



EXECUTIVE MEETING MINUTES

DATE: February 21, 2024

TIME: 7:34 p.m.

LOCATION: Zoom

PRESENT: Gordon Cameron, Jane Clifton, Kathryn Chirametli, Laura Cristiano, Dan Grieve, Kamara Hennessey, Steven Hewis, Jeff Reynolds

REGRETS:

1. Call to Order: 7:35 p.m.

I) Regrets: Lisa Liang, Marie Limanni, Joanne Romanow, Paula-Ann Simon

II) Adoption of the Agenda/Amendments:

Jeff moved to adopt the Agenda. Jane seconded the motion. Vote: All in favour; carried.

The following amendments to the Agenda were accepted:

- Jane asked to address her audience survey under section 5.II) WINTER 2024.
- Gordon asked to remove item 4.I) Social media accounts, and defer discussion to the March meeting when Marie would be able to speak to the proposed policy. He also asked to defer item 4.VII) Strategic Planning Day to the March meeting.

2. Minutes from the January 18, 2024 meeting

I) Adoption of the Minutes from January 18, 2024:

Jane made a motion to adopt the Minutes as read. Laura seconded the motion. Vote: All in favour: carried.

II) Business arising from the minutes:

Kathryn mentioned that she has created a folder on the laptop in the Music Centre Library. The folder, **BCB Executive Meeting Minutes**, has the approved minutes for the 2023-2024 season.

Laura said that the paper copies of earlier minutes are boxed. Earlier digital minutes are on the Forum.

3. Reports:

I) Treasurer's Report (posted on Forum):

- Donations of \$625 have been received.
- Membership fees of \$1,400 leave the band well under budget.
- Steven has an invoice of about \$200 for 4 new pieces for the March concert.
- Surplus funds could go to percussion upgrades and music. Dan suggested that the Executive use the next AGM to discuss with the membership how we should be spending funds from our membership fees.

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

II) Director of Music Report: Steven covered the following points as written by Joanne:

- 5 new pieces have been purchased for the May concert. The program has been set.
- A review of the Assistant Conductor is still outstanding.
- Risers from the Dundas Valley Orchestra (DVO) are being made available to our band free of charge.

Jeff moved to accept the Director's Report. Dan seconded the motion. Vote: All in favour; carried.

4. New Business/Other Business:

I) Assistant Conductor position:

Steven agreed to contact Julian and remind him that his position expires May 31, 2024. Julian currently receives \$600 per year as AC. The Executive needs to give him feedback on how he is doing and find out if he is interested in continuing as AC for another year. Dan said we should formalize the dates of the annual review for both DOM and AC. Jeff suggested Steven let Julian know that this will be the last time he'll be renewed for the position of AC. In future, the opportunity will be opened up to other band members who may be interested.

II) Portable wireless speaker mike:

Steven is working on accessing a mike and will report back soon.

III) DVO program advertising:

It's too late to advertise the Spring 2024 concert. There is no cost for reciprocal advertising. Steven suggested we start this reciprocal arrangement in Sept. Dan will submit announcements to the DVO for our Fall and Christmas 2024 concerts.

IV) DVO risers:

There is no cost to use the risers and the logistics of moving equipment are being handled by Dan.

Jane made a motion to offer the DVO a donation of \$100 and mention their band in our May 2024 program, thanking them for the use of their risers. Gordon seconded the motion. Vote: All in favour; carried.

V) Orchestral bells case:

The case is falling apart and Dan has a quote from Long & McQuade for a replacement. The cost is \$400.86.

Gordon made a motion that the band order the case. Jeff seconded the motion. Vote: All in favour; carried

VI) Concert and Event Schedule – Appendix A to the Agenda:

Steven referred to the list he's prepared of events with proposed dates and venues.

5. Concert Season 2024/2025:

Steven suggested we table the Winter concert until later as Jeff had to leave early at 8:30 p.m.

I) SPRING 2024

Subsection A – Information:

Friday, May 3rd is the proposed concert date. The cost to book the Holiday Inn is \$2,000. This includes \$500 for the holding room where the band members leave their cases and equipment. It was decided that the holding room was well used and is a necessary expenditure. Food and drink will be available as before.

The band will have to bring its own sound system and the risers. The Holiday Inn doesn't have its own sound system. The cost of \$120 to rent a system is cheaper than what we'd pay the Holiday Inn to make arrangements for us.

Dan expressed his concerns about the long-term cost of renting the Holiday Inn space. Jane said that we need to encourage more donations from band members. Steven said he could make a 50% deposit to hold space at the Holiday Inn for May 3rd and December 8th.

Subsection B – Actions:

Jeff made a motion to approve bookings at the Holiday Inn for both May 3 and December 8, 2024. Jane seconded the motion. Vote: All in favour: carried.

