



2023-2024 Season

January 14, 2024 Board Meeting

MINUTES

I. Call to Order (Kevin Allemagne) – Virtual meeting (Zoom), 2:19 pm

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
2. Board members not present: Rich Gordley (At Large)
3. Also present: Carl Johnson
4. It was noted that we have a quorum.

II. Opening Remarks from the President (Kevin Allemagne)

1. None noted.

III. Secretary Report (Angela Aldridge)

1. The last meeting occurred November 12, 2023. Minutes from that meeting were distributed via email. Shaunda motioned to approve the minutes, was seconded by Krista, all Board members approved (no denied/abstains). Angela will ask John Sens to upload these minutes to the DMCO website, along with the financials discussed at that meeting. THIS IS DONE.

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. Shaunda emailed Just Giving. This was a chargeback that was initiated by the donor through their bank. The individual did not know anything about it and this individual actually had paid cash for their dues (not through Just Giving). Shaunda will keep watching to see if it happens again and if it does, we can contact the donor more quickly to see if we can figure out what is happening.
2. Bravo awarded DMCO a \$4500 grant to be paid in January via check. Shaunda sent an email on 12/6/23 detailing items that should be completed:
 - Send a note of thanks for the financial contributions from the region (not required but would be nice to do, is anyone interested in taking this on?).
 - We can thank Bravo and their regional partners on Facebook, on our DMCO website, and in the programs. Shaunda will send Kathy Naja

(Facebook), Greg Woolever (programs), and John Sens (website) a message about this. Regarding the DMCO website – Shaunda will ask John to add something about the partners to what is already on the front page. THIS IS DONE.

- Use Bravo’s logo appropriately – we have their updated logo on our website home page
 - Promote your Bravo grant award through social media – Shaunda had emailed Kathy Naja to post something on our Facebook page thanking/recognizing Bravo for the grant but we’re not sure that was completed. As noted above, Shaunda will include Kathy in the email to Greg and John. THIS IS DONE.
 - Stay in touch with Bravo – Shaunda completed the “Join our mailing list” form on our website to add the Bravo email to our concert distribution list.
 - As of 1/14/24 we haven’t received the check. Krista got the mailbox key from Mike and will be checking the mailbox. Rich has the other key (we have 2 keys).
3. Also regarding Bravo: when they emailed Shaunda about awarding us the grant, they included a summary of the panel comments from our application review for our consideration. Shaunda is planning to file this away and will discuss with the Board again before the next round of applying for the grant.
 4. Shaunda distributed the most recent financials via email. The following was discussed:
 - We’ll have around \$3700 to pay out in expenses in January 2024.
 - Balance sheet – \$3700 CD matures in February 2024. The current rate for CDs is 5% for 7-10 months, 3% for 3 months. Our checking account is around \$10K in cash between the savings and checking accounts. We’ll need to pay the \$3700 in January 2024 from above which leaves us with around \$6000. We’ll also be receiving the \$4500 Bravo check and Carl Johnson’s contribution. **Shaunda would recommend 5% for 7 months and is moving forward with this.**
 - Regarding the donation packets that were handed out in December 2023 – we have received one back so far. During the next rehearsal – revisit that we did this and have some on hand to hand out. THIS IS DONE.
 5. 29-inch timpani needs a new cover. Shaunda reached back out to Mike about this. Timpani are worth a lot of money and it’s worth protecting them. **Shaunda will go ahead and order this – Shaunda has the credit card.**
 6. Shaunda filed our tax return for being a non-profit. Not really a deadline on it per Carolyn. Shaunda also changed a filing with the Secretary of State – needed to change to her name from Carolyn’s.
 7. Shaunda is meeting with Carolyn next weekend so Carolyn can show Shaunda how to do the 1099’s. Shaunda also has the donation letters done.
 8. Larry moved to approve the Treasurer report, Hoang seconded the motion, all were in favor (no disapprovals/abstains).

V. Membership Oversight update (Krista Baskerville)

1. Messiah – did great with member dues.

VI. Social update (Hoang Bui)

1. Planning the reception for the next concert, will be Drake catering.
2. For the Messiah, the flowers were from Hy-Vee and Hoang used the DMCO credit card. This charge would also include the cookies.
3. Annual May meeting – decided on May 14th – this needs to be communicated to the membership. THIS IS DONE.

