

Southeastern Region Handbook



A Guide for conducting
Southeastern Federation Meeting and
Southeastern Region Luncheon Meeting

August, 2020

Table of Contents

	<i>page</i>
Introduction.	1
The Organization.	2
The Activities	
Host State Rotation	
Map of Regions	3
Duties for Southeastern Region Federation Weekend.	4
Personnel - Who Does What	
<i>Host State</i>	
<i>Southeastern Region Vice President</i>	
Details for Southeastern Region Federation Weekend	5 - 8
The Work - What To Do	
<i>Theme</i>	
<i>The Official Call</i>	
<i>Registration</i>	
<i>Weekend Events</i>	
<i>Meals</i>	
<i>Performing Student Award Winners</i>	
<i>Final Touches</i>	
<i>Pass It On</i>	
Program Template for Federation Weekend.	9 - 12
Friday Night Banquet	
Saturday Business Meeting & Luncheon	
Benediction, NFMC Collect, Federation Hymn	
General Policies for Federation Weekend.	13
Southeastern Region Luncheon Meeting	14



Introduction

The National Federation of Music Clubs is divided into five regions, each with its own national officer – a Regional Vice President. Each region has an annual meeting, often held at one of the region’s summer music camps. The four camps supported by Southeastern Region are:

Sewanee Music Festival, University of the South, Sewanee, Tennessee
Stephen Foster Music Camp, Eastern Kentucky University, Richmond, Kentucky
Brevard Music Center, Brevard, North Carolina
Eastern Music Festival, Greensboro, North Carolina

The “host state” assignment rotates among the eleven SE Region member state federations. The Southeastern Region holds 2 meetings. The Federation Weekend is usually held the 2nd weekend in July. The NFMC Regional Luncheon Meeting is held during the Regional luncheon at the NFMC convention/conference.

Because the development of our nation’s young musicians is one of its major goals, the National Federation and its affiliated state federations have given generous support to summer music camps.

The Southeastern Region weekend offers those who attend the fellowship of federation members from other states and the delightful experience of hearing performances by some of our nation’s best young musicians - all in a spectacular setting.

The annual meetings include the Southeastern Region business session, conducted by the current SE Vice President. In the past four years, the organization has raised over \$50,000.00 for an endowment to fund scholarships for SE Region students.

Attendance at the Federation Weekend and the Regional Luncheon is not restricted - anyone may attend. All are encouraged to come. The trip to the Federation Weekend is a delightful mini-vacation, or it can be attached to a longer sojourn. The Regional Luncheon is a wonderful time to visit with your neighbors in the Southeast and learn about the music camps and activities.

The Organization

The National Federation of Music Clubs - Southeastern Region operates under its own officially adopted bylaws which state that the object of the organization is to bring into a working relationship music clubs and other musical organizations and individuals dedicated to maintaining high musical standards. The regional organization works in cooperation with the National Federation of Music Clubs.

In addition to the NFMC Southeastern Region Vice President, who is in charge of the meeting, SE Regional officers are a Recording Secretary and a Treasurer, both elected by the members of the Southeastern Region attending the annual meeting. At the 2011 SE Region Meeting, a three-member Advisory Council was added. The Council's duties include working to increase attendance at the annual meetings and assisting the annual host state.

The Activities

The general schedule for the Federation Weekend Regional Meeting includes:

Friday	Afternoon Registration and Reception/Social Hour honoring National Guest Banquet and Evening performance,
Saturday	Morning Business Session Lunch (Student Award Performers) Afternoon Concert Optional Evening Concert and Dinner

