

**Des Moines Community Orchestra**  
**Minutes of the Board of Directors' Meeting**  
**May 3, 2026**

Board Members Present:

Kevin Allemagne (president), Larry Brennan (vice-president), Shaunda Murphy (treasurer), Curtis Barr (remote, participated in first ½ of meeting), Krista Baskerville, Nick Brown

Guest Attendees: Kara Mather (Guest Conductor for Spring 2026 Concert, left after concert report)

Board Members Absent:

Amy Magra

- I. Discussion of Spring 2026 Concert
  - a. Overall, general impressions and feedback indicate rehearsals are going well.
  - b. We have approximately 84 musicians participating in this concert.
  - c. Percussion Needs
    - i. Given there are costs associated with renting equipment from Staplin, we will transport our own percussion instruments and equipment.
    - ii. Curtis reported he has coordinated with Josh for percussion equipment to be loaded for dress rehearsal at 7:30 a.m. on Saturday. We will ask orchestra members to please assist with this process if possible.
  - d. Amy will pick up the boutonnieres Sunday and bring them to Staplin.
  - e. We will work with someone from West Bank, as they are sponsoring the Spring 2026 concert, to introduce the orchestra at the beginning of the concert.
  - f. We will be able to access Staplin at 8:30 a.m. for dress rehearsal. A request will be made to access Staplin at 12:00 p.m. on the day of the concert, as we will need to reset the stage.
  - g. Refreshments
    - i. Cake has been ordered through Fareway Bakery. Fareway provided the cakes at a discounted price, and should be approximately \$300 for 5 decorated sheet cakes. The cakes will be delivered by Fareway before the concert.
      1. We have Susan Brennan, Amy Magra, and members of Hoang's family who are willing to assist with refreshments.
      2. Amanda with SPAC has been contacted to provide dimensions of the tables for refreshments.
    - ii. Hoang & Shaunda are managing the beverages, paper products & flowers.
  - h. Special Acknowledgements/Recognitions (after intermission before the 2<sup>nd</sup> half of the concert begins)
    - i. Acknowledgement of West Bank for their financial support of the concert.
    - ii. Acknowledgement of the years of participation in the orchestra.
    - iii. Acknowledgement of Jonah Tibbits returning from his tour of duty in the Middle East.
    - iv. Acknowledgement of past and present board members.
    - v. Acknowledgement of Carl.
    - vi. Request for financial support and invitation to attend the reception.
  - i. Preconcert talk

**Des Moines Community Orchestra**  
**Minutes of the Board of Directors' Meeting**  
**May 3, 2026**

- i. Kara and Kevin will lead the talk, which is scheduled for 1:00 p.m.
- j. Publicity:
  - i. Channel 5 aired their segment on the orchestra in mid-April.
  - ii. We have TV interviews with Channels 5, 8, and 13. Channels 5 and 8 are done, and aired during the past weekend.
  - iii. Channel 13 interview will be on Monday, May 4<sup>th</sup>, with an air date TBD.
  - iv. Radio show interview with John Busbee is now available and he has included information about the concert in print publications associated with his show.
  - v. All of these have weblinks have been distributed on social media.
- II. Secretary's Report (no report)
  - a. Rebekah has resigned from this position, although she agreed to continue assisting with communications until Amy is able to fully assume responsibilities.
  - b. Amy will officially assume responsibilities at the Annual Meeting.
  - c. Approval of the minutes from April 2026 board meeting is tabled to the next board meeting.
- III. Treasurer's Report (Shaunda)
  - a. Financial Report
    - i. Please see specific report for detailed information. Overall the orchestra is in strong financial position.
  - b. Shaunda is preparing summary information for the Annual Meeting.
  - c. Shaunda updated the Board regarding our current liability insurance. Shaunda is working with The Dana Company as they will solicit policy bids.
    - i. We will be making an inventory of the music library, and estimating the replacement costs for insurance coverage. We may ask Scott Kruse (intern) to work on this project with Larry and Kara.
  - d. Prairie Meadows Grant and Instruments Update
    - i. Shaunda will be communicating with Prairie Meadows to see if any adjustments can be made to covering other equipment expenses that were not initially identified in the original grant request.
    - ii. All percussion requests have been funded to date.
    - iii. Update on A Clarinet purchase (due to tariff issues, there has been a delay in the process. The A clarinet just arrived to the U.S., so will update when more information is available.
- IV. Membership Report (Krista)
  - a. Krista will be contacting players' principals that have not yet paid concert Spring 2026 dues.
- V. Vice President Updates (Larry)
  - a. Larry followed up with Rich about his correspondence on distribution lists. We may need to look at updating our process for future communications.

