



MEMBER HANDBOOK

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BAND MANAGEMENT

The Cortland Old Timers Band is managed by its members on a volunteer basis.

Organizational Structure: In November 2013, under terms of the band's new Charter, the members designated the officers to perform the administrative duties of the organization, which shall be known as the Executive Board. As of 2017, they are:

President	Jim D'Addario
Vice President	Scott Baxendell
Secretary	Terry Mingle
Treasurer	Sharon Detzer
Business Manager	John Folmer
Librarian	Terry Perkins (with Terry Mingle, and Colleen Thomas)
Member-at-Large (2 yr)	Cheri White
Member-at-Large (1 yr)	Colleen Thomas
Member-at-Large (1 yr)	Dick Martin

Several other functional committee assignments have been established to assist the officers in the operational work of the band, and are appointed by the President, as follows:

Property Manager:	Scott Baxendell
Public Relations Manager:	Mary Ann Fadale
Membership Manager:	Terry Martens
Web/Database Manager:	Terry Mingle
Fundraising Manager:	TBD
Audio Equipment Manager:	Scott Baxendell
Attendance Chairman:	TBD
Social Director:	Jane Hunter

Additional committees may be defined by the Executive Board as needed.

All band members are encouraged to share their enthusiasm, expertise, and skills by volunteering for committee assignments. Those interested should speak to any officer.



Edward O'Rourke
315-247-0494

Music Director/Conductor: The band's Music Director, Edward O'Rourke, was chosen by the membership in late 2011 to provide the musical leadership for the organization in 2012 and beyond. As principal musician and conductor, the Music Director will devote the majority of his efforts to the technical and musical performance of the band, relying on the band's functional committees for administrative support. The responsibilities of the Music Director position are defined in detail in the official band Charter. The Music Director's participation in membership meetings and meetings of the Executive Board shall be in an advisory capacity only.

Associate Conductor: This is a new position in the band, arising from membership suggestions following the 2011 conductor search process. Michael Poole has been appointed as Associate Conductor by the Steering Committee to assist the Music Director in conducting and rehearsing the band. In this role, the associate conductor will gain experience and confidence, while being mentored by the Music Director for advice, suggestions and observation. This relationship will evolve and grow, as with their confidence in each other. This position carries no additional voting privileges.



Michael Poole
607-745-0418

Official Organizational Plan and Implementation: The reorganization of the Cortland Old Timers Band has culminated with membership approval of its Charter on November 25, 2012. It defines the organizational framework of the band, and establishes specific operational rules of order on subjects applying to:

- Officers and Directors duties
- Membership Requirements
- Official Meetings and Elections
- Music Director Selection and Duties

BAND COMMITTEES

All members are welcome and encouraged to volunteer their services on a band committee. Currently, those committees are:

MUSIC MANAGER/LIBRARIAN: Catalog and maintain accurate files of band music scores. Organize secure storage facilities. Establish and control out-of-file procedures. Assist the Music Director in locating and accessing music scores, and prepare instrumental music folders for each planned concert.

BUSINESS MANAGER: Contact prospective concert clients and develop booking arrangements in a timely fashion to allow appropriate notice and personal scheduling by the band membership. Provide written and signed agreements for each gig, establishing fair and equitable performance fees and staging conditions. Publish and maintain a seasonal schedule of planned and committed concerts. Assure receipt of all engagement fees and promptly deliver to the band Treasurer.

EQUIPMENT MANAGER: Assure transport of all stage equipment to the concert site. Lead volunteers in timely stage setup prior to concert. Arrange and maintain safe storage of all band equipment. Create and maintain an inventory of all band-owned equipment, including library files and copier.

PUBLIC RELATIONS MANAGER: Prepare and arrange for timely PR releases throughout the concert season. Develop personal contacts at appropriate print and electronic news media sources to help coordinate band publicity and insure public awareness of band functions and events. Coordinate with Webmaster to help publicize upcoming events and schedule changes on web-based media.

WEB/DATABASE MANAGER: Create and maintain a secure online presence, and an e-mail address for band communications. Establish and monitor social online network accounts within the authorized limits of the Executive Board. Also, create and maintain a database for storing information about the band's music catalog.

MEMBERSHIP CHAIRMAN: Develop and maintain membership information records for establishing current contact numbers, instrument skills and experience, and volunteer interests within the band.

SOCIAL DIRECTOR: Plan and arrange social gatherings for members, (and their families on occasion) to promote closer relationships within the band, particularly in introducing new members.

FUNDRAISING: Coordinate the fundraising efforts of the band. Work with the treasurer and band members to set up activities that bring in revenue for the band, to be used for scholarships, equipment, music, and other band needs.

AUDIO EQUIPMENT MANAGER: Assumes responsibility for band's audio equipment, including storage, transport, schedule of maintenance, and set-up.

MEMBERSHIP REQUIREMENTS

Membership in the Cortland Old Timers Band is open to all Cortland-area musicians. Members are accepted based on the band's personnel and logistical requirements. Playing in the band is considered a privilege that entails responsibility, dedication, maturity, and enthusiasm for making music with other musicians of similar spirit and interest.

Prospective new members may contact any band officer, or the Music Director to inquire about joining the band. The Music Director shall assess current section openings, and the prospective member's musical background, to enable an appropriate placement within the band. Former members who wish to return to the band after an extended absence should also contact the Music Director.

