

PERINTON CONCERT BAND

Member Information Booklet

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MEMBER INFORMATION BOOKLET INTRODUCTION

The purpose of this document is to provide members of the Perinton Concert Band, and in particular new and prospective members with information directly related to their responsibilities as members and musicians. This document contains the band's key personnel policies and procedures that all members should understand. Also included is a history of the band that provides a good perspective on how the band has grown in numbers and reputation since its inception in 1977.

PERINTON CONCERT BAND

MISSION AND MEMBER EXPECTATIONS

MISSION:

The mission of the Perinton Concert Band (PCB) is to provide high quality musical entertainment and educational opportunities to the local community and to provide its members with an opportunity to perform and enjoy a rich musical experience.

MEMBER EXPECTATIONS:

Playing in the band is considered a privilege that entails responsibility, dedication, maturity, mutual respect, and enthusiasm for making music with other musicians of similar spirit and interest.

- 1) Consistent attendance at rehearsals and concerts – Each member is expected to consistently attend rehearsals and concerts and to notify the Personnel Manager personally or via email when an absence is foreseen. Please reference the attached *Attendance Guidelines* and *Leave of Absence Policy* for further details, as well as the current schedule of rehearsals and concerts.
- 2) Musical competence – Each member is expected to master the technical and stylistic aspects of his or her musical part by at least two weeks prior to each PCB performance. If a particular section of music is found to be beyond a member's individual capability, the Director should be contacted to obtain advice or discuss alternatives.

Part of musical competence also involves maintaining proper rehearsal decorum. Conversations with those around you should be minimized during rehearsal out of courtesy to the Director and fellow band members.

- 3) Financial support – Each member is expected to participate in the sale of concert tickets and other fund raising activities to support the overall band budget. The average net income needed to balance the budget is approximately \$100 to \$150 per band member/season. Other than a member's initial contribution of \$50 to partially cover the cost of their PCB folder and uniform shirt/jacket, the band does not assess a mandatory annual contribution, however. Please reference the attached *Financial Support Guidelines* for further details.
- 4) Organizational assistance – Each member is expected to (occasionally) volunteer for membership on various subcommittees or help in other ways

with the overall operation of the band. If everyone helps a little bit, then no one has to do a lot!

5) Concert Dress – Each member is expected to adhere to concert dress code for concert performances, both indoor and outdoor. The following details the dress code:

a) Indoor concerts:

Acceptable:

- Black tuxedo (cummerbund optional) or black/dark suit, white collared dress shirt, black/dark bow tie
 - Holiday concert tie: Festive, holiday straight tie
- Black floor-length skirt or black floor-length dress slacks with a black blouse/top/jacket/plain sweater with long or $\frac{3}{4}$ sleeves
 - Holiday concert top: Festive, solid color long sleeved blouse or top
- Black floor-length dress with long or $\frac{3}{4}$ sleeves
- Black floor-length pantsuit with long or $\frac{3}{4}$ sleeves
- Black socks or black/dark hosiery (must be worn by all ensemble members)
- Black dress shoes

Not acceptable:

- Black jeans, leggings, jeggings, yoga pants, crop pants, capri pants, plunging necklines, rising slits, low-cut backs, displays of midriff, sandals or sneakers, sequins or sparkling designs, overly large or excessively shiny jewelry, cologne, perfume

b) Outdoor concerts

Acceptable:

- Black slacks/long pants (to the ankle)
- PCB white polo shirt (undershirt may be worn but should not show at arms or neck)
- PCB zip up fleece (bring to all outdoor concerts - hang on back of chair, may be worn in cool weather)
- Black socks or black/dark hosiery (optional)
- Black shoes (black sneakers with minimal additional color permitted)

Not acceptable:

- Jeans, leggings, jeggings, yoga pants, flip flops, white socks, visible under layer (e.g., no long sleeves), overly large or excessively shiny jewelry, cologne, perfume

- 6) Concert Etiquette – Each member is expected to display concert etiquette during concert performances. Below are guidelines:
- a) Timeliness – the Director will inform the band membership of the required arrival time for concert performances.
 - b) Stage appearance –
 - i) Minimize talking on stage, especially when the director is speaking to the audience.
 - ii) When the house lights dim, members should be ready to play
 - iii) All members should look to the oboe player for a cue to stand, when the Director initially walks on stage
 - iv) All members of a section should hold their instrument in the same manner
 - v) When a soloist is acknowledged by the Director for audience appreciation, please stand in a timely and professional manner
 - vi) When the Director requests the overall band to stand, please respond timely and face forward toward the audience for acknowledgement
 - vii) No electronic devices, i.e. cell phones, should be in use during the concert.

