

The Arbor Consort

Board Meeting Minutes

1/07/2007

Deb Dowson's home

The following TAC Board members were present:

Kurt Buker, Deborah Dowson, Chris Krieger, Kevin O'Brien, Karen Perkett, Oliver Pinsoneault, Scott Rollins, Cathy Weber.

1. Old Business, status review:

A. Public Domain Library/Music Book: (Kevin/Suzi)

We have about 40 Renaissance pieces ready; a few others need Suzi to flesh out.

B. Three-Line Patter Project:

We need 3 lines of patter per song to help intro them.

We primarily need for the foreign rep., but for the English rep. also for consistency.

The board would like to continue this project and put it into practice at Mayfaire and at the Michigan Renaissance Festival.

C. Costume Closet Idea

This is an on-going discussion regarding starting a TAC costume closet.

The idea is to help new members either rent or purchase a costume for the season, thus making it easier to obtain a costume.

We will continue to discuss this at future meetings.

2. Renaissance Season Start-Up: Focus on 2-15-07 UM Hosp gig

A. Rehearsal Directors

Kevin and Karen agree to continue being the rehearsal directors.

B. Music: Ordered, copied, on-hand?

Kevin is half-way through the process of copying the 21 public domain octavos.

He should have them for the first rehearsal.

C. Practice CD: Available for initial rep in small group or one to a part? (Suzi, Kevin)

Kevin will contact Suzi.

If she can assemble master, Kevin can duplicate.

D. Rehearsal Schedule: Initial Repertoire plan. Small group focus scheduled?

Kevin selected 21 piece for the 2/15/07 U of M Hospital gig -

15 are in English, the rest are in Italian, French, & German.

After the 2/15/07 concert, we can look at adding additional requests for pieces that members would like to see added to the rep.

The rehearsal schedule will be ready for and distributed at the second rehearsal on Weds. 1/17/2007.

Small group rehearsal will be on the rehearsal schedule, a few weeks into season.

E. Roster

Karen will assemble a roster of members again.

F. Costuming Basic Handout: Will copies be available for new members? (Suzi)

We will check with Suzi.

We probably won't have a detailed costume discussion on the first rehearsal.

3. Season Progress Items:

A. New/Returning Singers:

We will post a 'Call for Singers' flyer to advertise group is looking for singers for the Renaissance season to find new, good singers or returning members.

The board proposes to have an evaluation/audition process for singers.

B. Evaluation/Audition Process:

1. Audition Committee

Will consist of Kevin, Karen, Deb, and Terri Wilcox.

The audition/evaluation process criteria will be selected by this committee.

2. Section Leader Responsibilities

Assess progress, Schedule sectionals as needed, Discuss/inform members with deficiencies in private, Inform Kevin and Karen that a non-performing member should be asked to leave the group, or not be allowed to sing solo on a part.

Final decision to ask a singer to leave will lie with Kevin, Karen and ultimately, the President.

C. Full Season Rep. List suggestions from Board members:

Please submit on a written piece of paper to Kevin, Karen, or Suzi.

D. Final Rep. List

Will be determined by a committee of Kevin and Karen, to be submitted no later than 2/14/2007. Will have a majority of English language pieces.

4. Gigmeister Position:

A. 2 proposals submitted by President:

Proposal #1): President proposes that the "Gigmeister" be the sole designated contractor/negotiator/professional contact for all TAC customers and community outreach clients. While all TAC members are encouraged to seek work for TAC, all negotiations should be referred to the Gigmeister for finalization of details and signing of performance contracts. No member of TAC should engage the group in any act or performance without the full knowledge of the Gigmeister, having ensured a quality performance, nor without a contract signed by both parties.

Rationale:

1. Eliminate miscommunication about gig details.
2. Ensure consistency in negotiations, contracts, and quality of performance, thereby furthering TAC's reputation and long term goals.
3. Provide customers/clients with only one contact to deal with.
4. Streamline contact process.

