



An instrumental voice for the GLBTQA community

Symphonize Along with Us

2022-2023

Member Handbook

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Chapter I: About the Orchestra

Welcome

Whether you are a seasoned member or joining the orchestra for the first time, your participation is greatly appreciated. This handbook is designed to be a resource for members regarding policies and procedures of the Minnesota Philharmonic Orchestra. If you have questions that are not addressed here, please feel free to [contact a board member](#).

The MPO was founded in 1993 by Kevin Ford, a gay man who had a vision of a gay and lesbian orchestra that would strengthen and build fellowship with and within the GLBTQA community through the performance of classical music. Although Kevin succumbed to complications from HIV-AIDS in 1995, the organization he created continues to grow and diversify. Today, the MPO includes players from a variety of backgrounds and orientations who share a commitment to inclusivity, nondiscrimination, and to the performance of works by underrepresented composers.

Our Mission

The Minnesota Philharmonic Orchestra seeks to provide diverse arts entertainment of the highest quality, resulting in increased visibility for the musical talents of the GLBTQA community.

Our Vision

The vision of the Minnesota Philharmonic Orchestra is to provide its diverse membership with opportunities to serve our local community through:

- Musical performances of the highest quality which feature works by underrepresented composers such as GLBTQA artists, women, and people of color.
- Informing and educating our audience about the relevance of the music we perform.
- Affirming and showcasing the talents and capabilities within the GLBTQA community.
- Supporting the efforts of other GLBTQA organizations.
- Creating healthy social opportunities for people to be themselves safely, openly and honestly.

Concert Schedule

MPO typically performs three “subscription” concerts a year, as well as other community outreach performances. The concerts are typically scheduled for November March, and May or June on Saturday evenings. Performance venues vary. In some years, MPO performs additional free community concerts in the summer and a children’s concert during the regular season. Additionally, MPO hosts an annual “salon” fundraiser featuring small ensembles.

Concert Dates

*For 2022-2023, known concert dates are **November 5, 2022 at The O’Shaughnessy (St. Catherine University), March 11, 2023 at The O’Shaughnessy (St. Catherine University), and May 20, 2023 at Ted Mann Concert Hall (University of Minnesota-West Bank)**. Additional performance dates will be announced as soon as they are determined.*

Board of Directors

The MPO operates under a Board of Directors. MPO members should feel free to contact any board member with questions or concerns they wish to be discussed at a board meeting. Current board members are listed on MPO's website. Board members may be approached at rehearsals or contacted at board@mnphil.org, a group email received by all members of the board and the Artistic Director/Principal Conductor (ADPC).

Board members are elected by the membership at the annual membership meeting. Board meetings are held monthly and are open to MPO members. The board meeting schedule, agendas, and minutes are available upon request from secretary@mnphil.org.

2022-2023 Board of Directors (* indicates playing members)

Derek Waller, President*

Daniel Meyer, Vice-President*

Ron Brunk-Parker, Treasurer

Kenneth Kusiak, Secretary*

Isabel Arenivar, Operations Director*

Raymond Cannon, At-Large Member*

Rebecca Eilers, At-Large Member*

MPO Committees

The MPO is a volunteer organization; the work needed to keep the orchestra in business and growing is coordinated and performed by board members, committee members and other volunteers. Please consider offering your time and talent or recruiting friends, family, and colleagues to offer their time and talent to the MPO by serving on one of the current standing committees.

- *Executive.* The executive committee is comprised of the four (4) Executive Officers of the organization and serves as the executive leadership team of the corporation and manages all aspects of running the organization.
- *Finance.* The finance committee handles all financial matters for the organization and facilitates annual financial planning, reporting, bookkeeping, and oversees tax and regulatory matters.
- *Operations.* The operations committee handles internal / membership communications, concert production planning, and general administrative activities.
- *Marketing.* The marketing committee handles all external communications, press/media relations, member relations and communication, and marketing activities including social media.
- *Governance.* The governance committee handles general governance matters, board recruiting and management, and policy development.
- *Development.* The development committee creates and executes on the organization's fundraising campaigns and strategy, manages all donor relations, and plans and executes all fundraising events.
- *Programming.* The programming committee collaborates with the ADPC in the planning of all concerts' musical selections, themes, solo artists/features, and other musical/artistic aspects of concerts.
- *Human Resources.* The HR committee manages all personnel (e.g. interns, paid staff, volunteers, and members), and employment issues. These committee functions may be addressed by the Executive Committee if board membership is low.

