



BCB Executive Meeting Minutes Thursday, October 1, 2020

Location: Online, via Jitsi

1. Call to Order: 7:35 pm

I) **Regrets:** Lisa Liang, Renata Vlaho, Marie Lamanni

II) **Adoption of Agenda.** Amendments

Gordon moves to adopt agenda as corrected

Jeff second

2. April 16, 2020 meeting

I) Adoption of Minutes – April 16, 2020

Gord moves to adopt minutes

Jane seconded

No amendments

II) Business arising from the minutes -April 16, 2020

No Business additional to what is already stated on tonight's agenda.

3. Reports

I) Treasurer's report: Jane

Since our last meeting in April, I have attempted to update the executive by using the forum to post information on financial transactions. However, I am aware that these updates may not be seen by all executive members, especially during this hiatus. Please excuse any redundancy with information already posted.

From the meeting in April to the end of May, absolutely no transactions except bank charges took place, and I prepared and posted financial statements as I would have if the AGM scheduled for June 3, 2020 had taken place. [BCB Statements Jan 2019 to May 2020.pdf](#) The information on the third page covering the period from January 1, 2020 to May 31, 2020 is most relevant to tonight's meeting.

I deposited 500.00 (460.00 in gift card sales and 40.00 in membership fees) on June 29, and at that time obtained confirmation that our chequing account balance was 13,173.10, which agreed with my calculated balance. We do not have access to online banking. [Note that I have not seen a mailed paper bank statement since March – the February 17, 2020 statement – more on that later].

This summer Steve Hewis came by my house on August 16 to sign cheques to pay bills and sign investment instructions to reinvest maturing GICs. The bills paid at that time were BCB's yearly insurance bill, which was 815.40, and the previously agreed on Music Director's stipend of 500.00 to Joanne Romanow. Details of our insurance policy and the Covid discount applied can be found on the forum. The only other activity in our chequing account (to my knowledge) is the monthly bank charge of 2.50. I calculate that the balance in our chequing account is 11,850.20 as of October 1, 2020.

As can be seen from the financial statement to the end of May, two GICs matured this summer. The interest rates on reinvestment are very low – on the one that matured on September 14 (5344.31) I was offered a "Special" rate of

.60% for one year by the branch manager, so I felt no need to lock in for 18 months to get .65%! I was able to email scanned signed instructions to get this done. The GIC that matured on August 15 (5687.25) rolled over to another 18 months at .7%. [Note: This was all done via emails and phone calls; the last paper statement I received for our investment account was for the quarter ending December 31, 2019.

BCB's financial situation is quite good, and we can afford to pay room rental at the Music Centre when and if we can use the space. We owe Dan Grieve 85.31 (and a whole bunch of thanks for hosting!) for BBQ expenses. I have not yet been informed of any other potential BCB expenses arising this fall.

In other treasurer activities, tax filing would normally have been due and done by June 30. However, due to the pandemic, the CRA has extended filing deadlines to December 31 for charities with deadlines during this past spring and summer. I have subscribed to CRA's "Charities and Giving" newsletter for many years, and it is handy for that sort of thing. I will need to file by year end, and I am pretty sure that there is a large package of tax documents specifically for BCB sitting in the band's mail box.

To my knowledge, BCB has not previously filed for GST/PST rebates before I became treasurer in early 2016. So, I started catching up with that last spring, as I have the necessary receipts for the period I have been treasurer. I have applied for two periods so far, and assuming that I have done it more or less correctly, and that these rebates are being processed, there should be a cheque for over 800.00 sitting in the BCB mailbox, and I would like to deposit it by year end to avoid it going stale. I can't really call the CRA for follow up without knowing how the application went, and I will not be filing for the rest of the rebates until I have checked on the first batch. This activity costs nothing except for my time, and should yield good results.

There is a continuing theme in this report. **We need to arrange pickup of BCB's mail** for me to do my job efficiently. I would be happy to go to the Burlington Music Centre and meet with Rob Bennett and Steven Hewis to pick up and sort the mail, and for Steve to sign any cheques. It would be great to have a monthly pickup, but quarterly would be adequate as long as one of them is in October or November.

****Please Note** Jane needs the mail to file the tax return by December 31. Steve will figure out how to get the mail in the next week.**

II) Gordon's Report

- Any questions for the Band in Notations for a topic to discuss, or information about band members send to Gordon
- New post in the forum in the PC aggregate the collected information from the band responses so the PC can use the information to inform future concert selections

III) Lisa's Report

1. **Audience and Band Engagement:** Thanks to Gordon for putting out those questions every week - I have been putting everything on social media in an attempt to try to keep our audience connected as well. Any further ideas about audience engagement are welcome.
2. **New Shirts:** I did do some research into shirts way back when we discussed this. It really depends on what you would like (a stamp on plastic logo vs embroidery) and the material you would like the shirts made of. Typically, a breathable polo shirt with embroidery will be around \$30-\$35 with a minimum order. I will let you discuss and if you can decide on what exactly we are looking for (i.e. material, logo type, etc). that would be very helpful.
3. **Going back to practice** - I think even in small groups, with the rise in cases, we are starting our 2nd wave in Ontario. Sadly, because of our location in the GTA, I would advise against reconvening (even in small groups) anytime in the next 3-4 months until we are past the 2nd wave and out of cold/flu season. If you had asked me 3 weeks ago, I think I still would have felt safe to come out to play in a small ensemble, but not atm.
4. Finally, if you are discussing logos and moving onwards, for your consideration, please consider the idea of **Burlington Pops** (this is something I wanted to bring up in person but since I won't be able to).

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

I) CBA concert band festival - Assumed cancelled

II) 2020 AGM - Executive positions up for renewal

- Executive carries forward until further notice
- To hold AGM at 3rd rehearsal when we can all be back

III) Use of the Music Centre

- Limit of 14 people
- Instrument covers
- Extra cost - \$21 per hour
- Is it a good idea?
- Thoughts/Discussion: How many would show up based on the age demographic of our members? Survey that was taken suggests that members were willing to attend small group clinics and maybe a new survey is needed? If we go ahead the protocols would need to be followed to the letter. What would be the damage to the image of the band if someone to contract or spread Covid-19?

Gordon moves to allow BCB small ensembles or sectional rehearsals to meet at the Music Centre on Monday evenings between October 5th and December 14th, 2020.

Paula Seconds the motion.

Sherri speaks against the motion: If people feel that it is not safe, but they are getting a different message from the Band allowing rehearsals, then the BCB needs to own this decision and any risks that might occur.

Vote:

Yea: 6

Nay: 1

Executive to set-up terms for these meetings to take place: RSVP, best practices, times, event proctor to run the event and ensure all health and safety protocols have been followed, set a schedule. Executive and Joanne will not be responsible for the programming of these events. Event programming will come from the members. Instrument covers must be used with no exceptions. The cost is to be born by individual members.

Covid-19 Protocol for BCB small rehearsals at the Music Centre

All meetings at the Music Centre must be approved by the Executive. Any approved event must be through RSVP only. All RSVPs must be received not later than noon the Sunday before. The spots are first come first serve. Each member is individually responsible to follow city of Burlington guidelines and the best practices of the regional health unit. Members who refuse to comply with these measures will be ejected from the event and will not be allowed to attend any future events held during the Covid-19 pandemic. Any member can propose a meeting session, but the session must be previously approved by the executive. The proposals will be sent to the Band President or designate will share proposals with the committee who will meet and decide on which sessions will move forward. All cost for the use of space will be born by the band. All other cost will be born by the individual member including but not limited to PPE, hand sanitizer, and instrument covers. The executive reserves the right to cancel any session for any reason and/or if the Music Centre is closed by the city. The City of Burlington guidelines will be distributed to the BCB membership.

Gordon moves to adopt

Jeff seconds

All in favour

Committee Members: Steve, Paula, Joanne

IV) Summer shirts

- deferred to later meeting

V) Name of the band/logo

- deferred to later meeting

5. 2020/2021 Season

I) 2020 Fall - Children's concert. CANCELLED

II) 2020 Candlelight stroll

- MIGHT be on because it is an outdoor event
- More information to come.
- No parades this year.

III) 2020 Christmas

Paula moves to postpone our Christmas 2020 concert to December of 2021.

Gordon seconds motion.

All in favour.

VI) Valentines 2021

Gordon moves to not hold a Valentine's concert in Feb 2021

Paula seconds

All in Favour

V) Spring 2021 PLACEHOLDER

- a) date - Sunday, May 2nd (Afternoon)?
- b) Location - Faith CRC?

VI) Summer 2021

- a) SOM parade (likely) Saturday, June 19th
- b) Bandshell concert (likely) Sunday, August 29th

6. Loss of BCB member Linda Wilkinson

Gordon would like to share that Linda Wilkinson from the clarinet section has passed away. Gordon has been in contact with Linda's husband to convey our deepest condolences.

7. Next meeting: November 19, 2020

8. Motion to Adjourn: 9:20 pm.

Gordon moves

Paula seconds