



# Member Handbook

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"I like coming to Thornton band because it allows 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

This handbook aims 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 the audience.
- To serve the community through performing a variety of band and ensemble music via formal concerts and community events.
- To encourage and assist young musicians in developing and pursuing 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 the Metropolitan State University of Denver. Dr. Kish served the TCB as Conductor from March 2008 to spring 2011. The baton was then passed to Jon Borodach in the Fall of 2011. Jon lead the band until 2019 but then left to pursue his doctorate. The band used substitute conductors during this time period and then in 2020 after a statewide search, Thomas Palmatier (Ret. Colonel US Army), was chosen to lead the band. Tom is the current conductor of the band and enjoying sharing his vast knowledge with the band members and community.

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 concerts include regular participation in Thornton Winterfest and the Twist and Shout Summer Concert Series at Carpenter Park. The band is always looking for other venues to share their love of music and grow their community presence 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" which was 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.
- TCB continued to provide musicians an outlet to play music during the COVID-19 pandemic whether it was in small groups or solo pieces. Two digital concerts were provided to the public during 2020-2021.
- Band started formally meeting in person again during the summer of 2021 at Carpenter Park and Summit of Peace Lutheran Church due to Adams City High School not being available.
- Assisted James L. Carpenter to rename the Carpenter Park Amphitheater to the Harley Brown Amphitheater. The dedication took place in 2021 in which the band played many of Harley's favorite pieces with Harley conducting several.
- The Thornton Community Band and Thornton Community Chorus entered into a partnership to co-use the building at 750 W. 96<sup>th</sup> Ave. The building was named McAllister Park Center.
- Fall of 2022, the TCB officially started the 15<sup>th</sup> season in McAllister Park Center!

## Leadership of TCB

For current TCB leadership please see Addendum A and B

## Board of Directors

For the current Board of Directors, see addendum A. For more information on TCB's Board of Directors operations, see TCB bylaws Article 3.

## Board Meetings

The Board of Directors meets once a month unless otherwise stated. The location will be sent to the band no later than the Wednesday before the meeting. 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. Contact a board member to confirm the next board meeting or to have an item placed on the agenda.

## Conductor and Assistant Conductors

See Addendum B

## Section Principals and Managers

For more information on the duties of Section Principals and Managers, please see **Positions Within Sections**.

For Current Section Principals/Managers, see Addendum C.

## Committees

Volunteers are needed to help run additional band operations. These volunteers are required beyond current board members.

A complete list of Committees are listed in Addendum D.

## Section Information

### Band Size

The Conductor and Board will meet to review the current and returning member lists to determine the maximum number of members for each section. Depending on rehearsal and concert stage availability, this may vary by concert and year.

The Membership Committee manages new musicians interested in joining. 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 Conductor, Section Principal, or Section Manager determines the seating of existing, new, and visiting members in a section to ensure proper musical balance.

### Positions within Sections

The Section Principals and Section Managers serve as leaders within the section and the band. They collaborate with the Conductor, Membership Committee, and Ombudsperson to create a welcoming environment where we strive further the TCB's mission. The Conductor, Membership Committee, and Ombudsperson may remove the person in the position at any time and appoint someone for an open interim position.

*Section Principal* – Responsible for musical leadership and mentoring of the section. See **Section Principal Audition Process** for more information on becoming Section Principal.

*Section Principal* 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 Conductor.
- Perform solos unless otherwise requested by the Conductor.
- Assist with other parts of the section, as requested by the Conductor.
- 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's duties include but are not limited to the following:

- Be the primary point of contact for 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 Conductor and Membership Committee if a member misses three or more rehearsals per concert cycle.

## Section Principal Audition Process

The audition process is an annual, fair, and transparent way to select Section Principals to ensure there are qualified leaders to put forth the best effort and sound for each section. If no one auditions for the position, the current Section Principal will be asked to remain in the position without needing 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. Respond when auditions/interest is solicited from the band. They then will have to qualify per below and go through the current audition process.
  - a. The Membership 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" per the Bylaws.
    - Member must be at least a high school graduate.NOTE: New applicants must audition regardless of the lack of competition.
2. Audition Content: Applicants will be allowed time to prepare.
  - Pre-selected music passages as approved by the Conductor.
  - Sight-reading selections as approved by the Conductor.

