



2023-2024 Season

October 10, 2023 Board Meeting

MINUTES

I. Call to Order (Kevin Allemagne) – 7 pm, Faith Lutheran Church in Clive

1. Board members present:
 - Kevin Allemagne – Vice President
 - Angela Aldridge - Secretary
 - Shaunda Murphy - Treasurer
 - Krista Baskerville – At Large with specialty in Membership Oversight
 - Hoang Bui – At Large with specialty in Social Coordination
 - Rich Gordley – At Large
2. Board members not present: Mike Ramirez has resigned his position as DMCO President and Board Member and was not present at this meeting.
3. Also present: Carl Johnson, Hector Morales
4. It was noted that we have a quorum.

II. Secretary Report (Angela Aldridge)

1. The last meeting occurred August 8, 2023. Minutes from that meeting were distributed via email. It was asked if there were corrections or comments regarding the minutes besides the corrections that had already been communicated to Angela. None were noted. It was moved to accept the minutes into official record. Shaunda motioned, Rich and Krista seconded, and all approved with Kevin abstaining since he was not at the last meeting. The minutes were accepted into official record and emailed to John Sens to post on the DMCO website.

III. Treasurer Report (Shaunda Murphy)

1. During the 8/8/23 meeting, Hoang asked what is the negative \$50 amount listed in the details of the financials. Shaunda asked Carolyn about this. This is if someone reverses their donation – takes it back out. We just had this happen again from Just Giving - \$20. We are not sure how this is happening – **Shaunda is going to look into this**. Shaunda will see if there is a customer service number so we can figure this out.
2. During the 8/8/23 meeting, 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 noted it is within Restricted Gifts.
3. During the 8/8/23 meeting, it was 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 was going to look into if “Just Giving” can add the fee automatically.

Shaunda does have the credentials for Just Giving now. Shaunda has not looked into this yet. Shaunda will ask if it is the credit card fee or Just Giving’s fee. We discussed that no matter what amount is paid by a credit card, the fee will just be \$1 (not a % calculation) – this is the transaction fee. Motion to approved was moved by Rich, seconded Krista, and all were in favor (no one disapproved or abstained).

4. DMCO budget discussion and approval – Shaunda sent the proposed 2023-2024 budget via email. Shaunda based the budget mainly on historical data.
 - Mike Ramirez provided Shaunda with the estimated expenses for the Mancini concert.
 - Conductor and soloists for Messiah:
 - Carl told Isaiah (Messiah conductor) that he can select the soloists. Kevin said he would discuss conductor and soloist pay with Isaiah. Carl had told Isaiah we typically pay the conductor \$400. Carl will send Kevin Isaiah’s contact information. Kevin said that he will offer Isaiah payment or that he can do an in-kind donation, and will discuss the soloist pay. UPDATE SINCE THE MEETING: Kevin communicated with Isaiah and Isaiah was receptive to the in-kind donation for tax deduction, and that if we could record the Messiah, and the soloists could then use the video for whatever purposes in the future, Isaiah believes everyone would be happy to forgo their anticipated remuneration for their services. One problem is – we currently do not have anyone to do the video/recording. **Kevin is following up with Isaiah and the soloists to discuss this.**
 - Shaunda asked what type of form do we need for in-kind donations – Kevin does not think we need to go into specifics – **Shaunda will put together a letter.**
 - Spring concert:
 - Carl asked the contact for the group that is coming into town to play for our Spring concert what would be a reasonable fee and if they would like to be individually paid or would they want it to be a donation to the guitar society that they are a part of.
 - Carl noted that there is an additional soloist – Lucy Gannon – pianist – they have agreed on the piece but not the pay. “Nights in the Garden of Spain” is the piece.
 - The Board agreed we would budget \$1000 for all the soloists, and Carl noted he would donate the difference if there is one.
 - Music rental cost can be estimated at \$500.
 - Hoang asked about the expense for live streaming our concerts – we decided not to do this so Shaunda will take this out. It was noted that Jonah Tibbits was recording our Fall concert to post on YouTube.
 - Krista motioned that we approve the amended budget, Hoang seconded – everyone approved (no abstains and no objections).
 - UPDATE SINCE THE MEETING: On 10/19/23, Shaunda emailed the updated 2023-2024 budget. **Angela will ask John Sens to post this to our website**

along with the financials that were presented at the 10/10/23 meeting, and these minutes once they are approved at the next meeting.

