



2023-2024 Season

March 24, 2024 Board Meeting

## AGENDA

### **I. Call to Order (Kevin Allemagne) – Faith Lutheran Church in Clive, 12:12 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, Nick Brown
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 on February 13, 2024. Minutes from that meeting were distributed via email. Larry motioned to approve the minutes, was seconded by Shaunda, 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. Shaunda distributed financial reports to the Board via email.
2. “Corporate Contributions” in the P&L – Shaunda noted we keep receiving checks in the mail from corporations.
3. “Individual Contributions” in the P&L – Shaunda noted that Carl Johnson’s contribution back to the orchestra comprises a lot of this amount.
4. Krista motioned to approve the financial reports, was seconded by Larry, all Board members approved (no denied/abstains). Angela will ask John Sens to post the financial reports to the website when these minutes are posted.

### **V. Membership Oversight update (Krista Baskerville)**

1. Krista emailed a couple of individuals about not paying dues for the Winter concert and has not heard back.

### **VI. Social update (Hoang Bui)**

1. May Spring concert reception – Hoang is preparing for this in Monroe Hall (near the Performing Arts Hall).
2. Annual meeting: May 14<sup>th</sup>

- Food – “Taco Tuesday” – taco bar. People bring their own drinks and a side/dessert to share. Place settings will be provided. We need to think about a vegetarian option. Not sure if we’re ordering it or making it ourselves.
- Board member elections will occur during the annual meeting:
  - Kevin will mention this at our next rehearsal. DONE
  - Positions up for re-election (should start recruiting if Board members know they will be retiring):
    - Larry Brennan (voted in after the May 2023 meeting to fill Mike’s position – Mike had one more year left in his term)
    - Angela Aldridge – will be retiring from the Board
    - Hoang Bui – would like to remain on the Board
    - Rich Gordley – will be retiring from the Board
  - Board members with one more year in their 2-year term:
    - Kevin Allemagne (voted in after the May 2023 meeting to fill Larry’s position – Larry had just started his 2-year term)
    - Shaunda Murphy
    - Krista Baskerville

**VII. New or Unfinished Business (Kevin Allemagne)**

1. 2023-2024 season

- Spring concert May 12<sup>th</sup>
  - Concert poster that Hoang’s daughter Oanh did for us – refer to email string starting on 3/13/24.
    - Hoang should be acknowledged in the concert program as a donation in kind for funding the poster, and Hoang’s daughter Oanh for creating the poster for us.
    - The poster is ready to be sent out – Angela will do this. DONE
  - Pay for Lucy Gannon (piano soloist) and the guitar foursome
    - During our last meeting, when we were discussing the potential GuideOne donation/sponsorship, we said our May concert could be the “event” that is sponsored, and ask for \$2000 – the guitar foursome to receive \$1000, and the piano soloist to receive \$1000.
    - Carl will offer \$1000 to the guitarists (total).
    - Nick submitted for the GuideOne donation/sponsorship and asked for \$2000. If we receive the sponsorship, we will pay the soloists as noted above. If we do not receive the sponsorship, we will pay the guitar foursome \$1000 and Lucy \$500, and this will come out of Carl’s director’s fund.
      - GuideOne is making their decision by May 1<sup>st</sup>. If we receive the sponsorship, this will be too late to be added to the concert program. We can figure out how to communicate this otherwise (from the podium, Facebook, etc.).
      - Lucy will also receive flowers.
- Camelot with Tallgrass Theatre Company, at the Jamie Hurd Amphitheater

- Performance dates are June 13<sup>th</sup>-15<sup>th</sup>, with a rain date of June 19<sup>th</sup>. Tech week rehearsal starts the Sunday before the show, then every night that week. Chairs will be provided. We will be providing stands. Tallgrass is renting a moving van truck to help move equipment.
  - All parts/positions have been filled.
  - Tallgrass will have a contract for us, and will pay us \$2000 for providing music for this show.
  - As soon as we receive the music, Kevin will work on getting it distributed.
  - The Gamer Symphony requested to use our equipment for rehearsals and possibly move it to Urbandale High School. During the February meeting we decided they can use our equipment and Carl was going to let them know. Carl talked to Aaron Barker and told him DMCO would be utilizing the rehearsal space until June 11<sup>th</sup>.
2. 2024-2025 season
- Early Fall 2024 – Oct 6<sup>th</sup>
    - Rehearsals are planned to start August 20<sup>th</sup> and the concert will be Oct 6<sup>th</sup> in order to perform the concert with Haley/piano team from Europe. Oct 5<sup>th</sup>/6<sup>th</sup> is reserved at Drake. Carl has been talking to them about repertoire and travel plans.
      - Beethoven’s Piano Concerto #3 and Rachmaninov’s Piano Concerto #2 are what we are doing. These are both about ½ hour long. Then we could perhaps do an overture.
      - The piano team will be in town October 1<sup>st</sup> and will be able to rehearse with us that Tues.
      - They are staying with Carl.
  - Late Fall 2024 – Oct 27<sup>th</sup>
    - Concert in-between the Oct 6<sup>th</sup> concert and the Messiah – this will be a Halloween-themed concert.
    - This will likely be Oct 27<sup>th</sup> – that only gives us 3 rehearsals and a dress rehearsal – but we could perhaps start rehearsing for this concert while we’re rehearsing for the Oct 6<sup>th</sup> concert.
  - Messiah 2024 – Carl will call Julie at Grace for dates. We usually coincide with the bazaar that happens at the church. We need to think about a conductor also. Carl will talk to Isaiah (our last conductor).
  - Winter 2025 – Feb 23<sup>rd</sup> (Sheslow)
  - Spring 2025 – May 11<sup>th</sup> (Sheslow)
3. Survey to the membership – this was sent out and the survey closed March 10<sup>th</sup>. Kevin has reached out to Jackie to go over the results – the results will be compiled and shared at the annual meeting.
4. Rehearsal space
- Discussion regarding New Hope United Methodist Church (4525 Beaver Ave) as a potential new rehearsal space/partnership:

