



EXECUTIVE MEETING MINUTES

DATE: Thursday, January 16, 2020
TIME: 7:00
LOCATION: 2027 Edinburgh Dr., Burlington (Grieve's home)

1. **Call to Order:** 7:05 pm
 - 1) Regrets: Julian IDOM
 - 2) Adoption of agenda – Marie moved to adopt agenda, Paula seconded
 - 3) Adoption of minutes – November 21, 2019 – Jane moved to adopt, Jeff seconded
 - 4) Business arising from minutes – November 21, 2019 – none

2. Reports – Jane (Treasurer)

- The past two months have been eventful for the band. The December 11 BPAC concert was not as well attended as we would have liked, and our BPAC costs exceeded our “net box office revenue less fees” by \$173.06. Therefore, we only got \$1,641.94 remitted back from our rental deposit of \$1,815.00. A fuller description of the BPAC Christmas concert costs can be found on the forum (or if not, I’ll upload the info from BPAC). Fortunately, our sponsorships from Grieve Home Maintenance, The Slye Fox, Long & McQuade and others resulted in a profit of roughly \$1,000, so after some discussion we were able to give the Burlington Food Bank a donation of \$600.
- As there have been a lot of transactions since our last meeting, I will just list them with explanations where necessary:

Balance on November 21, 2019	\$9,605.31
Revenue from Nov 22 to Dec 31, 2019	
Remittance from BPAC	\$1,641.94
Long & McQuade Christmas Concert Sponsorship	\$500.00
Waterdown/Flamborough Parades (2018 and 2019)	\$1,500.00
Donation (2019) Flute Ensemble	\$310.00
BCB Membership Fees (6 X \$20)	\$120.00
Slye Fox Gift Card Sales (19 X \$20)	\$380.00
Total Revenue	\$4,451.94

Expenses from Nov 22 to Dec 31, 2019	
Oakville Blueprinting – 250 promo cards	\$62.15
Jane Clifton reimbursed for e-transfer to FCA insurance re: pop-ups	\$54.00
Oakville Blueprinting – Christmas concert programs	\$220.35
Burlington Foodbank – Donation	\$600.00
Julian Lam IDoM (Sep 16 to Dec 16), 3 months \$ \$350.00	\$1,050.00
Bank Charges	\$2.50
Total Expenses	\$1,989.00

Balance on December 31, 2019	\$12,068.25
Revenue from Jan 1, 2020 to Jan 16, 2020	
Slye Fox Gift Card sales (20 X \$20)	\$400.00
Grieve Home Maintenance Christmas Concert Sponsorship	\$500.00
Princess Nails Valentine's Concert Sponsorship	\$150.00
Total Revenue	\$1,050.00
Expenses from Jan 1, 2020 to Jan 16, 2020	
Laura Cristiano – reimbursed for paper	\$45.19
Lisa Liang – reimbursed for Facebook ads – Christmas Concert	\$40.00
Metroland Media – Nov 14 and 28 ads – Burlington Post	\$621.50
Metroland Media – Dec 5 ad – Burlington Post	\$310.75
Total Expenses	\$1,017.44

This next section is an addendum to the minutes. Although Jane did not report this at the executive meeting on January 16, 2020, the intent was for the executive committee to see.

I reported that the balance in our chequing account on December 31, 2019 was \$12,068.25, which is, on the face of it, good. However, I think that I need to provide some context for that number.

- December 31 is the end of the band's fiscal year, and is the year end for BCB as far as the CRA is concerned. I always sum up the band's financial position as of Dec. 31 as well as before the AGM in June.
- On December 31, 2018, BCB had a balance in the chequing account of \$7,990.60.
- The December 31, 2019 chequing account balance also includes \$5,000.00 moved from BCB's investment account on September 13, 2019. This transfer was approved so that the band would not run short of money in chequing. But this means that without the \$5,000 transfer our year-end balance in chequing would have been only \$7,068.25 (\$12,068.25 - \$5,000.00). So, our overall financial position is actually slightly worse than at the end of 2018.
- If one considers, in addition, that the 2018 year end balance of \$7,990.60 was after a donation of \$3,535 to the Burlington Food Bank, and the 2019 year end balance was after a donation of only \$600 to the Burlington Food Bank, the balance of \$12,068.25 (\$7,068.25 + \$5,000.00) is not impressive at all.

