



EXECUTIVE MEETING MINUTES

Date: Thursday, February 20, 2020

Time: 7:11 P.M.

Location: Liang/Lam house, 713 Mullin Way, Burlington

1. Call to Order

- 1) Regrets:, Renata Vlaho, Sherrie Kerr, (Jeff Reynolds, late), Joanne Romanow
- 2) Adoption of Agenda, no ammendments. Moved by Gordon, Second by Marie.
- 3) Adoption of Minutes – January 16, 2020. Moved by Gordon, second by Paula
- 4) Business arising from January 16, 2020 minutes – none.
- 5) Adoption of Minutes – Special meeting February 13, 2020 (DOM selection). Moved by Marie, second by Gordon. All in favour, carried.
- 6) Business arising from February 13 minutes/meeting.
 1. Lisa asked to have a record of the interview/audition/selection process, if we need a precedence in the future. Jeff has notes which will be summarized for documentation.
 2. Gordon prepared a contract for Joanne R., and she is fine with it.
 3. Joanne can not make Thursday executive meetings, but can make Wednesdays. It was pointed out that the meetings were switched to Thursdays to accommodate Zoltan's schedule, prior to that they were on Wednesdays. Wednesday is not great for some, due to other activities. Lisa suggested alternating Wednesday/Thursday. Gordon will put together a pol to gauge availability.
 4. Joanne had some questions regarding the absentee/vacation policy, which Gordon explained to her satisfaction.
 5. Marie raise some points regarding the difference between Zoltan's first contract, and the one we worked on this past summer, and if the contract offered to Joanne is current and reflects the most current BCB bylaws. The items are deemed to be minor, and will not preclude Joanne and Steve from signing the contract. However, Marie will work with Gordon to update, and have the final contract ready for BCB rehearsal Monday, February 24 so that Joanne can begin her work.

2. Reports

1. Treasurer's report, as submitted. Moved to accept by Gordon, second by Paula. All in favour, carried.

Discussion – question about the rent for St. Christopher's (Valentines). Initial quote was \$305, final cost was \$200. Confirmed by Steve – That's what St. Christopher's asked for.

Discussion – Marie wondered about the furture affordability of the DOM, and the projected increase in compensation. Jane said we are not going to run out of

money, but fundraising/sponsorship/budget needs to be reviewed, and will be fore th 2020 AGM.

3. 2019-2020 Season

1. Valentines 2020

1. Financial results – as submitted in treasurer's report.
2. Survey results.
 1. Posters. We do not have a good indication on the effectiveness of posters. WE need manpower to get posters out We do the city and the library, need to hit businesses, coffee shops, churches (Salvation Army), etc. Steve will organize a poster crew. Gordon suggests that er only get posters from Allegra.
 2. Newspapers – a question about effectiveness. It was noted that they are a high expense and low outcomes. Can we get 'free' advertising in papers (we do, as much as we can).
 3. Most concert attendees come because of word of mouth from the band members. We need to emphasis this, and encourage (beg) everyone to get 4 people out to each concert
 4. Results of the survey will be presented to the band by Steve.
3. Bake sale results. \$317.10 gross from the bake sale, we will donate \$300 to BFO. Moved by Jane second by Jeff. All in favour, carried. There is disappointment, both from BCB and BFO, about the lackluster turnout from BFO staff. However, we are keen to continue with our relationship with BFO.

2. Spring 2020

1. Theme (Heroes and Heroines), date (Friday, May 1), and location (Faith CRC) confirmed.
2. Time. We need to be **out** of the church by 10:00 p.m. Suggestion to have a 90 minute, no intermission concert. This is ok, but eliminates one small ensemble from playing. Suggestion for a 7:30 start time, or even a 7:00 start time. We would like to limit the amount of rehearsal right before the concert, Joanne is favorable to this. Steve will reach out to Joanne to get input on start time.
3. Gordon will start on posters, once we confirm start time and headline sponsors. Steve will coordinate this information.
4. Advertising. Based on the survey results from Valentines, Jeff motions for no psid newspaper advertising, but do \$40 for facebook advertising. Paula seconds. Gordon abstains. All in favour, carried.
5. Tickets – asking about tiered pricing, for students. Laura will ask Leah Jagger, to test the waters about this idea.
6. Ticket prices. Motion by Lisa to increase ticket prices to \$20, and 4 for \$60 (essentially, one free). Second by Jeff. Gordon wondered if we are doing too many new things (new venue, no newspapers), can we really gauge if this also will have an impact? Call for vote – 5 to 3 in favour, motion carried.
7. Dan suggested we should have the ability to accept donations at our concerts. Jane has the ability to issue receipts, but will need someone to manage it.

