



SWEET ADELINES  
INTERNATIONAL

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

INTERNATIONAL  
HEADQUARTERS:

P.O. Box 470168  
Tulsa, OK 74147-0168

918-622-1444  
FAX 918-665-0894  
800-992-7464

Internet: [sweetadelineintl.org](http://sweetadelineintl.org)

October 27, 2000

Ms. Beverly A. Miller, Director  
River Magic Chapter, #04  
168 Honeysuckle Ln  
Huntington WV 25701-4726

Dear Beverly,

On behalf of the Education Direction Committee, I want to congratulate you on your advancement to ***Certified Director*** in the Director Certification Program. Recommendation for advancement was based on your achievement in each of the ten skill areas. The committee is 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,

Pat C. Berry  
Music Services Assistant (DCP)

:pb

cc: Education Direction Committee  
Lynn S. Hartmuth, DCPC #04  
Norma Rash, ED #04  
Linda Hall, Chapter President  
Lorraine Barrows, Director of Education  
Kelly Brown, Director of Communications  
Carol Schwartz, Director of Music Services  
Joey Dawes, Publications Coordinator  
Laurie Pennington, Public Relations & Marketing Assistant

# Memo

Date: October 27, 2000

To: Lynn S. Hartmuth, DCPC #04

From: *Pat*  
Pat C. Berry, Music Services Assistant/DCP

Re: Certificate of Achievement

This is to notify you that Beverly Miller has been advanced to the level of certified director.

Enclosed is the certificate that you and your Education Coordinator may want to present at a regional event or on an individual basis.

Feel free to contact me if you have any questions.

pb

Enclosures

cc: Norma Rash, ED #04



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 2000 - 2001

**CONFIDENTIAL**

DCP Member's Name: BEVERLY MILLER Region # 4  
Chorus Name: RIVER MAGIC

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

**DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

9 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.  
Date of evaluation: 9-26-98

8 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.  
Date of evaluation: 8-5-00

7.7 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.  
Date of exam: 8-5-00

8 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 8-5-00

9.5 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 7-15-97

9.66 10. **Rehearsal Planning & 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.  
Date of evaluation: 8-5-00  
Score Part 1: 4.66 Score Part 2: 5  
Enter total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

9.5 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.  
Date of exam: 7-18-98

9.36 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.  
Date of evaluation: 9-6-98  
Score Part 1: 9.36 Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)  
Enter appropriate score above.

9.59 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.  
Date of evaluation: 8-5-00  
Score Part 1: 4.59 Score Part 2: 5  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

9.85 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.  
Date of evaluation: 8-5-00  
Score Part 1: 4.85 Score Part 2: 5  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.



Director Certification Program  
Progress Report

Page 2

SCORE REQUIREMENTS

- 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, and at least 26 points in management/communications skills
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

51.86 Total score received in musical/technical skills

39.30 Total score received in management/communication skills

91.16 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months: MUSIC LEADERS RETREAT and IES, 2000  
JUNE 9-11 JULY 19-23

COMMENTS BY DCP COORDINATOR:

STATUS

10-31-96 Date applied to DCP

\_\_\_\_\_ Date advanced to Approved Director

\_\_\_\_\_ Date recommended to Certified Director

\_\_\_\_\_ Date recommended to Master Director

\_\_\_\_\_ Date reaffirmed at current status

Date: 9-24-00 Signed: [Signature] DCP Coordinator Region # 4

cc: DCP Participant  
Music Services Department  
DCP Coordinator

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Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_

DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_



Director Certification Program  
Progress Report

Page 2

SCORE REQUIREMENTS

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, and at least 26 points in management/communications skills

Master Director: A minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition

23.16 Total score received in musical/technical skills

28.30 Total score received in management/communication skills

51.46 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months: Attended Reg'l Training 7-17 to 7-19-98

COMMENTS BY DMA/DCP COORDINATOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATUS

10-31-96 Date applied to DCP  
\_\_\_\_ Date advanced to Approved Director  
\_\_\_\_ Date recommended to Certified Director  
\_\_\_\_ Date recommended to Master Director  
\_\_\_\_ Date reaffirmed at current status

Date: 10-5-98 Signed: Nary Ellen Guntzelman, DCPC Region # 4  
DMA/DCP Coordinator

cc: DCP Participant  
Music Services Department  
DMA/DCP Coordinator

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Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 1998 - 1999

**CONFIDENTIAL**

DCP Member's Name Beverly Miller Region # 4  
Chorus Name River Magic

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

**DMA/DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

1 **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.