3. 2019-2020 Season

1) 2019 Christmas

- Financial results (see Jane's report above)
- Survey results – great for band, not so great for choir, not so great for venue (stage, poor sight lines); Julian got major accolades
- Other general discussion – post-mortem on the concert was discussed

2) Christmas community events

- Post cards – evaluation - \$62.00 was spent on these and about 12 were handed out. We didn't have anyone at the Candlelight stroll, Sax 'n Sync didn't play at the mall, so we had only 1 opportunity to hand them out. The insurance cost was only \$54 – the result is we'll do the cards again but with the upcoming concert dates – perhaps a bookmark instead of a card? Gordon and Steven will collaborate on this.

- Parade recap – Waterdown parade was cold and windy, and we were paid for both 2018 and 2019 parades. The Burlington parade was cancelled (for the first time ever) due to the weather.
 - Pop-up concerts – Candlelight stroll is always a great event. We're invited again in 2020. Burlington Mall – BBT was successful. The women's Shelter in Hamilton was also a success – they LOVED it.
- 3) 2020 Valentine's Concert
 - Date – February 2, 2020
 - Location – St. Christopher's
 - Sponsorship – Grieve Home Maintenance and Princess Nails (with a donation from Jeff of \$5.00 to make it \$355.00), so our venue cost has been covered
 - Bake Sale – early set-up for hot beverages; water-cooler will be on loan from Grieve Home Maintenance; Steven will check with the church to see if we can use the coffee urn and kettles at the church, otherwise Sherrie and Dan both have coffee urns they will bring; Renata will bring \$100 in \$5's for the door cash sales (her friend Lorraine will be at the door to collect money and pre-paid tickets)
 - Tracking audience / advertising – Jane proposed a very simple questionnaire – “how did you hear about us?”
 - 4) 2020 Spring
 - Theme – Heroes & Heroines
 - Date – May 8 is our preferred date; Steven will confirm with Faith CRC
 - Faith Christian Reformed Church; St. Christopher's will be our back-up venue
 - 5) Sound of Music Parade – June 20; Renata will drive the truck and trailer
 - 6) Concert in the Park – First choice is August 23
 - 7) Heritage Place – Monday, August 24; Gordon moved to make the Heritage Place concert the day after the concert in the park, Lisa seconded – all were in favour and the motion carried
 - 8) Band BBQ – August 31
 - 9) BFO Butterfly Release – Sunday, September 13, 2020 – Jeff moved to accept the invitation, Renata seconded, all were in favour and the motion carried. Gordon suggested that we set the repertoire to be respectful; Kamara will contact BFO to confirm our attendance
- 4. New Business / Other Business (as per forum discussion)**
- 1) New DOM – ongoing – first rehearsal is this Monday – each member will get a piece of paper with 5 stars and a space for comments. Lisa suggested we give the members a sheet to rank the conductors, based on if they were in attendance
 - 2) Seniors engagement – Sherrie has contacted about 15 senior homes, feedback has been positive, some concerts are too late, handi-vans might not be available. Some program directors are willing to post and advertise in their facilities. She's been invited to Park Manor to see their facility.
 - 3) CBA concert band festival – a potential concert band day at Queenston Heights (NOTL) – more info to follow
 - 4) Music for brass ensemble - \$20 per year for 8notes.com -Steven read Kat Scarlett's letter regarding the BBT contribution over the years and is looking for the executive to

reimburse her for a yearly expense of \$20 . Sherrie moved to pay the \$20, Renata seconded. Gordon suggested we visit this in 1 year to see how the other ensembles are using it. IMSLP.com (Jane will put it on the forum). All were in favour, and the motion carried.

- 5) 2020 AGM - executive positions up for renewal
VP (Jeff), Librarian (Laura), Treasurer (Jan offered to stay on for another 2 year term, and will offer 1 year notice), Director at Large (Lisa), Recording Secretary (Renata)
 - 6) Social activities – some members go out after concerts, rehearsals, etc. Should we organize something for our members? Rehearsals tend to go late, same with concerts.
- 5. 2020/2021 Season – table until next meeting**
- 1) 2020 Fall – Children’s concert – date will either be Oct 17 or 24 – to be confirmed
 - 2) 2020 Christmas – collaboration with DVO – they’re applying for a grant for the concert venue (deadline for application is Jan 31) – Jeff will follow-up with more info. Who’s hosting? Who’s guesting?
 - i. Date – TBD – we’re thinking of a concert with DVO and then one on our own – dates TBD
 - ii. Location – Mohawk Theatre? First Ontario in Hamilton?
6. **Next meeting** – February 20 at Julian and Lisa’s 713 Mullin Way, Burlington L7L 4J6
7. Renata moved to adjourn at 9:07, Paula seconded, all were in favour, and the meeting was adjourned.