Discussion and Vote of Board on this proposal:

Kevin has booked U-M Hospital gigs with Elaine Sims; had been the contact.

The board voted unanimously in favor of Proposal #1.

Proposal #2): The president proposes that the position of "Renaissance Coordinator" be eliminated in favor of TAC members and Fearless Leaders taking a more active and visible role in sign-in and "meet and greet" activities.

Rationale:

1. Eliminate the onus on one person to appear at every and all "sign-ins".
2. Create greater involvement and visibility of TAC Fearless Leaders and members at festivals and other gigs.

Discussion and Vote of Board on this proposal:

The role of one person who signs in TAC at the MIRF morning meetings was created by former gigmeister Alana Foster, who took it upon herself to be the "face of TAC" to the MIRF folks.

Chris doesn't mind relinquishing his position of "Renaissance Coordinator", signing the group in everyday at the morning meeting at the Michigan Renaissance Festival.

The board would like Karen to deal with Maria/MIRF Ent. contact.

Board Vote: The board voted unanimously in favor of Proposal # 2.

B. Gigmeister Report

1. Official Address for contact correspondence:

Chris: (2006 MIRF contact person)

Last MIRF check was mailed to his parent's home address.

Last MIRF contract was e-mailed to him; the board and gigmeister never reviewed/received.

We need to have the TAC address on file with MIRF changed to the PO Box.

Gigmeister:

No official address.

Karen using home address, fax #, and e-mail address.

Kevin:

Kevin had booked U-M Hospital; they use his home address. The TAC E-mail address on business cards is currently not working. His home phone appears on business card.

PO Box:

Deb has only key; checks twice a month.

Bank TAC checking account with changed policy - will no longer mail to a PO Box, only a street address; Deb has bank statements mailed to home address.

2. Customer and Member feedback from Holiday 2006

For the year in general, feedback from those who have hire us is "Thrilled".

We sounded better than last year. We are more cohesive, sound like a group, look like we are having fun and enjoying each other's company.

State St. has said "It's an outside gig; stick to the streets."

We will have to address this next year.

There were no member evaluation forms distributed for Holiday 2006 season.

One member raved about the group, our sound, our level of commitment, the challenge of good group singing that we provide (diction, line, etc.), and the enjoyment that they had this season.

We sounded great at the U-M Hospital, perhaps the best we've ever sounded there. It was nice to receive the e-mail that Kevin had relayed from the nurse at the hospital who enjoyed our being there after a difficult morning and her unit losing a patient.

3. Mayfaire status & 4. MI Ren. Fest. status

It's too early yet.

5. New markets we should/could explore?

The Time Well Spent Tea Room in Hartland, MI would like to book us for a second date for Holiday season 2007.

May Madness on Main St. poss. gig.

We don't have enough music for weddings.

Once we do, buying ad space in MIRF program guide is a possibility.

6. Contracts from Holiday Season 2006

Main St. Area Association- Renaissance: 10/20 (extra gig- parent's weekend), 10/27, 11/03, and 11/10[booked due to Royal Shakespeare Company in town].

Main St. Area Association - Holiday: 11/24, 12/01, 12/08, 12/15, and 12/22

State St Area Association. - Holiday: 12/01, 12/08, 12/15

Time Well Spent Tea Room - Hartland, MI: 12/16

Barton Hills Country Club: 12/03 & 12/20

University of Michigan Hospital, through the Gifts of Art program: 12/17

5. Recording

A. CDs for sale: (Kevin/Scott)

1. Large group recording confirmed?

IMPORTANT! All TAC members, musicians, and directors should be required to sign an Artist Release form, allowing TAC to use their work for TAC's aims and goals as defined by the board.

Confirmed church rental for rehearsal on 1/20/2007 from 2-4PM; price for rental to be determined.

We need to send an e-mail to ask who is available from last season to be there.

