

# Oak Ridge Civic Music Association

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**Board Meeting Agenda — Thursday, November 13, 2025**

**Time: 5:00–6:30 PM (ET)**

**Location: ORCMA Office — 118E Division Road, Oak Ridge, TN 37830**

**Zoom: Meeting ID 822 9385 7511 | Passcode 778968**

<https://us02web.zoom.us/j/82293857511?pwd=7BkjB6V7uOkwHOUipylLahTbcuewi3.1>

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## 1. Call to Order

- Welcome
- Roll call / attendance

## 2. Moment of Reflection — Susan Gunning

- A moment of silence and reflection in honor of Susan Gunning.

## 3. Officer Election — Secretary

- Nomination and vote to elect Judy Potok as Secretary

## 4. Approval of Minutes

- Approval of minutes — October 16, 2025

## 5. Music Director Search — Committee Recommendation

### **Music Director Search – Recap:**

- ORCMA launched the Music Director Search in October 2025 to identify the next conductor for the Oak Ridge Symphony Orchestra.
- Four finalists were considered:
  - Ian Passmore
  - Edward Pulgar
  - Carlos Hernández
  - Dr. Leonardo Rosario

### **Formal Recommendation:**

**The Search Committee has recommended Ian Passmore as the next Music Director of ORCMA.**

## 6. Music Director Contract Review

Contract Structure Overview:

- Phase 1 – Music Director–Designate Agreement (through mid-2026)
- Phase 2 – Music Director & Conductor Agreement (July 1, 2026 – June 30, 2028)

## 7. Symphony Orchestra — Ian Passmore Update & Introduction

- Introduction, concert update, Q&A

## 8. Oak Ridge Chorus

- Concert recap and upcoming plans
- Administrative items:
  - Pay all four chorus section leaders for spring
  - Approval for Katie's organist fee

## 9. Chamber Music Series

- Paragon Ragtime Orchestra
- Artist rider requirements

## 10. Executive Director's Report

- **Next Season Planning:**
  - Overview of progress
  - Planning milestones
- **Youth Programs:**
  - Youth Concert
  - Concerto Competition launch
  - Scholarship opportunity
- **Fundraising & Support:**
  - Status, goals, and Giving Tuesday
- **Board & Committee Coordination:**
  - Roles, communication, and event prep
- **Acknowledgments:**
  - Thanks to board and volunteers
- **Upcoming Events:**
  - Youth Concert
  - Paragon Ragtime Orchestra performance

## 11. Finance & Fundraising

- October 31 Balance Sheet & P&L
- Payroll & staffing
- Sarah's expanded lead singer role
- Rent increase proposal
- Office space situation and new space opportunity

## 12. Future Meetings

- Finance & Fundraising: December 4, 2025
- Board Meeting: December 18, 2025

## 13. Additional Items / Open Discussion

## 14. Adjournment

# ORCMA Board Meeting Minutes

Chamber of Commerce / Zoom

October 16, 2025 — 5:00 PM

- Call to Order – 5:05 PM
- Larry Vance, President, called the meeting to order.

## Attendance

- Board Members Present (In Person):
- Vance (President), Damiano, Smith, Anz-Meador, Potok, York, McKeever, Shankland, Bonamarte (ex officio)
- Board Members Present (Zoom):
- Schwenterly, Rosseel, Malone, Zucker, Coutant
- Absent:
- Graham, Saccardi, Carroll, Spejewski, Sumter, Vaccaro
- Guests (Zoom):
- Medea Evans – Student Volunteer, Roane State
- Proxy:
- Larry Vance served as proxy for Jim Rome, Immediate Past President.
- Quorum was confirmed.

## Approval of Minutes – September 11, 2025

- Lois moved to approve the September minutes, Martha seconded.
- Approved unanimously.

## Executive Director's Report (Joy Bonamarte)

- Upcoming Events:
- Principal's Chamber Concert & Dine with the Principals dinner this weekend.
- ORCMA musicians will perform at the dedication of a nuclear reactor during K25 Nuclear Week (sponsored by AMSC).
- Paragon Ragtime Symphony concert scheduled for November 22 at First United Methodist; 1900s Christmas theme.
- Youth Symphony & Youth Choir Concert: November 16, First Baptist Church, 3:00 PM.
- ORCMA Day was October 15 (established 1994).
- Venue Fees – Oak Ridge High School:

- Fees increased dramatically from approximately \$700 last year to about \$1,700 for the same usage window.
- Joy negotiated the week down to around \$1,200 by shifting rehearsals into the orchestra room.
- No notification was given to arts organizations regarding fee changes.
- Joy will write a letter to the School Board requesting advance notice and nonprofit consideration.

#### Grant Updates:

- \$10,000 ORNL/UT Patel grant received.
- \$7,500 ORFACE grant received.
- Funds support family concerts, chorus concert, the Harmonic Matter podcast, and educational programming.

#### Fundraising:

- \$110,000 raised to date — significantly ahead of last year at this point.
- Budget still shows a potential \$60,000 deficit based on last year's trajectory.
- Rock to Bach emails have gone out; 5–6 responses received so far.

#### Committee Sign-Ups:

- Very low response — only 5 board members signed up.
- Joy will resend the committee signup link and encouraged the full board to participate.