Chapter II: Membership

Membership

Membership is open to all interested and qualified adult musicians. Members may be subject to audition, at the discretion of the ADPC, Concertmaster, and/or Section Leader. The number of musicians in each section may be limited based on need as determined by the ADPC in consultation with the Board. [All members must complete an online membership form at the start of the season to provide current contact information and concert availability.](#)

Membership is determined by payment of dues for any concert during a season. For example, if a musician performs in and pays dues for only one concert, they are considered a member for the entire season. A member who does not play during a season may maintain membership by payment of dues for at least one concert cycle in a season.

Termination of an MPO member's membership may occur for just cause and requires a majority vote of the Board of Directors. Examples of just cause include chronic unexcused absences or violations of orchestra policies.

Membership Dues

MPO is supported in part by member dues. Your financial contributions help with the cost of music, staff costs, venue rental, and production expenses. Membership dues are determined at the start of each fiscal year by the MPO Board of Directors. The current dues for the MPO are \$25 for each of the three major concerts performed. [Dues may be paid as a single lump sum of \\$75 at the beginning of the concert season or by concert via a web form.](#) Member dues are payable by the third rehearsal of each concert played.

Work Exchange in Lieu of Membership Dues

MPO does not turn away members because of an inability to pay dues. If the amount required is a barrier to participation, members may offset a portion, or the entirety, of their member dues by arranging a work exchange. MPO reserves work exchange for individuals who have serious financial limitations in order to make membership accessible for all.

Please contact the Operations Manager (operations@mnphil.org) to arrange a work exchange. **Work exchanges should be arranged with the Operations Manager by no later than the third rehearsal.**

Tasks can include assisting with:

- Rehearsal assistant (set up/tear down);
- Music organization or other librarian assistance as needed;
- MPO office duties and organization;
- Data entry;
- Volunteer supervision;
- Community outreach;
- Moving/transporting rental instruments or equipment;
- Correspondence or thank you's;

- Fundraising or other special events;
- Having friends or family usher at concerts;
- Participating significantly on a committee; or
- Grant writing

Annual Meeting

The MPO is a member-managed organization. Member participation in an annual meeting is essential to the functioning of the organization. Business conducted at the meeting includes election of the Board of Directors, a financial overview of the organization, a review of the prior season, and a preview of the next season. It is also an opportunity to provide feedback on the performance of the Board of Directors and the ADPC. The date and place will be announced about four weeks prior to the meeting. A quorum of 50% of members in good standing is required to conduct business.

MPO Member Communications

The MPO's primary form of communication with membership during the season is a weekly member email. All members are expected to read this information. [Members must complete a membership form online and provide a current email address.](#)

MPO Website

The MPO web address is www.mnphil.org. View our website for information about the MPO concerts including dates, locations, and purchasing tickets online.

Rehearsals

The ADPC may distribute a general overview of the rehearsal schedule at the start of a rehearsal cycle. However, a detailed schedule for each rehearsal is provided in the weekly member email.

Rehearsals are held at the Music Hall at Augsburg College, 2211 Riverside Ave., Minneapolis (see map, Appendix C), on Tuesday nights from 7 p.m. – 9:30 p.m. with a short break in the middle. If the regular rehearsal site is not available, an alternate site will be picked by the MPO board and communicated in the weekly member email. Dress rehearsals are usually the Thursday night before the concert in the performance space.

Attendance

It is imperative that all members be seated and ready to tune promptly at 7:00pm. We understand travel can sometimes be difficult during the winter months, and there are many reasons one might be late on occasion. We ask you to please do what you can to arrive on time. If you will arrive late to rehearsal, please email attendance@mnphil.org. Once you arrive, join the orchestra as quickly and quietly as possible, do not wait for a pause or break to join the orchestra. Enter and get set-up as quickly as possible.

