



# Annual Report 2016-17

## Music Director's Report

**2016/2017** was another wonderful year for the Arnprior Community Choir with many highlights over the choral season. The choir is a true gem within our community and it keeps growing both in number and enthusiasm. The spirit and joy of singing fills the Legion each Tuesday as singers raise their voices along with others in their section. All four sections – soprano, alto, tenor and bass – are strong and mighty, creating a balanced and powerful ensemble. Our choir is joyful, positive, caring, and it is a group where all levels of choral background blend together.

The **Arnprior Community Choir** has three main goals:

1. creating uplifting and challenging choral music experiences for the membership;
2. providing opportunities for young, emerging musicians; and
3. performing within our community.

In the 2016/2017 season, we fulfilled these goals more than ever!

✓ In the fall of 2016, I was contacted by the Ottawa Symphony Orchestra asking if members in our choir would like to participate in **Gustav Mahler's Symphony No. 2**. This was a proud moment for me as music director. We were asked to participate because the reputation of our community choir is in high standing – we are known to be well rehearsed, reliable and dedicated choral enthusiasts with the knowledge to fully participate in an event such as this. 20 of our members joined this mass choir and for many, completed a “bucket list” experience – singing “en masse” with others at the National Arts Centre alongside a professional orchestra, soloists and conductor. Bravo!

✓ From September to December we were busy rehearsing Christmas music to prepare for our annual **SING NOEL** concert. Something new for our choir was to have an ADHS co-op student, Mallory Brumm, join us to hone her conducting skills. She observed rehearsals, sang with us and conducted a piece in both rehearsal and concert. Mallory was a very special student who brought skill and joy to our rehearsals. ACC should be very proud to know that Mallory has since gone on into a Music Performance Degree at Queen's University and to know that our community choir was receptive and positive in her early choral conducting experience.

✓ During the **Christmas season** both Mallory and I sang a set of duets along with the very talented James Hrkach. Young pianist, Rhiannon Hendley, joined her teacher and our accompanist Andrea de

Boer on one of our songs. We also had our very own Mike McCormick arrange a song for our terrific tenors and basses – pretty amazing for our local community choir.

✓ In March we once again 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. This concert provided our ever-supportive audience with an inspiring afternoon of music.

✓ Then, the **Schubert Mass in G!** Thinking back to both the rehearsal process and the concert, I am filled with pride. Many singers came to me with worries about not being up to the challenge of a classical work. I encouraged; I cajoled; I was patient; I was positive. Lo and behold, the singers stuck with it and were very proud of themselves. Singing with three extremely talented young soloists, four professional string players, and an enthusiastic audience was a highlight for many. What a year!

An integral part of any organization is the **executive and volunteers**. Over the years, each and every person who has been on executive has made the choir into what it is today. So as Music Director, I have many “thank you’s”. Many people work hard behind the scenes 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 the committees** (and the committee members):
  - Barb Asselin** as Membership Coordinator
  - Maggie Kerkoff** as Reception Coordinator
  - Elisabeth von Blodau** as Social Coordinator
  - Lorraine Beauregard Murphy** as Front-of-House Coordinator.

To put on two very successful seasons, with multiple concerts in each, we need people to volunteer! All 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.

I look forward to this new 2017/2018 season.

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

## Choir Manager's Report

**A**s choir manager, I have continued to enjoy developing and carrying out the responsibilities of the job during 2016-17. 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.

And what a wonderful year this was! Here are some of the highlights:

- We had our greatest number of choir members ever, 81.
- We put on three concerts, instead of the usual two.
- The music for our classical concert was difficult for many choir members, but the result was outstanding.
- We had a very well-attended workshop that all participants enjoyed.
- Once again, we were invited by the Senators to sing Christmas carols in December.
- We revised our Christmas Carols books, and they look great.
- We successfully moved our Music Library once again, thanks to Gail, David, Chris, and Lisa.
- For the first time, we took part in the *Day of Singing* for seniors.
- We put on two concerts for seniors.
- The **website** continues to be our primary form of communication with members, and it's kept up to date as much as possible.
- We added two new policies to our **policies and procedures** document:
  - Who owns our music (*we do*); and
  - Organizations that want to advertise their events or agendas at ACC concerts will be offered a place to post a notice of their event on a special bulletin board provide by ACC. We are unable to accommodate representatives of other organizations who wish to advertise their events or agendas in person at our concerts. And we will still be pleased to place advertising posters from other organizations on our website for our members to read.
- Everything last year **worked very well and smoothly**.
- This is due, I think, to two things:
  1. The current executive has been together now for three years, and the systems that we have set up to run the choir are working quite well.
  2. The volunteer committee heads are enthusiastic and keen to carry out their activities as best as they can.

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

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

## Music Librarian's Report

### My Responsibilities

- Sort, stamp and number new music (*Lisa chooses and orders music*).
- Number and stamp envelopes.
- Take our own music from our file cabinets and put ALL music in envelopes, along with paper and pencils.
- Make up list of music “do’s and don'ts,” also known as the “nag sheet” from the Music Nag!!!
- Borrow or rent music as needed from other choirs and arrange for pickup and return.
- Make sure all music is returned after concerts and then sorted numerically and filed alphabetically.
- Make sure all choir members are aware of the concert dress, and make sure all ladies have the appropriate scarf.
- Conduct registration along with the Membership Coordinator.
- Assign music numbers and collect fees.

