



MEMBERSHIP HANDBOOK

2015 – 2016
Our 36th Season

*Creating Choral Community,
Artistry & Excellence*

The Business of Cherry Creek Chorale

Vision	To actively build our choral unity, knowledge, and artistry while expanding and strengthening our value to the community through collaboration, outreach, and innovation.
Mission	To offer engaging and versatile musical experiences that connect singers and audiences, and to be a catalyst for collaborative performances that share our artistic excellence and passionate communication of the choral art.
Volunteering	As a non-profit organization, we rely on Chorale members to help with production and administrative tasks. All Chorale members are expected to volunteer in some capacity throughout the year.

Staff

Artistic Director & Conductor	Brian Leatherman
Associate Conductor	Greg Marsh
Assist. Conductor, Dir. of Cherry Tones	Amy White
Principal Accompanist	Cindy Runkel
Assistant Accompanist	Debbie Johnson
Accountant	Carol Bradley
Marketing & Development Manager	Cindy Runkel
Librarian	Liz Fallon
Web & Communications Manager	Mike Freeland

Board of Directors

President	Drew Currie
President-Elect	OPEN
Past President	Ken Fisher
Vice President	Leigh Kahn
Secretary	Jay Hartman
Treasurer, Finance Committee Chair	Felice Morel
Artistic Committee Chair	Margaret Beardall
Development Committee Chair	John Chamberlin
Marketing Committee Chair	Jim Bock
Member Services Committee Chair	Robin Smith
Outreach Committee Chair	Cynthia Phinney
Production Committee Chair	Raissa Johnson

Section Leaders

Soprano I	Gloria Srikijkarn
Soprano II	Nancy Lauth
Alto	Carolyn Gentle
Tenor	Uri Rovner
Bass	John Wollan

Special Responsibilities

Concert Attire	Ruth Most, Elaine Gilley
Grocery Certificates	Lisa Blunck, Nancy Lauth
Historian	Sally Bradley
Hospitality Coordinator	Debi Simons
Name Badges	Mary Ann Stevens
Printed Program Composition	Jenny Bock
Showcase Coordinator	Jenee Stewart
Vehicles for Charity Coordinator	Drew Currie

Chorale website

cherrycreekchorale.org

CHERRY CREEK CHORALE MEMBER POLICIES

Welcome to the Cherry Creek Chorale! We hope that you will share our enthusiasm for diverse and exciting choral music. As a member of the CCC, you make a personal commitment of your time, your musical ability, and your presence at rehearsals and performances. Your unique personality and talent contribute to our performance quality, musical integrity, and morale.

DEFINITIONS

Concert Set: All rehearsals leading up to and including a concert. The number of concert sets may vary per season. Generally there are four concert sets in a concert season, including possible additional scheduled performances. A missed performance is considered an absence.

Concert Season: From the first fall rehearsal through the last spring concert.

Leave of Absence: Officially recognized non-participation in a concert set, during which you retain all rights, privileges, and responsibilities of membership.

Member: One who has been accepted into the Chorale by the Artistic Director, has paid his/her dues for the current semester, and has not had two or more consecutive Leaves of Absence.

ATTENDANCE *The following policy applies to each Concert Set:*

1. You are expected to attend all rehearsals and concerts.
2. You are responsible for notifying your Section Leader in advance of any absence.
3. You may miss one rehearsal in a Concert Set. A second absence may be granted at the discretion of the Section Leader. Participation at rehearsal retreats may make up for an additional absence.
4. If more absences are necessary, you and your Section Leader will need to determine if you are sufficiently prepared to sing in the concert. If not, you will be put on leave for that Concert Set. You may resume participation for the next Concert Set.
5. Absences from a concert week rehearsal must be cleared with the Conductor in order to sing the concert. If you anticipate missing a performance you must discuss your absence with your Section Leader and the Conductor at the earliest possible date.
6. You are responsible for obtaining all information given during your absence before the next rehearsal (e.g., music markings/notations, change in rehearsal times).
7. Courtesy to the Conductor and to the Chorale membership requires promptness at rehearsals. Please explain tardiness or early departure to your Section Leader. Section Leaders will monitor the amount of rehearsal time missed. Arrival or departure at break will be counted as one-half (1/2) absence.

