



Canberra City Band Inc.

Patron: The Honourable Margaret Reid AO

ABN 41 960 913 842

Postal Address:-PO Box 198, Dickson, ACT 2602

NEW MEMBER DOCUMENTATION

- § Letter of Introduction
- § List of Executive, Section Managers and other Officials
- § Fee Schedule
- § Action List
- § Membership Form





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Dear Musician,

2008

LETTER OF INTRODUCTION

Thank you for your interest in Canberra City Band. We are always delighted to welcome new players, and hope that you will find CCB an enjoyable band to play with – both musically and socially.

The purpose of this letter is to introduce you to the activities and people of the band.

The Concert Band rehearses each Tuesday from 7.30 to 10 pm in the band room in Watson. Spectrum rehearses each Monday from 7.30 to 9:30 pm.

After rehearsal, some people in the band usually head to the Tradies pub in Dickson for a drink or two. Hopefully someone will actively invite you: if not, please ask them to confirm where they are going and, if you are not a member of the Tradies, ask someone to sign you in.

On this first visit (assuming you plan to come again) please ensure the Music Director (and for Concert Band, your section leader) has your contact details (at this stage, phone and e-mail) and you have theirs. Entry is subject to approval by the Music Director and is dependent on the current instrumental lineup and playing ability.

We ask that, within four weeks, you make a decision as to whether you wish to remain with Concert Band or Spectrum long term. If this is the case, you will be required to become a Member of Canberra City Band by completing a membership form (attached) and paying annual fees (pro-rata as appropriate). Canberra City Band Inc is an Incorporated Association, and we urge you to review the Constitution (available from one of the Executive or through our website: www.canberracityband.com) and be aware of our responsibilities to you, and your responsibility to the Band.

Please find enclosed paperwork as referenced above to be reviewed and completed at your leisure as and when you decide whether to remain with the band. Once again, thank you for coming to Canberra City Band and – if you have any questions – please do not hesitate to ask one of the members listed on the attachment.

Kind regards,

(TBA)
*Music Director
Concert Band*

Rod Mason
*Music Director
Spectrum*

Michelle Austin
President



List of Executive and other Officials

Position	Name	Desking	Mobile
Music Director – Concert Band	TBA	Concert Band Podium!	
Music Director – Spectrum	Rod Mason ¹	Spectrum Podium!	0410 634 929
President	Michelle Austin	Horn 2	0403 214 879
Vice-President	Thomas Manley ¹	Clarinet 1	0413 302 998
Treasurer	Nicky Reading	Alto Sax 1	0417 244 355
Secretary	Sandra Cruikshank ¹	Clarinet 1	0412 298 336
Band Manager	Thomas Manley ¹	Clarinet 1	0413 302 998
Webmaster	Thomas Manley ¹	Clarinet 1	0413 302 998
Uniforms/Canteen	Karen Adams	Flute 2	0419 322 372
Librarian	Bernie Evans	Flute 1/Piccolo	0408 594 874
Gig Manager	Steve Wellar	Percussion	0402 854 053
Facilities Manager	Bob Wood ¹	Baritone Sax	0412 962 580
General Committee Members	Simon Mitchell	Bass trombone	0438 549 350
	Alicia Tito	Horn 1	0414 864 904
	Kim Hubbard ¹	Trumpet	

Email Addresses

Position	Email
Music Director – Concert Band	md@canberracityband.com
Music Director – Spectrum	md@spectrum.canberracityband.com
President	president@canberracityband.com
Vice-President	vicepresident@canberracityband.com
Treasurer	treasurer@canberracityband.com
Secretary	secretary@canberracityband.com
Band Manager	bandmanager@canberracityband.com
Webmaster	webguy@canberracityband.com
Uniforms/Canteen	uniforms@canberracityband.com
Librarian	librarian@canberracityband.com
Gig Manager	gigmanager@canberracityband.com
Facilities Manager	facilitiesmanager@canberracityband.com
Concert Band	concertband@canberracityband.com
Spectrum	spectrum@canberracityband.com

