



EXECUTIVE MEETING MINUTES

DATE: March 21, 2024

TIME: 7:30 p.m.

LOCATION: Zoom

PRESENT: Gordon Cameron, Jane Clifton, Kathryn Chirametli, Laura Cristiano, Dan Grieve (joined at 8:45 p.m.), Kamara Hennessey, Steven Hewis, Lisa Liang, Marie Limanni, Jeffrey Reynolds, Paula-Ann Simon.

REGRETS:

1. Call to Order: 7:3 p.m.

I) Regrets: Joanne Romanow,

II) Adoption of the Agenda/Amendments:

Lisa moved to accept the Agenda. Jeff seconded the motion. Vote: All in favour; carried.

The following amendment to the Agenda was accepted: Under Item 4.V) strike the discussion about an amount to be paid to the DVO for the use of their risers. The amount of \$100 was approved at the last meeting.

2. Minutes from the February 21st, 2024 meeting:

I) Adoption of the Minutes from February 21, 2024

Jeff moved to adopt the minutes. Jane seconded the motion. Lisa, Marie, and Paula-Ann abstained as they were not present at the February meeting. Vote: 7 in favour; carried.

II) Business arising from the minutes: Nil report

3. Reports:

I) Treasurer's Report

Dan was not at the meeting but his report was posted on the Forum. Jane asked for clarification about the opening balance. Steven explained that there was a difference of \$-90.38 between the opening balance in March and the accounts as of March 21st.

Paula-Ann moved to accept the Treasurer's report. Marie seconded the motion. Vote: All in favour; carried.

II) Director of Music Report:

Steven had nothing to report from Joanne.

III) Fundraising Report :

Jeff has provided Steven with materials about what DVO uses for advertising. Steven will look through this material to see if we can use it to develop our own advertising package. Jeff suggested it works better if you go to a business with a specific reason for funding rather than just asking for money. Dan suggested raising the costs for advertising in the band's concert programs.

Steven met with the owner of Eastside Auto Service and received the promise of a donation of 2 installments of \$1000 each. Our flute player, MacKenzie, is the daughter of the owner. Gordon asked Steven to send him the company logo so that it can be printed in the concert program.

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

4. New Business/Other Business:

I) Online Account Access Policy -

Marie and Gordon reported in brief on the report posted on the Forum. Gordon summarized that the Executive needs to determine which corporate measures are necessary for the band to follow. The band needs to have more than one person with access to each of our social and financial accounts in the event the administrator is unable to access the account.

Instagram & Twitter social accounts have no vehicle for adding more administrators. We'll have to share the user name and passwords for these accounts. In an emergency there is a method to apply for access. Facebook does allow for a number of administrators with different user names and passwords.

Marie suggested documenting how and who to contact when faced with access problems. For financial accounts have the name of the bank manager at hand.

Jane has access to the account for the Ontario Corporate Tax Return. She will pass this on to Dan. The Treasurer should have access to the bank accounts, the tax account, and investment accounts. Bank accounts are critical to have protected. Four of the Executive have signing authority for cheques, but only 2 signatures are required.

Steven asked Gordon to incorporate changes to the Online Account Access Policy by the April 17, 2024 Executive meeting. An extension can be arranged if needed.

II) Review of Assistant Conductor:

This review has been scheduled for Monday, March 25th. Marie asked if there were standard interview questions. She and Paula-Ann agreed to put together some interview questions to be considered by the Executive for future use.

III) Portable wireless speaker and mike.

Steven is waiting for responses from vendors.

IV) DVO Program Advertising

This has been addressed in previous meetings.

V) DVO Risers -

Steven asked for approval to cover the cost of wood and screws to build removable extensions to the DVO risers. Steven will build the extensions.

Jeff moved to approve the payment of \$185 for 16 extensions to be built. Jane seconded the motion. Vote: All in favour; carried.

VI) Revenue/Income Paths:

Steven will consolidate the ideas put forward on the Forum in response to Dan's proposed budget planning.

VII) Strategic Planning Day :

Gordon summarized that the band needs to strike a Committee to identify areas where policies and procedures are required. Subcommittees can be assigned to develop policy and procedures for specific activities.

One key aim of the band is to ensure a high quality of musicianship. To this end, sectional practices could be scheduled, possibly from 7:30 – 8:00 p.m. The thrust of the sectional would be determined by its members. At least one challenging piece should be introduced for each major concert. Attendance requirements would help develop a standard of performance that is expected of the band. Other objectives mentioned all guest performers signing a performance contract, having a concert planning checklist, and performing one major concert per year outside the one at the Holiday Inn.

