

# The Evergreen Chorale



## Member Handbook 2016-2017

Updated October 6, 2016

## Staff and Leadership

Robert M. Baldwin	Board President	<a href="mailto:rmbaldwin820@gmail.com">rmbaldwin820@gmail.com</a>
Christine Gaudreau	Artistic & Musical Director	<a href="mailto:christine@evchorale.org">christine@evchorale.org</a>
Susan Kramer	Executive Director	<a href="mailto:susan@evchorale.org">susan@evchorale.org</a>
Laura Miller	Production & Stage Manager	<a href="mailto:laura@evchorale.org">laura@evchorale.org</a>
	Admin Assistant & Ticketing Manager	
Pam Heiny Jody Kirkpatrick	Music Librarians	<a href="mailto:cpcb4@aol.com">cpcb4@aol.com</a> <a href="mailto:kirkpatrickdj@comcast.net">kirkpatrickdj@comcast.net</a>
Rebecca Sarian	Assistant Choir Director	
Mallory Bernstein	Principal Accomp., concerts	<a href="mailto:mallorybernstein@gmail.com">mallorybernstein@gmail.com</a>
Patrick Lee	Principal Accomp., theater	<a href="mailto:patrickcurranlee@yahoo.com">patrickcurranlee@yahoo.com</a>

### Section Leaders (2015-16) THIS WILL BE UPDATED PRIOR TO START OF 16-17 SEASON

Deb Karsell	Soprano I	<a href="mailto:dkarsell@hotmail.com">dkarsell@hotmail.com</a>
Claire Terry	Soprano II	<a href="mailto:cterry66@gmail.com">cterry66@gmail.com</a>
JoAnn Dunn	Alto I and II	<a href="mailto:joannandpem@aol.com">joannandpem@aol.com</a>
Laurie Atkinson	Asst. Alto	<a href="mailto:laurieatkinson@gmail.com">laurieatkinson@gmail.com</a>
David Branstrom	Tenor I	<a href="mailto:dbranstrom@q.com">dbranstrom@q.com</a>
Bill O'Meara	Tenor II	<a href="mailto:billomeara@me.com">billomeara@me.com</a>
Dodge McCord	Baritone	<a href="mailto:dodge.mccord@aimco.com">dodge.mccord@aimco.com</a>
Bill Karsell	Bass (fall)	<a href="mailto:SkiTrees@gmail.com">SkiTrees@gmail.com</a>
Johan Stokstad	Bass (spring)	<a href="mailto:jqstokstad@hotmail.com">jqstokstad@hotmail.com</a>

**BOARD AND STAFF DIRECTORY 2016 – 2017**

**BOARD**

<b>Name</b>	<b>E-mail</b>	<b>Phone</b>	<b>Start</b>	<b>End</b>	<b>Term</b>	<b>Position</b>	<b>Voting</b>
Frank Plaut	<a href="mailto:fplaut@comcast.net">fplaut@comcast.net</a>	303-526-0342	7/1/2015	6/30/2018	1st	Vice President & Legal Counsel	yes
Bob Baldwin	<a href="mailto:rmbaldwin820@gmail.com">rmbaldwin820@gmail.com</a>	720-539-3705	7/1/2014	6/30/2017	1st	President	yes
Aimee Peterson	<a href="mailto:aimeecpeterson@gmail.com">aimeecpeterson@gmail.com</a>	303-679-2519	7/1/2016	6/30/2019	2nd	Director	yes
Tom Boschen	<a href="mailto:tboschen@gmail.com">tboschen@gmail.com</a>	303-810-3548	7/1/2014	6/30/2017	2nd	Immediate Past President	yes
Bob Meade	<a href="mailto:potamundi@comcast.net">potamundi@comcast.net</a>	303-674-7001	7/1/2016	6/30/2019	1st	Director	yes
Linda Trenbeath	<a href="mailto:linda.trenbeath@gmail.com">linda.trenbeath@gmail.com</a>	720-333-0619	7/1/2016	6/30/2019	1st	Secretary	yes
Tom Scripps	<a href="mailto:tascripps@gmail.com">tascripps@gmail.com</a>	303-884-4741	7/1/2015	6/30/2018	2nd	Director	yes
Kim Gan	<a href="mailto:ksgan@comcast.net">ksgan@comcast.net</a>	303-596-2801	7/1/2014	6/30/2017	1st	Director	yes
Michelle O'Laughlin	<a href="mailto:mkolaugh45@aol.com">mkolaugh45@aol.com</a>	720-840-7940	7/1/2014	6/30/2017	1st	Director	yes
Ann Moore	<a href="mailto:ann@annmooreco.com">ann@annmooreco.com</a>	303-526-1546	7/1/2015	6/30/2018	1st	Director	yes

