Arrangements: Lucie Johnson

House File: Diane B.

Connie and Sharon will check out prospective houses with Mary Ellen.

Mary Ellen advised that 95 subscribers have renewed for the upcoming season, with a ceiling figure of 135. The concert series will be opened to BAAC members on July 1, (Invitations were mailed to present subscribers, BAAC Board members and advisors on April 1). July issue of Curator will announce available places.

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1) Marathon Concert - trombone ensemble, paid for by Marathon
2) Camerata Singers - will be paid for by Marathon and treasury funds.
3) Jubal's Lyre Ensemble - harpsichord (~~D. Schroder~~), flute and oboe
4) CSO string quartet

The Winter Concert will be held at Good Shepherd Manor. The San Filipos have offered their home again - Sept., Oct, or Nov?

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Purchases - please follow this procedure: use sales tax number, use voucher, save itemized receipts and submit to Mary Ellen for signature.

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Sylvia suggested we consider a June 1 deadline for subscription renewals, rather than July 1. This would be two months after the last concert.

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On July 24, BAAC will sponsor a trip to Ravinia for the Gershwin concert. There will be 50 Pavilion tickets available at $34 each.

Additions/Changes to Committee List:

J. Muench	381-2369
S. Osterman	127 Buckley Rd., Barrington (Home)
G. Wytmar	444 June Terrace, Barrington (Home)
Birdie Edwards	244 Linden, Barrington (Home) 382-2526

MUSIC IN THE HOME COMMITTEE

1988 - 1989

MITH Committee Chairman: Mary Ellen Henehan

BAAC Executive Director: Lolly Siemon

Minutes - May 19, 1988

Chairman Mary Ellen Henehan called the meeting to order and welcomed all present.

Minutes of the previous meeting were approved with no additions or corrections.

As the primary order of business was to organize for the new season, Mary Ellen asked for volunteers for staffing the various positions. They were as follows:

Day Chairman: Diane B., Ginny C., Joanne L. and Bonnie for September, November, and Winter as needed. Claudia for Spring '89.

Recording Secretary: Sandy O.

Corresponding Secretary: Joanne Larson

Program: Jeanette

Treasurer: Joanne Larson

Program Selection: Betsy Smith and Wally

Membership File: Alita

Publicity: Diana F.

Marathon Premium: Ginny C.

Signs: Connie

Tickets/Money at Door: Paula Bartlett, Betsy Smith

Hospitality: Lucie Johnson

Day Chairmen: September - Sharon Advani, Diane B., Claudia, Connie Adler
November - Jeanette Muench, Joanne L., Sandy O. Diane F.
Winter GSM - Ginny C., Grace, Betsy S., Alita
Spring '89 - Bonnie G., Jeanette, Sharon A., Connie

Arrangements: Lucie Johnson

House File: Diane B.

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G. Wytmar	444 June Terrace, Barrington (Home)
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MITH Committee Responsibilities

DAY CHAIRMAN: Announce the program and welcome performers.

September _____
November _____
Winter _____
Spring '89 _____

RECORDING SECRETARY: Record minutes of meetings and distribute to committee members.

CORRESPONDING SECRETARY: Prepare with Chairman the July 1st letter to be sent to BAAC members not already subscribers; prepare fall announcement letter of series and mail to subscribers; mail post card reminders before each concert.

PROGRAM: Prepare program for Letter Shop Printers. Obtain program notes from Chairman; obtain 2 proof readers for each program; aim for programs prepared 2 weeks before the concert.

TREASURER: Compile a log of MITH monies spent for each conert; printing, etc. Check monthly BAAC statement for MITH records. Maintain log of subscribers, patrons, Marathon contributors, etc.

...Joanne Larson

PROGRAM SELECTION: Aid Chairman in selecting repertoire for concerts. Maintain file of performers, fees, availability, etc.
...Betsy Smith

MEMBERSHIP FILE: Maintain file of people interested in becoming subscribers to MITH (some for JULY 1, 1988)

PUBLICITY: Prepare Publicity notices for BAAC to release to Curator and local papers. Book Village Sign in June for concert dates.

MARATHON PREMIUM: Draft letter of solicitation for Marathon Concert. Print and mail letter to subscribers.

SIGNS: Place 3 wooden signs in areas to locate concert sites. Collect after concert and house them until next concert.

TICKETS/MONEY AT DOOR: Same two people each concert.

1. Paula Bartlett
2. Betsy Smith

HOSPITALITY - GENERAL CHAIRMAN: Lucie Johnson (?)

Plan refreshments, centerpiece, cloth, etc. for each concert. Log expenses for MITH treasurer; assign members to assist with each reception. Obtain H.S. girls for helpers; women at GSManor.

Day Chairmen: Assign or elicit volunteers from our Committee; four per concert a minimum.

September: _____

November: _____

Winter: GSM _____

Spring '89 _____

****Day Chairman---keep refreshment line moving so all are served.

ARRANGEMENTS: Order chairs from Target rental; obtain check prior to concert. Check with hostess for delivery and pick-up times. Arrive early to set up chairs and direct pick up after program.

Every member of Committee is responsible to bringing assigned goody to concert, except for wine and cheese reception. You will be notified by day chairman of food item. Please graciously leave any left-overs for Good S. Manor residents; they are most appreciative of our treats.

***If you are not assigned as a helper for that day, PLEASE do not "hover" in the kitchen. Sometimes, our quarters are limited and we do need space to procure hot coffee, tea and food of the day. Please regard yourself as a hostess for MITH in conversing and enjoying the reception if you are not serving that day.

HOUSE FILE: Date home visited; attendance; general summation of availability to include seating, parking, reception space, etc.

****MANY, MANY CONTINUED THANKS FOR ALL YOUR MOST SUPPORTIVE EFFORTS IN MAKING MITH THE SUCCESS THAT IT IS.

WHAT A TEAM!!!!!

