



Summary Report  
For Fiscal Year 2014

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Missing Summary Report  
*Production Chairman*  
*Musical Director*



# Summary Report 2013-2014

## Job Title/Function

<b>Name:</b>	<b>Bill Lake</b>
<b>Job Title:</b>	<b>Chairman</b>
<b>Function:</b>	<ul style="list-style-type: none"> <li>• Shall preside at all business meetings of the Board of Directors.</li> <li>• Shall be responsible for the overall operation of WCC, Inc. in coordination with the Board of Directors.</li> <li>• Shall appoint necessary Board committee chairmen.</li> <li>• Shall ensure that the actions and activities of the WCC, Inc. are consistent with the adopted Constitution, By-Laws, Standing Rules, and Policies.</li> </ul>

## Chronological Activities

Please include brief details of the activity and when to do it. Include the person you contacted.

### July 2013

Date	Contact	Activity Performed
	Vice Chairman	Orientation of Board Members on Responsibilities Establish Nominating Committee for Year
	Special Events/Conference Chairman	Appoint Retreat Committee
	Fund Raising Chairman	Present Fund Raising Ideas for Christmas
	Marketing/Publicity Chairman	Form Newsletter Committee
	Spring Music Director	Submit Spring Music to Board of Directors
	Current Christmas Director Board of Directors	Schedule Dates for Social, Solos, and Repertory Auditions
	Treasurer	Schedule Audit of Books

### August 2013

Date	Contact	Activity Performed
	Marketing/Publicity Chairman Fund Raising Chairman Publications Chairman	Advertising for Spring Season Ad/Donor Letters and Forms Newsletter Prepared and Mailed
	Membership Management Chairman Publications Chairman	Registration Forms
	Secretary Publications Chairman	Important Dates
	Production Chairman	Contracts for 1) Sound, 2) Lights and 3) Recording and Site



# Summary Report 2013-2014

		Contact Rehearsal Facility Before Start of Rehearsal
	Membership Management Chairman	Music Organized Into Packets Purchase Black Binders for New Members
	Treasurer	Financial Statements Presented Financials to CPA for Preparation of Tax Return
	Fund Raising Chairman	Schedule Fund Raising
	Grants Coordinator	End of Year Financial Statement to PWCCAC

## September 2013

Date	Contact	Activity Performed
	Board of Directors	Election of Director for Christmas the Following Year Retreat Location Decided
	Marketing/Publicity Chairman	Secure Ushers for Concert
	Fund Raising Chairman	Find People for Sales Tables
	Treasurer	Dues to PWCCAC
	Current Christmas Director	Solo Auditions Begin Working on Christmas Concert Notes for Emcee
	Membership Management Chairman	Concert Attire Deadline
	Secretary	Update Database with New Membership

## October 2013

Date	Contact	Activity Performed
	Current Christmas Director	Finalize Order of Music for Concert
	Fund Raising Marketing/Publicity Chairman	Donor/Ad Information Due Schedule Pictures in November of Choir if needed
	Marketing/Publicity Chairman Publication Chairman	Invitations Prepared and Sent to Special Guest/VIP's Calendar of Events for Choir Members
	Production Chairman	Staging Requirements Finalized
	Board of Directors	Information for Program Due to Publication Chairman
	Future Spring Director	Present Name of Assistant Director for Following Spring Season
	Spring Director Membership Management Chairman	Order Spring Music



# Summary Report 2013-2014

## November 2013

Date	Contact	Activity Performed
	Publication Chairman Membership Management Chairman	Pre-Registration Forms
	Marketing/Publicity Chairman Publication Chairman	Concert Publicity
	Marketing/Publicity Chairman	Choir Pictures if needed
	Publication Chairman	Programs Completed to Printer
	Future Christmas Director	Present Assistant Director for Christmas the Following Year
	Special Events/Conference Chairman Treasurer	Retreat Deposit Sent
	Board of Directors	Set December Meeting Location
	Fund Raising Chairman	Cards for Directors/Accompanist Take Donations for Gifts for Directors/Accompanist Purchase Gifts

## December 2013

Date	Contact	Activity Performed
	Board of Directors	Send Thank You Notes
	Special Events/Conference Chairman	Retreat Details Given Out
	Fund Raising Chairman	Order Tapes and Pictures Present Spring Fund raising Ideas
	Marketing/Publicity Chairman	Form Newsletter Committee
	Current Spring Director Board of Directors	Schedule Dates for Social, Solos, and Repertory Auditions

## January 2014

Date	Contact	Activity Performed
	Chairman	Form Committee to Review By-Laws and Standing Rules
	Marketing/Publicity Chairman Publications Chairman	Advertising for Spring Season Ad/Donor Letters and Forms Newsletter Prepared and Mailed
	Membership Management Chairman Publications Chairman	Registration Forms
	Secretary Publications Chairman	Important Dates
	Treasurer Grants Coordinator	Appoint Budget Committee Appoint Grant Committee
	Fund Raising Chairman	Schedule Fund Raising



# Summary Report 2013-2014

	Production Chairman	Contracts for 1) Sound, 2) Lights and 3) Recording and Site Contact Rehearsal Facility Before Start of Rehearsal
	Membership Management Chairman	Music Organized Into Packets Purchase Black Binders for New Members
	Board of Directors	Selection of Emcee

## February 2014

Date	Contact	Activity Performed
	Board of Directors	Election of Director for Spring the Following Year
	Marketing/Publicity Chairman	Secure Ushers for Concert
	Fund raising Chairman	Find People for Sales Tables
	Christmas Director	Christmas Music Selections Presented
	Current Spring Director	Solo Auditions
	Special Events/Conference Chairman Publications Chairman	Tour Information Presented to Choir
	Membership Management Chairman	Concert Attire Deadline
	Secretary	Update Database with New Membership

## March 2014

Date	Contact	Activity Performed
	Board of Directors	Summary Reports Due to Vice Chairman Information for Program Due to Publication Chairman
	Grant Committee	Finalize Grant Proposal to PWCCAC
	Current Director	Finalize Order of Music for Concert
	Fund Raising	Donor/Ad Information Due
	Marketing/Publicity Chairman Publication Chairman	Invitations Prepared and Sent to Special Guest/VIP's Calendar of Events for Choir Members
	Production Chairman	Staging Requirements Finalized

## April 2014

Date	Contact	Activity Performed
	Marketing/Publicity Chairman Publication Chairman	Publicity for Spring Concert
	Publication Chairman Membership Management Chairman	Pre-Registration Forms