- Shaunda noted in 2010 we bought 20 chairs and a chair rack when we moved from the church before Grace. We bought chairs to match what Grace had. The stands and stand racks are ours.
  - Shaunda will run some numbers to try to figure out what we could offer to New Hope for a rental fee.
  - It was noted that we may want to think about a longer-term contract – for example 3 years.
  - It was noted this could be a good space for small groups to play for an audience.
  - Kevin has a draft of their contract for review.
  - Grace Pros
    - A “known quantity”.
    - We do not get “bumped” for rehearsal time unless it’s something unavoidable like the furnace going out.
  - Grace Cons
    - Sound – it’s a very loud space
    - Temperature variations – for us and for the instruments
    - Space/seating – the risers are in the way
    - Stairs – have to utilize the elevator one load at a time
    - Financials
  - New Hope Pros
    - Good space
    - One level
    - Storage
    - Want to be accommodating.
    - They would like to partner with us to do small ensemble groups/etc.
    - Trailer parking
    - They have noted they are doing fine financially.
    - Fully stocked kitchen.
    - They have a piano on the floor that we can use for rehearsals.
  - New Hope Cons
    - Setup
    - Lighting – we would need to figure this out.
    - Messiah?
    - We may potentially get bumped for other events.
  - Rental agreement with Grace – our current agreement was signed in Feb 2023 and ends June 2024. Have we signed a new one yet for next season?
    - We currently pay \$875 twice per year.
    - We are charged an extra \$100 if we do not rehearse for a night they are expecting us to and we do not notify them.
    - There is concern for the instruments if the heat/cooling is not at a reasonable temp.
5. “Critical Capital Purchase Needed” emails (the email chain started with Mike’s email on 2/17/24):

- We need to replace our loudspeaker for the synthesizer. We have sent both for repair numerous times to no avail. This discussion was tabled.
6. DMCO website updates:
    - Did we decide on the picture that Rich edited and sent on 2/19? Can we send it to John to put on the website?
    - Also, John put a larger logo lower on the page like we asked, but he left the small one above the tabs. Do we want the small one removed?
      - We're not sure if the small one can be removed since it goes to all the other pages.
    - Carl will let John know that the reception for the May concert is in Monroe Hall.
  7. Email from Rich on 3/14/24 regarding Jan Gordley's offer to do a pro bono project for the orchestra – poster. This discussion was tabled.
  8. 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 50<sup>th</sup> season and/or Carl's 25<sup>th</sup> 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 48<sup>th</sup> season per a spreadsheet from Greg Woolever. Carl noted that last year was his 20<sup>th</sup> season, and it is probably not reasonable to expect Carl to make it to 25 years before retiring.
    - Carl and Larry met on 3/22/24 and went over a list of duties the Director is responsible for.
    - 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. 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](mailto:desmoinescommunityorchestra@gmail.com) account, with which we could utilize Google Docs. This discussion was tabled.
  10. DMCO tasks – we have started an Excel document. 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 – what were their thoughts?
  - Shaunda talked to Kris because she used to do publicity and Shaunda asked Kris to put information together from when she did it. Kris was planning to put this information together. Did this occur?
11. Potential grants/fundraising ideas: 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](mailto: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 noted during the 2/13/24 meeting that he will be 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.
  - Shaunda's email from 3/12/2024 regarding a fundraising offer from Panera.
12. 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.
13. 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.

14. 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. Wednesday April 17<sup>th</sup> – 7 pm – Faith Lutheran Church

**IX. Any Other Business for the Good of the Order**

1. Carl noted that he attended a session that the Iowa Arts Council hosted. There is a grant that would be very applicable towards having soloists perform in concerts.

**X. Adjournment:** 1:47 pm