MARY ELLEN HENEHAN
'88

Barrington Area Arts Council

104 West Main Street • P.O. Box 1266 • Barrington, Illinois 60011 • (312) 382-5626

February 16, 1989

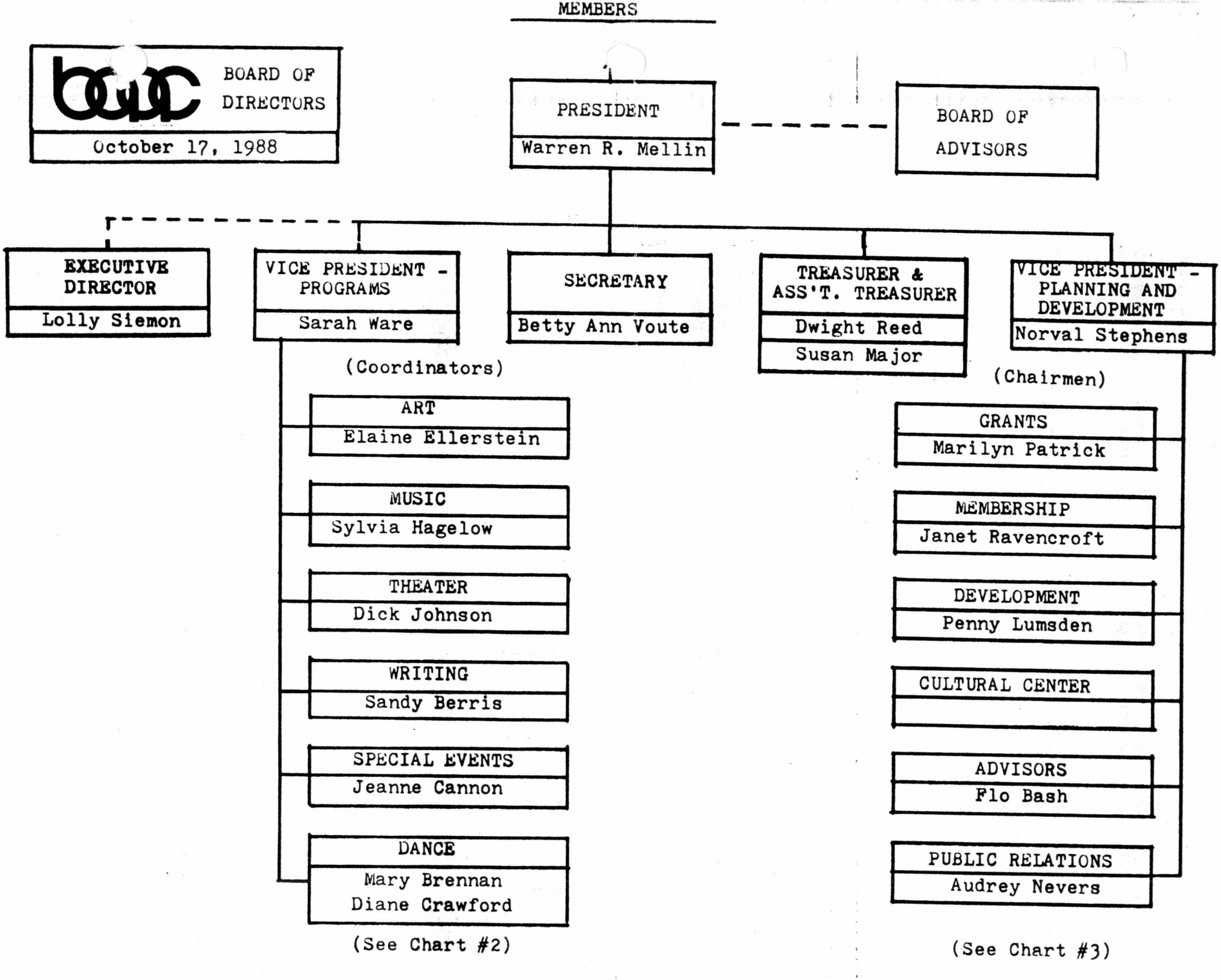
To: Mary Ellen Henehan

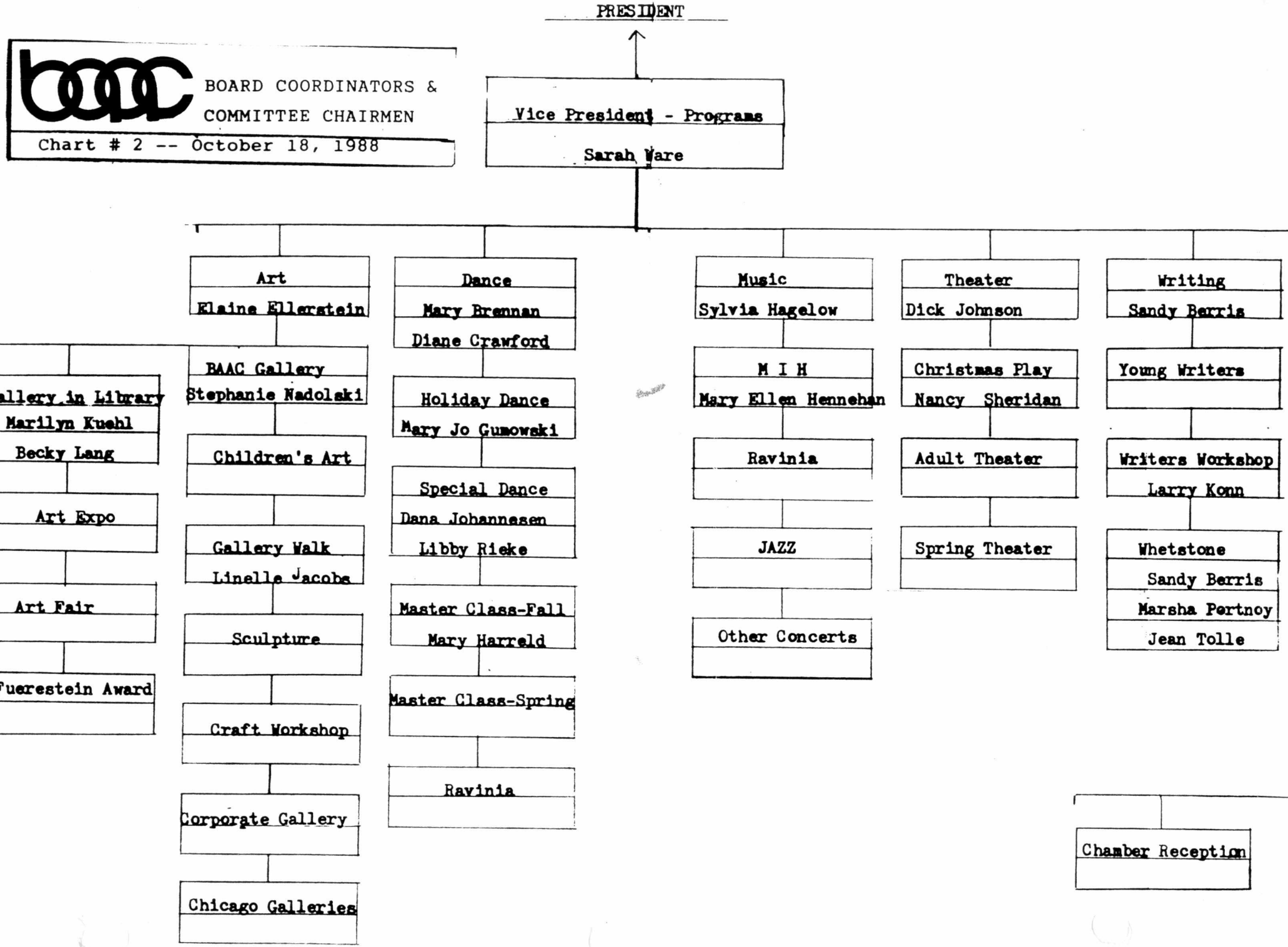
From: Lolly Siemon LS

Marilyn Patrick has just advised me today that the Music in the Home Committee may apply for an Arts Tour Grant because "the subscription series is open to the public".

