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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](mailto: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, 4<sup>th</sup> 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)