



## EXECUTIVE MEETING MINUTES

**DATE:** May 16, 2024

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

**LOCATION:** Zoom

**PRESENT:** Gordon Cameron, Jane Clifton, Kathryn Chirametli, Laura Cristiano, Dan Grieve (at 8 p.m.), Kamara Hennessey, Steven Hewis, Lisa Liang, Marie Limanni, Jeffrey Reynolds, Paula-Ann Simon.

**1. Call to Order:** 7:36 p.m.

I) Regrets: Joanne Romanow

II) Absent:

III) Adoption of the Agenda/Amendments:

**Marie motioned to adopt the Agenda. Jeff seconded the motion. Vote: All in favour; carried.**

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The following amendments to the Agenda were requested:

1. Strike the Butterfly Release from the Item 5.III) c .
2. Table the Online Access Policy, Item 4.1) for a future meeting.
3. Add to Item 5.III) discussion about a concert to be held in Norton Park in northern Burlington
4. Change the heading in Item 5. to 2023/2024 and 2025/2026 Seasons.

**Steve called for the Executive to approve the Agenda as amended. Vote: All in favour; carried.**

**3. Minutes from the April 24, 2024 meeting:**

I) Adoption of the Minutes from April 24, 2024.

**Gordon moved to adopt the Minutes. Jane seconded the motion. Vote: All in favour, carried**

The following errors were noted:

1. Jane did not send the poster to the *Hamilton Spectator*.
2. The Spring 2024 concert will not be advertised in the DVO program.

**The Executive approved Amendments to these errors. Vote: All in favour; carried.**

II) Business arising from the minutes: Nil report

#### **4. Reports:**

##### **I) Treasurer's Report**

The report was deferred until Dan arrived at 8:00 p.m. . The Financial report is posted on Forum. The band is behind a couple of hundred dollars from the same time last year. Dan received positive feedback from members of the band when he spoke at the last rehearsal about needing to increase donations and find new sponsors.

**Gordon moved to accept the Treasurer's Report. Jane seconded the motion. Vote: All in favour; carried.**

Further discussion centred on the amount of the donation that should be made to ROCK (Reach Out Centre for Kids). An amount of \$500 was suggested as a donation for ROCK. Dan said there have been losses at several concerts this year which makes it difficult to make large donations. Gordon and Lisa both agreed that our charities should contribute something to the band. This would be by promoting our concert through their social media and sending reps to the concert. ROCK did neither. Lisa emphasized the need to establish a relationship with our charities of choice. Dan suggested the Executive decide on the donation amount once we know the finances of the concert. A motion to donate \$500 to ROCK was not taken up.

**Paula-Ann motioned to donate \$200 to ROCK. Marie seconded the motion. Vote: All in favour; carried.**

Steve said the Zoom membership of \$242.84 had been renewed. Gordon suggested putting the membership renewal in the budget so the Executive does not have to approve it each year. All members agreed.

**Jeff motioned to approve the payment. Jane seconded the motion. Vote: All in favour; carried.**

II) Director of Music Report: No report

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III) Fundraising Report: No report.

IV) Library Report

Laura reported that she had reviewed Mary's will and had organized the gift into 2 boxes of music. There are scores for vocals and woodwind ensembles. None of the material is suitable for our band and should be donated. Laura would like to offer the music to university libraries. Laura was commended for her hard work and asked to proceed with the donation.

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

I) Online Account Access Policy: This item was tabled for discussion at a future meeting.

II) BCB Bylaw changes:

Changes were sent out to band members. There needs to be a vote on the changes at the AGM in June. Gordon said that the changes must pass with 80% approval. Gordon will probably not be at the AGM in June.

III) Portable wireless speaker and mike:

Steven and Jeff will look at the mike system before the next concert.

IV) DVO Program:

The band will aim for reciprocal advertising for the Fall concert.

V) Revenue/Income Paths:

The discussion covered a possible increase to membership fees, an increase in the price of tickets, soliciting donations, and advertising costs. Some key comments are as follows.

##### Membership Fees:

Jane said not to raise membership fees. The band is stuck with low fees because of perks we receive from the city: free rental space, library space. Fees are used to pay for music.

Marie said that our membership is really low and not on par with other bands.

Dan said we could put the fees up to \$30 or \$40. The fees have been low so as not to deter entry to the band.

Paula-Ann said the Top Hats pay \$150 a year for membership.

Kamara said that when Craig Haniford was Treasurer he thought \$50 was a more appropriate membership fee.

Gordon said that it makes sense to increase the membership fees by the rate of inflation. An increase of \$40 is doubling our fee and we'd need to explain this to the membership. Gordon didn't think a fees raise would be a problem for the members, but he suggested it might be for the Music Centre and the City.

