



# New Horizons Music Handbook 2013



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## **Welcome**

Welcome to the University of Dayton New Horizons Music Program, which is a partnership between the University of Dayton Special Programs and Continuing Education and the University of Dayton Department of Music. You have made an important choice for yourself from which both you and the music program shall benefit by your participation. Hopefully, you will find the experience rewarding and fun, as do other members around you and throughout the program. You are a welcome new addition and are invited to feel at ease in the musical, learning endeavor. Relax, ask questions, learn from your mistakes and the mistakes of others, practice, and have fun!

## **Core Values**

Provide social interaction for older adults.

Promote fun in an enjoyable, nurturing, respectful, non-threatening and learning environment.

Provide an opportunity for entry and re-entry levels for music making.

Provide an educational, emotional and physical stimulation for adult music making.

Encourage membership diversity.

Encourage intergenerational and instructional opportunities.

Remain associated with the University of Dayton music program.

Maintain a welcoming and encouraging atmosphere.

## **New Horizons Philosophy**

The New Horizons Music Program is an exciting opportunity for adults over 50 to learn a musical instrument or to rediscover long-forgotten skills. This program provides a combination of education, meeting new friends, and participating in a variety of events as an important part of a group, all while learning to play an instrument.

New Horizons emphasizes the connections music draws to the past, present and future, and the associations it creates between participants and other individuals and cultures. Because of this, learning music with New Horizons can have a significant impact on members by allowing for profound reflections while also having fun and gaining a new skill. Playing an instrument also has positive health benefits such as the manipulation of finger, hand and arm movements, breathing, rhythmic feeling, utilization of both sides of the brain and strengthening of facial muscles.

New Horizons Music Program is unique as it emphasizes the learning (or re-learning) of active music making. While the typical community band tends to cater to those who are accomplished on their instruments, the New Horizons Program accommodates those who want to try something new or begin polishing

those skills that might be a bit rusty. We believe that it is never too late to start! Our teaching philosophy is based on the fundamentals of playing with a good tone, playing by ear before reading music and developing a solid sense of ensemble rhythmic feeling. Teachers instruct in a relaxed, non-threatening and enjoyable atmosphere.

### **International Organization**

When you join New Horizons, you not only become part of our University of Dayton program, but you have an opportunity to become a member of an international organization as well. There are over 200 New Horizons Music programs throughout the United States, Canada, and beyond. Each year there are opportunities to attend New Horizons Music Camps at various locations throughout the U.S. and abroad. For more information on NHM programs around the world, visit [www.newhorizonsmusic.org](http://www.newhorizonsmusic.org).

### **New Horizons at UD**

The University of Dayton currently offers two concert bands: one at the beginner level (blue band), and the other at the intermediate level (red band). You can decide which group to enter and can switch at any time. There is also a jazz band for those who play at the intermediate level or better. Instruments taught include the flute, oboe, bassoon, clarinet, saxophone, trumpet, French horn, trombone, baritone/euphonium, tuba and percussion. Small ensembles are also available, such as quartets and trios.

Where two or more parts exist for a section, these parts may be rotated among the players from piece to piece. It is important for all players to have the opportunity to play all parts, as all parts are important. The opportunity to play solos will also be shared. Any player will always have the option to decline a lower-numbered part or a solo. The directors can help in establishing a fair mix of parts and solos.

### **Rehearsal Location**

We currently rehearse at Temple Beth Or at 5275 Marshall Road, Kettering, OH 45429. This is a convenient location with ample parking and handicap accessibility. This location contains areas for group practice, small group instruction, sectionals and socializing and hospitality.

Red & Blue concert bands rehearse on Thursdays from 8:45 a.m. to 10 a.m.

The jazz band rehearses on Thursdays from 10:30 a.m. to 11:45 a.m.

Small Groups rehearse at 10:30 a.m. to 11:30 a.m.

Social half-hour at 10:00 – 10:30 a.m.

Instruments may be rented or purchased from any local music dealer or in some cases from the University of Dayton Department of Music.

### **Performances**

There will be at least one performance scheduled per term; often two or three performances are scheduled. Members have the option of participating in performances. Always bring your music stand as well as clips and stand weights when playing in outside performances and a stand light (if you would like) for indoor performances.

