



BCB Annual General Meeting

Date: Monday, June 2, 2025

Time: 8:00 p.m.

Location: Burlington Music Centre, Rehearsal Hall

1. Call to Order

The President, Steve Hewis, called the meeting to order at 8:00 p.m.

2. Confirmation of Quorum

Steve confirmed that since 25% of the band membership were present (over 21 people) we could proceed with a duly constituted meeting.

3. Adoption of Agenda

Motion to adopt the Agenda

Gordon Cameron moved to accept the Agenda as presented. Jeff Reynolds seconded the motion. Vote: All in favour; carried.

4. Opening Remarks

Steve thanked Jane for organizing the band member survey and the members for completing the survey. There were a lot of helpful comments which the Executive will sift through in preparation for a town hall where the issues can be discussed with the membership.

5. AGM Minutes

1) Adoption of the Minutes from the 2024 Annual General Meeting, June 6, 2024

Jeff suggested accepting the Minutes as read regardless of any typos or misspellings. Kathryn can correct these errors and post an amended copy on the forum.

Motion to adopt the Minutes from the June 6, 2024 AGM

Sherrie Kerr moved to accept the Minutes as read. Helen Rudzroga seconded the motion. Vote: All in favour; carried.

6. Business arising from the 2024 AGM

Steve asked if there was any business arising from last year's AGM. No business was raised.

7. Financial Statements and Proposed BCB 2025-2026 Budget

The Treasurer, Dan Grieve, projected the *Financial Statements for 2024-2025* and the *Proposed Budget for 2025-2026* on the Music Room screen and walked the membership through each of the 2 charts. For further details see the **Appendix** at the end of the 2025 AGM Minutes.

Dan said that the band's finances are secure but there is a need to increase individual and corporate donations. The position of Fundraiser is open and filling it would be to our benefit. The band has been able to secure the equivalent of

3 years of operating costs which allows it to continue functioning.

In the past year the band has reached its target of \$2000 for charities and has been able to exceed the target.

BCB has a membership of 83 and it continues to be a challenge to find performance spaces large enough to accommodate the band. We have been able to afford 2 major concerts at the Holiday Inn. Places like BPAC with rental fees of \$7,000 - \$8,000 are currently beyond our reach. If members know of other venues besides BPAC and Compass Point, please advise the Executive.

The Executive usually meets monthly on Zoom and has renewed its annual membership for \$280. The Executive agreed to look into other options suggested like Google Meet.

Ticket prices at Grace United Church are lower at \$15 p.p. because the band continues to receive the St. Stephen's Endowment and does not pay to use this performance space. Ticket prices have to be raised for larger venues like the Holiday Inn which charges \$2,000 for its space. The February 2026 Concert will have a higher ticket price because the band will have to pay the guest artists.

The Executive will be looking for corporate funding to support the children's Hallowe'en Concert.

Motion to adopt the 2024-2025 Financial Statement and the Proposed BCB 2025-2026 Budget.

Marie Limanni moved to adopt the *2024-2025 Financial Statement*. Paula-Ann Simon seconded the motion. Vote: All in favour; carried.

Ashley Grieve moved to adopt the *Proposed BCB 2025-2026 Budget*. Barb Reynolds seconded the motion. Vote: All in favour; carried.

8. Reports

I) President

Steve spoke about the sell-out concerts in February and May 2025. He also reviewed the summer concert schedule and pointed out that the Bandshell Concert in August would be on a Wednesday, not a Sunday as in previous years. The Christmas Concert will be at the Holiday Inn again this year and our guests will be the St. Paul's Handbell Choir. The Executive is also planning to expand the children's Hallowe'en Concert in the fall and will be asking for a larger performance space. Looking forward to February 2026, Steve and the Executive have arranged a series of concerts in cooperation with the Dundas Valley Orchestra to celebrate Black History Month. Steve has arranged with the Halton Caribbean Association to feature its Steel Pan and Parang groups as our guests in February 2026. In May 2026, the concert **BCB Presents** will feature a number of small ensembles from our band.