List of Section Leaders (Concert Band only)

Section	Leader
Flutes/Oboes	Bernie Evans
Clarinets	Sandra Cruikshank
Saxophones/bassoon	Nicky Reading
Trumpets	Julie Watson
French Horns	Alicia Tito
Trombones/Euphoniums	Simon Mitchell
Basses/Percussion	Steve Wellar

SCHEDULE OF FEES

¹ Plays with Spectrum

The financial year for CCB runs from 1st February until 31st January.

SUBSCRIPTIONS

Annual subscription fees are requested within 30 days of the beginning of the new financial year (that is, by the beginning of March) or within 4 weeks of your first rehearsal. Full fees received within this time frame will be entitled to a discount of 25%.

A (further) discount of 10% is available to each individual with more than one family member playing in the band, and affiliate membership is available to non-playing members.

Naturally it is preferable if full annual membership is paid as soon as possible at the beginning of the new financial year. This makes budgeting easier, makes personal overall annual membership considerably cheaper – and makes my job as Treasurer much more pleasurable! Additionally, only financial members of CCB are eligible to vote at the Annual General Meeting.

UNIFORMS

All members of CCB must perform wearing official band uniform.

For the Concert Band the formal uniform consists of white shirt (CCB logo shirt, or own white shirt for women, plain white dress shirt for men); black trousers or skirt; crested blazer; crested tie for men; black socks; black shoes; and band hat. Blazers, hats and ties are issued through the bandroom. Deposits are required for blazers and ties and are fully refundable on the return of *clean* uniform items. The casual Concert Band uniform consists of black pants/skirt and shoes, the CCB polo shirt and CCB cap. Polo shirts and caps are issued to financial members.

Uniform for Spectrum consists of your own black shirt, white shirt and black trousers; any tie; Spectrum hat (supplied – optional).

PAYMENT

Payment for subscriptions and uniforms can be made either by cash, bank deposit, credit card/PayPal or a cheque made out to *Canberra City Band Inc.* Either give payment directly to me (Nicky), otherwise cheques can be left in the Treasurer's pigeon hole on the stage or handed to a member of Spectrum who is on the Committee (currently Sandra, Tom and Kim as at May 2008).

Bank deposits can be made at a Westpac branch or over the Internet. Please ensure you include your name in the payment reference field so as the deposit can be attributed to you (it's a good idea to email me the receipt). The bank details are:

BSB: 032-727

Account Number: 000157101

Reference: "Your Name CCB Fees" or "Your Name Spectrum Fees"

Credit Card / PayPal payments can be made online by clicking on **Members** -> **Fees** from the website: <http://canberracityband.com>. Remember to include the player's name(s).

Invoices will normally be made available for collection at the following rehearsal.

FUNDRAISING

Canberra City Band Inc is a non profit organisation and seeks to raise additional funds through fundraising. Boxes of chocolates are available to take from the bandroom and sell at workplaces/local communities etc. Please speak to Alicia Tito or any other committee member for more information. There are also Canberra City Band branded items such as stubby holders and glasses available for purchase. As an incentive, the individual who raises the most money through fundraising is excused from paying fees the following year!

If you have any questions or concerns regarding fee payment, *please* come and talk to me or send me an email.

Nicky Reading

Treasurer

treasurer@canberracityband.com

SUBSCRIPTIONS 2008

ANNUAL FEES

Full (playing) membership	\$160 ²
Family member (10% discount)	\$144 ³
Associate membership	\$25 ³

Important note: full annual subscription fees received by the beginning of March (or within 4 weeks of your first rehearsal) will be entitled to a 25% discount. Therefore, rates will be:

Full (playing) membership	\$120 ³
Family member (10% discount)	\$108 ³
Associate membership	\$22.50 ³

For members joining after the beginning of the financial years, these fees will be calculated pro-rata.

