9-8-2015

Guide to the Linfield Chamber Orchestra (LCO) Collection

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Linfield Chamber Orchestra
Guide to the Linfield Chamber Orchestra (LCO) Collection
1981-2012

Creator: Linfield Chamber Orchestra
Title: Linfield Chamber Orchestra (LCO)
Dates: 1981-2012
Quantity: 17.25 linear feet
Summary: This collection, a repository for the documents, media and minutia of the Linfield Chamber Orchestra, shows the efforts of the organization to provide a teaching orchestra to the Yamhill County area. The majority of the collection is paper-based, with ephemera such as posters and news clippings.

Repository
Jereld R. Nicholson Library
Linfield College
900 SE Baker Street
McMinnville, OR 97128
Reference Number: 503-883-2734
Reference Email: archives@linfield.edu
Language: English

Historical Note
Throughout the lifespan of the Linfield Chamber Orchestra (LCO), from its commencement in 1990 to the final concerts in 2012, the Department of Music at Linfield made an effort to collect and maintain examples of programming, music and the interior workings of the orchestra. The LCO historian, Marion van Dyk, who was also the chairman of the board of directors for more than a decade, became part of the project at the initial steering committee meeting in 1990.

Vocal music instruction and choral instruction date back to the inception of Linfield College, but a strong string program was felt to be lacking by the steering committee (including Gwen Leonard, Marion van Dyk, Jill Timmons, and others.) The music faculty felt that one director must be secured to devote themselves to the project. The initial director, Sylvain Frémaux, met with the subcommittee in the spring of 1990 and was selected for the task.
Over the 21-year life of the orchestra, several directors oversaw the artistic direction of the LCO. Sylvain Frémaux, previously assistant conductor to the Strasbourg Symphony Orchestra, relocated to the Portland-Metro area in September 1990 and was the original candidate and director of the orchestra. He was succeeded by Huw Edwards in 2002 and Michael Gesme in 2003.

The orchestra was not only organized in the effort to provide a musical service to the Yamhill County area, but to be a teaching orchestra to the students of Linfield College, with the goal implementing a string music tradition. The aim of one student paired at every stand would not only increase the appeal of the department to students, it would improve the quality of instruction that Linfield could provide. About 30 strong, musicians from McMinnville and the Portland-Metro area played an average of four concerts per year, formally structured as one choral, one chamber, a string program, and one full orchestra program.

Content Description
The collection consists of budgetary, operational, and departmental documentation of the concerts and interior workings of the Linfield Chamber Orchestra.

Restrictions on Access
Access is by appointment only. Please contact the archivist to make an appointment.

Preferred Citation

Provenance
Deposited in the Linfield College Archives in 2012

Location of Originals
Jereld R. Nicholson Library, Linfield College

Processing Information
Processed by Archives Technician Anna Vanderschaegen, with the assistance of archivist Rachael Cristine Woody.

Arrangement
The collection is arranged into five series:

Series 1: Operational
Series 2: Artists
Series 3: Publicity
Series 4: Concerts
Series 5: Mementos
Series 1
These binders and papers were organized and assembled by the LCO historians, including Marion van Dyk, while the LCO was operational. They contain minutes, budget information, agenda and reports as well as some college-wide information and advertisements.

Binder 1: College Financials Reports
Binder 2: Orchestra Information, 1994
Binder 4: Orchestra Budget, 1994-1995
Binder 5: Orchestra Budget, 1995-1996
Binder 6: Orchestra Budget, 1996-1997
Binder 7: Linfield College Orchestra (LCO) Operations
Binder 8: Assorted Minutes, budgetary papers, and notes, 1997-2000
Binder 9: LCO Minutes and Notes, September 2003 - November 2006
Binder 10: Agenda and Budget papers, 2005
Binder 11: Minutes and Notes, 2007

Box 1: Oversize Budget Ledger, 1994

Box 2
Folder 1: Steering Committee and Origins of Orchestra, 1989-1990
Folder 2: Letters to Donors (Marion van Dyk), 1991
Folder 3: Supporters or Tickets Holders, 1989-1990
Folder 4: LCO Artistic History
Folder 5: Past Repertoire
Folder 6: Gift Acknowledgements, 1991
Folder 7: Financial Requests, 1990
Folder 8: Finances and Worksheets, 1991-1992

Box 3
Folder 1: Orchestra Manager’s Handbook, April 2005
Folder 2: LCO Financial History
Folder 3: LCO Mission Statement and Drafts
Folder 4: Long-Range Plan
Folder 5: Statement of Context
Folder 6: Orchestra By-Laws, August-November 2000

