



SWEET ADELINES  
INTERNATIONAL

... a worldwide organization  
of women singers  
committed to advancing  
the musical art form of  
barbershop harmony  
through education  
and performance.

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Flanagan, IL 61740

January 30, 1997

Betty Lou Coleman, Associate Director  
Pride of Kentucky Chorus #4  
14015 Beckley Trace  
Louisville, KY 40245

Dear Betty:

On behalf of the Education Direction Committee, I want to congratulate you on advancement to *Certified Director* in the Director Certification Program. Recommendation for advancement was based on your achievement in each of the ten skilled areas, and the committee was pleased to approve that recommendation.

Enrollment in this program and your efforts to successfully complete the requirements for advancement, attest to your desire to continue developing your skills as a Sweet Adelines chorus director. Best wishes in reaching your next goal in the program.

Sincerely,

Betty Tracy Clipman, Chair  
Education Direction Committee

BTC:pc

cc: Julie Kendrick, International President  
Kathy Carmody, International President-elect  
Charlene Staats, Regent #4  
Molly Huffman, DMA #4  
Mary Ellen Guntzelman, DCP Coordinator #4  
Peggy Sutton, Chapter President

SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM  
PROGRESS REPORT  
CONFIDENTIAL

REPORT FOR FISCAL YEAR 1996 - 1997

PARTICIPANTS NAME: Betty Lou Coleman

CHAPTER: Pride of Kentucky

CLASSIFICATION:

☐ DIRECTOR/CO-DIRECTOR  
☒ ASSOCIATE/ASSISTANT DIRECTOR  
☐ CANDIDATE DIRECTOR

DMA: Record highest score received in each skill area and the year the score was achieved. Numbers correspond to DCP form numbers.

MUSICAL/TECHNICAL SKILLS

10 1. Conducting. 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions. Year of evaluation: 96

7 2. Analytical listening. 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production. Year of exam: 96

10 6. Judging categories. 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book. Year of exam: 96

10 7. Vocal production. 10 points possible for all classifications. Understanding and practical application of components of good vocal skills. Year of exam: 96

8.8 9. Music theory. 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures. Year of exam: 96

10 10. Rehearsal planning and implementation. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning. Year of evaluation: 96

Score part 1: 5.0 Score part 2: 5.0  
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

10 3. Organizational knowledge. 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology. Year of exam: 96

9.29 4. Teaching. 10 points possible for all classifications. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style. Year of evaluation: 96

Score part 1: 9.29 Score part 2: \_\_\_\_\_  
Enter total score above.

9.46 5. Management. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Selecting, training, utilizing musical leaders; working with chapter administration. Year of evaluation: 96

Score part 1: 4.46 Score part 2: 5  
Enter total score above.

9.65 8. Communication. 10 points possible for Director/Co-Director and Associate/Assistant Director classifications; 5 points possible for Candidates. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others. Year of evaluation: 96

Score part 1: 4.65 Score part 2: 5  
Enter total score above.

Total score received in Musical/Technical Skills areas: 55.8Total score received in Management/Communications Skills areas: 38.4Total scores received in all skill areas: 94.2Scores required

Approved Director:

Combined scores of at least 50 points in all ten skill areas.

Certified Director:

Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in Musical Technical Skills areas, and at least 26 points in Management/Communications areas.

DMA: List attendance at regional or WW director education training sessions or an international chorus director's seminar in the last 12 months.

Attended Reg'l Music Staff Trng presented by Mary Dick, June 96.

## COMMENTS BY DMA:

Recommend that Betty Lou Coleman  
be advanced to the Certified level.

Status: Applicant as of date: \_\_\_\_\_

Advanced to Approved status by DMA on date: \_\_\_\_\_

Recommended for Certified status on date: 12-8-96

Reaffirmed at current status on date: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Director of Musical Activities

Mary Ellen Guntzelman  
DCP Coord #4DATE: 8 Dec 96

Distribution:

DCP Participant  
International Headquarters  
DMA

FOR OFFICE USE ONLY:

Approval Date: \_\_\_\_\_



Betty Lou Coleman

Needs -

I - Conducting Skills - by DMA  
X - Rehearsal Planning - Pt I - " "

IV - Mgt Skills - Pt II Eval - by DMA  
VIII - Comm Skills - Pt II " " "

IV - Teaching Skills - Pt I - Quest-Chorus  
V - Mgt Skills - Pt I - " "  
VIII - Comm Skills - Pt I - " "

14 November 1996

Betty Lou -

As I was completing the overall summary to send to International for your certification in the DCP, I found that there is one more form you need to complete. I thought I had it all together and that you had done this one already, but if you did, I certainly don't have it.

Anyway, to make a long story short, I need to have all our recommendations in to International before December 15 if I want to have them considered at the next meeting. Since you're so close to being complete, I hope you will be able to complete this form and send it to Molly Huffman for evaluation pretty quickly so that she can send it to me in time for me to get it to International by the deadline. (Phew - what a sentence! You know what I mean, though, don't you?)

Sorry I didn't realize this sooner - hope you don't mind.

Sincerely,

Mary Ellen Guntzelman  
DCP Coordinator



October 21, 1996

Mary Ellen Guntzelman  
DCP Coordinator #4  
P.O. Box 13081  
Columbus, OH 43213

Dear Mary Ellen:

Please find enclosed the evaluations requested for Betty Lou Coleman. I apologize for the delay in returning these to you and hope that it has not caused any inconvenience. The chorus is very excited for Betty Lou to complete this process and we are very proud of her participation in this program.

Please let me know if anything further is needed.

Sincerely,

Peggy Sutton  
President

27 August 1996

Peggy Sutton, President  
Pride of Kentucky Chorus  
115 The Courtyard  
Jeffersonville, IN 47130

Dear Peggy,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adelines Chorus Directors. Your Associate Director, Betty Lou Coleman is enrolled in this program.

There are ten areas of testing/evaluation involved in the DCP. Three of these areas require evaluation of the participant's Management, Training, and Communications skills in working with the chorus. The enclosed forms identifying the areas to be evaluated are provided for this purpose. The evaluations are to be completed by six Board Members selected by the Chapter President and six chorus members selected by the DCP participant. You will note on the forms that information provided by Board/chorus members is confidential and is not to be discussed with the President, the participant or other chorus members. Completed forms should be returned to me.

We really appreciate Betty Lou's participation in the DCP and your support of her efforts. Please let me know if you have any questions.

Sincerely,

*Mary Ellen*  
Mary Ellen Guntzelman  
DCP Coordinator #4  
P. O. Box 13081  
Columbus, OH 43213

cc: Betty Lou Coleman



13 Sep 96

Hi Deb,

Betty Lou needs two evaluations to complete her requirements for Certified Director in the DCP. In talking with Molly, she asked that I send the forms to you and ask that you complete the one for evaluating her Conducting Skills (Part I). She also said that Charlene Staats would complete the form for Rehearsal Planning and Implementation (Part X). I would appreciate it if the two of you would complete these forms when you have time and return them to me. OK? Thanks a bunch.

See you in Ft. Lauderdale???

*Mary Ellen*  
Mary Ellen Guntzelman  
DCP Coordinator #4

**A MESSAGE FROM THE COMMANDER**



*Mary Ellen -  
Here is what  
you asked for.  
I hope you  
see need anything  
else. In harmony  
Charlene*



## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

PROGRESS REPORT

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS TO DMA: Record the score which the participant achieves for each skill area. If evaluation for one or more areas has not yet taken place at the time the Progress Report is completed, write "NA" in the appropriate blank(s). Distribution: One copy to International Headquarters; one copy to participant; one copy to DMA file.

PARTICIPANT'S NAME Bob Lee Coleman DATE 11/25/61  
CHAPTER NAME Prince of Wales REGION # 4  
DIRECTOR PARTICIPANT \_\_\_\_\_ NON-DIRECTOR PARTICIPANT ✓  
TOTAL SCORE 18

I. Conducting Skills

1. No aptitude for conducting.
2. Minimal conducting skills.
3. Acceptable conducting techniques in the barbershop style.
4. Above average conducting techniques in the barbershop style.
5. Outstanding conducting techniques including artistry, finesse, creativity, and showmanship in the barbershop style.

4 II. Analytical Listening Skills

1. Lack of analytical listening skills.
2. Minimal capability in analytical listening skills.
3. Satisfactory ability to identify, analyze, evaluate and correct, if necessary, the barbershop sound as produced by individual voices and/or performing groups.
4. Above average capability in analytical listening skills.
5. Exceptional capability in analytical listening skills.

5 III. Organizational Knowledge/Commitment

1. No knowledge of and/or commitment to Sweet Adelines, Inc.
2. Basic knowledge of the organization's structure and philosophy.
3. Supports and encourages participation in programs at the regional and International level, i.e., competition, educational events, regional meetings, etc.
4. Promotes organizational involvement and participation.
5. Assumes active leadership role at the regional and/or International level.

(continued)



PARTICIPANT'S NAME Betty L. Chapman

IV. Teaching Skills

1. No teaching skills within the framework of a chorus rehearsal.
2. Minimal teaching skills within the framework of a chorus rehearsal.
3. Satisfactory teaching skills within the framework of a chorus rehearsal.
4. Above average teaching skills within the framework of a chorus rehearsal.
5. Exceptional teaching skills within the framework of a chorus rehearsal.

V. Management Skills

1. No level of management skills.
2. Minimal level of management skills.
3. Satisfactory level of management skills, i.e., identifies, develops and utilizes the specialized skills of individual chorus members.
4. Above average level of management skills.
5. Exceptional level of management skills.

4 VI. Knowledge of the Barbershop Style as Delineated by the Four Judging Categories

1. No knowledge or application of the barbershop style as delineated by the four judging categories.
2. Minimal knowledge and application of the barbershop style as delineated by the four judging categories.
3. Satisfactory knowledge and application of the barbershop style as delineated by the four judging categories.
4. Above average knowledge and application of the barbershop style as delineated by the four judging categories.
5. Exceptional knowledge and application of the barbershop style as delineated by the four judging categories.

5 VII. Vocal Production Knowledge

1. No ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
2. Minimal ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
3. Satisfactory ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
4. Above average ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
5. Thorough knowledge of vocal production techniques and outstanding ability to teach and demonstrate proper singing techniques.

(continued)