Payments MUST be received by the beginning of March (or within 4 weeks of your first rehearsal) to be entitled to the 25% discount.

UNIFORM

CONCERT BAND UNIFORM

Blazer deposit	\$25	repaid in full when returned <i>clean</i>
Tie	\$10	\$5 repaid when returned <i>clean</i>
Hats	\$20	
Black skirt/trousers	-	buy personally
Plain white shirt - women	\$40	or buy plain shirt personally
Plain white business shirt – men	-	buy personally
Black socks	-	buy personally
Black shoes	-	buy personally
Polo shirt	-	provided by CCB (additional shirts available for a fee)
Cap	-	provided by CCB (additional caps available for a fee)

SPECTRUM UNIFORM

Black hat (optional)	-	Provided by CCB
Black shirt and White shirt (varies)	-	buy personally
Black pants	-	buy personally
Black shoes	-	buy personally

² Pro-rata if joining after the start of the financial year

ACTION LIST

If deciding to join Canberra City Band, please liaise with the following individuals:

N°	Action	Completed
1	Talk to the relevant Music Director and advise him/her of your intention to join the band. Ensure he/she has your full contact details (md@canberracityband.com md@spectrum.canberracityband.com)	
2	The Music Director may arrange for a simple audition to assess your playing ability	
3	Talk to your Section Leader (Concert Band only) and confirm your decision and your sitting position	
4	Complete membership form and return to Sandra (Secretary) in person, via the Secretary's pigeon hole up on the stage or by email (secretary@canberracityband.com)	
5	Arrange payment of fees (cash/cheque/credit card/deposit) and let Nicky (Treasurer) know with a note in the Treasurer's pigeon hole or by email (treasurer@canberracityband.com)	
6	Talk to your Section Leader (Concert Band only) to arrange subscription to the appropriate <a href="mailto:<section>@canberracityband.com"> <section>@canberracityband.com mailing list	
7	Tom (Webmaster/Vice President) will subscribe you to the spectrum@canberracityband.com mailing list (Spectrum only) and update the online Spectrum spreadsheet with your contact details (and provide you with the username/password)	
8	Talk to Karen (Uniform Official) regarding fitting of uniform (uniforms@canberracityband.com)	
9	Talk to Bernie (Librarian) about copyright matters and state registration. (librarian@canberracityband.com)	

That's it - welcome aboard!



Canberra City Band Inc.

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ABN 41 960 913 842

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MEMBERSHIP OF CANBERRA CITY BAND INC

I am applying for Ordinary Membership Affiliate Membership (non playing member)

Name:		Primary Instrument:	
DOB (if under 18):		Other instruments:	

I play with Spectrum Concert Band

CONTACT DETAILS:

Mobile:		Email:	
Work Phone:		Email:	
Home Phone:		Address:	

I understand and accept that my personal details given above (including suburb but NOT street address) will be made available to other members but not to the general public. I have marked any fields I don't want public with an asterisk (*). Tick the box ONLY if you DO NOT agree to this:

STATISTICAL INFORMATION:

Number of years with CCB Inc:		
How did you find Canberra City Band Inc?	<input type="checkbox"/> Friend	<input type="checkbox"/> Referral from another band
	<input type="checkbox"/> Website	<input type="checkbox"/> Am a returning player
	<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> NSW Band Association
	<input type="checkbox"/> Saw a gig	<input type="checkbox"/> Other:
How did you find the website?	<input type="checkbox"/> Google	<input type="checkbox"/> Link from another website
	<input type="checkbox"/> Heard about it	<input type="checkbox"/> Other:
I am interested in helping out in some way (there's lots to be done!):		<input type="checkbox"/>

ACCEPTANCE:

I apply to become a member of *Canberra City Band Inc* for the current year. If I am admitted as a member, I agree to be bound by the rules of the association for the duration of my membership.

Date:

.....
(Signature of applicant)

Membership approved by Committee on: