

**EXECUTIVE MEETING MINUTES**

**DATE:** November 15, 2023

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

**LOCATION:** Meeting at 2027 Edinburgh Drive, Burlington

**PRESENT:** Gordon Cameron (arrived at 8:15 p.m.), Jane Clifton, Kathryn Chirametli (on Zoom), Laura Cristiano, Dan Grieve, Kamara Hennessey, Steven Hewis, Joanne Romanow.

**REGRETS**:

1. **Call to Order:** 8:05 p.m.

l) Regrets: Lisa Liang, Marie Limanni , Paula-Ann Simon

 Absent : Jeff Reynolds

ll) Adoption of the Agenda/Amendments:

Gordon arrived at 8:15 p.m. and that made up a quorum. Gordon then made a motion to accept the Agenda. Jane seconded the motion. Vote: All in favour; carried.

1. **Minutes from the October 19, 2023 Executive Meeting:**

l) Adoption of the Minutes from October 19, 2023.

* Kamara asked for a revision of Item 5, Summer 2024: *Kamara will confirm that BCB will perform at Bereaved Families of Ontario, South Central Region’s “Walk of Remembrance and Butterfly Release” event.*
* Jane pointed out a mistake in Item 5, Winter 2024. The discussion about having 2 concerts playing back to back was for the March 2024 concert, not Christmas. Some additional typos and a misspelled name were also noted.

Jane moved to adopt the Minutes of October 19, 2023 as corrected. Gordon seconded the motion.

ll) Business arising from the minutes: Nil report

1. **Reports:**

l) Treasurer’s Report

* Dan reported having problems with Scotiabank transactions. The ATM ate the band’s access card and several checks were spit out. These problems may be a problem particular to the home branch we’re using.
* There is a balance of $20,000 in the band’s account. With this healthy balance the $1000 check for the Halton Learning Foundation was a little conservative. There is enough money available for a concert at the Burlington Performing Arts Centre.
* The full report is posted on forum

ll) Director of Music Report:

* Joanne met with Hannah Bailey’s mom to pass on some music. Hannah is in Europe at the moment but the band will have 2 rehearsals with her before the Christmas Concert. Julian’s piece will also be rehearsed for the Christmas program.
* The Program Committee met on Monday to plan the Winter 2024 Concert program.
* Joanne asked for an updated list of the membership. Although Lisa had put a list of band members on forum, Joanne said she would need contact information as well. Gordon will send her the membership information he has on hand.
* Joanne said that she needed the poster to be ready for Leonard from the *Hamilton Spectator.* Gordon said that the poster is in production and will be ready shortly.

Gordon moved to adopt both the Treasurer’s and the Music Director’s Reports. Jane seconded the motion. Vote: All in favour; carried.

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

l) Social Media Policy

 The policy discussion was tabled for a future meeting.

 II) Review of Assistant Conductor.

Steven reported that he still needs to schedule the review.

III) Santa Claus Parade Float

Steven has been working on a wooden structure. It has a trellis for hanging lights on the band’s float. The Executive had approved up to $300 to build the structure. A sketch of the structure is posted on forum.

IV) Salvation Army Christmas Music

 This collection is similar to the Christmastime books but with more songs. The 13 books cost roughly $230. Joanne advised Steven that he may only get a credit card statement as a receipt for his payment.

V) Tent Purchase

Steven has received some information from Jeff about the cost of 10 by 10 foot tents from Vistaprint . The tents are in the $1050 range. Dan asked why the band needed to buy a tent. Steven said the Executive thought a tent could be used for outdoor events like Heritage Place. The band could order a tent with its own logo for $1400. Jane said she didn’t think we had enough space to store a tent. The general feeling was that the band could rent a tent when needed.

 Gordon made a motion not to purchase a tent. Dan seconded the motion. Vote: All in favour; carried.

VI) Portable Wireless Speaker Microphone

Steven reported that a wireless microphone can be used at outdoor events like Heritage Place and Appleby StreetFest. It can also be used at rehearsals. Kathryn mentioned that it can be difficult to hear the conductors when you wear a hearing aid.

An AV system could also be used by the MC in venues like the Holiday Inn. Joanne suggested we first try renting a wireless microphone from Long & McQuade for the Christmas Concert. Steven said he would enquire about a rental.

