

WEST MICHIGAN  
CONCERT *Winds*

**Recipients of the 2005 John Philip Sousa Foundation  
Sudler Silver Scroll Award for  
Excellence in Community Bands**

*Gail A. Brechting  
Conductor and Music Director*

**MEMBER HANDBOOK  
2015-2016 SEASON**

**[www.wmcw.org](http://www.wmcw.org)**

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# WELCOME!

We are happy you have chosen to share your musical talents with the West Michigan Concert WINDS. We hope you have fun making new friends and great music. Your commitment and consistency in attending rehearsals and performances is very important. Every member is important, each and every week.

## OUR VISION, MISSION & HISTORY

### Our Vision

The West Michigan Concert Winds strives to be an outstanding concert band, recognized for its excellence both in West Michigan and across the nation.

### Our Mission

- To perform in various venues throughout Western Michigan, thus providing citizens expanded cultural opportunities and supporting the development of the performing arts in the area
- To attract skilled instrumental musicians to participate in challenging performances while engaging with others with the same passion for music

## A BRIEF HISTORY OF THE WINDS

The West Michigan Concert WINDS was founded as the Muskegon Symphonic Band in the fall of 1979 as a volunteer group of music educators and local residents dedicated to performing outstanding instrumental music in the community.

In 1986, the band formed a mutually advantageous affiliation with Muskegon Community College. The WINDS receives an influx of talented college musicians who rehearse and perform for credit each semester, and the college benefits from exposure in the community while enhancing its class offerings. The WINDS is an open volunteer auditioned ensemble, drawing members from much of the West Michigan area.

The WINDS love our music and enjoy sharing it with audiences, thereby enriching the cultural life of the community. We also love to travel, which has taken us from various cities within Michigan, to European festivals in England, Wales, Ireland, Germany, Austria, and Switzerland. In 1997 the WINDS began participating annually in the Red Cedar Festival of Community

Bands in Okemos, MI. Since 2010 the ensemble has added the Motor City Festival of Bands in Dearborn and Bands on the Grand Festival in Grand Rapids to its annual rotation of festival participation. Performing for their peers from other community bands and receiving adjudication, followed by coaching, from nationally recognized clinicians has been a great learning tool for the ensemble to hone its musicianship and technical prowess.

In April of 2005, the WINDS was one of six bands chosen to perform at the Association of Community Bands' national convention in Quincy, IL. The following year, the group was awarded the John Phillip Sousa Foundation's Sudler Silver Scroll, recognizing the WINDS as demonstrating high standards of excellence in concert activities over a period of several years and a significant and leading role in the cultural and musical environment in the community. More details can be found on the WINDS website.

On the heels of receiving this prestigious award, the WINDS applied for and was selected to host the Association's thirty-third national convention in May of 2011. Four years of planning and tremendous community support produced an event that set new standards for subsequent conventions.

The honor of hosting the ACB 2011 convention, coupled with the Sudler Silver Scroll, has served to propel the WINDS into sustaining a high artistic level while performing the more challenging compositions being written by today's composers of band literature.

## HOW WE'RE ORGANIZED

### THE BOARD OF DIRECTORS

#### Nature of the Corporation

The West Michigan Concert Winds is a non-profit 501(c)(3) corporation for federal tax purposes. This precludes the WINDS from attempting to influence legislation, becoming directly involved in politics, or conducting a profitable business that does not relate to musical work. Legally, the WINDS is a corporation.

## Board of Directors

The West Michigan Concert Wind's Board of Directors is entrusted with carrying forward the mission of the organization. It consists of both current members of WINDS and members of the local, business and artistic communities. The board is responsible for long range planning, fundraising, and the strategic direction of the organization.

Board members are elected to two-year terms of service to the membership. Bi-monthly board meetings are open to all band members and are posted on the website, along with further details on the board's responsibilities: <http://wmcw.org/board.htm>.

The Board's Executive Committee consists of the officers of the Board of Directors as well as the music director, business manager and personnel manager. The Executive Committee acts on behalf of the board between scheduled bi-monthly board meetings.