DUES: **August - December = \$75** **January - May = \$75**

Dues are collected at the first rehearsal of each semester and are non-refundable after the 3rd rehearsal. Dues are not pro-rated for partial semester participation.

LEAVE OF ABSENCE (LoA)

1. A Leave of Absence occurs when you do not sing a full Concert Set.
2. If you take two consecutive LoA's, whether in the same Concert Season or in two Concert Seasons (for example, the last Concert Set of the current season plus the first Concert Set

- of the next season), you will need to re-audition in order to resume your membership.
3. If you are unable to sing a Concert Set, inform your Section Leader as soon as possible.
 4. While you are on a Leave of Absence, you are welcome to attend rehearsals until two weeks before the concert.

MUSIC POLICY

- All music is the property of the Cherry Creek Chorale or the entities that have loaned music to the Chorale. Music issued to you is to be returned to the Chorale after the completion of a Concert Set or at any time that you are unable to continue singing in the Chorale.
- Mark your music in pencil only. Make no holes, pen markings or highlighting in music that is on loan to Cherry Creek Chorale. The organization that loans us music may request that pencil markings be erased.
- You will receive music for the upcoming Concert Set upon the return of music for the completed Concert Set. If music is not returned or is no longer usable, you will be billed for the current replacement costs plus any additional fees charged by a loaning entity.

REHEARSAL PROTOCOL

- Know where you are in the music at all times. Have a pencil in your hand all the time at all practices.
- Listen actively and DO NOT TALK OR HUM when the singing stops!
- Follow along in your music while another section is rehearsing and apply the musical learning//suggestions to your part...do not hum along.
- Direct any questions or comments to the Conductor during rehearsals.
- In rehearsals (so you get used to it) and in concerts do not follow along in the music when a soloist or a small group is singing. Turn your music to the next place you sing.
- Practice with music in folder and in concert order as soon as possible and especially during the final three weeks before concerts.
- Set your cell phones and pagers to *Silent* during rehearsal.
- After rehearsal, return chairs as directed and other equipment if needed.
- Don't wear anything scented to practices or performances.
- We PRACTICE at home and REHEARSE at rehearsal. You have a responsibility to work out problem spots on your own.

CONCERT PROTOCOL

- Carry your music -- in a black folder -- in your left hand unless directed otherwise.
- Keep your music at your side and only raise it when the conductor steps on the podium or otherwise gives a signal.
- Do not break the mood at the end of a piece until the conductor lowers his hand or baton and has turned to acknowledge the applause; then just beam at the audience.
- Between pieces minimize movement and speaking to other singers; remain engaged.
- While singing, appropriate movement is encouraged.
- Stay loose; flex your knees, but maintain good posture.
- Generally the singers do not applaud other performers.

CONCERT ATTIRE

Women:

Chorale dress and jacket, black hose, black shoes (closed toe preferred)
Earrings - black, silver, rhinestones, or diamonds (No dangles, no larger than ●)
No other jewelry showing except a ring or two. (Please **no** necklaces.)
Lipstick, extra blush (we tend to "pale" in the light)

Care of your Garments

Do not dry clean dress or jacket!

Dress: Hand or machine wash, delicate cycle, cold water, air dry, and hang.

Jacket: Hand wash, cold water, avoid rubbing the fabric, dry and store flat.

Men:

Black tuxedo (no tails), black socks, polished black shoes, cummerbund, black bow tie
White tuxedo shirt with pleats (well ironed, no ruffles)

Special Occasions:

- **Red** bowtie, cummerbund, and pocket square for special occasions - \$10
- **Tartan Plaid** bowtie for biannual Celtic Concert - \$5-15

CHORALE MEMBER RESPONSIBILITIES

1. Pay dues on time at the start of each session.
2. Come prepared to rehearsal.
3. Practice your music at home to reinforce the learning done in rehearsals. Several practice aids are supplied on the CCC website.
4. Bring pencils to mark music.
5. Listen closely to Conductor for musical direction and markings.
6. Notify Section Leader of absence.
7. Purchase and maintain concert attire. Women - \$63 for the jacket and \$54 for the dress.
8. Volunteer as time and talent allow in various aspects of concert production and/or committees.

