



## Executive Meeting Minutes

Wednesday November 16, 2022 at 7:30 pm

Location: 264 Delancey Blvd., Hamilton

### 1. **Call to Order:** 7:45 pm

i. Regrets: Lisa Liang, Paula-Ann Simon, Beth Brown  
Absent: Marie Limanni

### ii. Adoption of Agenda

No Amendments

Motion to adopt by Gordon Cameron

Seconded by Jeff Reynolds; Vote: All in favour

### 2. **Meeting Minutes**

April 21, 2022, meeting minutes are not available

2022 AGM (June, 2022), meeting minutes are not available

October 20, 2022, meeting minutes still to be posted

### 3. **Reports**

#### i. **Treasurer: Jane Clifton**

BCB's financial position is as follows:

Chequing account balance on October 20, 2022 - 11194.27

#### **Revenue relating to October 23 Concert**

Oct 21 CanadaHelps Ticket Sales disbursed (Net)	266.00
Oct 24 Ticket sales via Square	121.68
Oct 27 Cash ticket sales deposited	450.00
Oct 28 CanadaHelps Ticket sales disbursed (Net)	570.00
Nov 4 Ticket payment forwarded by e-transfer	<u>45.00</u>
	1452.68

#### **Expenses relating to October 23 Concert**

#70 Oct 24 Tech services	100.00 (Outstanding)
#71 Oct 24 Tech services	50.00 (Outstanding)
#72 Oct 24 Program Printing	209.05
#73 Oct 24 Flowers	<u>180.00</u>
	539.05

## General Band Revenue since Oct. 20

HST Rebate Jan-June '18	271.58
HST Rebate July-Dec '18	143.05
Donation from member	120.00
5 Membership fees (cash)	100.00
Square misc. payment	<u>0.90</u>
	635.53

## General Band Expenses since Oct. 20

#74 Oct 31 Webhosting, SmugMug	212.96
#75 Oct 31 Logo Processing	45.55
#76 Oct 31 Square Device	67.79
#77 Oct 31 BBQ expenses (re August)	<u>156.88</u>
	483.18

## Christmas Concert Revenue since Oct. 20

Nov 12 CanadaHelps Ticket Sales Disbursed (Net)	38.00
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## Christmas Concert Expenses since Oct. 20

#78 Nov 14 Port Nelson United Church	750.00 (Outstanding)
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Our chequing account balance on November 16 is 12,448.25, but there are three cheques totalling 900.00 outstanding, so our balance is "really" 11,548.25.

Today I ordered 100 cheques which will cost 81.73 I still need to reimburse Gordon Cameron 326.35 for his payment to Constant Contact (230.52 USD).

In December I will pay our DOM, Joanne, and assistant, Julian the first half of their honoraria. I will also post a summary of Christmas concert revenue and expenditures, and our yearend financial position.

In other news, I submitted our Ontario Corporate Return, so we are good until June 30, 2023. It would be good to have another Executive member to learn about this process.

### Discussion:

The October Children's concert had a good profit. The flowers that were given, 3 bouquets cost \$60, which was approved but too expensive. Also, we will not continue to give floral arrangements at every concert, just for special occasions. Jeff has a connection to getting arrangements at a lower cost.

All bills have been paid. The ticket pricing for the upcoming Christmas concert is: \$20 for single Adult ticket, 4 tickets for \$60, and children under 12 are free.

Dan: We need to look more carefully at the budgets and revenues of concerts to ensure that the profits are covering the overhead to run the BCB (ex., paying the Director and Assistant, Insurance). We generally play four money generating concerts per year. DO the revenues from these concerts cover our overhead?

## **ii. Director of Music: Joanne Romanow**

Spoke to Leonard Turnevicius at The Spec. Provided him with Christmas concert information along with information about Enchorus. Unsure what his plan is for a possible article or just a mention that the concert will take place.

### Discussion:

- Jeff mentioned a few other spots in The Spec. that provide reader with upcoming events around the area. "What's Happening" or "Plan Your Weekend". If we submit a write-up at least one week ahead, we could have our concerts featured in the section. Gordon will look into this opportunity.
- New local Burlington online paper is called Burlington Today, maybe there are opportunities for advertising, articles etc.

Program Committee met on Monday November 14<sup>th</sup> to narrow down the playlist for the March 3<sup>rd</sup> concert. The list of pieces totals 1 hour 17 minutes, which is more than we need. The committee will need to discuss further, in collaboration with Koogle Theatre to solidify the program as soon as possible.

