



Membership Booklet

Updated March 2016

Contents

INTRODUCTION	1
EXECUTIVE COMMITTEE, ADVISORS AND SECTION LEADERS.....	2
CHORUS ORGANIZATION	3
OUR MUSIC DIRECTOR - WILSON FOWLIE.....	3
OUR ACCOMPANIST - GAIL MACDONALD.....	3
THE MAPLE LEAF SINGERS CHORUS GUIDELINES.....	4
Financial	4
Committee Budget Procedures:	4
Volunteers	4
Suggestions / Grievances.....	4
Singing / Speaking Solos, Small Group Acts	5
Attendance	5
Length of Chorus Season.....	5
Dress Code/Fragrances	5
Certificate of Appreciation.....	5
Membership in Other Organizations	5
Chorus Membership List	5
Website	6
Emails	6
REHEARSALS	6
SHOWS	7
COSTUMES	7
MEMBER VOLUNTEER RESPONSIBILITIES.....	8
INFORMATION DISTRIBUTED SEPARATELY	9
SAMPLE SHOW SCHEDULE.....	9
HISTORICAL HIGHLIGHTS.....	9

INTRODUCTION

The Maple Leaf Singers was established in 1968 by George and Marie Gillis, who served as director and producer until June 2001 (see Historical Highlights – page 10). Today we are a community service chorus comprised of 50+ volunteer singers and support staff that live in the Greater Vancouver area of British Columbia.

We perform 15 to 20 shows per year throughout the Lower Mainland and sometimes beyond (see Sample Show Schedule – page 9), under the direction of Music Director, Wilson Fowlie. The highlight of our show season takes place each spring when we present two performances of music and comedy at the Massey Theatre in New Westminster.

The purpose of the Maple Leaf Singers is to provide quality choral entertainment for just about any audience including seniors' homes, churches, community organizations, handicapped groups, activity centers, fundraising, conventions, and banquets.

We sing a variety of musical styles including rock, jazz, comedy, show tunes, gospel and the classics. Choreography adds energy and interest to many of our numbers and we do it all by memory! We are truly a vibrant and energetic group!

The Maple Leaf Singers is a government registered non-profit society and belongs to the New Westminster, Burnaby and Surrey Arts Councils and the BC Choral Federation.

For further information, please check our website at www.mapleleafsingers.com.

EXECUTIVE COMMITTEE

There are 5 members of the Executive Committee:

- 4 elected positions (elected each year)
- 1 Past President (immediate Past President if possible)

There are several advisors who offer advice and recommendations to the Executive Committee as required: Chorus Managers (Rehearsals, Shows, Massey, and General), Music Director, Accompanist and Choreographers.

The names of the persons on the Executive Committee and those holding other positions are posted on the Members section of our website.

Under the terms of the Maple Leaf Singers Constitution, the Executive Committee “shall have charge and control of the affairs, funds, properties and equipment of, or under the care of, the Society.”

Your Executive Committee meets regularly throughout the year to ensure the affairs of the chorus are maintained and enhanced to serve the best interests of the members.

Your comments/suggestions are welcomed by any Executive member. Please put them in writing or email with your name and phone number for ease of response.

Section Leaders play a critical role in the functioning of the chorus. They are the main contacts to get information quickly to all chorus members (e.g. cancellation of rehearsal due to snow).

The section leaders help orient new members to the chorus, act as a ‘buddy’ to answer questions and generally help new members to feel at home.

Please see your section leader if you have questions or need help in any way.

CHORUS ORGANIZATION

Please see Maple Leaf Singers Organizational Chart on the Members section of our website under Organization.

Our Music Director - Wilson Fowlie

Wilson was born and raised in Ontario. He started piano lessons at age six, his parents having recognized, at a very early age, his musical ability. He became very involved in music, both band and choral, throughout High School and when it came time for University, he decided to major in music.

After receiving a Bachelor of Fine Arts in Music from York University, Wilson, along with his wife Heather, moved to British Columbia. He joined the Maple Leaf Singers in 1991 as a bass singer (having been persuaded by Heather to audition when she auditioned and was accepted as an alto).

During his first 10 years, Wilson has performed as a bass soloist, formed an a cappella quartet who sang many of his own arrangements, served on the Executive Committee, and during the 2000/2001 seasons, served as Associate Conductor.

The Maple Leaf Singers have been fortunate to have had the energetic leadership of Wilson as Music Director since 2001.

Our Accompanist - Gail Macdonald

Gail was born in Vancouver, graduated from John Oliver High School, and received her Bachelor of Music Degree and Teacher Certification from UBC. She has specialized in music and the arts in the public school system for over 35 years, having taught everything from Kindergarten through to adult education.

