



columbiachorale

**Member Handbook
2007-2008 Season**



**For the MOST up-to-date information, visit
<http://columbiachorale.com/members/>**



Member Handbook - 2007-2008 Season

Member Coordinator:

Please direct any questions to the Membership Coordinator (**Scott Miniea** for 2007-2008) -- seen below cheering it up with Elizabeth Jordheim at the Opera Gala. He can be reached via email at info@columbiachorale.com.



1 "My aren't we posh!"

You may also direct monetary contributions, payments for music, CD's, etc. to the Treasurer (**Dianna Long** for 2007-2008 - DiannaCL54@aol.com).



2 "You like me. You really LIKE me!"

Requests are handled promptly, and allow the Artistic Director to focus on the music.

Please remember that the Artistic Director must handle questions from the public, guest soloists, instrumentalists, the media, the venues, and others. Please try to keep minor questions to the Artistic Director to a minimum, especially during the week of performances.

Member Information Survey:

New members are asked to complete a "Member Information Survey" which provides their contact information to the choir and also helps us assess why people choose to join, and what their expertise is and what their volunteer interests are. We do not share this information with anyone outside of Columbia Chorale.

Please be sure to update us if your phone/email changes. Marking these changes boldly and clearly in the attendance book is typically all that is needed.

The membership coordinator provides updated email addresses to the Artistic Director and President. The Artistic Director and President sometimes send special email updates.

Rehearsals:

Rehearsal Location: All regular rehearsals take place at Missouri United Methodist Church (MUMC) in the choir room (CLC 101—in the new addition). See website for a map: <http://www.moumc.org/aboutus/directions.html>. Parking is available in several nearby parking structures.

Rehearsal Attendance:

Attendance at all rehearsals is expected. Please check off your name in the attendance book each week at regular rehearsals.

Rehearsal Schedule:

See Rehearsal, Performance, and Event Schedule online at www.columbiachorale.com/members.

Watch the "CC Update" email newsletter for changes and updates.*
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Nametags:

Please wear the nametag provided at each rehearsal. This helps both new and long-term members learn everyone's names.

***CC UPDATE:**

The CC UPDATE is a periodic (typically weekly) email message sent from our email address of info@columbiachorale.com. When you complete a member survey, you are added to the CC UPDATE distribution list. Please be sure to set your email program not to block this address. If you have something to add to the CC Update, email it to info@columbiachorale.com, and we'll consider it for the next issue. We like to share member news and arts announcements, so feel free to submit such items.

What if I Don't Have Email?

99% of our members have email. If you do NOT have an email address, it is your responsibility to keep yourself informed by asking another member to bring you printed copies of any messages/CC UPDATE.

Cost to Participate:

We are a non-profit and our performances have associated costs, so we ask our members to contribute \$50 per performance if that is possible. Some contribute more, and some contribute less, as they are able. No one is turned away, so don't let that discourage you from joining. For your convenience, we do offer a debit/credit card deduction by the month. The member contributions are more a donation than dues.

From time to time, special challenges arise—in fall 2007, a donor provided a generous gift to Columbia Chorale to start an endowment fund for the future health and success of the group. As is often the case, this endowment gift comes with a challenge to raise additional funds to match contributions. Contact our treasurer to donate to the Columbia Chorale Development Fund.

Auditions:

The Artistic Director has complete control over questions of auditioning, section assignments, music selections, etc. Auditions are handled in the following manner: prospective members attend a regular rehearsal and sing with the group. After the rehearsal, the Artistic Director meets with new potential members to discuss the possibility of joining. This decision involves not only skill level, but balance in the ensemble. In an extremely unlikely example, if there are too many tenors for the small number of sopranos, altos, and basses, for example, a tenor would be turned away.

Ownership of Music:

Music is checked out to each performer and remains the property of the Chorale, unless the member chooses to purchase it. An exception to this is music that is printed from our CD library. In all cases, music should be kept in a black folder/notebook for performances (or bound with a black cover).

Outside of Rehearsal Preparation Expectations:

We try to keep rehearsals fun. We do not typically have time to do "note by note" rehearsals, so members are expected to learn the notes partly on their own. If available, we often provide a rehearsal CD that can be played in most computers, so that members can use that to rehearse. We expect all members to devote time outside of the regular rehearsals to prepare for performances.

