



*Bainbridge Chorale*  
Celebrating the Choral Arts Since  
1971

**MEMBERSHIP HANDBOOK**

Phone: 780-CHOR (2467)  
Mailing Address: P.O. Box 10572  
724 Ericksen Ave. NE, Suite 102  
Bainbridge Island, WA 98110

Website: [www.bainbridgechorale.org](http://www.bainbridgechorale.org)

**Our Organization**

Bainbridge Chorale is a 501 (c)(3) non-profit corporation encompassing the Bainbridge Chorale Adult Chorale, Bainbridge Chorale Young Singers Youth Choirs and Music Exploration Classes for Grades K-1.

**Mission Statement**

Bainbridge Chorale is a choral performance company which promotes musical growth and education for its participants and audiences and is dedicated to expanding the awareness and appreciation of the choral arts.

# CONTENTS

Contact Information	1
Our Organization	1
Mission Statement	1
Contents	2
Bainbridge Chorale Staff	3
Section Leaders	3
Board of Trustees	3
History of Bainbridge Chorale	4
Goals	4

## MEMBERS

Member Eligibility	5
Rehearsal Times and Location	5
Registration Fees and Music	5
Scholarship Assistance	5
Member Responsibilities	5
Performance Etiquette	6

## TEAMS

Board of Trustees	7
Education	8
Finance	8
Special Projects	8
Front of House	8
Membership Services	8
Facilities and Equipment	9
Music Advisory	9
Marketing	9
Music Library	9
Nominating and Governance	10
Bainbridge Chorale Finance	10

## **BAINBRIDGE CHORALE STAFF**

09-16-09

Chorale Manager: Stephanie Harris  
 Adult Chorale Musical Director: Mark Adrian, Guest Conductor  
 Adult Chorale Accompanist: Anne Pell  
 Young Singers Musical Director: Kathleen Bullivant  
 Young Singers Accompanist: Nancy Lymon

## **SECTION LEADERS**

Section Leaders are selected by the Board of Trustees and Director for their ability to provide musical and operational leadership to the Chorale. They serve as an information resource to members of their section and as a liaison between singers and the Board and the Director.

Sopranos - Mary Deets [mdeets@hotmail.com](mailto:mdeets@hotmail.com)  
 Altos – Nancy Houghton [nhhoughton@msn.com](mailto:nhhoughton@msn.com)  
 Tenors – Kip Bankart, [kipbankart@comcast.net](mailto:kipbankart@comcast.net)  
 Basses – Doug Meseroll [dougmeseroll@hotmail.com](mailto:dougmeseroll@hotmail.com)

## **BOARD OF TRUSTEES**

The all-volunteer Board of Trustees is elected by the active voting chorale membership at the spring annual meeting. Term of office is usually two years and may be extended. Meetings are held monthly on the first Saturday of each month. Members may suggest agenda items or attend board meetings. Call 780-CHOR (2467) for location and time.

Larry Kerr, President	<a href="mailto:lmkerr@mac.com">lmkerr@mac.com</a>
Angela de Oliveira, Vice President,	<a href="mailto:intlactuary@yahoo.com">intlactuary@yahoo.com</a>
Pat Putman, Secretary	<a href="mailto:paputman@comcast.net">paputman@comcast.net</a>
Dorothy Harris, Treasurer	<a href="mailto:linndot@aol.com">linndot@aol.com</a>
Kip Bankart, Facilities and Equipment	<a href="mailto:kipbankart@comcast.net">kipbankart@comcast.net</a>
George Davis, Front of House Manager	<a href="mailto:sngdavis@wavecable.com">sngdavis@wavecable.com</a>
Mary Deets, Membership	<a href="mailto:medeets@hotmail.com">medeets@hotmail.com</a>
Marie Sinclair-Bennett, Membership	<a href="mailto:in_side_out_design@yahoo.com">in_side_out_design@yahoo.com</a>
Nancy Houghton, Educational Outreach	<a href="mailto:nhhoughton@msn.com">nhhoughton@msn.com</a>
Lee Jorgenson, Finance	<a href="mailto:sancarlosgrill@comcast.net">sancarlosgrill@comcast.net</a>
Mary Rosenblatt , Membership	<a href="mailto:mmmrosenblatt@juno.com">mmmrosenblatt@juno.com</a>
Patty Schwartz, Membership, Young Singers	<a href="mailto:pschwartz98110@yahoo.com">pschwartz98110@yahoo.com</a>
Erica Seidel-Thompson, Membership	<a href="mailto:ems7@mac.com">ems7@mac.com</a>
Robin Warshaw, ASCAP & Licensing	<a href="mailto:rlwarshaw@msn.com">rlwarshaw@msn.com</a>