Another key aim is to improve band administration by describing the responsibilities of each position in the Executive and any other volunteer positions so that people and their skills can be more easily matched up.

In an effort to sustain the finances of the band it is important to investigate new ways of promoting the band. One idea put forward is by getting involved with the charities we support. Sponsorship goals should be set for each major concert. Ticket prices should be revised.

Paula-Ann moved that the Executive accept the *Minutes from the Strategic Planning Session*, the *Notes on BCB's Strategic Planning Session* and the *Action Items from BCB's Strategic Planning Session*. Jane seconded the motion. Vote: All in favour; carried.

Gordon suggested we use the Forum to post any additional comments or questions about the Strategic Plan .

5. 2024/2025 Season

I) WINTER 2024 Recap

Subsection A – Information:

Jane has compiled the results of the audience survey. There is a demonstrated desire for a permanent venue. The Sunday afternoon concert was more popular than Sunday evening. Lisa pointed out that Friday evening can't be equated with Sunday evening. Family concerts scheduled too early on the weekends would conflict with other activities. Seniors probably prefer earlier afternoon concerts around 2 p.m. Marie said she prefers Sunday afternoons to Friday evenings. Lisa suggested we ask band members about how they feel doing 2 back-to-back concerts. Laura suggested we not do double concerts regularly. Lisa would rather have

one sold out concert than a lightly attended 2nd concert. Two concerts are too exhausting. We may need to charge more for tickets if we don't have two concerts at Grace United Church.

I) SPRING 2024

Subsection A – Information:

The art work for the concert program is under production with Allegra.

Subsection B – Actions Items:

Steven will be in contact with our chosen charity, ROCK (Reach Out Centre for Kids). Kamara asked if Steven could also speak with ROCK about promoting our concert through the school system. He agreed to do so.

III) SUMMER 2024

Subsection A – Information:

Our application to Appleby Streetfest has been submitted and both BCB and Sax n' Sync are likely to be included. The date is September 22nd.

The Bandshell concert is confirmed for August 25. The Heritage Place concert is set for August 19th. And the band's BBQ is scheduled for August 26th.

Kamara has reached out several times to the Butterfly Release organizers but received no response and there is no information about the Release event on their website. She recommended we strike them off the list of summer concerts.

Subsection B – Action Items:

Hearthstone by the Lake contacted Steven about a concert. There was some discussion about charging a fee to for-profit retirement homes. Steven will work out some payment if Hearthstone gets back to him. Heritage Place could be charged a stipend as well. Gordon said we are ok with charging for-profits as long as we meet our obligations to the city for 3 free public concerts per year.

IV) FALL 2024

Subsection A – Information:

This concert could be held in a school.

Subsection B – Action Items:

Jeff will talk to teachers from Roland Meadows. The band would need a guarantee not to be bounced for a school event.

V) CHRISTMAS 2024

Subsection A – Information:

The concert will be held at the Holiday Inn at 1 p.m. on Dec. 8th.

Subsection B – Action Items:

There was some discussion about performing with Enchorus choir group. Laura mentioned that the group would need to be miked to be heard over the band. They could sing with a smaller ensemble of instruments from the band. Kamara will confirm the number of students in the chorus. Steven will check with them to see if they are interested in performing with our band.

VI) Looking Ahead

a) February 2025

Steven suggested we consider a concert in February to celebrate Black History month. He distributed a list of possible music scores. He also suggested partnering with a local steel pan band that would play separately. Gordon mentioned the need to carefully consider the PR issues. Kamara mentioned that the steel pan is part of Trinidad music history and she could speak about this history. The Canadian Caribbean Association of Halton Steel Drum is Steven's contact.

Lisa mentioned the Chinese New Year Celebration as another cultural event that could be the focus of a band concert.

b) Spring 2025

Steven suggested having a Pops theme like Boston Pops. Lisa wondered about how difficult the pieces would be.

c) December 2025

Jeff and Steven have had initial conversations with the DVO about a joint concert. Steven asked and Gordon agreed to use *Notations* to ask band members to suggest ideas for concerts in 2025. Lisa asked if KooGle was still an option for 2025. Steven said yes.

6. Other New Business: Gordon, Jane and Paula-Ann will meet to revise the Bylaws for Non-Profits.

7. Next Meeting: Wednesday, April 17, 2024, online.

8. Motion to Adjourn: 9:30 p.m. Gordon moved to adjourn the meeting. Paula-Ann seconded the motion. Vote: All in favour; carried.