5. Shaunda emailed the 8/31/23 balance sheet and 2022-2023 profit/loss statement (8/31/23 is our year-end).
 - Deposit Shaunda made after the Fall concert - \$931
 - This includes a \$250 donation from the packet distribution.
 - \$281 in cash.
 - \$100 check.
 - Linda Robbins Coleman donated \$150.
 - The financials were approved as distributed and accepted into official record.

IV. Membership Oversight update (Krista Baskerville)

1. During the 8/8/23 meeting 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).
2. Krista noted that the payment of dues was much better for the Fall concert than previous concerts – the best over the past 5 years. **Only one person did not pay and Krista will contact him.**
 - Carl noted that we have always paid our harpist – we usually agree on an amount beforehand but did not before the Fall concert. **Carl will contact our harpist and ask her what she thinks.**
3. Shaunda asked about the Personnel Officer position.
 - Kevin proposed that we look at a different structure. We need a clear chain of who is figuring out subs. Kevin suggested that the section leaders be in charge of finding subs, and if they cannot find someone, they ask for help from someone like the conductor. What would help with this is if what is needed for players in the music is communicated to the section leaders at least a month before the first rehearsal for that music. This seems like too big of job for one person (a Personnel Officer) to do this for the entire orchestra.
 - We would need a more formal process, such as the section leaders contacting Angela for the current roster of players.
 - Mike and Stacey Ramirez, as co-librarians, would be the ones who know what each piece calls for. This new process needs to be communicated to Mike, and then needs to be communicated to the section leaders that this is a job.
 - Mike/Stacey would then also know who is actually playing in the concert, based on the people who have checked out a folder. This list should be distributed at least to Krista for dues, Angela for the roster/communications, and Greg Woolever for the concert program.
 - For the Mancini concert, we need the instrumentation ASAP – then the section leaders can figure out who is needed. Carl noted that Mike sent him a list of 10 pieces. We will start to rehearse this in January 2024. It should be fair to know by the beginning of November 2023 what instrumentation we need,

and how much the needed players will be playing. Kevin will communicate this to Mike. UPDATE SINCE THE MEETING: Kevin sent the request to Mike for the orchestration for the Mancini concert on 10/11/23, to have it on or before November 1st. Mike sent the list back on 10/11/23 to Stacey Ramirez, Kevin, Carl, Larry and Angela. Mike also sent the question on 10/11/23 regarding when Mike can start ordering music from Lucks for this concert.

- **Overall, Kevin is willing to get this organized and communicate the plan out to people, including talking to Nick.**

V. Social update (Hoang Bui)

1. The Messiah reception is much cheaper than at Drake because we can order from the outside. During a previous meeting 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 will look into this to see if it is cheaper.** Hoang usually orders from Hy-Vee.
2. For the Fall concert reception, we spent \$280 – there were just a few cookies left so it was a good estimate on number of cookies. The beverages were half full near the end so that will be adjusted next time. One thing that was noted was that people were eating before the concert was over – but considering this was a children’s themed concert and children may not have been able to sit through the entire concert, this was probably all right. The tables were not set up the way Hoang had asked for. **Hoang will email Shaunda the bill once she has it.** Hoang charges the reception costs on the DMCO credit card.

