

Cupertino Symphonic Band Members’ Handbook

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Welcome From the President

Welcome to the Cupertino Symphonic Band. You have become a member of an active, successful organization of adults brought together by their love of music.

We believe that music is important in our society. The Cupertino Symphonic Band provides a place for musicians of varying expertise to express their talents, Learn and grow as performers and enjoy the company of other musicians.

The mission of the CSB is: to promote music appreciation and support music education in the community. The Band’s activities throughout the year are selected with our mission statement in mind.

The success of the Cupertino Symphonic Band depends upon each member. If we all volunteer to do a small portion of the necessary work, we will continue to be successful. We request that you attend concerts and rehearsals regularly, offer suggestions about the Band and ENJOY your association with us. If you have any questions, please contact me or any of the Band Officers.

Once again, welcome to the Cupertino Symphonic Band

Sincerely,

Fleurette Sevin
President

History of the Band

The alumni of high school bands are often nostalgic about the time spent on the football field and in the practice room. For those lucky enough to have a music director that inspired and challenged their creativity, their memories are even stronger. Mr. Robert Gomez provided that kind of leadership to his students. What better way to honor his commitment than with a gift of music.

In the spring of 1989, a 155 piece alumni band gave Mr. Gomez such a gift. Former school band members from 12 different states and spanning the 22 years of Mr. Gomez' tenure at Cupertino High School, returned for a surprise appearance at the High School Spring Concert.

Many of the former students hadn't played since leaving high school; some had become accomplished musicians. A group of the alumni wanted to continue performing. With the perseverance of alumnus Wilbert Rimper and with Mr. Gomez agreeing to conduct, the Cupertino High School Alumni Band was formed.

The band soon began accepting members from the community, both beginners and seasoned musicians. Expansion brought not just new faces in the group, but also a new name, the Cupertino Symphonic Band, and a commitment to keep music alive. Public performances, music demonstrations in elementary schools, concerts in retirement homes and financial awards for promising student musicians are among the ways that the Band has met this goal.

Objectives of the Band

The objectives of the Cupertino Symphonic Band are:

- 1) To present musical performances for the community, in a variety of settings, and covering a broad range of music selections.
- 2) To make contributions in support of music education programs in the community.
- 3) To provide financial awards to promising high school students planning to continue their musical studies.

Band Status

The Cupertino Symphonic Band is a tax exempt, non-profit organization under Section 501 (c) (3) of the Internal Revenue Code. It conducts business according to the "Bylaws of the Cupertino Symphonic Band".

Band Organization

- **Conductor-**

Mr. Robert Gomez studied oboe at *San Jose State University* and received a Master's Degree in School Administration from the *University of San Francisco*. Mr. Gomez has been the Music Director at *Cupertino High School* for thirty years. Under his direction, the high school band has played for three United States Presidents and participated in the Rose Bowl and Cotton Bowl celebrations. Mr. Gomez has conducted several Honor Bands in the state of California, and is a former Vice-President of both the State and County Band Director's Associations. He has been

the Music Director of the Cupertino Symphonic Band since its founding in 1989. Mr. Gomez received the prestigious John Philip Sousa Award for his contributions to band music. The Santa Clara county Office of Education honored Mr. Gomez as the Fremont Union High School District's *Teacher of the Year* for 1998.

- Assistant Conductor-

Mr. Tom Narcisso serves as Assistant Conductor. He is a baritone saxophonist in the band, but also plays several other instruments. Experienced in "big band" groups, Mr. Narcisso is the leader of CSB's jazz band ensemble.

- Board of Directors

The board consists of the President, Vice-President, Secretary, Treasurer, Immediate past President, and three "Directors at Large". See Appendix A for a current listing of board members and Appendix B for a description of each office.

- Librarian

The Board of Directors appoints the Librarian; see Appendix A. A description of the duties of the Librarian is contained Appendix B.

- Public Information Officer

The Board of Directors appoints the PIO; see Appendix A. A description of the duties of the Librarian is contained Appendix B.

- Section Leaders

Section Leaders are selected by consensus of the section members. Section Leaders are responsible for the overall organization of the section, including assignment of parts and assuring availability of music. See Appendix A for the current list of Section Leaders and Appendix B for a complete description of duties.

Music

- Distribution

New music is distributed at the beginning of the season and usually after each concert. New folders are available at the beginning of the season. All active members who have paid their dues receive a folder of music and an "inventory list". Each member is responsible for the music issued to him or her.

- Return

At the close of each season, members shall turn in their music. The music will be checked against the inventory and returned to the band library.