### 2015-16 West Michigan Concert WINDS Board of Directors

President

Howard Meade

231-798-3429 H

[hmeade1@frontier.com](mailto:hmeade1@frontier.com)

Vice President

Tom Jones

231-780-0273

[tsjones11@comcast.net](mailto:tsjones11@comcast.net)

Treasurer

Mark Schultz

231-780-0480 H; 231-736-3141 C

[mlslls@aol.com](mailto:mlslls@aol.com)

Secretary

Susan Peeples

231-563-6704 H

[sgpeeples@gmail.com](mailto:sgpeeples@gmail.com)

Past President

Kim Reynolds

231-828-4093

[sa3529@hotmail.com](mailto:sa3529@hotmail.com)

Member

Steve Vitto

231-730-2931

[vittosteve@yahoo.com](mailto:vittosteve@yahoo.com)

Members are encouraged to bring concerns and suggestions to the director, manager or board members at any time. If you have ideas or want to volunteer your time and talents, please contact any board member. Volunteers are the backbone of our organization. Your participation is very valuable!

## WINDS STAFF

The WINDS is supported by a variety of staff members to help it function smoothly. While a few are paid on a (very) part-time basis, most are volunteering their time and talents because they want to see the group succeed. Do not hesitate to contact one of them if you need assistance or have questions.

Conductor/Music Director  
Gail Brechting  
616-847-8800 H; 616-502-0554 C  
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Business Manager  
Joel Dulyea  
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Personnel Manager  
Marty O'Toole  
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rangermarty444@hotmail.com

Endowment Fund Rep.  
Vacant

Librarian  
Kim Reynolds  
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sa3529@hotmail.com

Website Manager  
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Recording Engineer  
Matt Lintula  
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# WHO WE ARE AND WHAT WE DO

## PERFORMING MEMBERS

The WINDS's annual season consists of several concert preparation periods, corresponding to the number of productions it performs each year. In addition to scheduled concerts, the WINDS often gives special performances in which all members are encouraged to participate. The SUMMER WINDS and the Sousa Band rehearse and perform outdoors in June and July. Typically each group gives three performances in as many weeks with just one rehearsal for each performance. This more informal group invites intermediate players to join for the summer.

In preparing for these concerts and appearances, the WINDS places many demands upon its members. Although the WINDS's members are volunteers, the commitment demanded is near that required of professional musicians. Members are responsible for several aspects of performance preparation and presentation as well as a financial commitment.

Touring continues to be a part of the outreach effort. In addition to many destinations within Michigan and the United States, the WINDS has undertaken three international tours:

1996 - England and Wales

1998 - Germany, Austria and Switzerland

2006 - Ireland and England

Performers, associates and friends pay for all related expenses when the group travels. Members may be able to receive financial assistance by participating in fundraising efforts directly linked to the tour.

### Prospective Members

Those considering becoming a member are invited to attend and play in the first few rehearsals of the MCC school semester (fall or spring) to get a sense of the group. An audition will then be scheduled with the WINDS music director. Those that are proficient on their instrument may be allowed to audition at other times; they should contact the conductor directly. Those joining the SUMMER WINDS need not audition but will be asked about their playing experience and skill level.

## Current Members

The music director may conduct re-auditions of the membership in a manner similar to prospective member auditions. The re-audition process ensures the musical health of WINDS and ensures every member is capable of managing the musical demands that are placed upon them. It also gives the artistic staff an opportunity to spend some time with each member to maintain familiarity with his musical skills.

## ASSOCIATES

The WINDS Associates 'section' is comprised of non-performing members who perform tasks such as rehearsal management, general administration, and a variety of short-term or one-time projects. These may include collecting dues and other payments, selling concert tickets or merchandise and ushering or otherwise managing 'front-of-house' activities during concerts.

Associates may join at any time during the season with the personnel manager. They are encouraged to participate in social and travel activities and are members in good standing to vote in membership matters. They are not required to pay dues but pay the same price as performing members for special events and travel.

## PERFORMANCES

Performances are the lifeblood of the WINDS. They are the reason members learn new music, dedicate themselves to many hours of rehearsal and donate many hundreds of hours of their time. It is through these concerts the organization makes progress toward its vision and mission. The policies set forth in this section are intended to enable the WINDS to present its music in the best possible fashion.

### Performance Calls

- Call time is the time members are to be in their place, ready to play. Being in place on time is necessary so that members can hear important announcements.
- Members are strongly encouraged to arrive early and give themselves plenty of travel and parking time.
- Before each concert, members are given a list of the call times, dates, and specific venue information for the performances.



- While members are in the concert hall, no eating, drinking, or smoking is allowed. Bottled water with caps in place is permitted.
- Valuables, excess money, expensive clothing, etc., should not be brought to performance calls. Members should not leave valuables in the dressing rooms. Neither the WINDS nor the concert hall will be responsible for lost items.