## Finance & Fundraising Report (Lois McKeever)

- Financial Overview:
- Form 990 preparation is underway; due November 15.
- Discussion of investing excess cash (5–6% short-term liquid options being evaluated).
- Continued strong fundraising; optimistic trajectory.

#### Chorus Budget Adjustment:

- Ian Passmore is contracted at \$6,500 for the November concert, creating a \$1,500 surplus in the conductor budget.
- Motion: Reallocate \$1,500 from the Conductor budget to the Chorus Singers budget (one-time).
- Moved by: Ellen
- Seconded by: Martha
- Approved unanimously.

#### Chorus Checking Account:

- Larry noted the chorus has a separate checking account under ORCMA's 501(c)(3), which poses tax deductibility, liability, and audit-compliance issues.
- Finance Committee recommends transitioning the chorus into an internal division with its own sub-ledger under ORCMA's account structure.
- Discussion only — no motion.

#### Insurance:

- Ongoing service/billing issues with Hartford (lost checks, double-billing).
- Two donated pianos need to be added to the policy.
- Instrument list also requires review.
- Motion: Authorize the Finance Committee to obtain local insurance quotes and update instrument coverage.
- Moved by: Kathryn
- Seconded by: Ellen
- Approved unanimously.

#### Music Director Search

- The Board discussed proceeding with a focused search rather than a full national search.
- Four Candidates Identified:
- Ian Passmore – Conducting November 8 concert; strong rapport with ORCMA.
- Carlos Hernandez – ORHS conductor; leading youth symphony.
- Edward Pulgar – Former ORCMA concertmaster; expressed conducting interest.
- Dr. Leonardo Rosario – Lee University; strong recommendations; conducting junior clinic.

#### Selection Process:

- Observation opportunities through upcoming concerts and clinics.
- Informal gatherings planned for board members to meet candidates.
- Committee interest: Chuck, Jim (via Larry), Sarah, Shelby.
- Compensation budget confirmed at \$38,000.
- Motion: Proceed with the four-candidate search process.
- Moved by: Larry
- Seconded by: Chuck
- Approved unanimously.

## Chorus Report (Sarah Henrich)

- Chorus retreat scheduled for Saturday with UT guest clinician.
- Chorus continues to grow; now has professional lead singers in each section.
- Still recruiting basses and tenors.
- Sarah will conduct one chamber work at the November concert (at no fee, enabling budget reallocation).
- Program planning underway for the March concert; follow-up with organist candidates and Becky Dodson.

## Youth Ensembles

- Youth Symphony preparing for November 16 performance; positive progress after fall break.
- Youth Choir performing in the lobby before the November 8 concert and joining chorus for the March concert.

## Infrastructure & Systems

- Office computer repaired; QuickBooks Desktop installed as interim step.
- Migration to QuickBooks Online planned after hardware transition.
- Need to purchase a computer for chorus rehearsals/administration.
- Instrument inventory list must be updated for insurance compliance.

## New Event Opportunities

- Lavender Festival Music Event (June 19–21 Weekend):
- Large tent available for rent Sunday–Tuesday after festival.
- Potential for new music festival involving community band and arts partners.
- Committee formation needed.
- Peninsula Family Concert (May):
- Working with United Way; may include food trucks, beer/wine (token sales).
- Committee needed for planning.

## Mini Nutcracker

- Event canceled for this year due to venue and staffing issues.
- Will be planned for 2026.

## Other Business

- Board encouraged to fulfill committee responsibilities.

- Recognition given to donors and volunteers for support at upcoming events.
- No additional motions from the floor.

## Adjournment – 6:29 PM

- Motion to adjourn passed unanimously.
- Next regular meeting: November 20, 2025

Respectfully submitted,

Larry Vance

Judy Potok

## **Music Director–Designate Contract Highlights**

Term: November 15, 2025 – June 30, 2026

Compensation: \$3,500 total

Purpose: Planning and preparation for the 2026–27 season

Travel: Hotel and travel reimbursed if he's required in Oak Ridge for meetings or events

# Oak Ridge Civic Music Association

## Music Director–Designate Agreement Between ORCMA and Ian Passmore

### 1. Parties and Purpose

This Agreement is made and entered into by and between the Oak Ridge Civic Music Association (ORCMA), a Tennessee nonprofit corporation, and Ian Passmore, hereinafter referred to as the Music Director–Designate. The purpose of this Agreement is to formalize Ian Passmore’s appointment as Music Director–Designate to prepare for his full-time role as Music Director & Artistic Director beginning July 1, 2026.

### 2. Term

This Agreement shall take effect on November 15, 2025, and remain in force through June 30, 2026, unless otherwise terminated in accordance with Section 8.

### 3. Compensation

#### 3.1 Total Compensation

The Music Director–Designate shall receive a stipend of \$3,500 for the term of this Agreement.

#### 3.2 Payment Schedule

Payment shall be made in two equal installments of **\$1,750 each**, payable on **November 15, 2025** and **March 15, 2026**.

Payments shall be issued through ORCMA’s regular payroll process, coordinated by the ORCMA President, Treasurer, and Executive Director.

#### 3.3 Classification

The Music Director–Designate shall be treated as a W-2 employee of ORCMA, subject to standard tax withholding.

