



## Annual Report 2014-15

### Music Director's Report, April 2015 AGM

**W**e are near the end of the 2014/2015 season – what a successful year we've had! We started the fall season off with an enthusiastic group of singers and a very keen choir Executive. The perfect combination! I ran two sessions of basic music theory. Some choir members came out to "brush up" their skills, and others were "dropped in the deep end" with quarter notes, treble clefs and major scales. But, we all looked like real professionals because we put our music and books in our newly designed Arnprior Community Choir music bags.

It is such a joy to work on Christmas music and we were once again well prepared for SING NOEL, the Pakenham Christmas fundraiser, and several local nursing homes. We worked hard on the program and everything came together beautifully. Another "sell-out" concert for the choir and a much appreciated event throughout the community.

In January, the rehearsal chairs were nicely filled again – surprising to me, one of the largest "winter term" groups that we've had in years. Was it Vivaldi? Classical music? Kanata Choral Society? Or, just continuing the choirs' love for making music together. Maybe all of the above!

As music director, I have "thank you's". Many people work hard behind the scenes in order to make rehearsals and concerts go smoothly.

- Choir Executive. Marilyn; Gail; Marianne; Rhonda. The work, the effort, the organization skills and the enthusiasm that these ladies have is not only terrific, but it makes my job easier!

- The heads of all the committees: Chris; Andrea J; Nancy; Alison; Elaine; Nora; Elisabeth. In order to put on two very successful seasons, with multiple concerts in each, we need people to volunteer! All of their effort and time is so appreciated.
- Andrea de Boer. A choir is not a choir without an accompanist. We have a very sensitive, skilled and talented young pianist that allows the choir to make music.
- You! The members! Whether it be baking goodies, pushing a broom, selling tickets, dragging family members to concerts, emailing important music files, and attending choir every week. .that is what makes our group successful.

So, as music director, I look forward to finishing the 2015 season with an excellent concert on May 3, May 9 and June 7!

Musically Yours,

**Lisa Webber**

**Music Director**

## Choir Manager's Report, April 2015 AGM

**M**y first year as choir manager has been a year of learning about the workings of the choir and of developing the position of manager. I see my primary role as ensuring that those "workings" are going as smoothly as possible behind the scenes.

My approach has been to provide members with lots of information about what's going on. So I started out with developing a **website**, [www.arnpriorcommunitychoir.com](http://www.arnpriorcommunitychoir.com), for members and the general public, which was published in August 2014. The website, which is updated regularly, has become the go-to place for information for members, and many kudos have been received.

Recognizing that there are a number of choir members who do not read music, I sought and received support from the Executive for the idea to have a two-part "**Brush-Up Your Skills**" course for members to learn to read and understand written music. The course, which was presented by Lisa in October, had about a dozen members at each session, and these members were very pleased with the lessons that Lisa presented.

The introduction of a **canvas tote bag** displaying the new ACC logo and website address was something that I thought might be popular with members. These were meant primarily for members to purchase to carry their music in to rehearsals. They were a great success: 34 have been sold so far, even to some non-members. These tote bags help our choir to be better known wherever they are carried.

One of the more arduous tasks this year was **updating and revising our job descriptions**. With the invaluable assistance of the incumbents, I updated and revised job descriptions for 10 positions. These updated descriptions have allowed us to know who's responsible for what, and they better represent

the needs of the choir. These job descriptions also appear on the ACC website under the “Members’ Corner.”

With the introduction of an **original ACC logo** designed by Rhonda Tees, I took on the responsibility of ensuring that members were made aware of the logo and that it was used on all ACC materials.

After requesting feedback from members involved with selling tickets and front-of-the-house duties at our *Sing Noel* concert, I developed a **new ticket purchase policy**, which was approved by the executive. This new policy has made the purchase of tickets by members a lot clearer and easier for all involved.

I sought and received approval from the Executive to prepare a new section for the website entitled **What we do, and why we do it: Policies and Procedures for the ACC**. This document will provide members even more information on how the ACC functions.

Finally, to give members opportunities to get to know each other better, our Social Committee members held two successful **choir dinners** at the Galilee dining room and a number of **cookies-and-juice events** at rehearsals. These events are held so that members can socialize and get to know each other better.

**Marilyn Campbell**  
**Choir Manager**

## **Music Librarian Report, April 2015 AGM**

I presented my job description in short form: sort, stamp and number new music. I take our ‘owned’ music from file cabinets and put all in numbered envelopes along with paper and pencils for notes as needed for fall and winter terms.