Box 4
Folder 1: Charles Schwartz, Interim Chair Letters, March 2005
Folder 2: Interoffice Communications; Operations- Gwen Leonard, Huw Edwards, Sharon Morgan, David Howell
Folder 3: Memos, LCO Interiors
Folder 4: Miscellaneous Blank Forms

Box 5
Folder 1: Board Meeting Notes and Charts
Folder 2: LCO Board Personnel
Folder 4: LCO Board Meetings, 1998-2000
Folder 5: LCO Board of Directors Meeting Minutes, 2002-2004
Folder 6: LCO Minutes, May 2004- May 2005
Folder 7: LCO Minutes, June 2005-2007
Folder 8: LCO Board Agenda and Notes, 2002-2003
Folder 9: LCO Board Agenda and Notes, November 2003-2005
Folder 10: LCO Board Agenda and Notes, June 2005-2006
Folder 11: LCO Board Agenda and Notes, February 2007- May 2007

Box 6
Folder 1: Education Committee
Folder 2: Building Awareness and Relationship Committee (BARD) Committee Meeting and Minutes
Folder 3: Membership And Audience Development (MAAD), MAAD-BARD Committee Meetings
Folder 4: MAAD Meeting Minutes

Box 7
Folder 2: Fiscal Year Budget, 1992-1993
Folder 3: Fiscal Year 2002
Folder 5: LCO Musician Check Requests, 1991
Folder 6: LCO Budget and Drafts, 2002-2003
Folder 7: Budget Meeting Notes

Box 8
Folder 1: Budget Summaries and Worksheets, 2000
Folder 2: Budget Summaries and Worksheets, 2003-2004
Folder 3: Budget Summaries and Worksheets, 2004-2005
Folder 4: Budget Summaries and Worksheets, 2005-2006
Folder 5: Budget Summaries and Worksheets, 2006-2007
Folder 6: Budget Summaries and Worksheets, 2007-2008
Folder 7: Miscellaneous Budget

Box 9
Folder 1: Account Carrier Summaries
Folder 2: Marriot Management Invoices
Folder 4: Copy Center Charges
Folder 7: Invoices and Bills of Sale
Folder 8: Invoices and Charge Forms, 1992-1993

Box 10
Folder 1: Orchestra Receipts, 2001
Folder 2: Orchestra Receipts, 2002
Folder 3: Orchestra Receipts, 2003
Folder 4: Orchestra Receipts, 2004

Box 11
Folder 1: Check Requests, 1993
Folder 2: Check Requests, 1999
Folder 3: Check Requests, 2001
Folder 4: Check Requests, 2001
Folder 5: Check Requests, 2002
Folder 6: Check Requests, 2002
Folder 7: Check Requests, 2002
Folder 8: Check Requests, 2003
Folder 9: Check Requests, 2004

Box 12
Folder 1: Receipts, 2000-2003
Folder 2: Check Requests and Receipts, 1991
Folder 3: Budget Transmittals, 2001
Folder 4: Budget Transmittals, 2003
Folder 5: Budget Transmittals, 2004

Box 13
Folder 1: Income Receipts, 2002
Folder 2: Income Receipts, 2003
Folder 3: Income Receipts, 2004

Box 14
Folder 1: Box Office Tallies and Reports, 2008, 2012

Box 15
Folder 1: Outreach Budget: “The Story Bag”
Folder 2: Yamhill County Youth Orchestra (YCYO) Finances, 1999-2000
Folder 3: Youth Concert Budget
Folder 4: Budget Miscellaneous: Undated
Folder 5: Budget Miscellaneous
Folder 6: Orchestra Budget Miscellaneous
Folder 7: Letters to LCO Subscribers
Folder 8: Linfield College Exemption Status,
Folder 9: Alice Clement Walker Memorial Organ (Ice Auditorium)
Series 2
Documents pertaining to the permanent artists of the LCO and guests, including musician contracts, rosters, memos, and biographical information.