#### 3.4 No Additional Benefits

This Agreement provides no additional benefits beyond the compensation and reimbursements described herein.

### 4. Responsibilities

The Music Director–Designate shall:

#### 4.1 Season Planning and Collaboration

Collaborate with the Executive Director, Programming Committee, and Finance & Fundraising Committee to plan the 2026–2027 Oak Ridge Symphony Orchestra season.

#### 4.2 Repertoire and Guest Artist Development

Develop proposed repertoire, guest artist recommendations, and concert structures for the 2026–2027 season, including at least one local or regional soloist.

#### 4.3 Cross-Program Coordination

Coordinate early artistic discussions across all ORCMA program areas (Symphony, Chorus, Chamber, and Community Engagement).

#### **4.4 Meetings and Participation**

Participate in virtual or in-person meetings as requested by the ORCMA President or Executive Director.

#### **4.5 Advisory Input and Integration**

Provide advisory input to help align budgets, programming, and marketing timelines for the upcoming season.

### **5. Travel and Lodging**

ORCMA shall reimburse reasonable travel expenses and provide hotel accommodations for required in-person meetings, events, or Board appearances in Oak Ridge. The Holiday Inn Express Oak Ridge will serve as ORCMA's preferred lodging partner. All travel must be pre-approved by the ORCMA Executive Director. Reimbursement will be made upon submission and approval of receipts to the Executive Director.

### **6. Schedule of Previous Engagements**

#### **6.1 Submission of Schedule**

The Music Director–Designate shall provide the Executive Director with a schedule of all previously scheduled upcoming professional engagements outside of ORCMA as soon as practicable after signing this Agreement.

#### **6.2 Purpose**

The purpose of this disclosure is to facilitate effective planning and coordination of ORCMA activities, ensuring minimal scheduling conflicts.

#### **6.3 Ongoing Updates**

The Music Director–Designate shall promptly notify the Executive Director of any additions, cancellations, or changes to this schedule as they occur.

### **7. Reporting and Communication**

#### **7.1 Ongoing Communication**

The Music Director–Designate shall maintain regular communication with the Executive Director to ensure progress toward the 2026–2027 season plan.

#### **7.2 Midpoint Progress Report**

A brief written progress update shall be provided by February 15, 2026, outlining the proposed program and artistic vision for Board consideration.

#### **7.3 Final Season Plan Submission**

The final season plan shall be completed no later than March 15, 2026, allowing adequate time for budget approval, marketing preparation, and Tennessee Arts Commission submission.

## 8. Representation

This Agreement acknowledges Thomas F. Parker of Parker Artists as the Music Director–Designate’s representative. Mr. Parker is not a party to this Agreement and shall receive no direct payment from ORCMA, but will sign below to confirm acknowledgment of his role as representative.

## 9. Termination

### 9.1 Notice of Termination

Either party may terminate this Agreement with 30 calendar days’ written notice.

### 9.2 Termination Without Cause

In the event of early termination by ORCMA without cause, the Music Director–Designate shall be paid for all work completed to date, prorated based on deliverables and time elapsed.

### 9.3 Termination for Cause or Resignation

In the event of termination for cause or voluntary resignation, no further compensation shall be owed beyond the prorated amount already earned.

## 10. Bridging to Successor Agreement

### 10.1 Intent to Transition

Both parties acknowledge their mutual intent to transition from this Designate Agreement into a subsequent Music Director & Artistic Director Agreement effective July 1, 2026 – June 30, 2028, subject to final Board approval.

### 10.2 Purpose of Designate Period

The parties agree that this Designate period serves as preparatory and transitional in nature, establishing a foundation for the longer-term employment relationship.

### 10.3 Limitation of Commitment

Nothing in this clause constitutes a binding promise of renewal until the successor agreement is duly executed and approved by both parties.

## 11. Governing Law

This Agreement shall be governed by the laws of the State of Tennessee, with venue for any legal action in Anderson County.

## 12. Entire Agreement

This Agreement constitutes the entire understanding between the parties regarding the Music Director–Designate appointment and supersedes any prior discussions or representations.

**13. Signatures**


OAK RIDGE CIVIC MUSIC ASSOCIATION

\_\_\_\_\_ Date: \_\_\_\_\_  
Larry Vance, President

\_\_\_\_\_ Date: \_\_\_\_\_  
Chuck Coutant, Treasurer

 \_\_\_\_\_ Date: 11/12/2025  
Ian Passmore - Music Director - Designate

Acknowledged:

 \_\_\_\_\_ Date: 11/12/2025  
Thomas F. Parker, Parker Artists (Representative)

Effective Date of Agreement: \_\_\_\_\_

Approved by the ORCMA Board of Directors on: \_\_\_\_\_

## **Music Director & Artistic Director Contract**

Term: July 1, 2026 – June 30, 2028

Compensation: \$37,000 (Year 1) and \$40,000 (Year 2)

Employment: W-2 employee of ORCMA (not a 1099 contractor)

Additional commitment: Parker Artists has agreed that if Ian is renewed for a third year, they will not request an increase above \$40,000.