# Summary Report 2013-2014

Publication Chairman	Programs to Print
Special Events/Conference Chairman	Finalize All Aspects of Spring Tour
Budget Committee	Present Budget to Board of Directors
Future Spring Director	Present Name of Assistant Director for Following Spring Season
Production Chairman	Apply to County Schools/Church for Concert Facilities for Following Year
Nominating Chairman	Begin Recruiting Board Applicants
Grants Coordinator	Grant Submitted to PWCCAC
Fund Raising Chairman	Cards for Directors/Accompanist Take Donations for Gifts for Directors/Accompanist Purchase Gifts
Board of Directors	Set Locations for Off-Season Meeting Locations for Summer

## May 2014

Date	Contact	Activity Performed
	Board of Directors	Approve Budget for Following Fiscal Year (Annual Meeting) Send Thank You Notes
	Vice Chairman	Distribute Summary Reports
	Grants Coordinator	Grant Year-End Report Due to PWCCAC by June 15 <sup>th</sup>
	Membership Management Chairman Christmas Director	Order Christmas Music
	Special Events/Conference Chairman	Confirm Reservations

## June 2014

Date	Contact	Activity Performed
	Board of Directors	Election of Officers
	Secretary	Order Name Tags
	Production Chairman	Rehearsal Site Contract for Year Finalized

Work extensively with Prince William County Park Authority Arts Council throughout the year. The Arts Council provides organizations competitive grant funding and publicity of events. Each year the Arts Council puts on an Arts Festival and is responsible for seeking funding from the Prince William County Board of Supervisors for funding of the Arts.



# Summary Report 2013-2014

## ***Future Recommendations***

Need to develop a recruitment effort for new choir members and concerts participants. This could involve surveying choir members and future development of website.

## ***Contacts***

Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.

Contact Name	Organization	Phone	Fax	Email	Address





# Summary Report Vice-Chairman 2013-2014

## Job Title/Function

<b>Name:</b>	<b>Lynne D. Pazuros</b>
<b>Job Title:</b>	<b>Vice-Chairman</b>
<b>Function:</b>	<ol style="list-style-type: none"> <li>1. Chairman of Nominating Committee</li> <li>2. POC for Advisory Board</li> <li>3. Responsible for Annual Summary Reports</li> <li>4. Duties as assigned.</li> <li>5. Stand-in for Chairman in his absence.</li> </ol>

## Chronological Activities

### July

Date	Contact	Activity Performed
		Select Nominating Committee for the year – to include one non-Board member from the Choir.
		Ensure new Board members are briefed on responsibilities.
		Provide bio information on new Board members for August Newsletter before the Christmas season starts. (Not specific duty, but volunteered.)

### August

Date	Contact	Activity Performed
		Brief new choir members on the expectations of the choir and aspects of the handbook, concert attire, etc. Up through the first three rehearsals, each new choir member is briefed.

### September

Date	Contact	Activity Performed
		Brief new choir members through 3 <sup>rd</sup> rehearsal.

## December

Date	Contact	Activity Performed
		Contribute articles for January Newsletter, especially if there are new Board members (biography for the Newsletter).

## January

Date	Contact	Activity Performed
		Brief new choir members about the choir, concert attire, etc. Up through first three rehearsals, all new members will be briefed.

## February

Date	Contact	Activity Performed
		Poll incumbent Board as to whether they will seek another Board term and which chair position they wish to seek.
		Announce to entire Choir about running for positions on the Board for the next fiscal year. Choir members are requested to fill out an "application" (located in website) for the position they desire.

## March

Date	Contact	Activity Performed
		Summary Reports are due from all Board members. Vice-Chair is responsible for collecting and seeing that Reports are reproduced to give each Board member a copy. Summary reports should include contact numbers and activities of the respective Board member during that fiscal year.
		Due to his access to printing facilities, Bill Lake has printed and collated the Summary Reports for the last few years.

## April

Date	Contact	Activity Performed
		Hold Nominating committee meetings to prepare slate for June Board elections. Must have at least one at-large choir member on committee.

**May**

Date	Contact	Activity Performed
		Distribute Summary Reports (This is the goal but Board members have tendency to drag their feet on reporting. As of end of year, Summary was not complete to distribute. The goal is completion by the July retreat, especially as reference for new Board members.)

**June**

Date	Contact	Activity Performed
		Present Board with Slate of nominees and hold elections for next fiscal year. A ballot is prepared with candidates for each position listed. Chairman compiles votes and announces results following balloting.
		Brief new Board members on activities of the Board and responsibilities

***Future Recommendations***

Vice-Chair is responsible for monitoring overall “job performance” and attendance of Board members to regular Board meetings. Vice-Chair also stands in for the Chairman in his absence at Board meetings and/or making regular announcements at Choir rehearsals. Contact with the Advisory Board is also the responsibility of the V-C.



# Summary Report 2013-2014

## *Job Title/Function*

<b>Name:</b>	Toni Brzyski
<b>Job Title:</b>	Secretary
<b>Function:</b>	<ul style="list-style-type: none"> <li>• Take notes at all meetings of the Board of Directors.</li> <li>• Provide copies of minutes to Board members in advance of the next board meeting. Send as e-mail and provide hard copy at the meetings.</li> <li>• Handle any correspondence requested by the Board of Directors.</li> <li>• Maintain records including membership database and current mailing list. Remove names from membership list if no participation in last 5 years.</li> <li>• Keep files of correspondence, contracts, minutes, documents, etc. See records retention notes for details.</li> <li>• Notify Board members of meetings.</li> </ul>

## *Chronological Activities*

### September 2013

Date	Contact	Activity Performed
		Create and distribute Important Dates handout
		Update membership information

### February 2014

Date	Contact	Activity Performed
		Create and distribute Important Dates handout
		Update membership information

## *Future Recommendations*

## Records Retention Notes from January 2005 Retreat

### Asset Management

Secretary	Vehicle Registration	- current + 1 year
Secretary	Inventory of Assets	- current + 1 year
Secretary	<del>Music Inventory</del> – No longer done	- current + 1 year
Storage	Vehicle Registration	- 3 years
Storage	Inventory of Assets	- 3 years
Storage	<del>Music Inventory</del> – No longer done	- 3 years