May concert idea: British Theme, was popular with the membership. Members have been asked to submit music ideas and many have done so.

Member concerns have been raised concerning why there is not an audition process for the band as the member was concerned that some players are not playing to a standard that this person thought was needed. The other concern was about closing sections to new players to address possible balance issues.

### Discussion:

- Gordon suggests that people who find the music too difficult will probably not stay as members too long. Also, the deal with the City of Burlington stipulates that the BCB be an open community band. Are these players who are not playing everything harming the band?
- Jane suggests that for sections of the band that have an overflow of members, we create a waitlist for new players. Laura agrees with this idea.
- Dan suggests we have section leader training. Maybe the placement of players should include some sort of mentoring, weaker players mixed in with the stronger players.

## **iii. Fundraising/sponsorship**

- St. Stephen's Endowment Fund approved, \$5500
- cheques are in the mail

## **iv. Director of Facilities: Dan Grieve**

During the drop-off of equipment after the October concert, Rob Bennet asked why we are not using the travel riser and director's stand. We don't know what these items are or where they are kept. Are they locked away, and who has the key?

- Joanne will be at the centre on Thursday and will ask Rob about these items

## **v. Notations: Gordon Cameron**

The list of email addresses that receive Notations is to be updated using the list of people sign-up in the forum. This is to weed out the old email addresses still receiving Notations. Any emails that are to be deleted from the list will be sent a notification email and the person may choose to stay on the Notations mailing list.

Motion to adopt the reports: Gordon Cameron

Seconded by Jeff Reynolds

Vote: All in Favour

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

### **i. Advertising Streams**

What are our current advertising streams?

- Facebook events
- Instagram
- E Blasts
- Posters
- Community Calendars: Burlington Post, City of Burlington, and other local papers as appropriate for the location of the concert
- We have bought newspaper ads
- Distribution of the concert poster to all City of Burlington facilities
- Radio interview
- Articles in The Spec. by Leonard Turnevicius
- Word of mouth

Are these advertising streams enough? Do we need to do more?

- For comparison, DVO does little advertising for their 3 yearly concerts. They rely on their members and loyal fan base to attend concerts
- We could advertise what we are going to play, or highlight one popular piece to get potential audience members excited to come hear that piece
- Offer incentives for selling tickets. Have the purchaser name the member of the band they are associated with, and that member could get some sort of incentive. Although, people who pay at the door would also have to be asked.
- We should include a question in the next audience survey about the effectiveness of the Facebook Event

### **ii. Summer Shirts**

- There will be a one-time fee to set-up the embroidery for the shirt logo
- We would like to have physical samples to decide which fabric to select and sample sizes so people know which size to buy
- Black shirt seems to be the colour of choice, will the logo show up on the black shirt colour?
- A sub-committee will go to the shirt warehouse to see the shirt selection and see the samples of the embroidered logo.

### **iii. Square logo**

- Two options have been created for a possible square logo. The treble clef logo with the addition of BCB in either teal/navy or teal/navy/yellow
- Vote was in favour of the teal/navy option.

Jeff Reynolds moves to adopt the teal/navy version of the square logo.

Gordon Cameron seconds.

Vote: All in favour.

### **iv. Executive Member Responsibilities/Non-Performance**

Membership Director, Paula-Ann Simon

- Former Secretary
- Has not submitted the minutes or the notes from the meeting on April 21, 2022. A deadline was set for Monday November 16<sup>th</sup> for submission. The deadline was not met
- Minutes and/or notes from the June 2022 AGM have yet to be submitted
- Updates to the membership list have not been made

Motion by Jeff Reynolds:

Paula-Ann Simon is to be removed from the role of Membership Director due to non-performance of responsibilities. This motion does not remove Paula-Ann from the Executive. Paula-Ann will be moved into the position of Member-at-Large.

Seconded by Dan Grieve

Vote: All in Favour

Moving Forward the roles and responsibilities of Membership Director will be completed as follows:

1. Gordon: Will continue to answer inquires from our website and ensure the information about potential new members are shared with Director of Music, President/Vice President, Section Leader, Library Director
2. Jeff: will greet new members at their first rehearsal. Will introduce new members to section leader and Director of Music.
3. Dan: send new members a form to collect their information for the membership list
4. Jane: continue to collect membership fees and track payments

Member-At-Large, Marie Limanni

- Little engagement with the Executive. Does not attend Executive meetings
- Did complete the given task of contacting Retirement Residences

A conversation about Marie's ability to commit time to the Executive will take place.

