



# Member Handbook

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“I like coming to Thornton band because it allow me and a bunch of friends to get away from the world, to just play music, and have fun for a few hours!”

-Rick Hass, trumpet

# **Introduction**

The purpose of this handbook is to introduce you to the Thornton Community Band (TCB), provide the basic rules and guidelines, and define your responsibilities as a participating musician.

## **Mission Statement**

- To provide a continuing opportunity for community musicians to perform music that is challenging and interesting to both musicians and audience.
- To serve the community through the performance of a variety of band and ensemble music via formal concerts and community events.
- To encourage and assist young musicians to develop and pursue the love of performance music.

## **Get Connected**

Visit and “like” TCB’s Facebook page to receive updates about upcoming events and news.

[www.facebook.com/thorntoncommunityband](http://www.facebook.com/thorntoncommunityband)

Find additional information about the organization, upcoming concerts, and more on TCB’s website.

<http://www.thorntoncommunityband.org>

## **History of the Band**

The Thornton Community Band (TCB) was formed through the leadership of Frank Newton, President of Thornton Arts, Science and Humanities Council (TASHCo), and Harley Brown, President of the Thornton Community Band organizing committee and later the Thornton Community Band. Other members on the organizing committee included Ned Avery, Michael Snodgrass, Sara Starbuck, and Leonard Carabelos.

The band had its first rehearsal in the spring of 2008 and played its first concert in May 2008 under the direction of Dr. David Kish of Metropolitan State University of Denver. Dr. Kish served the TCB as Musical Director/Conductor from March 2008 to the spring of 2011. The baton was then passed to Jon Borodach in the Fall of 2011. Jon has continued to lead and grow the Thornton Community Band since that time.

Since the band’s inception, the band has played three formal concerts a year but added an additional concert for the Thornton 4<sup>th</sup> of July celebration to the formal schedule in the 2016-2017 season. Other concert include regular participation in Thornton Winterfest, the Highlands Ranch Community Band festival, the Twist and Shout Summer Concert Series at Carpenter Park, and holiday concerts at Balfour Senior Living in Denver. The band is always looking for other venues to share their love of music and to grow their presence in the community with smaller one-off

concerts throughout the year!

Other accomplishments of note include:

- Participated in the Community Wind Ensemble of Metro State in 2010.
- Commissioned an original piece, “Some Give All” by composer David Holsinger. The piece is a tribute to American Service men and women who served in the Middle East, and in particular lance Corporal Thomas Slocum, a Thornton resident who was one of the first Americans to die in Operation Iraqi Freedom.
- Performed the piece called “Communis” that was specifically written for the unveiling of commissioned sculpture “Communis” at Thornton Civic Center, in 2010.
- Performed at the inauguration of the Carpenter Park Amphitheater in May 2013.
- Commissioned an original piece for the 10<sup>th</sup> Anniversary Gala Celebration of the Thornton Community Band for the 2017-2018 season, “Migrate to Gyrate” by Joseph Earp.
- Obtained significant SCFD funding in 2018 allowing the band to purchase a Contra Bass Clarinet, set of traveling congas, and professional band folders.

## **Leadership of TCB**

### **Board of Directors**

<b>Name</b>	<b>Position</b>	<b>Current Term</b>
Kent Nelson	President	2017 – 2019
Anne Kleve	Vice-President	2018 – 2020
Walt Blankenship	Secretary	2017 – 2019
Jason Kleve	Treasurer	2017 – 2019
Frank Newton	Member-at-Large	2017 – 2019
Michael Snodgrass	Member-at-Large	2018 – 2020
Ned Avery	Member-at-Large	2018 – 2020
Kyle Dobbins	Member-at-Large	2018 – 2020
Nicole Hibberd	Member-at-Large	2018 – 2020
Trevor Lawrence	Member-at-Large	2019 – 2020

### **Board Meetings**

The Board of Directors meets every second Saturday of the month from 9am – noon at Thornton Community Center, 2211 Eppinger Blvd, Thornton, CO 80229 (unless otherwise specified). The purpose of these meetings is to discuss the business of the organization. Board meetings are open to all members as well as the general public. Special sessions may also be called at the discretion of the Board President. Please contact a board member to confirm the next board meeting or to have an item placed on the agenda.

