



# **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 2019, they are:

President	Scott Baxendell
Vice President	Natalie Miner
Secretary	Jeanine Rose
Treasurer	Sharon Detzer
Business Manager	John Folmer
Librarian	Terry Perkins (with Terry Mingle, and Colleen Thomas)
Member-at-Large (2 yr)	Emma Gage
Member-at-Large (1 yr)	Colleen Thomas
Member-at-Large (1 yr)	Barbara Jo Williams

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:	Dick Martin, with assistance from Mary Ann Fadale
Membership Manager:	TBD
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.



**Nick Pauldine**  
607-216-7938

**Music Director/Conductor:** Nick Pauldine was chosen by the membership in early 2019 as Music Director/Conductor, to provide musical leadership for the organization in 2019 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 fairly 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 Homer Senior 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.

# 2019 CORTLAND OLD TIMERS BAND

Nick Pauldine, Director/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  
Jeanine Rose  
Sarah Willis

## CLARINET (13)

Jackie Baxendell  
Cathy Bertini (*when available*)  
Morgan Clayman  
Mary Ann Fadale  
Michael Mancuso  
Edward O'Rourke (*when available*)  
Kathy Owens  
Bella Pauldine  
Nick Pauldine  
Terry Perkins  
Kaitlyn Rude  
Jackie Thompson  
Barbara Jo Williams

## BASS CLARINET (2)

Mike Allmendinger  
Mike Hoag (*when available*)

## OBOE/ENGLISH HORN (2)

Jana Hallberg  
Meredith Mucaria

## BASSOON (2)

Ashley Daniul  
Amanda Jaye Nauseef

## ALTO SAXOPHONE (6)

Sharon Detzer  
Gabe Fadale  
Emma Gage  
Patrick Perfetti  
Colleen Thomas  
Dannette Tomlinson

## TENOR SAX (2)

Nicholas Darling  
Michael Wickham

## BARITONE SAX (1)

Jim Reagan

## TRUMPET (14)

Mark Baxendell  
Charlie Bertini (*when available*)  
Larry Biviano  
Meredith Corey  
Kaycee Hall  
Kiana Herr  
Zach Johnson  
Brandon Manning  
Dick Martin  
Natalie Miner  
Vincenzo Perfetti  
Nick Petrie  
Gary Shiffer  
Molly Wagner

## FRENCH HORN (6)

Lydia Allen  
Liz Eleck  
Kelly Lutz  
Varya McCaslin-Doyle  
Kim Sanderson  
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 (2)

Eileen Allen  
Ana Shore

## PERCUSSION (5)

David Alexander  
Lynne Curtis  
Brian Mingle  
John Rose  
Mark Suben

## BAND ANNOUNCER (1)

John Folmer