<b>Name</b>	<b>E-mail</b>	<b>Phone</b>	<b>Position</b>	<b>Voting</b>
Christine Gaudreau	<a href="mailto:artisticdirector@evergreenchorale.org">artisticdirector@evergreenchorale.org</a>	303-909-0572	Artistic Director	Non-voting
Susan Kramer	<a href="mailto:susan@evchorale.org">susan@evchorale.org</a>	303-335-5293	Executive Director	Non-voting
Debbie Caine	<a href="mailto:cainecpa@comcast.net">cainecpa@comcast.net</a>	303-526-4585	Treasurer (but not a director)	

**STAFF**

<b>Name</b>	<b>E-mail</b>	<b>Phone</b>	<b>Position</b>
Christine Gaudreau	<a href="mailto:artisticdirector@evergreenchorale.org">artisticdirector@evergreenchorale.org</a>	303-909-0572	Artistic Director
Susan Kramer	<a href="mailto:susan@evchorale.org">susan@evchorale.org</a>	303-335-5293	Executive Director
Laura Miller	<a href="mailto:laura@evchorale.org">laura@evchorale.org</a>	720-726-0070	Production Manager

## COMMITTEES OF THE EVERGREEN CHORALE

### Standing Committees

<b>Development Committee<sup>1</sup></b>	Bob Baldwin Susan Kramer Frank Plaut	Co-chair Co-Chair Member
<b>Fundraising Events Committee<sup>1</sup></b>	Michelle O’Laughlin TBD TBD	Co-Chair Co-Chair Members
<b>Membership Committee<sup>2</sup></b>	Dodge McCord Aimee Peterson Christine Gaudreau Bob Baldwin Section Leaders	Co-Chair Co-Chair Member Member Members
<b>Building Committee<sup>1</sup></b>	TBD TBD	Co-Chair Co-Chair
<b>Personnel Committee</b>	Bill Karsell Frank Plaut Pam Heiny	Chair Member Member
<b>Marketing Support Committee<sup>1</sup></b>	Susan Kramer Bill O’Meara Linda Trenbeath	Chair Member Member
<b>Music Committee<sup>2</sup></b>	Becky LaClair Christine Gaudreau Bob Meade Jason Duteil Bob Baldwin	Co-Chair Co-Chair Member Member Member
<b>Scholarship and Intern Committee<sup>2</sup></b>	TBD	

### ad hoc Committees

<b>ad hoc Strategic Plan Committee</b>	Bob Baldwin Christine Gaudreau Susan Kramer	Chair Member Member
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1 support Committee for ED

2 support Committee for AD

## WELCOME FROM THE ARTISTIC DIRECTOR

Welcome to the 44<sup>th</sup> Season of the Evergreen Chorale! I am so delighted to share another great season of beautiful music with you.

Thank you for joining us this semester. Thank you for your time, your musicianship, your generosity and voice and for being part of a growing, joyful, multi-generational community. Thank you for believing that beautiful music and excellent singing will make the world a better place.

### ***Peace***

Christine Gaudreau  
Musical and Artistic Director

## MEMBERSHIP HIGHLIGHTS

**Have fun!** You are here because you love choral singing. We love having you as part of our multi-generational musical community. Being a member of the Chorale requires effort and commitment to musical excellence. We hope you enjoy the process!

**Dues:** Full Year = \$175  
Fall or Spring only = \$115  
Summer = \$25  
High school interns do not pay dues

We ask that you pay your dues at our first rehearsal or as soon thereafter as possible. We never want dues to be a hindrance to anyone joining the Chorale – we have scholarships available so please don't hesitate to talk to Christine Gaudreau, Bob Baldwin, Debby Caine, or Susan Kramer if you have a need for financial support.

