

# THE OPERA VOLUNTEER VOICE

February 2020  
Vol. 44, Number 1

The official newsletter of  
*Opera Volunteers  
International*

Next issue:  
May

## National Volunteer Week 2020

April 19 - 25, 2020

*Be sure to thank your volunteers*

*National Volunteer Week* is an opportunity to recognize and thank the people who contribute their time, talent, voice, and resources. It is also a time for volunteers and volunteer groups to rededicate themselves to the causes they value most. The theme for National Volunteer Week this year is Celebrate Service.

*National Volunteer Week* was established in 1974 and has grown exponentially each year, with thousands of volunteer projects and special events scheduled throughout the week. It is an opportunity to honor the impact of all those who do good in our communities, and inspire others to make a difference and improve the world.

**Volunteers  
are the  
Best Workers  
Money Can't  
Buy!**

*We do it for love!*

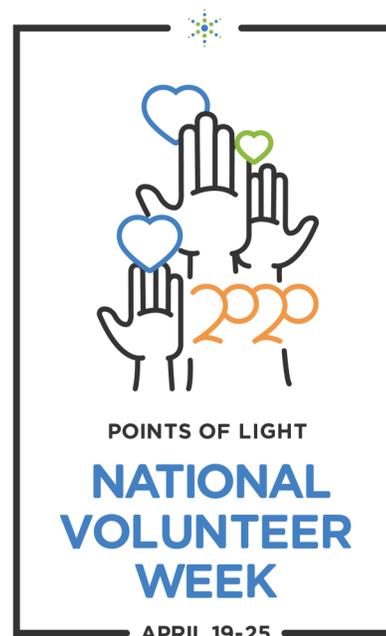
Established in 1974, *National Volunteer Week* is observed in the United States as part of the *Global Volunteer Month*.

We at OVI remind our member groups and their opera companies to take this time to acknowledge the dedication and the contributions of your priceless volunteers.

We thank our OVI board members who volunteer to guide and sustain our organization in addition to their work in their own opera group and within their communities.

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**It's not too late:**



**Celebrating 50 Years of OPERA America**

**Hyatt Regency Seattle**

**Registration:** [conference.operaamerica.org](http://conference.operaamerica.org)

**OVI 2 Day Pass (May 14 - 15)** includes host reception (May 13), OPERA America general and breakout sessions, OVI sessions, and OVI board meeting.

Add-on options include our Awards Luncheon, OPERA America's 50th Anniversary Gala, and Seattle Opera's performance of *La Boheme*. Members at the Grantor level can attend a special Grantor's Reception.

Abbreviated Schedule of Activities

Wed 5/13	6:00-7:15	OVI Grantor's Reception	Seattle Opera House
	6:00-7:15	Host Reception	Seattle Opera House
	7:30	<i>La Boheme</i> \$	Seattle Opera House
Thurs 5/14	9:00 –5:15	OA General and breakout sessions	Hyatt
	12:30-2:30	OVI Board Meeting (lunch cost tba)	
	4:15-5:15	OVI Special Merit Award Presentation	
	5:30-6:30	Sponsor Happy Hour	
	6:30	New Works Sampler \$ (limited availability)	Seattle Opera House
	Fri 5/15	9:00-5:00	OA General and breakout sessions
12:30-2:00		OVI Awards Luncheon \$	Chihuly Garden and Glass
3:45-5:00		OVI Learning Session– Social Media, Round Table -	Hyatt
7:00-11:00		OA 50th Anniversary Party \$ / <i>La Boheme</i> performance \$	Opera House



See Seattle, attend the opera, sample new opera works and meet old and new friends from OVI and from other North American opera companies.

**Themes:**

**Celebrating Progress**

**New Technologies and Their Impact**

**Creating Real Belonging**

**Making Change**

Add options at any time by logging in and choosing the "Modify Registration" Button

***OPERA America's 50th annual Opera Conference returns to where it all began. In 1970, the visionary leaders of America's mid-sized opera companies convened in Seattle to found OPERA America.***

The 2020 conference celebrates fifty years of industry achievements and addresses issues of the next half century. Over 750 administrators, artists, trustees and other industry leaders are expected for the largest gathering of opera professionals in North America.