3. Sound of music parade

1. Saturday, June 20th. Application is sent in, waiting for confirmation.

4. Concert in the park

1. Sunday, August 30th CONFIRMED. Date has been confirmed with Joanne.

5. Heritage Place

1. Steve will coordinate for Monday, August 24th.

6. BCB BBQ

1. Monday, August 31st

7. BFO butterfly release

1. Sunday, September 13 CONFIRMED

8. Appleby Streetfest

1. ALSO Sunday, September 13. Lisa and Steve think we should make an appearance, if at all possible, depending on timing of the BFO Butterfly event.

9. Hamilton Pier 8

1. Steve/Jeff will inquire about this possibility

4. New Business / Other Business (as per Forum Discussion)

1. Executive communication and forum - NodeBB, hosting, website

1. A path of discussion with options was presented by the president. However, a new option to keep the forum going, without constant support was presented. The BCB would only pay Julian on an as-need basis. He would no longer maintain the website on a full-time basis, but the content would be maintained by BCB members, headed by Gordon (who currently has administrator access), as well as Julian. It was noted that usage of the website/forum beyond the executive and program committee is very lacking. Julian was asked what his hourly rate is, and he said it is \$50 per hour (which is the non-profit discounted rate), broken down into units of time. Gordon motioned to accept that we continue to use the current software, and then pay Julian \$50 per hour for required technical maintenance that is unique to the BCB's forum as capped by the amount set out in the BCB budget. Second by Paula. unanimous, carried.

2. Gordon made a subsidiary motion. That for the period between February 20, 2020 and the passing of the 2020/2021 budget, the amount for Julian's services be capped at \$100. Jeff seconds.all in favour. Passed

3. The executive member currently in charge of making sure the content is up to date is Gordon. (Although Julian does update content, a board member needs to act as official liaison)

2. Seniors engagement – Sherrie (deferred)

3. CBA concert band festival – no news at this time

4. 2020 AGM – executive positions up for renewal.

1. Library – Laura will run again.
2. Vice-president – Jeff will run again
3. Treasurer – Jane will run again
4. Secretary -

5. Agreement with city/extra rehearsal time. Steve will coordinate with Rob Bennett to set up a meeting to include Joanne (DOM) and Gordon (DAL)

6. Summer shirts and logo

1. Logo and re-branding options are on the forum, to facilitate discussion. Discussion and decision to be made at the March meeting

2. Shirt options and pricing are being done by exec members, and updated on the forum. Discussion and decision to be made at the March meeting.

5. 2020/2021 season

1. 2020 Fall children's concert. Saturday, October 24th 1:00 p.m. Location – Burlington Music Center (pending booking availability)

2. Burlington BIA Treats-in-our-Streets is Saturday, October 31. BCB is welcome to help provide music entertainment, if available

3. 2020 Christmas with the DVO

1. Sunday, Decenber 6th (afternoon) CONFIRMED

2. St. Thomas Waterdown – CONFIRMD

3. Subcommittee to coordinate with DVO: Steve, Joanne, Jeff, (one more?)

4. Fundraising

1. DVO has applied for a grant to cover venue and honorarium costs

2. Sponsors – Steve is beginning to work on this

3. Food bank – joint with Burlington and Waterdown. Jeff is coordinating with Robin (burlington food bank)

4. Valentines 2021.

1. Date: Friday, February 12th 2021

2. Location : St. Christopher's (pending booking availability)

3. Charity: BFO (bake sale)

5. Spring 2021

1. Date: Sunday, May 2nd 2021 (afternoon)

2. Location: Faith CRC (pending 2020 spring review)

6. Summer 2021

1. Sound of music parade: (likely) Saturday, June 19 2021

2. Bandshell concert: (likely) Sunday, August 29 2021

6. Donors and Sponsors (brief discussion)

Would that waive membership fees? Is there a way to support? Would selling tickets to a concert waive membership fees or shirt fees? Gordon says we COULD make it happen, by using the provisions in the bylaws. Also, Jeff asked if is there a way to give people a receipt for donation in kind for services to the band – i.e. Library, Treasurer, Trailer donation for parade? Gordon would like to see a policy. Tabled to a later meeting

7. Next meeting: TBD upon confirmation of Joann'es schedule. Gordon to set up an online poll for availability.

8. Motion to Adjourn at 9:37 p.m. Motion by Paula, second by Jeff. All in favour.