



2023-2024 Season

August 8, 2023 Board Meeting

AGENDA AND MEETING MINUTES

- I. Call to Order – 7:03 pm, Faith Lutheran Church in Clive
 1. Board members present:
 - Mike Ramirez – President
 - Secretary – Angela Aldridge
 - Treasurer – Shaunda Murphy
 - Board members At Large – Rich Gordley, Krista Baskerville, Hoang Bui
 2. Board members not present: Vice President – Kevin Allemagne
 3. Also present: Music Director/Conductor – Carl Johnson
 4. It was noted that we have a quorum.
- II. Opening Remarks of the President (Mike Ramirez)
 1. None noted.
- III. Secretary Report (Angela Aldridge)
 1. The last meeting occurred July 10, 2023. Minutes from that meeting were distributed via email. It was asked if there were corrections or comments regarding the minutes. None were noted. It was moved to accept the minutes into official record, and all Board members accepted. The minutes were accepted into official record and emailed to John Sens to post on the DMCO website. DONE 8/13/23
- IV. Treasurer Report (Shaunda Murphy)
 1. Shaunda provided the financials as of July 31, 2023 via email. Shaunda noted that she has everything loaded into QuickBooks. Carolyn had the desktop version of QuickBooks, and Shaunda's version is online; as such, Shaunda was not able to upload the information from Carolyn into QuickBooks and had to use QuickBooks tech support for help.
 2. Shaunda noted the fee for usage of Grace United Methodist has not been paid yet and Shaunda was putting it in the mail the next day (\$875).
 3. Shaunda noted that at the previous meeting it was asked what was included in the Individual Contribution line item in the Profit/Loss by Class statement of \$5,360. Shaunda provided the details of that line item to the Board. Hoang asked what is the negative \$50 amount listed in the details. **Shaunda to look into this.**
 4. Carl Johnson asked where his donation that he made in January 2023 was accounted for (it should not have gone into the Director's Fund). The check would have come from Edward Jones. **Shaunda to ask Carolyn about this.**
 5. Jean Johnson contacted Shaunda in July and asked if we wanted to renew the \$3,710.08 CD for 7 months at 5%. Shaunda responded yes.
 6. The financials as of July 31, 2023 were approved as distributed, accepted into official record and will be posted on the DMCO website along with the minutes of this meeting.

V. Membership Oversight update (Krista Baskerville)

1. None noted.

VI. Social update (Hoang Bui)

1. Hoang noted the ice cream social will occur after the first rehearsal for the Fall concert.

VII. Set Date for next Board Meeting

1. TBD - Mike noted that during the season, the Board typically meets following the dress rehearsals. **When Angela sends the draft minutes from this meeting to the Board, she will ask about scheduling our next Board meeting.**

VIII. New or Unfinished Business

1. Concert location/venue for 2023-2024 season – do we have these finalized? (Mike to update us)
 - Fall concert: Mike noted the concert date will be October 8th if we perform at Drake. Usage of New Hope church in Urbandale was discussed again. The church has storage issues and the concerts cannot be on Sundays. It was asked though if anyone really discussed with our contact at the church if Sundays are not an option? **Mike is calling the contact at the church the next day to discuss our options at the church (Sunday afternoons in October).** October 29th would be ideal, but if the 29th does not work, then the 15th would be the next best option. Drake has a concert on the 29th at 2 pm (why we cannot use Drake on the 29th), and the 8th is Valleyfest (which makes the 8th not ideal). **Someone also needs to check with Central Iowa Wind Ensemble's schedule.**
 - December 3rd (Messiah)
 - February 11th (potential Mancini concert)
 - Interim concert? (potential collaboration with Des Moines high school(s)). It was discussed that this would be between the February and May concerts, and could potentially be a princess themed concert in collaboration with Serkan.
 - May 19th (this is the same weekend that will have conflicts with the track meet and graduations if the location is Drake). It was discussed if the concert could be the 5th or the 12th instead, or try a different location on the 19th. **Mike is calling Matt at Drake the next day to figure out the details regarding what is going on at Drake the weekend of the 19th (Saturday and Sunday), and also checking on the availability of the 12th, and will let Carl know.** Matt at Drake knows what is going on at Drake overall – Jacob at Drake only knows the music events.
 - **We need to get an email out with these dates – Mike is drafting the annual letter to the membership.**
2. Reminder: 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). There is no portal for payments, can only write checks. **Shaunda is planning on paying the 8/15/2023 payment this week and will set a reminder for the 12/15/2023 payment. Shaunda's update: this has been done.**