We can not apply before June 1st, however, I would recommend you call Marilyn (381-1634) after April 15th to work with her on the application. It could be prepared in advance and mailed out June 1.

cc: Marilyn Patrick
Sylvia Hagelow
Sarah Ware


MEMBERS
BOARD OF DIRECTORS
October 17, 1988
PRESIDENT
Warren R. Mellin
BOARD OF ADVISORS
EXECUTIVE DIRECTOR
Lolly Siemon
VICE PRESIDENT - PROGRAMS
Sarah Ware
(Coordinators)
SECRETARY
Betty Ann Voute
TREASURER & ASS'T. TREASURER
Dwight Reed
Susan Major
VICE PRESIDENT - PLANNING AND DEVELOPMENT
Norval Stephens
(Chairmen)
ART
Elaine Ellerstein
MUSIC
Sylvia Hagelow
THEATER
Dick Johnson
WRITING
Sandy Berris
SPECIAL EVENTS
Jeanne Cannon
DANCE
Mary Brennan
Diane Crawford
(See Chart #2)
GRANTS
Marilyn Patrick
MEMBERSHIP
Janet Ravencroft
DEVELOPMENT
Penny Lumsden
CULTURAL CENTER
ADVISORS
Flo Bash
PUBLIC RELATIONS
Audrey Nevers
(See Chart #3)


PRESIDENT
BOARD COORDINATORS &
COMMITTEE CHAIRMEN
Chart # 2 -- October 18, 1988
Vice President - Programs
Sarah Ware
Art
Elaine Ellerstein
Gallery in Library
Marilyn Kuehl
Becky Lang
Art Expo
Art Fair
Fuerestein Award
BAAC Gallery
Stephanie Nadolski
Children's Art
Gallery Walk
Linelle Jacobs
Sculpture
Craft Workshop
Corporate Gallery
Chicago Galleries
Dance
Mary Brennan
Diane Crawford
Holiday Dance
Mary Jo Gumowski
Special Dance
Dana Johannesen
Libby Rieke
Master Class-Fall
Mary Harreld
Master Class-Spring
Ravinia
Music
Sylvia Hagelow
M I H
Mary Ellen Hennehan
Ravinia
JAZZ
Other Concerts
Theater
Dick Johnson
Christmas Play
Nancy Sheridan
Adult Theater
Spring Theater
Writing
Sandy Berris
Young Writers
Writers Workshop
Larry Konn
Whetstone
Sandy Berris
Marsha Portnoy
Jean Tolle
Chamber Reception

August 8, 1988

To: Trombone Ensemble: Leader, Charles G. Vernon

From: Barrington Area Arts Council..Music in the Home Committee

Re: Music in the Home Marathon Premium Concert

We members of the Music in the Home Committee of the Barrington Area Arts Council are delighted to hear that your performing group has accepted a concert date in our community. Our concert patrons will afford you a gracious welcome and will be most appreciative of your fine concert selections.

Please note the concert particulars as listed below:

Date: Jan. 22, 1989

Time: 3:00 p.m.

Location: Good Shepherd Manor

Directions and other needed information will be mailed to your ensemble representative later.

I would appreciate your signing both copies as this is our letter of confirmation for our Marathon Premium Concert. Please retain one copy for your files and remit the other to me. (Addressed envelope enclosed.)

Many thanks! May you have a splendid fall and winter con-
-t season!

Cordially yours,

Mary Ellen Henehan
Music in the Home Committee Chairman

Ensemble Representative: Charles G. Vernon

he Home Chairman: Mary Ellen Henehan

Barrington Area Arts Council
104 West Main Street
P.O. Box 1266•Barrington, IL 60011
312-382-5626

Dear Artist:

This letter constitutes an agreement between you and the Barrington Area Arts Council ("BAAC"), Sponsor.

Sponsor is a not-for-profit organization which sponsors events from time to time within the Barrington community. Sponsor and you agree as follows:

1. Sponsor agrees to engage the services of Chicago Symphony String Quart for the following purpose: 1 hr. 30 min concert

2. The performance is to be held at:

Building or location: TBA

Street Address: _____

City, State, Zip: _____

Nearest Cross Streets: _____ and _____

Date 4/23/88 Starting Time 3:00p.m Finishing Time 4:30pm.

3. The fee schedule we have agreed to for the above performances is as follows:

Number of Performances: 1

First Performance: /

Each Thereafter: /

Percentage of Each / %

Workshop Fee $ /

Total Fees: $ ~~$~~2200 ~~xx~~

4. No member or representative of BAAC incurs or assumes any individual or personal liability by execution of this Agreement or by reason of default of BAAC in the performance of any of the terms hereof. You hereby release the Sponsor from any and all liability relating to the performance or your inability to perform for any reason.

5. No changes in the terms and conditions of this Agreement shall be binding upon the Sponsor without prior written consent of the Sponsor.