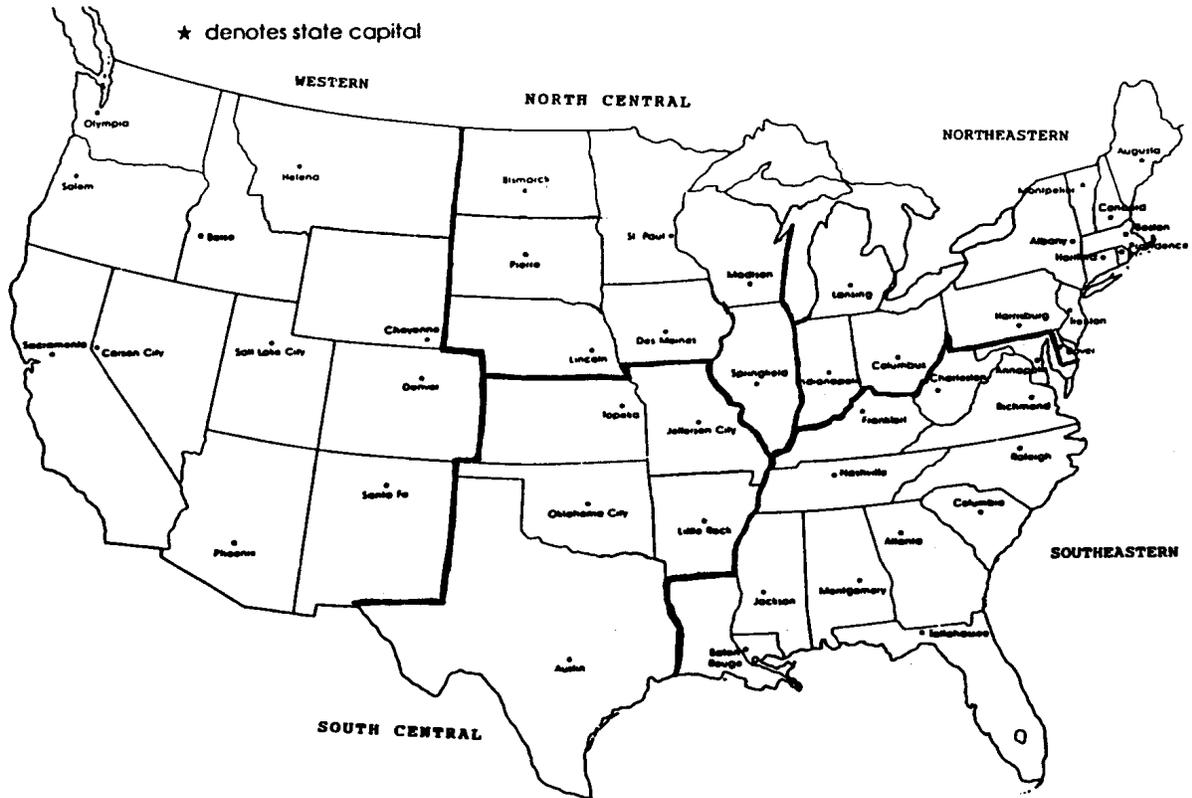
The official "call" includes the exact schedule, the registration form (which includes meal and concert ticket orders), and hotel information.

The "Host State" Rotation

The assignment of serving as "host state" rotates among the SE Region member state federations, according to the schedule listed below. The state is therefore supporting the Southeastern Region by hosting the Annual Meeting. Following the rotation chart below gives each state a chance to plan ahead for their turn.

North Carolina	2022	2031
Louisiana	2023	2032
South Carolina	2024	2033
Alabama	2025	2034
Virginia	2026	2035
Georgia	2027	2036
Mississippi	2028	2037
Tennessee	2029	2038
Florida	2030	2039

MAP OF REGIONS



NORTHEASTERN WESTERN

Maine
 *New Hampshire
 *Wyoming
 *Vermont
 *Massachusetts
 Mexico
 Connecticut
 Rhode Island
 New York
 New Jersey
 Pennsylvania
 Washington
 *Delaware
 Ohio
 California
 Indiana
 Michigan

SOUTHEASTERN

Maryland
 Virginia
 West Virginia
 Kentucky
 Tennessee
 North Carolina
 South Carolina
 Georgia
 Florida
 Alabama
 Mississippi
 Louisiana
 District of Columbia

NORTH CENTRAL

Wisconsin
 Illinois
 Minnesota
 Iowa
 North Dakota
 South Dakota
 Nebraska
SOUTH CENTRAL
 Missouri
 Arkansas
 Kansas
 Oklahoma
 Texas

*Montana
 Colorado
 New
 Idaho
 Utah
 Arizona
 Nevada
 Oregon
 *Alaska
 *Hawaii

Duties for Southeastern Region Federation Weekend

Personnel - Who Does What

Host State

The host state president usually serves as chairman for the state's part of the meeting. In the event this is not possible, he/she may designate a chairman. The chairman should appoint persons/clubs to oversee the state responsibilities, which include the following:

- Official Call
- Choose an overall theme representing the Host State
- Registration
- Hospitality Bags for Registration
- Printing Program Book
- Receptions
- Centerpieces, Favors & Place Cards for Meals
- Responsibilities for NFMC Guest
- Secure state members for duties according to list from SEVP
- Contact camp liaison to purchase any concert tickets

Southeastern Region Vice President

The SEVP is responsible for the following:

- Date is usually the 2nd weekend in July
- Liaison with camp (incl. meeting sites)
- Schedule, Agendas, Head Table Seating
- Furnish host state the program with the SER Handbook
- Workshops
- Conduct business meeting - see outline
- Choose National Guest/Other Speakers
- Preside at all events (may choose emcee for meals)
- Furnish state chairman list of duties to be filled by host state personnel (welcomes, responses, leading opening exercises, accompanists, invocations etc.)
- Invite student award winners to perform at the Saturday luncheon
- Invite a camp personnel representative to attend meals and reception and to speak at each event.
- Notify next host state to extend invitation for next year.

