



2022-2023 Season

May 23, 2023 Annual Meeting

## AGENDA and MEETING MINUTES

- I. Call to Order – 7:06 pm, Fellowship Hall at Grace United Methodist Church, 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)
- II. Opening Remarks of the President
  - Laura McNulty is presiding over the meeting. Laura introduced herself and thanked Kevin Allemagne for arranging and providing the dinner for the meeting.
  - Laura noted that Carolyn Knittle has resigned/retired from DMCO and from serving as Treasurer on the Board. A card for Carolyn was routed around the room and the plan is to honor Carolyn at a later date, along with a statue that Carl Johnson had made. The orchestra is naming the 2<sup>nd</sup> chair trumpet position in Carolyn's honor.
  - Laura noted that the parking situation at Drake the previous weekend (for the May concert dress rehearsal and concert) was unfortunate. The state high school track meet Saturday (dress rehearsal) was on the radar, but no one knew about the high school graduations (Sunday's concert). Laura apologized to the membership on behalf of the Board. Carl noted that he did not know the state high school track meet was going to occur on that exact date, and he had no idea about the high school graduations. Drake did not inform us of these conflicts.
  - A member noted safety concerns regarding the area around Drake, especially with the parking situation which required concert participants and audience members to park on the streets instead of in the parking lot. There had been a shooting at 22<sup>nd</sup> and Carpenter the night before the concert day and this member felt uncomfortable with the parking situation.
  - Laura noted the Board will be having discussions regarding if Drake is the best spot for our dress rehearsals and concerts going forward, noting the safety concerns and the lack of communication from Drake.
  - Mike Ramirez noted he was ending his medical leave from the Board after this annual meeting and is planning on participating in his last year on the Board (2023-2024 season). Mike also noted that regarding the individual who fell on the stairs in

Drake's auditorium after Sunday's concert, he was alert when the ambulance arrived. Mike thanked Laura for stepping in as President for the last 5-6 months.

### III. Secretary Report – Minutes of last meeting

- The last Board meeting occurred on April 18, 2023. Minutes from that meeting were distributed via email and in hard copy at the annual meeting. There were no objections or corrections, and the minutes were accepted into official record. Angela Aldridge also had no other comments and will contact John Sens to post the minutes to the DMCO website – DONE 6/5/23.
- Angela clarified that there is a quorum present at the annual meeting – approximately 50 members in attendance, and 28 attendees were needed for a quorum.

### IV. Treasurer Report

- The financials as of 4/30/2023 were provided. Kevin Allemagne noted that these financials do not include all donations, all member dues, payments to Drake, and any other expenses for the Spring concert. A draft budget worksheet for the 2023/2024 season was also provided. Kevin noted that there are issues that need to be discussed in terms of our budget.
  - In the draft budget: one member asked what the Rehearsal Space (Grace UMC) \$1,750 administrative expense line item includes. It was answered that this includes rehearsal space for rehearsals, instrument and music storage, performance space for the Messiah, and the space for the annual meeting. The contract with Grace UMC has been signed for the 2023/2024 season.
  - One member asked if we were receiving a refund from Grace UMC for all of the rehearsal time/space we did not utilize in April. It was answered that we are currently not aware that we will be receiving a refund. Angela noted she will look into receiving a refund from Grace UMC.
  - One member asked what were the revenues from the Spring concert? Mike responded that we are still processing the revenues. Mike did note that audience donations at the Spring concert were \$17. Time was not allotted for an announcement to be made during the concert regarding donations as is typically done. Also when we had to grab the music stands by the doors for use during the concert, the donation boxes ended up behind the auditorium doors. The assistant from Drake was not willing to get extra stands from the FAC. Also noted regarding the assistant from Drake, the individual had headphones in the entire time and was not helpful during clean-up. This needs to be discussed regarding our relationship with Drake.
  - It was asked if there were any other questions regarding the Treasurer Report. There were none, and the financials as of 4/30/2023 were approved as distributed, accepted into official record and will be posted on the DMCO website along with the minutes of this annual meeting.

