



**The Copper Street Brass Quintet Nonprofit (Copper Street Brass)
ADA AND NON DISCRIMINATION POLICY STATEMENT AND PLAN**
Adopted by Board January 2010, Updated and Approved by Board January 2017

I. ADA AND NON DISCRIMINATION POLICY STATEMENTS

ADA Policy: In keeping with the goals of the Americans with Disabilities Act ADA, The Copper Street Brass Quintet Nonprofit (CSB) is committed to ensuring that its programs are accessible to the broadest range of people with disabilities. The CSB shall continually attempt to provide opportunities which makes this possible by furnishing appropriate tools to patrons, volunteers and employees, by training staff and volunteers and by publicizing this commitment in its advertising and other printed materials.

Non-Discrimination Policy: The Copper Street Brass Quintet Nonprofit does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The Copper Street Brass Quintet Nonprofit is an equal opportunity employer. We will not discriminate and will take action to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

II. DEVELOPMENT OF THIS PLAN

The Executive Program Director of the CSB is the designated Access Coordinator. This person is Allison Hall, appointed on January 27, 2010. The Copper Street Brass' Board of Directors serves as an advisory body in regard to ADA and access issues. At this time there are no members with disabilities on the board or staff of The CSB.

An access audit was conducted in December 2016 by Allison Hall, the CSB's Access Coordinator, and reviewed in January, 2017 by the Board of Directors and CSB program staff. In lieu of direct consultation with the disability community (which will be addressed for the future, see Part V, Goal #2), we sought the best tools available from that community to use during the audit. Tools included "Design for Accessibility: A Cultural Administrator's Handbook" available from the National Endowment for the Arts and the "Arts Accessibility Planning Guide" published by the Metropolitan Regional Arts Council. This updated version of the ADA Plan was developed after this audit and completion of the guide. The planning guide helped the CSB identify areas to improve access to its programs and update the existing ADA plan to reflect this plan and timeline for any changes to be made. This audit resulted in the action steps listed in this document under "Accessibility Goals Yet to be Addressed."

III. ORGANIZATION DESCRIPTION

The mission of the CSB is to represent the Evolution of the Brass Quintet. Through inventive concerts, engaging educational programs, and original musical arrangements, we bring a fresh perspective to instrumental music. To express our artistic voice, we use a dazzling fusion of brass, keyboard, guitar, percussion, and electronic instruments to appeal to a universal audience and go beyond ordinary. This is why the Copper Street Brass matters: we de-compartmentalize music through bold and innovative programming that breaks free from your favorite playlist or expected concert experience. We present an unparalleled variety of music on every single performance, and this variety has become the calling card of the Copper Street Brass.

The CSB is the only full-time brass chamber music ensemble in Minnesota, and one of only a handful in the country. We have three main programs: our Twin Cities Concert Series, metro educational residencies, and regional concert & educational tours. Our Twin Cities Concert Series - five unique performances bundled together as a subscription series - continues to exceed audience goals each season and gives our musicians agency to create one-of-a-kind programs which showcase our artistry like “That 70’s Show”, “An Evening at the Grammys” and “A Brassy Night at the Opera”, a collaboration with the Minnesota Opera.

We are celebrating the eighth year of our partnership with the Minneapolis Public Schools, called the “Chamber Music Skills Camp”. This year-long program focuses specifically on middle school music students and provides an intensive, in-depth exploration of key musical skills alongside professional musicians using chamber music as the medium. The CMSC develops transferrable leadership and musical skills which students bring back into full band, creating a lasting impact in each middle school music class and beyond.

Our original outreach programming allows us to reach more than 5,500 students of all ages and backgrounds, from kindergarten through college, at one to three-day residencies in communities across the Midwest. We lead over 100 educational programs each season, far more than any other arts ensemble in the Upper Midwest. Our excellence in educational programming has led to recent partnerships such as serving as a Class Notes Artist for Minnesota Public Radio and Artists-in-Residence for The Schubert Club’s *KidsJam* and Composer Mentorship programs.

The CSB has been heard by thousands of people outside of the Twin Cities area on local concert series performances, summer music festivals, performances with school bands, and collaborations with other local arts groups. Recent performance activities include concert tours throughout Minnesota, North Dakota, South Dakota, Iowa, Kansas, Montana, and New Mexico. We have captured our exclusive arrangements on five commercially available records. Our artistic excellence was widely recognized in 2013 when we were chosen as a finalist for the prestigious McKnight Artist Fellowship.

IV. WAYS IN WHICH FACILITIES, PROGRAMS, AND SERVICES ARE CURRENTLY ACCESSIBLE TO PEOPLE WITH DISABILITIES

1. a. Performances: CSB Independently-Produced Concerts and Outreach Programs

Venues: The CSB does not own or lease a performance venue. The group performs its concerts and outreach programs at a variety of venues such as concert halls, churches, senior living centers and schools. When the CSB secures a concert venue it ensures each venue is ADA compliant and publicizes any relevant accessibility information on the marketing and ticket materials related to each venue. Because each venue is different, the CSB brings its own signage to each venue which is posted to direct patrons to accessible seating areas and other pertinent locations, such as elevators and restrooms.

Concert Materials and Marketing: For The CSB's Independently-Produced Concerts and Outreach Programs printed materials typically include:

- A Season Brochure
- Printed Postcards for each concert
- Programs
- Other take-away materials at our merchandise table, such as business cards, flyers and annual report snapshots

These print materials are designed to be clear and easy to read. Design considerations to this end include: size, and variation of fonts, background colors behind fonts, and amount of text on a page. The CSB strives to keep font sizes as large as possible with minimal background colors or other images which may obscure the text. The CSB also uploads concert programs and season brochures to our website that are available to view online, download, or print.

