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KANSAS CITY SYMPHONY EVENTS FOR 2024-25

Saturday, September 7

Symphony Ball, presented by the Symphony League

Holiday Concerts

Messiah – December 6, 7, 8

Christmas Festival – December 19, 20, 21, 22

Frozen – December 23

Musician's Meal – December 22

Family Concerts – November 10, February 2, March 2

Sunday, April 27, 2025

CABARET Concert by KCSG 4 pm

Embassy Suites by Hilton (7640 Tiffany Springs Parkway)

Contributor's Concert - May 15, 2025

Sunday, May 25, 2025

Celebration at the Station 5 pm

Kansas City Symphony at Union Station

Location and Dates to be Determined

Symphony Designer Showhouse

Presented by KCSA

KCSG "Events of Note"

"Is Your House Potted" Aug. 27, Family Tree Nursery,

"All Aboard" Sept. 5, Steamboat Arabia

"Octoberfest", Oct. 24 (Boulevard Brewery)

THE HISTORY OF THE KANSAS CITY SYMPHONY GUILD

The Kansas City Symphony Guild was organized in 1971 as the Philharmonic Guild North with the purpose of supporting and promoting the Kansas City Philharmonic Orchestra. In 1983-84, the Kansas City Philharmonic disbanded and reorganized as the Kansas City Symphony. The Philharmonic Guild North subsequently was renamed the Kansas City Symphony Guild. It is one of three volunteer auxiliary organizations currently affiliated with the Symphony. These organizations currently are: The Symphony League, which hosts the annual Symphony Ball; The Symphony Alliance, which hosts the annual Showhouse and operates the Symphony Shop at Kauffman Center; and The Kansas City Symphony Guild, which hosts the annual Cabaret Concert.

Membership in the Guild was originally limited to 50, and meetings were held in members' homes. In 1980, bylaws were changed to remove the membership cap, and the Guild now has expanded to more than 60 members.

Monthly meetings are held at North Cross United Methodist Church, 1321 NE Vivion Road. Programs presented at these meetings promote interest in the Kansas City Symphony and often feature discussion with Symphony staff members or performance by orchestra members.

The Kansas City Symphony Guild hosts an annual Spring Cabaret Concert fundraiser, with a performance by the entire Symphony. This event is over 20 years old.

Through fundraising activities, we strive to ensure that the Symphony continues its leadership of the thriving Kansas City arts scene while promoting friendships and camaraderie among our members.

KANSAS CITY SYMPHONY GUILD PAST PRESIDENTS

1971-72 Marjorie Dudley	1987-88 Carlene Shippee Todd	2006-07 Judith Klopfenstein
1972-73 Nadean Rule	1988-89 Jackie Coogler	2007-08 Bobbie Fisher
1973-74 Diana Laursen	1989-90 Joyce Lambert	2008-09 Marcia Tighe
1974-75 Bernice Williams	1990-91 Joanne Jenkins	2009-10 Nora Hildreth
1975-76 Phyllis Werner	1991-92 Miriam Van Winkle	2010-11 Betty Powell Curry
1976-77 Shirley Garner	1992-93 Jane Kral	2011-12 Laurie Burgess
1977-78 Marilyn Revenaugh	1993-94 MaryBelle Wnuk	2012-13 Susan Newburger
1978-79 Elfrieda Latimer	1994-95 Brenda Porter	2013-14 Karen Hardcastle
1979-80 Hazel Shippee	1995-96 Wanda Croasdale	2014-15 Madeline Johnson
1980-81 Marie Kissinger	1996-97 Vicki Nichols	2015-16 Sandi Schmude
1981-82 Dorothy Finch	1997-98 Jean Lillig	2016-17 Terry Becker
1982-83 Jo Swanson	1998-99 Wanda Croasdale	2017-18 Kathy Leibrand
1983-84 Silvia Torres	1999-00 Lynn Noyes	2018-19 Linda Sipes
1984-85 Susan Vick	2000-01 Dona Jones	2019-20 Sharon Kavanaugh
1985-86 Dorothy Pratt	2001-02 Lenora DeTray	2020-21 Susan Newburger
1986-87 Paula Degenhardt	2002-03 Doris Strong	2021-22 John Shackelford
	2003-04 Sandi Shaw	2022-2023 Carol Blum
	2004-05 Cindy Lang	2023-2024 Carol Blum
	2005-06 Laurie Burgess	