# Oak Ridge Civic Music Association

## Music Director & Artistic Director Agreement

### Between ORCMA and Ian Passmore

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#### 0. Definitions

- 0.1 Association (ORCMA).** The Oak Ridge Civic Music Association, Inc., a 501(c)(3) nonprofit corporation governed by its Board of Directors.
- 0.2 Board.** The ORCMA Board of Directors, the governing body with authority over all organizational and employment matters as described in the ORCMA By-Laws.
- 0.3 By-Laws.** The duly adopted and amended By-Laws of ORCMA, which supersede this Agreement in case of conflict.
- 0.4 Music Director & Artistic Director.** The individual engaged by ORCMA under this Agreement to serve as Music Director and Artistic Director of the Oak Ridge Symphony Orchestra (ORSO).
- 0.5 Executive Director.** The staff administrator of ORCMA who manages day-to-day operations and serves as liaison between the Board, committees, and staff.
- 0.6 Programming Committee.** The committee responsible for artistic planning in collaboration with the Music Director and subject to Board approval.
- 0.7 Finance & Fundraising Committee.** The standing committee overseeing budgeting, fundraising, and financial oversight for ORCMA.
- 0.8 Personnel Committee.** The committee appointed by the ORCMA Board to conduct annual evaluations of the Music Director and other key staff, as authorized under the ORCMA By-Laws. The Personnel Committee reports directly to the Board President and makes recommendations regarding performance, compensation, and contract renewal.
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#### 1. Parties and Purpose

- 1.1 Parties.** This Agreement is made and entered into by and between the Oak Ridge Civic Music Association (ORCMA), a nonprofit corporation located in Oak Ridge, Tennessee, and Ian Passmore, hereinafter referred to as the Music Director & Artistic Director or simply the Music Director.
- 1.2 Purpose.** The purpose of this Agreement is to establish the terms of employment, duties, compensation, and expectations of the Music Director in leading the Oak Ridge Symphony Orchestra (ORSO) and coordinating artistic direction across ORCMA's programs.

**1.3 Reporting & Authority.** The Music Director reports to the ORCMA Board of Directors through the President, who serves as the official liaison between the Board and the Music Director. In accordance with ORCMA By-Laws Article 4.4(5), the Board retains final authority over all artistic and financial matters arising under this Agreement.

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## 2. Term of Agreement

**2.1 Effective Date and Duration.** This Agreement shall take effect on **July 1, 2026**, immediately following the successful completion of the Music Director–Designate Agreement (November 15, 2025 – June 30, 2026), and shall remain in full force through **June 30, 2028**, encompassing the 2026–2027 and 2027–2028 concert seasons.

**2.2 Evaluation Checkpoint.** The parties acknowledge that this is a two-year agreement with a formal evaluation checkpoint at the conclusion of the first year. Based on that evaluation, ORCMA may elect to continue, modify, or terminate this Agreement in accordance with Section 9.

**2.3 Renewal Notice Deadline.** Either party may propose renewal of this Agreement by submitting a written notice of intent to renew or decline renewal **no later than May 15, 2028**. This timeline aligns with the annual review process described in Section 6 and ensures adequate time for Board action prior to the end of the fiscal year. If neither party provides written notice by that date, this Agreement will automatically expire on June 30, 2028, unless extended by mutual written consent.

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## 3. Compensation and Benefits

**3.1 Base Salary.** The Music Director shall receive an annual salary of \$37,000 for the 2026–2027 season and \$40,000 for the 2027–2028 season.

**3.2 Payment Schedule.** Salary shall be paid in twelve equal monthly installments through ORCMA’s regular payroll cycle, with appropriate federal and state tax withholdings.

**3.3 Classification.** The Music Director is a W-2 employee of ORCMA.

**3.4 Additional Benefits.** Travel reimbursement and hotel accommodations are provided per Section 7.

## 4. Duties and Responsibilities

**4.0 Overview.** The Music Director shall perform the following duties in support of ORCMA's mission and artistic vision:

**4.1 Planning and Coordination.** Continue artistic planning, coordination, and season preparation to ensure long-term programmatic success, including developing repertoire, recommending guest artists, and aligning budgets and timelines. The Music Director shall meet regularly (ideally biweekly during the concert season) with the Executive Director to review progress, schedules, and deadlines for promotional and budget materials, maintaining a shared planning document with target dates for each concert cycle.

**4.2 Concert Preparation and Performance.** Conduct at least four subscription concerts and one family concert each season and collaborate with artistic staff for combined performances. Guest or substitute conductors require prior approval from the ORCMA Board President or designee. The Music Director coordinates rehearsal logistics, including guest artists, with the Executive Director and Personnel Manager, ensuring schedules are finalized and distributed well before the first rehearsal.

**4.3 Concert Postponement.** In the event a concert must be canceled or postponed for any reason, the Music Director shall work collaboratively with the ORCMA Board President, Executive Director, and Personnel Manager to evaluate options and, when feasible, identify and implement an alternate performance date.

**4.4 Artistic Director Coordination.** Coordinate artistic planning across Symphony, Chorus, Chamber, Youth, and Community programs; lead the artistic team to ensure consistency across ORCMA initiatives.

**4.5 Personnel Management.** The Music Director works collaboratively with the Personnel Manager on musician hiring and placement to ensure alignment with ORCMA policies. The Music Director may advise on artistic needs and provide recommendations, while the Personnel Manager retains final authority and oversight for all hiring and administrative decisions.