II) WINTER 2024

Subsection A - Information:

Steven reported that we have a good team to sell tickets at the concert. The 4:00 p.m. time slot is more popular than the one at 7:30 p.m. Gordon said he would add the March concerts to calendar sites. He has already sent email blasts to seniors' homes. Kamara has shared concert information online at "Burlington Together" and on a neighbourhood Facebook page. She's placed the concert poster at the library and a local seniors' centre.

Subsection B – Actions:

Joanne will do a sound check at 3:00 p.m. Steven will be there at 2:00 p.m. to set up. Dan will check to see how much time is needed this time to set up equipment and chairs.

Jane said she would make some changes to the audience survey that was distributed at the Christmas 2023 concert. She will ask the audience which of the two March concerts they attended and which time slot they preferred. She will also add a section for the audience to list other local concerts they attend, i.e. Teen Tour Band, Burlington Orchestra, DVO, etc.

III) SPRING 2024

Subsection A – Information:

The concert will be at the Holiday Inn on Friday, May 3rd at 8:00 p.m.

There was some discussion about charities with which the band could partner. Kamara and Laura suggested some charities like the CNIB and ROCK. Most members preferred local charities to larger national ones.

Dan suggested we decide on 3 or 4 charities to support. The Food Bank is a good choice for the Christmas concert. The Halton Learning Foundation could be our partner for the Winter concert. Spring could be for ROCK. The Fall concert could be left open for another group in need of support.

Subsection B – Actions:

Laura will check with Joanne to confirm the full title of the concert. She suggested ROCK (Reach Out Centre for Kids), a charity dedicated to optimizing the mental health of children, youth and their families in Halton region.

Gordon made a motion to choose ROCK as the charity partner for the Spring concert. Jane seconded the motion. Vote: All in favour; carried.

Steven will connect with ROCK to make known our intentions to donate to their cause. It was agreed that the band would donate up to \$500 depending on ticket sales. Dan and Laura commented that the combo ticket prices were losing the band money. Tickets will cost \$20 each. Kids under 12 will be admitted free but will need a ticket. There will be no combo pricing. There is no guest for this performance.

IV) SUMMER 2024

Subsection A – Information:

Steve received an application for the band to participate in the Sound of Music Festival Parade on June 15th. The Festival pays local groups. We can round up about 8 people to sit on a float and play tunes.

V) FALL 2024

Subsection A – Information:

Steven asked if we wanted to do a Hallowe'en themed concert or something else. Everyone agreed that a dress-up event would be very popular. In some bands the conductor has dressed in Hallowe'en costume.

A concert for kids would be shorter than usual. And we could repeat some music from the summer concerts. Steven suggested the date of Saturday October 26th. Time slots could be 4:00 p.m. and 5:30 p.m. The concerts could be held at Grace United, fulfilling our obligations to the Church. Going forward, we need to find out the Church's rental rates. Dan said we would have to charge kids for the tickets.

Jane mentioned we'd need to discuss with Joanne how many rehearsals would be needed for the Christmas concert and if some of them could be held in September so the band has enough preparation time.

VI) CHRISTMAS 2024

Subsection A – Information:

The date and time are Dec. 8 and 1:00 p.m. The venue is the Holiday Inn. Kamara has given Steven a number of ideas of guests who could be invited to participate.

VII) WINTER 2025

Subsection A – Information:

The time will be late February or early March.

Steven asked if we wanted to have a Jazz Café at the Holiday Inn where we could also have catering service. Dan thought we would need more than 11 months to plan this type of event. 2026 might be more achievable. Smaller ensembles (winds, brass, etc.) could perform, rather than the entire band. Jane suggested we use the Jazz Café as a fundraiser and charge the audience \$50 each for a ticket. Kamara said the Sax'n Sync ensemble could perform. Dan suggested inviting other groups like the DVO to participate. Gordon mentioned that rehearsals for the ensembles would probably have to be every 2 weeks. The band at large might suffer from the lack of regular rehearsals otherwise.

The Band will have its regular Winter concert in 2025. Steven suggested each section could choose a favourite piece to play.

VIII) SPRING 2025

Subsection A – Information:

KooGle might be interested in being involved in a musical theatrical performance.

Subsection B – Actions:

Steven will talk to KooGle, Leslie and Christopher, and get their ideas about what they might want to do.

IX) SUMMER 2025

Subsection A – Information:

Steven asked if the Executive would be interested in a summer road trip for the band.

Subsection B – Actions:

Steven will speak with his contact in Peterborough to discuss our possible participation in a joint concert in that region.

X) CHRISTMAS 2025

Subsection B – Actions:

It was agreed that Steven would speak with the DVO and propose a joint concert for Christmas 2025.

6. Announcement:

Gordon mentioned that the new Director of the Teen Tour Band is Roberto (Rob). He started at the Music Centre on February 20th.

7. Next Meeting: Thursday, March 21, at 7:30 p.m., on Zoom

8. Motion to Adjourn:

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