



## EXECUTIVE MEETING MINUTES

**DATE:** January 18, 2024

**TIME:** 7:34 p.m.

**LOCATION:** Online (Zoom)

**PRESENT:** Gordon Cameron, Jane Clifton, Kathryn Chirametli, Laura Cristiano, Dan Grieve (arrived at 8:20 p.m.), Kamara Hennessey, Steven Hewis, Paula-Ann Simon (left at 9:07 p.m.)

**REGRETS:**, Lisa Liang, Marie Limanni, Jeff Reynolds, Joanne Romanow

### 1. Call to Order:

I) Adoption of the Agenda/Amendments:

Gordon moved to adopt the Agenda with two additions: Other Business X) By-law Rules for Non-Profits, and XI) Band Members' Survey. Paula-Ann seconded the motion. Vote: All in favour; carried.

### 2. Minutes from the November 15, 2023 meetings:

Steve asked Kathryn if she could publish the Minutes in PDF. Going forward the Minutes will be published in PDF format.

I) Adoption of the Minutes from November 15, 2023

Jane moved to adopt the Minutes and Kathryn seconded the motion. Vote: All in favour; carried.

II) Business arising from the minutes: None.

### 3. Reports:

I) Treasurer's Report was deferred until Dan came online at 8:20 p.m. There were no objections.

Dan reported that all in and outs have been balanced. All bills have been paid.

Jane asked if the Band is still encouraging more donations. Dan replied yes that donations are important to the Band's financial well-being.

Gordon moved to accept the Treasurer's Report. Jane seconded the motion. Vote: All in favour; carried.

II) Director of Music Report Nil report

#### 4. New Business/Other Business:

I) Social Media Accounts/Access/Management Policy:

Gordon reported that Marie had sent him some notes with recommendations based on what is suitable in a corporate environment. Gordon walked the Executive through some of the main points raised by Marie.

- The Executive will need access to all passwords in emergency situations (i.e. death, absence due to illness)
- Passwords should be changed annually
- Passwords that grant access to the system should not be transmitted by email or other plain text methods
- Passwords should be a minimum length of 8 characters, contain characters from each of the following categories: upper and lower case, numerical, misc. characters
- Different passwords should be created for each account
- In order to protect confidential information, passwords should not be shared

Jane asked if passwords would be recoverable. Gordon said that there might be a way to do this. Steven mentioned that the Zoom account has a 2-step authentication process for login. He assumed none of the other social media the band uses has this process. Steve said our risks are not high.

Gordon will post his draft policy, along with Marie's notes and his comments, on Forum.

II) Assistant Director:

Julian's review needs to be scheduled. Other band members may be interested in this position in future.

III) Member Business Promotion:

Steven asked if band members can advertise their business in *Notations*. Gordon replied that Deaths, personal celebrations, other concerts, and fundraising activities can be mentioned in *Notations*. Jane asked if we could have a classified section on Forum. The Executive agreed that not many band members outside the Executive use Forum on a regular basis

Gordon suggested that business information could be included on *Notations* if an ad was purchased or a sponsorship was made. Kamara said we allow product ads if the business owner agrees to share a portion of sales with the band. Currently, business owners have the option of buying an ad in our concert program.

Gordon will report back to the Executive on what he'd like to make available on *Notations* and what he'd like to avoid.

IV) Wireless Speaker:

The band rented a system from L & M for the Christmas Concert. Audio equipment is in the percussion cage but there hasn't been time yet to check what is available. It costs \$130 to rent a wireless speaker system. Laura said that a small head set with mike is used in classrooms. Paula-Ann said she would check with Top Hats about costs as they use a head set. Steve will check into the cost of a small headset.

V) Music Commissioning

Steven wants to get back to Dylan to say we are interested in member compositions but not this year.

VI) Reciprocal Advertising between BCB and DVO.

Jeff and Steven will pursue this opportunity.