The conference offers inspiring general sessions, informative breakout sessions, social events, and engaging performances. This year's conference will also feature a special 50th anniversary party with tributes, dinner and dancing (*additional fee*).

----- Find us on the internet at [www.OperaVolunteers.org](http://www.OperaVolunteers.org) -----

# Regional News Grant Reports

## Opera Maine

In 2019 an OVI Matching Grant helped **Opera Maine** volunteers celebrate the company's 25th Anniversary Summer Festival. The focal point was a month-long exhibit and a series of activities in the Lewis Gallery of the Portland Public Library. The special exhibition *Bravo! Opera Maine* attracted and engaged audiences from Portland and surrounding areas. It celebrated Opera Maine's 25-year history of delighting audiences with professional opera by imaginatively displaying photographs, posters, and other materials relating to all of their productions. A video presentation highlighted live performances and educational programming; provided a teaser video for *The Magic Flute* that gave first-time opera goers an idea of what to expect; and illustrated the many ways in which opera has wide appeal. One section encouraged visitors to discover "what is opera?" by exploring the many creative aspects that are involved in the production, including set and costume design and development, musical preparation, and lighting design.

As a celebration of Maine's history, one section was devoted to the many opera houses that are located across the state as well as some of opera's iconic stars of the past who called Maine home.

Opera Maine is proud of the success of this project in demonstrating artistic vitality, expanding awareness of Opera Maine, growing and strengthening community partnerships, and expanding their demographic reach. Opera Maine Thanks Opera Volunteers International for making this project possible!

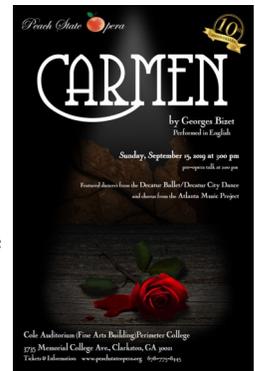
*Bravo!*  
CELEBRATING 25 YEARS  
Opera Maine



OVI matching grants have assisted two volunteer led projects for **Peach State Opera** over the last two years. A grant in 2018 supported a *Volunteer/Intern Recruitment and Training Program*.

The grant helped coordinate, manage and train volunteers over a six month period. Funding also went towards training of student volunteers in scenic design, costuming, and stage management. This assistance was crucial to the operation of the organization and the success of the production of *La Bohème*. The project fostered longer term relationships with some of the 30 volunteers who participated.

*Peach State Opera Turns 10* was a 2019 project led and staffed by volunteers to upgrade the image and marketing of the company. This project also helped enhance the security of PSO's website, which is absolutely vital in today's world.



----- Like us on Facebook to join the conversation! -----

## Opera Volunteers International

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**\*Address Correction Requested\***

Send your guild news and photos to  
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**Find us on the internet at  
www.OperaVolunteers.org**

## NONPROFIT RECORDS

### What Should be Kept and for How Long

If your organization is awash in paper and electronic records or those records are scattered among board members, it may be time to establish a document retention policy. The Internal Revenue Service recommends, as good governance practice, a written policy that identifies the record retention policies of staff, volunteers, board members and others. This should also include in writing a plan for destruction of documents and records.

[The National Council of Nonprofits](#) cautions that state regulations may differ, but offers a list of some **documents that should be kept permanently**. (They note that a retention policy applies equally to records kept in the cloud, on a server and in a filing cabinet.)

Articles of incorporation and Determination Letter from the IRS

Corporate resolutions

Checks and year-end financial statements

Insurance policies

Minutes of board meetings and annual meetings

[MissionBox](#), an online knowledge and connection hub for nonprofits, suggests in its lists that bank records, donor records and grant applications be kept for 7 years. An organization may choose to retain some documents permanently for historic reasons.

Both of these websites contain much more information plus links to IRS and state online resources that cover specific details. Each cautions that while using one of the suggested checklists is a good place to start, a written document retention policy should be tailored to the specific needs and location of your organization.