

AGENDA

- I. Call to Order
- II. Opening Remarks of the President
- III. Secretary Report – Minutes of last meeting
- IV. Treasurer Report
- V. Reports of Standing Committees
 - Membership Oversight
 - Social
- VI. President Report
 - DMCO Financial Status
 - Presentation of draft budget worksheet
 - Director of Development – Jennifer Voss
 - Personnel Officer – Nick Brown
- VII. Business from the floor/board
- VIII. Election of Board members
 - Members Continuing
 - Krista Baskerville
 - Members Retiring
 - Laura McNulty
 - Members Interested in Running
 - Kevin Allemagne
 - Lawrence Brennan
 - Shaunda Murphy
 - Nominations from the Floor
 - If no nominations from the floor, then move to a vote. If there are nominations from the floor, then each party will be voted on individually.
- IX. Music Director's Report
 - Plans for the upcoming season
- X. Business for the good of the order
- XI. Adjournment



2022-2023 Season

April 18, 2023 Board Meeting

AGENDA and MEETING MINUTES

I. Call to Order – 7:07 pm, The Hall, West Des Moines

- Board members present:
 - Michael Ramirez (President)
 - Laura McNulty (Vice President and current President presiding at the meeting/over the Board)
 - Angela Aldridge (Secretary)
 - Kevin Allemagne (Treasurer)
 - Rich Gordley (Board member At-Large with duties to be assigned)
 - Krista Baskerville (Board member At-Large with a specialty in Membership Oversight)
 - Hoang Bui (Board member At-Large with a specialty in Social)
- Non-Board members present: Carl Johnson (Music Director), Nick Brown (Viola), Jennifer Voss (Viola)

II. Opening Remarks of the President

- Laura is presiding over the meeting. Laura thanked everyone for attending the meeting and commented that the Board has been having more regular meetings. Laura commented that input on the items included in the agenda will be required from the Board.

III. Secretary Report

- The last Board meeting occurred on March 4, 2023. Minutes from that meeting were distributed via email. There were no objections, and the minutes were accepted into official record. Angela will contact John Sens to post the minutes to the DMCO website – DONE 4/23/2023.

IV. Treasurer Report

- The financials as of 4/10/2023 were provided. Current cash that is not restricted is \$12,954 but Spring concert expenses will need to be paid out of this balance.
 - One question that was asked was regarding the cost of the Winter concert reception and what that amount included (\$678.86 – “Reception” line item in the Profit & Loss statement). The conclusion was it includes the fees for usage of Levitt Hall plus the food/drinks.
 - Another question that was asked was regarding the difference between the “Musicians” line item and the “Soloists” line item in the Profit & Loss statement: Total “Musicians” = \$4,600 and Total “Soloists” = \$1,200. The majority of the “Musicians” line item is the special guests who came in for the Winter concert, for which Carl Johnson paid for out of his Director’s Fund and personal funds. The “Soloists” line item includes the vocal soloists from the Messiah, and the narrator/3 vocal soloists from the Winter concert.

- The Board accepted the financials as of 4/10/2023 into official record and will post them on the DMCO website along with the minutes of this Board meeting.

V. Set Date for next Board Meeting

- It was discussed that a small committee meeting needs to occur to discuss the budget and annual meeting topics in preparation for the May 23rd annual meeting. This committee will consist of Mike Ramirez, Laura McNulty, Kevin Allemagne, Angela Aldridge, with Carolyn Knittle as optional. Angela will start the process of setting up this meeting – DONE 4/25/2023.
- Then the next meeting will be the May 23rd annual meeting.
- Then a meeting will occur in June (date/time TBD). This date/time will be set with the new Board members and will be decided during the May 23rd annual meeting.

