



2023-2024 Season

November 12, 2023 Board Meeting

MINUTES

I. Call to Order (Kevin Allemagne) – 2:08 pm, Faith Lutheran Church in Clive

1. Board members present:
 - Kevin Allemagne – President
 - Larry Brennan – 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: None
3. Also present: Carl Johnson, Nick Brown
4. It was noted that we have a quorum.

II. Opening Remarks from the President (Kevin Allemagne)

1. Kevin noted that this is our first official meeting with Larry Brennan on the Board.

III. Secretary Report (Angela Aldridge)

1. The last meeting occurred October 10, 2023. Minutes from that meeting were distributed via email. Kevin motioned to approve the minutes, the motion was moved by Rich, was seconded by Krista, all Board members approved (no denied/abstains). **Angela will ask John Sens to post these minutes on the DMCO website.**

IV. 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. It happened a second time from Just Giving - \$20. We are not sure how this is happening – **Shaunda was 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, 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. No matter what amount is paid by credit card, the fee will just be \$1 (not a % calculation). **Shaunda was going to look into if Just Giving can add the fee automatically.**

3. DMC0 2023-2024 budget – **Angela will ask John Sens to post this to our website along with the financials and the minutes from the 10/10/23 meeting.**
4. Shaunda distributed the most recent financials via email. The following was discussed:
 - Donations from the Fall concert were around \$1600. Carl asked how does this compare? Shaunda believes it is probably about average.
 - Krista asked why there is a \$25 amount in the Member Dues row in the Administrative column. Shaunda noted she may have coded it incorrectly.
 - Carl asked how are member dues recorded if a member pays for the entire season at once. Shaunda noted they are prorated through the year.
 - Kevin asked if we collect member dues for the Messiah. It was noted that typically, yes.
 - Shaunda noted that the DMC0 credit card bill is due next week, the balance is around \$4000. A lot of that is the music for the Mancini concert.
 - Shaunda has not gotten a bill from Drake yet for the Fall concert so that is not reflected in the financials.
 - Shaunda noted that she made a correction to the financials for the fiscal year that ended in August 2023 regarding Carl’s \$400 pay that he gives back to DMC0, to make sure it is journaled to both restricted gifts and the asset accounts related to it. **Angela will ask John Sens to replace the 2022-2023 fiscal year financials with the updated financials on the DMC0 website.**
 - The DMC0 donation boxes are at Grace; Mike Ramirez brings them to the concert locations. They currently have no labels on them. Shaunda presented a suggestion for the label, and Nick noted that the QR code needs to be added to the labels. If the QR code does not fit on the box, we should at least have a stand or something at the door with the QR code taped on it. **Shaunda will be working on something to put on the boxes.** Mike gave Shaunda the keys to the boxes and Shaunda will be taking the money out of the boxes after the concerts. A second person should count the money after the concerts for correct segregation of duties. Krista and Kevin noted that they could help after concerts. Shaunda noted she will make sure a Board member counts the money before she takes it home.
 - Rich moved to accept the Treasurer report, Larry seconded the motion, all were in favor (no disapprovals/abstains).

V. Membership Oversight update (Krista Baskerville)

1. **Personnel Officer update/to-dos:** Nick got a spreadsheet going for rehearsal attendance. Every week, each of the principals for the sections should add who was there so that we have a good idea who was there and who was not. Nick will share the location of this spreadsheet with everyone on the Board. Nick will change the name of the account to “DMC0 Admin” and change the password. Kevin noted that at least two Board members should have the password to the account, besides Nick. This should be based on role, and also need procedures for how to change the password. Nick changed the logo to our new logo.
2. Krista only received dues for two members for the Messiah at rehearsal last Tuesday – Angela to send a message out that dues are needed for the Messiah (THIS IS DONE).

VI. 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. Hoang emailed them and they have not responded. **Hoang usually orders from Hy-Vee and that is the back-up plan (or Costco).**
2. **Hoang will be ordering flowers for the soloists.** Kevin noted that he's gotten roses for \$10/bunch at Flowerama in Ankeny, and also mentioned the Johnston Hy-Vee. We could give acknowledgement in the program but this would need to be figured out early (the information for the Messiah has already been sent to the printers). Hoang typically buys four flowers, sometimes poinsettias. Hoang will use the DMCO credit card for the purchase.