SECTION LEADER RESPONSIBILITIES

1. Take attendance at each rehearsal.
2. Welcome new members.
3. Communicate rehearsal and musical changes to section members.
4. Share Conductor's musical practices such as count singing, breathing, counting, and pronunciation, as applicable.



SINGING OPPORTUNITIES AVAILABLE TO THE CHERRY CREEK CHORALE

1. Members of the Chorale have the opportunity to audition each year for The Cherry Tones, a sub-group of the CCC which performs at smaller venues, private parties, company events, and at CCC concerts.
2. The annual Showcase event is an opportunity for Chorale members to provide entertainment for each other and their family and friends. Participants are chosen by audition by the Showcase sub-committee.
3. In past years, CCC members have sung *The Star Spangled Banner* at a Colorado Rockies game and holiday carols during intermissions of Nutcracker Ballet productions.

COMMUNICATIONS AND THE CHERRY CREEK CHORALE WEBSITE: CHERRYCREEKCHORALE.ORG

The Home Page

Our website is designed to service our patrons as well as our membership. It is our primary means of communication between Chorale members and Brian, the committee chairs (the Board of Directors) and among the members themselves.

Members Only

The Chorale uses the Members Only page as its main method of communication outside of rehearsals. You will find concert, rehearsal, music, and logistics information on this page on a weekly basis. Make it a practice of visiting the web site prior to rehearsals.

User ID and Password

While the home page is directed to the world at large, in the lower left corner you will find a button labeled *Chorale Member Login*. Click on this, and when prompted for a password, enter "member" (the *word* member, not your name) as user ID, and "ccc333" as password. User ID is not case sensitive; however the password is, so use lower-case Cs.



For convenience, check the box marked "Remember my password" or your browser's version of this phrase, before proceeding.

The main page of the Members Only area contains announcements, alerts and often, musical or rehearsal instructions (or links to them in the forum) from the Conductor.

CHERRY CREEK CHORALE BOARD AND MEMBER COMMITTEES

ARTISTIC COMMITTEE

Responsible for:

- The music program for each year (with the exception of the Showcase concert). Music selection for a given season is to be completed by January 1st prior to the season in question.
- The overall content of choir performances. Activities that are presented from the beginning to the end of the concert, including, but not limited to, introductions, announcements, music selection etc.
- Collaborations with other organizations and selecting and inviting other groups, guest artists, orchestras, instrumentalists, etc. to perform with the CCC.

Ad Hoc Music Committee

Purpose: Makes music and programmatic recommendations for performances to the Standing Committee. The ad hoc committee is to meet no less than once a year. Suggestions are not limited to this once-a-year meeting. Anyone at any time can present ideas to the Director or the members of the Committee for review.

Composition: Artistic committee chairperson, the CCC artistic director, the CCC associate conductor; committee is also open to any CCC members who may wish to participate.

DEVELOPMENT COMMITTEE

Purpose: The Development Committee is responsible for soliciting, developing, or applying for: donations from individuals and businesses (including member donations, program ads, and matching grants), foundation and government grants, and certain commission (such as Tagawa gift cards) or purchase rebate (such as Amazon Smile) plans. Donations may be cash, vehicles, stocks, IRAs, provisions in wills, and may be designated as sponsorship of a specific concert, concert season, event, or project.

EXECUTIVE COMMITTEE

Purpose: The Executive Committee is comprised of the President, President-Elect, Past President, Vice President, Secretary, and Treasurer. The Executive Committee will oversee operations of the Board and is empowered to act on behalf of the Board between meetings, presenting these acts later for a full Board review.

FINANCE COMMITTEE

Purpose: The Finance Committee, headed by the Treasurer, is primarily concerned with the preparation and execution of the annual budget plan. Its members serve as liaisons between committee chairs and the Board, to assist in the preparation and management of each committee's budget. In addition, it reviews the financial activity of the organization and oversees the performance of the Accountant of activities such as: control and disbursements of the current budget expenses, incomes, endowments, investments and grant activities of the organization.