### **Rehearsal Attire**

Unless otherwise specified, the following attire is expected for band performances:

Indoor concerts: Red shirt. Black below the waist including black shoes and socks. The red polo/golf shirts with the New Horizons Band logo are preferred. These are available for purchase from the band.

Outdoor concerts: Red shirt. Khaki below the waist. Comfortable shoes.

Smaller ensembles determine their own performance attire.

### **Practice Cancellations**

NHB will NOT meet if **Kettering City Schools** are closed or delayed due to bad weather/poor driving conditions. Thus, stay tuned to local media for school closings.

### **Concert Decorum**

All players should arrive at a concert venue with their music placed in performance order in a provided black concert folder.

Courtesy demands that we remain quiet when conductors are addressing an audience. Talking among ourselves is distracting to the speaker, and can easily be heard by some of the audience.

Just prior to the start of a piece, raise your instrument to playing position at the director's signal (unless you will not be playing the first several measures).

It has been said that the few seconds just before and just after a piece belong to the piece. At the conclusion of a piece hold your playing position until the conductor lowers his or her hands.

When invited to stand, face the front (not the conductor), don't fiddle with music, talk, etc. This is your "bow" and "thank you" to the audience for coming and

applauding.

## **Personal Considerations**

### **Name Tags**

Please wear yours! Please place your name card on your music stand as well (this helps our guest conductors know who is who.) Remember that name tags help us get acquainted. Also, name tags are important to colleagues and medical personnel in case of an emergency. Please write your emergency information on the back of your name tag.

### **Name Address Email**

We will communicate to you about various things including music to be played in the next practice, information about upcoming performances, information about social opportunities and general updates about your band. We prefer to communicate with you via email; however, other accommodations can be made for those who do not have email.

### **Rehearsal Courtesy**

Be ready, be in place, be warmed up and ready to play when the conductor is on the podium. If you must be late please wait for the end of the piece to be seated.

Bring your stand and have your music ready and in practice order.

Listen - When on the podium our conductors and mentors deserve our full attention. Save conversation for the break. If you need help, ask the conductor for help rather than your neighbor.

Don't "noodle" - Playing your instrument when the conductor or mentor has stopped is discourteous to the conductor and to those around you.

Practice - Learn your part at home. Rehearsal time is the time for us to come together and improve as an ensemble.

Move - At the end of a rehearsal, vacate your chair as quickly as possible so that you are not delaying the start of a subsequent rehearsal or delaying those who are replacing the chairs to the rehearsal area's specifications.

### **Individual Respect and Courtesy**

We are committed to respect the individual in our group. We come together to play music and follow the motto of New Horizons International – Your Best Is Good Enough.

### **Executive Committee**

Your organization has an Executive Committee that is comprised of an elected President, President-Elect, Treasurer, Secretary and Chairs of the committees listed below.

### **Committees**

Social – organize the after-practice coffee time and seasonal parties.

Hospitality – membership care including communication with absent members who are ill or unable to attend.

Communication – communicate with those without email, act as webmaster, maintain email and phone list of members.

Music Library – responsible for all band music.

Gig and Concert Opportunities – contacts venues for concerts by the various ensembles.

Facilities/Equipment/Transportation/Setup – responsible for room set up for practices and concerts.

Publicity – prepare news releases and distribute information about concerts.

### **Concerts and Gigs**

There will be at least one performance scheduled per term and often two or three performances are scheduled. Members have the option of participating in performances but are highly encouraged to do so to gain the full New Horizons experience.

### **Social Functions**

From time to time, we will schedule social functions to include members to get to know each other outside of practice or concert environments. Attendance at social functions is encouraged, though optional.

### **New Horizons/UD Relationship**

UD Special Programs and Continuing Education sponsor the University of Dayton New Horizons Band. Visit: [go.udayton.edu/newhorizonzband/](http://go.udayton.edu/newhorizonzband/) to learn more or register. You may also call 937-229-2347 for more detailed information.

### **UD Student participation**

During one or both semesters, UD Music Department students will attend practices and work with our members in small groups, for individual lessons or as guest conductors. We encourage interaction among students and band members.