6. It is understood that the Sponsor may apply for partial funding from contributing members or supportive agencies.

7. Additional Terms: _____

_____

_____

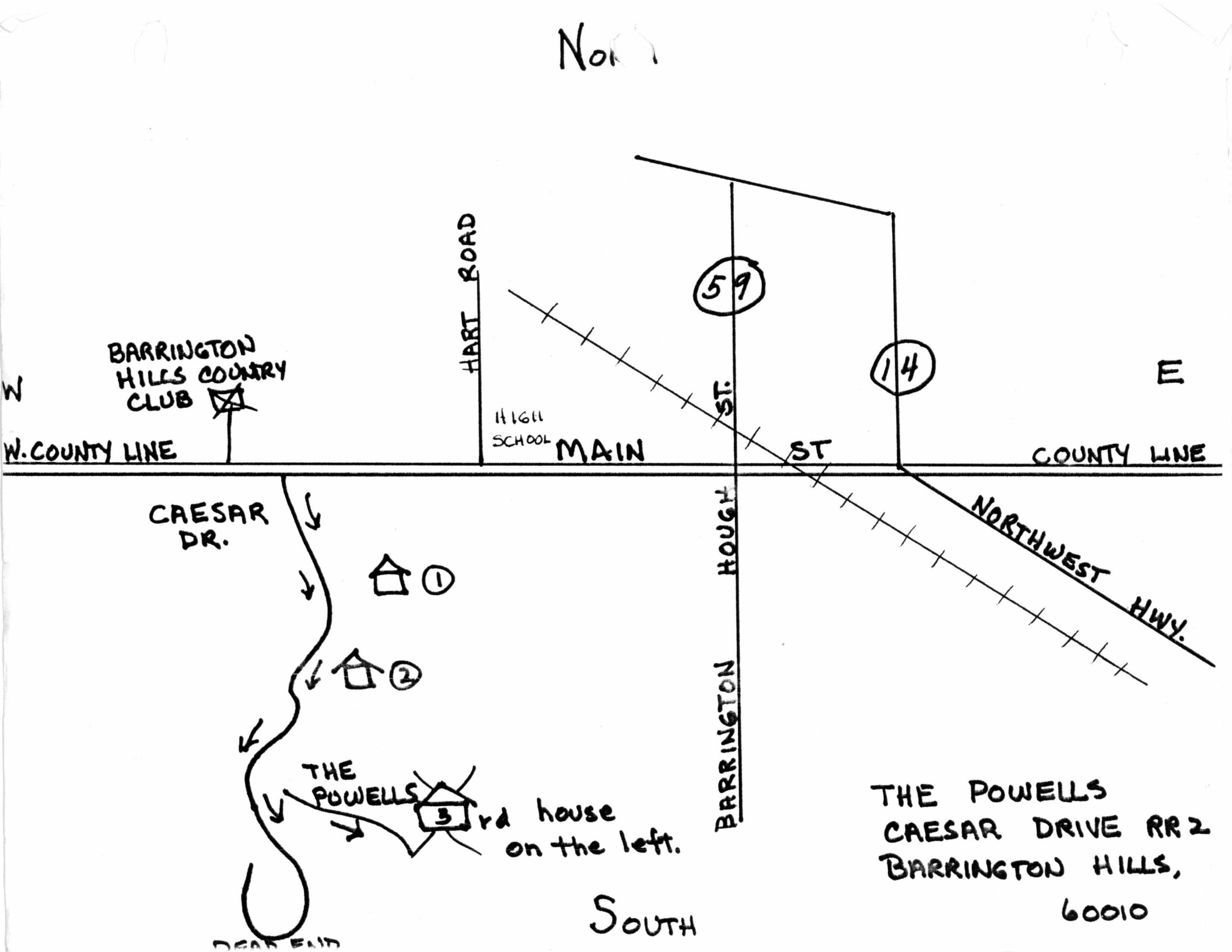
This Agreement is entered into this _____ day of _____, 19____.

BARRINGTON AREA ARTS COUNCIL (Sponsor)

By Mary Ellen Henshaw
Signing Officer
Dwight C. Reed, Treasurer

Chicago Symphony String Quartet
(Name of Unit/Group/Performer)

By A. Magad


NORTH
59
14
HART ROAD
BARRINGTON HILLS COUNTRY CLUB
W
E
HIGH SCHOOL
MAIN ST
ST.
W. COUNTY LINE
COUNTY LINE
CAESAR DR.
1
2
THE POWELLS
3
rd house on the left.
HOUGH
BARRINGTON
NORTHWEST HWY.
SOUTH
THE POWELLS
CAESAR DRIVE RR 2
BARRINGTON HILLS,
60010

CALENDAR

Martin W. Kappel in Performance

Thursday, January 19, 7:30 p.m.
BAAC Gallery
$5

Martin W. Kappel is a mask maker and actor with 15 years of professional experience. Using a variety of mask types, he will perform several short stories and will involve audience members in improvising performance with masks.

For information and reservations call BAAC. Tickets also may be purchased at the door.

Trombone Ensemble Concert

Sunday, January 22, 3:00 p.m.
Good Shepherd Manor
445 E. Main Street, Barrington
$10 Adults, $5 Students

Made possible by Music in the Home donors, this Radiothon 13 Premium Concert will feature Charles Vernon, who will lead the group, and Jay Friedman. Vernon is a bass trombonist and Friedman, the principal trombonist, with the Chicago Symphony Orchestra.

Don't miss this last opportunity to attend an open-to-the-public MIH concert. The remainder of the season is sold out. Tickets may be ordered through the reservation form included in this issue or purchased at the door.

The Roaring 20's Casino Night

Saturday, January 28, 8:00 p.m.
Motor Werks of Barrington, Inc.
Barrington Road at Dundee Road

Enter an era of roaring fun at BAAC's major fund raiser when you open the speakeasy door to join beaded flappers and pin-striped players at casino tables. So dress up, and come and enjoy the fun, music, food, gambling, and prizes.

Watch for invitations in the mail.

Postscripts...

The Dance Committee of BAAC sponsored a ballet master class on November 20 in honor of Arts Week. Christine DuBoulay, one of the most respected instructors of classical ballet, taught a well-disciplined group of 20 young ballerinas. DuBoulay's tutelage provided a special hour and a half for the aspiring dancers, while her sophisticated and professional demeanor captivated participants and observers alike.

Enthusiastic children packed the BAAC Gallery for two performances of Imagination Theatre during Arts Week. Actors "S.T.R.E.T.C.H.", "P.J.", and electronic keyboardist "Thumbs" transported the children to the kitchen of an eccentric chef and to the streets of London, among other interesting locales. Eager young volunteers portrayed robots, weight lifters and, in the grand finale, scripted and acted in an impromptu journey to "Heartland" beyond the Milky Way.

Attention, Music Makers!

BAAC is compiling a directory of musicians, vocalists, and music teachers. The directory, which will be available for reference use by the community, will be kept in the BAAC office. Individuals or groups interested in a listing should contact Diane Horban at 381-8609.

Looking Ahead

"Our W.A.Y." Reception

Friday, February 10, 6:00 - 8:00 p.m.
BAAC Gallery

"Our Way" is an organization powered by volunteers, and BAAC wants to say "thanks" at a "We Appreciate You" reception. Watch for invitations in the mail.

Joseph Holmes Dance Theatre

Sunday, February 26, 7:30 p.m.
Barrington High School Auditorium

The Chicago-based Joseph Holmes Dance Theatre, which performs vigorous works with black American themes, will come to Barrington High School at 7:30 p.m. on February 26.

Plan now to attend this dynamic concert by this acclaimed company.

A Modern/Jazz master class will be given by the company at The Studio that day.

Reservation Form

Martin W. Kappel
January 19
$5 $_____

Trombone Ensemble Concert
January 22
$10 Adults $_____

$5 Students $_____

Total Amount Enclosed $_____

Please send reservation form and check payable to BAAC, P.O. Box 1266, Barrington, Illinois 60011.