### Contracts

Secretary	Building Use/Recording (rehearsal, storage, vehicle, performance)	- current + 1 year
Secretary	Insurance (vehicle, liability)	- current + 1 year
Secretary	Vendors	- current + 1 year
Secretary	Patron/Ad Forms	- current + 1 year
Storage	Building Use/Recording (rehearsal, storage, vehicle, performance)	- 3 years
Storage	Insurance	- 3 years
Storage	Vendors	- 3 years
Storage	Patron/Ad Forms	- 3 years

### Financial

Treasurer	501c3 & SCC Registration	- PERPETUITY
Treasurer	Receipts (disbursement; income)	- current + 3 years
Treasurer	General Ledger	- current + 10 years
Treasurer	Grant Applications	- current + 3 years
Treasurer	Tax Returns	- current + 7 years
Treasurer	Financial Statements	- current + 10 years
Treasurer	Bank Statements	- current + 7 years
Treasurer	Audits	- current + 7 years
Treasurer	Budgets	- current + 3 years

### Meeting Minutes - PERPETUITY

Secretary	Board & Committees	- current + 1 year
Storage	Board & Committees	- previous years

### Official Correspondence

Secretary	Any Binding Communication (advisory board, etc.)	- current + 1 year
Secretary	Negation of any Agreement/Contract	- current + 1 year
Secretary	Personnel Issues (board apps, etc.)	- current + 1 year
Storage	Any Binding Communication (advisory board, etc.)	- 3 years

## Records Retention Notes from January 2005 Retreat

Storage	Negation of any Agreement/Contract	- 3 years
Storage	Personnel Issues (board apps, etc.)	- 7 years

### Operations

Secretary	Patron and Advertisers List – electronic	- current + 1 year
Secretary	Membership Database – electronic	- current + 1 year
Secretary	<del>Handbooks</del> – Stopped distributing	- current + 1 year
Storage	Patron and Advertisers List – electronic	- 3 years
Storage	Membership Database – electronic	- 3 years
Storage	<del>Handbooks</del> – Stopped distributing	- 3 years

### Organization Papers - PERPETUITY

Secretary	Incorporation Papers Bylaws, Standing Rules	- current + 1 year
Storage	Incorporation Papers Bylaws, Standing Rules	- previous

### Summary Reports (hard copy and electronic)

Secretary		- current + 1 year
Storage		- 3 years



# Summary Report 2013-2014

## Job Title/Function---2013-2014

<b>Name:</b>	William E. Hadden Home 703-670-7406 Cell 703-981-5156
<b>Job Title:</b>	Treasurer
<b>Function:</b>	Record the Finance Transactions of WWC. Inc. & Report Monthly

## Chronological Activities

Please include brief details of the activity and when to do it. Include the person you contacted.

### July 2013

Date	Contact	Activity Performed
15	Budget Chairman	Record the new budget into QuickBooks
Weekly		Get Mail from PO Box, Deposit cash & Checks, Pay expenses
Mid Month By End of Mo	LCOC CPA	Obtained approval from Lutheran Church of the Covenant to use the church for rehearsals. Take electronic copy of the Choir's Books, Printed Balance Sheet, P&L Statement, Bank Statement & Reconciliation as 30 June year ends and a list of Board members to Richard A. Mangini, 3146 Golansky Blvd Suite 101, Woodbridge VA. Yet to be determined for 2014 close.

### August 2013

Date	Contact	Activity Performed
3 <sup>rd</sup> Monday	Board Meeting	Submit Finance Statements to the Board with the new budget numbers posted. Have expense checks signed for mailing.
		Finance Statements include a Balance Sheet, Profit & Loss Statement and a Bank Reconciliation for each period of a month. July's statement would be due at the August Board Meeting.
		Choir Rehearsals begin the last Monday of August.

### September 2013

Date	Contact	Activity Performed
Rehearsals	Choir Members	Collect membership dues from members that have not prepaid and deposit weekly into the bank.
1 <sup>st</sup> Rehearsal	Mr. Lake	Have LCOC Bldg Use check signed for the use of the prior month
Septemeber	Director	Collect if not received – bills for the Christmas music purchases and pay timely so as to insure discounts are received if available.



# Summary Report 2013-2014

2013-2014

Date	Contact	Activity Performed
Rehearsals	Choir Members	Finish collecting membership dues and start collecting funds for fund raisers and collection of Ads, Patrons for Program.
		Nonprofit Insurance Service, P.O. Box 933, Hanover, PA17331 717-630-1030 . 800-673-2558 Fax 717-630-1188 Pay for Policy period of 11/12/2013 to 11/12/2014
		Do not pay until bill is received-double check mail address for payment

## November 2013

Date	Contact	Activity Performed
Rehearsals	Members	Continue collections for Fund Raisers start collection for next Spring's membership and Christmas Concert Recordings. Collection for Attire.
Board Meeting	Board Members	Start Collection for January Board's Retreat.
	Insurance Co.	Notify Insurance Co of storage Locations, Building Use and Concert locations. Get certificates if needed.

## December 2013

Date	Contact	Activity Performed
Concert Dates	Members & Concert attendees	Furnish Change Fund for selling Recordings, Cookies & Drinks, and Memberships for Spring, and Door Donations & Deposit and record same.
	Chuck Spera	Pay for recordings and Sound Support Vendor
	P. Wm. County Voice Am.	Payment for concert building use.  Paid Deposit for Flag Day Program in D, C. 20 @\$25.00ea \$500.00

## January 2014

Date	Contact	Activity Performed
Retreat & Board Meeting		Finish collection of Board Members Retreat attendance payments. And pay balance of hotel bill for the retreat(Gift to Koenig for hosting). Normal Finance statements and review of financial outcome of the concerts. When applicable.
When we Have Such As per agreement	PWC Band Joint Concerts	Track concert snack sales and door donations to share with band based on production and advertising by the band and choir. (Done only when we have joint concert with another group or as per agreed upon before concert takes place).

## February 2014

Date	Contact	Activity Performed
Rehearsals	WCC Members	Collection of Spring Membership Dues. Pay LCOC for Jan Building Use. Start collecting Fund Raisers & pay for products sold
		Pay for recruitment ads for new choir members if an ad is placed





# Summary Report 2013-2014

## March 2014

Date	Contact	Activity Performed
Rehearsals	WCC Members	Start Collecting for Spring Tour. Finish collecting for Spring Dues
		Start Collection for CD Sales (If we have CD to sell)
		Put deposit down for Rooms on Spring Beach Tour

## April 2014

Date	Contact	Activity Performed
		Pay for Ads and make deposit for hotel for Spring Tour.
		Create Budget 2012-2013 For Board Approval

## May 2014

Date	Contact	Activity Performed
Concerts	Members & Attendees	Furnish Change Fund for Selling Recordings, Cookies & Drinks, Fall Memberships and Door Donations & Deposit the Same.
		Settlement & Payment for Concert Recordings and Sound Support.
	P.Wm.County	Make payment for Concert Building use. Complete any unfinished business related to the Spring Tour (Concert is in June for this year so payments will be mostly in June for 2014.