**4.6 Repertoire and Guest Artists.** The Music Director has primary authority for symphonic repertoire in consultation with the Programming Committee and subject to Board approval. Each season shall include at least one local or regional soloist (By-Laws Article 4.7.2(2)). Guest artist contracts shall be executed promptly and signed by the ORCMA President or authorized officer before confirmation of engagement to ensure proper oversight and compliance.

**4.7 Community Engagement.** Actively engage with the Oak Ridge and Anderson County community through outreach, education, and civic collaborations, coordinated through the Executive Director. The Music Director shall participate in outreach activities such as school visits, media or public appearances, youth programs, and fundraising events, coordinated with the Executive Director to align with ORCMA’s outreach goals and schedule.

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## 5. Attendance, Absences, and Opt-Out Clause

**5.1 Notice of Absence.** The Music Director shall provide at least 45 days’ advance written notice of any professional conflict or personal absence, except in emergencies.

**5.2 Professional Opportunity Exception.** The Music Director may request to be excused from one concert per season for a professional opportunity that significantly enhances his career. Such requests require prior written approval from the ORCMA Board President.

**5.3 Substitute Conductors.** In the event of absence, the Music Director shall ensure appropriate artistic continuity. Substitute conductors must be approved by the Board President in accordance with By-Laws Article 4.4(3).

### 5.4 Financial Responsibility for Substitutes.

- **Emergency or health-related absences:** ORCMA covers 100%.
- **Pre-approved professional conflicts:** Costs shared 70/30, with ORCMA bearing 70% and the Music Director 30%.
- **Unapproved absences:** Music Director assumes full cost.

**5.5 Documentation.** All absences, approvals, and cost-sharing determinations shall be documented in writing and maintained by the Treasurer or Executive Director.

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## 6. Evaluation and Renewal

**6.1 Annual Review Timing.** The Personnel Committee shall conduct a formal annual review each May, beginning May 2027, in accordance with ORCMA By-Laws Article 4.4(7).

**6.2 Evaluation Criteria.** The review shall assess leadership, collaboration, communication, and organizational effectiveness.

**6.3 Written Summary and Response.** A written evaluation summary shall be provided to the Music Director, who may submit a written response.

**6.4 Renewal or Modification Process.** Following the review, ORCMA may discuss renewal, modification, or adjustment of this Agreement for subsequent seasons. Any renewal must be approved prior to the end of the fiscal year.

**6.5 Compensation and Contract Adjustments.** Evaluation results shall inform salary and employment term discussions, which must be approved by the Board upon recommendation from the Personnel Committee.

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## 7. Travel and Lodging

**7.1 Travel Reimbursement.** ORCMA shall reimburse reasonable travel expenses and provide hotel accommodations for required in-person rehearsals, performances, meetings, and events in Oak Ridge. Reimbursements shall not exceed a reasonable cap established annually by the Finance & Fundraising Committee. Personal upgrades, companion travel, or non-business expenses are not eligible.

**7.2 Lodging Arrangements.** The Holiday Inn Express Oak Ridge shall serve as ORCMA's preferred lodging partner. All travel must be pre-approved by the Executive Director.

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## 8. Recordings, Publicity, and Media Rights

**8.0 Overview.** The Music Director may review ORCMA publicity materials for factual accuracy prior to publication, without veto authority. Both parties agree to indemnify and hold each other harmless from unauthorized third-party use.

**8.1 Ownership.** All recordings of concerts and rehearsals are the exclusive property of ORCMA.

**8.2 ORCMA Use.** ORCMA may use recordings for archival, educational, or promotional purposes without additional approval.

**8.3 Director Use.** The Music Director may use recordings for professional promotion (such as portfolio materials, website content, or audition submissions) **with prior approval from the ORCMA President or Executive Director**, provided that proper credit is given to ORCMA and the Oak Ridge Symphony Orchestra.

**8.4 Public Broadcast or Release.** Any public broadcast or commercial release requires mutual written consent.

**8.5 Credit and Attribution.** The Music Director shall use ORCMA and/or ORSO's name in all professional references.

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## 9. Termination

**9.1 Termination Without Cause.** Either party may terminate this Agreement with 60 days' written notice.

**9.2 Termination With Cause.** ORCMA may terminate immediately for cause, including misconduct, insubordination, or material breach, by formal Board action per By-Laws Articles 4.4(3) and 4.4(6).

**9.3 Written Notice.** Written notice of any termination decision shall be provided by the ORCMA President within five business days of Board action.

**9.4 Severance.** In the event of termination without cause, ORCMA shall pay any earned but unpaid compensation through the termination date.

**9.5 Return of Property.** Upon termination, all ORCMA property and materials must be promptly returned.

**9.6 Legal Compliance.** All termination provisions shall comply with state and federal law.

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## 10. Legal Provisions

**10.1 Governing Law and Venue.** This Agreement shall be governed by and construed under the laws of the State of Tennessee, with venue in Anderson County, Tennessee.

