



# WEST MICHIGAN FLUTE ASSOCIATION

## MEMBER HANDBOOK

### 2020-2021

Find us on 

#### BOARD OF DIRECTORS

President: Stephanie Keeler  
Vice-President: Theresa Saroff  
Treasurer: Aline Snoeyink  
Secretary: Lisa Morris  
Asst. Treasurer: Emily Brown  
Past President: Jeri Blough  
Adult Personnel Director: Heather Keown  
Director Emeritus: Darlene Dugan  
Member-at-Large: Angela Wagenveld  
Member-at-Large: Karen Betz-Griewahn  
Member-at-Large: Melissa Grey

#### MUSIC DIRECTOR

**Adult Orchestra & Great Lakes Flutes**

Julie Sooy

*Contact info:*

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

616-403-3455 (C)

[www.westmichiganfluteassociation.com](http://www.westmichiganfluteassociation.com)

#### 2020 Rehearsals and Concerts

**Due to COVID19, there are no set rehearsals for the 2020 season.**

#### RECITALS

Take place Each November and May.

## MISSION

The purpose of the West Michigan Flute Association is to provide a showcase and a forum for the flute including performances by our ensemble, West Michigan Flute Orchestra. We provide the opportunity for performance, and the means to share knowledge, education and resources with those playing, performing, teaching and promoting the flute.

### West Michigan Flute Orchestra

The Flute Orchestra is composed of approximately 50 adult flutists who enjoy the opportunity to explore the flute choir repertoire, and is directed by Julie Sooy. Since its inception by Darlene Dugan in 1992, the Orchestra has used C flutes, piccolos, alto and bass flutes. In the 2002-2003 season, after a successful fundraising campaign, a contrabass flute was added to the flute family, with a second contrabass added in 2010 and a third contrabass added in 2018.

The Flute Orchestra has performed at National Flute Association conventions in Chicago IL, Columbus OH, Nashville TN, Kansas City MO, Charlotte NC, Washington DC, and Minneapolis.

The group also plays at various festivals and local events from time to time. Performances at festivals include White Lake Music Festival, Free at Three Series, Tulip Time Festival, and an annual performance at Grand Rapids Art Festival.

An audition is required for all prospective members. Julie Sooy should be contacted for audition information [juliesooy@gmail.com](mailto:juliesooy@gmail.com) (616) 403-3455.

### Great Lakes Flutes

WMFA's Chamber Choir, the Great Lakes Flutes, directed by Julie Sooy, consists of 10-12 Flute Orchestra members who have been selected by an annual audition to perform more challenging music. The smaller choir also performs works that are unsuitable for the larger orchestra.

An audition is required for all prospective members. Julie Sooy should be contacted for audition information (616) 403-3455, ([juliesooy@gmail.com](mailto:juliesooy@gmail.com)).

### High School Flutists

WMFA strongly believes in nurturing young flutists. We therefore have a group of youth players that perform with the Adult Orchestra on an ongoing basis. Adult Orchestra youth players must be at least 16 (10th grade), and audition to participate in the large ensemble.

## Membership Dues

Membership dues for the 2017-2018 season are:

Adult Flute Orchestra: \$100/year

Sustaining: \$200

Students: \$50

Associate: \$25

## Times and Places

The Great Lakes Flutes meet from 9:00am 10:00am, and the Flute Orchestra meets from 10:15am – 12:15pm at a designated location, predetermined before the season starts. Locations for this season can be found on the commitment form, and on the front page of the handbook. The Great Lakes Flutes generally rehearse on the same day as the adult orchestra. On the day of the concert, the rehearsal is held at the concert venue, unless otherwise noted.

## Rehearsal Requirements

Regular attendance is essential to the quality performance of the Flute Orchestra and Great Lakes Flutes, and every effort should be made to attend every rehearsal. Known conflicts should be noted in advance on the member Commitment form. An Excused absence is an absence that you noted on your commitment form in advance. An Unexpected absence is due to illness or family emergency that was not reported on your commitment form. These must be reported to Personnel Manager Heather Keown (269) 767-0193. Do not call the ensemble Director.

Each member will be allowed one (1) excused absence. A second absence (unexcused) will be brought before the ensemble Director and s/he will decide if, due to excessive absences, an individual may continue to play through the season.

