

# **Policy Handbook for the CENTRAL IOWA WIND ENSEMBLE 2019-2020**

## **INTRODUCTION**

The Central Iowa Wind Ensemble is an adult symphonic band with musicians drawn from the Des Moines area. The ensemble was founded in 2003 by a group of central Iowa music educators under the leadership of Dr. Evan Feldman, then the Director of Bands at Central College. To this day the Ensemble maintains a strong contingent of educators, but participation has expanded to include musicians from a wide variety of musical backgrounds and occupations. The Central Iowa Wind Ensemble is a 501(c)(3) not-for-profit organization registered as a corporation in the State of Iowa.

## **MISSION**

The Central Iowa Wind Ensemble is a charitable fine arts organization dedicated to providing opportunities for listening to, and participating in, outstanding performances of wind band music. We do this by assembling musicians of advanced proficiency, performing concerts throughout the community, and reaching out to young and/or disadvantaged audiences.

## **NON-DISCRIMINATION**

In the course of fulfilling its mission, CIWE shall operate without regard to sex, race, national origin, marital status, age, political views or affiliation, sexual orientation, disability, or other factors unrelated to the support of the mission.

## **PHILOSOPHY**

One of the Central Iowa Wind Ensemble's primary goals is to provide an exceptionally high-quality musical experience for its musicians and audiences. Dependable attendance from all participants is one of the key factors determining what is achieved and experienced musically. Although our musicians lead very busy lives with substantial responsibilities to work and family, the board asks all ensemble members to ensure that rehearsals and all CIWE concert dates receive top priority in your schedule. The ensemble has established the following policies to ensure that all musicians are informed of and are meeting the individual obligations necessary for the ensemble to achieve its goals.

## **CIWE PERFORMANCE SEASON**

- The CIWE season runs from late August through early May
- Rehearsals are held on Sunday afternoons from 4:00 – 6:00 pm in the Des Moines East High School band room
- The Central Iowa Wind Ensemble typically performs 4 concerts per season
- Additional performances may be scheduled as special opportunities arise

## **PARTICIPANT MUSICIANSHIP EXPECTATIONS**

- Demonstrate satisfactory and continuing musical competence that aligns with the level of the ensemble
- Prepare individual parts for rehearsals and performances
  - All musicians are expected to spend time practicing and preparing their parts outside of rehearsals
  - Section leaders will work with members of their sections to determine part assignments for each piece
- Respectfully care for music and music folder
  - Music will be distributed at the first rehearsal of a concert series or sooner in envelopes with the player's name, part, and folder number
  - Music will be turned in immediately after each performance
    - If a player is unable to be at the concert it is their responsibility to get their music to their section leader prior to the performance

### **Member Musicianship Concerns**

In the event that the conductor(s) and/or section leader have concerns about a member meeting the musicianship expectations above, the following procedure will be used:

- A meeting will be held with the member, conductor(s), section leader, and personnel manager in attendance
  - The personnel manager will facilitate the discussion
  - The conductors and/or section leader will discuss specific areas of concern and will be available to offer suggestions for improvement
- A follow up meeting will be held before the next concert cycle with the member, conductor(s), section leader, and personnel manager in attendance
  - The personnel manager will facilitate the discussion
  - The conductors and/or section leader will revisit areas of concern and discuss improvement or lack thereof
  - The conductor(s) will advise continued membership, membership termination, or more time for improvement

## PARTICIPANT RESPONSIBILITIES

- Conduct themselves with collegial and respectful demeanor towards the band, fellow musicians, conductors, and guests
  - Failure to comply with Participant Responsibilities may result in termination of one's membership in the ensemble
- Pay biannual dues to support and maintain our mission
  - Dues are \$25 per semester with payment due to the treasurer no later than the third rehearsal of each semester
  - Individuals without financial means to pay dues may ask the treasurer for special consideration
  - Failure to pay dues or make other arrangements with the treasurer may result in termination of one's membership in the ensemble
- Wear black concert dress for performances
  - Option 1: black tuxedo jacket and trousers, white tuxedo shirt, black bow tie, black socks, black dress shoes
  - Option 2: Long sleeve black dress blouse and long black dress pants or skirt, or long black dress, black hose or socks, black dress shoes
  - Further questions regarding dress can be directed to a section leader
- Maintain satisfactory punctuality and attendance at rehearsals and concerts in accordance with the following attendance policy:

### **ATTENDANCE POLICY**

- Members should arrive in advance of rehearsals so they are warmed-up and ready by the start of rehearsal.
- Musicians are expected to attend all rehearsals and all performances throughout the season.
- **Only one absence from rehearsal, planned or otherwise, will be permitted in any concert cycle. Any member missing two or more rehearsals will be asked to sit out that concert.**
- **Designated dress rehearsals preceding Sunday concerts are mandatory. Any member who misses for any reason may be asked to sit out that concert.**
- Members who expect to miss **any** rehearsals or concerts should consult with their section leader and the personnel manager.
- Any member who unexpectedly needs to miss or arrive late to a rehearsal should call/text or e-mail their section leader and the personnel manager as soon as possible. In emergency situations, where pre-notification is difficult, please make contact as soon as possible after the absence.
- Members should consult with their personal/work calendars when the CIWE schedule is released to determine if any leaves of absences will be needed. Prompt notification will allow appropriate time for a suitable substitute to be found.
- Absences or excessive tardiness will be addressed by personnel manager and CIWE Board and may result in termination of one's membership in the ensemble.