MARKETING COMMITTEE

The CCC marketing committee oversees development and implementation of a marketing plan, including identifying potential markets, their needs, how to meet those needs with services and programs, and how to promote concerts and other service projects that may be developed. The marketing committee is responsible for public relations, representing the organization to the community, and enhancing the organization's image, including communications with the press, media and social media.

MEMBER SERVICES COMMITTEE

Purpose: The Member Services committee is responsible for issues related to membership and members, including integrating new members into the CCC, and ensuring that members' voices about crucial issues are represented at board meetings, and is responsible for coordinating auditions, welcoming new members, collecting and recording dues, meeting needs of continuing members, providing social activities as a means of enhancing community and updating the Member Handbook. The Committee works with Section Leaders to communicate with members as well as actively interacting with individual members to solicit ideas and obtain feedback.

PRODUCTION COMMITTEE

Purpose: The Production Committee is in charge of rehearsal and concert productions, with the emphasis being on concert productions. The Production Chair acts as a liaison between the Chorale and the performance venue to ensure all rehearsal and concert timings and set-ups are organized. The Committee coordinates all aspects of concert ticketing, ushers, receptions, and riser crews.

OUTREACH COMMITTEE

Purpose:

- Research and develop collaborations with other groups
 - Cultivate relationships with schools, colleges / universities, other performing groups, artists, etc.
- Develop strategies to build membership
- Follow up collaborations with community arts organizations initiated by the CCC Artistic Committee.
 - Transfer connection opportunity to other Board committees
 - Develop methods to encourage interest.
- Research and develop list of financially successful local corporations, and cultivate a group of C-level leaders to support activities of CCC.
- Establish relationship with local Chambers of Commerce.
- Develop opportunities to publicize CCC.
- Bridge Marketing, Development, Artistic, and Member Services committees.

TAX- DEDUCTIBLE CONTRIBUTIONS TO THE CHERRY CREEK CHORALE

Because the Cherry Creek Chorale is a tax exempt organization under IRS Code section 501(c)(3), your contributions to CCC may be used on Schedule A of your individual income tax return. You must have more deductions than the “Standard Deduction” amount before you can itemize your deductions on Schedule A. The “Standard Deduction” amount varies depending on your marital status and the year and it is adjusted every year for inflation. Contributions, which you can claim if you itemize, include:

- **DUES**— There is no direct economic benefit to you, so they are deductible.
- **UNIFORM**—the cost of this and dry cleaning charges are deductible if “you must wear them while volunteering and they are not suitable for everyday use.” This is a deduction, which might be questioned by the IRS if your return was selected for audit. The women’s attire would be more apt to qualify than the men’s tuxedos. Whether you deduct these costs is a matter for you and your tax preparer to determine.
- **CAR EXPENSES** – 14 cents per mile is deductible for car expenses directly related to getting to rehearsals and performances. Board members may also deduct mileage to attend board meetings or to make grant presentations to various philanthropic groups.
- **TRAVEL**—Bus, train, air, ship, out of pocket auto expenses and taxi or parking charges are deductible if you are required to travel to perform services for the organization. There is a “however” that states that these are not deductible if there was a significant element of personal pleasure, recreation or vacation associated with the travel. It is my opinion that if more than half the days of the trip plus travel days are spent in performing services for the organization, such as rehearsal or performance, the travel is deductible.
- **MEALS, LODGING & INCIDENTALS**—Cost of these is deductible if you are traveling out of town with the group on a group function. A meal is not deductible if you make a quick stop at McDonald’s on the way to rehearsal. You should keep receipts. If you have neglected to keep documentation, you can substitute the allowable “per diem” figure. This varies by the geographic area in which you are performing services for the group.

The IRS is stringent in requiring documentation for charitable contributions. You must keep records for all items you plan to deduct. Record mileage and purpose, and keep receipts.

Additional information is available in IRS Publication 526. If you have questions, check with your tax advisor.

Submitted by Elaine Gilley, Certified Public Accountant

WELCOME!