**Des Moines Community Orchestra**  
**Minutes of the Board of Directors' Meeting**  
**May 3, 2026**

- VI. President's Report (Kevin)
- a. Planning for next concert season:
    - i. Proposed concert Dates (dependent on the new conductor and venue availability):
      - 1. Sunday, October 25, 2026 (Fall)
        - a. Drake has confirmed this date will work, other venues cannot accommodate any dates in October.
      - 2. Sunday, February 21, 2027 (Winter)
        - a. We may have to look at using Sheslow because other venues are not available at this time.
      - 3. Sunday, May 16, 2027 (Spring)
        - a. Staplin confirmed this date is available.
      - 4. Messiah – Sunday, December 6, 2026
      - 5. Christmas Gala? Saturday, December 12, 2026
    - b. Summer 2026 Musical with Tallgrass
      - i. Musical is *Sideshow*.
      - ii. Dates: June 11, 12, and 13, 2026, with a rain date of June 17<sup>th</sup>.
      - iii. Rehearsals will begin on Tuesday, May 19<sup>th</sup> @ Grace from 7:00 p.m. – 9:30 p.m., be on Tuesdays at Grace, and go through June 2<sup>nd</sup>. The following week is when tech rehearsals will begin. Sitzprobe has not yet been scheduled.
      - iv. Kevin will be the personnel manager, and Scott Kruse will assist with these responsibilities.
      - v. Anna Zaino has agreed to serve as the conductor for the show, and confirmed she is comfortable with being compensated for her services at \$200.
      - vi. All orchestra positions have been filled; and, with the exception of the trombone and reed parts, all music has been distributed.
    - c. Conductor Search Update
      - i. We will distribute evaluation forms to the orchestra at the May 5 rehearsal.
      - ii. Orchestra members can return forms at the end of rehearsal, or at the dress rehearsal.
    - d. Contract with Grace for Rental Space
      - i. Grace's Board of Trustees is meeting on May 4, 2026, and will review our proposed agreement for rent.
- VII. 2026 Annual Membership Meeting
- a. Tuesday, May 12, 2026 @ Grace United Methodist Church. Meal will begin at 6:30 p.m. Annual Meeting begins at 7:00 p.m.
  - b. Only a handful of individuals have indicated they are not attending, so we are expecting a fuller turnout.
  - c. Treasurer Report will be given and voted upon by membership as needed.
  - d. Vote on updated bylaws.

**Des Moines Community Orchestra**  
**Minutes of the Board of Directors' Meeting**  
**May 3, 2026**

- e. Discussion and Vote on Conductor Position
  - i. We will have a panel discussion with board members to discuss their observations during the entire interview process.
  - ii. Identify key elements we are looking for in this position beyond good conducting skills.
  - iii. Discussion with orchestra members.
  - iv. There was a request to allow orchestra members to vote for the conductor position in abstentia, which would be in contrast to the protocol established at the 2025 annual meeting. The established protocol requires all members to be present at the annual meeting, and to be an active part of the dialogue and discussion regarding conductor candidates before voting. Additionally, because of this policy, some orchestra members declined other activities and opportunities occurring at the same time as the annual meeting to specifically be present for discussion and voting. Because of this, the Board voted and agreed that it was in the best interest of the process to uphold the original protocol implemented; therefore, the request to allow voting in abstentia was denied.
  - v. Vote – We will use a rank order method.
  - vi. Results will not be immediately available to the orchestra, as we will need to make the offer and have it accepted, and then inform the remaining candidates of the results. After this we will inform the orchestra.
  - vii. Conductor Contract – what information and guidelines do we want in it.
    - 1. Terms
    - 2. Commitment
    - 3. Expectations
- f. Press Conference
- g. Website and Publicity
  - i. Jose Calderon has expressed an interest in helping the orchestra with photography and marketing. Kevin will follow up with him to determine what level of interest he has.
  - ii. Over the summer we will plan to take photos and develop bios of individual members of the orchestra as part of our overall marketing strategy.
    - 1. This will include photos of the entire orchestra, along with any performing ensembles, such as the woodwind quintet.
  - iii. Website will eventually include identifying key issues, moments, figures in the orchestra's history.
- h. Board Elections
  - i. Larry Brennan, Nick Brown, Amy Magra, and Kara Mather will be affirmed to assume Board positions at the annual meeting. Because of Rebekah's resignation, and Amy's willingness to assume the Board Secretary responsibilities, consistent with protocols established in the by-laws, Amy is appointed to serve as the Board Secretary effective immediately. Board unanimously approved this action.

**Des Moines Community Orchestra**  
**Minutes of the Board of Directors' Meeting**  
**May 3, 2026**

- ii. In the event that Kara is selected as the next conductor, per current bylaws, she cannot serve as a Board member and conductor. The board will then appoint an orchestra member to replace her position for one year.
- VIII. Schedule Next Meeting – Will be immediately following annual meeting on May 12, 2026, and then we will determine the next meeting at that time.
- IX. Adjournment

Minutes respectfully submitted by Kevin Allemagne, Board President