- 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 there is an emergency, if an applicant does not show up for their audition, they will forfeit their audition attempt for that year.
  4. Audition Judges: Each year the Conductor will select each a panel of judges.
    - The panel will have an odd number.
    - The Conductor will lead the auditions, and an Assistant Conductor may lead the audition in the Conductor's absence.
    - A current Section Principal participating in the audition may not serve as a judge.
  5. Audition Results: The Conductor is ultimately responsible for all Section Principal appointments, and these decisions are final.
    - Auditions will be scored by the performance of pieces, the interview, and any other criteria established by the Conductor and Musicianship Committee. 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 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.

## Other Membership Information

### Maintaining Active Membership

Membership is open to individuals from the general public with 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 Conductor.

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 the Dues section.
- Sign and follow the TCB Code of Conduct.
- Maintain a band-provided music folder and return the music and folder in good condition at the end of the concert cycle.
  - Cost of replacement will be determined by the Librarian.
  - Return any music printed by the member to be shredded by the Librarian. If unable to do this, shred the music themselves.
  - If the member does not print but uses electronic versions instead, the



member is expected to delete the music after that cycle is over.

- Respond to communications to facilitate band functions.

Active Membership provides the additional opportunities:

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

## Dues

Annual dues are required to participate in the Thornton Community Band and/or affiliated groups. These annual dues must be paid by the end of the first month following joining the ensemble unless an arrangement is made between the Treasurer and the member. If the band member participates in more than one ensemble, they will only need to pay dues once for that current year. The band will also accept cash, check, credit card, or debit card. For more information on paying dues, contact the TCB Treasurer at [treasurer@thorntoncommunityband.org](mailto:treasurer@thorntoncommunityband.org)

## Attendance Policy

For a planned absence, contact your Section Principal/Manager and [admin@thorntoncommunityband.org](mailto:admin@thorntoncommunityband.org) at least 24 hours before this absence so the Conductor 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 and Section Principal to see if this member can play the concert. The member may be asked to sit out the current concert if unable to play their assigned part (see TCB Bylaws).
  - If two or more consecutive concerts are missed, the Conductor and Membership committee may fill the spot for the remainder of the season

## Concert Attire

Formal concert attire (unless otherwise specified):

- Black suit jacket, black pants
- White long-sleeve button-up shirt
- Black tie
- Black shoes and socks
- Long black dress/skirt or dress pants
- Black blouse
- Black shoes
- Black or neutral socks/hose

Summer concert attire (unless otherwise specified):

- Khaki long pants or shorts
- TCB polo shirt or T-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 problems can be resolved quickly and satisfactorily without formal action if a respectful atmosphere exists. All members must 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 Ombudsperson and Board of Directors. Your complaint will be kept confidential.

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

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

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

## Musicianship Grievance Process

If a member becomes dissatisfied with any aspect of the organization's operations, a process is in place to report the grievance and for the organization to respond to and manage the grievance per Bylaws section 7.

## 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 sends emails, texts, surveys, and event reminders, and members must keep their contact information updated so they will not miss crucial official band communications.

### Emails

Members should expect to receive weekly emails 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 if 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 Conductor may choose to make up for a lost practice.

## Community Support and Funding

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

- Funding and meeting space from the City of Thornton.
- 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).
- Support from 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

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. 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."

## King Soopers Community Rewards

Thornton Community Band is King Soopers Community Rewards program. If you link your King Soopers card/number to the band, the band can start earning money to help fund all the fun stuff we do! King Soopers splits the amount they donate to local nonprofits by percentage. The donation is a percentage based on how much those with their King Soopers Card are connected to us spend.

To connect your King Soopers card  
Go to [www.kingsoopers.com/communityrewards](http://www.kingsoopers.com/communityrewards) and click on the blue "Enroll Now" link.

If you don't already have an established King Soopers Account, you will need to create a new account (it only takes a few minutes). If you already have an established King Soopers Account, use your existing login credentials to sign in to your account.

Search for the Thornton Community Band, or you can use the 5-digit code KL736. Click to connect your account.

Use your King Soopers Card/number like usual at the store. Nothing else is required after you connect your account.

## Facebook Fundraising/Support

Follow TCB's Facebook page for current fundraisers and other opportunities to support TCB.