3. A “packet” of information regarding DMCO needs to be created to simplify the process of asking for money and applying for grants. (Mike to update us)
 - We need to create a central location to house grant documentation so that it can be accessed by the Board and any designated others when needed. Mike noted that we have a desmoinescommunityorchestra@gmail.com account, with which we could utilize Google Docs. **Mike had planned to send Nick the credentials to this account. This still needs to occur.**
 - Mike planned to take the lead on putting a packet together. Kara Mather had noted she could share the information she used to submit the grant request to West Bank. **Mike has been working with Greg Woolever on this but is having trouble with the graphics. It was asked if anyone had contacted Kara for the information she used for the West Bank grant request – Shaunda said she would follow up with Kara. Shaunda's update: Shaunda emailed Kara on 8/16/23.**
4. JR Deeds noted that Google, etc. offer free drives for nonprofit organizations. JR noted that CIWE utilizes Microsoft Teams. **We are in need of some sort of cloud drive where information can be stored and accessed by multiple people. Nick will figure this out for us once Mike provides the login information to Nick. This still needs to be done.**
5. DMCO budget discussion, including a fundraising goal – we need a plan on how this will be accomplished as we will likely be asked about this by the membership when we ask people to start asking for money, and this information should probably be included in the packets. **Shaunda will be working on this.**
 - We know our fixed expenses.
 - **Shaunda would need the music costs – Mike will send this to Shaunda.**
 - We do not know Drake expenses as we have not signed a contract for this year – but could estimate based on prior season and should assume the Drake cost will increase by 20% (just the facility cost, not the staff or reception costs). Can do an average from last season.
 - The Messiah reception is much cheaper than at Drake because we can order from the outside. Mike noted that we could ask the owner of Orchestrate Hospitality if we could get a better deal for the reception costs for the Messiah (we cannot bring in anything of our own to Drake). **Hoang is going to look into this.**
 - A guitar quartet will be joining us for the May 2024 concert – it has not been finalized what we are paying them. **Carl will have this conversation soon; however, if we are going to change the May concert date, we need to know that soon (Mike is working on that).** Rich noted that we need to put in place the option to take a donation in kind (tax deduction).
 - February 2024 concert – if we perform the Mancini concert, will need to hire two people (piccolo trumpet and E flat clarinet). Probably \$50 each.
6. Potential grants update: (general Board discussion) – this is staying on the agenda/in the minutes until we have a centralized location to store this information. **High priority items for this section are the packets (Mike) and the budget to put in the packets (Shaunda).**

