

Town of Colchester
Colchester Civic Orchestra – Quarterly Board Meeting

Cragin Memorial Library Norton Meeting Room B, Colchester, CT

Wednesday, July 13, 2011 – 7:00 P.M.

Attendees: Judy Manfull (President), John Ringo (Music Director), Cherron Payne (V.P. Planning and Development), Dave Twedt (Treasurer), Lisa Peeling (Secretary and Librarian)

Absent: Dennis Vadasz (VP Performance), Sue McGann (Choir Member-at-Large)

1. Call to order

- J. Manfull called the meeting to order at 7:03 PM

2. Acceptance of Previous Minutes

3. Additions to the agenda

- none

4. Treasurer's Report

- Account balance - \$4934.96
- BSO refund check received - \$519.75 to be added to balance.
- D. Twedt reviewed income from advertising from previous years. Approx. \$400 was collected in 2004/2005.
- D. Twedt distributed and reviewed budget.
- J. Ringo would like to increase amount budgeted for sheet music. L. Peeling would keep music budget as is, \$1100 or decrease budget.
- Line item for program printing needs to be increased to cover the additional pages that would be necessary for including advertising -- Increase of \$50 to Printing and decrease of \$50 to shirts.
- Also discussed town of Colchester insurance which covers our music now stored in library.
- C. Payne requests to have donations at all concerts.
- J. Ringo motions to approve 2011/2012 budget. Seconded by J. Manfull . All members present voted in favor. MOTION CARRIED
- Follow-up from previous meeting – petty cash is only available as long as someone else hasn't already used it.

5. Webhost Change

- Our webhost provider subscription needs to be renewed this year (\$180). L. Peeling proposes that we look into changing webhost provider a less expensive alternative. Blogger is one alternative, which would be free.
- J. Ringo would like to include sound/video clips on our website so that potential members have something to reference.
- L. Peeling volunteers to discuss website update Cassandra Ciullo. J. Manfull states that she will discuss with C. Ciullo.
- C. Payne advises any clips that are placed on our site should be from free concerts.

6. Future Dates

- October 23rd concert
- Rehearsals beginning October 25th and 27th, choir and orchestra.
- Combined Nov. 22nd concert for Thanksgiving week.
- Fall start date for Sept. 1 for Orchestra was discussed and possible Sept. 18th concert in Colchester at the Firehouse.
 - D. Twedt requests we ask the Fire Dept. for reimbursement of expenses to play at the Firehouse.
 - J. Ringo to contact Fire Dept. contact and also give J. Manfull contact information.
 - Due to timing of concert/rehearsal timing, it was decided that Orchestra only should perform on Sept. 18th.
- J. Ringo uncertain of availability on Tuesday for choir rehearsals. J. Manfull and J. Ringo to coordinate music selection/rehearsals for choir.
- J. Manfull to coordinate with D. Vadasz to complete paperwork for rehearsals and concerts.
- L. Peeling suggests that we attempt to tie ourselves to the Christmas tree lighting at some point in the future.
- J. Manfull requests that the board be thinking of ideas for spring. One possible idea would be to perform at the reviewing stand at the Memorial Day parade.
- C. Payne to provide more information for a possible concert in Bridgeport for a group called the Connecticut Community Boating.

7. Fundraising

- **Advertising**
 - J. Manfull to work on forms for advertising and to solicit volunteers for coordinating advertising.
 - Discussed pricing for ads. \$20/quarter page, \$35/half page, \$65/full page. Also discussed including booster option.
 - Ads purchased in fall would be included in both Holiday and Spring concert program
 - Discussed possible incentives for our members.
 - Email information packet/forms to all members, former and present.
 - L. Peeling suggests listing businesses
- C. Payne would like to make the orchestra more commercially available for fundraising, possible performances at restaurants, parties, etc.
- **Tanglewood**
 - Due to lack of interest in this year's trip, we needed to cancel. L. Peeling questions if we want to run the trip again. To be discussed in the future.
- **Summer Sight Read**
 - L. Peeling introduces Summer Sight Read Fundraiser to provide musicians a place to play and keep their chops up over the summer. Charge per night to read through some previously selected music, potentially in our library and potentially through public domain.

- Paypal button on our website does not work with our funds with the town.

8. Next Meeting

- September 28th

9. Adjournment

- J. Ringo moved to adjourn meeting at 8:54 PM, seconded by C. Payne. All members present voted in favor. MOTION CARRIED

Respectfully Submitted,

Lisa Peeling

Secretary

Attachments

2011/2012 Budget

7/11/11

**COLCHESTER CIVIC ORCHESTRA
BUDGET
FOR THE YEAR ENDED JUNE 30, 2012**

	2011	2012
	<u>Actual</u>	<u>Budget</u>
SUPPORT AND REVENUE		
Pfizer grant	\$ 1,000	\$ 1,000
Dues	1,048	1,100
Donations	477	490
Program advertising	0	500
Shirts	0	250
Fundraiser	<u>220</u>	<u>0</u>
Total support and revenue	<u>2,745</u>	<u>3,340</u>
EXPENSES		
Sheet music	1,075	1,100
Supplies	126	150
Facility and custodian	426	600
Shirts	0	300 250
Sound and lighting services	175	300
Conductor services	0	400
Musician services	240	160
Scholarship	0	0
Printing	154	200 150
Website	<u>0</u>	<u>180</u>
Total expenses	<u>2,196</u>	<u>3,340</u>
Change in net assets	\$ <u>549</u>	\$ <u>0</u>