As a chorister she has performed locally nationally and internationally. Gail is a former Director of the Burnaby District Children's Choir. She is currently teaching Grades 8 to 12 English Language Learners and Music in Burnaby and is directing the Burnaby Retired Teacher's Choir, "Andante".

She has been a member of The Maple Leaf Singers since 1998 and enjoys playing, singing, and performing our varied repertoire for audiences all over the Lower Mainland as well as enjoying time with her three grandchildren. In 2015 she received the Joyce O. Maguire Award from the BC Choral Federation for outstanding long-term service as a choral accompanist. We are extremely fortunate to have this very talented lady as our accompanist!

THE MAPLE LEAF SINGERS CHORUS GUIDELINES

FINANCIAL

Dues: The dues, as suggested by the Executive and changed only by majority vote of the chorus membership each year, are payable by October 31st of the current year or within one month of joining. These dues are payable even if the full year is not attended.

Costume Fee: A one-time, non-refundable costume fee, as set by the Executive, is to be paid by October 31st of the current year or within one month of joining. All costumes provided by the Maple Leaf Singers must be returned when member resigns. See page 7 for more details about costumes.

Ticket Responsibilities: Each member is financially responsible for selling a minimum of 10 tickets each year for the Spring Show, as set by the Executive.

Annual Budget: The Treasurer will prepare a budget for the coming year, for approval by the Executive prior to the first Executive meeting in August.

Committee Budget Procedures:

Each committee will have one Chairperson.

The Executive will notify each Committee Chairperson of their Committee's budget for the season by or on the first rehearsal in September.

The Committee budget is for the fiscal year August 1 to July 31.

All committee expenditures must first be approved by the committee Chairperson.

Each committee Chairperson will be required to keep copies of receipts for all expenditures, and will maintain a running record of remaining funds in the committee's budget. Actual itemized receipts (not credit card receipts) are required for submission to the Treasurer for reimbursement.

In the unlikely event that expenditures exceed the approved committee budget, the committee head must present the expenditure to the appropriate chorus manager, who will then present the request to the Executive for final approval.

In the event of budget discrepancies, the Treasurer's report will supersede all other documents.

VOLUNTEERS

Each member is required to participate in at least one volunteer job to assist the chorus, over and above set up of equipment at rehearsals and shows. The set up schedule for set up teams appears on the Google calendar in the Members' section of our website.

SUGGESTIONS / GRIEVANCES

Communication of suggestions or grievances must be in written form, signed, for presentation to the Executive.

SINGING / SPEAKING SOLOS, SMALL GROUP ACTS

Parts will be filled by audition.

ATTENDANCE

With the exception of vacations, illness, work commitments and emergencies, all members are expected to attend scheduled rehearsals/shows. Members are responsible to notify the Attendance Coordinator (rather than the Music Director) when any of the above prevent them from attending rehearsals/shows. Attendance at rehearsals/shows must be noted in the attendance book provided. If a member has three or more unexcused absences, the Music Director, in conjunction with the Executive, may ask that member not to participate in a particular show or shows. An unexcused absence is when a member does not contact the Attendance Coordinator to report their absence. If a member is absent for any reason, they are responsible to check what was they missed and to ensure that they rehearse on their own in order to keep up. They can check in with the Attendance Coordinator to find out what they missed.

GENERAL INFORMATION

Length of Chorus Season

The first practice will be scheduled for the week after Labour Day in September. The last practice will be scheduled no later than the first week of June, unless approved by chorus (based on concert bookings).

Dress Code/Fragrances

Members are to adhere to required dress code for all shows. No jewelry is to be worn other than wedding rings. Use of fragrances of any kind is not permitted at rehearsals or shows, due to allergies.

Certificate of Appreciation

Members who leave the chorus after ten years or more of service will be recognized with a Certificate of Appreciation that will be presented publicly within a reasonable time frame following retirement date. Special contributions (outside the ten years) can be recognized at the Executive's discretion.

Membership in Other Organizations

The Maple Leaf Singers will retain membership in Burnaby Arts Council, New Westminster Arts Council, Surrey Arts Council, Massey Theatre Society, and BC Choral Federation and pay dues accordingly.

Chorus Membership List

This list is regularly updated and distributed to all members by the Executive. Members should advise the Membership List Coordinator of any changes to their address, phone numbers, etc.

as soon as possible. Please do not give any contact information on this list about another member to anyone outside of the MLS, unless you have permission from that member to do so.