Performers also should:

- refrain from talking and pay attention to directions.
- refrain from wearing cologne, wear deodorant and practice good oral hygiene.
- not eat, drink or chew gum on stage. Bottled water with caps in place is permitted.

### Stage Etiquette

Proper stage etiquette requires each member during a concert to:

- smile and have fun!
- stay focused on the conductor through each number until the final cut-off.
- adjust his/her position in order to see the conductor.
- abide by the wardrobe requirements provided in this handbook -- a member may not perform unless she/he is properly attired.
- abstain from wearing large, distracting or sparkling jewelry.
- keep the use of makeup to a minimum.
- silence phones, watches with alarms, and pagers.
- not talk on stage.
- acknowledge the audience during applause by not moving the music on your stand until the conductor turns back to the band.
- not draw attention to any mistake made during the performance.

### Safety

Safety concerns require each member during a performance to:

- take responsibility for them self as well as assisting those nearby.
- sit down or exit the stage if feeling faint or ill.
- not exit off the stage lip unless steps are present.
- be familiar with exit doors on both sides of the stage.
- in the event of an emergency, follow the instructions of the stage manager.

## Personal Care

In order to ensure that members maintain their stamina and musical integrity during concert performances, each member should:

- rest vocally and physically both before the show and during intermission.
- eat a light meal before rehearsal and performance.
- drink plenty of water before, during, and after the shows.
- not consume any intoxicating substances. WITHOUT EXCEPTION, ANYONE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS WILL BE PROHIBITED FROM PERFORMING.

# HOW WE FUNCTION

## MEMBER COMMUNICATIONS

The WINDS has several methods of communicating information to members. Members are encouraged to take advantage of these options to answer their questions before contacting an officer or the conductor.

### Membership Handbook

This membership handbook is available on the members' website. Members are encouraged to refer to the handbook for policies and procedures. It is reviewed annually and noteworthy changes are presented to the entire membership for approval (vote by simple majority) at a meeting of the membership. Contact Personnel Manager Marty O'Toole if you have questions or concerns.

### Members' Website

Most information is available on the members-only website. The website features an up-to-date calendar which can be downloaded to one's electronic calendar or social media account, late-breaking news, files and forms, Board of Directors' meeting minutes, the membership handbook, a membership directory and staff contact information. Members may access the website at [www.wmcw.org/members](http://www.wmcw.org/members). Contact Webmaster Paula Whisman for a user name and password.

## Rehearsal Announcements

In order to maximize rehearsal time, announcements made at the beginning of rehearsal are kept as brief as possible. Only announcements regarding important WINDS business are appropriate for this time. Announcements should be arranged through the conductor before rehearsal begins.

## Newsletter

An occasional newsletter is distributed via email. This newsletter includes a variety of topics including rehearsal schedule reminders, upcoming performances and social events.

## Member Feedback

Members are encouraged to use elected and appointed members of the WINDS to express their ideas, concerns and provide feedback related to their involvement in the band. Representatives may provide members with updates on previous suggestions or help a member problem-solve. Ideas and suggestions are typically categorized and discussed, as appropriate, at upcoming meetings of the board of directors or the executive committee.

## FINANCES

### Ticket Sales

Members are encouraged to promote our concerts to family, friends and their social networks. Imagine, if each performing member were to sell just two tickets each, that's 150 additional people in the audience and over \$1000.00 of revenue for the WINDS!

Beginning in 2015, two concert tickets will be issued approximately four weeks before each performance to sell. The tickets will be numbered, assigned to each member and tracked. The member is responsible for returning the proceeds or unsold tickets by the dress rehearsal in the provided envelope.

### 2015-16 Ticket Prices:

- \$8.00 – Adults
- \$6.00 – Seniors (55+)
- Free – under 18 (with ticketed adult)
- \$10.00 - Chamber Concert

## Contributions

WINDS members are encouraged to become a financial supporter as well as a performer. Donations are what sustain our organization.

2015-16 Donor Levels – Donor names listed in each concert program

- Hurricane Club: \$250 or more (4 tickets to each featured concert)
- Gusty Winds: \$100-\$249 (2 tickets to each featured concert)
- Moderate Breezes: \$50-\$99 (1 ticket to each featured concert)
- Gentle Breezes: \$25-\$49

## Endowment Fund

WINDS members may also contribute by donating to the WINDS Endowment Fund administered by the Community Foundation for Muskegon County. This fund will provide an ongoing source of income to support the WINDS mission, while donors enjoy maximum income tax reduction for their gifts to the fund. Contact the Endowment Fund Chair, the Community Foundation at 231-722-4538 or [www.cffmc.org](http://www.cffmc.org), or any board member.