**Attendance:** Members may not miss more than 3 rehearsals or ANY required events (dress rehearsals, performances, etc.) per fall or spring semester - sometimes less for shorter rehearsal runs in the summer. Please tell your section leader ahead of time if you will miss or be late for rehearsal, or let us know the next day in case of a last minute emergency. We offer a bonus rehearsal close to our concerts to make up for one missed rehearsal.

**Rehearsals:** Monday nights, 6:45 – 9:30 with a break at Parmelee Elementary in Indian Hills. Additions and exceptions are on the Chorale calendar. Please be sure to check your weekly Coda email for changes in location or time. In case of cancellation due to bad weather, you'll be notified via e-mail by 4:30 pm that day.

Please bring your own water. Snacks are provided on a rotating basis. Child care is available and funded 50% by the Chorale but must be pre-arranged. If a rehearsal is cancelled, there will be a make-up rehearsal the following Saturday at 9:30 am - please look for details via Coda.

**Music:** The music you sign out at the first rehearsal is your responsibility through that term's concert run. Please make markings in pencil ONLY. Music is returned immediately after the last performance. **Music with yellow stickers has been borrowed** (this isn't necessarily the case - all borrowed music is indicated by a stamp. change to: **Borrowed music is indicated by the borrowed Chorale's stamp**), and markings must be erased. If you have any problems with your music, please contact Pam Heiny or Jody Kirkpatrick, Chorale Music Librarians. For further details regarding sheet music procedures, see the "Guidelines" section at the back of this handbook.

**Volunteering:** The Chorale is an active, dynamic, and growing organization. All members are asked to participate in this wonderful effort by volunteering to help with at least two committees and/or events (other than concerts) each year. The opportunities to help are diverse in terms of time and skills required, so everyone can find the best fit for their talents and interests. Chances to volunteer are presented early in the term & announced throughout the year via the weekly Coda and at rehearsals.

**Concerts:** This season has 2 concert runs, plus 2 musical theater opportunities.

**Fall term**            My Fair Lady (musical theater) - optional  
Holiday Concert: Amahl and the Night Visitors and Holiday Classics

**Spring term**        Billy Elliot (musical theater) - optional  
Sun, Moon, Earth and Sea

**Summer term**    TBD

Performance locations vary as shown on the Chorale calendar. Concert dress for each performance is announced ahead of time and will be changed during the 2016 season; we may add additional pieces during 2016-17. Black music folders are used – the black plastic one issued to you at the beginning of each concert run can be used, or you can purchase a concert folder.

**Communications:**

- **Coda:** e-mailed weekly. Contains **VERY** important information & details. Read it!
- **Email:** All important communications during the semester will be sent via email. Please check your email regularly for updates.
- **Announcements:** BRIEF verbal notifications made at rehearsals before break.
- **Score:** Monthly e-mail newsletter. Contains more general Chorale & Center Stage news for current singers and all members of the Chorale.
- **Social Media:** Please Like Us On Facebook and share posts about our events

- **Other:** From Christine, staff, section leaders, etc. – usually come via e-mail.

All new members are added to the e-mail list. Any information you would like to share with the group should be e-mailed to Christine to be included in the next Coda and/or Score.

**Guidelines:**

Please see the Guidelines that follow this section for more details about your membership in the Evergreen Chorale.

**For More Information:**

Chorale Website: [www.evergreenchorale.org](http://www.evergreenchorale.org)

Questions? Please contact one of the individuals listed on page 2 of this Handbook.

## **GUIDELINES**

### **1. Auditions**

Auditions for new members and for members who have been absent from the Chorale for two or more semesters take place at the beginning of each semester. Members are strongly encouraged to join for the entire performance year (Fall to early Summer) to ensure consistent quality and size of the choir.

### **2. Cell Phones and Pagers**

Please keep all cell phones and pagers switched off during rehearsals and events.