The Music Hall doors may be locked beginning at 7:00pm. If the doors are locked when you arrive, please text the Operations Director or rehearsal assistant indicated in the weekly member email.

Attendance Statement of Principle:

The Minnesota Philharmonic Orchestra (MPO) is a volunteer community symphony orchestra, and its Artistic Director/Principal Conductor (ADPC) and board of directors believe the ensemble's musicality and artistic output is greatly enhanced when all members playing a concert cycle are present for each and every rehearsal of the cycle.

Members are therefore strongly encouraged to make a full and robust personal commitment to the organization each concert cycle and agree to attend as many of the scheduled rehearsals as possible.

Realizing that every absence detracts from the orchestra's musical excellence, MPO's board and ADPC apply the policies here to each concert cycle in a season.

1. **Definitions:** Absences are either planned (i.e., the member knows ahead of time that they will be absent for a particular rehearsal) or unplanned/emergent (such as in the case of illness).
2. **Absence Procedures:** Members who need to be absent for a rehearsal will notify orchestra personnel via attendance@mnphil.org giving as much advance notice of the absence as possible. Winds and brass players are responsible for attempting to secure a substitute from the active sub list. It is also expected that all winds and brass players will make photocopies or scans of their music and deliver it to their section principal by the second or third rehearsal so that wind parts are always available.
3. **Tracking Attendance:** Weekly attendance will be monitored by section leaders.
4. **Repeat Absences:** When a member has accrued two absences, the section principal and ADPC will then arrange a conversation among the parties, either in person or electronically. This subsequent conversation will include a reiteration of this attendance policy and should address whether the member is permitted to play the concert if a third rehearsal is missed.
5. **Dress Rehearsal:** Members may not schedule planned absences for the final dress rehearsal before a concert. If a member cannot attend the dress rehearsal because of a planned absence, the member should be in contact with the ADPC and their section leader to reevaluate whether they should commit to the concert cycle.
6. **Guest Musicians:** Guest musicians are musicians who are engaged to fill unforeseen sectional or position vacancies, such as with emergent absences of regular members. Guest musicians are not considered orchestra members unless they elect to pay dues. If a guest musician is engaged, that individual must rehearse at least two rehearsals prior to the concert, except during extreme, last minute exigencies. An exception is musicians who only fill small parts and who may just attend the dress rehearsal.

Please also see the Inclement Weather Policy below.

Concert Procedures

Call time for all regular season Saturday night concert performances is typically 1.5 hours prior to the concert start time, at which time all musicians should be on stage ready for warm-up. Call times will be communicated in the weekly member email.

Cases and personal belongings will be assigned a room or location where they can be left. All members will be responsible for their personal items.

Inclement Weather Policy

The board will consider canceling concerts or rehearsals due to weather by reviewing weather reports, venue availability, and road closures. The board will use email as a primary communication to orchestra members. Other communication may include voice mail and social media. Final decision on cancellation is at the discretion of the board of directors' executive committee.

Decisions will be made in as much advance as possible and final decision will be communicated no later than 4:00 PM on a given concert or rehearsal day.

The board will communicate any changes to the planned concert schedule with MPO audience members by all available means.

Concert Attire

It is essential for the orchestra to create a professional public appearance. Concert dress for all regular season concerts is all black, though any change for a particular concert will be communicated to the membership with sufficient notice. Musicians have the option to add a small splash of solid color, such as a colorful tie, scarf, socks or shoes. Please be respectful of other people who have sensitivities and **avoid perfumes or cologne**. Any questions regarding appropriate attire and appearance can be sent to a board member.

Attire quick check (all musicians):

- All black (no white shirts)
- No tuxedo; suit jackets permitted, but not required
- Shoulders should be covered; ¾ to full-length sleeves preferred
- No jeans or denim
- No sneakers, flip-flops, or open-toed shoes
- Optional splash of solid color

Section Principals

Section principals are appointed or auditioned by the ADPC.

