



EXECUTIVE MEETING MINUTES

DATE: Thursday, October 17, 2022

TIME: 7:30 p.m.

LOCATION: 2027 Edinburgh Drive, Burlington

PRESENT: Dan Grieve, Steven Hewis, Kamara Hennessey, Lisa Liang, Beth Brown and via Zoom: Jeff Reynolds, Jane Clifton, Gordon Cameron

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

I) Regrets: Joanne Romanow, Marie Limanni, and Laura Cristiano
Absent : Paula Simon

II) Adoption of the Agenda/Amendments: Gordon motioned to adopt, Jane seconded. Vote: All in favour; carried

2. August 18, 2022 meeting:

I) Adoption of the Minutes from August 18, 2022 as amended:
Dan motioned to adopt, Jane seconded. Vote: All in favour; carried.

II) Business arising from the minutes: Nil

3. Reports:

I) Treasurer's Report.

- Jane presented her report on a separate handout. There was some discussion about defining sponsor vs donator vs advertising terms.
- There is a sponsorship package available to purchase
- Jane would like an online/paper form to update addresses etc. Dan has already created a Google form. Gordon can send this out in Notations by November 28.
- Motion by Dan to accept the Treasurer's Report, seconded by Gordon. Vote: All in favour; carried.

II) Director of Music Report: Presented by Steven Hewis on behalf of Joanne Romanow

- Joanne will meet with KooGle Theatre on Oct. 27 to discuss possible pieces for the concert. Joanne will also meet with the program committee to finalize a program, once the joint pieces have been agreed to.
- A rehearsal date for the Enchorus Children's choir will be in November. The joint pieces will be put at the beginning, so the children will not have to stay late.
- We will have to confirm our venue for the concert with KooGle to enable us to choose the date and know how much space is available for the band and guests.
- We should decide upon a date for next year's Butterfly Release. June worked well this year.
- Question: would we be able to get a full band together for a July 1 concert next year?
- December 8, 2023 will not work for a Christmas concert as Joanne has a standing commitment that lands on that date.

III) Fundraising/Sponsorship:

- a) St. Stephen's Endowment Fund has been approved. Two amounts of \$3,000 and \$2,500 are in the mail.

IV) Other:

- Dan and Laura have keys and the code for the Music Centre. Perhaps more than two people should have these in case of unavailability. Agreed.
- Dan is unable to find the receipts for the BBQ, but we can reimburse him for reasonable costs.

4. New Business/Other Business:

I) The new logo has been approved and is in used.

- Steven had a business card showing it.
- Lisa has it converted to a file that can be used on shirts
- We should decide by January's meeting on colours and styling.
- Dan can ask his shirt company for a quote but will need an example a.s.a.p.
- The full logo will probably be too small on a shirt
- Julian's version on the Forum can be used for letterhead and as a watermark for Jane's receipts etc.
- There is an embroidery version as well.
- Lisa will give us a couple of options next meeting to decide upon for our immediate needs.

II) The new DOM and Assistant Conductor contracts have been accepted and signed.

III) The Fundraising Director position remains open as there has been no response from the previous volunteer.

IV) Library sharing with the Kitchener Windjammer's band

- The Kitchener band has provided a list of their music library.
- Joanne has some concerns about sharing.
- Laura should weigh in.

- Dan suggested that only photocopies should be shared so no originals would be lost.
- We can have a two-way replacement policy if we share our library with another band.

V) Website: Possible change to GUI as opposed to HTML

- Gordon explained it's difficult to transition; Lisa agreed.
- Perhaps later when the need is greater.

VI) Patronage: Offer to Dave and Nancy Grieve/ flat rate for the season

- Discussion about giving the flat rate to the Grieves.
- Jeff asked what the expectations are for patrons.
- Could use the DVO as an example.
- Kamara explained that patrons can lend a professional weight to concerts.
- Steve mentioned that the Grieves do many things without cost to the band such as lending their vehicle for the Christmas parade etc.
- Gordon suggested an ad hoc committee to look at different patronage models and present these through the Forum for discussion.

VII) Videographer:

- Should we have a "resident" videographer? Ty and Theresa White are currently helping with videos.
- Should we livestream? Lisa is worried people may not attend if this is available. Also, we shouldn't pay someone to record.
- Dan mentioned it is nice for shut-ins to have a video feed.
- Jeff reported that the DVO livestreams to long term care homes and similar institutions and that donations have increased from this.
- Lisa added that donors may increase too.
- Steve will ask Marie to contact some long term care homes regarding interest in this.
- Beth will find out the rules for video recording children.
- Lisa thought that mentioning this in the program is fine but not an official payment or ad for an unrelated business that might be providing our video. Otherwise, with a paid position, expectations would be higher for content/camera angles etc. and sent to Gordon for approval and to be put on the Forum.