## **THE HISTORY OF BAINBRIDGE CHORALE**

In the late summer of 1971, a group of music lovers gathered in the home of Gloria and Lou Goller to discuss forming a Chorale on Bainbridge Island. The Island Chorus, under the direction of David Wright, had been a major part of the music community for 10 years, but had not been active for two years and people were getting musically restless. So it was, on Sunday, December 12, 1971, in the Bainbridge High School LGI Room, David Pence directed the first performance of the Bainbridge Chorale. The work performed was Antonio Vivaldi's Gloria.

Since that time, hundreds of members have lent their voices, their management talents, time, organizational abilities, creative visions and dedication to Bainbridge Chorale. The original founders would not have imagined how the organization would grow in its reputation for excellence over the years, with the support of several gifted musical directors, exciting collaborations, and talented accompanists.

Currently Bainbridge Chorale encompasses much more than the vision of the original founders to be a quality community chorus. Bainbridge Chorale has become an active participant in the local arts community, engaging in collaboration and contributing to events and fund-raising. An Educational Outreach program supports students and teachers in local schools. Finally, to extend the founder's vision to singers of all ages, Bainbridge Chorale Young Singers was established in 2007, offering two auditioned youth choirs and Music Exploration classes for children in grades K-1.

## **GOALS**

1. **Provide opportunities that challenge, and promote vocal development and growth for singers of all ages.**
2. **Expand audience awareness, appreciation and support of the choral arts.**
3. **Build on a responsible fiscal management system, including the development of long and short range financial goals, team budgets, and grant/fundraising income opportunities.**
4. **Develop ongoing assessment and evaluation of Organization's infrastructure, utilizing team approach to tasks.**
5. **Build a solid marketing and promotional plan.**
6. **Engage in collaborations, educational outreach and special projects.**
7. **Participate in community outreach that will enhance the chorale's image as a contributor to the local arts community.**

## **MEMBERS**

Updated 9./16/09

### **Membership Eligibility**

Payment of the participation fee constitutes voting membership in the organization.

### **Rehearsal Times and Location:**

Regular rehearsals are held Monday evenings from 7:15 – 9:30. Singers should be seated and ready for warm-ups promptly at 7:15 and to remain present for the duration of the rehearsal. A short break will be provided. Please refer to the detailed rehearsal schedule, attached.

Additional Sectional rehearsals may be scheduled as needed. Rehearsals take place at Woodward Middle School, in the Commons on the stage/choir room: 9125 Sportsman Club Rd., Bainbridge Island.

### **Registration Fees and Music:**

Singers will pay a registration fee for each session. These fees include the cost of music, which singers may write in and keep. Chorale members are encouraged to become MEMBER PATRONS, by supporting Bainbridge Chorale with an additional tax-deductible donation.

### **Scholarship Assistance**

Bainbridge Chorale has reserve funds for assisting members with membership fees and other expenses related to participation in Chorale. Please contact the Chorale Office at 780-CHOR if Chorale-related expenses represent a financial hardship.

### **Member Responsibilities:**

- **Audition/Vocal Assessment:** New singers to the Adult Chorale and Young Singers are required to meet with the Director for an audition prior to the first rehearsal. Potential members will be evaluated for general choral singing and music reading abilities and voice range. Singers may be admitted as members on a trial-basis, with the requirement to reassess after a period specified by the Director.
- Attendance is required for all regular, sectional, and dress rehearsals. If you must miss a rehearsal, call 780-CHOR to report your absence. Upon your return, speak with another singer or your section leader about what you missed and update your music with reminders/notes. Members with three absences may be required to meet with the director to demonstrate proficiency with the concert music in order to continue participation.
- Check with your section leader if you have any questions or concerns.
- Due to allergy sensitivities, refrain from wearing anything that is scented to rehearsals or concerts.
- Arrive on time and sign in. Be seated and ready to sing promptly at 7:15 pm.
- Wear your nametag.
- Pay close attention during rehearsals and refrain from talking or humming pitches. A pencil is provided in your music envelope to make notes in your music.
- Review your music at home during the week. Consider purchasing recordings of the music to assist in your at-home study. Practice CDs or downloads may be provided at times.
- Acquire a black music folder for performances. The Chorale will facilitate purchase of either a basic (\$9) or deluxe (\$24) folder.