VI. New or Unfinished Business:

- Discussion with Jennifer Voss and Nick Brown
 - DMCO needs a personnel officer – Nick Brown
 - The potential duties of a personnel officer were brainstormed/discussed. One duty would be to make sure we have musicians for concerts, which may be a collaborative effort with Carl Johnson (Director), Angela Aldridge (Secretary – has the roster), and Mike Ramirez (music librarian). The personnel officer would be responsible for contacting individuals. It was discussed the need for a database (Google docs?) where membership information can reside, that can be accessed by the appropriate individuals. This would also aid Angela Aldridge in having a much more accurate email distribution list for each concert.
 - It needs to be communicated to the membership who is responsible for finding subs (the personnel manager, or the section leaders, or a collaboration).
 - It needs to be communicated to the membership who is responsible for music returns (the personnel manager, or the section leaders, or a collaboration). It was discussed that the section leaders still probably make the most sense.
 - One potential duty of a personnel manager is contacting members if they miss X many rehearsals. Or – would the section leaders report this information to the personnel manager, and the personnel manager reports this information to the Board. This would need to be figured out and communicated.
 - The most efficient/effective way to take attendance at rehearsals was discussed – perhaps sign-in sheets?
 - The takeaway – Nick Brown is going to think through this and draft a process before next season commences (2023-2024 season).
 - DMCO needs a director of development; someone who has experience in development/fundraising – Jennifer Voss
 - The potential duties of a director of development were brainstormed/discussed. One duty of this position may be grant

writing, for which it would be helpful to have a budget as we could start asking individuals/organizations to sponsor items. Carl Johnson noted he would know of some items/\$ amounts for next season.

- Our social media presence needs to be ramped up.
 - Kathy Naja (Violin I) is our current DMCO Facebook admin. Angela will send Jennifer Kathy's contact information – DONE 4/23/2023.
- It was discussed that we need a QR code for donations during concerts. John Sens is our current DMCO web admin. Angela will send Jennifer and Nick John's contact information – DONE 4/23/2023.
- Press releases for concerts – need to find the right contacts to make this happen.
- The thought is this position may “report to” and work with the Board Vice President.
- The takeaway – Jenn Voss is going to think through this and draft a plan/process.
- Annual Meeting
 - Date: Tuesday, May 23rd
 - Time: Dinner starts at 6:30 pm, meeting starts at 7 pm
 - Location: Fellowship Hall at Grace United Methodist Church (3700 Cottage Grove Ave, Des Moines) – Carl noted he has discussed with Rod that we need Fellowship Hall for this night.
 - Plan for dinner:
 - Kevin Allemagne (Treasurer and principal clarinetist) is donating dinner from Olive Garden. We noted that typically 30 people attend the meeting. Carl Johnson will ask at dress rehearsal (May 20th) who is planning on attending. Angela also asked for RSVPs in an email on 4/24/2023. Members will bring their own drinks.
 - Angela will send an email with the information regarding the annual meeting to the membership – DONE 4/24/2023.
 - Recognition for Carolyn's years of service to DMCO
 - Kevin will talk to Carolyn regarding if she plans to attend.
 - Laura will bring cupcakes to the annual meeting.
 - Carl will look into trophies.
 - Naming the 2nd chair trumpet as an honorary chair.
 - Circulate a card during rehearsal to sign – Laura will pick up a card.
 - Topics for discussion:
 - Finances/Budget
 - Increasing DMCO member dues.
 - As noted in section V above, it was discussed that a small committee meeting needs to occur to discuss the budget in preparation for the May 23rd annual meeting. This committee will consist of Mike Ramirez, Laura McNulty, Kevin Allemagne, Angela Aldridge, with Carolyn Knittle as optional. Angela will start the process of setting up this meeting – DONE 4/25/2023.