## Music

The ensemble director determines what part each player receives. Parts are scanned into PDF files and are sent via email to WMFA members, along with a master seating chart. It is each member's responsibility to (1) keep WMFA informed of email address changes and (2) to verify that the parts received are the correct ones. The Director asks that you keep us updated if you own your own alto or bass flute, and if you have a preference with regards to playing large instruments. The Director makes every attempt to fairly distribute parts and individual solos. If you have a preference about playing a solo part, please also communicate this to the Director.

## Concert Attire

**Men:** Black tuxedo or suit; white shirt, black bow tie; black socks and black shoes

**Women:** black dress slacks or black skirt, with a black top (medium to long sleeves; NO sleeveless or short sleeve tops); black dress (medium to long sleeves); black hose or socks (should not be able to see through hose); black shoes.

## Board Member Descriptions

The **President** determines the meeting agenda, presides at all Board meetings, appoints committee members, and performs various other duties on behalf of WMFA.

The **Vice-President** assumes the duties of the President in his/her absence.

The **Secretary** takes minutes at board meetings, and distributes minutes via email to board members. S/he also keeps WMFA members informed about current events or relevant issues during the concert season via email newsletters, sends out postcard mailings, and keeps the membership roster updated.

The **Treasurer** is responsible for collecting and depositing all money. S/he pays bills and makes entries in Quickbooks to document activity. The Treasurer also provides monthly and quarterly written financial reports to the Board of Directors, prepares an annual budget and handles insurance for instruments.

The **Personnel Director** coordinates auditions for new members and Chamber Choir members, and handles registration of current members twice a year. S/he collects membership dues and reports income to the Treasurer, collates information from commitment forms regarding absences and reports to the ensemble Director, and takes attendance at each rehearsal.

The three **Members-at-Large** attend Board meetings and may be asked to handle various routine details or lead special projects.

## Volunteer Positions

Various volunteer opportunities exist within WMFA:

**Corporate Sponsors:** coordinates details related to acquiring and maintaining corporate sponsorship

**Hospitality:** coordinates receptions after WMFA concerts and recitals

**Instrument Librarian:** keeps track of the location of WMFA instruments at all times.

**Webmaster:** updates the WMFA website as necessary.

**Program Coordinator:** assembles information into a printer-ready concert program

**Ticket Sales:** coordinates the purchase and distribution of concert tickets

**CD Sales & Distribution:** coordinates sales and distribution of concert CD's to members, and creates the CD case insert.

**Media Sale:** Plans and organizes the group media sale.

**Silent Auction:** coordinates the receipt of items; prepares necessary forms for event.

**Photo Sales:** creates and distributes order forms and processes requests for annual group or individual photos.

**Publicity:** updates Facebook and various art calendars, and makes contacts as necessary to promote WMFA

**T-shirts:** coordinates the design, ordering, payment and distribution of t-shirts.

**Historian:** documents the history of the organization through programs, clippings and written narratives.

## Corporate Sponsorship

WMFA is currently sponsored by the corporations listed below. Business sponsors receive a business card size advertisement in the concert programs and two tickets to each concert. The cost for corporate sponsorship is \$100.

- Flute Specialists, Inc.
- JL Smith
- Alry Publications
- Verne Powell Flutes
- Greg Wagner - Wagner Design, Inc.

## **Sustaining Members**

Sustaining Members are those who contribute \$200 or more to WMFA. Please contact Treasurer Aline Snoeyink (aksnoeyink@gmail.com) to make a contribution. WMFA is a 501(c)3 non-profit organization; contributions may be deductible under federal law.

## **Associate Members**

Associate members are non-voting, non-performing individuals who pay reduced dues of \$25. Associate members are invited to WMFA events at member rates, and may perform on WMFA recitals.

## **Charitable giving**

There are various ways in which members or non-members can donate to WMFA. Tax deductible donations are welcome at any time. Additionally, WMFA is a designated charity through the Amazon Smile program, in which Amazon.com will donate a portion of your sale to WMFA. To sign up for this no-cost opportunity visit [www.smile.amazon.com](http://www.smile.amazon.com) and designate WMFA as your organization of choice.

Those wishing to make a cash donation can mail a check to:

WMFA  
c/o Aline Snoeyink  
922 Beech St., SW  
Wyoming, MI 49509