

VOLUNTEER HOURS

Time spent preparing for and attending Guild regular 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 Lites 'n' Bites, the Musicians' Meal, Cabaret, The Showhouse, luncheons, including drive time, cooking, etc.

If you forget to submit hours in a month, include them in the following month.

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

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Every effort has been made to include accurate information in this book. Additions or corrections please report to Membership Chair or President. THANK YOU!

MESSAGE FROM THE PRESIDENT

August, 2023

Dear Active and Sustaining Guild Members,

First, a very big and grateful thank you to all who volunteered for and attended our events in the past year to support the Kansas City Symphony. Our winter “**Lites and Bites**”, hosted by Jenifer and Steven Edwards, our **May and December luncheons, Musicians’ Meal, Cabaret**, and the **Michael Gordon dinner**, hosted by Schatzi and Jim Ball, were fun and hard work! Thank you so much, again!

We have received letters of great appreciation for our support from the Symphony Staff...for attending concerts and bringing friends and family to events, and for our monetary donations as individuals and as a Guild. The upcoming concert season is so exciting one wonders how to enjoy it ALL. Knowing that this is Michael Stern’s last season here is surely bittersweet.

We still need your support for the upcoming year, and with the work and creative ideas of many, this is bound to be a fun year. It does seem to me we are still “feeling our way back” a bit from our COVID isolation and worry.

I look forward to getting to know members better and hope you all feel free to approach me with suggestions to make us an even more fun and effective Guild.

Sincerely,

Carol Blum, 2023-2024 President

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.

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.

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. Our most longstanding and largest fundraiser has been the annual Cabaret event in the spring of the year.

KANSAS CITY SYMPHONY GUILD PAST PRESIDENTS

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

KCSG EXECUTIVE COMMITTEE

President: Carol Blum

President-Elect: Uta Cross

First Vice President/Membership: Jenifer Edwards

Recording Secretary (Co-Chairs): Angie La Rose-Witt, Sharon Kavanaugh

Treasurer (Co-Chairs): Christy Chester, assisted by M. Johnson, L. Fahy

BOARD OF DIRECTORS

Past President.....John Shackelford
Cabaret Concert Co-Chairs..... Uta Cross, John Shackelford, Mary Jane Kuehn
Corresponding Secretary:Cindy Matlock
Hospitality.....Cheryl Rittman
New Member Orientation: Cheryl Rittman, Jenifer Edwards
Yearbook:Cindy Matlock Mentor: Susan Newburger
Musicians' Meal:Kathy Leibrand, Madeline Johnson
Internal Communications:Pat Burnet, Karen Hardcastle
Website:Linn Mills Mentor: Deb Herrick
Programs:Judy Nelson Mentor:Terry Becker
Legislative Liaison:Carol Blum
Parliamentarian:Karen Haber, Schatzi Ball
December Luncheon:Sandi Schmude, Rosemary Stipe
May Luncheon and Officer Installation:Pamela Moore
Ad Hoc Committee for Events of Note:..... Terry Becker, Linda Sipes Co-Chairs
Symphony Administrative Staff Alex Shapiro

GUILD INFORMATION

How to send photos and captions for Guild scrapbook

Electronic Historian: KCSGhistorian@gmail.com

Shutterfly Password: Symphony 123

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*

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, at the Platte Valley Bank, 8401 MO 45 in Parkville. Please park in the back of the bank. There is an outside staircase which accesses the meeting room.

August 24, 2023 September 28 October 26 November 16 or 30 (Board Vote)

January 25, 2024 February 22 March 28 April 25

The elected and appointed committee chairmen and the immediate Past-President are to attend the Board Meetings. If unable to attend, notify the President and send a report. Parliamentarian and May luncheon Chairs option to attend Board meetings from January on, and fall meetings elective for 2023.

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 6, 2023 October 4 November 1 December 6 (Luncheon)

January 3, 2024 February 7 March 6 April 3 May 1 (Luncheon)

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

HOSPITALITY COMMITTEES FOR GENERAL MEMBERSHIP MEETINGS

The member whose name appears first on the list with a star will be responsible for contacting the other members to make arrangements for the food they will serve. The hospitality group will plan, provide, and serve light refreshments. If for any reason a member is unable to serve, that member will be responsible for securing a replacement and then notifying the Hospitality Chairman, Cheryl Rittman, of the change. When no star, table members agree upon lead person.

September C. Blum U. Cross J. Shackelford MJ Kuehn	October M. Spacek S. Browning P. Davison D. Blackwelder L. Sipes	November M. Johnson J. Nelson J. George P. Burnett L. Fahy
December S. Schmude R. Stipe R. Ingle K. Leibrand S. Kavanaugh	January T. Becker N. Davis C. Glaeser L. Walters S. Ball	February C. Henry C. Matlock M. Sportsman M. St. Clair
March C. Rittman A. Larose-Witt J. Edwards L. Mills	April J. Togniascioli M. Barth S. Newburger G. Hobbs K. Hardcastle	May Pam Moore C. Chester K. Haber B. Reynolds L. Sand

MUSICIANS' MEAL

For several years, in December, the Kansas City Symphony has planned and budgeted for a meal for symphony and chorus members. This is usually on a Sunday afternoon. The symphony sets the date, menu, and timing of the event, and the symphony guild members volunteer to fulfill various roles.