VII) Risers at Holiday Inn

Steven reported that a 4 by 8 ft. riser costs \$100 to rent. \$1000 for 10 risers is not affordable. Jeff and Steven will ask if the band can use the risers at St. Paul's in Dundas. We would need a 2<sup>nd</sup> transportation crew to move the risers. Dan looks after transportation of the percussion instruments. Steven suggested adding some wooden legs to the risers we have. Gordon pointed out that we'd need to make sure that the altered risers would be covered by our insurance. Jane suggested offering a small honorarium to the DVO for the use of the risers in St. Paul's Church. They are not currently being used. Steven agreed that a fee could be negotiated. Dan suggested using these risers for afternoon concerts but maybe not evening ones because of the drive to Dundas. Kamara also suggested offering the DVO free ads in our concert program in exchange for using the risers.

VIII) Strategic Planning Day – Dec. 27<sup>th</sup>

A recap is coming from Gordon.

IX) Concert and Event Schedules A & B (attached)

X) By-law Rules for Non-Profits.

Gordon has been through the process of updating by-laws. He said the band doesn't have to make changes but differences in the new act will supersede our existing rules. The AGM is our deadline for making changes.

XI) Band Members' Survey.

Jane did a survey of members in 2018 and will do One this year but she will need help/feedback from the Executive.

**5. 2024/2025 Season**

1) CHRISTMAS CONCERT - Dec. 10

Steven reported issues with the risers and sight lines. The audience likes to hear Christmas music they recognize. The concert was well received. The Intermission went well and it was a real benefit to have lots of washrooms available. Steven suggested the band make the Holiday Inn its primary choice of venue for its concerts.

At Grace United we are obligated to play in March and once more to fulfil our grant obligations.

2) WINTER 2024

Subsection A – Information:

Subsection B – Action Items:

Steven suggested the Learning Foundation be our charity partner for this concert. Dan suggested that we ask Grace United Church if they have a favourite charity. Steven will follow up by asking Grace United if they have a preferred charity.

Tickets will cost \$15 each or 4 for \$50. Ages 12 and under will be free. Dan said we should let our members know that the cheaper tickets are because of the church's endowment. Jane said tickets should be booked even if free so that we are in line with capacity (160). How do we control numbers? The website and emails can have wording about limited capacity - "Limited Seating".

Gordon moved that the President be empowered to choose from the charity preferred by Grace United Church or the Learning Foundation. Dan seconded the motion. Vote: All in favour; carried.

### 3) SPRING 2024

#### Subsection A – Information:

The venue will be the **Holiday Inn**.

Kamara said she knows of 3 choral groups which could be invited to join the Band as guests. Laura said that the Program Committee needs to know as soon as possible as the music has to be selected.

#### Subsection B – Action Items:

Concert dates will be Friday evening on May 3 or 10, or Sunday May 5 (afternoon or evening). Steven will check with the Inn on availability.

### 4) SUMMER 2024:

#### Subsection A – Information:

Concerts will include the Bandshell, Heritage Place, Appleby Streetfest, and the Butterfly Release.

#### Subsection B – Action Items:

Kamara will inquire about the Hidden Valley Park fundraiser to see if they need music. She will confirm the date and time of this event.

### 5) FALL 2024:

#### Subsection A – Information:

Steven mentioned the need for new ideas like a Jazz Café and a Peterborough Road trip or musical exchange with a band outside the GTA. The Executive agreed that it is great to have a schedule but dates need to be added and provide enough time for selecting the music.

The DVO is on board with doing a joint Christmas Concert but not necessarily in 2024.

#### Subsection B – Action Items:

Steven will add some dates to the list of Concerts and Events in Appendix A & B (attached). The Executive can discuss the details on Forum and decide on events for the next 3 years.

## 6. Other New Business:

- The times for the March 3<sup>rd</sup> Concert at Grace United are 4 pm and 7:30 pm (not 7 pm).
- Bill Jerome's dad has taken a bad turn so Jeff is absent from the Executive Meeting this evening.

**7. Next Meeting:** Wednesday, February 21 at 7:30 p.m. Location: Zoom

**8. Motion to Adjourn:** Gordon moved to adjourn at 9:32 p.m. Jane seconded the motion. Vote: All in favour; carried.