

COLCHESTER CHOIR & ORCHESTRA
CORE TEAM SPECIAL MEETING
November 6, 2023

Present: S. McGann – Team Leader, J. Ringo – Music Conductor/Director, K. Lynch – Admin Leader, V. Lanning – Finance Leader, I. Hoffman – Performance Leader, C. DeStefano – Choir Liason; N. Culver – Orchestra Liason; L. Ballassi – Choir Member; Lindsay Warfield – Parks and Rec; Tiffany Quinn – Parks and Rec

1. Call to Order – 6:00 pm

2. New Business

i. Volunteers Available for help day of concert?

- Probably will not have any Parks and Rec volunteers on the day of the concert as they will be busy working on the green during Holiday Homecoming

ii. Program Book:

- Action Item: Lauren will be putting together the programs for the December concert
- Program will include ads; Natalie has one from Tracy still
- Action Item: Sue will bring ad checks to Tiffany on 12/7
- Action Item: Natalie – please be sure list of orchestra members and guests is all set; send list to Lauren
- Action Item: Cindy – please be sure list of choir members is all set; send list to Lauren
- We would like to include the words to Hallelujah Chorus on back and Holiday Homecoming image on front cover
- Program will be printed in color
- Action Item: Lauren will send preview of program before sending to print
- Tiffany will reach out to Lauren regarding program formatting, if needed
- Program deadline is 11/20
- Did get an email from a business who was putting in an ad in the program – they wanted to know if the advertising was worth it; our thought was to potentially mention the businesses on Facebook and our website and a post from Parks and Rec thanking the sponsors

iii. March Concert:

- Are there any volunteers that could help on our concert days – passing out programs, etc? **Not exclusive to March concert – any future concerts**
- Not many volunteers available since COVID.
- Boy Scouts/Girl Scouts may be looking for community service hours

iv. Logistics for December Concert:

- Volunteers are needed to help move instruments and equipment from the MS to Church
- In the past, we have paid a custodian to meet us before and after the concert to pick up equipment and return it later in the evening
- Action Item: Tiffany will reach out about how to get equipment as well as what we are able to take

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- MS Band Director – Keith Morrisette; he is fine with us taking equipment/instruments as long as he knows what we take
 - Action Item: Tiffany will check on the form that we need to fill out with list of equipment/instruments; list needs to be completed by 11/13
- v. Dress Rehearsal:**
- 11/30; Choir will rehearse at church from 5-6 before heading to Bacon Academy; Ken will also need to attend
- vi. Concert Odds and Ends:**
- Insurance – all set; applies to when we are at the church as well
 - Will need volunteers from organization to supply items for a reception after the concert
 - Dress Code for concert: All black, red bow tie for men; red flare for women
- vii. Guest Performers:**
- We have invited numerous guests to perform at the concert
 - Will reach out to Valerie and the other trumpet player that joined us in May
 - Paul Gerst will let us know next week if he is able to play with us in December
 - Liability forms are still needed for Dana and Ken
- viii. Day of Concert:**
- People helping to load equipment should meet at MS at 3:00 to load
 - All members should arrive to begin warming up at 4:45
 - Strings will play carols prior to the start as people are arriving

3. Adjournment – Adjourned at 7:00