## June 2014

Date	Contact	Activity Performed
Board Meeting	Members	Request that all unfinished business transactions for the closing cycle be submitted ASAP so the year can be closed out. Final finance statements for the yearly cycle will be reported in July.
		Start work for Tax Accountant turn in.

\*\* Pay Storage Monthly to Public Storage current rate 241.00 per month Unit 601

\*\*\* Pay for building use monthly at \$55.00 per each use of the facility. This is not a contracted with the church it is a gift.

## ***Future Recommendations***



# Summary Report 2013-2014

## ***Contacts Summary Report for 2013-2014***

***Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.***

Contact Name	Organization	Phone	Fax	Email	Address



**Job Title/Function**

<p><b>Name:</b></p> <p><b>Job Title:</b></p> <p><b>Function:</b></p>	<p>Shaina and Brandon Woo</p> <p>Marketing/Publicity</p> <p>Develops and implements a public relations program to include the following:</p> <ul style="list-style-type: none"> <li>o Press and media release for rehearsals, concerts, extra engagements, special events, tours, etc.</li> <li>o Sponsor and patron advertisement requests (Printed by Bill Lake)</li> <li>o Membership recruitment</li> <li>o Photographs (Members/Historian contribute)</li> <li>o Engagements for choir, including Repertory, in coordination with Musical Director.</li> </ul> <p>(Most often invitations for outside performances come via Director and/or Board Chairman and other choir members)</p> <p>Coordinates with Musical Director and Publication Chairman in matters of publicity.</p> <p>Shall be responsible for the WCC, Inc. representation to the Prince William County Arts Council and notification to Prince William County Arts Council of the time and location of all rehearsals, performances and meetings of WCC, Inc. (This responsibility done by Bill Lake, Board Chairman).</p>
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**Chronological Activities**

Please include brief details of the activity and when to do it. Include the person you contacted.

**July 2013**

Date	Contact	Activity Performed
		Submit "Singers Wanted" ad or Press Release to (Did this all online): Inside NoVa, Prince William Today Bull Run Now Potomac Local Northern VA Times WUSA 9 PWC News Woodbridge Patch Prince William Living Washington Post



		Daily Monitor Coffee News Woodbridge VA tourism website
		Form Newsletter Committee: -Newsletter responsibilities have been performed by Bill Lake absent a "Publications Chairman." Bill collates articles contributed by Board members and sends to printer. Collation also done by Bill L. to be mailed at least 2 weeks prior to start of rehearsals in August. - Newsletter labels to be printed by August 10. (This season done by Bill Lake and Toni Brzyski)

### August 2013

Date	Contact	Activity Performed
		Washington Post: pwliving@washpost.com. <a href="http://www.washingtonpost.com/blogs/going-out-guide/wp/2013/12/10/want-to-submit-your-upcoming-event-to-the-going-out-guide-the-process-is-changing/">http://www.washingtonpost.com/blogs/going-out-guide/wp/2013/12/10/want-to-submit-your-upcoming-event-to-the-going-out-guide-the-process-is-changing/</a> (this website shows the process for submission) The Post will put this in the Local Living section on Thursday's until concerts. Will also be listed in Sunday Prince William Extra. -Create Letters to local churches, senior residences, etc. Sent by Abby Hayes to announce start of rehearsals.
		Ad-Donor Letters: - Send letters to past patrons - Include Ad/Patron Form with letters - This season sent by Bill and Toni.
		Repertory Concerts: - Schedule repertory engagements for Fall/Spring (limit to 1 per month). - No repertory group this season
		Concert Solicitations: -Other venues usually contacted Director or Bill Lake when groups requesting us to perform.

### October 2013

Date	Contact	Activity Performed
		Tickets – if desired: - Finalize the look of the tickets with Publications Chairman. - Submit finalized tickets to Publications Chairman to have printed. – For Christmas 2013, ushers used raffle tickets and people wrote their requested Zip Code information of each concert attendee. One piece of ticket was retained by ushers, other half given to attendees for raffle after intermission. Christmas raffle gift were poinsettias. <a href="#">(Karen McReynolds took care of this in 2013)</a>



## November 2013

Date	Contact	Activity Performed
		VIP Invitations: - Review VIP listing and update as necessary. - Purchase standard invitation and stamps (submit receipt to Treasurer for reimbursement). -Invitations not sent until November this year – only sent flyers – no actual invitations. Invitation should be sent to members of the following boards: Board of Supervisors School Board Park Authority Plus: General Gaskill (husband of WCC founder Lillian Gaskill) (Done by Abby Hayes)
		Publicity: - Contact News & Messenger (Kari Pugh) and Washington Post to get pictures/article written for concert. - Send press releases, and any digital pictures to: Inside NoVa, Prince William Today Bull Run Now Potomac Local Northern VA Times WUSA 9 PWC News Woodbridge Patch Prince William Living Washington Post Daily Monitor Coffee News Woodbridge Quantico Sentinel -Submitted on-line announcements of concerts to Events@insidenova.com. and Patch.com. - -Send letters with flyers to Senior Centers, Churches. Copy of flyer is usually included to put on bulletin boards and church bulletins. (Abby Hayes did this season's mailings). - Have poster/flyer sent electronically to choir members for distribution. (Toni Bryzyski has done this because she has email addresses of all choir members.)
		Patrons/Ads: (Done by Bill Lake and Toni) - Finalize the Past Patrons list for Programs. - Provide Patrons/Ads forms to Publications Chairman. -Check with Treasurer to confirm the list is accurate.