VIII) Purchasing a Square Tap:

- The one we have for credit cards that attaches to a phone is no longer sold new.
- Should cost around \$60.
- Gordon motioned to approve up to \$100 to purchase this, Lisa seconded. Vote: All in favour; carried.
- Jeff can pick one up tomorrow.

IX) Concert and Event schedule – see Appendix A

- Items in green are confirmed; those in blue are proposed.
- We can leave this for ongoing discussion.
- Gordon reported that it was \$160 for the design and printing of our concert program and tickets and \$60 for posters for our concert with the DVO, but this cost was donated by Allegra.
- Perhaps the secretary could send a thank you letter on our new letterhead

5. 2021/2022/2023 Season

I) FALL 2022 CONCERT – FRENCH PETER AND THE WOLF

Subsection A – Information

- a) Location – Faith CRC church
- b) Date – Sunday, October 23
- c) Time – 2:00 p.m.
- d) Grants in progress – could be up to \$6,500
- e) Sponsorship/advertising – Grieve Home Maintenance, Max International, Mortgages2Funds

Subsection B – Action Items

- a) Flowers for Djennie to be presented by the children. Steve and Corey will look after getting the flowers.
- b) Should we add flowers for Julian and Joanne? Agreed.
 - Motion by Jeff to buy three bouquets of flowers with a budget of up to \$200.00, Dan seconded. Vote: 4 in favour, 1 against, 1 abstention; carried.
- c) Masks
 - Masks will be available from behind the counter.
 - Ticket takers will know they are available.
 - Lisa will look after supplying these.

II) Burlington Santa Parade

Subsection A – Information

- a) Sunday, December 4, 2:00 p.m.

Subsection B – Action Items

- a) Float decorations
 - Steve has lots of decorations left over from previous floats.
 - Steve will ask for volunteers to be in the parade.
 - Up to 9 people can sit on the float, and more can walk beside it.
- b) Steve will ask Renata to drive

III) CHRISTMAS CONCERT 2022

Subsection A – Information

- a) Sherrie Kerr is our contact
- b) Port Nelson United Church, Friday, December 2, 2022
- c) Guests – Enchorus
- d) Tickets - \$20.00 each or 4 for \$60.00
- e) Start time – 7:00 p.m. We must be out by 10:00.

Subsection B – Action Items

- a) Attire
 - Black suits, white shirts, black bow ties for men.
 - All black for women.
 - We should decide how much Christmas flair is acceptable and list these.
- b) Get information to Jane regarding cheques
- c) Lisa will create a Facebook ad for approximately \$150. Meta will put it into our area and audience. The cost reflects the number of pop-ups. We got around 70 clicks last time. Lisa will confirm this information and present.
 - Lisa motioned to create the Facebook ad, no one seconded. Steve will put on the Forum for voting/discussion.
- d) Charitable donations
 - Jane motioned that our charitable donation to the Food Bank will be a minimum of \$200.00 or 50% of our net profits, Lisa seconded. Vote: All in favour; carried.

IV) HERITAGE PLACE CONCERT

Subsection A – Information

- a) Canceled this year due to weather. Perhaps small ensembles can do something for Christmas. We would have to find out who would be available and what dates. Perhaps this is too much right now and we should leave it until next summer.

V) MID-WINTER 2023 (March 2023)

Subsection A – Information

- a) Collaboration with KooGle – Lisa coordinating

Subsection B – Action Items

- a) Location
 - Grace United may be too small. Perhaps St. Christopher's? The Endowment is open to other venues.
- b) Tickets
 - Nil report

VI) SPRING CONCERT 2023

- a) Brainstorming continued

VII) ABBLEBY STREET FEST 2023

Subsection A – Information

- a) Possibly September 17, 2023 from 1:00 p.m. until 3:00 p.m.
- b) Includes a display/demonstration of instruments and band performance
- c) The lead for this is Lisa

6. Next Meeting:

Wednesday, November 16, 2022. Location TBD

7. Motion to Adjourn the meeting at 9:49 p.m.:

Jane motioned to adjourn the meeting at the above time, Dan seconded. Vote: all in favour; carried.