Details for Southeastern Region Federation Weekend

The Work – What To Do

Theme

- The Host State selects the overall theme for the meeting. A theme that features a particular aspect of the host state is suggested. The theme should be used in the program book.

NFMC Guest

Once the SE Region VP has chosen the guest, the host state is responsible for:

- Sending the official invitation
- Making and paying for hotel reservations
- Providing and paying for meal tickets and concert tickets
- Providing an official escort, (if needed)
- Providing all registration materials
- Providing an appropriate gift
- Providing a welcome gift in hotel room
- The National Guest is to receive a \$100.00 honorarium as per NFMC rules.
(See Financial Responsibilities)

The Official Call

The host state (in consultation with the SEVP) is responsible for the official call:

- The registration fee: This fee for the following year is set at the region business meeting and is recorded in the minutes of the meeting
- Non members who come as guests do not pay the registration fee
- Preparing and distributing the call: To help conserve mailing costs, the use of e-mail and the state website are recommended ways of circulating the call. Each state president should furnish the host state chairman an e-mail list and a USPS mailing list for those who do not have internet access, and should circulate within his/her state the information about accessing the host state's website (if applicable).
- The official call includes:
 - The registration form
 - The schedule of events
 - A list of hotel accommodations available (It is recommended that the list of accommodations be sent earlier because the hotels fill quickly).
- The host state is responsible for the cost of distributing the call.
(See Financial Responsibilities)

Registration

- Receive/process registration forms
- Record, deposit and disburse funds
- Prepare registration list, address list (with e-mail addresses) name tags, meal tickets and head table place cards
- Order and purchase Concert Tickets
- Organize and pay for meals and receptions
- Distribute concert tickets during Friday Registration
- Conduct onsite registration

Since the registration process includes the receiving and disbursing of funds, and maintaining the financial records of these transactions, it is recommended that either the host state treasurer or someone in the state federation experienced in keeping financial records be selected as the Registration Chairman or as a separate treasurer for the event.

Weekend Events

Program Book

- The host state is responsible for printing the program book and for the printing cost. The SEVP will furnish some of the information for the book. It should include the scheduled events (w/participants, locations and times), committee listings, and appropriate acknowledgements. A biography for the National Guest should be included. The cover should indicate the theme and list the name of the host state and the date/location of the meeting. The program book should be ready for distribution at registration.

Receptions

- Friday Afternoon Refreshments at Registration
The host state is responsible for providing light refreshments during the registration period. This may include providing the food, the serving pieces, cups/napkins/plates, tablecloths and decorations. This may also serve as reception honoring National Guest. Wine may be served, but the cost is that of the host state and may not be taken from the registration fee.
- Friday Evening After-Concert Reception – this is optional
This reception is provided by the host state federation (in consultation with the SEVP). The reception honors the National Guest, artists and Personnel. This reception is optional depending on the availability of the artist.

Meals

The three meal events for the meeting are:

- Friday Evening Banquet *This should be a catered hot meal*
- Saturday Luncheon *This is usually a cold meal, perhaps a buffet*
- Saturday Evening (optional) - *This may be catered or guests may choose to dine on their own.*
- There should be a clear understanding with the caterer as to what is included in the order (food, tableware, napkins, tablecloths, etc.). The host state provides the centerpieces, favors and head table place cards.
- There should be an invitation issued to camp personnel by the SEVP to attend these meals. The camp personnel meals should be paid for by the host state. The host state is responsible for paying the cost of the meals. The actual cost of meals will be determined thru the host state and the chosen caterer.

(See Financial Responsibilities)

Performing Student Award Winners

- The student winners of the NFMC and SER Summer Camp Awards traditionally are invited to perform at the Saturday luncheon.
- The duly appointed chairmen of these awards should provide the SEVP the names and contact information for the winners, and the SEVP should issue the official invitation and obtain the specific information for listing these performers in the program book.
- The host state should be informed by the SEVP if there is an accompanist and what equipment (music stand, ect.) will be needed.
- The host state is responsible for providing lunch for the performers, including accompanists.