## December 2013

Date	Contact	Activity Performed
		Submit Singers Wanted event to the following online resources: Inside NoVa, Prince William Today Bull Run Now Potomac Local Northern VA Times WUSA 9 PWC News Woodbridge Patch Prince William Living Washington Post Daily Monitor Coffee News Woodbridge Quantico Sentinel
		Washington Post: pwliving@washpost.com. <a href="http://www.washingtonpost.com/blogs/going-out-guide/wp/2013/12/10/want-to-submit-your-upcoming-event-to-the-going-out-guide-the-process-is-changing/">http://www.washingtonpost.com/blogs/going-out-guide/wp/2013/12/10/want-to-submit-your-upcoming-event-to-the-going-out-guide-the-process-is-changing/</a> (this website shows the process for submission) The Post will put this in the Local Living section on Thursday's until concerts. Will also be listed in Sunday Prince William Extra. -Create Letters to local churches, senior residences, etc. Sent by Abby Hayes to announce start of rehearsals.
		Create Spring Marketing campaign: - Start work on flyer/poster design, tickets, advertisement for newspapers and press release. (Bill Lake usually designs flyer and sends me copy via email)

## January 2014

Date	Contact	Activity Performed
		Ad-Donor Letters: - Send letters to past patrons - Include Ad/Patron Form with letters - This season sent by Bill and Toni
		Repertory Concerts: - Schedule repertory engagements for Spring (limit to 1 per month). -No Repertory group this season.
		Concert Solicitations: - Contact potential venues for possible future performances. Usually contacted Bill Lake and/or Director for performance requests
		Ran Facebook ad campaign before start of spring season



## February 2014

Date	Contact	Activity Performed
		VIP Invitations: - Review VIP listing and update as necessary. Sent to same individuals listed for Christmas concerts. -Last few seasons, invitations have been in the form of Flyers only – no formal invitations. (Completed by Abby Hayes)

## March 2014

Date	Contact	Activity Performed
	karen@kojamproductions.com	Contacted Stonebridge at Potomac Town Center about performing at their Spring Festival in June

## April 2014

Date	Contact	Activity Performed
		Publicity: - Contact News & Messenger (Kari Pugh) and Washington Post to get pictures/article written for concert. - Send press releases, and any digital pictures to: Inside NoVa, Prince William Today Bull Run Now Potomac Local Northern VA Times WUSA 9 PWC News Woodbridge Patch Prince William Living Washington Post Daily Monitor Coffee News Woodbridge Quantico Sentinel Virginia Tourism website  -Submitted on-line announcements of concerts to Events@insidenova.com. and Patch.com. - -Send letters with flyers to Senior Centers, Churches. Copy of flyer is usually included to put on bulletin boards and church bulletins. (Abby Hayes did this season's mailings). - Have poster/flyer sent electronically to choir members for distribution. (Toni Bryzyski has done this because she has email addresses of all choir members.)
		Poster/Flyer Distribution: - Coordinate distribution. Posters/flyers should be available by the 1st of the month. Encouraged choir to distribute flyers in local businesses. -For Spring 2014 ushers, using previously printed tickets, request Zip Code information of each concert attendee. One piece of ticket is retained by ushers, other half given to attendees for raffle after



		intermission. - Arrange for the poster/flyer to be sent to members electronically. (Done by Toni who has all email addresses for choir members.)
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**June 2014**

Date	Contact	Activity Performed
		Ad/Donors: - Send "thank you's" to ad/donors. (Done by Bill Lake)
		Submit Singers Wanted advertisements to the following publications for August publication: Inside NoVa, Prince William Today Bull Run Now Potomac Local Northern VA Times WUSA 9 PWC News Woodbridge Patch Prince William Living Washington Post Daily Monitor Coffee News Woodbridge Quantico Sentinel
		Run Facebook ad campaign before concerts

***Future Recommendations***

- \*Make sure to submit events to Northern Virginia Magazine 12 weeks ahead of the event
- \*Need to post more on Twitter, Facebook, etc.
- \*Run Facebook ads again before Christmas season
- \*Look into HootSuite for bundling together Social media posts

***Contacts***

Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.

Contact Name	Organization	Phone	Fax	Email	Address





# Summary Report 2013-2014

## *Job Title/Function*

<b>Name:</b>	<b>Bill Lake</b>
<b>Job Title:</b>	<b>Publications Chairman</b>
<b>Function:</b>	<ul style="list-style-type: none"> <li>• Receive, post and distribute concert programs, newsletters, other documents as required.</li> </ul>

## *Chronological Activities*

Please include brief details of the activity and when to do it. Include the person you contacted.

### **August 2013**

<b>Date</b>	<b>Contact</b>	<b>Activity Performed</b>
	MacMurray Graphics	Advertising for Spring Season Ad/Donor Letters and Forms Newsletter Prepared and Mailed Registration Forms Important Dates

### **October 2013**

<b>Date</b>	<b>Contact</b>	<b>Activity Performed</b>
	Musical Director	Information for Program Due to Publication Chairman

### **November 2013**

<b>Date</b>	<b>Contact</b>	<b>Activity Performed</b>
	MacMurray Graphics	Pre-Registration Forms Programs Completed to Printer CD Order Forms

### **December 2013**

<b>Date</b>	<b>Contact</b>	<b>Activity Performed</b>
		Determine items for Spring Newsletter



# Summary Report 2013-2014

## January 2014

Date	Contact	Activity Performed
		Advertising for Spring Season Ad/Donor Letters and Forms Newsletter Prepared and Mailed Important Dates

## March 2014

Date	Contact	Activity Performed
		Organized submitted Summary Reports and print for BOD

## April 2014

Date	Contact	Activity Performed
	MacMurray Graphics	Publicity for Spring Concert Pre-Registration Forms Programs to Print

## Contacts

Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.

Contact Name	Organization	Phone	Fax	Email	Address
Joan MacMurray	MacMurray Graphics	703-680-4847	703-730-1680	chris@mgpi.biz	



# Summary Report 2013-2014

## Job Title/Function

<b>Name:</b>	Paige Ulevich
<b>Job Title:</b>	Grants Coordinator
<b>Function:</b>	Writing and submitting grant applications

## Chronological Activities

Please include brief details of the activity and when to do it. Include the person you contacted.

### July 2013

Date	Contact	Activity Performed
7/15/2013	Kathy Bentz	Submitted End of Year Report to PWC Arts Council

### September 2013

Date	Contact	Activity Performed
9/30/2013	Jane Markins	Submitted grant proposal to Sun Trust Foundation

### March 2014

Date	Contact	Activity Performed
3/27/2014	Janet LaFleur	Submitted grant application to PWC Arts Council

### June 2014

Date	Contact	Activity Performed
		End of year report for Arts Council Grant

## Future Recommendations

Sun Trust can only fund activities or capital items that will not benefit the bank (such as marketing).

## Contacts

Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.

