

# THORNTON COMMUNITY BAND



Artistry • Entertainment • Education

# 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

## 1) Introduction:

This handbook is to be used as a resource to introduce you to the Thornton Community Band (TCB), provide the basic rules and guidelines, and define your responsibilities as a participating musician.

## 2) Mission Statement of the TCB:

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

## 3) Leadership of the TCB:

- a) *For current TCB leadership please see Addendum A.*
- b) *For more information on the TCB's Board of Directors operations, see TCB bylaws Article 3.*

## 4) Board Meetings:

- a) The Band 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.
- b) The purpose of these meetings is to discuss the business of the organization.
- c) Board meetings are open to all members as well as the community.
- d) Special sessions may also be called at the discretion of the Board President.
- e) Contact a board member to confirm the next board meeting or to have an item placed on the agenda.

## 5) Conductor and Assistant Conductors:

- a) *See Addendum B*

## 6) Committees:

- a) "It takes a village..." and it certainly takes a team of people to run our band! We love volunteers within and outside of the band assisting with the running of the TCB!
- b) *For a complete list of Committees, see Addendum D.*

## 7) Band Size:

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

## 8) Section Seating:

- a) The Conductor, along with the Section Principals, and Membership Committee determine the seating of existing, new, and visiting members in a section to ensure proper musical balance.
- b) If a section is at capacity, the individual will be placed on a waiting list until there is an opening in the section.

## 9) Section Principal:

- a) The Section Principal serves as a leader and point of contact within the section and the band.
- b) *For Current Section Principals, see Addendum C.*
- c) Section Principal duties include but are not limited to:
  - i) Encouraging growth in the section by moving members to different parts and providing solo opportunities to other members, in coordination with the Conductor.
  - ii) Performs or assigns solos unless otherwise requested differently by the Conductor.
  - iii) Assist with the playing of different parts in the section, as requested by the Conductor.
  - iv) Manage sectionals, either during designated sectional rehearsal time or by organizing additional sectionals outside of regular rehearsal schedule.
- d) Should these duties not be fulfilled by the current Section Principal, the Conductor and Band Board may remove the person in this position at any time and appoint a replacement for an open interim timeframe until the audition process for the next year has been initiated.

## 10) Section Manager:

- a) Responsible for managing the section. The Section Manager's duties include but are not limited to the following:
  - i) Be the primary point of contact for the section.
  - ii) Liaise between the section and the Librarian for collecting and distributing music.
  - iii) Track attendance per the Attendance Policy.
    - (1) Contact a member who has missed two or more consecutive rehearsals.
    - (2) Notify the Conductor and Membership Committee if a member misses three or more rehearsals per concert cycle.

## 11) Section Principal Audition Process:

- a) The Section Principal audition process was established to provide a fair and transparent procedure to ensure qualified leaders are in each section to assist with developing the best section sound and building camaraderie within the section and band.
  - i) The audition process is to be held annually at least three weeks before the start of the regular concert season to allow for personnel changes and updating of band information for the coming season.
  - ii) There are no term limits for Section Principals.
  - iii) All current participating members of the TCB are eligible to apply each year regardless of previous audition results and if they meet the following criteria:
    - (1) **Participant must have played with the TCB for at least one concert cycle in the current season.**
    - (2) **Audition Participant must be considered a "participating musician" per the Bylaws.**
    - (3) **Audition Participant must be at least 21 years old.**
    - (4) **\*\*NOTE: First time applicants must audition even if no other applicants have stepped forward.**
    - (5) **\*\*NOTE: If at the time of auditions, there are no challenges to the position of Section Principal, the**

**current Section Principal will be asked to remain in the position but must still participate in the Audition process.**

- iv) All applicants, first time and returning principals, must participate in the audition process.
- b) **Audition Committee Formation:** The Audition committee (Three members minimum) will be formed consisting of the TCB Conductor, Assistant Conductor(s), Board President, Board Member(s), and if needed, external community members.
  - i) Should someone auditioning also hold one of these band leadership positions, they will be exempt from serving on the Audition Committee.
  - ii) The Audition Committee will also ensure that audition literature and scoresheets are all approved and ready before the start of the auditions.
- c) **Scheduling the Audition:** The Audition Committee will schedule an audition time and place with the applicants per the availability of the judges at least three weeks before the start of the regular concert season.
  - i) Ideally the audition is to take place in person but if needed, a video call may be used as a last resort.
  - ii) If an applicant is not present at their audition, they will forfeit their audition attempt for that year.
  - iii) **\*\*NOTE:** In the event that an applicant is not able to be present at the audition due to an emergency, the applicant must notify the Audition Committee of their absence as soon as possible. The audition will be rescheduled within one weeks of the initial audition date.
- d) **Audition Content:** Audition material will be provided within an adequate time frame before the audition to allow the participant sufficient time to prepare. The audition will require the participant to:
  - i) Play selected music passages as approved by the Conductor.
  - ii) Participate in a short interview to discuss their interest in the position and qualifications.
- e) **Audition Results:** Auditions will be rated on a scoresheet by the performance of pieces, the interview, and any other criteria established by the Conductor and Audition Committee.
  - i) The highest-rated musician will be selected for the role of Section Principal for the upcoming year.
  - ii) Rating and feedback may be requested by audition participant.
  - iii) The Audition Committee is ultimately responsible for all Section Principal appointments, and these decisions are final.
  - iv) **\*\*NOTE:** 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 Board.
- f) **Notification of Results:** Results will be distributed within three days to the band membership after the final audition has been held unless further deliberation is required.