## MEMBER RESPONSIBILITIES

### Financial Responsibilities

Dues are an important component of each member's commitment to the organization. Dues help to offset the cost of purchasing and copying music, creating rehearsal tools, paying for rehearsal and performance spaces and much more. Without your investment in the organization, we would not be able to do all that we do. The WINDS offers several methods to fulfill this commitment.

After the fifth rehearsal of a particular semester, only those members who have paid dues for that period or have made alternate arrangements such as a payment plan will be considered in good standing. Members not in good standing are not permitted to perform in concerts or vote in membership matters or board elections. If problems arise that make it difficult for a member to keep up with dues, the member should discuss the situation with the personnel manager.

Other expenses may include fees associated with tours or social events which will be announced well in advance of any commitment. The WINDS accepts cash and checks payable to "WMCW," payments can be submitted before rehearsals. Any member whose check is returned by the bank for any

reason is liable for the band's costs in connection with the returned check as well as the amount of the check.

Dues Schedule to be paid by the fifth rehearsal of the semester

- Regular membership: \$30.00 per school semester
- Annual membership: \$50.00 per concert year
- Local student membership: \$20.00 per school semester
- MCC students enrolled for credit: no further charge
- Summer WINDS participants: no charge
- Guests may be invited by the conductor to play at no charge

Work-waiver

No one should be prevented from participating in the WINDS because of financial constraints. A member needing assistance may request a work-waiver each semester as needed from the personnel manager. An assignment (i.e. set/strike crew, administrative assistance) with a specific number of hours will be mutually agreed upon. The arrangement will be considered confidential between the member and the personnel manager unless there is a need for a member of the executive committee to be informed.

Alternate methods of payments are available. Examples include United Way payroll deduction, taking out advertising in concert programs and becoming a day sponsor at Blue Lake Public Radio on behalf of the WINDS. For more information contact the personnel manager or the WINDS president.

Wardrobe

The intent of a dress code is to ensure that no one performer draws attention because of what they wear. Each member is responsible for the acquisition and maintenance of his own performance attire, referred to as 'concert black.' When the WINDS alters its performance attire for themed concerts (i.e. Halloween,) members are individually responsible for their own wardrobe. Note that concert black is not typically worn at dress or tech rehearsals.

- Men: black tuxedo or black suit without any design; white pleated shirt, black cummerbund or vest, black bow tie, black socks and black dress shoes; no shiny or reflective jewelry, studs, etc.

- Women: black long or calf length dress, skirt and blouse, or slack suit; blouse with long or 3/4 sleeves (nothing sheer); black hosiery, conservative black shoes, conservative jewelry, if any.
- Summer WINDS uniform consists of a royal blue band shirt (purchased through the band), khaki or beige pants, brown belt, white socks and clean, all white shoes. Khaki or beige shorts may be worn if the temperature has reached 90° during the day.

### Sweat Equity

Moving equipment, chairs, and stands is a time-consuming and necessary part of rehearsals or preparing for a concert. Please plan to help set-up and/or tear-down at least one concert this season.

### Band Expenses

The WINDS reimburses members who incur expenses on behalf of the group that are preapproved by the business manager or board treasurer. To obtain reimbursement of such an expense, a member should submit proof of expense to the appropriate individual.

## REHEARSAL & ATTENDANCE

### Rehearsal Information

Rehearsals are Thursday evenings from 7:00 p.m. - 9:30 p.m. The schedule is published on the member page of [www.wmcw.org](http://www.wmcw.org). Rehearsals begin promptly at 7:00 p.m. Band members are encouraged to arrive early to warm up. The band room is open at 6:00 p.m. Please pitch in to set up chairs and stands if needed, and be courteous to those warming up. Because the group meets only once a week, a lot of music is squeezed into a short amount of time. Please come well practiced, prepared and attentive.

### Rehearsal Etiquette

- Be on time and come prepared to play.
- Pay attention to the director.
- During rehearsal, keep talking to a minimum and not at all while the director is talking.
- Silence phones, watches with alarms and pagers before rehearsal begins. \*\*
- No texting during rehearsal. It's rude and distracting to the other musicians.\*\*
- Encourage others, be positive and helpful to fellow musicians.
- Make sure your music gets to every rehearsal.
- There is no scheduled break during rehearsal. Feel free to get up when you need to stretch or use the facilities.

