

# Vice-President's Report

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January 2020

Ted Neal and I have begun the work of organizing and digitizing the existing chorus music catalog, which will enable the content to be accessible online within Groupanizer. The information documented for each piece of music includes the composer, arranger, copyright information and number of copies among other things, together with a scanned copy of the music itself.

As a byproduct of this process, each music title is assigned an inventory sequence number and its specific location documented as part of the Groupanizer entry, creating a cross-reference for each item with a printed label for each folder that contains all relevant music information.

We have already made significant progress in our endeavor, with one entire filing cabinet completely documented, inventoried, scanned and loaded into Groupanizer. However we still have a long way to go before our music cataloging is complete. The purchase of additional music filing cabinets will need to occur over the next few months to allow us to complete this project in a timely manner.

*Respectfully submitted by Doug Wentz, Vice-President*