Our music has to be well organized, because we perform several concerts. We rehearse from:

- September to December for our Christmas concert (*some music was borrowed from Perth Community Choir*), and there’s not much time to get music back and in order and then get music into envelopes for a January start;
- January to end of February for the concert with the Valley Concert Band (3rd annual this year);
- January to end of April for either one or two concerts in early May.

We have numbered Christmas Carol books that we use at the Villa or nursing homes.

We have small Christmas Carol booklets that we use for our Christmas Concerts. They fit nicely into our black binders.

We moved the music — again — this time from Lisa's to Chris', but we hired a mover this time for the file cabinets and bins of music (*the music was put in bins and marked, and I also marked the drawers, and then put it all back in the cabinets at Chris'.*)

Finally, we registered 85 choir members — a long way from our beginning membership of about 15!

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

## Treasurer's Report

- A**s your Treasurer I am responsible for 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 and the membership at large at the AGM.

*(continued on page 6)*

<b>Income Statement</b>	
<b>2016-17 for Annual General Meeting (AGM)</b>	
<i>As at August 31, 2017</i>	
<b>Funds on hand \$7,615.70</b>	
<b>INCOME</b>	
Membership Fees	\$9,294.57
Concert Tickets Sales	\$8,712.00
Choir Workshop	\$900.00
Senators' Hockey Gig	\$0.00
Scarves (Sales)	\$642.00
Music Bags (Sales)	\$60.00
Choir Socials & Dinners	\$0.00
Miscellaneous Revenue	\$25.00
Bank Fees	\$7.00
Float	\$400.00
<b>Total Income</b>	<b>\$20,040.57</b>
<b>EXPENSES</b>	
Membership Refunds / NSF Cheques	\$347.00
Ticket Refunds	\$36.00
Choir Workshop	\$450.00
Senators' Hockey Gig	\$0.00
Scarves (Purchase)	\$933.05
Music Bags (Purchase)	\$88.13
Choir Socials & Dinners	\$41.11
Miscellaneous Expenses	\$771.68
Bank Fees	\$77.00
Float	\$400.00
Services: Lisa Webber, Andrea de Boer & Fill-ins	\$6,502.50
Music Library Purchases & Expenses	\$1,392.42
Venue Rental: Rehearsals	\$625.00
Venue Rental: Concerts	\$425.00
Sound Technician	\$339.00
Publicity/Advertising/Printing	\$971.48
Paid Soloists/Performers/Accompanists	\$2,050.00
Gifts/Flowers	\$261.01
Concert Reception	\$236.20
Website: Maintenance/Domain Name	\$268.52
Equipment Service	\$0.00
Insurance: Event & Library	\$310.21
In Memorium for Choir Members	\$0.00
Scholarships	\$600.00
<b>Total Expense</b>	<b>\$17,125.31</b>
<b>NET INCOME</b>	<b>\$2,915.26</b>



In summary, the income for the 2016-17 financial year was \$20,040.57. Expenses totalled \$17,125.31 for a net income of \$2,915.26. At the end of the fiscal year which is August 31, 2017 year we had \$7,615.70 on hand.

Comparing this year's position to last year's, our income was lower by \$4,767.82 (\$24, 808.39), expenses were lower by \$3,533.70 (\$20,659.01) and the net income was \$4,149.37.

It should be noted that we typically run a deficit for the spring term. The two main reasons for this are:

- ~ Many members pay for two terms in the fall. This year 36 of 80 members paid in the fall for both terms.
- ~ We pay more professional musicians, instrumentalists, accompanists and performers for the spring and classical concerts.

The choir has myriad expenses including: costs 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 publicity, 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 continue to monitor membership fees, ticket prices and venue costs. You will remember that we raised both the membership fees and ticket prices last year — the first time in many years. We also now borrow music as we can instead of purchasing it; and we organize choir workshops and dinners. And, Chris Tonkin, our Facilities Manager, is always on the lookout for best prices for insurance, equipment and risers etc.

**Rhonda Tees**  
**Treasurer**

## Facilities Manager's Report

Since our last AGM we have once again, been a very busy and successful community choir. As part of the responsibilities of the Facilities Manager, I take into consideration the needs of all stakeholders, member's safety and the specific requirements of each venue that we use. It is also part of this role 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. At the end of each performance, rehearsal or event, we remove our equipment, risers, chairs and any other equipment that was used, to ensure that the venue is returned to its original state to the satisfaction of the owner.

### Performances

1. *Sing Noel* concert at Glad Tidings Pentecostal Church, Dec 3/16 and Dec 4/16
2. Joint concert with the Valley Concert Band, Mar 5/17, at the Nick Smith Centre
3. Spring Classical Concert at Grace St. Andrews United Church, May 5/17 and 6/17

We also sang informally at other venues such as the Arnprior Villa and the Grove Nursing Home.

### Insurance Requirements

This past year we had to purchase separate insurance coverage for the Sing Noel and Spring Classical Concert dates and times. I worked with each venue representative to obtain their required coverage and shopped for the best price.

### Library Move

Also, this past year we moved our music library from Lisa's home to my home. This time we hired professional movers and the move was done very efficiently without incident!

### Regular Rehearsals

Each rehearsal involves chair, piano, speaker and conductor space, set up and tear down. This setup is very efficiently done with our super volunteers! The "tear down" at the end of each rehearsal is amazingly quick! Thanks to everyone involved in this process!

### Conclusion

As a member of a dynamic choir executive, the above report reflects some of the tasks that were only a part of the hard work that was undertaken by all, to ensure another successful year.

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

Respectfully submitted,

**Chris Tonkin**

**ACC Facilities Manager**