KANSAS CITY SYMPHONY GUILD EXECUTIVE COMMITTEE 2024-2025

President: Uta Cross

President-Elect: John Shackelford

First Vice Presidents/Membership: Rosemary Stipe, Judy Nelson

Recording Secretary: Sharon Kavanaugh, Cheryl Rittman

Treasurer: Christy Chester, Lynne Fahy

BOARD OF DIRECTORS

Past President / Nominating Committee Chair.....Carol Blum
Cabaret Concert:Mary Jane Kuehn
Corresponding SecretaryCindy Matlock
Hospitality:Cindy Matlock
New Member Orientation:Rosemary Stipe, Judy Nelson
Yearbook:.....Judy Nelson, Carol Blum
Musicians' Meal:Madeline Johnson, Judy Nelson
Internal Communications:Pat Burnett, Carol Blum
Website:Linn Mills Mentor: Debbie Herrick
Programs:Judy Nelson
Legislative Liaison/ParliamentarianCarol Blum
December Luncheon:Sandi Schmude, Rosemary Stipe
May Luncheon and Officer Installation:Pamela Moore

Symphony Staff / LiaisonRoslinde Rivera

GUILD INFORMATION

How to use the Guild's Website

All members agree that they will not share the password via email in order to protect the privacy of the members.

1. Go to www.kcsymphonyguild.org
2. Click on link titled "Members"
3. **PASSWORD:** *Guild/Friends*

How to use Kansas City Symphony Guild Lockbox

Send check to:

Kansas City Symphony Guild Lockbox

PO Box 871070

Kansas City, MO 64187-1070

On check memo line indicate reason for check.
For example: "Guild Dues" or "Spring Luncheon"

VOLUNTEER HOURS WORKSHEET

Time spent preparing for and attending Guild membership or Board meetings, committee meetings, and phone call or emails on Guild business may be submitted. Include drive time if done on behalf of Guild business. Remember to include the hours you volunteer at an event, such as an Event of Note, the Musicians' Meal, Cabaret, The Showhouse, luncheons (as committee member hours).

If you forget to submit hours in a month, include them in the following month. This form is helpful as a reminder/receipt of submissions as hours submitted are not viewable online for verification of your submission. This form is not used for submission of hours. Please use the member tab on our Guild website, "Forms."

SEPTEMBER total _____ hrs. submitted on _____ by email /on-line)

OCTOBER total _____ hrs. submitted on _____ by email /on-line

NOVEMBER total _____ hrs. submitted on _____ by email /on-line

DECEMBER total _____ hrs. submitted on _____ by email /on-line

JANUARY total _____ hrs. submitted on _____ by email /on-line)

FEBRUARY total _____ hrs. submitted on _____ by email /on-line

MARCH total _____ hrs. submitted on _____ by email /on-line

APRIL total _____ hrs. submitted on _____ by email /on-line

MAY total _____ hrs. submitted on _____ by email /on-line)

JUNE total _____ hrs. submitted on _____ by email /on-line

JULY total _____ hrs. submitted on _____ by email /on-line

AUGUST total _____ hrs. submitted on _____ by email /on-line

2024-2025 GUILD MEETINGS

BOARD MEETINGS

The Board of Directors meetings will be held at 9:30 a.m. on the last Thursday of the month, except where noted, August through May. Location each year will be announced and emailed to the Board ahead of time.

August 22, 2024 September 26 October 24 November 21

January 30, 2025 February 27 March 27 April 24 May 22 (Both incoming
and outgoing Board members.)