In conclusion, Steve thanked the band members for their help in promoting BCB's concerts, buying tickets, and spreading the word about the "Catch the Ace" fundraiser.

II) Director of Music

Joanne thanked the band for its efforts over the last year. She paid tribute to the work of the Programming Committee. The Committee tries to select a mix of music at different levels and welcomes suggestions from all band members.

The text of Joanne's report is found in the **Appendix** at the end of the 2025 AGM Minutes.

III) Band Survey

Jane Clifton summarized some of the survey results and comments from band members. Most members reported enjoying being part of the band. The Conductor and Assistant Conductor were popular and most members did not mind the challenges of some of the musical selections. Notably, most members do not appreciate talking during rehearsals. Everyone seems to appreciate the social activities and in particular values *Notations*.

Jane thanked everyone for filling out the survey forms. The Executive will be reviewing all the results and comments of the survey. Lisa Liang offered to put a link to the survey on the forum.

Motion to accept the Reports of the President, the Director of Music, and Jane Clifton's Report of the Band Survey

Gordon Cameron moved to accept all three Reports. Kat Scarlett seconded the motion. Vote: All in favour; carried.

9. Extraordinary Resolution to not have an audit or financial review engagement.

Steve explained that 80% of the membership has to support the motion to forego an audit or financial review. An audit is costly and has not been performed for the last several years.

Robin Battye moved to support this Resolution. James Lunn seconded the motion. Vote: All in favour; carried.

10. Election and Installation of the Executive

Kamara presented the list of confirmed candidates and asked if there were any further nominations from the floor. The only nomination came from Kat Scarlett who nominated herself for the position of Director-at-large.

The following candidates have been nominated:

Seeking election or reelection:

Vice President – Jeff Reynolds (Term 1 yr., Year 9)

Treasurer – Dan Grieve (Term 1 yr., Year 3)

Membership Director - Lisa Y. Liang - (2 year term)

Library Director - Laura Cristiano - (2 year term)

Directors-at-large – 1) Paula-Ann Simon (1 year term)

Open Positions - Voting Directors

Secretary – Leslie McAlister (Term 1 yr., Year 1)

Director-at-large for Publicity and Marketing – Kat Scarlett (1 year term)

Fundraising Director - no candidates have been nominated.

Not up for election:

These positions will be up for election in June 2026:

President - Steven Hewis (Term 1 yr., Year 9)

Facilities and Equipment Director - Dan Grieve

Directors-at-large – 1) Gordon Cameron; 2) Marie Limanni;
3) Jane Clifton

Ex-officio/Non-voting:

Past President - Kamara Hennessey

Director of Music - Joanne Romanow

Steve thanked Kamara Hennessey, Past President, for presenting the list of candidates for the 9th year in a row

Motion to close the nominations and accept the Slate of Candidates as presented.

Leah Jagger moved to close the nominations and accept the slate of candidates as presented. Peter Burton seconded the motion. Vote: All in favour; carried.

11. Membership Fees

The Executive recommended keeping the annual membership fee at \$30.

Barb Reynolds moved to keep the annual membership fee at \$30 for 2025-2026. Kat Scarlett seconded the motion. Vote: All in favour; carried.

12. New Business – no new business

13. Announcements

- 1) Steve congratulated Julian Lam on his new position as Conductor of the Dundas Concert Band. Julian will be stepping down as Assistant Conductor of the BCB, creating a new opening for Assistant Conductor.
- 2) The Programming Committee now has two openings to be filled. The Committee consists of the Conductor (Joanne Romanow), Assistant Conductor(now vacant), Librarian (Laura Cristiano), and one additional opening as Leah Jagger is finishing her term. Anyone interested in joining the Committee should contact either Joanne or Steve.

14. Motion to adjourn the AGM at 9:14 p.m.

Gordon Cameron moved to adjourn the meeting. Paula-Ann Simon seconded the motion. Vote: All in favour; carried.

APPENDIX

Overhead

| | 2024-25 Budgeted | 2024-25 Actual | Difference | Notes |
|--------------------------|------------------|----------------|------------|--------------------|
| Music Director | 6500 | 6500 | 0 | |
| Assistant Music Director | 875 | 650 | -225 | |
| Library | 500 | 281.88 | -218.12 | |
| Insurance | 1200 | 1136.16 | -63.84 | |
| Percussion | 500 | 545.49 | 45.49 | |
| Zoom | 250 | 242.84 | -7.16 | |
| Bank Fees | 36 | 30 | -6 | |
| BBQ | 350 | 260.17 | -89.83 | |
| Christmas Social | 100 | 68.76 | -31.24 | |
| Constant Contact | 280 | 370.19 | 90.19 | |
| Misc/Flex | 500 | 594.15 | 94.15 | Microphone/TShirts |
| Music Purchase | 1000 | 1070.92 | 70.92 | |
| Webhosting and mtc | 300 | 309.82 | 9.82 | |
| Min Charity Donations | 2000 | 2000 | 0 | |
| Overhead results | 14391 | 14060.38 | -330.62 | |

Fixed Concert Costs Results

| | 2024-25 Budgeted | 2024-25 | Difference | Notes |
|-----------------------|------------------|---------|------------|-------------|
| Venue Costs | 3560 | 1864.5 | -1695.5 | |
| Advertising (posters) | 320 | 115.26 | -204.74 | |
| Programmes | 600 | 464.15 | -135.85 | |
| Audio Equipment | 120 | 0 | -120 | |
| Moving Truck | 200 | 0 | -200 | |
| Guest Honoraria | 750 | 500 | -250 | Welsh Choir |
| Subtles | 5550 | 2943.91 | -2606.09 | |

Revenue Less Concert Expenses

| | 2024-25 Budgeted | 2024-25 | Difference |
|----------------------|------------------|----------|------------|
| Canada Helps/Square | 500 | 482.92 | -17.08 |
| Charitable Donations | 0 | 1500 | 1500 |
| Subtles | 500 | 1982.92 | 1482.92 |
| Total Expenses | 20441 | 18987.21 | -1453.79 |

Concert Revenues

| Program Advertising | 900 | 1400 | 500 |
|---------------------------------------|-------|-------|-------|
| Corporate Concert Sponsorship - Fall | 1000 | 0 | -1000 |
| Corporate Concert Sponsorship - Other | 500 | 0 | -500 |
| Ticket "Sales" (donations) Fall | 1000 | 0 | -1000 |
| Ticket Sales Christmas | 5500 | 5820 | 320 |
| Ticket Sales Winter | 1800 | 2160 | 360 |
| St Stephen's | 2500 | 2500 | 0 |
| Ticket Sales Spring | 2500 | 2320 | -180 |
| Subtotals | 15700 | 14200 | -1500 |

| Other Revenues | Budgeted | Actual | Difference |
|------------------------------------|----------|---------|---------------------------------------|
| Membership Dues | 2400 | 2490 | 90 |
| Membership Donations | 2400 | 2405 | 5 34 members avg \$70.74) |
| Guaranteed Corp Donations | 2500 | 2500 | 0 |
| Other Corporate Seasonal Donations | 500 | 1250 | 750 |
| Non-Membership Donations | 250 | 0 | -250 Does not count concert donations |
| Parade Revenue | 750 | 750 | 0 |
| HST Rebate | 400 | 229.91 | -170.09 |
| Canada Helps Arts Fund | 0 | 31.04 | 31.04 |
| Summer Wear | 0 | 195 | 195 |
| Subtotals | 9200 | 9850.95 | 650.95 |

| Totals | Budgeted In | Actual In | Difference | Budgeted Out | Actual Out | Difference |
|------------|-------------|-----------|----------------|--------------|------------|------------|
| | 24900 | 24050.95 | -849.05 | 20441 | 18987.21 | -1453.79 |
| Net Change | Vs Budget | 604.74 | Total Cashflow | 5063.74 | | |

2025-26 Budget

| | | |
|--------------------------|------|--|
| Music Director | 6800 | |
| Assistant Music Director | 905 | 650+2 services |
| Library | 500 | |
| Insurance | 1200 | |
| Percussion | 500 | |
| Zoom | 280 | |
| Bank Fees | 36 | |
| BBQ | 350 | |
| Christmas Social | 100 | |
| Constant Contact | 385 | |
| Misc/Flex | 500 | |
| Music Purchase | 1500 | Feb concert |
| Webhosting and mtc | 325 | |
| Min Charity Donations | 2000 | Setting at \$500/concert, anything above this we will tie to a concert |

Overhead Total 15381

Concert Expenses

| | | |
|-------------------------------------|------|----------------------------|
| Fall Venue | 300 | Rolling Meadows/MMR |
| Xmas Venue | 2000 | Holiday Inn |
| Winter Venue | 2000 | Holiday Inn |
| Spring Venue | 0 | Grace |
| Programs | 550 | 2x200+1x150 |
| Posters | 320 | 4x80 |
| Guest Honoraria | 2200 | Bell Choir, plus 2 for Feb |
| Audio Rental | 250 | |
| Additional Charitable Contributions | 2250 | (3x750) |

Subtotal 9870

Total Expenses 25251

Realistic Revenue Budget

Non Concert Revenue

| | | |
|------------------------------------|-------|----------|
| Membership Dues | 2400 | 80*30 |
| Membership Donations | 2400 | 80*30 |
| Guaranteed Corp Donations | 3000 | Eastside |
| Other Corporate Seasonal Donations | 2000 | |
| Non-Membership Donations | 250 | |
| Parade Revenue | 750 | |
| | 10800 | |

Concert Revenues

| | | |
|---------------------------------------|------|--------|
| Program Advertising | 1500 | 3*500 |
| Corporate Concert Sponsorship - Fall | 1500 | |
| Corporate Concert Sponsorship - Other | 500 | |
| Ticket "Sales" (donations) Fall | 500 | |
| Ticket Sales Christmas | 5500 | 220*25 |
| Ticket Sales Winter | 7000 | 200*35 |
| St Stephen's Grant (May) | 2500 | |
| Ticket Sales Spring | 3000 | 20*150 |
| Less Canada Helps and Square | -775 | |

Concert Revenue 21225

Total Revenue 32025

Total Expenses 25251

Expected Cash Flow **6774**

Reserves

| | |
|---------------------------|----------|
| GIC | 11896.75 |
| Bank Account June 1, 2025 | 24697.71 |

Total Monetary Assets 36594.46

BCB Director of Music Report – June 2025

Thank you to the members of the Burlington Concert Band for putting together a year's worth of musical excellence.

Thank you to the Programming Committee for their brilliant input and to our Librarian, Laura, for making it happen. I know not everyone likes every piece programmed for every concert. A community band is the most difficult ensemble to lead as the membership has a vast array of interests, abilities, experiences and skill sets. My aim is always to have a mix of levels of music in hopes that all interests and abilities will find satisfaction and success. If we only play music at or below our ability, we do not grow. To quote Frank Wilczek, "If you don't make mistakes you're not working on hard enough problems. And that's a big mistake." That being said, any member of the band can make suggestions for possible repertoire, and we welcome new faces to the programming committee.

Musical growth within the band by individuals and as a whole, continues. More people are successfully playing solos or exposed parts. Tuning has vastly improved.

Moving forward we will continue to work on dynamics and being more aware of what is happening in other sections of the band. In addition to learning this in rehearsals, watching the conductor often and consistently in concerts will help us bring an even better product to our growing audiences.

Let's continue to take the fun and great music of the BCB to the people of Burlington and surrounding areas.