Marie said she would be willing to talk to the City about the need to raise fees.

#### Ticket Sales

Lisa suggested asking each member of the band to sell 4 tickets each year or pay the cost of 4 tickets as an alternative to a flat membership fee. These ticket sales would help pay for concert space.

Gordon said he also liked the idea of each member being asked to sell a small number of tickets each year.

#### Sponsorships

Steven suggested that the band needs to have a sponsorship kit that can be downloaded and used by band members to solicit donations. He is willing to put together a committee of volunteers to work on a sponsorship package.

Gordon said that a Fundraising Director could chair the Fundraising Committee instead of Steven taking on this additional role.

Lisa suggested that we use the upcoming AGM to ask for volunteers to get together and work on a sponsorship plan.

Kamara suggested we look for a band member who would be willing to take on the fundraising portfolio and put together a committee to work on a sponsorship plan.

Dan said that asking a business to be a partner in a charitable venture is easier than just asking for money.

### Other concerns

Marie suggested we survey the band and offer them a choice of the following options: raising membership fees, raising ticket prices, fundraising. Let members be part of the decision.

### Actions

Steven and Jeff agreed that the Executive needed to reach a decision about a fees increase before the upcoming AGM. The need for the increase will be explained at the AGM.

**Jeff moved to raise membership fees to \$30 as we haven't had a raise in several years. Paula-Ann seconded the motion. Vote : 8 in favour; Marie opposed. Carried.**

**Gordon moved that the Executive form a Fundraising Committee and ask for volunteers. The Committee will report back to the Executive. Jane seconded the motion. Vote: All in favour; carried.**

VI) Strategic Planning Session Update: This item was tabled.

## **5. 2023/2024 and 2025/2026 Seasons**

### 1) SPRING 2024

#### Subsection A - Information

Jane has started compiling the audience survey. There were several comments that the hall was too hot. Some people thought the concert was too long. There was a request to include the composer and arranger for each piece in the program. Most people reported they wouldn't use QR codes

Jeff said that the risers worked out well.

Jane and Lisa thought we should have fewer pieces and spend more time perfecting them.

### II) SUMMER 2024

#### Subsection B – Action Items

Lisa suggested having a free concert at Norton Park, in Alton Village. The band shell there is free but has to be booked. Joanne Romanow said she could be available in late July or early August to conduct. Most of our concerts have been in south Burlington so this is an

opportunity to reach northern Burlington. The Executive needs to look at the venue to make sure the band fits. A decision to book the band shell should be made by the AGM in June.

Steve and Jeff talked with the Principal of Rolling Meadows School about having a Halloween concert on Sat. Sept 26th at 1 pm. The room rental is \$52 per hour to cover things like building insurance and the cost of the custodian. Steven asked the Executive if we could offer a concert free for the kids and invite donations. The school could issue tickets online. Another option is a free concert where donations are invited.

Jane asked if we have to issue receipts for donations. Jeff said we could issue receipts for anything over \$10. Dan said audience members can leave their email address and he can issue receipts after the concert.

Lisa suggested we charge adults only or we don't set the suggested donation too high. She also said why not solicit donations from parents before the concert and at the door.

Laura said that in her experience trying to get donations from parents may not end up making much money.

Jeff said that Rolling Meadows is a high needs school and we need to keep this in mind when deciding ticket prices/donation requests.

As the meeting was getting late, Steven suggested we table the discussion about fundraising. He said he would go through all the comments in the chat. The Executive could then settle the matter on Forum.

#### Subsection B – Action Items

Jeff said that he would go back to the Principal of Rolling Meadows to talk about ticket prices/donations.

**Jeff moved that the band pay no more than \$300 for the room rental at Rolling Meadows School. Paula-Ann seconded the motion. Vote: All in favour; carried.**

### III) CHRISTMAS 2024

#### Subsection A - Information

The location is the Holiday Inn. The date is Sunday, December 8, 2024. Steven has made a deposit to hold our place. The Welsh Choir will be our guest. Kamara is our contact person.

Subsection B – Action Items

**Gordon moved to raise the ticket price to \$25 with the proviso that we revisit this decision depending on what our guests, the Welsh Choir, ask for in the way of payment. Jeff seconded the motion. Vote: All in favour; carried.**

**6. Other New Business:**

Steven said he would like to finalize the 2025 AND 2026 concerts in section VI) LOOKING AHEAD at the next Executive Meeting in June, the meeting following the AGM.

**7. Next Meeting:** Wednesday, June 19, at 7:30 p.m., on Zoom.

**8. Motion to Adjourn:** Jeff moved to adjourn the meeting at 9:47 p.m. Gordon seconded the motion. Vote: All in favour; carried.