The elected officers and appointed committee chairpersons and the immediate Past-President are to attend the Board Meetings. If unable to attend, please notify the President and send a report.

GENERAL MEMBERSHIP MEETINGS

The monthly meetings will be held on the first Wednesday of the month at North Cross United Methodist Church located at 1321 NE Vivion Road, Kansas City, MO (816-452-2939). Social time begins at 9:30 a.m. with the business meeting starting at 10:00 a.m., unless otherwise designated. **

September 4, 2024 October 2 November 6 December 4 (Luncheon)

January 8, 2025 February 5 March 5 April 2 May 7 (Luncheon)

**If the North Kansas City School District cancels school, or has an alternate method of instruction day, on a meeting date because of weather conditions, the Guild meeting is also cancelled.

DECEMBER and MAY LUNCHEONS

Luncheons in December and May take the place of regular monthly Guild meetings.

All active and sustaining members (and their guests) are invited. These luncheons provide an opportunity to introduce the Guild to prospective members.

The luncheon committee arranges the venue and meal and sets the price for the event.

Raffle items help generate revenue for the event. The financial goal of each luncheon event is to “break even.”

All reservations and checks for the luncheon are given to a designated committee member. Just prior to the event, the money is given to the Guild treasurer for deposit.

On the day of the event, committee members are responsible for “signing in” all attendees. Refunds are generally not available, so if someone is unable to attend the luncheon, the money is considered a donation to the Guild. The organizing committee may choose to provide a small gift to attendees as a thank you for their support.

A speaker or small musical ensemble is usually arranged by the Symphony Liaison for the luncheon. If Symphony personnel are unavailable on the luncheon date, other local groups may be approached to perform at the venue.

CABARET

The full Kansas City Symphony travels “north of the river” to perform at the Guild’s major fundraiser, Cabaret. This springtime event is usually held on a Sunday evening on the last Sunday in April from 4 to 9 pm. The date is set by the Symphony. The event consists of cocktails, a silent auction, a live auction (including “Fund the Need”), dinner and a concert. Approximately 300 guests attend Cabaret.

The Cabaret theme and major planning is done by Guild members, in coordination with Kansas City Symphony staff. Contract details are set out and signed by the parties almost a year before the event. Decisions on publicity, the menu and auctions are also planned well in advance of the event. Cabaret chairs and committee members meet regularly and keep minutes of these meetings to assist with future planning decisions.

Ticket prices are established based on anticipated costs for meals, publicity and other ancillary costs. Tier 1 and 2 tables are premium priced tickets and include 2 bottles of wine per table. These tables are closest to the performance area. Tier 3 tickets are further back and cost less, followed by tables designed as “general admission.”

Ticket prices are reviewed and updated annually.

Additional Information:

Credit card information is obtained from attendees when they register. Guild members may provide credit card details to the Guild treasurer prior to Cabaret. Personal checks are also accepted for payment.

Silent auction baskets are stored at the venue in an area and at time specified in the contract. Three complimentary rooms are set aside for Cabaret guests (one for Guild members and two for Symphony members). Symphony staff arrive early and do not attend the dinner, so the Guild provides a light supper (for approximately 15 people).

Special tables may be set up for guests to purchase full bottles of wine to be delivered to their table for dinner. Additionally, three bar areas are also available for guests.

The Symphony staff is integral to the success of the evening. They assist Guild members with registration and also act as “spotters” for the live auction and “Fund the Need.” Each member of the Symphony staff has a clipboard to help the auctioneer spot bidders. At the end of the auction, auction receipts are delivered to each bidder. Payment is provided at the end of the concert and event evening.

A small clean-up team will pick up signage, easels and any unsold baskets. Personal thank you notes are written to those who helped make the event successful.

Note: Guild members should not bring personal items of value to Cabaret conference rooms. Security is difficult due to the number of people with access to the venue

MUSICIANS' MEAL

In December, the Kansas City Symphony has planned and budgeted to provide a meal for Symphony and Chorus members. The Symphony sets the date, (usually a Sunday afternoon), the menu and timing of the event, and the KCSG members volunteer to fulfill various roles.