VI. New or Unfinished Business (Kevin Allemagne)

1. Open Board position

- Larry Brennan is available to return to the Board. There was a consensus from the Board to invite Larry to return to the Board. Larry’s term would be through May 2024. Kevin could serve as President and can ask Larry to be Vice President. The official proposal for vote is Kevin taking on the President position until the May 2024 annual meeting (elections/re-elections occur at the annual meeting), and Larry taking on the Vice President position until the May 2024 annual meeting. Rich moved that we accept the proposal, which was seconded by Shaunda and Krista. Everyone approved (no abstain/unapproved). Kevin will communicate this to Larry. UPDATE SINCE THE MEETING: Larry accepted the Vice President position.
 - Mike Ramirez had communicated to the Board that we need to make arrangements to hand over the filing cabinet. Kevin will ask Mike about this. UPDATE SINCE THE MEETING: Mike noted that the filing cabinet contains historical records, including original articles of incorporation, etc. Discuss at our next meeting what to do with this.
2. **Mike’s requests for his retirement communication** – Mike is planning on drafting a letter to be sent to the membership and has two asks:
 - Would like to be able to assure and address who is now President.
 - This is Kevin Allemagne.
 - Formally asking the Board to allow Mike to retain the title of President Emeritus in recognition of his long service.

- The Board discussed that Mike does need to be recognized for his long years of service and getting DMCO through the pandemic. It was decided that the Mancini concert would be a good time to do this as Mike is putting this concert together and requesting the funding for it.
 - The Board discussed that we have not given titles to individuals in the past; as such, doing so now would not be consistent with the traditions of the orchestra. Kevin will respond to Mike on behalf of the Board.
 - UPDATE SINCE THE MEETING: The communication went out to the membership on 10/17/23.
3. **Concert locations/venues for 2023-2024 season** – do we have these finalized?
- December 3rd (Messiah)
 - Carl is out of town for the first 2 rehearsals. Carl assured Isaiah that someone would be there if there were problems or questions, and that the chairs and stands would be set up.
 - Rich and Krista noted that they always arrive at rehearsals early. Josh Whitver will take care of the keyboard. The Messiah parts are locked in the cabinet and Carl shared the code to the cabinet with the Board. Josh Whitver also sets up the microphones at rehearsals.
 - The church should already be opened. Rod Doherty is the church contact. Carl will make sure that Rod knows when we will be there through December. UPDATE SINCE THE MEETING: Carl has notified Julie in the church office.
 - UPDATE SINCE THE MEETING: Josh Whitver is not participating in the Messiah. Per Carl, the microphones only require turning on the toggle switch on the receiver and the slider on the microphones. If they are charged, they should work with no other adjustments necessary.
 - February 11th (potential Mancini concert)
 - UPDATE SINCE THE MEETING: Mike has suggested that we use an announcer for the Mancini concert for several reasons. It would flow really well musically and would help with transitions, both in style and personnel. It would also help stretch the concert since musically it is not very long. Mike has someone in mind who he believes would donate his services and would like to reach out to him as a friend and member of the orchestra to inquire as to his availability. This will be discussed at the next Board meeting.
 - 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.
 - Carl noted that Jennifer Luft cannot do this this season.
 - Hector Morales presented ideas, such as a donor appreciation event. The ideas and meeting discussion are included on the last page of these minutes.