## **12) Maintaining Active Membership:**

- a) Membership is open to individuals from the public with a minimum of high school proficiency in their instrument.
- b) Learning opportunities are also available to high school and college students on a case-by-case basis and with approval from the student's band Conductor.
- c) Active Membership requires the following:
  - i) Participating in rehearsals and concerts during the regular concert season (Fall, Winter, Spring, and 4th of July) while following the TCB Attendance Policy.
  - ii) Paying of annual dues.
  - iii) Signing and following the TCB Code of Conduct.
  - iv) If using a band-provided music folder:

- (1) Music folder must be returned in good condition at the end of the concert cycle.
- (2) If folder is returned damaged, cost of replacement will be determined by the Librarian.
- (3) Musician must return any music printed to be shredded by the Librarian. If unable to do this, musician must shred the music themselves.
- v) If the band member opts to use electronic versions instead, the member is expected to delete the music from their own digital device after that cycle is over.
- vi) Respond to communications to facilitate band functions.
- d) Active Membership provides the additional opportunities:
  - i) Participate in any band decisions requiring a vote of the band.
  - ii) Support the band's organizational activities by volunteering on committees to help with the running of the band.

### 13) Dues:

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

### 14) Attendance Policy:

- a) For a planned absence, contact your Section Principal and [membership@thorntoncommunityband.org](mailto:membership@thorntoncommunityband.org) at least 24 hours before your absence so the Conductor can plan rehearsal accordingly.
- b) Members are expected to comply with the following:
  - i) Miss no more than three absences per concert cycle to maintain eligibility to play in the concert.
  - ii) Three or more absences in a concert cycle will prompt a review by the Membership Committee and Section Principal evaluate if this member can play the concert. The band member may be asked to sit out the current concert if unable to play their assigned part (see TCB Bylaws).
  - iii) If two or more consecutive concerts are missed, the Conductor and Membership committee may fill the spot for the remainder of the season from the band waiting list.

### 15) Concert Attire:

- a) 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
- b) Summer concert attire (unless otherwise specified):
  - Khaki long pants or shorts
  - TCB polo shirt or T-shirt (available for purchase, contact [media@thorntoncommunityband.org](mailto:media@thorntoncommunityband.org))

## 16) After-Band Meet-Up:

- a) After concerts and rehearsals each week, all members are invited to Mickey's Top Sirloin, the band's favorite hangout! Stop by and say hello!
  - i) Mickey's Top Sirloin  
6950 Broadway  
Denver, CO 80221

## 17) Code of Conduct Violation Complaint Process:

- a) 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.
  - i) If you believe there has been a violation of this policy, please report the violation to a member of the Band Board, who will report the incident to the Ombudsperson and Board of Directors. Your complaint will be kept confidential.
  - ii) If the complaint is against a member of the Band Board, that member shall be excused from service for the duration of the complaint proceedings.
  - iii) If the Band Board determines that a member's behavior violates the Code of Conduct, disciplinary action will be taken, up to and including termination of Membership.
  - iv) This Code applies to all the TCB participants or members, Board members, the Conductor, Assistant Conductors, volunteers, and guests.

## 18) Musicianship Grievance Process:

- a) 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*.

## 19) Termination of Membership:

- a) *See Bylaws section 2.05.*

## 20) Official Band Communications:

- a) Members should expect to receive weekly emails with information such as weekly rehearsal notes from the Conductor, Band Board, and/or Membership Committee, including but not limited to, music download links, general band news, requests for information or sponsorships, weather closures, or changes in rehearsal venues.
- b) All official TCB emails will come from email addresses ending in "@thorntoncommunityband.org".
- c) All TCB email addresses are monitored regularly.



## **21) Cancellation of Rehearsals:**

- a) The Board may choose to cancel rehearsal if poor weather impacts safe travel or if there are other unforeseen circumstances.
- b) Members will be given sufficient warning of the cancelation via text, email, or other communication methods.
- c) The Conductor may choose to make up for a lost rehearsal at a future date.

## **22) Community Support and Funding:**

- a) The TCB could not function without the continued support of the following:
  - i) Funding and meeting space from the City of Thornton.
  - ii) Annual grant funding from the Science and Cultural Facilities District (SCFD).
  - iii) Funding support and storage space from the Thornton Arts, Sciences, and Humanities Council (TASHCo).
  - iv) Support from our volunteers and musicians who help keep the music alive in the north metro area.

## **23) 501(c)(3) Status:**

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

## **24) Sponsorships:**

- a) To keep our concerts free to the public and to be able to provide the best music experience possible, we appreciate sponsorships from the Membership and community.
  - i) All sponsorships are managed by the Marketing Committee.
  - ii) Inquiries about sponsoring the band can be made to: [media@thorntoncommunityband.org](mailto:media@thorntoncommunityband.org)

## **25) King Soopers Community Rewards:**

- a) 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 our different activities that we provide the community!
  - i) **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.
  - ii) If you do not 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.
  - iii) Search for the Thornton Community Band, or you can use the 5-digit code KL736. Click to connect your account.
  - iv) Use your King Soopers Card/number like usual at the store. Nothing else is required after you connect your account.

## 26) 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 led the band until 2019 but then left to pursue his doctorate. The band used substitute conductors during this time 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 4th 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 to have smaller one-off concerts at other venues to share their love of music and grow their community presence.

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 10th 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.
- With COVID restrictions lessening, the TCB 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. 96th Ave. The building was named McAllister Park Center.
- Fall of 2022, the TCB officially started the 15th season in McAllister Park Center!

- Summer of 2023, the TCB helped with the dedication of the Carpenter Park Merry-Go-Round to Frank Newton, to salute all the work that Frank has done in Thornton and neighboring communities to further the performing arts.