There are no fees or dues requirements for applying for band membership. Applicants shall be evaluated for membership by the Music Director as follows:

- **Regular adult applicants** (over the age of 18) should be able to provide some information about their experience and training. They should be able to play with a characteristic tone and have sufficient technical skills to perform the band's repertoire. They must be able to attend performances and rehearsals on a regular basis. (Snowbirds are welcome to participate in the band when they are in the area.)
- **College student applicants** are welcome to play with the band when they are in the area. They should be able to play with a characteristic tone and have sufficient technical skills to perform the band's repertoire. They must be able to attend performances and rehearsals on a regular basis while they are in the area.
- **Student applicants** (under the age of 18) are also welcome to participate in the band. They should have sufficient skills to perform music of at least NYSSMA level 3, and should be recommended by their school or private music teacher. They must be able to attend performances and rehearsals on a regular basis. Student applicants should be members of their school performing ensemble if there is one in the school.

ATTENDANCE REQUIREMENTS

All band members are encouraged to attend rehearsals regularly. This is especially true of dress rehearsals (the rehearsal immediately preceding any concert). Members who must miss a rehearsal are urged to notify the Music Director in a timely manner to allow adjustments to be made to cover your part. It is the band member's responsibility to notify the Music Director about any planned concert absences. Remember, your music folder must be available, even in your absence.

Lax attendance may be cause for review, by the Music Director, of the member's circumstances and future availability, to ensure performance quality of the band.

Past members or seasonal performers who wish to attend rehearsals and concerts are always welcome, and will be accommodated to the extent possible.

REHEARSALS

LOCATION: The band rehearses generally every Thursday evening from 7:00 until 9:00 pm at the (new, in 2016) Homer High School Band Building (near front entrance) on Route 281 in Homer, NY. Rehearsal schedules are published in the beginning of the year to assist members to plan for suitable attendance.

SETUP/WARMUP: Members are requested to arrive 15 minutes early to help assist in chair/music stand arrangements, location of music folders, and to allow sufficient instrument warm up to permit accurate band tuning.

REHEARSAL PROTOCOL: Rehearsal time is generally at a premium, but should be fun and promote good times among the band membership. However, please be respectful when the Conductor is talking to assure that his instructions are heard throughout the band.

MUSIC FOLDERS: Members are permitted to borrow music folders and must sign them out at the end of the rehearsal in a sign-out book in the music storage box. Members must find a way to return borrowed folders to the next rehearsal, even if not attending the rehearsal. Each music folder represents several hundred dollars in investment, and therefore your diligent effort is required to protect and secure it while in your possession.

ANNOUNCEMENTS: Announcements are usually given verbally at the podium during rehearsal breaks. Occasionally, written handouts are distributed during or after rehearsal.

CONCERTS

CONCERT SCHEDULE: The seasonal concert schedule will be arranged and published well in advance of the concert dates. The tentative schedule will be announced in early May or sooner. When performance opportunities arise on short notice, the membership will be polled as to their availability. The Music Director will then issue a decision based on the interest and availability expected.

CONCERT DRESS: All members should wear a uniform shirt provided by the band. If not available, a white shirt is acceptable. Shirts should be tucked into black or dark slacks or pants. Shoes should be dark in color, avoiding sandals and other casual footwear, and include dark socks (please, no white socks). No shorts/Bermudas are acceptable, unless authorized in advance for the entire band by the Music Director/Conductor.

CONCERT PROCEDURE: Members should arrive at the concert site with sufficient time to unpack, warm up and check seating. Members may be asked to assist the Equipment Manager in final seating arrangements. Members need to be on stage at least 15 minutes before Downbeat to allow warm up and tuning on stage. Members should arrange their music in the order of performance and have any necessary accessories (clothespins, glasses, mutes, etc.) in position. During the concert, stay alert to changes from the conductor. Soloists should be prepared to stand for recognition.

2017 CORTLAND OLD TIMERS BAND

Edward O'Rourke, Conductor

Michael Poole, Associate Conductor

<http://www.cortlandoldtimersband.org>

FLUTE/PICCOLO (8)

Lynne Abbey
Alex Cottrell
Jane Hunter
Mary Lee Martens
Terry Mingle
Maria Mucaria (Piccolo)
Jeanine Rose
Sarah Willis

CLARINET (13)

Jackie Baxendell
Cathy Bertini
Hank Bornbusch
Morgan Clayman
Mary Ann Fadale
Michael Mancuso
Laura Norris
Edward O'Rourke
Kathy Owens
Terry Perkins
Kaitlyn Rude
Jackie Thompson
Barbara Jo Williams

BASS CLARINET (1)

Mike Hoag (*when available*)

OBOE/ENGLISH HORN (1)

Meredith Mucaria

BASSOON (1)

Amanda Jaye Nauseef

ALTO SAXOPHONE (5)

Sharon Detzer
Gabe Fadale
Emma Gage
Colleen Thomas
Dannette Tomlinson

TENOR SAX (2)

Mark Brumagin
Michael Wickham

BARITONE SAX (1)

Jim Reagan

TRUMPET (10)

Mark Baxendell
Charlie Bertini (*when available*)
Larry Biviano
Meredith Corey
Jeff Dovi
Kaycee Hall
Dick Martin
Natalie Miner
Gary Shiffer
Molly Wagner

FRENCH HORN (5)

Lydia Allen
Kelly Lutz
Terry Martens
Varya McCaslin-Doyle
Karen Wickert

TROMBONE (6)

Jim D'Addario
Jim Lowe
Ben Mayberry
Michael Poole
Phil Rumsey
Jason Wright

BARITONE/EUPHONIUM (3)

Scott Baxendell
Ken Briggs
Vince Faraoni

TUBA (3)

Eileen Allen
Ana Shore
Cheri White

PERCUSSION (5)

Lynne Curtis
Paul Dudek
Joseph Hulbert
John Rose
Mark Suben

BAND ANNOUNCER (1)

John Folmer