- May 19th (this is the same weekend that will have conflicts with the track meet and graduations if the location is Drake). During a previous meeting it was discussed if the concert could be the 5th or the 12th instead, or try a different location on the 19th. Mike was going to call Matt at Drake to figure out the details regarding what is going on at Drake the weekend of the 19th (Saturday and Sunday), and also was planning to check on the availability of the 12th, and was going to let Carl know. Matt at Drake knows what is going on at Drake overall – Jacob at Drake only knows the music events.
 - **Mike is waiting to hear back from Matt on this per Shaunda.** We tabled this discussion.
 - If we do change the date, we need to inform Heuss Printing regarding our concert programs.
 - A guitar quartet will be joining us for the May 2024 concert – at the time of the 8/8/23 Board meeting it had not been finalized what we are paying them. **Carl was planning to have this conversation soon; however, if we are going to change the May concert date, we need to know that soon (Mike was planning on working on that).** Rich noted that we need to make sure the donation in kind (tax deduction) option is communicated.
- Have we signed a contract with Drake yet?
 - Regarding the Fall concert issues with Drake – Carl noted there is an email string that Mike started. UPDATE SINCE THE MEETING: Carl forwarded an email string to the Board – he had sent an email to Betsy White and Matt Miller at Drake after the dress rehearsal on October 7th regarding the lack of heat in Sheslow during the dress rehearsal, and that we were concerned about this for the concert the next day. Carl also noted that one of the grand pianos (which he believes we had indicated we did not need for this concert) was on stage. We were able to separate the shell enough to get the piano into the garage backstage right, since the center one had a piano in it, then return the shell to normal. We had little option with all the stuff backstage and our need for percussion space on stage.
 - Betsy responded on October 9th that she was sorry, there had been a press event in there Friday and she agreed it was cool. These “transitional times” are the most difficult for temperature control on the campus. She did call their facilities dispatch over the weekend to see if things might have been adjustable and they said they would do what they could. She was also sorry that the piano was left out. She had assumed their fine arts staff would have dealt with it properly. Betsy had mentioned to their events crew that we had no need for the piano, but it must have slipped their minds. She said they’ll be absolutely sure something like this does not happen again.
 - Carl also wrote back on the email string on Oct 9th:

- Levitt Hall was set up with round tables and chairs around them which, although not what Carl had asked for, worked out.
 - In the middle of the performance, a heavy tempered glass circle fell from one of the lights above the stage, narrowly missing injuring musicians and instruments.
 - We had to stop our second half piece and restart it due to a long feedback screech. We had some minor feedback during the first half piece, but they were able to control it in the soundbooth and we had taken precautions by moving our narrator back a bit on the stage at intermission. After taking a few moments, the lavalier mic was adjusted and worked fine. The audience was understanding, but we were embarrassed.
 - Carl noted the students were very helpful both days and does not blame them.
 - We don't have what if anything Drake wrote back on this. Carl also noted there are a few emails separate from this exchange (and he knows Mike wrote as well).
- Regarding the contract with Drake: Kevin asked who takes care of these things, is the communication supposed to be with the President? We need to establish this going forward. Rich noted the person we contact at Drake has been a moving target. Kevin will put this on the list of questions for Mike and Carl will contact Betsy at Drake. UPDATE SINCE THE MEETING: Kevin asked Mike about this. Mike wrote back and said he never received the contract. On 10/11, Carl wrote to us saying that Betsy sent a revised contract to Kevin at Carl's request.
 - **Kevin is reviewing the contract.**
 - Usage of New Hope church in Urbandale was discussed again – there would be a lack of storage and concerts would not be able to be on Sundays.
- 4. **We need to create a central location to house grant documentation and any other DMCO-related 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 Brown the credentials to this account.
 - 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 was planning to figure this out for us once Mike provides the login information to Nick.**
 - We tabled this discussion.
- 5. **DMCO “tasks” update:**
 - 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.

- This discussion was tabled.
- 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 did the poster for the Fall 2023 concert.
- Personnel Officer – Nick Brown. Nick was supposed to be drafting a job description for Board discussion/approval before Fall concert rehearsals start.
- Director of Development – Jennifer Voss. Refer to Jennifer’s email that Carl forwarded to the Board on 9/3. She will no longer be taking this position and instead would like to be advised on if there is one project/tasks that she can help with. During the meeting 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?
- 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 sent out with Mike’s Fall 2023 membership letter. No one responded to it. We need to bring this up in January to get more people involved. We need to discuss this during our November meeting and update the jobs list. UPDATE SINCE THE MEETING: **Angela said she would start an Excel document for the jobs list.**
- OTHER UPDATES SINCE THE MEETING:
 - DMCO donation containers for the concerts: Donation containers are stored at Grace. They are typically moved to Sheslow for the concerts with the percussion equipment (Mike).
 - Concert programs:
 - Delivery/getting them to the concert location – the programs are delivered to Mike’s home and he brings them to the concert location. He handles the organization of getting them stuffed with envelopes too (typically occurs after dress rehearsal).
 - Unstuffed programs need to be passed out at dress rehearsal to the musicians. Greg Woolever said he has always done this, Mike did it for the Fall concert.
 - Unstuffing envelopes from unused programs from the Fall concert – did this occur?
 - We need to find someone in the orchestra who is willing to submit our concert dates/info to the online media outlets. Kris Shay may be a good resource to start with as she may have a list. Having this be centralized with one person would be ideal.
 - Shaunda is signed up for weekly emails from Catch Des Moines, so she went to their website to see how we can get info out there: <https://www.catchdesmoines.com/events/submit-your-event/>