Box 16
Folder 1: Inaugural Year Musician Roster
Folder 2: Musician Contracts, 1991-1992
Folder 3: Musician Contracts, 1993
Folder 4: Musician Contracts and Check Requests, 1992-1994
Folder 5: Model Contracts and Musician Contracts, 1999-2000
Folder 6: Musician Contracts, 2004
Folder 7: Miscellaneous Resumes
Folder 8: Musician Payroll Status
Folder 9: Payroll Check Request Charts, 2002
Folder 10: Memos to Artists RE: Audio Cassettes, Inaugural Year 1991
Folder 11: Orchestra Roster and Personnel

Box 17
Folder 1: Administrator Search
Folder 2: Conductor Search

Box 18
Folder 1: Artists’ Biographies, Resumes, and Information
Folder 2: Guest Artists’ Contracts
Folder 3: David Howell Resume
Folder 4: Huw Edwards Resume
Folder 5: Eric Horn and Student Participation
Folder 6: Sylvain Fremaux

Box 19
Folder 1: Musician Contracts, 1996-1997
Folder 2: Musician Contracts, 1997-1998
Folder 3: Musician Contracts, 1998-1999
Folder 4: Musician Contracts, 2000-2001 (folder 1 of 2)
Folder 5: Musician Contracts, 2000-2001 (folder 2 of 2)

Box 20
Folder 1: Musician Contracts, 2002-2003
Folder 2: Musician Contracts, 2003-2004
Folder 4: Musician Contracts, 2005-2006
Folder 5: Libby Larsen Contract
Folder 6: Chamber Music Northwest Contract, 2008-2009
Folder 7: Chamber Music Northwest Concert Sponsor
Series 3
Papers concerned with publicity; community outreach; media and press releases; and news clippings. Programs, for almost every concert series during the 21-year life span of the orchestra, comprises a large portion of this series.

Box 21
Folder 1: Programs and Event Flyers, 1991-1992
Folder 2: Programs and Event Flyers, 1992-1993
Folder 3: Programs and Event Flyers, 1993-1994
Folder 4: Programs and Event Flyers, 1994-1995
Folder 5: Programs and Event Flyers, 1995-1996
Folder 6: Programs and Event Flyers, 1996-1997
Folder 7: Programs and Event Flyers, 1997-1998
Folder 8: Programs and Event Flyers, 1998-1999
Folder 9: Programs and Event Flyers, 1999-2000
Folder 10: Programs and Event Flyers, 2000-2001

Box 22
Folder 1: Programs and Event Flyers, 2001-2002
Folder 2: Programs and Event Flyers, 2002-2003
Folder 3: Programs and Event Flyers, 2003-2004
Folder 4: Programs and Event Flyers, 2004-2005
Folder 5: Programs and Event Flyers, 2005-2006
Folder 6: Programs and Event Flyers, 2006-2007
Folder 7: Programs and Event Flyers, 2007-2008
Folder 8: Programs and Event Flyers, 2009-2010
Folder 9: Programs and Event Flyers, 2010-2011
Folder 10: Programs and Event Flyers, 2011-2012


Box 24
Folder 1: Advertising Material Information and Inspiration
Folder 2: LCO Program Advertising Layout and Blank Forms
Folder 3: Program Drafts, 2000
Folder 4: Program Drafts, 2000-2001
Folder 5: Program Drafts, 2005-2006

Box 25
Folder 1: LCO Program Advertising, 1998-2000
Folder 2: LCO Program Advertising, 1999-2000
Folder 3: LCO Program Advertising, 2003-2004
Folder 4: LCO Program Advertisers, 2004-2005
Folder 5: LCO Program Advertisers, 2005-2006
Box 26
Folder 1: LCO Program Advertisers, 2006-2007
Folder 2: LCO Program Advertisers, 2007-2008
Folder 3: LCO Program Advertising, 2008-2009
Folder 4: LCO Program Advertising, 2009-2010
Folder 5: LCO Program Advertising, 2010-2011

Box 27
Folder 1: Newspaper Clippings, 1990-1998
Folder 2: Newspaper Clippings, 1997
Folder 3: Newspaper Clippings, 1999
Folder 4: Newspaper Clippings, 2000-2001
Folder 5: Newspaper Clippings, 2002
Folder 6: Newspaper Clippings, 2003
Folder 7: Newspaper Clippings, 2004

Box 28
Folder 1: Newspaper Clippings, 2005
Folder 2: Publications and Newspaper Clippings about LCO, 2006-2011
Folder 3: Press Clippings, undated

Box 29
Folder 1: Arts Alliance of Yamhill County Newsletters, (AAYC)
Folder 2: Yamhill County Cultural Coalition (YCCC)
Folder 3: Yamhill County Cultural Coalition: Grant Materials 2004, 2006
Folder 4: Yamhill County Cultural Coalition: Grant Requests, 2006-2007

