



## Annual Report 2015-16

### Music Director's Report

**2015/2016** was an amazing year for the Arnprior Community Choir - we celebrated our **25<sup>th</sup> choral season!** I can hardly believe that 25 years ago I started a choir through the high school night school program - a group of 15 singers; no music budget; no music executive; no music library (!) But even then, it was very clear that the Arnprior community wanted choral music in their lives, wanted to sing together and all were excited to start a community choir. I have seen that dedication and enthusiasm grow each year – not only from the singers, but from me, from our accompanists and very importantly, our audiences.

An integral part of any organization is **the executive**. Over the years, each and every person who has been on executive has made the choir into what it is today. However in 2015/2016, organizations were faced with many new challenges and hurdles - items such as insurance, liability, facility management and email privacy. But, like years past, our current executive is hard working, dedicated and determined to take on their regular duties as well as the extras.

In the fall of 2015, we started the 25<sup>th</sup> anniversary celebrations with a **fabulous choral workshop** followed by a lunch catered by the Legion. Music director extraordinaire, Linda Crawford, spent a morning with us. Not only was it fun, but it brought the choir together in both song & spirit. We were then very well prepared for our annual SING NOEL Christmas concert. In the holiday season, we sang at several local nursing homes, and also went caroling at a Senators hockey game (we do it all!)

In January, the number of rehearsal chairs expanded! Many **newcomers joined the choir** and it was amazing to see even more choral enthusiasts joining the ranks. In March we collaborated with the Valley Concert Band, and presented a **band/choral concert** at the Nick Smith Centre. This community musical event was a highlight for many, and a true musical collaboration. It makes me so proud to present music concerts such as this that promotes our local musicians and provides our ever supportive audience with an inspiring afternoon of music.

We then prepared for our **“grand finale” anniversary dessert musicale concert: “CELEBRATE 25 YEARS”**. The executive and members of the choir worked hard at showing off the choir, the many accomplishments, the musicianship and most importantly, the silver bling outfits!! It was pure joy to conduct the Arnprior Community Choir and enjoy the terrific surprise flash mob with many of my former students.

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; Chris; Rhonda. The work, the effort, the organization skills and the enthusiasm that these folks have is not only terrific, but it makes my job easier!
- The heads of all the committees: Marianne; Nancy; Alison; 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, lifting risers, and attending choir every week.....that is what makes our group successful.

On behalf of your Arnprior Community Choir music director, I look forward to this new 2016/2017 season.

**Musically Yours,**  
**Lisa Webber**  
**Music Director, Arnprior Community Choir**

## **Choir Manager’s Report**

**A**s choir manager, I have enjoyed developing and carrying out the responsibilities of the job during 2015-16. I see my primary role as ensuring that those “workings” are going as smoothly as possible behind the scenes.

I have continued to provide members with information about what’s going on. This has involved keeping the **website**, [www.arnpriorcommunitychoir.com](http://www.arnpriorcommunitychoir.com), up to date and adding new features to it. It

now has a **Photo Gallery** for members to view and a **slide show of photos from our Dessert Musicale** in May 2016. The website continues to be the go-to place for information for members, and it continues to receive kudos.

The **canvas tote bag** displaying the new ACC logo continues to be purchased by new members. These were meant primarily for members to purchase to carry their music in to rehearsals. They have been a great success: about half the choir (all ladies, except for Chris . . .) now have them. These tote bags help our choir to be better known wherever they are carried.

In 2015-16, we introduced a **new approach to our email list**. To start with, we now control who is allowed to use it. We also use the "Bcc" feature when sending emails to members, which allows us to hide the email addresses, thus ensuring privacy for members and eliminating non-choir emails arriving in members' email boxes.

In the fall of 2015, we **moved our rehearsal hall to the Arnprior Legion**. This move has proven to be an excellent decision, because it provides us with a great deal of space for rehearsing and for our socials and dinners. The Legion hall has lots of free parking and can more than handle our impressive growth in members.

We finally arranged for our extensive **music collection to be insured** (*see more on this in the report of the Facilities Manager on page 6*).

I continue to update the document housed on the website ***What we do, and why we do it: Policies and Procedures for the ACC***. This document provides members even more information on how the ACC functions.

