

A. Reoccurring Responsibilities

1. Preparing and reviewing important announcements at Chapter Meeting-**Weekly**
2. Organizing and managing the **Chapter Picnic-July**
3. Organizing and managing **Canada Night- November**
4. Development of an **Annual Budget, Submission of Expenses, and Annual Activity reports.**

B. General Responsibilities

1. Participate in all DOC Board meetings.
2. Initiate and develop Program opportunities for the Chapter Meetings
3. Participate in developing programs for outside events.

C. Discussion of Reoccurring Responsibilities:

1. Weekly Chapter Meeting Announcements:

The PVP should be aware of all current activities, and imminent activities. He should be prepared to update this information for the Chapter Members at every Chapter Meeting. This would require the **PVP** to have **early contact with the Bulletin Editor, Chapter President, and Committee Chairs** to keep the members aware of new and or changing Chapter, District, or National activities.

There should be a **process established** so that all interested **members or Officers clear their announcement intentions with the PVP prior to break time** when most announcements will be made.

2. Chapter Picnic:

The **PVP** has the primary responsibility to organize and manage the Annual DOC Picnic.

This has recently taken place in **July** and typically on the **second Monday, 5-10 PM at Boulan Park**, a City of Troy owned facility. This then **precludes having a Chorus Rehearsal** while at the same time hopefully ensures a better turnout. The Picnic is generally organized to show appreciation to members and officers for all the work that has taken place over the past year. Over the years the Chapter Leadership has opened this up to local chapters that have invited our

chapter to their similar events i.e. e... Pontiac and Grosse Pointe. The **turnout for 2012 was between 70-80** with most of the guests coming from Pontiac.

Venue

Currently, after establishing a date and time with the DOC Board, reserving the date with the responsible personnel usually **requires a January or February** contact made by a **City of Troy taxpayer** (John Northey) by early **February and a rental fee of \$50- is paid.**

Possible Venue Change

There has been some recent interest in **looking at an all weather venue.** Over the years we have had extremes in weather that if not cancelling the event has severely held down participation and or enjoyment. Pete Peters has suggested the use of the Sylvan Lake Community Center* (West of Pontiac and north of Bloomfield hills). This is an all weather, enclosed air-conditioned facility on a peninsula jutting out into Sylvan Lake.

The grounds and building are very nice and the facility can handle 100-150 people with both inside and outside capability. The cost for use on a Monday evening is \$150- and for the weekend \$200-. **Contact Pete Peters for more info.**

Other similar venues should be considered relative to cost, location, and all weather potential.

***Guaranteeing this venue requires an early January reservation especially if we change the date to Saturday from Monday.**

Forming a Picnic Committee

There are some basic responsibilities that need to be organized:

- a) **Food, Drinks and Materials** purchased: i.e. e... Ice, plates plastic utensils, cups, napkins, charcoal etc. **Usually been done by PVP** with some help by others.
- b) **Set up and Clean up**-4-6 people for set up and clean up are necessary.
- c) **Grilling**- Several grills may be needed along with Special Electrical Equipment. **George Burkett** has been very helpful over the past years.-**4 cooks-2 grills**

- d) **50/50 Drawing**- Tom Uicker has run this for the last several years.
- e) **Signup sheets**- See attachment
- f) **MC**-Generally for quartets and chorus entertainment

Reimbursement of Expenses

Submit all proof of purchase to Chapter Treasurer

3.Canada Night

This activity has been typically held at St. Aidan's Parish Hall in Livonia on Farmington Rd. between 6 & 7 Mile Road. **(See Attached 2012 Flyer). Also a wealth of information is available from Earl Berry who has been a prime mover for this activity for years)** It is traditionally held on the first Friday in November. This date unfortunately limits participation from the Pontiac Chapter who has their chapter show the following day. Livingston County also has their show on the following Sunday.

It is a District wide event but typically limited to chapters in the Detroit, tri-county area, along with the Windsor and Sarnia Chapters. At times Flint and Lansing Chapters have attended. See the attached documents regarding historical participation.

We have had good experience with the St. Aidan people and we also use this hall for our Chapter show afterglow. Recently (2012), we have been charging \$10- per person, including dinner and soft drinks. Beer is sold at \$1-per glass or \$5- per pitcher.

Our costs have been further mitigated through a raffle that usually has three prizes or a 50/50 cash raffle. We should consider the financial rewards offered from this raffle when we establish the cost of the ticket. Please see the **Budgeted amount** for this event relative to the cost for hall, food, soft drinks, beer and prizes. This may need to be reviewed, updated, and approved by the board annually.

Organizing Responsibilities

Early reservation of this facility, usually done a year in advance, and is recommended.

Contact information and particulars on St. Aidan's Hall are attached. Preliminary details of organizing this event include:

- a. Flyer Development-This has been done recently by Tom Uicker. See attached flyer from our 2012 Canada Night for your review. Dates & start time, contact info, cost, and previous winner must be updated annually. Flyers should be hand carried to the October Contest site and passed out at the Pionet District Board Meeting by our Delegates. Flyers should also be taped up in prominent areas in the Contest Hotel, i.e.. in and near elevators and other prime locations.

