

COLCHESTER CHOIR & ORCHESTRA
CORE TEAM SPECIAL MEETING
December 7, 2023

In Attendance: J. Ringo, V. Lanning, S. McGann, I. Hoffman, K. Lynch, C. DeStefano, T. Quinn

1. **Call to Order**
 - a. Meeting was called to order at 6:31 pm

2. **Additions to Agenda**
 - a. None

3. **Acceptance of Previous Meeting Minutes**
 - a. Minutes from 8/2023
 - b. Minutes from 11/6/23 – Questions regarding volunteers for concerts shouldn't be specific to March concert, but for all future concerts
 - c. Minutes are accepted by team

4. **Reports from Core Team:**
 - **Director, Parks & Rec**
 - For Natalie – town is working on getting into the Benevity program; town has started the process, but no one from town currently has access to the town account, so they are waiting for Benevity to allow town to update in their account
 - Grant money has been acknowledged in our account; Pfizer grant needs to be accepted through Benevity first
 - Benevity account is under Maggie Cosgrove (former CFO), who no longer works for Parks and Rec

 - **Team Lead**
 - Concert went well; wonderful to be back at the church and be part of the Holiday Homecoming
 - If we could get some volunteers who are not members of CCO, it would be great to have people pass out programs, etc.

 - **Team Lead – Performance**
 - Set up/tear down: Both went very smoothly; first time we've had to move equipment in about 4 years, and it went the best that it may ever have prior
 - Struggle to get people to join for moving equipment, but once we got all the people, it went very well
 - Cooperation with the orchestra for the strings to perform ahead of the concert
 - Church was great because a member (Kurt) already had chairs set up when we got there prior to the concert
 - Keith Morrisette was great and accommodating as well, allowing us to take the equipment
 - Members arrived on time and were ready to go prior to concert, which was appreciated

 - **Team Lead – Admin**
 - Will plan to bring the concert music order to dress rehearsal prior to concerts so members have a copy
 - Gain access to Administration drive that has music inventory; mark dates of when a piece is performed in the music inventory

 - **Team Lead – Budget**

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- Over \$1000 from dues; over \$200 in cash donations; made \$290 in ads for the program
- **Team Lead – Music/Conductor**
 - Pleased with performance
 - Some new members are new to town, got referrals from members, saw flier in Manchester music store
 - Paulo (alto sax) didn't make it into the program
 - Still down in orchestra members – bassoon, trombone, trumpet, another flute
 - Orchestra music has been chosen for March and May; still need to make some decisions regarding choir music
 - S. McGann wonders if we should promote the string pre-performance at the holiday concert so that people can come and see that prior to the concert
 - Order: Eine Kleine Nacht Music – as preconcert music for strings
- **Team Lead – Choir**
 - A lot of new members that joined throughout these first months that we were working toward our concert
 - Working to get back some music from people that took music but then did not participate in the concert
 - A little more lead time on organizing music before it needs to be handed out to members
- **Team Lead – Orchestra**
 - Absent from meeting

5. New Business

i. Holiday Concert

- **What went well?**
 - Concert came together; sounded great
 - Some people thought the SmugHub videos had slightly better sound quality than YouTube
- **What needs improvement?**
 - Choir members feel that another mic is needed if we perform in the church
 - If we purchase another microphone, we have nowhere to plug it in at the church
 - Move mic stands to up where the choir was standing instead of positioning on floor where orchestra is set up so the mics can be above the choir members
 - Since we are part of Holiday Homecoming now, could we consider having more “kid friendly” type of music since it is really pushed as a family event; Polar Express, The Grinch, Holly Jolly Christmas, Rockin' Around the Christmas Tree, Jingle Bell Rock
 - Would we get more attendance if the concert were pushed back 30 minutes to 7:00? Could consider this for the holiday concert next year

ii. COA Grant Funds Spending

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- **Thoughts on spending? Ex. New filing cabinets, cost of custodian and church for holiday concert, new signs, guest musicians, new music**
 - So far we have spent \$80 for the CCO sign that was outside the church
 - Extra mic
 - New lawn signs promoting concerts – revamp signage; could discuss with the company that prints the signs to see if they have ideas for the best way to advertise the concert
 - “Event here today” for the day of?
 - Lindsay from Parks and Rec is also working to promote the CCO as well; There will be an ad in the program for the Colchester Theatre production this weekend
 - Cost of custodian or guest musicians
 - Advertising
 - Sound engineer consultant to give suggestions on mic placement/type to purchase or a company who comes in a does the sound for us during our concerts
 - K. Monteleone has volunteered to look into a sound engineer consultant or company to get us some information
 - Two three drawer filing cabinet – can look on Amazon; these could replace the choir storage that is in the library already
 - Go to library and take measurements so Tiffany can look into new cabinets
 - New music – some pieces we play all the time (Hallelujah Choir) are in bad shape/missing and we could use some new copies

iii. Music Library

- Is there any other location to keep music? Anywhere at town hall?
- Is music insured?
 - As long as the music is town owned, it is insured

iv. March Concert

- Are rehearsal/dress rehearsal and concert dates confirmed?
 - Confirmed for 3/10 at 3:00
 - Dress rehearsal is 3/7
 - Rehearsals on Thursdays are confirmed
 - CCT will be in the building until their show on 2/18, but are aware they need to share the space
 - Band/Chorus teachers also ask: Band/choir has a concert on 3/6 and 3/14, so we need to keep the stage set the way the school has left it for our dress rehearsal and concert
 - Action item: Ian needs to confirm that we can move risers in and out for our concert
 - No rehearsal on 3/14
- Are there conflicts with CCT or Parks and Rec theater rehearsals?

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- v. Music Selection for March Concert
- vi. Finalize May Concert Date
 - May 18th
- vii. Proposal to change titles of members on the core team
 - CCO Program Manager, Performance Manager, Administrative Manager, Financial Manager, Music Director/Conductor, Choir Manger, Orchestra Manager, Media Manger, Librarian Title??
 - Coordinator instead of Manager; ex. CCO Program Coordinator, CCO Performance Coordinator, etc.

6. Completion of Action Items

- a. Action Item: Lauren will be putting together the programs for the December concert
- b. Action Item: Sue will bring ad checks to Tiffany on 12/7
- c. Action Item: Natalie – please be sure list of orchestra members and guests is all set; send list to Lauren
- d. Action Item: Cindy – please be sure list of choir members is all set; send list to Lauren
- e. Action Item: Lauren will send preview of program before sending to print
- f. Action Item: Tiffany will reach out about how to get equipment as well as what we are able to take
- g. 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

7. Member Comments

- a. Some choir members have concerns over the quality of sound at concerts

8. Adjournment

- a. Meeting adjourned at 8:02