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Guide to the Linfield Chamber Orchestra (LCO) Collection

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Linfield College

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 ephemerae 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

Linfield Chamber Orchestra papers. Jereld R. Nicholson Library. Linfield College, McMinnville, Oregon.

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 3: Orchestra Budget, 1991-1994

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

Folder 9: Initial Startup Gifts and Letters of Thanks, 1990-1991

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 3: LCO Minutes, 1991-1994

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 1: Financial Resources Committee, 2002, 2005-2006

Folder 2: Fiscal Year Budget, 1992-1993

Folder 3: Fiscal Year 2002

Folder 4: Orchestra Budget: Purchase Orders, 1991-1992

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 3: Ascom-Hasler Mailing Accounts, 1998-2002

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 3: Musician Contracts, 2003-2004 cont.

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 23: Oversize Season Posters; Gould Trio, 2008-2009, 2010-2011, and 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 1: "Music as A Way of Knowing: In Pursuit of a Musical Life," Tricia Snell, January 19, 2003

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)