### V. Reports of Standing Committees

- Membership Oversight – Krista Baskerville
  - Krista thanked the membership for payment of dues. Krista noted that 92-95% of dues have been paid. It was noted the Board is going to address issues we did have with collecting dues throughout the season. The membership was

reminded that fellowships are available if paying DMCO dues is a financial hardship.

- Kevin noted that the Board appreciates when members pay dues on time as we are a nonprofit organization and need this type of information for use in grant writing. Kevin emphasized that if anyone has problems paying dues, to let Krista know.
- Social – Hoang Bui
  - Hoang noted there were not many people at the May concert reception, and Hoang encouraged that we all stop by the receptions after the concerts. It was noted again that there was no announcement during the concert that there was a reception, and also the medical emergency that occurred after the concert. Hoang noted that it is difficult to guess how many people will be at the concert receptions.
  - A member asked how much the receptions cost. It was answered that it is around \$500 for Levitt Hall, and \$100-200 for Sodexo (any food/drink has to be ordered through Drake).

## VI. President Report

- DMCO Financial Status – Laura McNulty noted that based on a financial projection that Angela Aldridge’s husband drafted, if something does not change, the orchestra will not financially survive for more than 2.5 years.
  - Presentation of draft budget worksheet
    - The Administrative line items are items we are obligated to pay. The Fall/Messiah/Winter/Spring line items are estimates of costs based on the past 4 years. If we are not able to pay for all of the items on this worksheet, we will need to think about eliminating some of the items we are not obligated to pay. If we are relying on concert donations, member dues, and some outside donations to pay our expenses, we will need to cut expenses.
    - Questions from the membership:
      - If our dress rehearsals were the same day as the concert, would that cut expenses? It was answered that this would be tough for wind players.
      - What is the ASCAP fee? It was answered that this is a fee related to music licensing – it allows the orchestra to perform pieces for audiences.
      - Can we charge admission for concerts? Mike Ramirez believes there is a DMCO constitution that addresses this. Mike noted he would find this constitution.
    - It was noted we have not been asking the public for money.
      - One member noted that we used to ask for sponsorships, and asked why we do not do that anymore?
        - Laura answered that when we switched to the Standing Ovation programs we were no longer able to sell ads, but this does not answer the question regarding sponsorships. Kevin Allemagne noted that we can

include recognition of sponsorships in the programs. Laura noted that what has occurred is that one person does a job, and if that person stops doing the job, the jobs have not been passed on to someone else. Laura also noted the Board has been talking about the concert programs and if they should go electronic. The Board has also discussed individuals/companies sponsoring a “thing”. We need to look at all of these items going forward.

- One member noted that the Ames Community Orchestra/Central Iowa Symphony charges \$20/ticket. Each member of the orchestra receives one ticket/voucher – not many people attend concerts alone, so it is very likely each of those free tickets brings in at least one ticket that was purchased. This orchestra has a full house regarding concert attendance.
- One member noted that she used to do event planning.
  - She asked if the Drake costs are a flat fee or hourly? It was answered that the Drake staff are hourly, and everything else is a set cost.
  - It was asked if we’ve looked at other cheaper venues? We did look at Franklin during the pandemic.
  - It was asked if we’ve looked at a different rehearsal space? It was discussed, but at least through the 2023/2024 season, we will be rehearsing at Grace United Methodist. There was not time to further discuss/vet other options before the contract with Grace for the 2023/2024 season needed to be signed.
- Rich Gordley brought up the topic of dues, and that a decision regarding any changes in dues would not be made at the annual meeting, but is something that will be discussed. If dues were to raise \$5 (to \$25 per concert), this would bring in approximately an additional \$800. If we raised dues \$10 (to \$30 per concert), this would bring in approximately an additional \$1600. Rich inquired, to get a feel, how many people in the room would not object to raising dues \$5. Many people raised their hands. It was noted that we ideally do not want to put the financial burden of the orchestra directly on the members in regards to raising dues. Rich inquired, how many people in the room would be willing to go out and ask for money if the Board provided the information needed to do this? This flows into our next discussion regarding the new Director of Development position (this is the reason this position was created). Regarding any changes in the dues structure – Rich noted to the group that the Board should be able to let the membership know by the time rehearsals begin for the Fall concert.

