



Des Moines
Community
Orchestra

2023-2024 Season

February 13, 2024 Board Meeting

AGENDA AND MEETING MINUTES

I. Call to Order (Kevin Allemagne) – Faith Lutheran Church in Clive, 7:03 pm

1. Board members present:
 - Kevin Allemagne – 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: Larry Brennan (Vice President)
3. Also present: Carl Johnson, Nick Brown
4. It was noted that we have a quorum.
5. DMCO website: Shaunda sent a list of what needs to be changed to John Sens. John made most of the minor/easy changes. 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. We called John at the beginning of the meeting and the following was discussed:
 - Switching the position of the Des Moines Community Orchestra logo with DES MOINES COMMUNITY ORCHESTRA on the home page. John will be able to make the logo bigger that way.
 - Adding a link to our YouTube, our Facebook page, and extraction or links to a specific piece(s) on the home page.
 - Regarding personalizing the website – we may think about doing a new DMCO member/DMCO veteran picture and profile every month or something similar.
 - John will add the buttons he created to every page.
 - Carl will share the DMCO group photo with the Board when he receives it from Steve/Sam.
 - The “About Us” page - if we want this page changed we would need to rewrite and send to John. John is fixing a “D”.
 - Rehearsal Schedule page – John fixed some wording.

- Members, Board of Directors page – we talked about adding other Board members’ pictures or taking them all off.
- Member Resources page – John deleted the COVID section and changed a name from Carolyn to Shaunda.
- Donate page, Just Giving section - when you click on it, Carolyn’s email address is there. **John can’t fix this; Shaunda will fix this. 2/20 UPDATE: Shaunda was able to change Carolyn’s email to Shaunda’s.**
- John took notes regarding the above updates and will share that list with Angela and Shaunda. John will also start making updates and if anything is going to take too long/he thinks he will need to charge us, he will let us know.
- Further discussion that occurred after the call with John – having a big picture/pictures of the orchestra that scroll/change in the background of the home page/other pages – or a slide show.
 - Urbandale Community Theater has a site that does this. Has 8-10 pictures. Des Moines Gamer Symphony Orchestra has an interesting site too.
 - People in the orchestra would have pictures to share to put in the slide show.
 - We could share with John 2-3 websites that we like as examples.
 - Also regarding the Mission statement on the About Us page – need to take out “Add mission”. Also John should remove the weather alert on the home page. **2/20 UPDATE: Shaunda asked John about “add mission”.**

II. Opening Remarks from the President (Kevin Allemagne)

1. We have been contacted by Tallgrass Theatre Company to play in their summer show. The pay to the orchestra is still being discussed but it would likely be around \$2000. The show is Camelot. The shows would take place over one weekend in mid-June, at the Jamie Hurd Amphitheater.
 - Carl is available to conduct.
 - Rehearsal schedule is still in process. We will need the rehearsal schedule before we ask people to sign up, especially regarding tech week.
 - **It was decided for Kevin to move forward with getting more information. Carl asked where all the players will play at Jamie Hurd – Kevin will ask.**

III. Secretary Report (Angela Aldridge)

1. The last meeting occurred on January 14, 2024. Minutes from that meeting were distributed via email. Shaunda motioned to approve the minutes, was seconded by Rich, all Board members approved (no denied/abstains). Angela will ask John Sens to upload these minutes to the DMCO website. DONE

IV. Treasurer Report (Shaunda Murphy)

1. Donations at the door for the Winter concert - \$533.
 - Could we find out how many people utilized our QR code for the Winter concert? **2/20 UPDATE: Shaunda asked John about this.**
2. Hoang has procured 3 sponsorships for DMCO – total \$850.