### **3. Code of Conduct**

We want everyone's experience with the Chorale to be enjoyable and fulfilling. In order to achieve this, we ask for a commitment from you to take responsibility for the Chorale by:

- attending regularly and punctually;
- learning to the best of your ability;
- asking for help if needed;
- treating all members, staff, and visitors with courtesy and respect;
- being welcoming and supportive to new members and especially high school interns;
- following Chorale policies and procedures;
- contributing time and skills to volunteer tasks in addition to singing;
- respecting the Chorale's environment, property and facilities, as well as the properties and stage set-up of other arts groups who share Center Stage and other locations;
- keeping talking and interruption during rehearsal to a minimum;
- ensuring the health and safety of self and others and reporting any dangers, hazards and accidents;
- during rehearsals and (especially) performances avoiding perfumes, colognes, etc. for the benefit of those members who have allergies;
- ensuring no hazardous or illegal substances or articles are brought into the Chorale environment; and
- notifying your Production Manager and/or Section Leader of any change of address or other contact details.



#### 4. Concert Dress

All Chorale members participating in public performances are required to wear the agreed concert dress for that performance:

Last season we changed our concert dress – if you did not sing the spring concert, please check with your section leader regarding the updated dress code and s/he will provide information as to what to purchase for which concert.

Concert music folders: Music is held in plain black folders for concerts. It is strongly suggested that members purchase formal black performance folders. Information about securing such folders will be made available during rehearsals before the concert.

#### 5. Governance

- a. **Management** - The Chorale is managed by the Board of Directors and staff members as set out in the Bylaws, copies of which may be obtained as indicated later in this Handbook. The Board and staff rely heavily on the assistance of volunteers from our membership to keep the Chorale and the Center Stage facility functioning effectively.
- b. **Section Leaders** - Section leaders help organize each section, keep attendance records and act as liaisons between members and the Artistic Director, the Membership Committee, and the Board of Directors. Look for emails and important information from your section leader. If you have questions or concerns, your Section Leader is the person to talk to first. **If you have to miss or be late for a rehearsal, call or email your section leader ahead of time.**
- c. **Paid Professionals** - The Artistic Director, Executive Director, and Chorale staff are paid professionals engaged by the Chorale. Other paid professionals include pianists, instrumentalists, stage directors and choreographers.

#### 6. Rehearsals

Rehearsal time is one of our greatest assets. Please respect this time by being punctual and very focused. Make sure to copy down all musical markings in your music with pencil. If you miss a rehearsal, come a few minutes early to the next rehearsal to copy new markings from your section leader or neighbor. You may record rehearsals, and practice CDs will be available for some selections.

Please write any questions or comments that do not directly relate to the current musical process and/or a majority of singers in your section on the provided sticky notes and place them in our 'pink feedback box'. Your concern will be addressed via email, phone call or in the next rehearsal.

Please practice your music at home. Rehearsal time alone will not likely be enough for you to completely learn the music. Feel free to email Christine with any questions you might have about the music.

## 7. Sheet Music Procedures

Because sheet music is expensive, and we often borrow music; all members are responsible for keeping our music in good condition. Our music is the written representation of the reason we sing with the Chorale, so please enjoy working with it and learning from it while you treat it with care.

### When rehearsal season starts:

- At the first rehearsal, check out your music, which will be in a folder handed to you by the music librarian, and sign your name on the music check-out sheet by the number on your folder.
- *Put your name on the front of your folder immediately*—they all look the same.
- Occasionally additional music will be handed out at later rehearsals – please stay alert to this. When you get additional music, *please write your folder number on your new piece of music.*

### During rehearsal season:

- Do not hole punch any pieces of music that are not already punched
- Use only regular PENCIL for adding markings to music—NO COLORED PENCILS, PENS OR HIGHLIGHTERS
- Do not use staples or tape (except clear tape to mend torn pages); post-it notes are fine as long as they are easily removable without damage
- If anything happens to your music (i.e., your dog eats it), see the librarian
- If you want to highlight or use something other than pencil on your music, you can make your own photocopy. However, you must keep the original to return at the end of the season and destroy your photocopy, due to copyright laws. The Chorale does not take legal responsibility for photocopying.