General Responsibilities

- Maintain proficiency on instrument
- Limit absences to one or none if possible, and arrange for sub if absent
- Come prepared and on time for all rehearsals
- Practice music prior to rehearsals
- Work with the ADPC to establish bowings, articulation, breathing, etc., as needed
- Provide assistance and advice to section members with notes, fingerings, musicality, etc.
- Schedule any mini-sectionals and lead them as needed.
- Lead by example in productive rehearsal etiquette (shhhhhh!)

Other Responsibilities

- Welcome and reach out to new members and provide them with your contact information. You are the primary contact person for your section members.
- Maintain your section's contact information.

- Reach out to section members who have missed 2 or more rehearsals during the concert cycle to see if they will be playing at the concert or not. Remind members of the handbook provision, which outlines the attendance policy. Alert the ADPC and Board if the member continues to miss rehearsals.
- Help ensure all music is turned in from your section after each concert and at the end of the season.

Seating

Rotation within sections during each concert season may be determined by the concertmaster in the violin sections, and by the section principal of each other section, in collaboration with the ADPC.

Music Folders and Music

All music provided by the MPO, including photocopies, must be returned to the orchestra librarian (librarian@mnphil.org) immediately after a concert or in a timely fashion if you leave the group. Failure to do this will result in invoicing you for full replacement costs plus any fees or shipping.

Members will be charged for lost, delayed, or damaged music and for any fees for rental music turned in late to the librarian. We typically rent music for twelve weeks at a time (longer than other orchestras), and we usually have to return rented music immediately after a concert.

The MPO has purchased folders for each member. Please handle these with care, as they are the property of the MPO. Each member is responsible for each folder; any abused or damaged folder or music will be replaced at that member's expense. If you need a folder, please see the MPO librarian.

The concertmaster and/or sectional principals may email bowed or marked music to their section or participants prior to the start of rehearsals. In some cases, members may need to transfer measure numbers, fingerings, bowings, tempi, or other directions into original copies. Please do this as soon as you are able. Do not change bowings without consulting with the concertmaster or ADPC. In general, please mark responsibly using a soft leaded pencil and avoid extraneous markings.

Practicing

Learning the music is the responsibility and privilege of each member. It is expected that all members practice the music at times other than the scheduled rehearsals. If you are having difficulty with a passage, phrasing, bowing, fingering, etc., please let your section leader know. It is unlikely that you are the only one and a sectional may help everyone. Above all, please play your best. Your best is what our audience comes to hear. The ADPC is always available for questions and assistance with any and all of the music being performed.

Rehearsal Etiquette

Please keep talking to a minimum during rehearsal and be focused and courteous. Cell phones should be put on silent or turned off while in rehearsal and in performances. Even cell phones on vibrate or low volume are disturbing to your fellow orchestra members. If a member has a special need for their phone (such as a sick loved one), please use your best judgment and consider discussing this issue with the ADPC and section leader prior to the beginning of rehearsal.

Chapter III: Policies

The MPO has developed formal policies to address the following topics:

- Anti-Discrimination Policy
- ADA Compliance Notice
- Confidentiality
- Harassment Free Environment Policy
- Conflict of Interest Policy
- Grievance Policy

These policies can be found in [Appendix B](#) to this Member Handbook.