- One member noted that more needs to be done with membership fundraising.
- One member noted that some very preliminary discussions have been had with New Hope church near Urbandale High School as a potential concert and rehearsal space. One issue is that the percussion equipment could not be stored there. But the idea is being thrown out there as that it may be a good place to perform our concerts, and there is a chance it would be at no cost to the orchestra. Josh Whitver is sending Angela Aldridge the email string with more details so that the Board can discuss.
- One member asked if DMCO has ever had one large annual fundraising event? It was answered no, not that anyone is aware of.
- One member mentioned she would like us to consider an offering of chamber music to the public for private parties/events/etc. Could be a cake/champagne event, also perhaps a Valentine's dinner. Lynne Flater offered to host an event like this at her residence.
- One member mentioned one thing we need to do is advertise.
- One member mentioned the DSM Gamer Orchestra which is bringing in crowds, and has performed concerts outside. Pops concerts could be an idea also. Carl Johnson noted that this is a great idea and DMCO did perform a June concert one year at the Simon Estes Amphitheater. We were really lucky with weather that day. This idea would need some conversation as certain instruments cannot be in direct sunlight. We also performed one year at Neal Smith National Wildlife Refuge. Mike noted that this was not one of our better concerts.
- It was noted that DMCO could learn a lot from the DSM Gamer Symphony and the Central Iowa Wind Ensemble (CIWE). JR Deeds has offered to discuss CIWE with the DMCO Board.
- One member noted that regarding dues, CIWE is experimenting with no required member dues and instead, "give what you feel like this experience is worth". It was noted that this will be a "wash" this year – meaning CIWE will come close to bringing in as much money as if everyone just paid dues. CIWE is hoping for next year to be 50% better. CIWE has also added a systematic withdrawal option out of individual's bank accounts. JR Deeds noted that CIWE did this because dues were a very small percentage of the budget and as such, they could take the risk.
- One member asked – what is the dollar amount shortfall, and what is DMCO's fundraising goal? Kevin noted that it's challenging to provide a specific amount, as the Board needs to make some decisions regarding expenses. It was further asked what is the shortfall all being equal (if nothing changed), which would include an estimation of income? It was answered that the budgeted expenses are \$17K (from the DMCO Budget Worksheet 2023/2024). Laura provided a rundown of the past

5 years of income/expenses from Angela's husband's analysis (historical run rate):

- 2018: Operating Income \$24K, Operating Expenses \$18K
- 2019: Operating Income \$21K, Operating Expenses \$17K
- 2020: Operating Income \$15K, Operating Expenses \$14K
- 2021: Operating Income \$7K, Operating Expenses \$5K
- 2022: Operating Income \$10K, Operating Expenses \$18K
- Mike Ramirez noted that recent grants have provided feedback that DMCO needs to provide more diverse music. Music such as what was performed at the Winter 2023 concert is great music but that music is typically expensive to buy or rent.
- One member asked what is the Board's timeline on figuring out our fundraising goal so that we can start having events? Laura noted that the Board would be meeting in June.
- One member asked if grants are purposed or targeted, and how are grants maintained? Laura mentioned that the grant writing process was passed from James Sasek to Carolyn Knittle. It was noted that it would be good to have someone writing grants who works directly with the Treasurer.
- During this discussion a member noted that Greg Woolever would like to pass the task of the announcements during concerts to someone else. The Board will discuss this.
- Director of Development – Jennifer Voss
  - Jenn Voss attended the last DMCO Board meeting. Jenn recently moved to Des Moines from Chicago. Jenn shared her background with the membership. Jenn noted she is excited to step into a management role with DMCO, can help with sponsorship packets, and social media. Jenn feels grants should be a separate position. Laura noted that Jenn will be working in connection with the Board. We are thinking this position will report to the Vice President. Currently, if Jenn has questions, these can come to Angela.
- Personnel Officer – Nick Brown
  - The Board had discussed the need for a Personnel Officer, and Nick Brown volunteered to take this position. Nick is currently working on a draft job description, but the tasks will likely be items such as finding musicians for concerts, taking attendance at rehearsals, counting audience attendance at concerts, ensuring we have an accurate email list for concert participants, administering music returns, etc. This position will collaborate with the Music Director, Librarian, and Secretary. The Secretary would supervise this position. The details of this position are being ironed out.