In the past, guild members have helped with set up of the venue, including holiday decorations and providing home-made desserts, usually cookies, placed on/in disposable containers or trays. In addition to these activities, members have also provided fresh veggies, or hot apple cider or soup, as the committee has decided. These items would come from the Guild budget. Sodas, water and chips were self-serve, and were purchased by the Symphony, along with sandwiches.

Volunteers are needed during the event to help direct people, refill food trays, and help with clean-up. During COVID, a box lunch type service was used, with cookies and vegetables on self-serve platters. Pre-bagging all cookies and veggies in individual servings was discussed, but not done, and items were self-served with tongs. Hand sanitizer was available in areas prior to entering the food service area.

Approximately 200 individuals will attend the event, but final numbers will come via Symphony Staff. Volunteers sometimes choose to eat.

Hours that volunteers are needed on Sunday shifts are 1:00 to 6:00, but the Symphony staff will set hours, confirming with the Guild so that volunteers can be signed up. 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**

DECEMBER AND MAY LUNCHEONS

A luncheon in December and May takes the place of the regular monthly Guild meeting. All active and sustaining members, and their guests, are invited. This is a great time to introduce the Guild to your friends.

The committee members are responsible for the sign-in on the day of the event. Walk-ins are usually not allowed by most restaurants. If one cannot attend, refunds are generally not available, but that may be flexible, depending upon the restaurant. In the case of no refund, one may count that as a donation to the Guild.

The luncheon committee arranges for the venue, and meal, and sets the price to the event. We try to “break even” on the event. Occasionally there may be a raffle or items on sale that may generate revenue.

All the reservations and checks for the luncheon are received by a designated member of the committee, and kept until just before the event, and then given to the Guild treasurer for deposit.

A speaker or small musical ensemble from the Symphony is usually arranged through the Symphony Liaison. Occasionally, a local musical madrigal group from a college or high school has also been engaged, depending on the Symphony’s schedule.

The organizing committee may also choose to give attendees special items or small gifts, thanking them for their continued support of our Kansas City Symphony.

PROGRAM CHAIRPERSON FOR SPEAKERS/MUSICIANS AT MEMBERSHIP MEETINGS

Each month for the general membership meetings, the program chair arranges for a speaker. This is done by contacting the Guild Liaison, currently Alex Shapiro, and is done several months ahead of the actual meeting. The guest may be an individual from the Symphony administrative staff, or a musician or musicians. This helps us to know our Symphony in a more personal way. The presentation is approximately 20 minutes.

The program chair contacts the guest speaker well ahead of time, usually by email, to explain the format (see attachment).

At the meeting, the program chair (or designee) monitors for time and tries to keep things on schedule. There is usually a short question and answer session after the presentation, and the chair moderates this. In the case of members attending by ZOOM, the moderator must repeat audience questions so the ZOOM members are included.

The speaker may choose to stay or leave after their presentation.

CABARET

The Guild's major fundraiser for many years has been the springtime event, Cabaret. This is the only time the full symphony travels "north of the river" to perform. The evening is usually on a Sunday evening, from 4 to 9 PM, and consists of cocktails, silent auction, live auction, Fund The Need, dinner and concert.

The theme and major planning for the event are done by Guild members, in coordination with the Kansas City Symphony Staff. Making decisions for publicity, the live and silent auctions, and dinner is done many months in advance. Close cooperation with the staff at the venue, currently Embassy Suites, is needed, following contractual details set out and signed by the parties nearly a year in advance.

In the past, the Embassy has set up a special table for guests to purchase full bottles of wine to be delivered to their table for dinner, and three separate bars are set up to cope with the approximately 300 guests anticipated to attend.

The Cabaret Chair(s) and their committee members meet regularly to discuss details. The choice and number of committee chairs is up to the Cabaret Chair(s). It is suggested that minutes be kept of each meeting.

Based upon costs anticipated for the meal, publicity, and ancillary costs, the ticket prices are set. Usually Tiers 1 and 2, closer to the Symphony, are premium-priced tickets, Tier 3 slightly less, and general admission less than Tier 3. Tier 1 and 2 tables also have 2 bottles of wine per table, and another "special" item at each place setting.

Based upon contract details, a time and area are set aside for the Guild to set up their silent auction baskets ahead of time. In addition, three complimentary rooms are allowed, one used by Guild members who may not be able to travel home from the time of set-up to event start. The other two are for any Symphony members who may want to eat in a quiet atmosphere, or change clothes after the afternoon rehearsal, not being able to travel home with the short timeline.