## **LEAVE OF ABSENCE**

Members may take a leave of absence for a duration of one concert cycle and/or up to a full year. Members should contact their section leader and the personnel manager that a leave of absence will be needed prior to the start of the leave of absence. Members may be asked to assist in finding a suitable substitute for the duration of their absence. Failure to return to active status after a leave will be considered a voluntary resignation, thereby requiring the ensemble member on leave to wait for a future vacancy. Musicians seeking to re-join the ensemble after a voluntary resignation will be asked to audition according to the policy stated below.

## **JOINING THE ENSEMBLE**

Persons interested in joining CIWE can contact Justin Wells, Personnel Manager or inquire through the ensemble's website, [www.ciwe.org](http://www.ciwe.org). A list of current openings will be posted to the website periodically. Prospective musicians may request to be notified should an opening arise on their respective instrument. The audition process described below will be used to fill current openings.

The conductor(s) and personnel manager will identify ensemble vacancies each summer and notify prospective musicians via the CIWE website and email. The personnel manager will seek substitute musicians for ensemble vacancies that remain unfilled or arise during the season, until auditions for a permanent member occur prior to the following season.

## **AUDITIONS**

The purpose of auditions is to ensure that candidates can play at a level consistent with the goals of the group. The audition process will occur in July/August prior to each season. Prospective musicians will record their auditions and submit the recordings electronically to the ensemble. Candidates should record excerpts as indicated on the CIWE website and/or through email communication. The conductor(s) and appropriate section leader will evaluate and determine the results of the auditions. Other board members may assist with auditions as determined by the board.

## **CANCELLATION POLICY**

In case of cancellation (i.e. due to weather), the Conductor(s) and Board President will make a decision at least two (2) hours prior to the rehearsal or concert. Notification will be made via e-mail.

## Ensemble Leadership

### Librarian

Lynn Lange  
runwlynn3@gmail.com  
(515) 710-2638

### Section Leaders

The section leader acts as a coordinator between the conductor(s) and the section. Duties include assisting the music director and board members with auditions, facilitating part assignments within the section, and communicating absences with the personnel manager.

Flutes – Joni Kinnan kinnanjoni@yahoo.com (515) 440-1321	Clarinets – Carrie Siepel cbs7562@yahoo.com (630) 204-1150	Double Reeds – Angela Sass sass.angela@gmail.com (515) 250-6756
Saxophones – Joseph Thering jtthering@gmail.com (608) 234-1678	Trumpets – Rob Graziano robertgraziano@mac.com (515) 988-1527	Horns – Cristina Deeds cmdeeds@yahoo.com (515) 221-1164
Trombones – Fred Lange phredleader@gmail.com (515) 710-2637	Low Brass – Brian Kinnan kinnanbr@yahoo.com (515) 440-1321	Percussion – Brett Umthun bumthun@marshalltown.k12.ia.us (319) 290-4610

### Board of Directors

The CIWE Board of Directors consists of members elected by the ensemble and the conductor(s) and executive director who are appointed by the board. The board attends to various organizational issues the ensemble encounters, such as membership, finances, and promotion. The board is also responsible for setting dates and selecting venues for rehearsals and concerts. The board welcomes any input from fellow CIWE musicians. Please let a board member know if you are interested in assisting with any special projects.

Executive Director Rich Thimmesch rmthimmesch@gmail.com (515) 964-4929	Conductor Christian Carichner cbc@iastate.edu (480) 686-7885	Conductor Mark Doerffel mdoerffel@grandview.edu (910) 520-6520
President Ryan Rowley rrowley@me.com (515) 664-4137 <i>Term expires: 6/30/2020</i>	Vice-President Rob Graziano robertgraziano@mac.com (515) 988-1527 <i>Term expires: 6/30/2020</i>	Treasurer Fred Lange phredleader@gmail.com (515) 710-2637 <i>Term expires: 6/30/2020</i>

Secretary, Personnel Manager Justin Wells justin.wells@ciwe.org (515) 306-5655 <i>Term expires: 6/30/2020</i>	At-Large, Communications Heather Hoffman-Richeson heatherahoffman@gmail.com (712) 790-3010 <i>Term expires: 6/30/2020</i>	At-Large, Webmaster Brian Kinnan kinnanbr@yahoo.com (515) 440-1321 <i>Term expires: 6/30/2020</i>
At-Large Joseph Thering jtthering@gmail.com (608) 234-1678 <i>Term expires: 6/30/2020</i>		