



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:

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Tulsa, OK 74147-0168
918-622-1444
FAX 918-665-0894
800-992-7464

Internet: sweetadelineintl.org

April 27, 1999

Molly Huffman, Director
Capital City Chorus #4
206 N. Bittersweet
Muncie, IN 47304

Dear Molly:

Congratulations! It is my distinct privilege, on behalf of the Education Direction Committee and International Board of Directors, to inform you that you have achieved the highest level of musical leadership in the Director Certification Program — **Master Director**.

By virtue of the score achieved in the 1999 regional chorus competition, as well as previously completed requirements for the level of certified director, you are one of several directors achieving master director this year.

Enclosed is your master director pin. Please wear it with pride. We're proud of you, Molly, and know your chorus is proud of you, too.

Your name will appear in the DCP newsletter and the convention program on a prestigious list. Once again, congratulations.

Sincerely,

Karen A. Breidert

Karen A. Breidert
International President

KB/jed

cc: Education Direction Committee
Charlene Staats, Regent #4
Toula Oberlies, MDR #4
Molly Huffman, DMA #4
Mary Ellen Guntzelman, DCP Coordinator #4
Margery M. Scanlin, Chapter President
International Headquarters Management Team
Joyce E. Daugherty, Music Services Assistant/DCP



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Spring, TX 77379

SALLY WALLACE
1800 Hayden View Drive
Coeur d'Alene, ID 83814

MARGE ZIMMERMAN
1851 East 2200 North Road
Flanagan, IL 61740

January 30, 1997

Molly Huffman, Director
Spirit of Evansville Chorus #4
206 North Bittersweet
Muncie, IN 47304

Dear Molly:

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
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 (for DMA file)
Mary Ellen Guntzelman, DCP Coordinator #4
Karen Parke, Chapter President

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM
PROGRESS REPORT
CONFIDENTIAL

REPORT FOR FISCAL YEAR 1996 - 1997
PARTICIPANTS NAME: Molly Huffman
CHAPTER: Spirit of Evansville

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

6 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: 90

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

8.5 7. Vocal production. 10 points possible for all classifications. Understanding and practical application of components of good vocal skills. Year of exam: 90

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: 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 Score part 2: 5
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

9.5 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: 89

9.5 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: 9.5 Score part 2: _____
Enter total score above.

9.35 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: 4.35 Score part 2: 5
Enter total score above.

9.75 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: 4.75 Score part 2: 5
Enter total score above.

Total score received in Musical/Technical Skills areas: 54Total score received in Management/Communications Skills areas: 38.14Total scores received in all skill areas: 92.14Scores 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 Tng presented by Mary Dick, June 96.

COMMENTS BY DMA:

Recommend that Molly Huffman 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: Mary Ellen Huntzleman
Director of Musical Activities DCP Coord #4DATE: 8 Dec 96Distribution: DCP Participant
International Headquarters
DMA

FOR OFFICE USE ONLY:

Approval Date: _____

13 Sep 96

Hi Bev,

Molly needs two evaluations to complete her requirements for Certified Director in the DCP. In talking with Molly she asked that I send the form to you for evaluating her Conducting Skills (Part I). I would appreciate it if you would complete it when you have time and return it to me. OK? Thanks a bunch.

See you in Ft. Lauderdale???

Mary Ellen

Mary Ellen Guntzelman
DCP Coordinator #4

Molly Needs -

I - Conducting Skills - by DMA

X - Pt 1 - Rehearsal Plan & Impl - " "

V - Pt 2 - Mgt Skills - Test 5.

VI - Judging Categories - " 10.

VIII - Pt 2 - Comm Skills - " 5.

IX - Music Theory - " 9.4

X - Pt 2 - Rehearsal Plan & Impl - " 5.0

IV - Teaching Skills - Quot-Chorus 9.51

V - Pt 1 - Mgt Skills - " " 4.35

VIII - Pt 1 - Comm Skills - " " 4.78

7 June 1996

President
Spirit of Evansville Chorus

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adelines Chorus Directors. Molly Huffman is enrolled in this program but requires completion of several steps before she can achieve the Certified Director Level.

Three steps of the program require that the Teaching Skills, Management Skills and the Communication Skills of Director DCP participants be evaluated by the chorus. Each of these evaluations are to be completed by six board members selected by the chorus President and six members selected by the DCP participant. Enclosed are the forms to be used for this purpose; the completed forms should be returned to me.

I'm sure you're enjoying your progress under Molly's direction which resulted in your fifth place Honorable Mention at this year's competition. Molly will appreciate your support in her efforts to advance within the DCP. Please let me know if you have any questions.

Sincerely,

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

cc:
Molly Huffman

DIRECTOR CERTIFICATION PROGRAM

Interim PROGRESS REPORT

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS TO DMA: Record the score which the participant has achieved 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 MOLLY HUFFMAN DATE JAN 1, 1990
CHAPTER NAME MUNCIE REGION 4
CLASSIFICATION: DIRECTOR ✓ ASS'T./ASSOC. DIRECTOR _____ OTHER _____
TOTAL SCORE _____

 I. CONDUCTING SKILLS (10 points possible for all participants)

Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

COMMENTS:

6 II. ANALYTICAL LISTENING SKILLS (10 points possible for all participants)

Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

COMMENTS:

9.5 III. ORGANIZATIONAL KNOWLEDGE (10 points possible for all participants)

Knowledge of International and regional structure, including appointees, elected officials, committees and their duties; includes understanding of organizational philosophy, policies, and terminology.

COMMENTS:

(continued)

PARTICIPANT'S NAME M. HUFFMAN

____ IV. TEACHING SKILLS (10 points possible for all participants)

Includes style of presentation and methods of teaching music, vocal skills, section unity, and barbershop style.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

____ V. MANAGEMENT SKILLS (10 points possible for directors and ass't./ assoc. directors; 5 points possible for "other" participants)

Includes selecting, training, and utilizing musical leaders and working with chapter administration.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

____ VI. KNOWLEDGE OF JUDGING CATEGORIES (10 points possible for all participants)

Includes knowledge and application of the four judging categories, as outlined in the Judging Category Description Booklet.

COMMENTS:

5.5 VII. VOCAL PRODUCTION KNOWLEDGE (10 points possible for all participants)

Includes understanding and practical application of the components of good vocal skills.

COMMENTS:

____ VIII. COMMUNICATION SKILLS (10 points possible for directors and ass't./assoc. directors; 5 points for "other" participants)

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

PARTICIPANT'S NAME M. HUFFMAN

IX. KNOWLEDGE OF MUSIC THEORY (10 points possible for all participants)

Includes understanding of music notation, key signature, time signatures, intervals, and chord structures.

COMMENTS:

X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS (10 points possible for director and ass't./assoc. directors; 5 points possible for "other" participants)

Includes understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional SUMMER MTG 1989 International _____

COMMENTS:

Molly - Sorry for the long delay - this is just an interim report for you and Char.

Status: Retained as: Applicant Director _____ Approved Director _____
Certified Director _____ Master Director _____

Advanced to: Approved Director _____

*Successful completion of requirements for Certified Director _____

*Successful completion of requirements for Master Director _____

*Advancement determined by Music Direction Committee.

Signed: Marglyn Hoeckenberg for DMA # 4 Date Jan 1, 1990