In December of 2015, the choir was invited to **sing carols at a Senators game**. We were offered a good price for tickets to the game, along with free Senators toques. We had a large turnout for the carol singing, and a large number of friends and family members joined us for the game.

Finally, to give members opportunities to get to know each other better, our Social Committee members held a successful **choir dinner** at the Legion hall 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 and are popular with members.

I am looking forward to another successful year with this amazing choir.

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

## Music Librarian's Report

**H**ere is what I do: I sort, stamp, and number new music; I number and stamp envelopes; and I take owned music from our files and put ALL music in envelopes along with paper and pencils.

When needed, I borrow or rent music from other choirs and arrange for pickup and return of music. I make sure all music is returned after concerts and filed alphabetically and numerically. I also make sure all choir members are aware of the required concert uniform, and I order and collect money for scarves as members need them.

At the start of each new session, I conduct registration and assign music numbers and collect fees.

This past year, our 25<sup>th</sup> year, was quite busy. Our music library was reorganized and put in new file cabinets thanks to many helpers.

We had many new members last September and even more in January -- so many that we had to order music, which was more economical than copying.

We performed with The Valley Concert Band in March. We borrowed and returned music for that concert and copied some.

We had a workshop with lunch in November and a dinner in April at the Legion.

Aside from our concert in December, the choir performed at the Villa and the Grove, and some members sang at a Sens game in December. This makes for bit of a challenge getting all the music back in a timely manner.

Our spring Dessert Musicale with fun music was great and very special as we celebrated our 25<sup>th</sup> year. And more music had to be ordered and members had to wait, because we grew in numbers again!!!

This term, we are 80 members strong and everyone has music!!!

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

## Treasurer's Report

**A**s your Treasurer I am responsible for all choir funds. In that capacity I:

- keep detailed records of all financial activity;
- deposit and withdraw money as needed;
- manage petty cash and floats;

- receive membership and ticket money;
- pay all choir expenses including payment of our Director and Accompanist;
- participate in decision making about salaries, dues, rental fees and other expenses; and
- provide income statements to the Executive throughout the year and to membership at large at the AGM.

Income Statement		Annaprior Community Choir	
2015-16 for Annual General Meeting (AGM)			
As at August 31, 2016			
<b>Funds on hand: \$4,254.87</b>			
INCOME			
Membership Fees	\$8,181.18		
Sales: Concert Tickets	\$10,571.00		
Choir Workshop	\$1,590.00		
Senators' Hockey Gig	\$2,784.00		
Sales: Scarves	\$384.00		
Sales: Music Bags	\$75.00		
Choir Socials & Dinners	\$792.00		
Miscellaneous Revenue	\$31.20		
Float	\$400.00		
<b>Total Income</b>	<b>\$24,808.38</b>		
EXPENSES			
Membership Refunds	\$400.00		
Choir Workshop	\$791.00		
Senators' Hockey Gig	\$2,784.00		
Salaries: Lisa & Andrea & Fill-ins	\$7,785.00		
Music Library Purchases & Expenses	\$1,956.26		
Venue Rental: Rehearsals	\$700.00		
Venue Rental: Concerts	\$725.00		
Sound Technician	\$339.00		
Publicity/Advertising/Printing	\$456.95		
Paid Soloists/Performers/Accompanists	\$950.00		
Gifts / Flowers	\$590.23		
Concert Reception	\$411.55		
Choir Socials & Dinners	\$660.00		
Website: Mntce & Domain Name	\$0.00		
Equipment Service	\$117.52		
Insurance: Event & Library	\$330.70		
Purchase: Scarves	\$57.60		
Purchase: Music Bags	\$0.00		
In Memorium for Choir Members	\$100.00		
Scholarships	\$600.00		
Miscellaneous Expenses	\$295.66		
Float	\$400.00		
Bank Fees	\$208.54		
<b>Total Expense</b>	<b>\$20,659.01</b>		
<b>NET INCOME</b>	<b>\$4,149.37</b>		

In summary we had income of \$24, 808.39 for the financial year 2015-16. Expenses against that revenue totalled \$20,659.01 for a net income of \$4,149.37. At the end of the fiscal year we had \$4,254.87 on hand.

