

Policy Handbook for the CENTRAL IOWA WIND ENSEMBLE 2023-2024

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

To build lifelong engagement in the arts by providing meaningful and challenging concert band experiences.

VISION

CIWE will be the Midwest's premier wind ensemble performing conscientious programming to appreciative, loyal, and diverse audiences.

VALUES

- We believe in the power of music to positively impact people
- We believe our performances should be accessible to everyone

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.

CIWE PERFORMANCE SEASON

- The CIWE season runs from September through May
- Rehearsals are held on Sunday afternoons from 4:00 – 6:00 pm at Franklin Jr. High
- 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

If 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, 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
- Biannual dues will no longer be collected
 - Members are encouraged to consider a contribution or monthly contribution through the donate link on CIWE's website
- 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.**
- **The last full rehearsal of each concert cycle is not able to be excused. That includes the October 22, December 10, February 25, and April 28 rehearsals for the 2023-2024 season. If you are unable to make the last full rehearsal of the concert cycle, we ask that you take a leave of absence for that concert. You may also receive permission to miss this rehearsal with a request to the conductor BEFORE any rehearsals begin for that concert series.**
- 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 an 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 the duration of one concert cycle and/or up to a full year. Members should contact their section leader and the personnel manager to say that a leave of absence will be needed prior to the start of the concert cycle and 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. A list of current openings will be posted to the website each summer. 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 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 and appropriate section leader will evaluate and determine the results of the auditions. Other members may assist with auditions as determined by the board.

CANCELLATION POLICY

In case of cancellation (i.e., due to weather), the Conductor and Board President will decide 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 – Rose Kundel rkundel@gmail.com (515) 460-0682	Clarinets – Carrie Siepel cbs7562@yahoo.com (630) 204-1150	Double Reeds – Janet Benest gbenest@gmail.com (641) 990-8310
Saxophones – Joseph Thering jtthering@gmail.com (608) 234-1678	Trumpets – Steve Newman dsmtrumpetguy@gmail.com (515) 556-7169	Horns – Cristina Deeds cmdeeds@yahoo.com (515) 221-1164
Trombones – Fred Lange phredleader@gmail.com (515) 710-2637	Low Brass – Brian Kinnan brian.kinnan@ciwe.org (515) 440-1321	Percussion – David Naylor dnaylormusic@gmail.com (314) 313-4069

Board of Directors

The CIWE Board of Directors consists of members elected by the ensemble and the conductor 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	Conductor Christian Carichner	
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rmthimmesch@gmail.com (515) 964-4929	cbc@iastate.edu (480) 686-7885	
President James Deeds jrdeeds@gmail.com (515) 371-9970 <i>Term expires: 6/30/2024</i>	Vice-President Vacant <i>Term expires: 6/30/2024</i>	Treasurer Fred Lange phredleader@gmail.com (515) 710-2637 <i>Term expires: 6/30/2024</i>
Secretary, Personnel Manager Justin Wells justin.wells@ciwe.org (515) 306-5655 <i>Term expires: 6/30/2024</i>	At-Large, Communications Heather Hoffman-Richeson heatherahoffman@gmail.com (712) 790-3010 <i>Term expires: 6/30/2024</i>	At-Large, Webmaster Brian Kinnan brian.kinnan@ciwe.org (515) 440-1321 <i>Term expires: 6/30/2024</i>
At-Large Joseph Thering jtthering@gmail.com (608) 234-1678 <i>Term expires: 6/30/2024</i>	At-Large Rose Kundel rkundel@gmail.com (515) 460-0682 <i>Term expires: 6/30/2024</i>	At-Large Derrick Hawks derrickhawks@gmail.com (515) 491-5243 <i>Term expires: 6/30/2024</i>