- b. Emailing and or Calling local BHS Chapter PVP's, and Presidents (or Chorus Director) should take place in late September. Contact information changes every year and can be obtained off of the BHS "Pionet web site". In this email we should **require reply concerning members planning to attend** from each chapter **no later than the Sunday prior to the event**. These estimates typically continue to be revised up and down through the last few days prior to the event. This information is to be provided by email and or phone to the St. Aidan's caterer no later than Wednesday prior to the event.

- c. Obtain a temporary liquor license if beer is to be served. **Ray Sturdy** has done this over the past few years (2011,12) and can help with **contact info** regarding this responsibility.

- d. Menu Planning-This should be reviewed with the previous PVP and or Earl Berry if they are available. Budget concerns and ticket pricing limitations should be considered as the menus are reviewed.

- e. Guest Quartet and Judging Panel Talk to other officers for recommendations. This is typically not a pay job for the quartet but remind them that they will be our guests for dinner. Previous experience is not mandatory. Some direction as to our intent for a **non DOC winner** should be discussed with the Guest Quartet.

- f. Work Detail -We recommend asking 8 men to be available for sign in duties at the door, helping set up flags on the tables, and setting up the Chapter sound equipment. This detail should be at the hall 30 minutes prior to the opening time. You should **change sign up table personnel**

halfway through the time from doors open to dinner time. Most hall Set Up and Cleanup is done by St. Aidan Staff

- g. Sound System **Dave Montera currently (2013) has this equipment.** Make certain it is in working order and it will be delivered to the hall. Ask if help will be needed to set this up.

- h. Miscellaneous needs We need to have the following items organized prior to the activity: **Cash boxes (3); minimum change** (contact current treasurer) for **dinner ticket purchase, Raffle tickets, and Beer tickets; Lighted Barber Pole.** Tom Uicker currently (2013) has tickets and Barber pole at his home; **Authorized check for payment of the caterer at St. Aidan's** (Contact current Treasurer) the night of use. We typically do not need to pay for the meals of the guest quartet.

4. Annual Budget 2012 (actual costs)

a. Annual Chapter Picnic

Actual Costs (2012)

Food and Supplies-	\$188-
Beer & Pop-	\$119-*
Boulan Park Rent	\$ 50-
Total Costs	\$357*-

Revenues

50/50 Drawing	\$92
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Final Profit(Cost)	(\$265)*
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***George Burkett donated \$119.05 to Chapter covering his purchases for the picnic therefore indicating our real cost were (\$146-). Budgeting for future events should use the Actual Final Cost.**

b. Canada Night

Actual Costs

Food & Hall Rental \$750- (75 people @ \$10-per person)

Beer \$102- (1/2 Barrel)

Liquor License \$ 75

Entertainment Book\$30-

Total (Costs) (\$957)

Revenue

Door Fee \$750-

Beer Tickets \$ 86-

50/50 Raffle \$ 141-

Total Revenue \$ 977

Final Profit (Cost) \$ 20-

Total Annual Budget

Based upon 2012 Numbers- Chapter Picnic; Canada Night

Total Projected 2013 Annual Budget \$300-

B. Discussion of General Responsibilities

1. Participate in Monthly Board Meetings

This should include being able to discuss any Chapter Activity that is active, being planned, or imminent on the chapter calendar. Major events like the Picnic and Canada night should be fully developed prior to the meeting for the introduction and leading of discussion. Prior contact with the Chapter President and Committee Chairs is suggested.

2. Initiate and Develop opportunities for Chapter Programs

This is a grey area and one that doesn't get that much review at District Training. Our sense is that this should or could include **Quartet Encouragement**, **Guest Quartets**, and **Quartet Contests**. These activities could be worked together with the **Chorus Director and Section Leaders**.

3. Participate in the development Programs for Outside Events

This could be an opportunity to work together the Chorus Director, and the "Sing-out Event Chairman" to help develop inside and outside quartet participation in some of our sing-outs. This should include encouraging our quartets, octets, and mini choruses to prepare for visits to other chapters events. We need more discussion here.

Annual Activity Report Summary (2012)

A review of all the current and potential Chapter Chorus and Quartet involvement suggests that we have two strong annual events-The Annual Picnic and Canada Night. It appears that the both could be at least revenue neutral if not profitable. To make our Annual Picnic at least revenue neutral I would suggest that we upgrade the Venue, charge a nominal amount, and invite more chapters to join us. This could be discussed by the PVP (outgoing and incoming), chapter President, and possibly other Board Members. A full Board Review and approval could also be entertained.

We could also discuss the chapters involvement in other programs, where we could draw the chorus and quartets into other chapter fun nights or special activities-Or are we already overcommitted?

Respectfully submitted for your consideration,

Pete Peters

PVP@DOC