VII. New or Unfinished Business (Kevin Allemagne)

1. 2023-2024 season
 - February 11th (Mancini concert)
 - Regarding instrumentation – we have everyone we need. We found a banjo/guitar player, were the last missing instruments.
 - Regarding an announcer - 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. We would need Terry for the dress rehearsal and the concert. **Krista will text Nick to check on Terry. Carl needs to know if there is something he needs to do regarding a script.**
 - Regarding a survey to the membership - Kevin put the survey together. In general, it captures what we're trying to do. The current survey is for the members (our distribution list). We need someone who does Survey Monkey or another survey tool – will ask during rehearsal if someone can help with this. Need help putting it into a tool and sending it out. Kevin will make the announcement. THIS IS DONE – **but the survey still needs to be distributed.**
 - Mike sent the Board an email on 10/26/23 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. UPDATE: we did not receive this sponsorship.
 - Will be recognizing Mike for his many years of service on the DMCO Board during this concert. It was decided during the meeting that we would recognize anyone who had served on the Board, then past Presidents, then Mike for his many years of service and getting us through the pandemic. Mike will be conducting a piece (Peter Gunn). The presentation will occur before Peter Gunn. **Kevin will be the presenter.**
 - We agreed on the concert poster from Hoang. Angela needs to send it out to the DMCO membership. THIS IS DONE.
 - We are wanting to take a group picture during the Mancini concert. Need to find someone to do this. Kevin will put this on his list to ask at Tuesday's rehearsal. THIS IS DONE – **however we need to ensure the picture is taken.**
 - Interim concert? It was discussed that this would be between the February and May concerts if it occurs.
 - As of now nothing is planned. This needs to be decided on before the Winter concert because Carl needs to be able to tell Grace when we are

using the hall for rehearsal. And would this also need a concert space? This may be too much for us to put together at this point.

- **Carl is going to put together a rehearsal schedule for the May concert so we know how many rehearsals we need/when we would need to start rehearsals after the Winter concert.**
 - We could possibly start up again in the middle of March – after spring break. A thought for the next season (2024-2025) is that we could start rehearsals later than right after New Year’s. It depends on when Sheslow is available.
 - If people are interested in sight reading pieces – could pick a couple Tuesdays and do some sight reading.
 - Could we use the time in between to do sectionals? Would depend on when we can get the music.
 - Shaunda mentioned the idea of small ensembles at Senior Living/retirement homes. Probably a summer idea.
 - 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.
- May 12th
 - Krista has been working with Senior Living places for this concert. Krista let them know about our concerts. There was a Senior Living bus outside for our Messiah concert.
 - Regarding the contract with Drake: was this reviewed/signed/sent back to Drake?
 - Kevin has been in communication with Betsy at Drake about this. Kevin had tried to fax it to Drake and it didn’t go through. **Carl said he could bring in a hard copy to rehearsal and then Carl can get it to Drake.** This may be the reason we haven’t gotten an invoice from Drake yet. **Carl will also talk to them about the light falling down and the sound feedback during the Fall concert – is there anything coming off the bill for this?**
- 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.
 - Kevin noted that the Urbandale Community Theater has a storage unit that is climate controlled and they do not use all the space. **We’re not sure about the size of the filing cabinet. Carl will ask Mike the size of this.** Kevin doesn’t think UCT would have a problem with us using part of their storage unit.
- 3. 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. We have a desmoinescommunityorchestra@gmail.com account, with which we could utilize Google Docs. 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. Larry noted that Mike still has access to the DMCO gmail account for what he needs for librarian duties. Larry does not have access to the account. Larry believes Nick has access to the account. Shaunda asked who is monitoring it, wondering if someone would be forwarding messages to Shaunda if there are invoices that come in. Shaunda noted she uses that email address for some Treasurer purposes, but Shaunda does not have access.
4. Music stands: Larry picked up the 16 older Manhasset stands from Grace. What should we do with them? Kevin noted that if at some point we're having people do small group ensembles maybe they could use these and should have the first dibs on the stands. We are tabling this discussion for now with this tentative idea.
 5. DMCO tasks - Review the Excel document during the meeting. We did a high-level review during the 1/14/24 meeting but this needs to go higher on the agenda for the next meeting.
 - 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. ANGELA ASKED MIKE 1/27. Also, we believe the envelopes are in the cabinet at Grace.
 - Regarding grant writers – we need to ask the membership if people are interested in helping with this.
 - Rich maintains the audience email list and sends an email notification for each concert – Angela will ask Rich if he would like help with this for the Winter concert. ANGELA ASKED RICH 1/27.
 - **Carl will be asking Mike what Mike and Stacey's plans are regarding continuing with the librarian and co-librarian roles.**
 6. 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?
7. 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?). **Larry Brennan is looking into this grant.**
 - 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.
8. 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.
9. 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.
10. 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.
 - 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.
11. League of American Orchestras – Carl forwarded an email on 11/21/23 from them that includes a PDF guide to benefits including links to their most requested resources. The benefits are extended to everyone in the organization. Has anyone looked at this, could it be helpful, should we share it?
12. DMCO website: Shaunda sent a list of what needs to be changed to John Sens and asked if he can come to a Board meeting to discuss (he was not available to come to the 12/12 meeting). John made most of the minor/easy changes, refer to the most recent list in Shaunda's 11/29/23 email. Regarding the rest of the changes, John noted that per the list, this is a major redesign of the site so John would need to estimate the amount of extra hours to make the changes. He would like to discuss his comments at the next Board meeting so we can have a good discussion and John can put together an estimate in line with the wishes of the Board.

VIII. Set Date/Location for next Board Meeting

1. February 13th – Faith Lutheran Church (10395 University Ave) – 7 pm

IX. Any Other Business for the Good of the Order

1. None noted.

X. Adjournment: 4:23 pm

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 and has emailed places regarding our concerts.

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.