PERINTON CONCERT BAND ATTENDANCE GUIDELINES

BACKGROUND:

The guidelines listed below have been adopted by the Board of Directors of the Perinton Concert Band to ensure the productive use of rehearsal time and to maximize the quality of performances. ***The Board feels that these guidelines will help make the band a more worthwhile experience for everyone.***

GUIDELINES:

- 1) The PCB Board will publish a full season schedule of rehearsals and concerts before the first rehearsal of the season. A member must notify the Personnel Manager of any prior commitments that conflict with a concert date, prior to the first rehearsal of the season. Otherwise, members are expected to avoid accepting conflicting opportunities during the PCB season.
- 2) Rehearsals will be held every Wednesday beginning *promptly at 7:30 p.m.*, unless noted otherwise. Rehearsals end at 9:30, but may be extended at dress rehearsal. Attendance will be taken at each rehearsal. All absences and late arrivals (after 7:30) will be noted. At rehearsal, any member may inform the Personnel Manager of any known future absences. This will be noted on the attendance sheet.
- 3) Any member who expects to miss an upcoming rehearsal and has not previously notified the Personnel Manager is asked to notify the Personnel Manager via email. Members who are excessively absent or late without prior notification will be asked to leave the band. This situation will be addressed by the Personnel Manager and Director.
- 4) Each Tuesday the Personnel Manager will inform the Director of the projected instrumentation for Wednesday's rehearsal.
- 5) Any member who misses a rehearsal because of last minute illness or home/work demands is requested to notify the Personnel Manager as soon as possible *after* the missed rehearsal.
- 6) Any member who is absent for more than half (50%) of the rehearsals for any concert will not be eligible to play the concert, and will subsequently be considered absent for it. The rehearsal period for a given concert shall be defined as the rehearsal immediately following the previous concert to the dress rehearsal of the concert in question.
- 7) Recurring annual absences are a detriment to the ensemble. A member may not miss more than one concert and more than 50% of a unique concert series of rehearsals (subsequently leading to the case stated in 6) during a performance season. PCB cannot accommodate members with such a schedule and those Members without an approved leave of absence may be

dismissed from the band as recommended by the Personnel Manager and Director and voted on by the PCB BoD.

- 8) Any unique issues which members may have regarding attendance should be discussed, in confidence, with the Personnel Manager. The Personnel Manager will notify the Director, as required.

For more information regarding rehearsals, concerts, times or locations visit the band's website at www.perintonconcertband.org.

PERINTON CONCERT BAND LEAVE OF ABSENCE POLICY

BACKGROUND:

For the band to continue to grow musically and to allow the Directors to program music that they feel confident the band will be able to perform, it is necessary that the band membership remain consistent. However, it is recognized that occasionally a member may need to temporarily leave the band for unavoidable personal reasons. To accommodate these situations, the PCB Board of Directors has established this "Leave of Absence" policy.

POLICY:

If a leave of absence is desired, a request should be made in writing to the Personnel Manager. The Conductor and Personnel Manager will make the final determination on granting the leave based on the band's ability to maintain an acceptable musical balance.

Once granted, the absentee player's chair will be held for a maximum of one concert season. If the member wishes to extend the leave beyond one season, he/she must reapply and the decision will again rest with the Conductor and Personnel Manager.

If a leave is not granted, the former player may reapply for band membership at a future time but will be subject to the same selection criteria applied to any other new applicant.

PERINTON CONCERT BAND FINANCIAL SUPPORT GUIDELINES

BACKGROUND:

The Perinton Concert Band annual operating budget typically has two sources of income; one source is fairly stable and reliable such as investment income and fees from the concerts we play for the Town of Perinton. The second source is from concert ticket sales, program ads, fund raising, donations, etc. which members bring in. Typically the band need anywhere from \$100 to \$150 of net income per band member to balance the budget.

MEMBER EXPECTATIONS:

Each member of the band is expected to sell concert tickets, solicit donations, and/or otherwise participate in fundraising. Ideally, each member should bring in a **minimum of \$100** of net income. This is a guideline, however, and not a mandatory assessment. Because we are a mature adult group *we do not track* individual progress toward this goal. Also note that unlike some community musical groups, the band does not assess membership dues.

To aid each member in tracking his or her own contribution against the \$100 (minimum) goal, the chart below indicates the net income produced from each of our various and traditional sources of income.