3. Potential GuideOne donation/sponsorship – Nick needs our budget and some other info from Shaunda to submit this. **Shaunda will send Nick this information, and Nick will be filling out the form. 2/20 UPDATE: Shaunda sent Nick the budget and application info that she could answer.** Application deadline is April 1st, and their decision is May 1st. Our May concert could be the “event” that is sponsored, ask for \$2000. The foursome for that concert is receiving \$1000, and the pianist soloist will receive \$1000.
4. BRAVO capital grant – Mike filled it out for us and submitted, asking for \$75K. This is a pre-application, and then an interview process for the grant. On the pre-application, he put the orchestra’s email address, so we need to make sure someone is monitoring it. And there are also invoices that come into that email. **Nick will add Larry to have access to the email account and ask Larry to monitor it.**
 - Kevin noted that the Urbandale Community Theater has one email account and messages are received by all Board members.

V. Membership Oversight update (Krista Baskerville)

1. We did well on dues for the Winter concert. We discussed the endowed chairs and how they are administered - how do these work, and how do we know what is in there? **Shaunda will check with Carolyn after looking through the financials first to see if she can figure it out.** And do people in the membership who have endowed chairs know it?

VI. Social update (Hoang Bui)

1. Winter concert reception – Hoang stayed within the budget. All the cookies and bars were gone quickly. The coffee was gone also.
2. **Hoang is planning the reception for the May concert, knowing it is in the Performing Arts Hall and not in Sheslow, and is also figuring out the annual meeting.**
3. We did not like the placement of tables because it turned into one long line – Betsy White is the contact – **Carl will send Betsy a note about this and copy Hoang.**

VII. New or Unfinished Business (Kevin Allemagne)

1. DMCO tasks - Review the Excel document during the meeting. We did a high-level review during the 1/14/24 meeting and decided this needed to go higher on the agenda for this meeting. This discussion was tabled.
 - **Carl was planning to ask Mike what Mike and Stacey’s plans are regarding continuing with the librarian and co-librarian roles.**
 - Shaunda talked to Kris because she used to do publicity and Shaunda asked Kris to put information together from when she did it – Kris is putting this information together.
2. Regarding a survey to the membership – Kevin sent Angela the survey link to distribute, Angela opened the survey link and had questions, these questions have been addressed and this can go out (it is the same link Kevin sent before). Provide 2 weeks for responses. **Angela to send this out.**
3. Message from Carl on 1/29/24 regarding the Gamer Symphony’s request to use our equipment for rehearsals and possibly move it to Urbandale High School. We discussed that they have to be insured and they have to be able to cart the equipment there and get it back to Grace. **Carl is checking with the Gamer Symphony**

regarding their rehearsal plan after our May concert, as that now might conflict with Tallgrass. We did decide that the Gamer Symphony can use our equipment and Carl will let them know.

4. 2023-2024 season
 - February 11th (Mancini concert) debrief
 - We need to ensure the group photo is sent to John Sens to post on the website.
 - May 12th
 - Most of the music is out on the BAND app. We decided to start rehearsals on March 19th and will need Grace every Tuesday till June 11th (will take us through Tallgrass rehearsals) – **Carl is going communicate this to Grace.**
 - Regarding the contract with Drake: Carl left the contract at Drake and they confirmed they received it.
5. 2024-2025 season – Carl has tentatively reserved 2024-2025 dates with Drake and we need to discuss if we want to pursue the concert with Haley.
 - For the Fall 2024 concert – we decided the rehearsals will start August 20th and the concert will be Oct 6th in order to perform the concert with Haley.
 - We discussed the potential then of having a concert in-between the October concert and the Messiah. This could be a small group concert, or we could do a Halloween-themed concert.
 - Carl noted he moved the February concert to a later date for 2025.
 - **Carl will check for Oct 6th availability for Sheslow and then the Performing Arts Hall (if neither of these work we won't be able to do this). Carl will also check on Nov 3rd for the concert in-between the October 6th concert and the Messiah, and if we can't get that, they are already working on Oct 27th for us.**
6. 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. This discussion was tabled.
7. Transition plan for Carl Johnson's future retirement from the director position. This discussion was tabled.
 - 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?
8. 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.**
 - 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.
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 DMC0 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. 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.

VIII. Set Date/Location for next Board Meeting

1. Sunday, March 24th – 1 pm – Faith Lutheran Church in Clive

IX. Any Other Business for the Good of the Order

1. None noted.

X. Adjournment: 9:30 pm