### **Conductor – Music Director (C-MD)**

Jon Borodach (on sabbatical)

## Assistant Conductors

Ned Avery (acting Conductor – Music Director)

Kyle Dobbins

Bob Wagner

## Section Principles and Managers

For more information on the duties of Section Principles and Managers, please see Positions within Sections

Section	Principle/Manager
Flute/Piccolo	Linda Strasser
Oboe	Valerie Erickson
Bassoon	Amanda Akstins
Clarinet	Ryan Powell
Saxophone	Anne Kleve
French Horn	AnaMarie Drotar
Trumpet	Principle: Dale Doughman Manager: Mike Badley
Trombone	Kyle Dobbins
Euphonium/Tuba	Principle: Walt Blankenship Manager: Erin Nederman
Percussion	Geoff Newton

## Committees

Volunteers are needed to help run additional band operations. Contact the Committee Chair for more information or interest in joining.

- *Marketing*: responsible for digital and printed media and maintaining the band website and Facebook page.
  - Chair: Anne Kleve [media@thorntoncommunityband.org](mailto:media@thorntoncommunityband.org)
- *Literature*: responsible for researching and purchasing new music and maintaining the music library with the help of the Librarian.
  - Chair: Kyle Dobbins
- *Community Outreach*: responsible for liaising between the band and community, Metro North Chamber of Commerce, TASHCo, and local municipalities.
  - Chair: Frank Newton
- *Finance*: responsible for grant writing, maintaining the financial accounts, and obtaining SCFD and other grant Funding.
  - Chair: Jason Kleve
- *Sponsorship*: responsible for obtaining community sponsors for general funding and the purchase of new music/equipment.
  - Chair: —OPEN—
- *Musicianship*: responsible for group musicality, resolving personnel and music related grievances, and conducting auditions for Section Principle.
  - Chair: Kent Nelson
- *Library*: responsible for music distribution and maintaining music folders
  - Chair: Nicole Hibberd [librarian@thorntoncommunityband.org](mailto:librarian@thorntoncommunityband.org)

- *Membership*: responsible for maintaining the membership database, attendance records, recruitment, the Facebook page, and the band website, as well as sending internal email communications.
  - Chair: Kent Nelson [admin@thorntoncommunityband.com](mailto:admin@thorntoncommunityband.com)
- *Long Range Planning*: responsible for planning concerts, staffing support, and managing the long range planning calendar.
  - Chair: Walt Blankenship
- *Operations*: responsible for concert location setup and tear down, instrument transportation, and facility coordination.
  - Chair: Michael Snodgrass
- *Concert Hospitality*: responsible for managing concert reception setup and tear down, refreshments, programs, donations, the welcome table, crowd surveys.
  - Co-Chairs: Anne Kleve and Mia Lawrence

## **Section Information**

### **Band Size**

The C-MD and Board will meet to review the current and returning member lists to determine the maximum number of members for each section. This may vary by concert and year depending on rehearsal and concert stage availability.

New musicians interested in joining are managed by the Membership Committee. If a section is at capacity, the individual will be placed on a waiting list until there is an opening in the section.

### **Section Seating**

The C-MD and Section Principal and/or Section Manager determine the seating of existing, new, and visiting members in a section to ensure proper musical balance.

### **Positions within Sections**

The Section Principles and Section Managers serve on the Musicianship Committee and reports to the C-MD. They are first and foremost a full-time member of TCB and are responsible for upholding and following all Bylaws, Policies, and Codes of Conduct. The C-MD and Musicianship Committee may at any time remove the person in the position and appoint someone for an open interim position.

*Section Principle* – Responsible for musical leadership and mentoring of the section. See **Section Principle Audition Process** for more information on how to become Section Principle.

Section Principle duties include but are not limited to:

- Encouraging growth in the section by moving members to different parts and providing solo opportunities to other members, as requested by the C-MD.
- Perform solos, unless otherwise requested by the C-MD.
- Assist with other parts of the section, as requested by the C-MD.

- Manage sectionals, either during designated sectional rehearsal time or by organizing additional sectionals.
- Liaise between the section, the Musicianship Committee, and the Board.
- Perform Section Manager duties if the position is not filled.

*Section Manager* – Responsible for managing the section.

The Section Manager duties include but are not limited to:

- Be the primary point of contact of the section.
- Liaise between the section and the Librarian for collecting and distributing music.
- Track attendance per the Attendance Policy.
  - Contact a member who has missed two or more consecutive rehearsals.
  - Notify the C-MD and Membership Committee if a member misses three or more total rehearsals per concert cycle.