- Shaunda noted she is sure there are other websites, media outlets, etc. to get on, so we need a person that can be in charge of that sort of thing. Maybe a job (for now) for our new VP?
 - Mike noted in an email on 10/11 that Stacey may step away from her role as co-librarian at the end of the year, a final decision has not been made.
- 6. **Post office box** – has been changed and paid. New address is PO Box 1790, Des Moines, 50305. (general Board discussion)
 - BMI – Carolyn Knittle and Shaunda had not been able to 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. Shaunda has since gotten into BMI – Shaunda found a log in that worked.
 - Need to notify Drake. Mike had noted he will update this when the contract is completed with Drake.
- 7. **During the May 2023 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. It was decided that we will not do livestream at all. Jonah also recorded our Fall concert.
- 8. **Transition plan for Carl Johnson’s future retirement from the director position.**
 - During the 8/8/23 meeting 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.
 - We have since learned that we just started our 48th season per a spreadsheet from Greg Woolever. Carl noted that last year was his 20th season, and it is probably not reasonable to expect Carl to make it to 25 years before retiring.
 - 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).
 - We have 2 more seasons after this one. Perhaps Carl selects the music/themes, then bring people in to guest conduct? Or would guest conductors pick their own music?
- 9. **Potential grants update:** this is staying on the agenda/in the minutes until we have a centralized location to store this information.
 - Mike has contacted Nationwide. 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?).
- We have not submitted for Farm Bureau Financial Services’ grant for awhile. Angela works there and will look into this.
- 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.

10. Regarding the DMCO website:

- Mike noted that the Board terms need to be added back to the website. **Angela needs to work with John Sens on this.**
- Rich noted that the website needs to be updated; it needs to be “flashy”.
- 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 needs to work with John Sens on this.**
- PayPal and Venmo accounts need to be set up to receive donations.
- The DMCO mission statement that we decided on needs to be added to our DMCO website.

11. Larry Brennan is drafting a strategic plan for DMCO for the Board to review.

During the 8/8/23 meeting Mike noted that Larry had contacted him regarding this, and Mike needs to get back to him.

12. There were some excellent suggestions at our May 2023 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? It was noted that small groups would play and any donations go to DMCO, but was not discussed further than this. This also goes along with Hector’s message from 9/21/23 with “DMCO Possible Ideas for this Season” – copied at the end of this agenda.

13. 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. During the 8/8/23 meeting Mike noted that he filled out the form on their website and has not heard from them.

14. **Regarding our logo:** 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 resent this email to us on 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 had planned to take 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.

VII. Set Date for next Board Meeting

1. Sunday, November 12th – Faith Lutheran Church in Clive – 2 pm

VIII. Any Other Business for the Good of the Order

1. Our website needs updates.
 - Information is out of date, need a new picture.
 - Need information out there regarding subs and how to get on our sub list.
 - We can put on our website past Board members, so that we have history.
2. UPDATE SINCE THE MEETING, to discuss at the November meeting: Mike Ramirez sent a message to the Board that he thinks it would be beneficial to get the audience's feedback during the Mancini concert on what they thought of an all pops concert and ask them if they would like to see one every year. A bonus to this is that if the audience does indicate they want to see a pops concert every year, in most years it could be combined with the concert we do in conjunction with Iowa PBS and since we own a large Mancini library, could add a Mancini tune into every pops concert and the audience would always appreciate it. Mike is willing to donate the printing cost for the surveys.