Remember that there is a free web site that offers assistance in learning notes to many of the major works we perform: http://www.cyberbass.com/Major_Works.htm

"Social" Events:

Because we have little time during rehearsals to become acquainted, the Chorale sponsors periodic social events, including post-performance parties. If possible, please consider attending these. The Chorale functions better when the members know one another.

Performance Attire:

Attire may change from performance to performance. Men typically wear a tux with a white shirt, black bow tie, cummerbund or vest, black socks and black shoes. These may be purchased from Mr. Tuxedo on Bernadette, or J.C. Penney in the Columbia Mall for a reasonable price. Most men find it less expensive to purchase these than to rent.

Women typically wear black dresses (or pants) with some accent color, depending upon the performance.

Prior to each performance, the Artistic Director will announce the attire.

All: Please do not wear perfume/cologne during performances, as we have to be in very close proximity on stage. Please DO wear deodorant and make sure your breath is minty fresh.

Dress Rehearsals:

We do not typically “dress” for our dress rehearsals. Come in comfortable clothes and shoes. If you would like someone to give you feedback about what you plan to wear, you may bring it, but you do not have to wear it.

Extra rehearsals are typically called the week of a performance. Some may be optional. These typically occur at the venue where the performance will be held.

The Black Folder:

For performances, we typically use “The Black Folder” to hold our music. There are several types, but many singers prefer this one: <http://www.musicfolder.com/english/usd-store/ecbf.html>.

The cost is around \$20, not including shipping. If you do not have a black folder, you can usually improvise with another plain-fronted black folder. Some members like to bind their purchased music with a spiral binding and black cover. This is also acceptable, and can usually be done at Kinko's for \$10 or less.

Check with Scott Miniea before you purchase a black folder--much of our recent music is printed from a CD-ROM and goes in a 3-ring binder (black).

Name in Performance Programs:

Your name for our program is generated from our database, so whatever you put down for your name on the “Member Information Survey” is what it will look like in the program. It's a good idea to review your personal information on the member survey as you check in.

Volunteer Opportunities:

As needs arise, we often seek volunteers to carry out specific tasks. Your choir's Artistic Director and Board of Trustees function as the organization's staff, and they volunteer much of their time. However, from time to time specific needs arise—for example, prior to a performance, or as we are beginning a new project.

Brief History of Columbia Chorale:

Columbia Chorale was incorporated as the Ad Hoc Singers in 1979. Through several director, member, and name changes, the organization still exists with a similar mission. Names have included Columbia Choral Ensemble, and a very brief period when it was even called Columbia Chorale in the past, the group became Columbia Chorale (again) in 2002-2003. If you like to research this sort of thing, you can review our past names/officers/board members by visiting the Missouri Secretary of State's web site: <https://www.sos.mo.gov/BusinessEntity/soskb/Filings.asp?658710#>

Columbia Chorale, Inc.:

Mailing Address: PO Box 1746, Columbia, MO 65205-1746
Message Line: 573.449.SING (7464), checked every other day
Website: www.ColumbiaChorale.com
Email: info@columbiachorale.com (Scott Miniea)

Mission Statement:

The mission of Columbia Chorale is to promote choral music of the highest artistic quality and to stimulate a greater community understanding, appreciation, and enjoyment of choral music by presenting rich, vital, varied musical programs that appeal to a wide cross-section of Columbia residents.

Quality. Community. Fun.

Non-Profit Status:

Columbia Chorale is a 501(c)3 non-profit. Donations to the organization are tax deductible. Sponsorship information is included on our web site.

2007-2008 Board of Trustees and Key Artistic and Volunteer Staff:

Artistic Director: Alex Innecco

Accompanist: Glenna Johnson

Board of Trustees

President: Roy Robinson

Vice President: Gary Allen

Treasurer: Dianna Long

Secretary/Grants Administrator/Membership Coordinator: Scott Miniea

Members: Emilie Atkins, Al Barrier, Cheryl Brewer, Lonetta Johnson, Elizabeth Jordheim

Rehearsal and Performance Schedule

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