- Kara Mather (violin I) completed the grant application and required information needed for the July 1st deadline for the West Bank grant. They told Kara the grant application will be considered when their grant board meets in August. Kara asked for \$5000. Kara noted that she could send any of the information that she submitted for future reference for grants.
 - Mike has contacted Nationwide and is at the stage where he needs the updated form, which Mike has taken the lead on as noted above. We will be asking Nationwide to sponsor our Winter Concert.
 - Josh Whitver (percussion) sent Angela an email with Hy-Vee's donation request form. Josh has a friend who works at Hy-Vee and noted that the form attached to the email can be completed and emailed to Jeilah.seely-bresley@hy-vee.com. It mentions their gift giving strategy is in support of, among other things, the cultural enrichment of children (perhaps a sponsor of the annual Fall children's concert?). This will be revisited once Mike has a packet created.
 - We have not submitted for Farm Bureau Financial Services' grant for awhile. Angela works there and will look into this. This will be revisited once Mike has a packet created.
 - Thoughts on working with the Des Moines Community Partnership – it was noted that their assistance is free of charge. Krista noted that Jenn Voss has contacted the Des Moines Community Partnership. Krista had not heard an update from Jenn on this.
 - DMOS – another grant request idea. Deb Gordley had worked there. Rich asked if there is anyone in the membership in the healthcare industry. It was noted that Kathy Naja, Sue Sevedge, Emily Peterson, and Rachel Hersom are, and Rachel works at DMU. It could be helpful if one of these individuals helped with a potential grant from DMOS.
 - JR Deeds noted we should look into Facebook, Google and Bankers Trust.
 - Nick checked on GuideOne. There is a public page for the GuideOne Foundation: www.guideone.com/about-us/guideone-foundation. Nick noted that the submission deadline is a ways off for 2024 decisions, and made a note about the eligibility section.
 - Overall – once we have a packet of information to provide to help individuals fill out grant applications, we can document a list of potential grants and ask individuals in the membership who would be willing to take on each potential grant (like we used to do).
7. DMCO “tasks” update: (general Board discussion)
- Mike noted he will be putting together an email to the membership regarding posters, programs, concert announcements, grants, etc. Mike noted during the 7/10/23 meeting that he is hoping to have the email done during the week of 7/10, and will send to the Board for input. **This is not done yet and Mike noted it will be done soon and will include the 2023-2024 concert dates.**
 - Regarding a concert announcer: Nick Brown has a friend Terry Brown who is enthusiastic to help with a live read during our concerts. He's done voice over work on the side for years. Didn't seem like payment would be involved. Terry would like to talk to Carl about the details and probably concert flow and will

need a script. Nick gave him a decent idea of what we need. It was noted that we will not need an announcer for the Fall concert as we have Abby from Iowa PBS.

- We need someone to be in charge of the DMCO concert posters. Hoang said she can do this if there are no volunteers from the membership.
- Hoang’s daughter Nguyet has provided the program designs for free. Hoang has asked her other daughter Oanh about taking a stab at modernizing our DMCO logo, and it was discussed that perhaps it is just the font that needs updating. We want to keep the logo black and white. Oanh has provided some samples for review. The last one on the sheet was selected by a simple vote of the Board – the Board liked the “set-up” and the font. **Hoang will ask her daughter for EPS, PDF, and JPG file versions of the logo in as high resolution as possible.** It was noted that the EPS file version is the “designer” file given to printers, as it can be scaled.
 - Greg Woolever noted that we had registered our logo and the Messiah event name as registered trademarks, and these registrations need to be updated with the state. Details are in Greg’s 7/12/23 email and Greg has what is filed with the state. **Shaunda will resend this email. Shaunda’s update: this was done 8/16/23.** Regarding our logo, the registration did not specify the font, just the picture. Mike noted the paperwork needs to be filed at the Lucas building in downtown Des Moines. **Rich will be taking the lead on this.** The first step is going to the building to ask questions and to pick up the form. Questions and what we think we need:
 - Do we really need to care about having these items registered.
 - Is there a fee and what is it.
 - We need camera-ready art and the Messiah wording – Celebrate and Sing Messiah! We are not changing the picture on the logo.
 - We used to have a jobs list. 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. It was noted that Mike’s email to the membership will include asking for help with various duties.
- 8. Donation envelopes – It was decided to order 2500 envelopes from Financial Forms for a cost of \$237.50. **Shaunda will notify Greg Woolever to move forward with this. Shaunda’s update: this was done 8/16/23.** What is on the envelopes does not need to change, except for the address.
- 9. Personnel Officer – Nick Brown. **Nick will be drafting a job description for Board discussion/approval before Fall concert rehearsals start.**
- 10. Director of Development – Jennifer Voss. **Jennifer will be drafting a job description for Board discussion/approval before Fall concert rehearsals start.**
 - It was noted that a social media campaign across all platforms is needed, and is there someone in the membership who knows how to do this?
- 11. Post office box – has been changed and paid. New address is PO Box 1790, Des Moines, 50305. (general Board discussion)
 - ASCAP and BMI – Shaunda planned to notify. ASCAP is done. Regarding BMI, Carolyn and Shaunda could not get into our BMI account. BMI has been

sending us invoices and we pay them – have not had to get into our actual account online for a long time. We are wondering whose email is it going to if you hit reset password. **Shaunda is looking into this.**