(See Financial Responsibilities)

Final Touches

Financial Responsibilities

- The finances of the meeting are handled by the registration chairman, or (if this chairman prefers) by someone appointed by the host state chairman for the specific purpose of handling the funds for the meeting.
- The financial responsibilities listed below are to be paid by the host state from monies received from the registrants (for registration, meals, and concert tickets); any expenses in excess of the amount of monies received from the registrants are to be paid by the host state.

The Host State is responsible for:

- The cost of the concert tickets as per the order placed by the host state.
- The cost of the meal events, as per the contract with the caterer.
- The Friday afternoon welcoming reception
- The Friday evening reception (optional)
- Preparing and distributing the official call
- All expenses for the National Guest including Honorarium (\$100.00).
Travel expenses are not included. (See National Guest)
- Saturday lunches for the student award winners (accompanist, if applicable).
- Decorations (including centerpieces, favors, head table place cards)
- Registration materials (including hospitality bags/ name tags)
- Miscellaneous supplies and postage
- Friday Banquet Dinner for camp personnel

Pass It On

- In addition to the information contained in this handbook, specific notes about the meeting just concluded are extremely helpful to the next host state. The host state chairman and the registration chairman are asked to pass on copies of the forms used, information about number of attendees, costs, arrangements with the caterer, suggestions received, any problems encountered, copy of SER Handbook, etc. It is especially important to pass on the **address list** of the attendees, including e-mail addresses. If this list is carefully prepared and revised each year, it can become a valuable resource for the succeeding year's distribution of the call and for increasing the attendance at the meeting.

Program Template for Federation Weekend

Registration (Friday)

4:00 – 5:30

Welcoming guests and National Guest – wine and snacks may be served.

Friday Evening Banquet Honoring NFMC National Guest

Regional Banquet

5:30 - 7:15

Presiding

Southeastern Region Vice President

Introduces National Guest Speaker at the appropriate time. Speaker's bio is to be printed in the Program. SEVP should inform the guest speaker of time allotment. National Guest is to be presented with a gift from the host state along with an honorarium check.

Invocation

chosen by SEVP

Mistress of Ceremonies

usually President of host state

Mistress of Ceremonies introduces the people seated at the head table after the Invocation.

Address

National Guest – NFMC Title

Saturday Business Meeting

It was decided that major business be discussed at the Southeastern Region Luncheon. The Federation Weekend Meeting will be a place to talk about business and form proposals to present to the larger contingent at the Region Luncheon. (June,2014)

Regional Meeting

9:30 am

Presiding

Southeastern Region Vice President

Federation Hymn*

Song leader and accompanist chosen by host state

Devotional

Chosen by SEVP

NFMC Collect*

Chosen by SEVP

Pledge of Allegiance

Chosen by SEVP

Star Spangled Banner*

Song leader and accompanist chosen by host state

Welcome

Camp Personnel, invited by SEVP

Response

Given by previous host

Minutes

Southeastern Region Secretary

Treasurer's Report Southeastern Region Treasurer

Project Reports To be decided by SEVP

Report of Advisory Council List members' names

Break for lunch set up

A group picture may be taken at this time. To be arranged by SEVP

New Business/Continuing Business SEVP determines

Luncheon

12:00 pm

Honoring NFMC and SER Award Winners

names should be listed in program

(allow time for the meal, then reconvene for the presentation of student winners and introduction of members)

Presiding Southeastern Region Vice President

Invocation chosen by SEVP

**Introduction of Guests, Board Members,
State Presidents, Officers and Chairmen **** SEVP

Introduction of Student Winners Awards Chairman
List student's name and performance pieces

Report of Registration Given by host state

Invitation for Regional Weekend (next year) Given by next year's host
see list of states for the next host

NFMC Benediction * Song leader and accompanist chosen by host state

Adjourn

1:15pm

** Words to Collect, songs and NFMC Benediction should be printed in the Program*

*** SEVP should be given a written list of members present along with their title and affiliation with NFMC.*

**** All times given are suggestions only*

◆The Collect and lyrics printed below may be used in the printed program◆

BENEDICTION
The Gift of Song

May we ever grateful be
For the beauty of this day.
For love, for friends, for the gift of song,
Lord hear us as we pray.
Bless us as we leave this place
To go upon our way.
May the love of music bind our hearts
As we join as one and say,
Thank you Lord, Gracious Lord.
Thank you for this day