**10.2 Severability.** If any provision is found invalid or unenforceable, remaining provisions remain in effect.

**10.3 Entire Agreement.** This Agreement constitutes the entire understanding between the parties.

**10.4 Amendments.** Amendments must be made by mutual written consent.

**10.5 Notices.** Notices shall be sent to the most recent addresses or emails of the parties.

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## 11. Representation

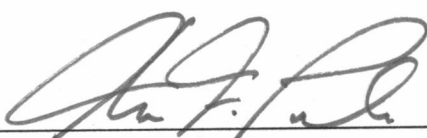
**11.1 Parker Artists Acknowledgment.** This Agreement acknowledges **Thomas F. Parker of Parker Artists** as the authorized representative of Ian Passmore for the duration of this Agreement. Mr. Parker is not a party to this Agreement and shall receive no direct payment from ORCMA. All official communications regarding professional terms, scheduling, or related contract matters may be conducted through Parker Artists. ORCMA remains the sole employer of record, and all compensation and benefits are payable directly to Ian Passmore through ORCMA's payroll system. Parker Artists may sign below to confirm acknowledgment of this representative role.

**12. Signatures**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Larry Vance, President ORCMA**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Chuck Coutant, Treasurer ORCMA**

 \_\_\_\_\_ Date: **11/13/2025**  
**Ian Passmore Music Director & Artistic Director**

 \_\_\_\_\_ Date: **11/13/2025**  
**Thomas F. Parker, Parker Artists**

Effective Date of Agreement: \_\_\_\_\_

Approved by the ORCMA Board of Directors on: \_\_\_\_\_

Oak Ridge Civic Music Association  
**Balance Sheet**  
 As of October 31, 2025

	<u>Oct 31, 25</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1100 · Checking & Savings	
1130 · TN Bank	
1132 · ORCMA Checking Account	
11321 · Checking Account	
113213 · Carlson Estate	220.87
113217 · Future Sponsorship Funding	<u>3,600.00</u>
Total 11321 · Checking Account	3,820.87
1134 · 2025 - 2026 Season	<u>63,948.72</u>
Total 1132 · ORCMA Checking Account	<u>67,769.59</u>
Total 1130 · TN Bank	<u>67,769.59</u>
Total 1100 · Checking & Savings	<u>67,769.59</u>
Total Checking/Savings	67,769.59
Accounts Receivable	
1200 · Accounts Receivable	<u>4,500.00</u>
Total Accounts Receivable	4,500.00
Other Current Assets	
1300 · C. Schwab Investment Acct.	
1310 · C. Schwab	
1311 · C. Schwab unrestricted	<u>8,663.94</u>
Total 1310 · C. Schwab	8,663.94
1320 · Korsmeyer - Fund #2	
1321 · Fund#2-Permanently Restricted	30,000.00
1322 · Fund#2 - Temporarily Restricted	<u>3,386.11</u>
Total 1320 · Korsmeyer - Fund #2	33,386.11
1393 · John Million Account	
1331 · Million Account - Unrestricted	-151,546.70
1332 · Million Investment	<u>179,357.00</u>
Total 1393 · John Million Account	<u>27,810.30</u>
Total 1300 · C. Schwab Investment Acct.	<u>69,860.35</u>
Total Other Current Assets	<u>69,860.35</u>
Total Current Assets	142,129.94
Fixed Assets	
1700 · Fixed Assests	
1701 · Music Library & Instruments	<u>61,444.00</u>
Total 1700 · Fixed Assests	<u>61,444.00</u>
Total Fixed Assets	61,444.00
Other Assets	
1333 · Klabunde Account (Endowment Acc	
13333 · C. Schwab Endowment Account	218,717.81
13334 · Endowment Changes	<u>222,049.49</u>
Total 1333 · Klabunde Account (Endowment Acc	440,767.30
1334 · Feldman Bequest	
13344 · Feldman C. Schwab Account	101,659.00
13345 · Investment Changes	<u>13,631.98</u>
Total 1334 · Feldman Bequest	<u>115,290.98</u>
Total Other Assets	<u>556,058.28</u>
<b>TOTAL ASSETS</b>	<u><u>759,632.22</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	323.00
2120 · FICA	
2122 · Company	253.58
2124 · Employee	<u>253.58</u>
Total 2120 · FICA	507.16
2140 · Medicare	
2142 · Company	59.31
2144 · Employee	<u>59.31</u>
Total 2140 · Medicare	118.62
Total 2100 · Payroll Liabilities	<u>948.78</u>
Total Other Current Liabilities	<u>948.78</u>
Total Current Liabilities	<u>948.78</u>
Total Liabilities	948.78
Equity	
3010 · Net Assets	593,466.44
Net Income	<u>165,217.00</u>
Total Equity	<u>758,683.44</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>759,632.22</u></u>