Kansas City Symphony Guild members support this event by fulfilling various roles. Past roles include setting up the venue, decorating with holiday items and providing home-made desserts (usually cookies.) In addition to these activities, members have also provided fresh veggies, or hot apple cider or soup, and/or coffee, as the committee has decided. These items come from the Guild budget. Sodas, water and chips were self-serve, and were purchased by the Symphony, along with sandwiches.

Volunteers direct people and refill food trays during the event. They assist with clean-up when the event is over. Approximately 200 individuals will attend the event, but final numbers will come via Symphony Staff.

Volunteers are needed from approximately 1:00 to 6:00 P.M. Symphony staff will set hours, confirming with the Guild so that volunteers can volunteer for a shift. Decorating the venue is sometimes done in the days prior to the event.

The Guild appoints a chairperson to communicate with Guild members and enlist volunteers for the event. **The Symphony staff will initiate the committee meetings in the fall in order to work with the Guild chair on planning for the event.**

MEMBERSHIP CHAIRMAN TASKS 2024-2025

Board Meetings: *Last Thursday of each month (Membership meeting following week)*

Membership Meetings: *The first Wednesday of each month (September – May)*

JUNE: After all dues have been collected, send a report to the Hospitality Chair showing which members will be gone for each month. This information is available on the Membership form.

JULY-AUGUST: **Work on yearbook (distribution at the September meeting)**

1. Contact the member responsible for the chapter online materials
2. Meet to make changes to the membership's contact information
3. Discuss how to send the rest of the yearbook information (e-mail)
4. Gather information for the front of the yearbook from President

and Hospitality Chair. Have them e-mail it in current yearbook format.

5. BEFORE YOU PUBLISH THE YEARBOOK:

Send out a last request (via e-mail) to anyone with contact information that has changed since May, so that the correct information can be listed in the new yearbook.

6. ARRANGE FOR RAVEN PRINTING (NKC) to PRINT THE YEARBOOK

- a. *Take the tax-exempt letter (in your notebook)*
- b. *Take a yearbook from the previous year to the printer*
- c. *Purchase "divider tabs" for new member notebooks.*
- d. *PAY for all of this and turn in receipt to treasurer for reimbursement.*

7. YEARBOOK DISTRIBUTION (at September meeting)

- a. *For returning members, paper clip materials together.*
- b. *For new members, give them a new yearbook with their names on the yearbook. If needed, purchase notebooks at Office Max on Barry Road. (Take tax-exempt letter)*
- c. *For sustaining members, send e-mail/letter asking if they want a copy of the newest yearbook. If so, mail it (6 x 9" envelopes).*
- d. *Prepare your report for Board meeting (last Thursday in August)*

Send/give to President and Recording Secretary.

- e. *Make ONE attendance sheet for September meeting.*

SEPTEMBER: Distribute the yearbook. HIGHLIGHT key pages for members to use.

Emphasize the yearbook can be accessed online and is password protected. ***The password will not be e-mailed!*** The password is only shared verbally or on the insert in the notebook.

New Member Orientation:

Meet after membership meeting with new members and their sponsors as needed throughout the year. Introduce Board members and ask new members to share information about themselves. Provide hard copy of the yearbook, note pad and pen. Familiarize new members with key pages.

Name Tags: Take orders and collect payment (Cash \$5). Order tags from Ray at Ranger Trophies. They are gold (with BLUE insignia). He has the "master" template. Phone: 816-741-9633

Address: 4715 NW Gateway Ave; Riverside, MO. 64150

MONTHLY:

1. Prepare Board report and prepare report for membership meeting.
2. Encourage members to bring their yearbooks with them to membership meetings.
3. Remind members to turn in volunteer hour forms. ***Due to the Symphony by***

JUNE!