- Master Folders

A master folder of music is maintained for each instrument. These master folders are available at each rehearsal and concert for use by new or temporary members and those who have

forgotten their issued music. **Master folders may not be removed from the band room! They must be returned to your section leader after each session.**

Rehearsal

The Band rehearses every Wednesday evening from 7:00 – 9:00 PM at the Cupertino High School band room, 10100 Finch Ave, Cupertino CA.

The Band usually takes a 4 – 6 week summer vacation in July and August. Vacation dates will be announced each year after the final concert schedule has been set.

Attire

Concert Attire is divided into formal and casual.

- Formal Attire

Men:

Black tuxedo or dark suit
White shirt
Black shoes and socks
Black bow tie

Women:

Black dress or black pants or skirt/white blouse/black jacket
Black shoes

- Casual Attire

Men:

CSB polo shirt or similar white short-sleeved polo shirt
Black pants
Black shoes and socks

Women:

CSB polo shirt or similar white short-sleeved polo shirt
Black pants
Black shoes

For outside summer concerts it is recommended that members bring a hat and sunglasses.

Equipment

Band members are occasionally required to provide their own music stands for concerts. Stands are provided at the high school for rehearsal. In the event that chairs are not provided at concert sites, members will be required to assist in the transport of chairs to and from the band room. You may also bring your own chair, which ideally should be a black fold-up type of chair.

Cost

Annual membership dues are \$40. Annual membership renewal is due at the start of the fall season in September. New member dues will be prorated from the September start date.

Appendix A

Board of Directors CSB 2003 – 2004

<u>OFFICE</u>	<u>NAME</u>	<u>TELEPHONE</u>	<u>INSTRUMENT</u>
President	Fleurette Sevin	private	Oboe
Vice President	Ande Jacobson	private	Clarinet
PIO	Melinda Sanders	private	Clarinet
Secretary	Jenna Hutchison	private	Flute/Piccolo
Treasurer	Jim Hane	private	French Horn
Past President	Bob Sheets	private	French Horn
Director at Large	Denise Erskine	private	Clarinet
Director at Large	Glen Richbourg	private	Tenor Sax
Director at Large	Larry Foster	private	Trumpet

Section Leaders CSB 2003 – 2004

<u>SECTION</u>	<u>NAME</u>	<u>TELEPHONE</u>
Flutes	Nancy Sheets	private
Clarinets	Jack Stanley	private
Double Reeds	Fleurette Sevin	private
Saxophones	Liz Doughty	private
Trumpets	Larry Foster	private
French Horns	Bob Sheets	private
Trombones	Fred Wahl	private
Baritones and Tubas	David Williams	private
Percussion	Mike Bastian	private

Appendix B

Board of Directors - Description of Duties

President

- Presides at all meetings of the Board and general membership.
- Assures the on-going organization of all band activities.

Vice – President

- In the absence of the president, performs the duties of the presidency.
- May chair special committees.
- Applies for all band funding.

Secretary

- Maintains all written records of the CSB including the Bylaws and seal of the corporation.
- Maintains written agendas and minutes of all meetings of the Board and the membership.
- Maintains a current membership roster.
- Prepares and distributes the Band newsletter to the membership on a periodic basis.

Treasurer

- Maintains the funds of the Band.
- Maintains records of all business transactions.
- Prepares and certifies the financial statements of the Band.

Directors at Large

- Attend meetings of the Board of Directors, providing votes and input.
- Perform duties as assigned by the Board.

Past President

- Attend meetings of the Board of Directors, providing votes and input.
- Perform duties as assigned by the Board.

Appointed Positions - Description of Duties

Librarian

- Maintains charge and custody of all music of the Band.

- Coordinates preparation and distribution of current music for all Band members.
- Maintains temporary folders of current music.

Collects and coordinates return of music to the library at the conclusion of each concert season.

Public Information Officer

- Manage creation of the concert programs and flyers.
- Manage communications between the band and the outside world.
- Manage or maintain the CSB web site.

Section Leaders

- Assumes responsibility for the overall organization of the section.
- Assigns parts for each piece of music (consults with the Music Director as needed).
- Organizes the section for all concerts to assure that all parts are covered. Consults with the Music Director and President if absence of any players may impact certain selection or the concert as a whole.
- Acts as liaison with the Librarian to assure that all members have the required music. Keeps an extra set of parts in case a member is absent or a prospective new member wants to play. Makes copies or requests them from the librarian.
- Maintains a current roster of section members so they may be notified of changes to concerts, rehearsals, or other matters. Serves as first point-of-contact on all band information.
- Promotes consistent membership by maintaining contact with section members, especially if they miss three unplanned consecutive rehearsals. Refers problems or potential resignations to the President.
- Acts as a mentor (or assigns another person to do this) to new members, particularly those with limited musical background.
- Assists in putting music back in the Band's central file as requested by the Librarian.