Website

The Maple Leaf Singers website (www.mapleleafsingers.com) has a Members Only section which is being used more and more frequently to communicate information to members such as announcements, schedules, set up teams, costumes, AGM and Executive Committee minutes, and the tracks for current and previous practice files. Please consult any of the chorus managers or the Executive to obtain the user ID and password for this section.

Emails

Members are encouraged to send emails that are factual issues e.g. costume details, rehearsal set up, show times, choreography moves etc). Members are NOT to send any emails to the membership that result in personal financial gain, or that contain wording that may be offensive, aggressive, negative and or critical in nature. Failure to demonstrate this may result in the Executive taking the member's membership under review.

REHEARSALS

Regular weekly rehearsals are held from September to June, excluding December. Rehearsals are on Monday evenings at the Burnaby Lake Pavilion in Burnaby Lake Sports Complex located at 6871 Roberts Street, Burnaby. Rehearsals run 7:30 pm to 9:45 pm with a 15-minute tea and coffee break. Please sign the attendance book as you arrive.

During several months of the year, extra rehearsals for the sections will be held to prepare for the Christmas Show and Spring Show. These are from 7:15 pm – 9:45 pm and are held on Thursday evenings at Byrne Creek Secondary School located at 7777 18th Street, Burnaby. We usually have the use of a music room and a dance studio.

There are two all-day Saturday rehearsals during March and May for intensive work on our spring performance. The date and location will be announced once determined. See Google calendar for schedule. Members are expected to attend all possible rehearsals. Please notify the Attendance Coordinator if you are unable to attend any rehearsal.

Members will be given music and rehearsal CDs to assist in memorizing music. Every attempt will be made to learn the music during rehearsal time, but members are expected to spend some of their own time at home to prepare for rehearsals.

When entering and leaving rehearsals/shows, please carry a piece of equipment with you to aid in loading and unloading the truck.

Please show courtesy to the Music Director and fellow chorus members by minimizing talking during rehearsals. An Artistic Leadership Protocol for chorus rehearsals was proposed and approved unanimously at the 2012 AGM as follows: All direction and instruction shall come from the conductor (including choreographers when appropriate), except in the case where individual comments and suggestions are invited by the conductor. Members are expected to show courtesy and respect not only to the Music Director but to all chorus members during rehearsals. Please refrain from unnecessary talking and give the Music Director and

choreographers your full attention at all times. Members are also expected to show respect, compassion, patience, understanding and loyalty at all times when speaking to the membership.

In the event of a disagreement between two or more members, the members are encouraged to work out their differences in private in a calm and respectful manner. *Under no circumstances should a member draw others (third-parties) into the issue.* If it is observed that a member continues to demonstrate disrespectful behavior, or if the Executive continues to receive concerns regarding a member's behavior, the Executive will discuss the concern with the member and if, after reasonable warning, that member fails to follow the guidelines, the Executive will consider revoking their membership. *Just to clarify, it is not the job of the Executive to act as referees or judges but to deal with members that are unwilling to resolve issues with other members privately.*

SHOWS

The chorus performs 15-20 times a year at various venues. Please check Sample Show Schedule – page 9.

All costume information will be given in advance of each show. Show programs will be determined by the Music Director. Most shows (with the exception of the Spring Show at the Massey Theatre) are about one hour in length.

Chorus members are expected to be at all shows, ready to sing, at the time given on the show schedule (usually a half hour in advance of start time).

Please show respect for our audiences by not talking during performances. Remember, if they can hear you sing, they can hear you talk!

Members are expected to spend some of their own time to prepare for shows. If the Music Director in conjunction with the Executive feels a member is not adequately prepared for performing in a show, that member will be asked to not participate in a particular show.

Show Bookings

Suggestions from members about possible new venues for shows are always appreciated by the Show Bookings Manager, but members should not directly volunteer, correspond or seek to book shows at other venues without first seeking approval of the Show Booking Manager. We book shows 6-8 months in advance so that it's possible to get all our 50+ singers out to perform.

Costumes

There is a one-time non-refundable costume fee as noted on page 4. All members are supplied with costumes to complement the musical selections. A new costume is usually designed each year, although sometimes current costumes are modified.

To reduce storage costs to the chorus, all costumes remain in the possession of the chorus member until recalled by the Costume Committee or a member leaves the chorus.

To reduce the number of lost and misplaced items members should check that they have all pieces of their costumes when they leave home and again when they leave the show venue.

Requirements to be purchased by chorus members are:

Women

- a) One pair of black performance shoes (low heels and round toe with strap).
- b) Nightshade/black/ beige nylon stockings as required.
- c) One pair of earrings as required, if not provided.
- d) One pair of black dress slacks, if not provided, and black leggings.

Men

- a) A good pair of patent leather black dress shoes to complement tuxedo.
- b) Calf-height black dress socks.