Contact Name	Organization	Phone	Fax	Email	Address
Janet LaFleur	PWC Arts	<a href="tel:703-792-6189">703-792-6189</a>		<a href="mailto:jlafleur@pwcgov.org">jlafleur@pwcgov.org</a> *	Manassas, VA
Jane Markins	Sun Trust	<a href="tel:804.782.7907">804.782.7907</a>		<a href="mailto:jane.markins@suntrust.com">jane.markins@suntrust.com</a> *	Richmond, VA



# Summary Report 2013-2014

## Job Title/Function

<b>Name:</b>	Vicki Bayer
<b>Job Title:</b>	Membership Management Committee
<b>Function:</b>	<ul style="list-style-type: none"> <li>• Shall be responsible for duties of the office as stated in the Standing Rules.</li> <li>• Shall be responsible for the enforcement of the concert attire policy.</li> <li>• Shall document description of approved concert attire within their respective Summary Report.</li> <li>• Shall perform such other duties as may be prescribed by the Board of Directors.</li> </ul>

## Chronological Activities

Please include brief details of the activity and when to do it. Include the person you contacted.

### July 2013

Date	Contact	Activity Performed
		Summer retreat. Discussed the coming season and protocol

### August 2013

Date	Contact	Activity Performed
.	<b>Southeastern Apparel and Tuxedo Wholesaler</b>	New catalogs arrive. Check to be sure that the dresses and vests we use are still available.
		Board meeting: Recommended that we approve women wearing 2-piece separates for Christmas Season attire. Board approved.
1 <sup>st</sup> rehearsal		Prepare materials for member check-in – forms, pencils, name tag, labels, etc.. Check in all of the members. Announce re concert attire.
		<b>Many thanks</b> to Toni Bryzski, Bill Hadden and Bill Lake for handling the registration table and taking attendance each week all year!!

### September 2013

Date	Contact	Activity Performed
		Board meeting
4 <sup>th</sup> rehearsal	Southeastern and Tuxedo	Measured those needing to order concert attire. Placed order for dresses and vests. <b>Thank you</b> to JoAnn Barrett for assisting with measuring.



# Summary Report 2013-2014

## October 2013

Date	Contact	Activity Performed
		Board meeting

## November 2013

Date	Contact	Activity Performed
		Board meeting
		Delivered dresses/vests to the choir members. Had to do returns/exchanges. <b>Thank you</b> to Karen McReynolds for doing alterations.

## December 2013

Date	Contact	Activity Performed
		Board meeting/Christmas party.
		Cleaned out crate to have the materials readied for the next season.

## January 2014

Date	Contact	Activity Performed
		Attended retreat at OBX

## February 2014

Date	Contact	Activity Performed
		Board meeting
		Announce attire for the Spring Season: Black dress pants and bright jewel tone blouses/shirts with long or short sleeves for both men and women.

## March 2014

Date	Contact	Activity Performed
		Board meeting



# Summary Report 2013-2014

## April 2014

Date	Contact	Activity Performed
		Made sure it was announced re concert attire and do not wear perfume/cologne or aftershave whenever we use risers because of allergies.
		Board meeting
Last time at rehearsal site		Take crate/registration materials home so that it can be readied for the next season.

## *Future Recommendations*

None

## *Contacts*

Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.

Contact Name	Organization	Phone	Fax	Email	Address
	Southeastern Apparel	800-821-8270			
	Tuxedo Wholesaler	800-828-2802			
George Ball	All American Embroidery	(703) 361-5047			



# Summary Report 2013-2014

## *Job Title/Function*

<b>Name:</b>	Karen McReynolds
<b>Job Title:</b>	Fundraising Chair
<b>Function:</b>	

## *Chronological Activities*

Please include brief details of the activity and when to do it. Include the person you contacted.

### July 2013

Date	Contact	Activity Performed
	Board	Attended Retreat

### October 2013

Date	Contact	Activity Performed
	See's Candies/Choir	Ordered promotional materials for Fall Fundraiser; put materials together for choir members use

### November 2013

Date	Contact	Activity Performed
	Choir/See's	Collected orders, placed order with See's Candies
		Received shipment of See's – organized for distribution to Choir
	Choir/Boy Scouts	Recruited help for ushers and basket collections for Concert; requested donations from Choir for Bake Sale

### December 2013

Date	Contact	Activity Performed
	Choir	Purchased drinks/ice for concerts; picked up supplies for sales tables from the storage unit
		Set up sales tables, made spot for sale of donated scarves, set up boy scouts to hand out programs and raffle tickets
	Treasurer	Petty Cash from Treasurer

### January 2014

Date	Contact	Activity Performed
	Good Search	Attended webinar on maximizing revenues from GoodSearch
	Board	Attended Retreat



# Summary Report 2013-2014

## February 2014

Date	Contact	Activity Performed
	See's Candies	Ordered promotional materials for Spring Fundraiser; put materials together for choir members use
	Choir	Recruited volunteers for sales table for Bake Sale

## March 2014

Date	Contact	Activity Performed
	Choir	Handouts distributed to choir members for use in Spring Fundraiser
	Choir	Recruit help for ushers and basket collections for Concert; request donations from Choir for Bake Sale

## April 2014

Date	Contact	Activity Performed
	Choir/See's	Collected orders, placed order with See's Candies
	Choir	Received shipment of See's – organized for distribution to Choir

## May 2014

Date	Contact	Activity Performed
	Choir	Thank you cards for signatures from Choir members

## June 2014

Date	Contact	Activity Performed
		Purchase drinks/ice for concerts; pick up supplies for sales tables from the storage unit

## *Future Recommendations*

Spring fundraiser wasn't really very successful, perhaps we can find another fundraising opportunity to take its place -

## *Contacts*

Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.

Contact Name	Organization	Phone	Fax	Email	Address
	See's Candies			<a href="http://www.seescandies.com">www.seescandies.com</a>	





# Summary Report 2012-2013

## Job Title/Function

<b>Name:</b>	Jacqueline L. Topolski
<b>Job Title:</b>	Parliamentarian/Historian
<b>Function:</b>	Responsible for being thoroughly familiar with Robert's Rules of Order and their implementation at all Board meetings. Responsible for compiling, for historical purposes, newspaper articles, programs, photos, concert recordings, etc. which pertain to WCC, Inc. Shall perform such other duties as may be prescribed by the Board of Directors.

## Chronological Activities

Please include brief details of the activity and when to do it. Include the person you contacted.