Lana M. Bailey

2003

Official benediction of the National Federation of Music Clubs

NFMC Collect

We praise and thank Thee, Father, for the gift of Music.
Through us, as channels of Thy grace, may this blessed legacy
be shared with all mankind.
Grant that we may exemplify in our own lives
the harmony of Thy great purpose for us.
Give us magnitude of soul and such understanding hearts
that we who make music
may be as players upon rightly tuned instruments,
responding to Thy leading.
Let us with renewed consecration dedicate ourselves
to the purpose of our Federation:
To bring the spiritualizing force of music
to the inner life of our nation.
Open our minds that divine knowledge and wisdom
may teach us how best to execute our pledge.

-Amen

May Belle Cole (Mrs. Thomas J. Cole)
Excerpts taken from "The Musical Ritual"
By Mrs. Frank A. Seiberling

FEDERATION HYMN

Vigiles et Sancti, from the Cologne Tune Book, 1623

To Thee, our God, Creator, King,
To Thee our hymn of thanks we sing.
Alleluia, Alleluia.

Thy boundless mercy crowns our days,
Thine be the meed of joyful praise,
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia.

Thy truth and patience make us know,
Toward Thy perfection let us grow.
Alleluia, Alleluia.

Thy providence our path has lead,
By Thy good grace our souls are fed.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia.

Free stands our country blessed by thee.
Bless Thou our souls with liberty.
Alleluia, Alleluia.

From selfish pride oh set us free,
With single hearts to worship Thee.
Alleluia, Alleluia, Alleluia, Alleluia, Alleluia.

(The name of Irena Foreman Williams, author of the Federation Hymn,
shall be carried whenever the official Hymn appears in print.
Directive of Board of Directors, April 1965.)

General Policies for Federation Weekend

Alcohol

In view of opposition by some, the issue of serving alcohol was addressed at the meeting of the Regional Vice Presidents at the NFMF Fall Session in Denver (2008). The group concluded that there is no official NFMF policy on this subject. Some regional meetings do have an optional cash bar if the meeting facility allows.

If a SE Region State chooses to have wine available at the dinners or receptions at the regional meeting, it must be a cash bar. No alcohol will be purchased from registration funds. The service may be offered just prior to the dinner. As required by law, the students will not be a part of the set-up and are not permitted to serve the beverages. The option is for each state to provide service in a tasteful manner.

Adhering to Schedules

Meal events must adhere to the published time schedule. Dinners need to be scheduled at an early hour so that the attendees can arrive at the concerts on time. The host state chairman and the SE Regional VP work together to expedite the transfer from the dining area to the concert.

Dress

The dress is business casual.

Affordability

The host state and SER have not negotiated hotel rates. Selections will be offered, but each member should choose their own lodging

The host state should try to keep meal costs reasonable with food selections appropriate to a group. The caterer should be required to serve food at the appropriate temperature. Food that should be hot is very unappealing if served cold. The reverse is true of food that should be served cold.

Since the economy does affect attendance, the host state should plan a nice meeting that fits a sensible budget, avoiding frivolous costs and "surprise expenses."

Publication

This handbook was prepared by the SE Region Advisory Council, in consultation with the NFMF SE Region Vice President, for the purpose of assisting the Host State in preparing and conducting the annual SE Region meeting.

Advisory Council: Sandra B. Anderson, Sara Kellar, Elaine Knight
NFMF Southeastern Region Vice President: Marcia Chaplin
August, 2020

Details for Southeastern Region Luncheon Meeting

(to be held during NFMC Convention/Conference)

Dual Meetings

It was decided that major business be discussed at the Southeastern Region Luncheon. The Federation Weekend Meeting will be a place to talk about business and form proposals to present to the larger contingent at the Region Luncheon. (June, 2014)

Pass around a Signature Tablet – may be pre-printed – name, state, email

If you would like a “Head Table”, check with the Convention/Conference chair to make arrangements before the convention/conference.

Head Table – SER Vice President, Treasurer, Secretary

AGENDA

- Minutes – SER Secretary
- Treasurers’ Report – SER Treasurer
- Advisory Council Report – Advisory Council Chair
- New Business
- Unfinished Business
- Announcements (include NFMC/SER Award Winners)
- Recognize State Presidents and NFMC Officers and past SER Vice Presidents
- Announce state that has the most members present
- Invitation to SER Federation Meeting in July – given by host state