Performance dress code must be strictly adhered to. A full outline of dress code requirements for performances will be distributed well in advance.

MEMBER VOLUNTEER RESPONSIBILITIES

The chorus functions smoothly and cooperatively due to the many willing hands that help out in various areas. This type of involvement helps keep our costs down and our morale up!

Each member is required to take on a volunteer responsibility within his/her area of capability. See below:

- Set-up crews (expected of all members, as this is the chorus's greatest need on an ongoing basis)
- Costumes (sewing, shopping, design, administration)
- Social Committee (the fun stuff!)
- Special Events/Publicity (fundraising, etc.)
- Props
- Refreshments
- Music filing, stamping, distribution
- Ticket selling
- Poster distribution
- Pictures/videos
- Show Make Up
- Truck drivers
- Assisting with Inventory
- Assisting members of Executive Committee as needed

Please see any one of the Chorus Managers to sign up for one of these areas.

INFORMATION DISTRIBUTED SEPARATELY

- Chorus Membership List
- Chorus Positions on Risers on website, from Wilson
- Organizational Chart on website
- Rehearsal Schedule, locations and map on Google calendar
- Show Schedule, locations and maps link on Google calendar
- Set Up Crew, Sound and Truck Schedule on Google calendar
- Volunteer Positions - Description of Duties on website

SAMPLE SHOW SCHEDULE

Date	Location	Other
October	Good Samaritan, New Westminster	
November	Park Place Courtyard Terrace, Burnaby	Saturday afternoon
December	Whitecliff Retirement Residence, Surrey	
	Imperial Place, Surrey	
	Gilmore Gardens, Richmond	
	Lougheed Town Centre, Burnaby	Only sound system setup required, daytime
	Maple Leaf Singers Christmas Show	Tickets sold by Chorus (no obligation)
	Peninsula Retirement Residence, Surrey	
	Pacifica Retirement Home, Surrey	
	Burnaby Lake Pavilion, Burnaby	MLS Family & Friends Christmas Party and Show (free)
March	Dogwood Pavilion, Burnaby	
April	Harrison Pointe, Langley	
	Crescent Gardens, Surrey	
May	MLS Annual Spring Concert, Massey Theatre	Tickets sold by Chorus (10 tickets minimum)

HISTORICAL HIGHLIGHTS

- 1968:** Maple Leaf Singers formed
- 1971:** First Annual Spring Show; James Cowan Theatre in Burnaby (1971-77), Massey Theatre in New Westminster (1978-present)
- 1973:** First show (of a series continuing to 2008) at Royal Heights United Church, Delta
- 1973:** Official choir for Canada Summer Games; New Westminster
- 1973:** Karen Magnussen's birthday party; The Coliseum, Vancouver
- 1974:** Grey Cup game; Empire Stadium, Vancouver
- 1977:** First of 3 (also in 1978 & 1993) shows sponsored by the Chilliwack Kiwanis Club; Evergreen Hall, Chilliwack
- 1977:** Tribute to the Silver Jubilee of Her Majesty Queen Elizabeth II; Orpheum Theatre, Vancouver
- 1977:** New Westminster Silver Jubilee Celebration; Massey Theatre, New Westminster
- 1978:** Royal Visit by His Royal Highness Prince Phillip and Prince Andrew – salute to Captain Cook; Burnaby
- 1983:** Concert; Agassiz United Church, Agassiz
- 1984:** 125th Anniversary of the City of New Westminster
- 1985:** Gala Italian Night; Orpheum Theatre, Vancouver
- 1986:** Expo 86, representing the Best of BC Talent at the B.C. pavilion, including vocal backup for Urban Sax from France; Vancouver
- 1987:** First of 2 (also in 1988) shows at Nanaimo Ecumenical Centre; Nanaimo
- 1991:** Music '91, BC Tel Centennial Community Showcase Road Show; Victoria
- 1994:** First of 2 (also in 1995) shows sponsored by the Okanagan Mission Lions Club of Kelowna and the Summerland Kinsmen of Summerland
- 1996:** First of 5 (also 1997-2000) shows sponsored by the Squamish Lions Club; Squamish
- 2001:** George and Marie Gillis retire as Music Director/Producer/Accompanist, passing on the leadership to Wilson Fowlie
- 2002:** Constitution rewritten and re-filed
- 2006:** Afghanistan Troop support
- 2008:** 40th Anniversary
- 2010:** Vancouver 2010 Olympic and Paralympics Games (see www.mapleleafsingers.com About Us – Our History - for details of our participation in this event)
- 2015:** First (hopefully annual) public Christmas Show