### After the last concert:

- ERASE all the markings you made in your music, ***particularly in borrowed music.***
- Return your music as you will be instructed, *including your folder* (you may have to bring that separately to the last performance if you use your own concert binder).
- If you are going to need the music later for special performances, keep it and return as you will be instructed.
- For your convenience, there is a “Music Return” box outside of Center Stage, under the bench to the right of the front door.
- If you do not return all music, without damage, by the deadline that will be specified, you will be responsible for the cost of replacement or repair. *After the music librarian has made reasonable attempts to get the music from you, an invoice for the replacement cost of your music will be mailed to you.*

## **8. Smoking and Alcohol**

The Chorale has a strict no-smoking policy at all rehearsal and concert venues. In addition, we ask that alcohol be reserved for celebration after rehearsals and performances. Please do not consume alcohol before singing, as it will considerably impact the quality of our performance. Alcohol is usually not permitted in church settings. When alcohol is shared after a performance or rehearsal, under-age members may never be served. Please drink and drive responsibly.

## **9. Solo, Small Group and Musical Theater Opportunities**

Many concerts contain solos or selections for small groups of singers. Auditions for these opportunities usually will take place about 6 to 8 weeks before performance. Please see the Chorale calendar for audition times. Soloists are selected at the discretion of the Artistic Director. Additional singers may be asked to understudy.

Members are not required to participate in musical theater productions, but these productions are very rewarding and a lot of fun. All members are invited and encouraged to participate as performers or volunteers. Auditions take place separately, and leads and chorus members are selected jointly by the stage director, music director and choreographer for each show. Non-Chorale members from the Evergreen and wider Denver area also audition for musicals. The rehearsal and performance schedule for musicals is separate from the concert schedule, and it is usually intense.

While quality of vocal and stage performance is the first and most important factor in the selection of musical casts and concert soloists and small groups, other factors considered include Chorale membership, performers' schedules and the commitment to offering special performance opportunities to a large number of qualified singers at different times.

## **10. Loss, Injury or Damage**

If you find anything which you believe has been lost, you should turn it over to the Production Manager or a member of the Board of Directors. If you have lost anything, these are also the people you should ask first. Remember to look after your belongings, and do not leave valuable items unattended. Please inform your section leader and the Artistic Director of any health conditions or allergies you have. The Chorale does not accept any responsibility for injury, damage or loss incurred in connection with Chorale activities.

## **11. Non-Discrimination Policy**

The Chorale's policy is to ensure that no member, staff, visitor or other person, with whom it may come into contact, receives less favorable treatment on the grounds of gender, race, color, national origin, religion, sexual orientation, disability or creed. Unfair or illegal discrimination will not be tolerated. By becoming a member, you agree to abide by this policy.

Chorale publications will not be used for religious, political or other special interest advertisement. While many concerts may contain sacred music, other programs may be completely or partially secular or may contain music from different religious traditions. We do not support any particular religious tradition and encourage our members to find meaning in sacred and non-sacred music based on their personal beliefs.

## **12. Privacy**

As a member, you have a right to privacy. All personal information held by the Chorale is for Chorale use only and will not be published, sold or provided to parties outside the Chorale.

## **13. Emergency Procedures**

Please familiarize yourself with the use of appropriate emergency equipment and the nearest means of escape at Center Stage or in other venues. Fire extinguishers are available if needed. Also, the Chorale has at Center Stage an Automated External Defibrillator (AED) for cardiac emergencies.

- When a fire alarm is sounded, all members must leave the building by the nearest emergency exit and proceed to the front parking lot.
- Emergency exits are identified with illuminated green signs.
- Any person with limited mobility, or otherwise impaired, should be assisted to the nearest and safest exit.
- Re-entry to the building is prohibited until the ALL CLEAR has been given by the Emergency Services Officer or an authorized member of the Chorale staff.

## **14. By-Laws**

Our By-Laws and Standing Rules govern the purpose and operations of The Evergreen Chorale and are available on our website

## **15. Rosters**

Chorale Rosters are available on our website and are password protected.

## **DISCLAIMER**

The information contained in this document is, to the best of our knowledge, correct at the time of going to press. However, no liability can be accepted for any errors or omissions, which may occur within it. Any conflict with this Members Handbook and the Chorale Bylaws, while unintentional, will be resolved in favor of the Bylaws.