- Need to notify Drake. Mike noted he will update this when the contract is completed with Drake.
- Rich noted that he would take responsibility for checking the PO box regularly. Mike gave one of the two keys to Rich.
- Mike looked into setting up informed delivery on the box, and you cannot do that with post office boxes.

12. Utilization of Standing Ovation for concert programs: (Angela to update us)

- On 7/31, Angela submitted the contract for 500 programs for each planned concert (10/8/23, 12/3/23, 2/11/24, 5/19/24). We received confirmation from Heuss Printing that the contract was received with no questions.
- We did not submit for an advertisement as we did not have a Board majority vote to spend the funds or artwork to submit. Our contact at Heuss Printing said we could decide later to advertise in the holiday-only shows.
- We should remember that we want to ask for our QR donation code to be included in the programs, if possible. **Angela will take the lead on this. Angela's update: emailed Greg/Carl/Jenn Voss/Hoang on 9/20/23 to see if we can get it into the Fall concert programs.**
- Mike is continuing to be the delivery contact for the programs. Greg Woolever has volunteered to continue to be the relationship contact with Standing Ovation and be the liaison for organizing the programs for each concert. One of Nick's responsibilities will be figuring out who is playing in each concert – that should make the job of the relationship contact with Standing Ovation easier.

13. During the May concert, Jonah Tibbits (DMCO trumpet) filmed/recorded the concert. It was noted that we should not be paying for livestream (\$400/concert) if the orchestra is struggling financially. **Mike checked with Jonah on if this is something he could continue to do for us and is waiting to hear back from Jonah.** It was also mentioned that a static watermark with our QR code for donations should be added.

14. Issues with collecting dues throughout the season – thoughts on this process? (general Board discussion)

- It was noted that the individuals who are not paying dues are typically the same people every time, and some are long time members. It was noted that it is in the by-laws that dues must be paid by the 3rd rehearsal and if not, the individual cannot play in the concert. This is never enforced and Krista does quite a bit of work chasing people down to pay dues. It was noted that members should be reminded of this requirement in the by-laws.
- It was noted we need to figure out guidance on who needs to pay dues vs who is a sub – who do we consider dues-paying members. It was discussed that the guidelines could be if someone was “asked to fill in”. If that applies to someone – they do not pay dues. If that does not apply to someone – they need to pay dues. This discussion was further tabled until Nick Brown is in

attendance at a meeting as Nick is our Personnel Officer and will be monitoring who is playing in each concert and status (member or sub).

- We need the dues paid, or the form filled out and turned in to forgive dues, for accounting purposes. The \$220 Fellowship Fund in the balance sheet is the fund to pay for dues when a form is submitted to forgive dues. After a form is submitted, the related funds come out of the Fellowship Fund and are added into the cash accounts similar to when dues are paid. If an individual who is in an endowed chair does not pay dues – the funds are taken from the Endowment Fund and added into the cash accounts similar to when dues are paid. If an individual who is in an endowed chair pays dues, those dues go into the cash accounts. It was noted that this could be part of Nick’s duties – asking folks if they haven’t paid dues, would you mind filling out a form, for accounting purposes. The following are the endowed chairs, and they are also listed in the concert programs:
 - 3rd chair French horn
 - Principal flute
 - Principal oboe
 - Principal trombone
 - Mike’s percussion chair
- “Just Giving” is utilized for online dues payments and donations. Unless individuals add their name to their online dues payment, Krista has to trust that if someone tells her they paid online that one of the “anonymous” payments is that individual’s. It was noted that it is preferred if members pay dues by cash or check. Shaunda has access to “Just Giving” to review DMCO donations. Krista was thinking that Carolyn could see who donated through “Just Giving” even if the person does not add their name.
- It was also noted that “Just Giving” charges a fee for utilization of their services – 3 or 4%. Utilization of Square also comes with a fee. It was decided that if members pay dues online or via Square, the dues amount will be \$21 to cover the fee. If members pay by cash or check, the dues amount is \$20.
Shaunda will look into if “Just Giving” can add the fee automatically.