IX. Adjournment: 9:30 pm

DMCO Board Officers and Committees – THIS NEEDS TO BE UPDATED AND WILL BE TRANSFERRED TO AN EXCEL DOCUMENT

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

President	Mike Ramirez
Vice President	Kevin Allemagne
Secretary	Angela Aldridge
Treasurer	Shaunda Murphy
Membership Oversight	Krista Baskerville
Dues collection	
Membership eligibility records	
Fund Raising	_____
Development	Jennifer Voss
Personnel	Nick Brown
Membership roster	
Recruitment	
Publicity (Oversight)	_____
Website design/update	_____
Concert programs	_____
Concert posters	_____
Newspaper, radio, other sources	_____
Social Media	_____
Logistics	
Concert dates and venues	Carl Johnson and Mike Ramirez
Concert recording (video/audio preferred)	_____
Online streaming of concerts	_____
Equipment transportation	_____
Librarian / Music acquisition	Stacey Ramirez
Internet address contact	_____
Social	Hoang Bui
Liaison with Drake catering	
Flowers for guest performers	

First rehearsal get-together
Potluck/Annual Meeting

October 17th or 23rd Rehearsal Plan

I have a great idea for using our rehearsal time between the October concert (10/8) and the beginning of the Messiah rehearsals (NOW STARTING 10/31). I am still getting specifics from Carl about the rehearsal schedule our guest conductor for Messiah has planned for us, but I feel like we could use one of these free Tuesdays for a fun orchestra sight reading session. There are a few things to get in place with Gamer Symphony also using the same rehearsal space, Carl being out of town, renting the space at Grace United, and limited Messiah rehearsals, and I feel like we can definitely make this happen in the midst of it all. This is a fun playing opportunity for our performing members and I want to play music that has been difficult to program. This could be a good rehearsal for those of us who joined the orchestra to play some standard repertoire and hope I have the opportunity to lead and conduct the orchestra.

Retirement Home Bus Shuttles/ Retirement Home In-House Performances

I am in contact with a Director of Health that works in several Senior Living sites and they are interested in having us as one of their monthly entertainment performances. Once a month, they have live entertainment for their seniors and they have asked if we are willing to get chamber groups from our orchestra to perform at these monthly gatherings. It would be a paid gig, and a great rep for DMCO. It can be any type of ensemble (solo, duo, trio, etc), but it has to be monthly. It doesn't have to be the same ensemble every month either, we can have mixed performances and make this a volunteer performance from our DMCO members.

I also mention that they can shuttle their seniors to our concerts and they seem very open to this! I have sent them a copy of our newsletter and dates for our concerts. I am still hoping to hear back but I feel like we should try to have someone overlook this partnership and make sure communications are updated.

- Krista said she will be the contact for this.
- Carl noted he also has a list of Senior Living sites. **Carl will send Krista this list and Krista will reach out.**
- **Krista will also put together a form letter and start to email places.**

Spring Donor Appreciation Recital

After our February concert, we have a lot of leftover rehearsal time until the May concert and an idea I came up with is having a Donor Appreciation event in time for Spring. This event would be a recital-type event where we invite all of our donors to attend. In this event, we will get the chance to personally thank each donor (no matter how little the donation) for their support and have an afternoon of chamber music and food for them. This will give the audience members the chance to meet the musicians, hear our story and socialize! I am still working on specifics, but this is a great incentive idea to push our donations!

- If it is decided to move forward with this, someone needs to tell Carl which days we need to communicate to Grace.

"Together through Sound" summer event! (Next summer)

This early September, I attended the Together Through Sound Music festival happening at Riverview Park in Des Moines! This park has an outdoor stage where countless music, dance and singing groups came and performed their art. This was a family friendly event with multiple vendors, kids activities, and food was being sold. Being at a park, I think the target audience was families and the children. At the end of the event, a string orchestra got together and played some hopeful music. It was a very fun event. I talked to one of the coordinators and they said they are open to any performances from local groups. We should try to get our name out there by performing at this event. This could reach new audience members and be more involved in the community. The venue is outdoors and weather can be an issue as it was this day.