

**EXECUTIVE MEEING MINUTES**

**DATE:** May 18, 2023

**TIME:** 7:30 p.m.

**LOCATION:** Zoom Meeting

**PRESENT:** Gordon Cameron, Jane Clifton, Kathryn Chirametli, Laura Cristiano, Dan Grieve (8:30 p.m.), Kamara Hennessey, Steven Hewis (7:45 p.m.), Marie Limanni, Jeff Reynolds (left at 7:45 p.m. due to technical difficulties), Paula-Ann Simon.

1. **Call to Order**: 7:30 **p.m.**

l) Regrets: Lisa Liang, Joanne Romanow

ll) Adoption of the Agenda:

* The dates in section **2. Meeting Minutes** were corrected to read: “April 20, 2023. “

 Gordon moved to accept the agenda with this correction. Paula-Ann seconded the motion. Vote: All in favour; carried.

2. **April 20, 2023 meeting:**

l) Adoption of the Minutes from the April 20, 2023meeting:

* In Section 3 of the Treasurer’s Report the phrase, “As the Band is a charity,” was deleted.
* In Section 4. V) “Lisa’s proposal” was changed to “Paula-Ann’s proposal.”
* In Section 5. V) the wording about the performers’ contract was amended to read: “Jane moved that a performers’ contract be drawn up to cover the non-refundable $200 deposit ..”
* Gordon moved that the minutes be adopted with amendments as outlined above. Jane seconded the motion. Vote: All in favour; carried.

ll) Business arising from the minutes:

* Jane said that someone would have to draw up a performers’ contract. Gordon said we have a template version that could be used.

**3. Reports:**

l) Treasurer’s Report (on separate handout)

* The report highlights expenses for the May 5th concert and revenue from band shirts. The biggest expense is payment for Joanne’s conductor fee.
* Kathryn moved to accept the Treasurer’s Report. Marie seconded the motion. Vote: All in favour; carried.

ll) Director of Music Report:

* Steve reported that the programs for all concerts are covered up to and including October 2023.
* Joanne is meeting with Jenny from New Horizons in June to decide on the repertoire for the Christmas concert.
* Steve is working on confirming a venue for the Christmas concert.
* Steve announced that the Band is looking for a drummer. In order to pursue this matter,

Gordon moved that the Executive go off camera to discuss staffing of the Percussion section. Paula-Ann seconded the motion. Vote: All in favour; carried.

* After going back on camera, Laura moved that we adopt the Director’s Report. Marie seconded the motion. Vote: All in favour; carried.

**4. New Business/Other Business:**

i) **Website photography**: Gordon’s sister has an injury and is not currently available to take photographs. Gordon will follow up with her to see if she might be available by October. Dan is also trying to find a photographer.

ii) **Summer shirts:** Most band members have now ordered a shirt. Dan reported that the shirt order is ready to go. The Band should have the shirts by the first week of June in time for the June 25th Butterfly Release concert. With respect to Gordon’s reference to BCB’s Bylaws in the discussion on an acceptable/appropriate “uniform” attire, Paula-Ann moved to accept a standard band uniform for 2023 with the following requirements: band shirt or solid black shirt with collar (no logos), full length black pants or ankle length skirt (no yoga pants, shorts or capris), black footwear. Jane seconded the motion. Vote: All in favour; carried.

iii) **Band collaboration:** already covered in Section 3. ll)

iv) **Executive positions at the 2023 AGM:** Kamara was not able to speak due to a cold. The final list of candidates has been sent to the Executive by email. There are still openings for Publicity and Marketing, and Fundraising Director. Dan said the positions of President, Vice-President and Treasurer should each be for a term of 2 years. Since Gordon offered to rework the 2023-2024 Candidates List, Kamara will convert the PDF Candidates List to a Word document and email it to him in order to make the necessary revisions to the terms. Marie moved to accept the list of candidates as amended. Jane seconded the motion. Vote: All in favour; carried.

v) **Concert and event schedule**: no changes excepting that the May 5th concert has been completed. Jeff and Gordon have worked on a list of concert and event planning questions used by the Dundas Valley Orchestra. Steve suggested that Gordon put a poll on Forum to find a date when the Executive can meet to do some strategic planning.

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

I) SPRING 2023 (May 5)

Subsection A – Information:

* The concert went well. The back row of the alto saxes was hidden behind a pillar so the audience was not able to see the soloists, Al and Julian.
* Jane has previously posted a checklist of things to be done ahead of each concert including publication and poster submission deadlines

Subsection B – Actions:

* Jane moved that the Band donate $500 to the Burlington Food Bank. Paula-Ann seconded the motion. Vote: All in favour; carried

II) SUMMER 2023

Subsection A – Information:

* The Butterfly Release concert on June 25th will start at 12:30 p.m. The concert will be at the same location as previous years, in Hidden Valley Conservation Park, Burlington.
* The Bandshell concert is confirmed for Sunday, August 27th. It will run from 7:30 to 9:00 p.m. Steve will ask Joanne to confirm a time for the Band to set up for the concert. Jane suggested that the Band remember deceased members every 2 years or as needed at this annual event.
* The BBQ is on Monday August 28th. Steve and Gordon will look into the budget for the BBQ.

Subsection B – Actions:

* Steve is still trying to arrange a concert at Heritage Place. The preferred date is August 14th with a rain date of August 21st. The concert will run from 7:00 to 8:00 p.m. with the Band in place by 6:30 p.m.

III) APPLEBY STREETFEST

Subsection A – Information:

* This event is on Sept. 17th from 1:00 to 3:00 p.m.

Subsection B – Actions:

* Gordon will poll Band members to see who will be attending the Streetfest.

IV) FALL 2023

Subsection A – Information:

* The Broadway Bound Revival will be at Grace United Church on Friday Oct. 20th. The Halton Learning Foundation will be our charity partner.

Subsection b – Actions:

* Gordon will ask Allegra to change the date on the Broadway poster. The poster will need to be ready for printing by Sept. 1st. The performers will have to sign a performers’ contract.

V) CHRISTMAS CONCERT

Subsection A – Information:

* The date of this concert is confirmed as Friday Dec. 1st

Subsection B – Actions:

* A venue for the concert has to be confirmed by the end of the summer. The Mercedes-Benz location is not likely to be confirmed until October which is too late. The venue will have to accommodate the BCB and the New Horizons Band Burlington which poses a challenge.
1. **Next Meeting:** A½ hour planning meeting for the AGM to be held at the Music Centre on May 29th at 7:30 p.m. There is no quorum for the Executive Meeting scheduled for Wed., June 21st. The Executive will meet online instead on Thursday, June 15th at 7:30 p.m.
2. **Motion to Adjourn the meeting at 9:19 p.m.**

Gordon moved to adjourn. Jane seconded the motion. Vote: All in favour; carried.