FEBRUARY-MARCH:

1. Ask Internal Communications Chair to send out reminder about Member DUES.
2. Run copies of Membership form. Take to March Board and membership meetings.
3. DUES are paid in April but can be collected (in March) if members want to pay early.

APRIL:

1. Take membership forms to meetings. ***Request time on April agenda for members to complete the forms during the meeting. GOAL: ALL forms completed!***
2. Send e-mail with membership form to all members that did not attend meeting.

MAY:

1. At the BEGINNING of MAY, send e-mail reminders to members that haven't paid.
2. Send letters to those without e-mail. If needed, call members. Before May 15th, send second reminder. After May 15th, update membership list & e-mail addresses.
3. Send list of Active and Sustaining Members to New Executive Council & Board of Directors. Send e-mail lists for Active and Sustaining Members to Executive Committee and Board of Directors.
4. Prepare updated "Membership Task List" for incoming Membership Chair. Attend joint meeting of outgoing and incoming Executive Committee and Board of Directors.

KANSAS CITY SYMPHONY GUILD PRESIDENT'S TIMELINE

MAY:

- *Prepare thank you note to outgoing president for May luncheon, and remarks to the Guild Membership*
- *Appoint Committee Chair(s)*
- *Write President's letter to the Guild and post to website*
- *With outgoing president, plan final meeting of the year for outgoing and incoming Board (May)*

JUNE:

- *Secure Board meeting site*
- *Confirm Membership meeting site (Northcross Methodist). \$250 per year donation expected. Contact treasurer. Give Venue meeting dates for year.*
- *Get head shot for Yearbook and Cabaret booklet*

JULY:

- *Make sure checking account signatures (treasurer, president, and president elect or past president)*
- *Work on budget*

AUGUST:

- *Submit to website manager the President's message , if not already done*
- *Submit year's calendar: Board meeting and membership meeting dates*
- *Submit names of all Committee Chairs*
- *Hospitality Chair(s) submit table assignments*
- *Yearbook needs updates on dates of important concerts*
- *Present budget to Board in August for revision/approval*

JANUARY: Identify nominating committee

FEBRUARY: Membership elects nominating committee

MARCH: Write Cabaret Concert President's letter

APRIL: Officer election

MAY: Have thank-you gifts for Cabaret Chair(s) and outgoing Board officers at May luncheon and preside over installation of new officers.

GENERAL

- *Write bi-monthly reports for KCSAC, and attend meeting of Auxiliary Council*
- *Have thank you for Fall fundraiser Chairs at Wrap-up meeting (buy lunches as their gifts. Write personal notes of thanks*
- *Attend Cabaret meetings*
- *Symphony will contact you early spring for photo and bio for Contributors' Concert program book*
- *Determine dates to volunteer at Showhouse for Alliance*

MAY LUNCHEON: Besides installation, identify and introduce all past Guild Presidents

PERKS FOR PRESIDENT:

2 TICKETS to Symphony Ball in September

Because the Guild contributes money to KCS, we qualify for 2 tickets to sponsored concert plus dinner with the conductor and guest artist after the concert.

6 tickets will be given to the Guild for a Symphony performance of their choice. You can set up a "pick their names from a hat" to determine the 3 people who will each receive 2 tickets.

ADDENDUM, President

PROGRAM CHAIRPERSON

For Speakers or Musicians at Membership Meetings:

The program chair arranges for a speaker or musician for each month of the membership meetings (except December and May) by contacting the Guild Liaison.

Guests range from musicians to Symphony administrative staff and programs are planned well in advance of each membership meeting.

The program chair contacts the “guest of the month” via email prior to the membership meeting to explain the meeting format. Presentations are approximately 20 minutes. There is a short question and answer session moderated by the program chair after the program and within the allotted time so as to keep the meeting on schedule. The speaker/musician may choose to stay or leave after their presentation.

If members attend by ZOOM, the moderator must repeat audience questions so that ZOOM members are included.

ADDENDUM, Program Chair

