

**EXECUTIVE MEEING MINUTES**

**DATE:** August 31, 2023

**TIME:** 7:30 p.m.

**LOCATION:** Hybrid meeting Burlington and on Zoom

**PRESENT:** Gordon Cameron, Jane Clifton, Kathryn Chirametli, Laura Cristiano, Dan Grieve, Kamara Hennessey, Steven Hewis, Paula-Ann Simon,

**REGRETS**:

1. **Call to Order:** 7:37 p.m.

l) Regrets: Lisa Liang, Marie Limanni, Jeff Reynolds Joanne Romanow.

ll) Adoption of the Agenda/Amendments:

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

1. **Minutes from May 18 and 29, 2023 meetings:**

l) Adoption of the Minutes from May 18 and May 29 as a recording to be posted on the forum.

Gordon moved to accept the Minutes of May 18th. Jane seconded the motion. Vote: All in favour; carried.

Dan moved to accept the Minutes of May 29. Paula-Ann seconded the motion. Vote: All in favour; carried.

ll) Business arising from the minutes: Nil report

1. **Reports:**

l) Treasurer’s Report

* Dan reported that membership payments are coming in but are still a bit behind. Several donations have been received and will be processed in one go. Dan has received and deposited the first G.S.T. rebate and the St. Stephen’s Endowment.
* Jane asked if the CRA had confirmed receipt of the 2022 return filed by the Band. Dan reported having received confirmation.
* Steven received the insurance statement and will send it on to the City of Burlington. All checks issued by the Band have cleared. including the one to the Holiday Inn.
* Jane moved to accept the Treasurer’s Report. Kathryn seconded the motion. Vote: All in favour; carried.

ll) Director of Music Report: Nil report

**4. New Business/Other Business:**

l) Website Photography:

Gordon abstained from the conversation as his sister Deanne is one of the three photographers being considered for the job of photographing the Fall Concert. He wished to avoid any conflict of interest.

Paula-Ann moved that the Band pay up to $300 for their photographer of choice. Kathryn seconded the motion. Vote: All in favour; carried.

Photographers Deanne, Luke, and Gus are all willing to do the job for $300 so it remains to choose one photographer based on their portfolio. Steven asked the Executive to check the website archive of photos and recommend their choice on forum by a poll to be conducted on Thursday, Sept. 7th.

II) Social Media status

Lisa has been posting on social media (Facebook and Instagram) and has now taken on responsibility for memberships. Steven will ask Lisa if she would now like to be freed from posting on social media. Kamara commented that the Band needs to have one person focussing on publicity and use of social media to promote concerts and share news of the Band.

Steven, Gordon, Lisa, and Julian have full access to the Band’s social media platforms. Dan has limited access. Steven proposed that there be at least 2 people with full access to each platform to cover in cases where one person may be unavailable to do the posting. Posting at least once a week? Gordon will draw up a social media access policy statement and present it to the Executive at the September meeting.

III) Program Committee:

One new member is needed for this Committee. Ashley has completed her 2 year term and Barb is on her own. Laura said that the Committee needed to meet couple of weeks before the September 20th meeting. Gordon will put a notice in “Notations” asking for a volunteer to serve on the Committee.

IV) Director of Music & Assistant Director- Reviews:

The President can form a committee to conduct the reviews in person. Paula-Ann volunteered to assist Steven with this review.

V) Website Photographs:

Dan offered to replace the old photos on the website with new ones from recent concerts.

1. **2023/2024 Season**
2. SUMMER 2023

Subsection A – Information:

* Steven received comments that the Band may need in future to expand to the lower level of the Bandshell.

Subsection B – Action Items:

Steven asked if the Band should consider adding another summer concert. He will speak with Joanne about the possibility.

II) APPLEBY STREETFEST

Subsection A – Information:

* Steven sent Streetfest a list of the band members who would be playing at the festival.

III) FALL 2023

Subsection A – Information:

* The concert will be held on October 20th, 7:30 p.m. at Grace United.
* The Band is going to have a new Timpani player.

Subsection B – Action Items:

* Steven will look after the posters and include extras for the soloists.
* Paula-Ann will check with Jean to see if she is interested in helping out with Percussion. Steven will ask Jeff to speak with Jim Locke to see if he would be willing to stay on in Percussion.
* Kamara asked if the guest soloists had been given a contract to sign and if they had been paid for their prep time. Joanne has been in contact with the soloists. Gordon agreed to draw up the contracts. The soloists can then be paid to secure their commitment to the Fall Concert.
* Steven will arrange for flyers advertising the Fall and Christmas Concerts. These can be handed out at the Appleby Streetfest, and distributed to Band members to post.
* Steven asked if the Executive wanted to distribute an audience survey at each concert. Members commented that a survey could be done on occasion rather than regularly.

IV) CHRISTMAS CONCERT

Subsection A – Information:

* The Holiday Inn has been booked for Dec. 10th, 1:00 -3:00 p.m.
* A sing-along will be worked into the program.

Subsection B – Action Items:

* The Program Committee will be asked to come up with a title for the concert.
* Steven will budget about $2,000 for advertising.
* The Band will need to draw up a contract for our guest, Hannah Bailey

V) WINTER 2024

Subsection A – Information:

* Our 2nd concert at Grace United Church is rent-free. The church is close to Heritage Place so the program could be geared to seniors. Jane suggested lowering the price of tickets to $10.

Subsection B – Action Items:

* Dan will do a revenue projection based on adjusted ticket sales.

VI) SPRING 2024

Subsection B – Action Items:

* Steven and Lisa will check asap with the KooGle theatre program to see if their students would be interested in participating in a Spring concert.

VII) SUMMER 2024:

Subsection B – Action Items:

* Steven will ask Joanne if the Band can do an additional summer concert.

VIII) FALL 2024: no discussion

**6. Other New Business:**

* Jane said that she would update the by-laws relating to the Band’s status as a non-profit organization.
* Laura needs to have music returned. Gordon will place a reminder in “Notations”.

1. **Next Meeting:** Wednesday, September 20, 7:30 p.m. Location: at Steven’s place or on Zoom.
2. **Motion to Adjourn:** Gordon moved to adjourn the meeting at 9:15 p.m. Paula-Ann seconded the motion. Vote: All in favour; carried.