## **Section Principle Audition Process**

This is an annual, fair, and transparent way to select Section Principals in order to ensure there are qualified leaders to put forth the best effort and sound for each section. In the event no one auditions for the position, the current Section Principle will be asked to remain in the position without need to re-audition. There are no term limits for this position. All qualifying members are eligible to apply each year regardless of previous audition results.

Members interested in auditioning for the position will follow the process below:

1. Notification of Intent: New applicants must notify the C-MD and Musicianship Committee at least one month prior to the start of the fall concert cycle or respond to the audition call from the Musicianship Committee.
  - a. The Musicianship Committee will review the following qualifications:
    - Member must have played with TCB for at least one concert cycle.
    - Member must be considered a “participating musician” as per the Bylaws.
    - Member must be at least a high school graduate. College students may be considered on a case-by-case basis.

NOTE: New applicants must audition regardless of the lack of competition.
  - b. The Musicianship Committee will notify the current Section Principal in order to allow them to also apply if they are still interested in the position.
2. Audition Content: Applicants will be allowed time to prepare. The audition score sheet will be shared with the applicants prior to the additions.
  - Pre-selected music passages as approved by the C-MD.
  - Sight reading selections as approved by the C-MD.
  - A short interview to discuss their interest and qualifications.
3. Scheduling the Audition: The Musicianship Committee will schedule an audition time with the applicant per the availability of the judges at least one week before the start of the regular concert season.
 

NOTE: Unless in case of emergency, if an applicant does not show for their audition, they will forfeit their audition attempt for that year.



4. **Audition Judges:** The Musicianship Committee will select judges each year to accompany the C-MD as the panel of judges.
  - The panel will have of an odd number of judges consisting of the Assistant Conductor(s), members of the Musicianship Committee, and/or other individuals chosen at the discretion of the Musicianship Committee.
  - The auditions will be led by the C-MD. An Assistant Conductor may lead the audition in the C-MD's absence.
  - A current Section Principal participating in the audition may not serve as a judge.
5. **Audition Results:** The C-MD is ultimately responsible for all Section Principle appointments and these decisions are final.
  - Auditions will be scored by the performance of pieces and the interview as well as any other criteria established by the C-MD and Musicianship Committee for that year. The highest scoring musician will be selected for the role of Section Principal for the upcoming year.
  - If during the audition process it is deemed by the judges that there are insufficient candidates to fill the position, the Section Principal position will be filled at the discretion of the C-MD, Assistant Conductor, and Musicianship Committee.
6. **Notification of Results:** Results of the auditions will be distributed to the band membership within three days of the auditions to allow for any seating changes to be accommodated.

## **Other Membership Information**

### **Maintaining Active Membership**

Membership is open to individuals from the general public who have a minimum of high school proficiency in their instrument. We also provide learning opportunities to high school students on a case-by-case basis and with approval from the student's band director.

Active Membership requires members to:

- Participate in rehearsals and concerts during the regular concert season (Fall, Winter, Spring, and 4<sup>th</sup> of July).
- Pay dues. See Dues section.
- Sign and follow the TCB Code of Conduct.
- Maintain a band provided music folder and return in good condition the music and folder at the end of the concert cycle.
  - Cost of replacement will be determined by the Librarian.

NOTE: Active members are expected to respond to communications in order to facilitate band functions.

Active Membership provides the additional opportunities:

- Participate in any band decisions requiring a vote of the full band.
- Support the band's organizational activities by volunteering on committees to

help with the running of the band.

## Dues

Annual dues of \$85 must be paid by the end of the first month of the Fall concert cycle unless an arrangement has been made between the Treasurer and the member. Dues may be paid by e-payment through MemberPlanet. The band will also accept cash, check, credit card, or debit card. For more information on paying dues, please contact the TCB Treasurer at [treasurer@thorntoncommunityband.org](mailto:treasurer@thorntoncommunityband.org)

## Attendance Policy

For a planned absence, please contact your Section Principal/Manager and [admin@thorntoncommunityband.org](mailto:admin@thorntoncommunityband.org) at least 24 hours before this absence so the C-MD can plan rehearsal accordingly. Members are expected to comply with the following:

- Miss no more than three absences per concert cycle to maintain eligibility to play in the concert.
  - Three or more absences in a concert cycle, will prompt a review by the Membership Committee to see if this member is able to play the concert. It is possible the member will be asked to sit out the current concert if not able to play their assigned part (see TCB Bylaws).
  - If a member is unable to play a concert, they will need to arrange for their music to be returned to the Section Principal, Librarian, or Membership Committee as soon as possible.
- If two or more consecutive concerts are missed, the C-MD and Membership committee may fill the spot for the remainder of the season.