VII. New or Unfinished Business (Kevin Allemagne)

1. 2023-2024 season
 - December 3rd (Messiah)
 - Compensation for conductor and soloists, Kevin's update:
 - **Shaunda will bring the following to the dress rehearsal:**
 - Isaiah (conductor) - \$200, and \$200 in-kind donation letter
 - Craig (bass) - \$200
 - Abby Kate (soprano), Alyssa (mezzo), Casey (tenor) - \$200 in-kind donation letter
 - **Carl will be coming to rehearsal this Tuesday and will discuss the pre-concert talk with Isaiah.** No matter what, there will be a pre-concert talk.
 - Promoting/advertising this performance:
 - Need to push it out at Drake – Isaiah would have a following.
 - Encourage social media, sharing with church, etc.
 - Kathy Naja will post on Facebook – encourage people to “like” and share it.
 - February 11th (Mancini concert)
 - For the Mancini concert, Mike Ramirez sent the instrumentation on 10/11/23 to Stacey, Kevin, Carl, Larry and Angela. We will start to rehearse this in January 2024. **Carl has all the scores and will reach out to section leaders if there is help needed to fill spots.**
 - 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.
 - Carl noted that we had talked about having a narrator going forward, not just for the Mancini concert. It would not need to be the same person each time.

- We would need to provide a narrator with a script. Carl noted he would probably be the one to come up with this.
- At an earlier meeting we had discussed Nick's friend, Terry Brown, as a potential announcer. Terry would need a script and Carl said he could do a paraphrase from his program notes as a script. **Nick will reach out to Terry to see if he is available for the Winter concert.** Kevin also knows Terry Brown. We would need Terry for the dress rehearsal and the concert. The plan is to see if Terry Brown is available, then get back to Mike regarding his suggestion for an announcer.
- Mike 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. Mike is willing to donate the printing cost for the surveys.
 - It was noted that we have done surveys before. We used to put a survey out at each concert asking the audience's thoughts regarding the concert.
 - Instead of asking "do you like pops concerts" or "do you like concerts like this" – should we leave it open ended or give options to choose from?
 - Kevin noted that the DSM Playhouse sends out a survey that identifies different specific musicals/plays, with the question "are these of interest to you".
 - Also – the orchestra exists for the orchestra members who pay dues – we should hear about what the members would like to do along with our audience. We could do "name 5 pieces you would really like to play". Then we could analyze if there are overlaps in pieces/composers/etc.
 - The decision was made not to survey the audience during the Mancini concert. We do have an audience email list (Rich maintains this) – we could do a survey using that email list.
 - We need someone who knows Survey Monkey to distribute the survey – both for the membership and the audience. We need to ask during a rehearsal for someone who knows Survey Monkey and also put this on the jobs list. We need to do this before we are figuring out the following season's concerts (2024-2025). We would need to do this in early January 2024. Also in order for the Treasurer to create the next season's budget – we need to know the music and costs – in April 2024 it would be ideal to know about the next season's concerts for purposes of the budget that would be presented at the May 2024 annual meeting. **Kevin will start developing the content for the surveys.**

- Mike sent the Board an email on 10/26 noting that the sponsorship application for this concert has been submitted to Nationwide. Mike said he would let the Board know when he receives a response.
- Will be recognizing Mike for his many years of service on the DMCO Board during this 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.
 - Carl noted that Jennifer Luft cannot do this this season.
 - Hector Morales presented ideas, such as a donor appreciation event. The ideas and discussion from the 10/10/23 meeting are included at the end of these minutes.
 - Kevin asked if we could showcase smaller ensembles.
 - Carl noted that we have done a concert with a woodwind group, brass group, and a full orchestra piece – could do something like this. Or could do even smaller groups. Could do small ensembles then maybe a piece or a couple big pieces at the end. We could play pieces DMCO already owns, or that our members own, and not pay for music.
 - Shaunda has a list of Senior Living locations – we could use this time period to go to these places and perform, and be paid while still getting our name out there. This would be smaller ensembles. **Shaunda sent Krista the list of locations and Krista is going to start contacting people.** Carl noted that we should find out how many groups we have within DMCO who would like to do this. Shaunda noted that we could add this inquiry to the survey. The organization of an endeavor like this is going to be the tough part.
 - Larry noted that he loves the idea of doing something with the DSM schools. We could even send out small groups to the schools. The tough part is this would probably have to happen during a school day.
- May 12th (this is a change from the previous date of May 19th that had similar conflicts at Drake as last year)
 - We need to make sure Heuss Printing has been informed of this change in date (concert programs). Shaunda let Greg Woolever know about the concert date change.
 - Carl has communicated the change of date with all of the soloists.
 - The concert will be at the auditorium across the street from Sheslow (Performing Arts Hall).
- Regarding the contract with Drake:
 - **Kevin is reviewing the contract.** Kevin noted that he held off on signing the contract with Drake until we knew the date of the Spring concert. All Board members noted that Kevin could sign the contract after he reviews it.