Chapter IV: Bylaws

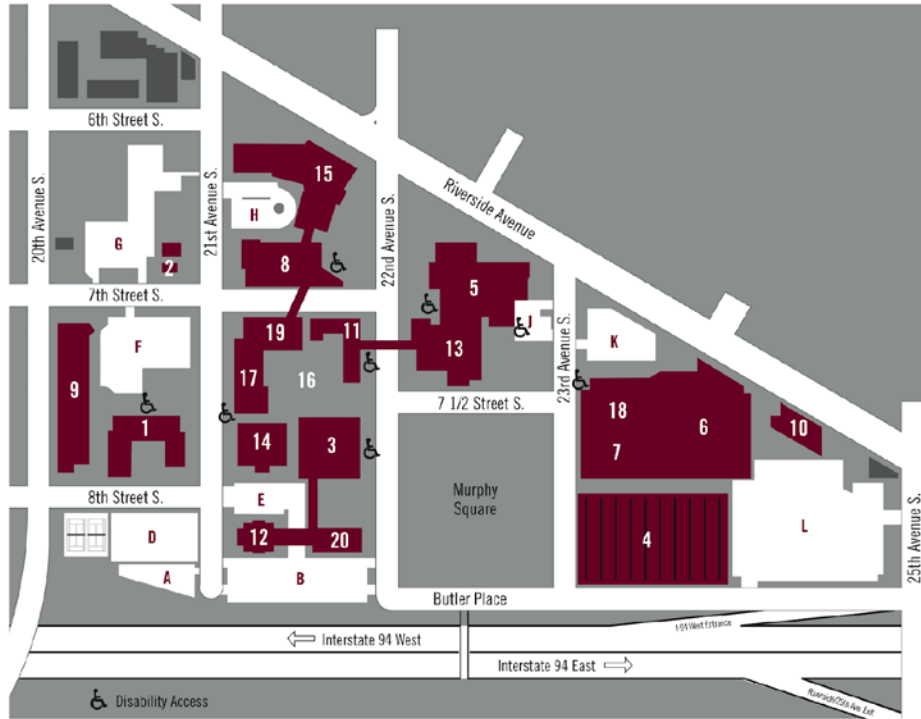
A copy of the current Bylaws is available at mnphil.org in the Member Resources section.

Appendix A: Rehearsal Location Map

Rehearsals are in Music Hall, number 13 on the map.

The map provides parking locations, but be aware that there is also street parking available.

**AUGSBURG
COLLEGE**



incaill
Library

COLLEGE MAP INFORMATION

1. Anderson Residence Hall
2. Center for Counseling and Health Promotion
3. Christensen Center (Office of Admissions)
4. Eder-Nelson Athletic Field and Seasonal Air Structure
5. Foss Lobeck Miles Center
6. Ice Arena
7. Kennedy Center
8. Lindell Library
9. Luther Hall
10. Maintenance and Grounds Shop
11. Memorial Hall
12. Mortensen Hall
13. Music Hall
14. Old Main
15. Oren Gateway Center
16. Quad
17. Science Hall
18. Si Melby Hall
19. Sverdrup Hall (Enrollment Center)
20. Urness Tower (Department of Public Safety)

Parking Information

- | | | |
|-----------------------------------|--------------------------|--|
| A. Visitor Parking | E. Resident Parking | J. Faculty/Staff Parking |
| B. Resident Parking | F. Resident Parking | K. Commuter Parking |
| C. Commuter Parking | G. Faculty/Staff Parking | L. Faculty/Staff/Commuter/Resident Parking |
| D. Faculty/Staff/Commuter Parking | H. Guest/Metered Parking | |

Updated 7/13

Appendix B: Policies

Anti-Discrimination Policy

The MPO follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, religion, national origin, gender, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all MPO employees, contractors, members, and volunteers.

This policy also applies to internal promotions, training, opportunities for advancement, termination, relationships with outside vendors and customers, use of contractors and consultants, volunteers, and in dealing with the general public. This policy also applies to membership.

ADA Compliance Notice

In accordance with the Americans With Disabilities Act (ADA) and our own organization's Mission and Vision Statements, the Minnesota Philharmonic Orchestra (MPO) has a commitment to making its services, programs and activities accessible to all segments of our community.

All rehearsal and performance facilities used by the MPO have accessible parking, entrances, restrooms, ramps and seating. It is the policy of the MPO to provide accommodations with advance request, such as assistive listening devices or large print programs for persons with disabilities who attend our performances. Requests may be submitted to info@mnphil.org. In addition, the MPO shall not discriminate against a qualified individual with a disability in its application procedures, the auditioning, training, or any other terms, conditions and privileges of membership.

Confidentiality

The MPO is sensitive to the confidentiality issues of its members. Members may request that their names or photos be withheld from publications by contacting operations@mnphil.org.