We borrow or rent music from other choirs if necessary to cut down costs. I pick up and then return said music, usually to Ottawa.

I make sure all music is returned, and I file all music numerically and alphabetically.

I make sure all choir members are aware of the required uniform for performances, and order, pickup from music store in Ottawa, and distribute the appropriate scarf upon payment.

We will be getting new (donated) lateral file cabinets and moving the music files from my house to Lisa's as she now has an extra room available.

**Gail Timms,**  
**Music Librarian**

## Membership Secretary's Report, April 2015 AGM

I ensured blank registration forms were available for the first night of each term. I then collected the completed registration forms from new members and maintained the registration form binder.

I then prepared computer lists of members, including:

- A names list (with email addresses and phone numbers) in alphabetical order to be distributed to executive;
- An adapted version of the 'names' list for the Music Librarian to use during registration to record music numbers;
- Ad hoc lists.

I also maintained an up-to-date distribution list of members in my email.

I emailed updates about rehearsals, concerts (ours and others), uniform, special activities, as per request of the Executive.

I also purchased, circulated and mailed/delivered get well and sympathy cards, and purchased gifts for concert thank you's (with Gail's help).

I also prepared and delivered thank you speeches after each concert.

I have also prepared this chart showing membership numbers over the past 5 years.

### Membership numbers

2015/08/24

Season	Fall				Spring			
	Total	Soprano/ Alto	Tenor/ Bass	New Members	Total	Soprano/ Alto	Tenor/ Bass	New Members
2010 – 2011	<b>43</b>	34	9	n/a	<b>30</b>	25	5	n/a
2011 – 2012	<b>41</b>	33	8	n/a	<b>30</b>	25	5	n/a
2012 – 2013	<b>47</b>	37	10	8	<b>34</b>	27	7	0
2013 – 2014	<b>57</b>	44	13	10	<b>44</b>	30	14	4
2014 – 2015	<b>58</b>	43	15	7	<b>49</b>	36	13	6

**Marianne Spaul**  
Membership Secretary

## **Treasurer's Report, April 2015 AGM, and August 2015**

**R**honda Tees, Treasurer, presented the end-of-year financial reports for September 2014 to June 2015, explaining that we have ended the year about \$1000.00 in the red. She has since provided the Final Income & Expenses Statement (*please see below*). It was explained that ending in the red happens every second year when we present a spring classical concert, because we have extra expenses. These include payments to soloists, performers, and accompanists, which this year amounted to \$1615.00. In addition, we always sell fewer tickets for the classical concert than the spring musicale. And we only present one classical concert, whereas we present two musicale concerts.

In light of our financial situation, and because we will also have the additional expense of buying event insurance for each event we present, the Executive decided to increase membership fees and the cost for a ticket. As of September 2015, membership fees will be \$60.00 for one session, and \$110.00 for two sessions when paid in September. Ticket prices will now be \$18.00 in advance, and \$20.00 at the door.

Lisa's and Andrea's salaries will remain the same for the 2015-16 session, and they both will continue to invoice for their time. In addition, Lisa will invoice for her time outside of normal rehearsals and concerts; for example, she will invoice for her time involved with a concert at a seniors' home or for the time that she spends on other ACC matters outside the rehearsal hall.

**Rhonda Tees,  
Treasurer**

**2014 - 2015 Final Income  
Statement** *As at August 23, 2015*

<b>INCOME</b>	
Memberships	\$5,420.00
Sales: Tickets	\$6,874.00
Sales: Scarves	\$324.00
Sales: Music Bags	\$480.00
Float	\$400.00
Concert Reception Refund	\$101.70
Other	\$760.00
<b>Total Income</b>	<b>\$14,359.70</b>

<b>EXPENSES</b>	
Salaries: Lisa & Andrea	\$7,810.00
Music Library Purchases and Expenses	\$946.10
Rental for Rehearsals: Galilee	\$1,200.00
Rental for Performance Venue	\$525.00
Publicity / Advertising / Printing:	\$473.72
Paid Soloists/Performers/Accompanists	\$1,215.00
Ticket Sale Refund	\$15.00
Gifts	\$278.14
Concert Reception	\$457.65
Choir Socials	\$36.90
Website	\$231.88
Piano Tuning	\$141.25
Event Insurance	\$381.31
Purchase: Scarves	\$207.34
Purchase: Music Bags	\$340.22
In Memorium	\$50.00
Scholarships	\$600.00
Float	\$400.00
Bank Fees	\$105.99
<b>Total Expense</b>	<b>\$15,415.50</b>

<b>NET INCOME</b>	<b>(\$1,055.80)</b>
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