Name _____

Address _____

_____

Phone Number _____

THE BARRINGTON AREA ARTS COUNCIL

GALLERY

You are invited to attend a

Reception for the Artists

Friday, January 6, 6:00 - 8:00 p.m.

The exhibition will be on view January 2 - 27

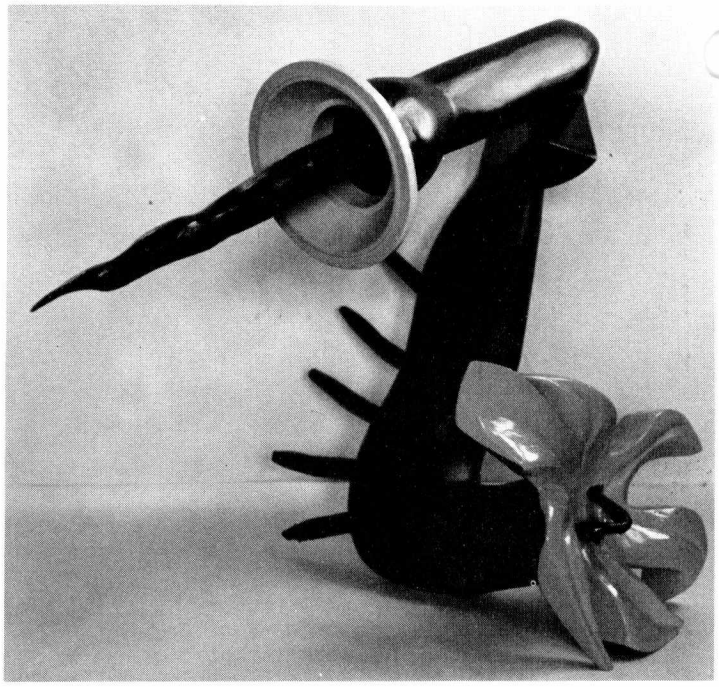
Hours: Monday - Friday, 10:00 - 4:00 p.m.

Cal Kallas Bonnivier

Mixed Media Paintings on Paper

Barbara Jo Gustafson

New Works in Wood, Bark, and Mixed Media



104 West Main Street
P.O. Box 1266
Barrington, Illinois 60011
Phone: 382-5626

NONPROFIT ORG.
U.S. Postage
PAID
Permit No. 206
Barrington, IL 60011

Illinois Department of Revenue
101 West Jefferson Street
Springfield, Illinois 62794

FEBRUARY 27, 1988

BARRINGTON AREA ARTS COUNCIL
LOLLY SIEMON, EXEC. DIR.
P.O. BOX 1266
BARRINGTON, IL 60011

DEAR APPLICANT:

THIS IS TO ACKNOWLEDGE RECEIPT OF YOUR LETTER OF RECENT DATE.

BASED UPON THE INFORMATION FURNISHED, WE ARE OF THE OPINION THAT

BARRINGTON AREA ARTS COUNCIL
OF
BARRINGTON, IL

IS A NON-PROFIT 501(C)(3) ORGANIZATION FOR THE PRESENTATION OF MUSICAL OR THEATRICAL WORKS.

CONSEQUENTLY, SALES OF ANY KIND TO THIS ORGANIZATION ARE EXEMPT FROM THE RETAILERS' OCCUPATION TAX, THE SERVICE OCCUPATION TAX (BOTH STATE AND LOCAL), USE TAX AND SERVICE USE TAX IN ILLINOIS.

YOUR ORGANIZATION HAS BEEN ISSUED THE FOLLOWING TAX EXEMPTION IDENTIFICATION NUMBER: E9983-3778-01. TO CLAIM THE EXEMPTION, YOU MUST PROVIDE THIS NUMBER TO YOUR SUPPLIERS WHEN PURCHASING TANGIBLE PERSONAL PROPERTY OR ORGANIZATIONAL USE. THIS EXEMPTION MAY NOT BE USED BY INDIVIDUAL MEMBERS OF THE ORGANIZATION TO MAKE PURCHASES FOR THEIR INDIVIDUAL USE.

THIS EXEMPTION WILL EXPIRE ON MAR. 1, 1993, UNLESS YOU APPLY TO THE DEPARTMENT OF REVENUE FOR RENEWAL AT LEAST THREE MONTHS PRIOR TO THE EXPIRATION DATE.

LEGAL SERVICES BUREAU
DEPARTMENT OF REVENUE

Barrington Area Arts Council
104 West Main Street
P.O. Box 1266•Barrington, IL 60011

312-382-5626

BOARD OF DIRECTORS 1988-1989

President	Warren Mellin 349 Sutton - P. O. Box 686	381-1607
Vice President - Programs	Sarah Ware 45 Lake View Lane	381-6985
Vice President - Planning & Development	Norval Stephens 107 Fox Hunt Trail	382-1588 310-4499 (office)
Secretary	Betty Ann Voute 21677 Rainbow Road	381-0061
Treaurer	Dwight Reed 116 S. Deerpath Road	381-1529
Assistant Treasurer	Susan Major 49 Brinker Road	381-6461
Membership Chairman	Janet Ravencroft 119 Whispering Oaks Lane	381-0325
Public Relations Chairman	Audrey Nevers 541 South Street	382-4576 381-3434 (office)
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Advisors Chairman	Flo Bash 209 Oakdene Road	381-0396
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Dance Coordinators	Mary Brennan 209 West Lake Street Díane Crawford 520 Westwood	381-8744 382-6333 (studio) 382-7884
Music Coordinator	Sylvia Hagelow 110 Hilltop	381-7091
Theater Coordinator	Dick Johnson 302 E. Hillside Avenue	381-2829
Writing Coordinator	Sandy Berris 247 Oak Knoll Road	381-4618
Special Events Coordinator	Jeanne Cannon 7 Hickory Lane	382-2347
Executive Director	Lolly Siemon 705 Concord Lane	381-4566

3-88

JANUARY

5 7:30pm . BAAC Board Meeting
6 11:00am . Three Generations of Wyeth Art (Gallery Program)
8 6-8pm . V.I.P. and BAAC Gallery Reception
10 3:00pm . Music in the Home
19 7:30pm . BAAC Board Meeting
26 9:15am . Writers Workshop Guest Speaker
5, 12, 19, 26 9:00am . Writers Workshop
6, 13 20, 27 7:00pm . Writers Workshop

. BAAC Gallery
. Gallery in the Library

FEBRUARY

1 3:00pm . Coordinators Meeting
5 7:30pm . BAAC Annual Meeting Installation of Officers
7 3:00pm . Music in the Home
12 6-8pm . BAAC Gallery Reception
16 7:30pm . BAAC Board Meeting
21 3:00pm . Trombone and Other Brass Instruments (Gallery Program)
2, 9, 16, 23 9:00am . Writers Workshop
3, 10, 17, 24 7:00pm . Writers Workshop

. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

MARCH

1 7:30pm . Coordinators Meeting
4 6-8pm . BAAC Gallery Reception
. 1st Day Cover Contest Deadline
11 . Young Writers Contest Deadline
15 7:30pm . BAAC Board Meeting
29 . Writers Workshop Guest Speaker
1, 8, 15, 22, 29 9:00am . Writers Workshop
2, 9, 16, 23, 30 7:00pm . Writers Workshop

. Gallery Program
. Theater Program
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

APRIL

5 7:30pm . Coordinators Meeting
8 6-8pm . BAAC Gallery Reception
10 3:00pm . Music in the Home
19 7:30pm . BAAC Board Meeting
5, 12, 19, 26 9:00am . Writers Workshop
6, 13, 20, 27 7:00pm . Writers Workshop

. Gallery Program
. Childrens' Art Exhibit
. Fundraiser
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

MAY

3 7:30pm . Coordinators Meeting
4 7:00pm . Writers Workshop Guest Speaker
5 7:00pm . Young Writers' Contest Awards Ceremony
6 6-8pm . BAAC Gallery Reception
17 7:30pm . BAAC Board Meeting
3,10,17 24, 31 9:00am . Writers Workshop
4, 11, 18, 25 7:00pm . Writers Workshop

. Gallery Program
. Art Expo Bus Trip
. Jazz Concert
. BAAC Gallery
. Gallery in the Library
. Horgh Street/Teledyne Showcase

JUNE

3 6-8pm . BAAC Gallery Reception
7 7:30pm . Coordinators Meeting
21 7:30pm . BAAC Board Meeting
24-28 . NALAA Convention, Washington, D.C.
25 10-5 . Street Art Fair
7, 14, 21, 28 9:00am . Writers Workshop
1,8,15, 22, 29 7:00pm . Writers Workshop

. Gallery Program
. Fundraiser
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

JULY

4 . Celebration
5 7:30pm . Coordinators Meeting
15 6-8pm . BAAC Gallery Reception
19 7:30pm . BAAC Board Meeting
5, 12, 19, 26 9:00am . Writers Workshop
6, 13, 20, 2- 7:00pm . Writers Workshop

. Gallery Program
. Master Dance Class
. Bus Trip to Ravinia - Music
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

AUGUST

2 7:30pm . Coordinators Meeting
4, 5, 6 . Sidewalk Days
16 7:30pm . BAAC Board Meeting
2,9,16, 23, 30 9:00am . Writers Workshop
3,10,17, 24, 31 7:00pm . Writers Workshop

. Gallery Program
. Bus Trip to Ravinia - Dance
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

SEPTEMBER

6 7:30pm . Coordinators Meeting
9 5-8pm . Gallery Walk Reception
20 7:30pm . BAAC Board Meeting
6, 13, 20, 27 9:00am . Writers Workshop
7, 14, 21, 28 7:00pm . Writers Workshop

. Music in the Home
. Gallery Program
. Fundraiser
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

OCTOBER

4 7:30pm . Coordinators Meeting
7 6-8pm . BAAC Gallery Reception
18 7:30pm . BAAC Board Meeting
4, 11, 18, 25 9:00am . Writers Workshop
5, 12, 19, 26 7:00pm . Writers Workshop

. Gallery Program
. Writers Workshop Guest Speaker
. Master Dance Class
. Folk Dance Festival
. WHETSTONE publication
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

NOVEMBER

1 7:30pm . Coordinators Meeting
4 6-8pm . BAAC Gallery Reception
15 5-7pm . Chamber Business After Hours Reception
7:30pm . BAAC Board Meeting
1,8,15 22, 29 9:00am . Writers Workshop
2,9,16, 23, 30 7:00pm . Writers Workshop

. Illinois Arts Week
. Folk Concert
. Gallery Program
. Writers Workshop Guest Speaker
. Music in the Home
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

DECEMBER

2 6-8pm . BAAC Gallery Reception
6 7:30pm . Coordinators Meeting
20 7:30pm . BAAC Board Meeting
6, 13, 20, 27 9:00am . Writers Workshop
7, 14, 21, 28 7:00pm . Writers Workshop

. Children's Christmas Play
. Dance Performance
. Writers Workshop Christmas Party
. BAAC Gallery
. Gallery in the Library
. Hough Street/Teledyne Showcase

Barrington Area Arts Council
104 West Main Street
P.O. Box 1266•Barrington, IL 60011

312-382-5626

BOARD OF DIRECTORS 1988-1989

President	Warren Mellin 349 Sutton - P. O. Box 686	381-1607
Vice President - Programs	Sarah Ware 45 Lake View Lane	381-6985
Vice President - Planning & Development	Norval Stephens 107 Fox Hunt Trail	382-1588 310-4499 (office)
Secretary	Betty Ann Voute 21677 Rainbow Road	381-0061
Treaurer	Dwight Reed 116 S. Deerpath Road	381-1529
Assistant Treasurer	Susan Major 49 Brinker Road	381-6461
Membership Chairman	Janet Ravencroft 119 Whispering Oaks Lane	381-0325
Public Relations Chairman	Audrey Nevers 541 South Street	382-4576 381-3434 (office)
Grants Chairman	Marilyn Patrick 122 Brinker Road	381-1634
Development Chairman	Penny Lumsden 500 Westwood Drive	382-4190
Cultural Center Chairman	Birdie Edwards 244 Linden Road	382-2526
Advisors Chairman	Flo Bash 209 Oakdene Road	381-0396
Art Coordinator	Elaine Ellerstein 360 South Valley Road	382-2964 382-3600 (office)
Dance Coordinators	Mary Brennan 209 West Lake Street Díane Crawford 520 Westwood	381-8744 382-6333 (studio) 382-7884
Music Coordinator	Sylvia Hagelow 110 Hilltop	381-7091
Theater Coordinator	Dick Johnson 302 E. Hillside Avenue	381-2829
Writing Coordinator	Sandy Berris 247 Oak Knoll Road	381-4618
Special Events Coordinator	Jeanne Cannon 7 Hickory Lane	382-2347
Executive Director	Lolly Siemon 705 Concord Lane	381-4566

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Illinois Department of Revenue
101 West Jefferson Street
Springfield, Illinois 62794

FEBRUARY 27, 1988

BARRINGTON AREA ARTS COUNCIL
LOLLY SIEMON, EXEC. DIR.
P.O. BOX 1266
BARRINGTON, IL 60011

DEAR APPLICANT:

THIS IS TO ACKNOWLEDGE RECEIPT OF YOUR LETTER OF RECENT DATE.