2 recording dates confirmed:

- Sat. 1/27/2007 for the large group recording session
- Sat. 2/24/2007 for the small group recording session.

Jerry Custer has been booked to direct the group for both the 1/20 rehearsal and the 1/27 recording dates.

2. Going Forward:

a. Small Group auditioning

A committee of Kevin, Karen, and possibly Terri Wilcox to help determine small group selections.

We want to pick small groups that will provide the best sound; some board members mentioned that "If I'm not selected for a small group, I won't care - as long as we have the best sound."

b. Small Group Rehearsals

We don't need to rent the church for small group rehearsals - the groups can get together and rehearse at someone's home prior to their recording.

c. Holiday CD recording

We have not looked into public domain holiday music yet.

Kevin will look into this so that, down the road, we may be able to record a holiday CD.

d. The board will pay Cheryl O'Brien to do the Ren. CD art/graphics/liner notes.

B. Rehearsal and Practice CD recording/creating: (Suzi/Chris)

1. Results this season

Results from Chris recording small group singing into a mic onto his laptop did not turn out too well.

2. Continuing plan

This season we will continue to try to record small group rehearsal.

Primarily, this will help make one on a part recordings of some of the pieces.

If we can have immediate playback, we can critique our patter intros.

3. Rehearsal CD

Chris will work with Suzi to help assemble a rehearsal CD of the full season rep.

6. Marketing/Publicity/Auditions

A. Kevin has placed a Call for Singers in the Ann Arbor Observer, Kurt sent a holiday letter with a Call to "mad.singers" list, and also sent an email Call to Observer newspapers, Detroit Free Press, Detroit News, an former SCCU contacts and current OCC singers.

B. Kurt will look into creating or purchasing sandwich-board type signs or banners so that TAC will always have something to advertise who we are on gigs. Will also develop and print flyer type handouts to pass out at main gate at MRF to incoming patrons, as well as a few wooden signs identifying the location of "Queen's Gazebo".

7. Web Site:

A. Board extends its thanks for the great job Karen has done with managing and maintaining the web site. Hip, Hip, Huzzah, Karen!

B. Issues? Challenges? Glitches? Opportunities?

Kevin and Chris discuss fixing currently non-working e-mail address on TAC business card.

Sarah Schropp has put up a MySpace.com page for the group. There is a link from TAC Friends page.

Chris and Kevin will work together on various technical issues regarding the website.

8. Secretary

A. Minutes distributed

The minutes of the 10/15/2006 board meeting were distributed.

B. Minutes deadline

The minutes will be e-mailed to the board for review within two weeks of the meeting prior to being posted on website.

C. Recording board meetings

Chris has volunteer to electronically record the meetings with a microphone onto his laptop computer.

9. Treasurer's Report

A. Income, Expenses, Receivables, Cash on hand.

Current balance is \$4,200.

Have not received checks from the holiday gigs for State St., UM Hospital, or Barton Hills yet.

10. Calendar

A. Last day for new/returning singers: On-going.

B. Mayfaire: Last two weekends in May.

C. No rehearsal Wednesday July 4, 2007.

D. MIRF: Confirm start date, including Media Day.

11. Other Items/Miscellaneous:

A. Character development workshop/training:

-Sara Schropp has asked if she could conduct character development training for TAC members. Kurt will ask for a plan that could be implemented as a part of our regular rehearsals. Hope to have people behaving in character and doing patter announcements as part of regular small group portion of rehearsal. Music comes first, of course.

-Maria Christensen, the Entertainment Director of the Michigan Renaissance Festival, does all day character workshops. These are held on the festival grounds all day on a Saturday in June or July. The group could consider going, if enough interest. Or, we could hire Maria to come to one of our rehearsals to do a workshop, possibly.

12. Next Board Meeting:

Sunday February 18, 2007 1 PM Cathy Weber's home

Respectfully submitted,

Oliver Pinsoneault

TAC Secretary Sept. 2006-2007