**\*\*Should someone be required to contact you during rehearsal (i.e. a doctor who's on call or parent whose child hasn't checked in yet), simply inform the conductor of the issue before rehearsal. That way she won't send out the evil eye...**

### Music Distribution

The vast majority of music performed during the regular season is distributed electronically. While limited hard copies may be available from the librarian, each member must ensure they have their own music at every rehearsal.

- Be sure the webmaster knows if your email address has changed.
- Discuss how to receive music with the librarian if you don't have an email account.
- No one is permitted to look through the music library without express permission of the librarian or the conductor.
- Any original parts must be photocopied and the originals be returned to the librarian.
- Black music folders may be checked out for the concert year. Folders must be turned in after the last concert of the season.
- After each concert, please leave your copied parts in the recycle box or destroy them.

### Attendance Policy

Attendance at rehearsals and performances is essential. You have committed to a musical organization that depends upon each player's presence to achieve full instrumentation, balance, and effectiveness. Consistent attendance is a sign of respect to the ensemble in general and your section in particular.

Attendance at dress rehearsals is required to play the concert. Important last-minute music changes are often made, so it is critical that all members are present. Rare cases may be approved by the conductor. Note that concert black is not required at dress or technical rehearsals.

If a rehearsal absence is absolutely necessary, call the music director or your section leader (who will pass the message along.) Or, call the MCC band room between 6:00 and 7:00 p.m. Thursdays at 231-777-0278. Students enrolled for college credit must report all absences to the conductor. The director is available Thursday evenings from 6:00-7:00 p.m. in the MCC band room office.

# MEMBER WELLBEING

## Standards of Conduct

As an organization affiliated with Muskegon Community College, the WINDS accepts and promotes the various non-discrimination, behavior and safety policies laid down by that institution. They start with:

*It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters.*

*It is the policy of Muskegon Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that harassment of students and employees at the college relating to any of the above-protected categories is unacceptable conduct and will not be tolerated.*

The entire policy is available at the following links:

- Non-Discrimination, Equal Opportunity and Diversity:  
<http://www.muskegoncc.edu/pages/3128.asp>
- Code of Conduct for Students and Visitors:  
<http://www.muskegoncc.edu/include/club%20info/code%20of%20conduct%20for%20students%20and%20visitors.doc>

## Privacy

- The WINDS compiles a directory of its membership to be used only for WINDS business and to facilitate communication among members. The directory and any information contained therein are not to be released to anyone who is not a member, and may not be used by members or anyone else for solicitation or other non-WINDS business purposes.
- Members are expected to respect other members' privacy by keeping internal communication confidential.
- Frequently, the WINDS appearances, rehearsals, or events are recorded and photographed. Membership in the WINDS implies consent in perpetuity to the assignment of all personal broadcast, recording, and photographic rights to the WINDS for any and all such recordings and/or photographs.

##



# NOTES

## SECTION LEADERS

### Flute

Anita Lauterberg  
231-893-7598  
arlanita@aol.com

### Double Reed

Anita Benes  
616-842-3487  
benesa@gvsu.edu

### Clarinet

Linda Browand  
616-402-4772  
lbrowand@grandhaven.org

### Saxophone

Marty O'Toole  
213-557-4499; 805-279-5134 texts  
rangermarty444@hotmail.com

### Trumpet

Gary Oberlin  
616-886-1790  
goberlin6@aim.com

### Horn

Susan Peeples  
231-563-6704 H  
sgpeeples@gmail.com

### Trombone

Vince Browand  
231-766-1833  
browandvc2@ymail.org

### Euphonium

Teresa Dunn  
231-286-7074  
tmdunn@spncpas.com

### Bass

Kim Reynolds  
231-828-4093  
sa3529@hotmail.com

### Percussion

Sandy Beck  
231-557-6057  
harpnhorn@yahoo.com

**If a rehearsal absence is absolutely necessary**, call the music director or your section leader (who will pass the message along.) Or, call the MCC band room between 6:00 and 7:00 p.m. Thursdays at 231-777-0278. Students enrolled for college credit must report all absences to the conductor. The director is available Thursday evenings from 6:00-7:00 p.m. in the MCC band room office.