**Oak Ridge Civic Music Association**  
**Profit & Loss**  
 July through October 2025

Jul - Oct 25

Income	
4000 · Earned concert income	
4010 · Box office	
4012 · Chamber	460.00
4014 · Symphony	1,100.00
Total 4010 · Box office	<u>1,560.00</u>
4020 · Subscriptions	
4021 · Complete Season	9,020.00
4022 · Symphony and Chorus series	225.00
4023 · Chamber Series	180.00
Total 4020 · Subscriptions	<u>9,425.00</u>
Total 4000 · Earned concert income	10,985.00
4030 · Klabunde Trust	
40301 · Endowment Unrealized Gains	13,557.24
40303 · Additional Contributions	80,000.00
Total 4030 · Klabunde Trust	<u>93,557.24</u>
4040 · Investment Income	
40402 · Investment Unrealized Gains	2,484.48
4049 · Interest income/TN Bank Account	41.96
Total 4040 · Investment Income	<u>2,526.44</u>
4050 · Other income	
4054 · Program ads	3,822.50
4057 · Amazon.smile/Krogers	40.13
Total 4050 · Other income	<u>3,862.63</u>
4060 · Grants and Foundations	
4062 · Other grants	7,500.00
Total 4060 · Grants and Foundations	<u>7,500.00</u>
4090 · Feldman Investment	
40901 · Unrealized Gains	4,093.10
Total 4090 · Feldman Investment	<u>4,093.10</u>
4100 · Private support	
4110 · Patronship Income	
41102 · Subscriber Contributions	37,537.00
41103 · Individual & Matching Donations	2,700.00
41105 · Membership Donations	6,700.00
Total 4110 · Patronship Income	<u>46,937.00</u>
4120 · Corporate Sponsors	
4122 · UT-Battelle Matching	10,000.00
4126 · Symphony/Chorus concert	10,000.00
Total 4120 · Corporate Sponsors	<u>20,000.00</u>
4130 · Individual sponsors	
4131 · Symphony Concert	
41319 · Symphony Sponsorship	20,000.00
Total 4131 · Symphony Concert	<u>20,000.00</u>
4133 · Chorus Concerts	
41336 · Chorus General Sponsorship	6,000.00

# Oak Ridge Civic Music Association Profit & Loss

July through October 2025

	Jul - Oct 25
Total 4133 · Chorus Concerts	6,000.00
4135 · Chamber concert	
41352 · Chamber Sponsorships	5,000.00
Total 4135 · Chamber concert	5,000.00
Total 4130 · Individual sponsors	31,000.00
4160 · Memorials/Tributes	
4163 · B. Ball Memorials	975.00
Total 4160 · Memorials/Tributes	975.00
4170 · Fundraising	
4175 · Fundraising Parties	
41753 · Breakfast fundraisers	2,002.00
Total 4175 · Fundraising Parties	2,002.00
4179 · Pre-PostConcert Dinners	
41793 · 10.19.25 Pre-Chamber Dinner	3,090.00
Total 4179 · Pre-PostConcert Dinners	3,090.00
Total 4170 · Fundraising	5,092.00
4190 · Reimbursed Expenses	
4195 · Concert Expenses	
41951 · Musicians	1,100.00
Total 4195 · Concert Expenses	1,100.00
4197 · Cardmember Service	50.00
4198 · Office Expenses	641.00
Total 4190 · Reimbursed Expenses	1,791.00
Total 4100 · Private support	105,795.00
4200 · Education Programs	
4201 · Community Support	5,726.00
4204 · Youth Choir 2025 - 2026	
42042 · Season Registration	1,825.00
4204 · Youth Choir 2025 - 2026 - Other	489.25
Total 4204 · Youth Choir 2025 - 2026	2,314.25
4205 · Youth Orchestra Auditions	
42052 · Youth Orchestra 2025-2026	2,525.00
4205 · Youth Orchestra Auditions - Other	371.50
Total 4205 · Youth Orchestra Auditions	2,896.50
Total 4200 · Education Programs	10,936.75
4300 · Miscellaneous Income	
4330 · Refunds	
4332 · Miscellaneous Refunds	450.00
Total 4330 · Refunds	450.00
Total 4300 · Miscellaneous Income	450.00
49900 · Uncategorized Income	120.00
<b>Total Income</b>	<b>239,826.16</b>
<b>Gross Profit</b>	<b>239,826.16</b>
<b>Expense</b>	
5000 · Artistic Personnel	
5020 · Taxes, benefits	

**Oak Ridge Civic Music Association**  
**Profit & Loss**  
 July through October 2025

	Jul - Oct 25
5022 · FICA	439.58
5024 · Medicare	102.81
5025 · TN Unemployment	0.00
<b>Total 5020 · Taxes, benefits</b>	<b>542.39</b>
<b>5030 · Chamber</b>	
5031 · Chamber Artists	
50312 · Chamber Artists	5,495.00
<b>Total 5031 · Chamber Artists</b>	<b>5,495.00</b>
5033 · Chamber Expenses	250.00
<b>Total 5030 · Chamber</b>	<b>5,745.00</b>
<b>5040 · Chorus</b>	
5041 · Chorus Conductor	4,000.00
<b>Total 5040 · Chorus</b>	<b>4,000.00</b>
<b>5050 · Orchestra</b>	
5051 · Guest Conductor	8,000.00
5052 · Symphony Musicians	
50521 · Saturday Concerts	15,085.00
<b>Total 5052 · Symphony Musicians</b>	<b>15,085.00</b>
5057 · Peace Day Concert Musicians	1,040.00
5058 · Guest artists	2,000.00
<b>Total 5050 · Orchestra</b>	<b>26,125.00</b>
<b>Total 5000 · Artistic Personnel</b>	<b>36,412.39</b>
<b>5200 · Concert production</b>	
5201 · Audition Expenses	26.14
5209 · Hospitality	84.34
5210 · Hall and stage rental	896.50
5220 · Stage & sound management	
5222 · Stage Management	500.00
5225 · Stagehands	262.50
<b>Total 5220 · Stage &amp; sound management</b>	<b>762.50</b>
5230 · Personnel managers	750.00
<b>5250 · Music Expenses</b>	
5251 · Music Preparation	270.00
5252 · Purchase/Rental	
52521 · Symphony	850.87
<b>Total 5252 · Purchase/Rental</b>	<b>850.87</b>
5255 · Orchestra Librarian	500.00
5259 · Music software	108.65
<b>Total 5250 · Music Expenses</b>	<b>1,729.52</b>
<b>5260 · Music royalties,fees,licenses</b>	
5261 · Music fees & licenses	767.00
<b>Total 5260 · Music royalties,fees,licenses</b>	<b>767.00</b>
<b>5270 · Ticket printing/postage</b>	
5271 · VBO Ticket Co.	
52711 · VBO Monthly Expense	10.00
52712 · VBO Tickets costs	677.90