### July

Date	Contact	Activity Performed
	Lillian Koenig	Attend Summer Retreat; assist in set-up

### August

Date	Contact	Activity Performed
Aug-10		Cut out and collect newspaper article about Fall registration.
		Prepare photo albums and assist in set-up of first rehearsal.
		Attend monthly board meeting

### September

Date	Contact	Activity Performed
		Assist in set-up of Social event after rehearsal.
		Attend monthly board meeting

### October

Date	Contact	Activity Performed
		Added photos to most recent photo album.
		Attend monthly board meeting

### November

Date	Contact	Activity Performed
		Collect newspaper articles of upcoming concerts.
		Attend monthly board meeting



# Summary Report 2012-2013

		Sort pictures and work on photo album
	Gwenn Adams	Gwenn Adams Public Affairs Chief National Museum of the Marine Corps 18900 Jefferson Davis Hwy Triangle, VA 22172 703-784-6134 703-499-1893 Cell

## December

Date	Contact	Activity Performed
		Set up/tear down WCC display to showcase for Christmas concert
	Allen Wheeler	Assist in pick-up of equipment at the shed for dress rehearsal.
	Allen Wheeler	Assist in pick-up of equipment at the shed for concerts.
	Allen wheeler	Set-up & tear down crew; return equipment to shed after concerts
		Collect programs for archive from concerts
		Attend monthly board meeting

## January

Date	Contact	Activity Performed
		Cut-out and collect newspaper articles regarding WCC Spring registration.
		Work on WCC display in preparation of Spring registration.
		Set up/tear down WCC display for Spring registration.
		Attend monthly board meeting
		Attend Winter Retreat

## February

Date	Contact	Activity Performed
		Attend monthly board meeting
		Assist with bi-annual social event set-up

## March

Date	Contact	Activity Performed
		Attend monthly board meeting



# Summary Report 2012-2013

## April

Date	Contact	Activity Performed
		Work on WCC display in preparation of Spring concerts.

## May

Date	Contact	Activity Performed
		Set up/tear down WCC display to showcase for Spring concert
		Set up/tear down WCC display to showcase for Spring concert
		Assist in picking up equipment for dress rehearsals and concerts
		Assist in set-up / tear-down of equipment

## Future Recommendations

### Contacts

Please place an asterisk (\*) at the end of the phone, fax or email to indicate the best method of contacting the individual or organization.

Contact Name	Organization	Phone	Fax	Email	Address
Gwenn Adams Public Affairs Chief	<b>Marine Corps Museum</b>	703-784-6134 703-499-1893		<a href="mailto:Gwenn.adams@usmc.mil">Gwenn.adams@usmc.mil</a>	18900 Jefferson Davis Hwy Triangle, VA 22172

### **Job Title/Function**

**Name:** Abby Hayes

**Job Title:** Chair

**Function:** Special Events/Conferences

1. Make all arrangements for the winter and summer Board of Directors' Retreats to include lodging, meals (when appropriate) and agenda.
2. Make all arrangements for the Spring Tour to include reservations for the performance and for the Motel rooms.
3. Prepare for the two WCC Socials held for the two Concert Seasons to include announcements, sign up sheets, and support utensils the night of the event.

### **Chronological Activities**

Please include brief details of the activity and when to do it. Include the person you contacted.

#### **July 2013**

<b>Date</b>	<b>Contact</b>	<b>Activity Performed</b>
1	Abby Hayes	Assumed duties of special events/conference chair
13	BOD	Summer retreat held at Bill Lake's office; breakfast (breakfast casserole, corn muffins, coffee and juice) and lunch (Chinese food (delivered) and soft drinks) served. Bill Lake provided agenda for retreat. Lillian offered use again of OBX Beach House for Winter Retreat at no cost to WCC. Board approved. Winter Retreat set for January 18, 2014, with extended days for all wishing to come early and stay until Monday. Abby, Karen, and Paige volunteered to prepare meals. Discussion about going to Rehoboth in October for sidewalk sales and whether to perform at Cadbury's. Abby to follow up with Cadbury's.

#### **August 2013**

<b>Date</b>	<b>Contact</b>	<b>Activity Performed</b>
12	BOD	Created MeetUp account at Board Meeting. Paid for with Toni's personal credit card. Followed up with adding pictures, information at home. Handed responsibility for MeetUp account to Brandon and Shaina Woo (publicity chairs).
Late month	Deb Hamilton, Jean Carpenter	Contacted Cadbury at Lewes for possible performance. Cadbury willing, however, not enough people (including accompanist) able to go. No performance; small group went to beach anyway.
End of month	Ellen	Called Oceanus Motel to reserve rooms for October Tour. Started with 10 rooms.

## September 2013

Date	Contact	Activity Performed
2	Abby Hayes	Social announced by Bill Lake for September 23 at Choir rehearsal; encouraged participation and to bring favorite dishes. Bill L prepared sign-up sheets for entry table.
16	BOD	Attended Board Meeting.
23	Abby Hayes	Prepared room for social; covered and arranged tables, brought cooler with ice and soft drinks, ensured there were plates, plastic wear and cups for all attending (obtained serving bowls, pitchers, plates, plasticware and utensils from storage and/or Bill Lake's office). Great turn out and delicious foods! No specific theme.

## October 2013

Date	Contact	Activity Performed
Early month	Ellen	Called Oceanus to confirm two rooms. Handed over responsibility to Bill Hadden for confirming with credit card
8	Abby Hayes, Karen McReynolds	Attended informational meeting about Kennedy Center events in June, specifically choirs performing around town on June 9, 2014, and "Voice of Our Nation" Star-Spangled event on June 14, 2014, on steps of US Capitol
21	BOD	Attended Board Meeting. Received Board approval to pursue "Voices of Our Nation" event and June 9 event if near Woodbridge.
22	Yarina Connors, Cameron Grimes (Classical Movements); Tim Prestridge (Kennedy Center)	Contacted Classical Movements to declare interest in participating in "Voices of Our Nation," and Kennedy Center for performing on June 9, if in Woodbridge area (perhaps VRE station). No response from Kennedy Center ever received.