**v. Library sharing**

- other bands
- Specifically, Windjammers (Kitchener)
- concerns about sharing music with other groups and the possibility that we may lose pieces or parts of pieces
- Due to the distance of the Windjammers, in Kitchener, and the fact that we do not know any members, we will not be sharing whole pieces with this group. They may inquire about missing parts. If we can provide missing parts, we will do so.
- we will continue to share our library resources with local groups, whose librarians are known to the BCB, to ensure the safety of our library contents
- records of who is borrowing, and what is being borrowed will continue to be kept by the Library Director

**vi. Budget for new float decorations**

- Members of the BCB will be involved in two parades for Christmas
- New decorations for the float are required

Motion by Jeff Reynolds:

Steve will have a budget of \$100 to purchase decorations for the parade float

Seconded by Gordon Cameron

Vote: All in Favour

**vii. Request from band member to unsubscribe/cancel zoom account**

- A motion was approved by the membership at the June 2022 AGM to continue the Zoom account for another year
- If we cancel, we will not get a refund
- No action is needed here

**viii. Allow for e-transfer payment?**

- E-Transfer is a popular payment method. Audience members can send payment by e-transfer to [president@burlingtonconcertband.ca](mailto:president@burlingtonconcertband.ca), and show the confirmation at the door. Steve can monitor the transfers in real-time through the email account.

Concert Ticket Purchases:

- Online through CanadaHelps
- Square Terminal for both debit and credit
- E-transfer to [president@burlingtonconcertband.ca](mailto:president@burlingtonconcertband.ca) at the door
- Cash at the door

**ix. Concert and Event Schedule - see appendix A**

Upcoming Meeting Locations:

January 2023: Cory

February 2023: Dan

March 2023: Jeff

## **5. 2021/2022/2023 Season**

**\*\*Refer to appendix A - concert and event schedule\*\***

### **i. FALL 2022 CONCERT - FRENCH PETER AND THE WOLF**

- Profit - \$1,700
- Review: It went great! Good venue.
- Next Year we could do the same thing but with different music, perhaps Tubby the Tuba in French
- Need to begin the process for grants earlier

### **ii. Burlington Downtown BIA candlelight stroll**

- Friday November 25, 6:00 p.m.
- About 8 BCB members will be playing carols
- Outside Pearl and Pine Retirement Residence: 390 Pearl St, Burlington

### **iii. Flamborough Santa Parade**

- Saturday, November 26, 5:00 p.m.
- float decorations to be purchased, see motion above
- Renata will drive float
- About 8 members will perform on the float

### **iv. Burlington Santa Parade**

- Sunday, December 4, 2:00 p.m.
- Renata will drive float
- About 8 members will play on the float

### **v. CHRISTMAS CONCERT 2022**

- Port Nelson United, Friday, December 2, 2022
- concert is from 7-9 with 20-minute intermission
- guests – Enchorus
- tickets - \$20, 4 for \$60, under 12 is free
- Barb Reynolds is creating the program
- call time for members is 5:45 pm with the sound check starting at 6 pm
- members need to bring a music stand

### **vi. HERITAGE PLACE CONCERT**

Summer concert was canceled due to weather - Christmas by small ensembles?  
Due to time restraints, we did not discuss this at the meeting.

### **vii. MID-WINTER 2023 (March)**

- Collaboration with KooGle - Lisa/Joanne
- Grace United (Tied to Endowment Grant). 250 Audience size
- Date - March 3<sup>rd</sup>
- Charity partner - Halton Learning Foundation
- tickets – Discussion of possible \$10 ticket price plus using the donation section on CanadaHelps

- Donations at the door and ask for volunteers from Halton Learning Foundation to write receipts
- We will use the following language in our advertising: "Proceeds go to Halton Learning Foundation". This allows us to use what we need to cover the costs of the concert with the money earned from ticket sales

**viii. SPRING 2023 and APPLEBY STREEFEST**

Discussions to be deferred to future meetings.

**6. Next meeting: January 19, 2023**

**7. Motion to Adjourn**

Gordon moves to adjourn at 10pm

Jeff seconds

All in Favour.