# Oak Ridge Civic Music Association Profit & Loss

July through October 2025

	Jul - Oct 25
52713 · VBO Ticket stock	32.78
Total 5271 · VBO Ticket Co.	720.68
Total 5270 · Ticket printing/postage	720.68
5200 · Concert production - Other	600.00
Total 5200 · Concert production	6,336.68
5300 · Development & Fundraising	
5310 · Corporate support	
5313 · Musical Performances	4,500.00
Total 5310 · Corporate support	4,500.00
5330 · Fundraising Events	
5336 · Benefit Parties	
53363 · Fundraising Dinners	320.34
Total 5336 · Benefit Parties	320.34
5337 · Chamber&Concert Dinners	1,662.40
5339 · Rock to Bach	380.00
Total 5330 · Fundraising Events	2,362.74
Total 5300 · Development & Fundraising	6,862.74
5400 · Advertising, PR, Marketing	
5401 · Internet Advertising	28.49
5410 · Newspaper advertising	174.00
5420 · Radio and TV advertising	234.00
5430 · Printed programs	79.02
5440 · Annual brochures-Printing/Posta	
5442 · Printing of Brochures	791.75
5443 · Postage	84.89
Total 5440 · Annual brochures-Printing/Posta	876.64
5450 · Flyers, mailings, postage	17.46
5480 · Marketing - E-mail Service	
5482 · Web Hosting	81.93
Total 5480 · Marketing - E-mail Service	81.93
5490 · Promotional Materials	17.55
Total 5400 · Advertising, PR, Marketing	1,509.09
5485 · Email Charges	278.40
5500 · Education	
5514 · Summer Choir Camp	1,552.63
5550 · 2025-2026 Youth Orchestra	480.00
5500 · Education - Other	120.00
Total 5500 · Education	2,152.63
5560 · Adolf King Summer String Camp	
5566 · String Camp Scholarships	125.00
5560 · Adolf King Summer String Camp - Other	260.00
Total 5560 · Adolf King Summer String Camp	385.00
6000 · General & Administrative	
6100 · Office Manager	
6102 · Administrative Assistant	192.00
6103 · Executive Director	12,360.00

Oak Ridge Civic Music Association  
**Profit & Loss**

July through October 2025

Jul - Oct 25

6110 · OM Payroll Taxes & Benefits	
6112 · FICA	574.74
6114 · Medicare	134.43
<b>Total 6110 · OM Payroll Taxes &amp; Benefits</b>	<b>709.17</b>
<b>Total 6100 · Office Manager</b>	<b>13,261.17</b>
6120 · Accounting/Legal	
6122 · Accountant/Audit	1,800.00
<b>Total 6120 · Accounting/Legal</b>	<b>1,800.00</b>
6150 · Board Expenses	37.31
6200 · Office needs	
6210 · Supplies	287.99
6220 · Copying	157.97
6230 · Postage	81.58
<b>Total 6200 · Office needs</b>	<b>527.54</b>
6300 · Office Expenses	
6301 · Office Rent	1,100.00
6302 · Office Electricity	185.24
6303 · Office Heating	59.32
<b>Total 6300 · Office Expenses</b>	<b>1,344.56</b>
6410 · Insurance	641.00
6420 · Telephone & Internet	690.78
6430 · Equipment	
6434 · Equipment - Box Office, etc.	991.39
<b>Total 6430 · Equipment</b>	<b>991.39</b>
6700 · Charge card fees	
6701 · Authorize.net fees	67.65
6706 · Elavon Credit Card Expense	311.11
<b>Total 6700 · Charge card fees</b>	<b>378.76</b>
6810 · Dues/Fees	300.00
<b>Total 6000 · General &amp; Administrative</b>	<b>19,972.51</b>
6722 · Investments	
67221 · TD Ameritrade	
672211 · Investment Unrealized Losses	44.14
<b>Total 67221 · TD Ameritrade</b>	<b>44.14</b>
67222 · TD Ameritrade - Klubu	
672221 · Endowment Unrealized Losses	591.70
<b>Total 67222 · TD Ameritrade - Klubu</b>	<b>591.70</b>
67223 · Feldman Investment	
672231 · Feldman Unrealized Losses	63.88
<b>Total 67223 · Feldman Investment</b>	<b>63.88</b>
<b>Total 6722 · Investments</b>	<b>699.72</b>
<b>Total Expense</b>	<b>74,609.16</b>
<b>Net Income</b>	<b>165,217.00</b>