Date of evaluation: \_\_\_\_\_

2 **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.

Date of evaluation: \_\_\_\_\_

6 **6. Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam: \_\_\_\_\_

7 **7. Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: \_\_\_\_\_

9.5 **9. Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 7-15-97

4.66 **10. Rehearsal Planning & 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.

Date of evaluation: 9-6-98

Score Part 1: 4.66 Score Part 2: \_\_\_\_\_

Enter total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

9.5 **3. Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: 7-18-98

9.36 **4. Teaching** - 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation: 9-6-98

Score Part 1: 9.36 Score Part 2: \_\_\_\_\_

Enter total score above.

4.59 **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.

Date of evaluation: 9-6-98

Score Part 1: 4.59 Score Part 2: \_\_\_\_\_

Enter total score above.

4.85 **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.

Date of evaluation: 9-6-98

Score Part 1: 4.85 Score Part 2: \_\_\_\_\_

Enter total score above.



**Director Certification Program  
Progress Report**

Page 2

**SCORE REQUIREMENTS**

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, and at least 26 points in management/communications skills

Master Director: A minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition

14.16

Total score received in musical/technical skills

28.30

Total score received in management/communication skills

42.46

Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months: Attended Reg'l Training 7-17 to 7-19-98

**COMMENTS BY DMA/DCP COORDINATOR:** \_\_\_\_\_

**STATUS**

10-31-96

Date applied to DCP  
Date advanced to Approved Director  
Date recommended to Certified Director  
Date recommended to Master Director  
Date reaffirmed at current status

Date: 9-6-98

Signed: Mary Ellen Guntzelman, DCPC

DMA/DCP Coordinator

Region # 4

cc: DCP Participant  
Music Services Department  
DMA/DCP Coordinator

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Date verified classification: \_\_\_\_\_  
DCP Member \_\_\_\_\_  
Address \_\_\_\_\_

Chapter # \_\_\_\_\_  
Chapter President \_\_\_\_\_  
Address \_\_\_\_\_



**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 199 8 - 199 9

**CONFIDENTIAL**

DCP Member's Name Beverly Miller Region # 4

Chorus Name River Magic

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

**DMA/DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

     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.

Date of evaluation:                     

     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.

Date of evaluation:                     

     6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam:                     

     7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam:                     

9.5 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 7-15-97

     10. **Rehearsal Planning & 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.

Date of evaluation:                     

Score Part 1:              Score Part 2:             

Enter total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

9.5 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: 7-18-98

     4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation:                     

Score Part 1:              Score Part 2:             

Enter total score above.

     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.

Date of evaluation:                     

Score Part 1:              Score Part 2:             

Enter total score above.

     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.

Date of evaluation:                     

Score Part 1:              Score Part 2:             

Enter total score above.



Director Certification Program  
Progress Report

Page 2

SCORE REQUIREMENTS

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, and at least 26 points in management/communications skills

Master Director: A minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition

9.5 Total score received in musical/technical skills

9.5 Total score received in management/communication skills

19.0 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months: Attended Reg'l Training - 7-19 to 7-19-98

COMMENTS BY DMA/DCP COORDINATOR: \_\_\_\_\_

STATUS

10-31-96 Date applied to DCP

\_\_\_\_\_ Date advanced to Approved Director

\_\_\_\_\_ Date recommended to Certified Director

\_\_\_\_\_ Date recommended to Master Director

\_\_\_\_\_ Date reaffirmed at current status

Date: 7-21-98 Signed: Mary Ellen Guntzelman, DCPC Region # 4  
DMA/DCP Coordinator

cc: DCP Participant  
Music Services Department  
DMA/DCP Coordinator

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Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_

DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_



SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM  
PROGRESS REPORT  
**CONFIDENTIAL**

REPORT FOR FISCAL YEAR 199 7 - 199 8

PARTICIPANTS NAME: Beverly Miller

CHAPTER: River Magic

CLASSIFICATION:     X 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

      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:      

      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:      

      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:      

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

9.5 9. Music theory. 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures. Year of exam: 1997

      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:      

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

MANAGEMENT/COMMUNICATION SKILLS

      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:      

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

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

      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:      

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

      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:      

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