BASED UPON THE INFORMATION FURNISHED, WE ARE OF THE OPINION THAT

BARRINGTON AREA ARTS COUNCIL
OF
BARRINGTON, IL

IS A NON-PROFIT 501(C)(3) ORGANIZATION FOR THE PRESENTATION OF MUSICAL OR THEATRICAL WORKS.

CONSEQUENTLY, SALES OF ANY KIND TO THIS ORGANIZATION ARE EXEMPT FROM THE RETAILERS' OCCUPATION TAX, THE SERVICE OCCUPATION TAX (BOTH STATE AND LOCAL), USE TAX AND SERVICE USE TAX IN ILLINOIS.

YOUR ORGANIZATION HAS BEEN ISSUED THE FOLLOWING TAX EXEMPTION IDENTIFICATION NUMBER: E9983-3778-01. TO CLAIM THE EXEMPTION, YOU MUST PROVIDE THIS NUMBER TO YOUR SUPPLIERS WHEN PURCHASING TANGIBLE PERSONAL PROPERTY OR ORGANIZATIONAL USE. THIS EXEMPTION MAY NOT BE USED BY INDIVIDUAL MEMBERS OF THE ORGANIZATION TO MAKE PURCHASES FOR THEIR INDIVIDUAL USE.

THIS EXEMPTION WILL EXPIRE ON MAR. 1, 1993, UNLESS YOU APPLY TO THE DEPARTMENT OF REVENUE FOR RENEWAL AT LEAST THREE MONTHS PRIOR TO THE EXPIRATION DATE.

LEGAL SERVICES BUREAU
DEPARTMENT OF REVENUE

MITH COMMITTEE MEETING AGENDA
October 13, 1987

Call to Order
Welcome and introduction of new members
Pass Minutes of last meeting
Status of Budget
New Business:

- Discussion of subscription letter procedure
- New Committee Assignments for 1987-88 Season
- Selecting tenative artist schedule for next season
- Participation in CSO Radio Maratheon XIII
- Further new business

Adjournment

Committees: Welcome/Attendance, House, Arrangements/Set Up, Day Ch.

MUSIC-IN-THE-HOME COMMITTEE

Purpose: To plan a series of concerts each season (school year) of finest quality musicians performing classical music in home settings.

Subscribers: There are two types of subscriptions--patron at $50 and regular at $30 per concert series. A solicitation flyer is sent to former subscribers and members of the Barrington Area Arts Council. A newspaper article should appear with phone numbers for interested people to call; some new subscribers join from this coverage. All material published or mailed out is to be cleared through the BAAC public relations chairman.

Bookings: Living in the Chicago area, we are able to use the Chicago Symphony Orchestra as a solid basis for our programs. One concert each year is purchased with pooled funds of voluntary contributors (solicitation letter is sent to regular subscribers) for a Chicago Symphony Orchestra Marathon Concert. Additional suggestions are made by committee members, subscribers and other interested people. After program committee approval, the chairperson arranges the bookings.

Scheduling: Give musicians at least two dates from which to choose and then mutually agree on a date. Check a general calendar for legal and religious holidays. Check also the Chicago Symphony Orchestra Sunday Concert Series calendar, the Elgin Symphony concert series calendar and the Unit School District #220 school calendar.

Contracts: A cover letter and contract is mailed to the musicians confirming in writing the arrangements made by phone (or whatever); a copy is kept for the file so that both parties have a record of what is agreed upon. Include date, time, location (with specific directions to home or public place), people involved, price, and the name and phone number of the individual to contact. The contract must be signed by the President of the Barrington Area Arts Council. A tax form, a request for a Certificate of Insurance, and an indemnity release from should be included with this mailing.

Houses: Room must be able to seat 100 (or 20 less than total number of subscribers is a safe "rule of thumb") in existing chairs and rental chairs. Parking space should be adequate or parking directors can be used. Good dining room and kitchen setup, plus good traffic pattern, is also needed but less important than other factors. Write a letter of confirmation of all arrangements to host (retain copy for file). Have a gift of appreciation ready on concert day (record, especially of performing group, is good, or book, plant, etc.) Rent coat rack, risers, chairs as needed. If the concert requires a piano, it should be a concert grand in excellent condition and tuned within seven days preceed the concert.

Publicity: Ask performers for photos and biographical information at least two months ahead of the concert date. One month ahead of the concert date, submit a copy of this information, along with details of the concert (date, time, place), to the BAAC public relations chairman who will write an article for the local papers--Barrington Courier-Review and The Daily Herald. All publicity must be cleared through the BAAC public relations chairman.

Signs: Three large wooden signs are placed at nearby intersections on the day of the concert to direct subscribers and especially to point out the driveway.

Printing: The solicitation letter should be prepared and mailed when concert dates and locations are determined, no later than August 1. The tickets, with directions, should be printed as soon as all information is available. Programs for each concert should be printed a month ahead of a performance date. The Letter Shop (Gerry Cherny) on Route 14 does good, professional work, and they are knowledgeable about music, but a little slow and expensive. Kwik Kopy, also on Route 14, may be used, but the copy has to be exact, never on red paper, and followup is important.

Post Cards: Reminder notices are sent to all subscribers at least a week before a concert (not the first concert of the season as tickets are sent just before then). We have a post card printer for this purpose.

Marathon: Each year before the Chicago Symphony Orchestra fund-raising Marathon, a letter is sent to all current subscribers asking them to contribute between March 1st and March 15th by the Marathon Committee so that funds can be pooled for the purchase of a premium concert. The Committee decides on the concert, purchases it, and contributors are acknowledged on the program. Thank you notes are sent to each contributor by the Chairperson.

Tables: After each concert, a reception is held so that subscribers may meet the musicians and speak with them. Beverages may be coffee, tea, punch, wine, cider (hot or cold), and food may be cookies, cheese and crackers, finger sandwiches, quick breads, etc. but should be kept simple (finger food), yet attractive.

Finances: Our finances are part of the BAAC budget, but we have our own treasurer also.

Income:
- Subscriptions -- patron and regular
- Door receipts
- Marathon premium concert contributions
- Grants

Expenses:
- Musicians' fees
- Rentals (chairs, coat racks, risers, instruments)
- Printing (flyers, tickets, programs, reminder notices)
- Postage (flyers, tickets, reminder notices, Marathon premium concert fundraising letter)
- Refreshments
- Car parkers (if necessary)
- Telephone
- Miscellaneous (host gifts, office supplies, paper goods for serving table, centerpieces, etc.)

On the Day of the Concert: Have ready -- check for performers, printed programs, gift for host, list of subscribers and cash box with change for ticket purchases at door, refreshments. Be ready to thank host publicly, introduce performers, make any other pertinent announcements and remind committee members to submit bills for reimbursement.