## November 2013

Date	Contact	Activity Performed
8 thru 12	Abby Hayes	Prepared (with input from Shaina and Lynne) and mailed letters to schools, churches, and senior centers announcing WCC Xmas concert. Expanded mailing list to include large Manassas churches and all Prince William Co. high schools. 87 letters mailed, 3 returned undeliverable. Mailing list updated.
18	Cameron Grimes	Received notification of selection to participate in Voices of Our Nation. Requested contract be sent.
19	BOD	Attended Board Meeting. Discussed room assignments for OBX house; queried Board members regarding retreat topics for agenda
20	Tracy Rhodes	Began email correspondence with Tracy Rhodes, employee, Bogati Bodega Winery, who had sent email to general WCC email account looking for choir to carol at winery in December. Settled on 12-21 from 2-

		4 p.m. Tracy sent emails to their elite customers, posted signs in winery, put event on their Facebook page.
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## December 2013

Date	Contact	Activity Performed
10 thru 16	Cameron Grimes	Signed and submitted contract for Voices of Our Nation with \$500 down payment (received from Bill H). Also submitted Irwin's bio (culled from Christmas program), recording (received from Allen Wheeler) and links to website, Facebook page, and MeetUp page.
17	Abby Hayes	Sent email to choir with details on caroling at Bogati Bodega. Advised carpool location (LCOC).
21	Tracy Rhodes	Caroling at Bogati Bodega (3 sopranos, 3 altos, 4 tenors, and a bass). Seemed well received by winery owner. Received check for \$125 which was mailed to PO Box.
22	BOD	Attended Board Meeting. Requested agenda items for retreat.
28	Della Bogaty	Sent thank-you letter to Della Bogaty, owner, Bogati Bodega, for donation for caroling. Expressed interest in doing it again next year. Ensured Bogati Bodega was included as a sponsor on WCC website (Mark Cohen took care of that).

## January 2014

Date	Contact	Activity Performed
3	Abby Hayes	Sent email to BOD requesting agenda items, schedule for retreat. Advised info to follow.
11	Abby Hayes	Sent retreat packet (agenda, menu, directions, room assignments, general info) to BOD.
Early to mid-month	Abby Hayes	Discussed with Karen and Lynne meals for retreat; planned menu. Lynne, Karen, and Abby each shopped for items.
18th-19th	Abby Hayes	Successful retreat. Agreed again that The Dreamcatcher was a very good choice for location and amenities for WCC Retreat. Several members stayed Thursday thru Monday.
30	Abby Hayes	Emailed summary of retreat discussion to all BOD.

## February 2014

Date	Contact	Activity Performed
Early to mid-month	Virginia Lawrence	Had email discussion about WCC performing at non-profit event sponsored by The 3 <sup>rd</sup> Goal on May 17. Was determining if space was adequate but then realized there would be conflict with Rehoboth weekend. Politely declined participation.
3	Lynne Pazuros	Social announced by Bill Lake for Feb 24 at Choir rehearsal. Bill L prepared sign-up sheets for entry table. Lynne agreed to organize due to Abby being out of town Feb. 24.
5	Abby Hayes	Renewed Meet-Up for six more months
24	Lynne Pazuros	Social

## March 2014

Date	Contact	Activity Performed
11, 25	Deb Hamilton, Jean Carpenter	Emailed Cadbury to determine interest in WCC performance May 17. No response as of 3-28-14.
11	Cameron Grimes	Submitted final payment to Classical Movements for "Voices of Our Nation" event, guaranteeing 20 members of WCC to perform.
14	Cameron Grimes	Received and forwarded to BOD update on "Voices of Our Nation" event which has become "Star Spangled Salute" in conjunction with Smithsonian.
24	BOD	Attended Board Meeting.
25	Abby Hayes	Arranged meeting of By-Laws committee, tentatively scheduled for April 3, 2014

## April 2014

Date	Contact	Activity Performed
ASAP	Cadbury, Oceanus Motel	Confirm performance at Cadbury; arrange for rooms at Oceanus; announce to choir; arrange for sign-up sheets
3	Abby Hayes	By-Laws committee meeting scheduled.

## May 2014

Date	Contact	Activity Performed
	Abby Hayes	Request agenda items for retreat; schedule retreat.
	Cameron Grimes	Disseminate information about Star-Spangled Salute; ensure 20 members to participate

## June 2014

Date	Contact	Activity Performed
14	Cameron Grimes	Star-Spangled Salute performance.

Contact Name	Organization	Phone	Fax	Email	Address
Kathy Everett	The Woods Resort	304.754.7977 800.248.2222*	304.754.8146	<a href="mailto:Kathy@thewoodsresort.com">Kathy@thewoodsresort.com</a> <a href="http://www.thewoodsresort.com">www.thewoodsresort.com</a>	P.O. Box 5 Hedgesville, WV 25427
Lillian Koenig	Dreamcatcher	571.221.4138* 252.453.3551		<a href="mailto:Kaipeter.koenig@gmail.com">Kaipeter.koenig@gmail.com</a>	622 Tern Arch Corolla, NC 27927
Loretta Lankford	St. Jude the Apostle Church	302.644.6933*		<a href="mailto:Pearl2005@comcast.net">Pearl2005@comcast.net</a>	Delaware 1 and Tulip Dr. Lewes, DE 19958
Ellen	Oceanus Motel	302.227.8200* Or 800.852.5011		<a href="mailto:info@oceanusmotel.com">info@oceanusmotel.com</a>	6 2 <sup>nd</sup> Street, Rehoboth, DE 19971
Craig Campbell	Episcopal Parish of All Saints' Church	302.227.5234 C- 423.483.0862	302.227.7085	<a href="mailto:info@allsaintsparish-rehobeth.org">info@allsaintsparish-rehobeth.org</a> or <a href="mailto:rehoparishmusic@aol.com">rehoparishmusic@aol.com</a>	18 Olive Avenue, Rehoboth Beach, DE 19971
Deb Hamilton	Cadbury at Lewes Retirement Center	302.644.6373*		<a href="mailto:dhamilton@cadbury.org">dhamilton@cadbury.org</a>	17028 Cadbury Circle, Lewes, DE 19958- 7028
Cameron Grimes, Yarina Connors	Classical Movements	703-683-6040	703-683- 6045	<a href="mailto:cameron@classicalmovements.com">cameron@classicalmovements.com</a> * <a href="mailto:Yarina@classicalmovements.com">Yarina@classicalmovements.com</a> *	319 Cameron St., Alexandria VA 22314
Tracy Rhodes	Bogati Bodega	540-338-1144		<a href="mailto:newtracy@frontier.com">newtracy@frontier.com</a> *	35246 Harry Byrd Hwy., Round Hill, VA 20141



Future Recommendations:

***Other Options***

The Bavarian Inn- WV

The Jefferson Hotel- Richmond, VA

The Woods Resort and Spa- Hedgesville, WV

The Berkeley Springs Inn and Spa, Berkeley Springs, WV

Cozy Inn- Thurmont, MD