## Concert Attire

Formal concerts (unless otherwise specified):

*Men*

- Black suit jacket, black pants
- White long sleeve shirt
- Black tie
- Black shoes and socks

*Women*

- Long black dress/skirt or dress pants
- Black blouse
- Black shoes
- Black or neutral socks/hose

Summer concerts (unless otherwise specified):

- Khaki long pants or shorts
- TCB polo shirt (available for purchase)

## After-Band Social Gathering

After rehearsal each week, all members are invited to:

Mickey's Top Sirloin  
6950 Broadway  
Denver, CO 80221

This is the band's favorite hangout after weekly rehearsals and concerts. Stop by

and say hello!

## **Code of Conduct Violation Complaint Procedure**

All members have a right to expect a safe environment that allows and encourages open and honest dialogue on all issues without fear of sanctions or retaliation. Most issues can be resolved quickly and satisfactorily without need for formal action if a respectful atmosphere exists. It is the responsibility of all members to support, encourage, assist, and cooperate with one another in the pursuit of TCB excellence and harmony.

If you believe there has been a violation of this policy, please report the violation to a member of the Board, who will report the incident to the Musicianship Committee and Board of Directors. Your complaint will be kept **confidential**.

In the event the complaint is against a member of the Musicianship Committee or Board, that member shall be excused from service for the duration on the complaint proceedings.

If the Board determines that a member's behavior is in violation of the Code of Conduct, disciplinary action will be taken, up to and including termination of membership.

This Code applies to all TCB participants and/or members, Board members, the Conductor – Musical Director, Assistant Conductors, volunteers, and guests.

## **Musicianship Grievance Process**

In the event a member becomes dissatisfied with any aspect of how the organization is operating, a process is in place to report the grievance, and for the organization to respond to and manage the grievance per Bylaws section 6.01.

## **Termination of Membership**

See Bylaws section 2.05.

# **Official Band Communications**

## **MemberPlanet – Online Membership Database**

MemberPlanet is the online membership database used to maintain all contact information for members, business contacts, and volunteers. It is used to send emails, texts, surveys, and event reminders. Members are asked to keep their contact information up to date so they will not miss important official band communications.

## **Emails**

Members should expect to receive at least one to two emails per week with

information such as weekly rehearsal notes from the C – MD, general band news, requests for information or sponsorships, weather closures, or changes in rehearsal venues. All official TCB emails will come from “@thorntoncommunityband.org” and are monitored regularly.

## **Text Messages**

Texts from 303-578-3736 will be used in case of emergency or for last minute updates. This phone number is not monitored. No messages or texts will be received.

## **Canceled Rehearsal Announcements**

The Board may choose to cancel rehearsal in the event poor weather impacts safe travel. Other rehearsals may be canceled due to other unforeseen factors. Members will be given sufficient warning of the cancelation via text, email, or other communication methods. The C-MD may choose to make up a lost practice.

## **Community Support and Funding**

This organization could not function without the continued support of the following:

- Rehearsal and performance space as well as access to percussion equipment from Adams City High School.
- Annual grant funding from the Science and Cultural Facilities District (SCFD).
- Funding support and storage space from the Thornton Arts, Sciences, and Humanities Council (TASHCo).
- Funding and meeting space from the City of Thornton.
- Support from all of our volunteers and musicians who help keep the music alive in the north metro area.

## **Tax Exempt**

TCB is a 501(c)(3) tax exempt organization. All purchases by the band are exempt from state sales taxes, and all contributions to the band are tax deductible to the donor. TCB's tax-exempt number is 98-20898-0000.

## **Sponsorships**

In order to keep our concerts free to the public, we encourage sponsorships from the membership and community for anything from individual songs to full concerts. All sponsorships are managed by the Marketing Committee  
[media@thorntoncommunityband.org](mailto:media@thorntoncommunityband.org)

## **Amazon Smile**

Support TCB by shopping at AmazonSmile for any of your standard Amazon purchases. It's the same products, prices, and shopping features as Amazon.com, but 0.5% of each purchase will be donated to TCB. Go to <https://smile.amazon.com/> and follow the onscreen prompts to link your current Amazon account to “Thornton

Community Band.”