Summary: These responsibilities can be delegated and divided among committee members as seems logical and appropriate. Refreshment planning, printing and publicity can be done readily by committee members while scheduling and contracts need to be handled by the Chairperson.

MUSIC IN THE HOME

TREASURER

Collect monies, maintain records of subscribers, patrons and special patrons for the Marathon Premium Concert. Collect invoices of monies spent and cost of each performance. Work with the treasurer of the BAAC

Yes Maybe O. K. if pressed Never

PROGRAM PLANNING

Assist Chairman in planning programs; note suggestions for potential performers; help set schedule for each years series.

Yes Maybe O. K. if pressed Never

HOSPITALITY

Plan refreshments for each concert; decide upon table decorations, etc. assign tasks to other committee members; specify particular committee members to act as greeters for each concert; purchase whatever is necessary for each concert, or to assign someone to do so, making note of expanses, etc.; assign tasks on a rotating basis.

Yes Maybe O. K. if pressed Never

RECORDING SECRETARY

To take minutes of each meeting and to send copies of minutes to committee members

Yes Maybe O. K. if pressed Never

CORRESPONDING SECRETARY

Send out announcements before each concert; help run off copies of letters for the early fall announcement of the series, the Marathon Premium Concert, etc.; aid chairman, at times, when their is an overload of correspondence.

yes maybe O. K. if pressed Never

PRINTING

Obtain program, biographical material, program notes for each performance several weeks in advance of the performance; supervice the accuracy of the printer in drafting the final program; insure that programs are ready at least two weeks before the program is to be presented.

yes maybe O. K. if pressed Never

MARATHON PREMIUM CONCERT

Work with the Chairman in choosing the concert; contact Chicago Mat azine as to choice; receive check from the Treasurer of the BAAC for the performance to be sent to Chicago Magazine; draft a letter to be mailed to all subscribers soliciting funds for this performance.

Yes Maybe O. K. if pressed Never

MEMBERSHIP

Maintain a record of all persons interested in joining MIH to be added to our regular subscribers list for mailing purposes; this information can be obtained from a wide variety of sources, the greatest source, it would seem, would be the committee members themselves. This record would be most useful in our yearly open concert.

yes Maybe O. K. if pressed Never

PUBLICITY

Prepare any p. r. material for newspapers or other media sources concerning concerts, etc. Such a position would be expanded if we ever have need of a membership drive.

Yes Maybe O. K. if pressed Never

HOME HUNTER

Maintain a list of potential home benefactors; help view homes; maintain a weather eye for pianos.

Yes Maybe O. K. if pressed Never

REFRESHMENT COMMITTEE...MUSIC IN THE HOME

Thank you all for attending our meeting and agreeing to assist Music in the Home this year. Here are our collective thoughts and general guidelines for the concert year, 1986-1987.

Jeanette just informed me of a probable increase in attendance at the concerts. 125 series tickets were sold, so estimate 100 people per concert.

Teen helpers (Clean-up artists...Hooray!!) will be used on a trial basis at our first concert @ $4.00 per hour for a 3 hour shift. The Committee will vote later whether or not they will be permanent. Grace will be contacting BHS to obtain names of girls wishing a job. (Grace, Jeanette was to call you with the OK.)

REFRESHMENT COMMITTEE INVENTORY

2 silver services (5 pieces in each) stored at G. Combs' house at the present time.

One large candelight cloth

White and Beige plastic cups, dishwasher safe

Yellow plastic cloths (2)

Various napkins, paper plates

Tea Bags

Need to purchase Coffee; Plastic Bags for Clean-up

******Cups and Supplies are to be rotated to the next Chairman. Chairperson of the concert will wash cups in dishw. and give them to the next Chairperson in line. (Many thanks!!!)

SEPTEMBER 28th CONCERT - Home of M. San Filippo

General Chairman: Grace W., assisted by Paula B.

Menu: Bar Cookies
Coffee/Tea/Cider
Centerpiece/Cloth provided by Hostess

NOVEMBER 30th CONCERT - Good Shepherd Manor

General Chairman: Sharon A.

Menu: Christmas Cookies
Coffee/Tea/Punch
Cloth/Centerpiece provided by Committee

MARCH 8th CONCERT - Home of N. Koziol

General Chairman: Paula B.

Menu: Breads/Cream Cheese
Coffee/Tea/Punch
Check with hostess on Centerpiece and Cloth

APRIL 26th CONCERT - Lake Barrington Shores

General Chairman: Luci Johnson

Menu: White & Red Wine/Cheese/Crackers/Grapes/2 Punch Bowls
(Cheese to be prepared by one person...bill sent to BAAC, Kathy Carroll.)

FOOD: Rough Estimate...2 to 3 cookies per person; 5 to 6 chunks of cheese; 1½ cups coffee or punch, etc.

GENERAL CHAIRMAN

5 WEEKS AHEAD OF CONCERT

Contact House Hostess to Assess:

1. Tablecloth provided by home or BAAC?...Color?
2. Centerpiece and candles provided by home or BAAC?
3. General Supplies: 3 30-cup percolators; 2 for coffee; one for hot water (tea)
4. Visit home, if new to BAAC, to assess kitchen layout,

traffic pattern, fuses, etc.

2 Weeks Ahead:

1. Chairman and Assistant: split calling lists of committee members for baked donations. Omit Wally and Flo.... suggest nuts and mints for Flo.
2. Order centerpiece, if needed. Pay bill personally; remit bills to Kathy Carroll, Treasurer of Music in the Home.

One Week Prior:

1. Purchase napkins in color scheme desired. Plates not necessary.
2. Purchase coffee, tea, wine, punch ingredients.
3. Check if cups or plastic glasses need to be purchased.
4. Inform hostess of committee's arrival time at concert.

Day of Concert:

1. Arrive approximately one hour before the concert time. Prepare and perk 2 30-cup coffee pots. Heat one 30-cup pot of water for tea. Be sure to check power of fuses, especially at Good S. M. Split the pots on fuses.
2. Set table with our cloth, if needed. Arrange napkins, cups, centerpiece, silver services, punch bowl, etc. Have pot ready for tea.
3. Assign people to pour coffee and punch.
4. During the last concert selection: unwrap goodies on table; fill coffee pots; prepare tea and punch, etc.
5. Assign teen helpers to replenish food trays; remove trays; fill tea and coffee pots; collect and rinse coffee cups; save cups in plastic bags; discard plastic glasses; clean coffee pots after concert..
6. Be sure kitchen and dining room are tidy before leaving. ***Ascertain how teens are to be paid before concert.

Have an enjoyable concert year! Thank you in advance for all your cooperation. Please call me if you have questions.

Mary Ellen Henehan....381-7669