## **Appendix**

The following items are included in this Appendix

By-Laws

Strategic Plan Document

*“New Horizons is a shot of cortisone for your retirement.”*

**BY-LAWS OF THE  
UNIVERSITY OF DAYTON NEW HORIZONS MUSIC PROGRAM**

ARTICLE I. – NAME

The name of this organization shall be **The University of Dayton New Horizons Music Program** sponsored in partnership between the University of Dayton Special Programs and Continuing Education and the University of Dayton Department of Music.

ARTICLE II. – PURPOSE

Section 1.1

The purpose of this organization shall be to provide musical education, training and performance opportunities for persons age 50 and older.

Section 1.2

Our mission is to encourage and maintain an organization that provides a beginning or re-entry point for individuals who want to learn and perform all types of instrumental music in a variety of ensembles.

ARTICLE III. – MEMBERSHIP

Section 3.1

Any person age 50 and older shall be eligible for membership in this organization provided that they observe by the By-laws and General Policies.

University of Dayton music students who participate in the New Horizons Bands are welcome as honorary members but without vote.

Section 3.2

No member shall incur or contract any indebtedness on behalf of this organization without the authority of the Executive Board.

ARTICLE IV. – EXECUTIVE BOARD

Section 4.1

The Executive Board consisting of eleven members shall be the governing body for the Organization. The Executive Board shall oversee all administrative details of the Organization.

Section 4.2

Membership of the Executive Board shall consist of all officers and committee chairs. The Executive Board holds meetings as needed. The Executive Board has the authority to create, combine, and/or eliminate committees.

The Officers appoints Committee Chairs.

## ARTICLE V. – DUES

### Section 5.1

There are no dues.

## ARTICLE VI. – MEETINGS

### Section 6.1

The regular business meeting of the Organization shall be held on the last Thursday of **April** unless otherwise determined by the Executive Board.

### Section 6.2

The general meeting shall be known as the Annual Meeting and shall be for the purpose of electing a President, President Elect, Secretary, and Treasurer, to receive reports of the current officers and the appointment of Committee Chairs.

### Section 6.3

The Executive Board shall meet after the Annual Meeting to prepare the agenda for the next fiscal year that will begin September 1.

### Section 6.4

Special meetings may be called by the President or by the Executive Board or by written request of five (5) members of the Organization provided that each member is notified by email. Ten (10) days notice is required. In case of emergency, at least three (3) days notice shall be given. The purpose of the meeting shall be stated in the call.

### Section 6.5

A quorum of the Organization shall consist of those members present.

### Section 6.6

The Director of the New Horizons Band program will serve as an advisor and ex-officio member of the Executive Board. The Band Directors are non-voting members of the Organization but are automatically welcome to attend all official meetings.

## ARTICLE VII. – OFFICERS AND THEIR ELECTION

### Section 7.1

Elected Officers: The elected officers of this Organization shall be President, President Elect, Secretary, and Treasurer. Their terms are for one year.

### Section 7.2

The offices of President, President Elect, Secretary and Treasurer shall be elected at the Annual April meeting and shall be a one-year term. Nominations may be made from the floor, provided that the consent of the nominee has been secured.

The new officers shall assume their duties at the close of the meeting at which they are elected.

### Section 7.3

Vacancy: A vacancy in any office shall be filled by the Organization at any meeting by a majority vote, provided notice has been emailed to each member and posted on the bulletin board or information table at least ten (10) days prior to the meeting. In addition, the President or a representative from the current Executive Board will announce a vacancy at rehearsals. Nominations may be made from the floor and voting shall be the same as in Section 7.2. At its discretion, the Executive Board may appoint a member to fill such vacancy until the next regular meeting.

### Section 7.4

Term Limits: The maximum term for each officer shall be no more than two years in the same position.

## ARTICLE VIII.- DUTIES

### Section 8.1

President: The President shall preside at all meetings of the Organization and of the Executive Board.

### Section 8.2

President Elect: The President Elect shall preside at all meetings of the Organization and of the Executive Board in the absence of the President, and shall perform such duties as may be requested by the President and shall succeed to the office of President in the event of a vacancy and at the end of the President's term.