Box 30
Folder 1: Ford Family Contribution
Folder 2: Oregon Arts Commission Grant, January 16, 2007
Folder 3: UPS Foundation Gift-Matching Application, March 12, 1991
Folder 4: CIGNA Corporation Matching Gift, January 15, 1990
Folder 5: Various Grant Materials
Folder 6: Personal Charitable Contributions to LCO
Folder 7: Gifts and Grants
Folder 8: Miscellaneous Grant Information

Box 31
Folder 1: Learning Audiences: George Thorne Workshop materials
Folder 2: George Thorne: VHS tape of meeting
Folder 3: Partners in Progress (PIP) Board
Folder 4: American Symphony Orchestra League (ASOL)
Folder 5: ASOL Dues Material, 2001
Folder 6: Association of Northwest Symphony Orchestras (ANSO)
Folder 7: Salud! Ticket Donation from LCO, 2006
Folder 8: Salud! Correspondence
Folder 9: Cascade Head Music Festival

Box 32
Folder 1: Press Releases and Media
Folder 2: Yoast Press Communications Memos
Folder 3: Yoast Communications Press Releases, 1998-2000
Folder 4: Yoast Communications Press Releases, circa 2000

Box 33
Folder 1: Logo and Tagline
Folder 2: Publicity, Logo and Tagline
Folder 3: Orchestra and Performer Photos
Folder 4: Press Releases

Box 34
Folder 1: Oregon Vintage Festival
Folder 2: “Ways to Help Your Linfield Chamber Orchestra” Pamphlet
Folder 3: Art and Wine Auction Thanks
Folder 4: McMinnville Area Cultural Association Campaign
Folder 5: Children’s’ “Koncert” Communications
Folder 6: Outreach: Children's Concert, “Are You a Virtuoso?”
Folder 7: Outreach: Program Notes on Composers
Folder 8: Salem Youth Orchestra
Folder 9: LCO at Turkey Rama
Folder 10: Audience Survey and Results

Series 4
Audience participation within the LCO context. Concert tickets, schedules of rehearsal and box office information, with orders placed by season subscribers and seating are contained here.

Box 35
Folder 1: Ticket Lists and Notes
Folder 2: Ticket Holders, Subscribers, and Supporters, 2011
Folder 3: Ticketing Services: Ticketcraft service
Folder 4: Correspondence: Ticket Certificates
Folder 5: Audience Seating

Box 36
Folder 1: Orchestra Member Attendance
Folder 2: Auditions, Materials and Memos
Folder 3: Season Rehearsal Schedules (folder 1 of 3)
Folder 4: Rehearsal Schedules (folder 2 of 3)
Folder 5: Rehearsal Schedule (folder 3 of 3)
Folder 6: Music Rental Invoices
Box 37
Folder 1: Reservation: Ticket Orders and Seating, circa 2000
Folder 2: Reservation: Ticket Orders and Seating, 2001-2002

Box 38
Folder 1: Reservation: Ticket Orders and Seating, 2002-2003
Folder 2: Reservation: Ticket Orders and Seating, 2004-2005

Box 39
Folder 1: Reservation: Ticket Orders and Seating, 2005-2006
Folder 2: Reservation: Ticket Orders and Seating, 2006-2007

Box 40
Folder 1: Reservation: Ticket Orders and Seating, 2007-2008
Folder 2: Reservation: Ticket Orders and Seating, 2008-2009

Box 41: Reservation: Ticket Orders and Seating, 2011-2012

Box 42
Folder 1: Mailing Lists, 1991-1992
Folder 2: Mailing Lists, undated (folder 1 of 2)
Folder 3: Mailing Lists, undated (folder 2 of 2)

Box 43
Folder 2: Miscellaneous Communications
Folder 3: Miscellaneous Notes: Handwritten
Folder 4: Miscellaneous Emails and Correspondence
Folder 5: Miscellaneous Missives, 1990
Folder 6: Miscellaneous Memos
Folder 7: Miscellaneous Notes and Drafts
Folder 8: Miscellaneous Orchestra
Folder 9: Miscellaneous Program Correspondence

Series 5
Mementos from the orchestra, audio recordings, floppy disks from the Music Department offices and a few DVDs that, while not of the orchestra, pertain to certain important figures in the Music Department.

Box 44: Music Scores

Box 45: Thanks from Outreach Concerts, 4th Grade Classrooms
**Box 46:** Guestbook: Concert D, May 7, 1999

**Box 47:** Audio Cassettes and Floppy Disks

**Box 48:** Concert Audio CDs

**Box 49:** VHS, DVD Video Media; “Arts Alive,” 2006, and Photo Disks (Advertisements)