- **Concert Attire:** Ladies wear black velvet chorale blouse, black pants or floor-length skirt, black shoes and black hose/socks. Men wear long-sleeved black dress shirt, black pants, black shoes, black socks and black chorale necktie. Chorale will facilitate purchase of the required ladies' black velvet blouse or black necktie. Well in advance of concert time, please check your wardrobe or go shopping for the attire items that you will need to furnish.
- You will be given concert tickets to sell. Assume that the concert will be something to be proud of, and sell all your tickets.
- Bainbridge Chorale is a volunteer-run non-profit organization. Please speak to your section leader or Chorale volunteer coordinator, about how you can best support the Chorale.

### Performance Etiquette

9/16/09

Over the years, the Chorale has developed a loyal and sizable paying audience. Bainbridge Chorale members work hard throughout the rehearsal process to perfect the music. At performance time, it is essential to present the concert with a professional and responsible stage appearance. Please observe the following guidelines in preparation for and during each performance.

#### General pre-concert prep

- Place music in concert order in your folder and use it during the final rehearsals. Practice silent page turns.
- Arrive for concerts at call time rested, dressed and ready to sing.
- Plan to leave your purse at home or locked in your car.
- Sign up to help with risers or drive orchestra-members to/from the ferry.

#### During the concerts:

- Turn off cell phones, pagers, watch chimes.
- Carry folder on-stage in hand that is away from the audience, down at your side.
- When seated during solos, hold folder closed on your lap.
- Raise folder when directed by Dr. Spain to a height that allows you to watch him and view music at the same time.
- Close folder and hold at your side at the end of the concert during applause and for walking off-stage.
- Once on-stage, refrain from talking to your neighbor, waving to audience-members, tapping your foot, clapping, and humming pitches.
- Turn pages in your music SILENTLY.
- Watch the director at all times.
- Present a visual show for our audience: move with the music, be animated and smile. Let your face show that you are engaged in the music! Acknowledge the audience during applause, but do not applaud for soloists.
- Return to and remain in practice area during intermission. Review your music and preserve your voice.

#### After the concerts:

- Help return practice area to original condition: stack chairs, pick up trash and water bottles.
- Help to take down risers and clean up performance venue and lobby.

# **Bainbridge Chorale Teams**

9/16/09

## **Board of Trustees**

The Board of Trustees sets policy, is responsible for producing all chorale concerts and activities, and conducts the promotional, legal and financial governance of the organization. The Board oversees all activities related to Bainbridge Chorale, Bainbridge Chorale Young Singers youth choirs and classes, and Community and Educational Outreach. Board members often chair committees and function with the help of the general membership in the following areas:

- |                               |                                |
|-------------------------------|--------------------------------|
| -Election of Officers         | -Directing the Organization    |
| -Hiring/Negotiating Contracts | -Setting Schedules             |
| -Setting Policy               | -Approving Team Assignments    |
| -Setting Fees & Ticket Prices | -Approving Budgets             |
| -Developing a Master Calendar | -Conducting the Annual Meeting |
| -Communications               | -Final Approval of All Matters |

The Executive Committee is an advisory body consisting of the officers of the Board. It meets at the call of the President as frequently as workload demands. The Chorale Manager may attend meetings if requested to do so by the committee. This committee acts on behalf of, and within the powers granted to it by the Board of Trustees. The committee may research and review options and make recommendations to the Board on matters pertaining to organization business. They may be asked to address urgent business of the organization occurring between regularly scheduled meetings of the Board of Trustees. The Executive Committee may not take summarily any action or conduct any governance that is deemed to be the sole propriety of the full Board of Trustees.

## **President**

- |                             |                                  |
|-----------------------------|----------------------------------|
| -Presides at Board Meetings | -Meets with other organizations  |
| -Develops long-range plans  | -Oversees all aspects of Chorale |

## **Vice President**

- |                                       |                              |
|---------------------------------------|------------------------------|
| -Presides in the absence of president | -Assists President as needed |
| -Advises the Board on Musical Matters |                              |

## **Treasurer**

- |   |  |
|---|--|
| -Maintains Financial Records              | -Manages accounts payable and receivable |
| -Presents updated Budget info. to Board   |  |
| -Coordinates with the Tax Preparer        | -Manages Insurance coverage              |
| -Reviews contracts for financial accuracy | -Files necessary tax documents           |

## **Secretary**

- |  |                                    |
|--|------------------------------------|
| -Manages Correspondence                        | -Records Minutes of Board Meetings |
| -Records Notes of Executive Committee Meetings |                                    |

In addition to the previously described positions, there are working teams, drawn from the general membership, which assist in the following areas:

### Education Team

- Community Lectures - "Grace Notes"
- School Projects/Outreach
- Classes/Workshops for singers
- Newsletters
- School Consortium

### Finance Team

- Development/Resources
- Fundraising Strategies
- Corporate/Business Sponsorships
- Tickets
- Scholarships and Awards
- Memorial Fund
- Patron List
- Grant Proposals
- Sales
- Budget

### Special Projects Team

- Facilitates events and activities that fall outside the normal rehearsal/concert schedule, such as:
  - Joint performances with other musical groups,
  - Sponsorship of appearances of visiting vocal groups,
  - Caroling at community holiday events,
  - Tours,
  - Participation in projects of other local cultural groups.

### Front of House Team

- Prepares and manages Entryway and Lobby of Concert Venues
- Secures and manages Ushers and Ticket-takers
- Supervises seating at Concerts
- With Concert Manager, ropes off aisles for seating of special guests

### Membership Services Team

- Vocal Assessments
- Registration
- Section Leadership
- Concert Prep: Attire, Folders
- Special Events/Parties
- Member Directory
- Communication
- Refreshments
- Rehearsal Schedule
- Integration of new members
- Concert CDs
- Practice CDs/Downloads
- Group/Individual Photos
- Attendance
- Member record-keeping
- "Sunshine"

## Facilities and Equipment Team

- Rehearsal Venue: Survey, Procure, Access and Schedule
- Concert Venue: Survey, Procure, Access and Schedule
- Risers: Storage, Transport, Set-Up, Maintenance/Repair
- Chairs: Rehearsal Set-Up, Concert arrangement and set-up, if needed
- Audio/Video Equipment: Portable stereo for rehearsals, P.A. for Concerts, Video camera
- Music Stand: For Director for Dress Rehearsals and Concerts (in Chorale Office)
- Conductor's Podium: Set up for each Rehearsal, Set up separate concert Podium
- Piano: Arrange, Procure for rehearsals and Concerts
- Signage: Retrieve/Deploy advertising signage and banners
- Front of House: Procure tables for refreshments and ticket-takers at concert venues
- Budget: Prepare, for Board approval, annual budget for this Team

## Music Advisory Team

- Researches and bring to the Director's attention noteworthy choral literature that may be unknown to the director.
- Assists in evaluating the Director's concert program proposals in regard to suitability, vocal difficulty or repetition.
- With the Music Librarian, assesses the score costs of proposed programs with relation to the music budget.

## Marketing Team

- Researches and Develops opportunities and resources to advance public awareness of Bainbridge Chorale new member recruitment, performances and activities.
- Coordinates with Chorale Manager on publicity efforts.

## Music Library Team

- Orders music as requested by the Music Director and authorized by the Budget Committee.
- Is responsible for maintaining storage and inventory of the Bainbridge Chorale Music Library.
- Distributes music to singers.
- Arranges and manages the lending of Bainbridge Chorale music scores to other vocal groups as requested by the Board.

## Nominating / Governance Team

### Nominating:

- Find and recruit suitable members to the Board of Trustees, considering the composition of the current board and dynamic needs of the organization.
- Criteria for recruitment include: expressed interest in serving on the Board, level of integrity, teamwork skills, ability to think for the future, time availability/constraints, ability to support fundraising.
- Meet with candidates to gauge eligibility using above criteria. Inform candidate that the Board is a volunteer “working board”, requiring a substantial time commitment.
- Present candidates for election to the Board at the Annual Meeting.
- Provide proper orientation and training to new Board Members.

### Governance:

The Committee shall be aware of and respond to the structural, organizational or personnel needs of the Board.

## Bainbridge Chorale Finance

Bainbridge Chorale is financed in part by three fixed income sources: participation fees, ticket sales, and a small amount of interest from reserve moneys.

The remaining, over half of the annual budget, must be derived from donations and fundraising projects. Chorale Board members and the Finance Committee secure this income from the following:

- Bainbridge Foundation “One Call For All”
- Grants from Organizations supporting the Arts
- Corporate sponsorship of concerts. We actively seek financial assistance from businesses through their sponsorship of concerts.
- Item sales. A small profit has been realized from the sale of tote bags, shirts, etc.
- Advertising in programs. Ads will be sold on an annual basis, to be included in programs of all concerts.
- Patrons of Bainbridge Chorale: The Chorale presently maintains a modest cash reserve fund with the accruing interest used to help offset ever-increasing operational costs. Patron donations to the Chorale assist in the growth of the reserve, enabling us to meet operational needs as well as institute educational programs.