- Will need to ensure our PO Box is updated with Drake when the contract is signed – new box is 1790. **Kevin will double check this.**
 - Regarding next season’s dates – that needs to wait till about March 2024 until Drake has their calendar set (Drake’s music department) – then their contact contacts Carl after their dates are set.
2. Mike Ramirez had communicated to the Board that we need to make arrangements to hand over the filing cabinet. Mike noted that the filing cabinet contains historical records, including original articles of incorporation, etc.
 - Nick noted that once we have the Google drive set up, some things could be scanned in.
 - Carl noted he also has many cabinets at his house, including a manilla folder for each concert. If we are going to have someone who is a historian – that person should have all of this information. However, we should likely not have all of this information in someone’s private home. Would Grace hold it? We would need to talk to Ann Gerdom per Carl if we do this.
 - A storage unit may be the only option, although it may be helpful for the next conductor to have the information.
 - Kevin noted that the Urbandale Community Theater has a storage unit that is climate controlled and they do not use all the space – UCT may be willing to hold at least Mike’s filing cabinet in this storage unit. **Kevin will be talking to the UCT Board about this.**
 - Shaunda noted that we should make sure we go through it before it is taken to be stored somewhere else. One of us could pick up the cabinet from Mike and store it in a garage until we can sort through it.
 3. Mike’s request for an additional retirement communication – Kevin will draft a response, send it to the Board to review, and Larry will send it to Mike.
 4. Fred Lange’s request to send a funding request to our DMCO membership – we are not able to use email addresses from the membership roster for solicitation. Carl will respond to Fred about this (THIS IS DONE).
 5. 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.
 - Nick has the credentials from Mike, and Nick sent a “DMCO Attendance” spreadsheet through the account for us to test.
 - Are we able to figure out how to change the name on the account to something more generic/DMCO-related? Nick is figuring this out for us and will send us directions after he gets it all set up. Larry and Nick may work on this together.
 6. BAND app: Mike created the DMCO presence on the BAND app. BAND is used for group communications, with features like the Community Board, Shared Calendar, Polls, To-Do Lists, etc. How should we manage the DMCO brand and presence across the BAND app and other services like these so we deliver a consistent message and

- feel? From a governance perspective – how are we deciding what platforms we are using overall? We tabled this discussion.
7. Music stands: Larry picked up the 16 older Manhasset stands from Grace. What should we do with them?
 - Do we need them for DMCO? We have 50 other new stands now. Larry said many of these stands were off in a separate room so we have not been using them.
 - We could sell them for a set price, or for a free will donation.
 - We tabled this discussion. Larry’s daughter is working on cleaning/tightening them.
 8. DMCO “tasks” update
 - Angela started an Excel document for this. We need to bring this up in January 2024 to get more people involved.
 - Concert programs: Unstuffing envelopes from unused programs from the Fall 2023 concert – did this occur? **Angela to ask Mike if he took those programs home.** Also, we believe the envelopes are in the cabinet at Grace.
 - 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. Shaunda will submit the Messiah performance to Catch Des Moines (THIS IS DONE). **Kevin will send a text to his contacts at TV/radio stations.**
 - 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. We need to clarify Stacey and Mike’s thoughts in general about this.
 - We tabled any further discussion on this topic.
 9. 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?
 - We tabled this discussion.
10. Potential grants update: this is staying on the agenda/in the minutes until we have a centralized location to store this information.
- 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.
11. Regarding the DMCO website:
- Email from John Sens 11/4:
 - John updated the Board on the website.
 - John noted that it's been awhile since we updated the Board member pictures – might be something to consider gathering from the Board members for this or next season.
 - Kevin mentioned we should get something up that includes all of our orchestra members too at some point. John mentioned for the whole orchestra, a table/listing like what's included in our programs once per year is probably best. Just need to let John know what we are thinking. Need a new picture.
 - Rich noted that the website needs to be updated; it needs to be “flashy”.
 - Shaunda started a list to document what needs to be changed, which has been passed around to the Board members to add thoughts.

Shaunda compiled all the thoughts into one document and will send this out to everyone on the Board to review - then it will go to John to work on.

12. 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. Any discussion on this topic was tabled.
13. Regarding our logo: Any discussion on this topic was tabled. 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.
14. Formalizing instrument maintenance (including estimated expenses in budget, who is responsible for ensuring the maintenance occurs, maintenance schedule, etc.):
 - English horn, bass clarinet, string bass, etc.
 - Shaunda noted that when we had to renew our insurance, the agent sent Shaunda a list of instruments that are insured – Shaunda sent that to Josh Whitver to see if it was a complete list – there were several things that were missing.
 - How do we show the instruments we own on our financials – are they assets? Shaunda sent this question to Carolyn.
 - Shaunda needs the replacement value for these instruments.
 - Shaunda also asked Josh about the timpani repair and he hasn't responded, so we're not sure if this was done. **Shaunda will follow up with Josh on if this has been done, and to make sure he does know it was approved to move forward.**
 - Carl noted DMCO has a string bass but we don't have a bow – we're not sure who may have the bow. If we ever wanted to shop for a bow – we should ask Becker.

VIII. Set Date/Location for next Board Meeting

1. December 12th – 7 pm Faith Lutheran Church

IX. Any Other Business for the Good of the Order

1. None

X. Adjournment: 5 pm

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 was going to send Krista this list and Krista will reach out.**
- **Krista was planning to 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.