NET INCOME GUIDELINES:

FUNDRAISING ITEM*	NET INCOME TO BAND
Concert ticket sales	Face value of ticket (net of discounts)
Save-Around entertainment books	\$10.00 per book
CD Sales (if available)	Amount charged
50/50 raffle purchases	50% of amount purchased (win or lose)
Program ads sold	Total amount received
Donation (member or solicited)	Amount of donation

*For anything not listed or if you have any questions, see the Band Treasurer.

SPECIAL EVENTS:

The financial information referenced above is for the normal ongoing operation of the Band. Special events, such as trips, are funded separately and may involve tracking of individual contributions and participation in fundraising.

PERINTON CONCERT BAND HISTORY

The Perinton Concert Band was founded in December, 1977 by Perinton resident Ken MacDavid and a group of local musicians. The band's first director was Dr. Sidney Hodkinson, nationally known composer and faculty member of the Eastman School of Music. The band performed its first concert in April, 1978. In June 1980, Dr. Hodkinson left the band and the band's Board of Directors appointed Wendell Harrison as musical director. Mr. Harrison was president of the Wendell Harrison Music Corporation, and held a BM and MM in music education. During Mr. Harrison's leadership the band grew substantially in both numbers and musical talent. Following Mr. Harrison's departure in 1983, the band had several directors including Dr. Carl Atkins and Al "Corky" Fabrizio. Following Mr. Fabrizio's departure in 1988, the Board of directors appointed our current musical director Charles Van Buren.

Mr. Van Buren holds a Bachelor's degree in music education from the University of Wisconsin and a Master's degree in music education from the Eastman School of Music. He spent 33 years as a music educator and retired from his position as band director at Penfield High School. Along with his numerous professional affiliations, he is a founding member of the New York State Band Directors Association. He performs in numerous groups including performances with the Rochester Philharmonic Orchestra (RPO). Under Mr. Van Buren's leadership, the band has gained widespread acclaim as an outstanding community musical group.

From a governance perspective, the band adopted a constitution and by-laws in 1979. The constitution has been amended a few times since then, but has largely stood the test of time. The constitution calls for the band to be governed by a nine member Board of Directors. Also in 1979, the band was incorporated as a not-for-profit 501(c)3 entity, thus making any contributions to the band tax deductible. The band's tax exempt status requires the band to contribute to the "advancement of public knowledge of music". In 1982, the band also requested and was granted exemption from the NY State sales tax.

Financially, the band survived in the early years on donations, ticket sales, and performance stipends from the Town of Perinton. The directors were initially not paid, music was borrowed, audiences were small and the band struggled. The financial situation improved somewhat in 1982 when a generous member of the band donated a building on Lake Avenue in Rochester. That building was later sold and the money was invested to establish an endowment fund. At that time, the board adopted a policy that only the earnings from that fund would be used for operating funds and the principal would not be touched. That policy remains

in effect today. Over the years those earnings have been supplemented by various annual fundraising events, sponsored concerts and increased donations which in general have supplied sufficient funds to operate the band.

As the band's stability improved and its reputation for musical excellence spread, it began to receive invitations to perform at various conferences, festivals and exchange programs (see below). These appearances have primarily been in New York State, but the band has also traveled to Ontario, Canada and Boston, Mass. The band has also performed with many regionally and nationally acclaimed professional musicians, groups, and guest conductors. In 1996 the band recorded its first compact disc, titled "Pride of Perinton". Two more CDs were subsequently recorded, one in 2001 titled "Great Music from Great Movies" and a holiday music CD ("A Gift of Music") in 2006. In 2008, the band commissioned Jeff Tyzik (Pops director of the RPO) to compose a piece to celebrate the band's 30th anniversary. Mr. Tyzik's composition entitled "Race to Summit" was premiered at the Association of Concert Bands National Conference in Corning, NY.

In summary, the Perinton Concert Band has grown from a very meager beginning to become one of the most highly regarded community bands in the Northeastern United States. The band owes its success to a long line of dedicated members and directors with a single-minded objective of continuous musical improvement along with stable governance.

Noteworthy conferences, festivals and exchange programs:

- The New York State School Music Association Winter Conference
- Music Educators National Conference, All-Eastern Division Conference
- Wellington Winds exchange concerts, Ontario, Canada
- Association of Concert Bands National Conference
- Boston Festival of Bands, Boston Mass.
- New York State Band Directors Association Symposium
- Mississauga, Pops Concert Band exchange concerts, Ontario, Canada