### Section 8.3

Secretary: The Secretary shall keep accurate records of the proceedings of the meetings of the Organization and the Executive Board and Officer meetings and maintain records in which the articles of association, by-laws, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded. Copies of the minutes shall be sent to the Executive Board via email. The Secretary shall destroy all obsolete correspondence and keep the official membership roll and call the roll when it is required and, in the absence of the President and President Elect, call the meeting to order and preside until the election of a Chair Pro-tem occurs. All past minutes and correspondence will be retained for a period of three (3) years.

### Section 8.4

Treasurer: Collects fees for special purchases, shirts, and other group needs. University of Dayton Special Programs & Continuing Education deposits transactions for all income. All income must be delivered to the Special Programs & Continuing Education office. Checks should be made out to "University of Dayton."

## ARTICLE IX.- COMMITTEES

Section 9.1 Social: organize the coffee time and seasonal parties; organize social events

Section 9.2 Hospitality: membership care

Section 9.3 Communication: communicates with those without email; maintain email and phone list of members

Section 9.4 Music Library: responsible for all band music

- Section 9.5 Gig and concert opportunities: contacts venues for concerts by the various ensembles
- Section 9.6 Equipment: responsible for room set up for practices and concerts
- Section 9.7 Publicity: prepare news releases and distribute information about concerts; NHIMA local representative

#### ARTICLE X. – FISCAL YEAR

The fiscal year shall begin the first day of September in each year and end the last day of August in the following year.

#### ARTICLE XI. – PARLIAMENTARY AUTHORITY

The Rules contained in Robert’s Rules of Order shall govern the proceedings of the Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any other special rules of order the Organization may adopt.

Approved: April 28, 2011

Adopted: April 28, 2011

Amended: September 21, 2011

Amended: October 19, 2011

Proposed Draft: February 6, 2013

# UNIVERSITY OF DAYTON NEW HORIZONS MUSIC PROGRAM STRATEGIC PLANNING DOCUMENT

December 2012

## Core Values – Last for the life of the organization

Provide social interaction for older adults.

Promote fun in an enjoyable, nurturing, respectful, non-threatening and learning environment.

Provide an opportunity for entry and re-entry levels for music making.

Provide an educational, emotional and physical stimulation for adult music making.

Encourage membership diversity.

Encourage intergenerational and instructional opportunities.

Remain associated with the University of Dayton music program.

Maintain a welcoming and encouraging atmosphere.

## Long Range Stretch Goals

UD Music Education is thoroughly integrated with the NHM program.

Financially will become a self-sustainable organization with and endowment to exceed \$2

## Purposes

Provide group music making opportunities for older adults, including those with no musical experience.

Create opportunities for future music educators to experience music learning among older adults.

## Actions

Publish and gain support for core values from members and from UD.

Develop a recruitment plan.

Enhance learning and social experiences between UD students and membership.

Staff will structure learning experiences based upon core values and membership input.

Continuously improve the member experience through the strategic plan.

Celebrate achievements with members and staff.

## Opportunities to Exceed Plan

Social and supportive environment  
Non-competitive, non-threatening  
Relationship with UD Music Ed program  
Motivation and talent of members  
Different music levels  
Performances – small group and community  
Consistent growth  
Strong, engaged Executive Board  
Active involvement by area music stores  
Increase in baby boomer generation

## Needs to reach our 3 – 5 year targets

Develop a creative marketing strategy.  
Create an effective recruitment strategy.  
Create a development plan.

## Value Proposition

Provide an opportunity for musical expression in later life.

## Threats to Making Plan

Lack of funding/financial stability  
Loss of connection to UD  
Uncertainty of rehearsal facility location  
Lack of available UD staff or changing UD staff  
Limited publicity  
Lack of understanding our purpose and philosophy  
Inconsistent growth  
Fewer performance opportunities  
Inability to control disruptive personalities  
UD students teaching in the program

## First Year (Annual) Priorities

Contact UD Marketing Dept. – student or faculty project.  
Create expertise list of members.  
Inquire among members who may have a marketing background.  
Brainstorm the names of marketing professionals in the Miami Valley area.  
Establish a recruitment committee to develop specific strategy.  
Establish concert opportunities for recruitment purposes.  
Make contact with senior centers.  
Make contact with Golden Flyers, LLI and other UD organizations.

Develop an individual donor program.

Critical Numbers This Year

Membership growth

Discretionary revenue