



EXECUTIVE MEETING MINUTES

DATE: September 18, 2024

TIME: 7:55 p.m.

LOCATION: Zoom

PRESENT: Jane Clifton, Kathryn Chirametli, Laura Cristiano, Dan Grieve, Kamara Hennessey, Steven Hewis, Jeff Reynolds, Joanne Romanow.

REGRETS:

1. Call to Order: 7:3 p.m.

I) Regrets: Gordon Cameron, Lisa Liang, Marie Limanni, Paula-Ann Simon

II) Adoption of the Agenda/Amendments: A new Agenda could not be posted before the meeting as Steve was having technical difficulties with his computer. The format of the Agenda for the last meeting was used as a guide.

2. Minutes from the August 26, 2024 meeting:

I) Adoption of the Minutes from August 26, 2024

Dan moved to accept the Minutes as read. Jane seconded the motion. Vote: All in favour; carried.

II) Business arising from the minutes: Nil report

3. Reports:

I) Treasurer's Report

The full Report is posted on the forum. Memberships from all regular band members have been received. We have hit our goal for member donations with about 39 received to date. The band has also received a couple of corporate donations. Dan said that the band needs sponsors for the fall concert in order to generate revenue. The band's income tax return has been accepted by the CRA.

Jane asked about the sponsorship from Harpers. Dan confirmed it is Harpers' Property Maintenance. He also said that the Membership List needs to be updated. Much of the personal information is out of date. Steve has suggested we send out a form to each member to update the information we have on file. Kamara asked if section heads could be helpful with this. Steve replied that it was not the section leader's job that of the Membership Director.

II) Director of Music Report:

The music has been selected for the Appleby Streetfest and the Hallowe'en childrens' event.

III) Fundraising

Steve said that he needs to advertise in *Notations* for committee members.

Jane moved to accept the Reports as read. Laura seconded the motion. Vote. All in favour; carried.

4. New Business/Other Business:

I) Online Access Policy

Gord submitted an update. Steve suggested that discussion continue on the forum.

II) Membership List

Steve will get Lisa to update the List by sending a Google form to the membership. Dan said it's fast and easy.

iii) Microphone Sysem

Steve and Jeff will pick a date to check out our microphone equipment.

iv) Advertising and Marketing Material

Leanne has responded to our emails. Our information needs to be submitted soon in order to be added to the DVO's program.

Steve has put together a postcard advertising our upcoming concerts. The Executive viewed the postcard online and approved it for printing. The card includes the Burlington band logo, QR code and an ad about the Christmas Concert. On the back the February and May 2025 concerts are advertised. The postcard can be handed out at the Appleby Streetfest. The images and details can also be used for advertising in the DVO program. Their next concert will be on the first weekend in November.

Kamara spoke with a dentist new to his neighbourhood suggesting the Burlington Concert Band program as a place to advertise for new patients.

v) Strategic Planning

Gord has sent Steve and Jeff a synopsis of the plan.

vi) Charity Partners

Robyn from the Food Band is available to meet with Steve and Jeff. Jeff suggested meeting on a Monday before the Band rehearsal.

vii) Audience Questionnaire

Jane said that the form would be revised before the October concert. She will have an update ready by the next Executive meeting.

viii) Domain Name Renewal

- **Dan moved to add this item to the agenda. Kathryn seconded the motion. Vote: All in favour; carried.**
- **Dan moved that the band pay \$136.53 for the term of 9 years. Jeff seconded the motion. Vote: All in favour; carried.**

5. 2024/2025 Season

I) APPLEBY STREETFEST

Everyone and everything is ready to go.

II) HALLOWE'EN CHILDREN'S EVENT, FALL2024

Steve needs to get in touch with the principal and set up the registration system. Dan said that sponsors are needed for this event.

III) CHRISTMAS CONCERT AND SCHEDULE

a) Christmas Concert

The concert guests have been confirmed. Steve will ask Marie to draw up a guest performer's contract. He will provide Gord with information to go on the concert poster. A start time of 1 p.m. has been published in Notations. Joanne said that some members found the time tight because of church commitments. She asked about when the band could set up for the concert. Steve thought it was 10 or 11 a.m. Joanne said 10 a.m. is needed for set up.

b) Other Christmas events in Burlington area

A candlelight service is scheduled for November 29, 2024.

The Flamborough Parade is scheduled for Saturday, November 30, 2024.

The Burlington Parade is scheduled for Sunday, Dec. 1, 2024, starting at 2 p.m.

The BCB dinner is scheduled for Dec. 16' 2024.

IV) FEBRUARY 2025 CONCERT

The venue has been booked and the ticket prices set. We need battery- operated candles for this candlelight concert.

VI) SPRING 2025 CONCERT

Grace United has been booked with a start time of 4 p.m.

6. Other New Business: No new business.

7. Next Meeting: Thursday Oct 17, on Zoom, at 7:30 p.m.

7. Motion to Adjourn: Jane moved to adjourn the meeting at 8:35 p.m. Dan seconded the motion. All in favour; carried.