## VII. Business from the floor/Board

- Jenn Voss asked about thoughts on chamber music – is there a way we can create a group on Facebook to formulate different chamber groups, and play at locations like libraries? Laura noted that we can be doing more, but the Board is only 7 people, and we will need everyone's help going forward.

- Kathy Naja noted that she is working on first aid thoughts and mindfulness, in light of the medical emergency that occurred after the May Spring concert.
- A member noted that CIWE is utilizing consultants which comes with an expense, but they have well recouped those expenses. This opened doors for funding options/working on their mission. JR Deeds will be attending the June DMCO Board meeting to discuss CIWE.
- One member asked if we have committees within the orchestra such that everyone can pick a committee to be on? Laura noted that this has not happened for a long time. This member also noted that the Des Moines Community Partnership is a great resource for nonprofits – assistance is free of charge – we need to tap into this.
- Other topics not discussed that had been mentioned at previous Board meetings (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).

#### VIII. Election of Board members

- Laura noted the Board is 7 members, who serve 2 year terms. The Board is elected during the annual meeting, but during the annual meeting it is not decided who will be which position on the Board. The Board has authority to make those decisions.
- Board members with one more year in their 2 year term:
  - Mike Ramirez
  - Rich Gordley
  - Angela Aldridge
  - Hoang Bui
- Board members whose terms are up, and positions are available:
  - Laura McNulty – is retiring from the Board
  - Krista Baskerville – would like to continue on the Board
  - Carolyn Knittle/Kevin Allemagne – Kevin would like to continue on the Board
- Members Interested in Running (for 3 open spots)
  - Kevin Allemagne
  - Lawrence Brennan
  - Shaunda Murphy
  - Krista Baskerville
- Nominations from the Floor – there were no nominations from the floor.
- Voting commenced via paper ballots. The ballots were counted by the Secretary with oversight from another member of DMCO. The Board for the 2023-2024 season is as follows:
  - Mike Ramirez
  - Rich Gordley
  - Angela Aldridge
  - Hoang Bui
  - Lawrence Brennan
  - Shaunda Murphy
  - Krista Baskerville

IX. Music Director's Report

- Plans for the upcoming season were discussed by Carl Johnson. The draft thoughts are included at the end of these minutes.

X. Business for the good of the order – none noted.

XI. Adjournment – 8:58 pm adjourned.

XII. Set Date for next Board Meeting – Tuesday, June 6<sup>th</sup> – time and location TBD.



## DMCO 2023-24 Season

Fall Concert [Oct. 8, 2023, at 2:00 p.m. in Sheslow] {Title TBD} [Total= ]:

- With Abby Brown and IowaPBS
- *Tubby the Tuba* by Paul Tripp and George Kleinsinger [~12 min.]
- *Paddington Bear's First Concert* by Michael Bond and Herbert Chappell [~35 min.]
- *A Colorful Symphony* by Robert Rodríguez [~10 min.]
- *The Runaway Bunny* by Glen Roven [~20 min.] **OR**
- *Till Eulenspiegel's Merry Pranks* by Richard Strauss [~15 min.]

Celebrate and Sing *Messiah!* [Dec. 3, 2023, at 2 p.m. at Grace UMC]:

- Guest conductor TBD

Winter Concert [Feb. 11, 2024, at 2 p.m. in Sheslow]: {Title TBD}

Interim Concert with School of Classical Ballet and Dance? With high school students?

Spring Concert [May 19, 2024, at 2 p.m. in Sheslow]{Title TBD }:

- *Concierto Andaluz* for Four Guitars and Orchestra by Joaquín Rodrigo [~25 min.]
  - Heart of Iowa Classical Guitar Society
- *Rhapsodie Espagnole* by Maurice Ravel [~20 min.]
- *Ritual Fire Dance* by Manuel De Falla [~4 min.]
- *Danzas Fantásticas* by Joaquín Turina [~17 min.]

Concert ideas:

- Something ballet-related with Serkan Usta and Lori Grooters
- Joint concert with Des Moines High Schools, Jennifer Luft, director

## 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	