It should be noted that we typically run a deficit for the spring term. This is the result of having to pay more professional instrumentalists and other performers and the fact that many members pay for both terms in the fall.

The choir has myriad expenses including: salaries for our Director and Accompanist, music library purchases, rehearsal and venue rentals, insurance, annual scholarships provided to ADHS and the Renfrew Music Festival, website expenses and printing and copying costs. We offset these expenses largely through membership fees and ticket sales.

Because our expenses continue to increase the Executive is committed to finding ways to increase revenue and decrease expenses. In furtherance of this objective we: increased membership fees and ticket prices in 2015; moved from Galilee to the Legion where rental is half as expensive; started borrowing music as we could instead of purchasing it; conducted a choir workshop; and made a little on a choir dinner. And, Chris Tonkin, our Facilities Manager, is always conducting research on best pricing and approaches for acquiring insurance, equipment, risers etc.

**Rhonda Tees**  
Treasurer

## Facilities Manager's Report

Since our last AGM we have been a very busy community choir. It was a time of celebration for us – 25 years! What a privilege it is for me to report briefly on the activities that we undertook in this celebratory time.

As usual, I took into consideration the needs of all stakeholders, safety and the specific requirements of each location and proceeded from there. It is part of the responsibilities of the Facilities Manager to book the venue, obtain the necessary insurance, arrange access, transport and set up equipment, seating, risers and any other special requirements as identified by the stakeholders. Also, at the end of each performance, to remove our equipment, risers and any other special requirements that was used. I also ensured that the venue was returned to its original state to the satisfaction of the owner.

### Performances / Workshop

1. Choir Workshop Nov 7/15 at the Legion: Set up / take down the Legion for the workshop leader and participants for both the learning session and lunch.
2. Sing Noel concert at Glad Tidings Pentecostal Church Dec 5/15 (dress rehearsal) Dec 6/15 concert: Set up / take down risers, and equipment for both the rehearsal and performance.
3. Arnprior Villa Dec 8/15: No special set up required.
4. The Grove Nursing Home Dec 15/15: Set up only involved set up of our piano and speaker.
5. Joint concert with the Valley Concert Band Mar 6/16 at the Nick Smith Centre: Set up / take down risers, and equipment for the performance.
6. Dessert Musicale at the C.E.C. May 1, 5, 6, and 7 (includes rehearsals and performances): The set up for this concert was significantly more involved. We borrowed portable choir risers from "Voices in Harmony" (through Jim Alexander) to supplement our own risers. We also borrowed 150 chairs from the Nick Smith Centre for the audience. I drove to Ottawa to pick up and return the risers and we also picked up and returned the chairs to the Nick Smith Centre. We also set up the piano and sound system for both the piano and MCs. We also made a musicians' "pit" area as well. Though this sounds very involved, credit and thanks go out again to our great volunteers, this special set up went very smooth.

### Insurance Requirements

This past year we had to purchase separate insurance for the *Sing Noel* and *Dessert Musicale* dates and times. I worked with each venue representative to obtain the required coverage for the best price.

We also (through Lisa) purchased insurance to cover our extensive music library and our physical assets (piano, speakers etc.).

Rhonda's Treasurer Report on page 4 shows the costs involved.

### **Library move and file cabinet replacement**

Also this past year we moved our music library to Lisa's home, upgraded our filing cabinets to a lateral drawer configuration and disposed of our old ones. This was a time consuming project done in stages. Thanks to those who donated lateral drawer cabinets to us and to those folks who help with the move!

### **Regular Rehearsals**

Each rehearsal involves chair, piano, speaker and conductor space set up and take down. This, in the past, has been a very "hands on" process as we were required to remove from site, the piano, bench and speakers after each rehearsal, then haul everything back into the Legion for set up of the next rehearsal. This task as with the others was done very smoothly and carefully thanks to our many volunteers every week! However, over the past summer we were able to negotiate some more storage space on site with the Legion. We now securely store our equipment each week and this has been working out perfectly!

### **Conclusion**

As a member of a dynamic choir executive, the above report reflected tasks that were only a part of the hard work that was done by all to ensure a successful workshop, concerts and performances.

Once again my sincere thanks go out to the hardworking volunteer team members and others who helped make these tasks look simple and fun.

**Chris Tonkin**  
**Facilities Manager**