards, program notes, and other workshop-related materials. It is easier to position text than with Word.

Adobe InDesign - This program is a more advanced tool than Microsoft Publisher, it has a higher learning curve but also more powerful options.

Adobe Photoshop - Photoshop is professional image editing software. While it is costly there are discounts for non-profit organizations. This can be used to help create posters and other flyers.

GIMP - This is an open source similar to Adobe Photoshop (but free!) it can be used for similar functions as Adobe Photoshop.

Windows Movie Maker - This can be used to put together short videos from various images or video clips.

APPENDIX E - ACKNOWLEDGEMENTS

This guide was revised in March 2015 and reviewed by both the OAKE National Board's Membership Committee and the OAKE National Board of Directors.

2014-2015 OAKE Board of Directors

President - Paul Baumann

Vice President - Kevin Pearson

Secretary - Mary Neeley Stevens

Treasurer - Kathy Hickey

Past President - Kelly Foster Griffin

President Elect - Mary Epstein

Eastern Division President - Cynthia Gorney

Midwestern Division President - Aileen Miracle

Southern Division President - Ann Leffard

Western Division President - Christopher Roberts

Eastern 1 Regional Rep. - Nick Mercier

Eastern 2 Regional Rep. - Michelle McCarten

Midwestern 1 Regional Rep. - Eva Floyd

Midwestern 2 Regional Rep. - Sarah Oyler

Southern 1 Regional Rep. - Katie Robertson

Southern 2 Regional Rep. - Jerid Morisco

Western 1 Regional Rep. - Etna Thompson

Western 2 Regional Rep. - Michelle Trapa

Member at Large - Tanya LeJeune

Member at Large - Karen Paulson

Higher Education Adviser - Jerry Kerlin

Industry Adviser - Kathy Bohstedt

Instrumental Adviser - Brian Meyers

Secondary Education Adviser Daniel Todd

Editor, Kodály Envoy, Parliamentarian - Beth Pontiff

National Conference Director - Nancy Johnson

Administrative Director - Gary Shields

Administrative Coordinator - Colleen Graves

Bold denotes members of Membership Committee