Harassment Free Environment Policy

The Minnesota Philharmonic Orchestra wants to provide a distraction-free environment for all its members. This policy strictly prohibits unlawful harassment on the basis of protected classes including race, color, sex, gender, national origin, citizenship status, familial status, status with regard to public assistance, religion, age, disability, or sexual orientation.

The MPO is also committed to an environment that is free of intimidating or threatening remarks or behavior. Orchestra members who experience any of the kinds of behavior described here should report that behavior in the manner described below.

Examples of harassing behavior

- Making sexual advances, asking for sexual favors or making sexually suggestive comments, offering benefits in exchange for sexual favors.
- Making sexual comments or jokes, or using graphic or sexually degrading language to describe someone.

- Passing around or displaying sexually suggestive or obscene printed materials, pictures or objects.
- Making unwanted physical contact, such as: patting, striking, pinching, grabbing, or fondling.
- Using derogatory “slang” names to individuals or to members of an entire group.
- Making teasing jokes or derogatory remarks about another’s age, race, sexual orientation or any of the protected classes listed above.
- Contributing to an atmosphere that makes the environment hostile or offensive for another orchestra member or guests.

Reporting Harassment

If you believe you have been harassed or have witnessed harassment, report the behavior immediately. The MPO board president (president@mnphil.org) should be your initial contact for reporting any type of harassment. Additionally, you may approach the ADPC or other members of the Board of Directors to address your concerns.

Response to Reported Harassment

The President or other members of the Board of Directors will investigate complaints as thoroughly and promptly as possible. The information gathered in the complaint will be kept as confidential as possible. If an investigation shows harassment has occurred, the orchestra will take prompt and appropriate corrective action up to and including immediate termination of the membership of the offender.

Retaliation

The orchestra prohibits retaliation against anyone who has reported harassment or assisted in investigating harassment complaints. If an investigation reveals that retaliation has taken place, the Board will take corrective action up to and including immediate termination of the membership of that individual(s).

False Complaint

The orchestra prohibits the use of its harassment complaint procedure for improper, malicious, or ill-intended purposes. The orchestra will take corrective action, up to and including termination of any orchestra member who abuses this policy by knowingly lodging a false complaint of harassment.

Conflict of Interest Policy

MPO has adopted a policy compatible with Minnesota Statutes, Section 317A.255 concerning conflicts of interest as they pertain to nonprofit organizations and their directors. If you would like to view a copy of this policy, you may contact the Secretary of the Board of Directors.

Grievance Policy

Regular and effective communication between members reduces the likelihood of a misunderstanding and/or conflict. The MPO board members expect and encourage members to communicate openly and regularly so that the interests of the MPO are best served.

Informal Process

If a member believes a grievance has occurred or exists, that member should discuss the grievance with the current elected MPO board president with the objective of resolving the matter. To initiate the grievance process, the member must inform the MPO board president that the complaint is at the informal grievance level. The grievance can be initiated no later than thirty (30) calendar days following the alleged event or action. Proceedings should be kept as confidential as possible. However, in the event that the board president is not available, the member may report the grievance to any other Board officer.

Formal Process

Step 1.

If, after the informal discussion a grievance still exists, the member may initiate a formal grievance procedure. This grievance must be in written form, dated and signed by the grievant, and delivered to the MPO board president. Within 14 days, the board president shall meet with the grievant, who may be accompanied by a chosen representative. The board president shall indicate disposition of the grievance in writing within 14 days of the meeting and shall furnish a dated copy thereof to the member. An agenda item will be made of the issue at the next scheduled board meeting. A brief discussion will inform the board of the grievance.

Step 2.

If the member is not satisfied with the decision rendered in Step 1, the member and/or chosen representative may request and be granted a hearing before the Board of Directors. If the board is not scheduled to meet that month, or the board has already met within the previous 7 days, a special meeting will be scheduled. During this hearing, the grievant will present a case to the board. The members of the board will continue to discuss the grievance in private until they reach a two-thirds majority resolution. Upon rendering its decision, the MPO secretary will draft the disposition in writing to the grievant or chosen representative and the recipient of the grievance. All parties involved agree to comply with the decision delivered at this time. The board's decision will represent the final word regarding the grievance.