The Symphony Staff is integral to the evening's success. They help with registration, in conjunction with Guild volunteers. Credit card information is obtained from attendees as they register. Personal checks are also accepted for payment. In the case of a Guild member attending, the Guild's treasurer may have been able to obtain the credit card information before the event, if the member chooses.

Since the Symphony Staff arrives quite early, and does not attend the dinner, the Guild provides a light supper for them. This would be for approximately 15 people.

In the past, Symphony Staff have also helped with the live auction and Fund The Need as spotters. Each one has a clipboard to help the auctioneer spot bidders. At the end of the auction, and often before the symphony begins playing, the auction receipts are delivered to each bidder, so they may pay after the concert and at the end of the event.

Guild members should not bring personal items of great value to be left in conference rooms. Security of these rooms is difficult to handle, in that many people are in and out all day and evening.

A small team for final clean-up will be necessary to pick up signage, easels, and any unsold baskets, etc.

Personal thank you notes should be written to those who helped make the event successful!

GENERAL GUIDELINES FOR FUNDRAISERS, AKA “EVENTS OF NOTE”

If you or your hostess table would like to plan an event as a fundraiser, here are some items to consider: | Who are the hostesses/hosts? Who is the main contact? | What is the theme or general idea for the event. What is the name for the event? | Where is the venue? |

What is the date and time for the event?

| How will you publicize it and get people to attend?

| Before setting ticket price, what will be the TOTAL COST, considering venue rental, food, beverages, publicity, service charges?

| How many can attend the event?

| Unless a committee or Guild member offers to underwrite a portion of the cost, the ticket price should cover ALL expenses.

| What, if any, is the projected profit? Some may not have a profit, but just break even, in order to introduce potential new members to the Guild. | Who will be there to register attendees and/or collect monies?

| Are “walk-up” attendees allowed?

| Has a member(s) been assigned to send appropriate thank you notes, as the committee has discussed?

| Will someone be assigned to take pictures at the event?

| Is this an event that is intended only as a Cabaret auction item, or done at another time of the year

HOSPITALITY CHAIR

Responsibilities:

April/May: Assistant First Vice-President for Membership:

1. Remind President to put Membership on Agenda for renewal announcement.
2. Collect membership renewal forms/checks at meeting, or by mail.
3. Send reminders, or telephone, to those who have not renewed.
4. Distribute and collect meeting month host preference form.

August: Organize hostess tables, based on request on forms. Contact and confirm host table chair. Send out new table assignment with the September meeting notice. Re-inventory paper products supply at meeting location.

September: Re-type table "tents" with Chair and members for each month (Sept. through May) for Membership meeting. Be sure to send the final list to our Guild website manager.

Throughout the year:

1. Thank monthly host table and remind the chair of the next month.
2. Schedule new member orientation as needed. Include President, President Elect, First VP Membership and LAO or AMSOV representative from Guild.
3. The Hospitality Chair will assign new member to a host table.
4. Make sure membership name tags are ordered.

AGENDA for NEW MEMBER ORIENTATION:

1. Introductions.
2. Overview of the KCS Guild.
3. Review of membership notebook, including volunteer hours form.
4. Check to see if membership name tags have been received.

FIRST VICE-PRESIDENT/MEMBERSHIP

At each meeting, have a sign-in sheet available by entrance, and remind or pass around sheet during meeting for latecomers. Remind members on a frequent basis to submit volunteer hours. Submit hours to the Symphony as per the format and timing they request (ask Liaison from Symphony.) Be sure to appoint someone for this if you are unavailable to attend the meeting.

Be the Chair of Membership or Board meetings if the President and President-Elect unavailable.

Coordinate with President to assure meeting place(s) for Board and Membership meetings are available. Suggest early August to check, and to ascertain if any charges will be incurred. Give a list of the meeting dates and times to each venue.

KANSAS CITY SYMPHONY EVENTS FOR 2023-2024

Saturday, September 9

Symphony Ball, presented by the Symphony League
Next Symphony Ball TBA (check Symphony website)

Sunday, December 3, 2023

Lites 'n' Bites presented by the
Symphony Guild 4:00 p.m.
433 Ward Parkway, Kansas City, MO 64112

Holiday Concerts

Messiah, December 1, 2, 3
Christmas Festival, December 16, (2), and 17 (2)
The Nightmare Before Christmas, December 21,22,23

Musicians' Meal December 17, 2023

Family Concerts Nov. 5, Feb. 11, Mar. 10

Sunday, April 28, 2024

Cabaret Concert by KCSG 4:00 PM
Embassy Suites by Hilton (7640 Tiffany Springs Pkwy)

JEWEL BALL June 15, 2024

Sunday, May 26, 2024

Celebration at The Station, 5PM by the
Kansas City Symphony at Union Station

Contributors' Concert: May 23, 2024

Happy Hour Concerts Oct. 18, Feb. 21, Apr. 9, May 15

Location and Dates to be Determined

Symphony Showhouse 2024,
Symphony Ball 2024
Cabaret 2025