- Better communication from the Board
 - Posting Board meeting times/locations to website?
 - If we open the Board meetings up to everyone, we will need to find a venue that supports many people. Kevin Allemagne has offered his office as a meeting location.
- Discussion needs to include subcommittees for Nick Brown (personnel manager) and Jenn Voss (director of development).
- Discussion regarding offer from JR Deeds
 - On 3/15/2023, JR Deeds (CIWE Board President and occasional DMCO sub) reached out to Angela with an offer to hear about the Central Iowa Wind Ensemble's management and finances, and collaboration between DMCO and CIWE. This gracious offer was discussed during the Board meeting and it was decided to invite JR to the first Board meeting of the 2023-2024 season (June 2023, specific date TBD). Angela will reach out to JR with this information, and also connect Jenn Voss with JR – DONE 4/24/2023.
- Other topics not discussed (future discussion topics, reminders)
 - DMCO finances
 - Soloist pay and additional concert costs – need a DMCO policy.
 - PO box rental is increasing. DMCO's renews in June 2023. DMCO paid \$276 for the current year. The new rates are not posted yet on the website (as of Carolyn's email from 1/5/2023).
 - Mike advised via email on 2/24/2023 that we need to order more donation envelopes.
 - It was discussed during the meeting that we need to decide if we want to pay the money for the PO box rental or go through the difficulty of having it be someone's personal address. Laura also mentioned that now that she has seen our PO box, we could potentially get a smaller one if that would be cheaper; however, that would change the PO box number. The decision was made at the meeting that Krista will look into something like FedEx. The Board is leaning towards having a mailing address at a place, not a person's house.
 - Rich had asked during the 11/5/2022 meeting if DMOS is still a donator/sponsor. DMOS is not showing up in the concert programs. The assumption is that DMOS dropped off when Deb passed, as Deb had done the work to request donations from DMOS. This would be a lead for the future director of development/fundraising.
 - Kevin asked if we have asked for support from the City of Des Moines? We should look into this.
 - The Board needs to brainstorm all DMCO duties, document them, and make sure they are assigned out. The last page of these minutes includes a form we used to use.
 - Transition plan for Carl Johnson's future retirement from the director position.

- The Grace rental agreement was finalized and signed for the 2023–2024 season; next payment of \$875 due 8/15/2023, followed by \$875 due 12/15/2023 (total of \$1,750 for the season).

VII. Adjournment – 8:45 pm adjourned.

DRAFT

DMCO Board Officers and Committees

Officer and committee positions; some committee positions are filled by non-Board volunteers:

President	_____
Vice President	_____
Secretary	_____
Treasurer	_____
Membership Oversight	_____
Dues collection	
Membership eligibility records	
Fund Raising	_____
Personnel	
Membership roster	_____
Recruitment	_____
Publicity (Oversight)	_____
Website, programs, posters, etc.	_____
Newspaper, radio, other sources	_____
Bulk mailing	_____
Logistics	
Jobs list	_____
Concert dates and venues	_____
Equipment transportation	_____
Librarian / Music acquisition	_____
Internet address contact	_____
Social	_____
Liason with Drake catering	
Flowers for guest performers	
First rehearsal get-together	
Potluck/Annual Meeting	

DMCO Budget Worksheet 2023/2024 - DRAFT

Description	Administrative	Fall	Messiah	Winter	Spring
ASCAP*	\$443				
BMI*	\$290				
Insurance*	\$1,325				
Membership Events	\$200				
PO Box	\$300				
Rehearsal Space (Grace UMC)	\$1,750				
Trailer License	\$21				
Web Services (Maintenance)	\$300				
Web Fees	\$103				
Sheslow Auditorium / Levitt Hall (Concert Day)		\$1,250		\$1,250	\$1,250
Sheslow Auditorium (Dress Reheasal)		\$500		\$500	\$500
Drake Parking Fee (\$150 Annually)		\$50		\$50	\$50
Reception Costs		\$200	\$100	\$200	\$200
Concert Extras (Drake Staff)		\$200		\$200	\$200
Director		\$400	\$400	\$400	\$400
Soloists			\$800		
Music Rental		\$300		\$300	\$300
Live Stream		\$400	\$400	\$400	\$400
Printing		\$100		\$100	\$100
Postage		\$100		\$100	\$100
Total Expenses	\$4,732	\$3,500	\$1,700	\$3,500	\$3,500
Total Expenses (All - Full Season)	\$16,932				
*estimate accounts for 5% increase					