Large print or Braille programs or other accommodations such as ASL interpretation are available for each concert upon advance request (minimum 2 weeks in advance of the program), and this information is posted on our website (www.copperstreetbrass.org/resources.html) and printed in our season brochures.

Venue Lighting and Sound: Because the CSB performs in many different venues, the organization has purchased its own sound system and basic lighting setup. The CSB's PA system allows for amplification of instruments and speaking and can be used independently or in tandem with a venue's existing PA system or in-ear listening assistance system (which the CSB uses whenever possible). Lighting varies greatly between venues, from professional stage lighting to full lighting for stage and audience (when performing in a school gymnasium, for example). The CSB's technical rider and contracts requests a volunteer from each venue to operate the lighting with the goal to keep the stage as well-lit as possible and the house appropriately dark but with enough lighting so patrons can read programs and safely see should they need to leave during the performance.

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Many outreach activities occur in school classrooms and gymnasiums, and the CSB has designed its programs to be adaptable to accommodate students with disabilities. One example of this includes modifying which musicians speak when using voice amplification systems are requested. These systems, typically worn around the neck of only one musician, broadcast to any student who wears an in-ear monitor. Because of this, only the musician wearing the system will speak (as opposed to each musician taking their turn to speak) to be sure that the students may hear all spoken information.

Parking: The CSB includes parking information for each venue on its website and printed on each ticket, including location of parking and building entrances and any accessible drop-off areas for cars or busses.

Volunteers: The CSB staffs each concert with several volunteers. In venues where access may be more challenging (such as at Hennepin Church, which is ADA compliant but requires an elevator lift to access the main performance space), the CSB recruits extra volunteers and positions them to help in specific areas, such as near elevators and restrooms.

b. Performances: CSB Partnership Concerts and Outreach Programs

In addition to the CSB's Independently-Produced Concerts and Outreach Programs, the group presents many concerts and outreach programs each season in partnership with schools, community concert series presenters and other organizations such as the Science Museum of Minnesota and Hennepin Avenue United Methodist Church. When a concert or outreach program is presented as a partnership or on behalf of another organization, each partner or presenter is responsible for ensuring ADA compliance and all ADA information and communications such as marketing materials or printed concert programs. The overwhelming majority of these concerts and programs are presented in schools (which are ADA compliant), concert halls, or other spaces which are ADA compliant.

2. General Access

Office: The CSB's office is currently located on the third floor of a building which is not accessible by elevator. Because of this, any meetings are held in an adjoining building that is fully ADA compliant. The CSB utilizes laptop computers and a projector for ease of moving to the other building for our meetings.

Website (www.copperstreetbrass.org): The CSB's website is a resource for visitors and patrons that is always accessible. On the website patrons can find organization policies, access information, audience surveys and program information. Accessibility was considered in the design of the website in the following ways:

- Font size, style, face and color
- Easily accessible navigation bar
- Responsive design for ease of reading on desktop or mobile
- "Alt" tags completed for most images
- Easy to find contact information on every page

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Box Office: The CSB does not have a physical box office but offers several ways for patrons to purchase tickets: by phone, by mail, online in advance and at the concert. The online ticketing portal follows the same design guidelines as the website and is fully encrypted and secure.

V. ACCESSIBILITY GOALS YET TO BE ADDRESSED

Goal #1: Train staff, board and volunteers about access/disability issues

Objective: Find and contract expert in access/disability issues to lead a training session for staff and board. The CSB's Accessibility Coordinator has been unsuccessful in reaching an expert at VSA MN to provide training since Nov. 2016. Action steps included requesting more recommendations for contacts from an access resource at MRAC (since initial contacts did not return repeated requests). Another round of requests will be made in Feb. 2017. After an expert trainer is found, training will occur (Spring 2017). Once training is complete, staff will develop training procedures and guidelines that address accessibility issues for training our volunteers.

Outcome: Staff and board will attend training by end of FY 16-17. Staff develops training plan and modifies volunteer information sheets to include information regarding access/disability issues by first concert of 17-18 Twin Cities Concert Season in October 2017.

Goal #2: Include more people with disabilities in access planning and in program audiences

Objective: Identify communities of people with disabilities which have been underserved by the CSB. Develop and deploy marketing materials in those communities to welcome them and explain how activities are accessible. Create ticket pricing structure that includes accommodations for people with disabilities (such as free tickets for caregivers), look at arranging public transportation options for people with disabilities.

Outcome: CSB staff will identify communities of people with disabilities and create and distribute marketing materials to those communities in advance of our 17-18 season. Staff will restructure ticketing system to include more information about accessibility and access for caregivers in summer of 2017. Staff will research transportation options and include information in marketing materials and on website before our 17-18 season. Once a dialogue has begun within those communities, CSB staff will engage individuals to assist in future access planning.

Goal #3: Identify other areas where improvements may be made

Objective: Using the completed "Accessibility Plan Worksheet" as a guide, the CSB will seek guidance from a consultant to identify any areas that may have been missed and suggest specific ways those issues may be addressed.

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Outcome: Once a consultant is found selected, The CSB will apply for a Management Consulting grant from the Metropolitan Regional Arts Council in the spring of 2017 to offset the cost of the consultant. The consultation (which may also include training board, staff and volunteers to address access issues described in Goal #1) will occur in late spring 2017, and will result in an updated “Accessibility Plan Worksheet” that includes any new information and strategies learned.

VI. PLAN FOR EVALUATION AND UPDATES TO POLICY

Annual reviews by board and staff of the CSB’s progress toward implementing the organization’s ADA policies and procedures follow each concert season at the first board meeting of each fiscal year. At this meeting staff and board will evaluate progress towards any goals identified since the previous evaluation using this plan and the “Accessibility Plan Worksheet” and, if necessary, set new goals or make additional changes to the policy.