15. Soloist pay and concert costs – need a DMCO policy. (general Board discussion)

- It was noted we should offer the option of tax deductions/in-kind donations to soloists instead of pay (the soloists could choose). This can start now and was fine with everyone on the Board.
- It was noted that this item needs to move up higher in the agenda for the next Board meeting. **Everyone needs to come with their thoughts on this to the next Board meeting.**

16. Transition plan for Carl Johnson’s future retirement from the director position. (general Board discussion)

- It was noted that it took over two years for Carl Johnson’s selection. Carl noted that retirement may be in three years or so – after DMCO’s 50th season and/or Carl’s 25th season. We need to start coming up with a plan now so that there will be a plan in place.
- Potential process:

- Put out an ad asking for resumes. In the ad, would need to make sure to be upfront regarding responsibilities and pay. The resume should include what the individual has conducted, what size groups, and were the groups professional musicians or other? Does the individual have “connections” (often helpful when trying to find subs).
 - Director responsibilities – music selections
 - Conductor responsibilities – rehearse and perform concerts
 - Interview applicants to narrow down the selection.
 - A small pool of applicants would then be guest conductors at a concert(s).
17. JR Deeds noted that CIWE brought on a not-for-profit consultant who is helping them tremendously, such as with marketing support, budget, financials, strategic planning, running CIWE’s social media – and CIWE wrote a grant to pay for their fees. The firm is Ferrone Olson (ferroneolson.com) and is run by two people, Paul and Holly. It was noted that before we would consider hiring someone, we should reach out to our own people who may have these same talents. Mike noted that he filled out the form on their website and has not heard from them.
18. Regarding the DMCO website: (general Board discussion)
- Mike noted that the Board terms need to be added back to the website. **Angela will work with John Sens on this.**
 - Rich noted that the website needs to be updated; it needs to be “flashy”.
 - Our logo will need to be updated.
 - It was noted that the website needs to be more user-friendly regarding donations. “Help us continue” and verbiage that donations are tax deductible need to be added. Every page on our site should have a link added to the donation page. **Angela will work with John Sens on this.**
 - **PayPal and Venmo accounts need to be set up to receive donations.**
19. Larry Brennan is drafting a strategic plan for DMCO for the Board to review. (general Board discussion) **Mike noted that Larry contact him regarding this, and Mike needs to get back to him.**
20. There were some excellent suggestions at our annual meeting. One suggestion from the May annual meeting was to offer an additional performance involving a smaller ensemble. What do we think this would look like? (general Board discussion) It was noted that small groups would play and any donations go to DMCO, but was not discussed further than this.
- IX. Any Other Business for the Good of the Order
1. Carl’s thoughts for the Fall concert:
- Abby from Iowa PBS will be narrating throughout.
 - Potential pieces:
 - Tubby the Tuba
 - Paddington Bear’s First Concert
 - The Composer is Dead
 - Paddington would be ½ hour itself if we perform the entire piece. If we perform part of this piece and Tubby the Tuba, it would be ½ together. If we

do all of Paddington, we will not do Tubby the Tuba. We decided it will be Carl's choice what we do.

- The Composer is Dead is ½ an hour.
 - 2. Messiah – Isaiah Feken (Drake vocal arts faculty) will be conducting.
 - 3. Winter concert – Mancini?
 - 4. Spring concert – Rodrigo piece potentially – still figuring out. Maybe a Spanish-themed concert.
- X. Adjournment – 9:28 pm

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	