VII) Composition for the Band

The Executive agreed with Joanne who said she would like to encourage local composers by requesting a new composition written specifically for the band. Band member Dylan Wright has expressed an interest in writing a piece for the band. Steven found out that the Canadian League of Composers pays $750 per minute for a piece with 9-15 parts. Previously, established composer Michael Stanley was paid $200 a minute. Aside from the cost, the band would need to consider if it wants sole ownership of the piece or just first performing rights.

Other options like paying an honorarium were discussed. Laura suggested we look at a composer’s body of work first and then make an offer. Dylan’s composition could inaugurate a competition series to support local composers.

Dan suggested that members of the Executive sit down with Dylan to lay out the parameters of any agreement. The Executive needs to find out if he has any music published? We could ask him to provide a draft of 1 minute for review, with payment contingent upon the band performing the music.

No consensus was reached so this topic has been tabled for the next Executive Meeting.

Joanne asked Steven to tell Dylan that she was mistaken about expecting the composition to be ready for early 2024. It’s likely that the composition would need to be ready by early 2025.

 VIII) Program Advertising.

Dan and Jeff plan to advertise the band’s March concert in the Dundas Valley Orchestra program. Dan said that the poster will provide some consistency in design when it’s ready. Dan also said that it’s worth advertising in the DVO program for a year to see the benefit. Steven said we could be an Aria supporter of the DVO for $50 and therefore cited in their program. We could also do reciprocal advertising in our programs.

Gordon moved to explore the opportunity of reciprocal advertising with the DVO. Jane seconded the motion. Vote: All in favour; carried.

IX) The Strategic Planning Meeting

The meeting is scheduled for December 27th and will be held at Steven’s place.

1. **2023/2024 Season**

I) FALL 2023

 Subsection A – Information:

Feedback on the concert has been good. Joanne said that the music was audience friendly. The Clarinets reported that they felt they were too close to the speakers. Steven got a stern comment from the custodian that the audience was way over capacity for the fire code. Although Steven had given strict instructions to limit the number of tickets sold at the door, his instructions were not followed. Someone needs to be at the door to monitor the number of tickets issued.

Subsection B – Action Items:

In order to control the size of the audience, Steven suggests that in the future we split the concerts at Grace United Church into two - an afternoon and an evening concert.

II) CHRISTMAS CONCERT (Dec. 10, 2023)

 Subsection A – Information:

Refreshments will be available during the intermission and will include both alcoholic and non-alcoholic drinks and snacks. The band will have to cover the cost if the bar doesn’t achieve at least $250 in sales. The poster has been ordered. Joanne has been In contact with Hannah Bailey. Steven is working on the risers and microphone.

Subsection B – Action Items:

Set up is good for 11:00 a.m.,12:00 for the sound check., and 12:30 open to the public.

III) WINTER 2024 (March 3, 2024)

 Subsection A – Information:

The 2 concerts at Grace United will be on Sunday afternoon at 4:00 p.m. and 7:00 p.m. That leaves 75 minutes for each concert. Joanne emphasized the need for a nutrition break between concerts. There will be no intermission. Some band members might have a problem attending both concerts but most will be able to do both.

Subsection B – Action Items:

 Joanne said that the Program Committee needs to decide on a

theme. The music will be something familiar to the audience.

IV) SPRING 2024

 Subsection A – Information:

The theme will be Canadian music. Paula has not yet been in touch with her drum contacts but Steven would still like to have indigenous involvement. Some members wondered if indigenous groups would object to the theme of Celebrating Canada, Sea to Sea.

Subsection B – Action Items:

Gordon suggested we approach indigenous groups and tell them that the theme is Celebrating Canada. Then ask them how they feel about participating.

Joanne mentioned that the Sinfonia Ancaster did a show with indigenous pieces. The Executive could approach them to see if they have contact information.

V) CHRISTMAS 2024

 Subsection A – Information:

 Steven proposed doing a joint concert with Dundas Valley Orchestra.

Subsection B – Action Items:

 Due to the late hour, discussion wrapped up.

**6. Other New Business: nil**

1. **Next Meeting:** Thursday, January 18, 7:30 p.m. Location: tabled for the moment.
2. **Motion to Adjourn:** Gordon moved to adjourn the meeting at 10:10 p.m. Jane seconded the motion. Vote: All in favour; carried.