



EXECUTIVE MEETING MINUTES

DATE: August 20, 2025

TIME: 7:30 p.m.

LOCATION: Google Meet

1. Call to Order: 7:30 pm

I. Present:

Gordon Cameron, Jane Clifton, Laura Cristiano, Kamara Hennessey, Steve Hewis, Lisa Liang, Marie Limanni, Leslie McAlister, Jeff Reynolds, Joanne Romanov, Kat Scarlett, Paula-Ann Simon

Regrets:

Dan Grieve

II. Adoption of the Agenda/Amendments:

- Draft Agenda was distributed by Steve.
- Jane requested that an updated by added for Canada Music Week.
- Steve added a section to discuss a call for vote regarding incoming new members.

- **Vote: All in favour; carried.**

2. Meeting Minutes:

I) Adoption of the Minutes from June 16, 2025:

- Jane requested an amendment under "New Business". Minutes should be amended to read "new oboe players" from clarinet players.
- Gordon requested an amendment under "Director of Music" to the spelling of Jim "Thomblison".
 - **Gordon moved to adopt the Minutes from June 16, 2025.**
 - **Motion seconded by Jane.**
 - **All in favour; none opposed; carried.**

II) Business Arising from the June 16, 2025 Minutes:

- Steve reported that we will discuss the Assistant Conductor position later in this meeting.

3. Reports:

I) Treasurer's Report :

- Steve read a note from Dan that "there are no red flags with our finances".
- Marie questioned how our membership fees overall add to the sustainability of the band. Steve noted that these numbers were reviewed at the recent AGM and believes that the report can be found on line. If not, the report can be distributed. Marie asked if there would be a significant financial impact if the band size changes. Gordon noted that a portion is set aside for purchasing music. Also, a percentage goes to regular band activities. Marie expressed that the financial issue on band size is very important and if we decreased members, we may have to increase membership fees.

II) Director of Music Report:

- Joanne reported that five or six new pieces have been ordered. All have arrived with the exception of one. The last piece is not required until our February show.
- Regarding the Canada Music Week project, Urmas Soomet (former BCB member and Owner/Manager of Studio 13 Live Sound Recording) and his videographer, Gabe Etele, will be at our September 15th rehearsal to assess equipment set-up. The professional recording is scheduled for September 29th. Gordon and the composer of "Illuminations", Ryan Meeboer, will be interviewed by the videographer using the Library, with Laura's consent. The interview will also include Joanne and Steve. This gives the band two rehearsals to work on "Illuminations".
- Kamara questioned if there have been any significant contributing band members. Steve estimated that we currently have \$200 toward the project (8 band members contributing). Kamara reported that she has secured \$200 US and \$200 Cdn, from family members overseas who are happy to participate in this valued project. Gordon cautioned that care must be taken that we don't have a financial surplus. Any surplus could be carried forward to next year. Jeff cautioned that these funds cannot be used for any other purpose, and that the event should be labelled as "tentatively" planned for 2025. Steve feels that we have secured enough donations and achieved the financial requirements for this project. Therefore, this can be removed from "Notations".
- Kamara will personally handle the invoicing for this project and will request reimbursement following the project.
- Kat reported hearing members' concerns over asking for two donations within a month. Kamara noted that the approach to the band was to "please consider" a donation, leaving this as an option for band members.
- Jeff asked if we need band members to sign a release form. As per Steve, no; only if minors are involved. Band members have the option to participate or not.

III Fundraising Report:

- No report.

IV Canada Music Week Project:

- See above in “Director of Music Report”.

4. New Business / Other Business:

I) Assistant Conductor (AC) Applications:

- Steve reported that the application process is now closed. There has been a total of 4 applicants – Leah Jagger, Lizuarte DeSousa, Dylan Wright and Riley Grenier.
- After open discussion about each of their backgrounds, Joanne noted that she doesn’t want to dismiss anyone. She suggested holding a 10-minute chat with each of them as to what their role should be and how it would play out. It was agreed that Joanne and Steve will interview all candidates.
- All candidates could conduct on the same night, followed by a decision on the pros/cons of each individual. Joanne suggested that candidates pick a piece from our Fall/Christmas repertoire to conduct during rehearsal on October 6th, with each being allotted 15 minutes. If candidates pick the same piece, they can select a particular section to conduct. During their interviews, they will be given directions for the audition. A decision on finalists should be made by Thanksgiving, with the Executive meeting shortly thereafter. Bylaws state that the AC is appointed by the Executive; therefore, band input is not required. However, a 1-4 rating from the band would be a reasonable scenario.
 - **Motion by Marie to proceed with interviews; auditions being held at the October 6th rehearsal.**
 - **Motion seconded by Paula.**
 - **All in favour; none opposed; carried.**

II) Band Size / Number of Members:

- Steve requested a time limit on this discussion with the key being what we can do now with requests to join the band.
- Steve provided a summary of his meeting with Teresa Campbell (Supervisor, Sports Development, Recreation, Community and Culture – City of Burlington). 80% of program memberships should consist of Burlington residents. This was a verbal statement, with Steve noting that he needs to confirm this. He is still working on a written agreement to formalize the verbal agreement that has been ongoing since the Music Centre was built. The original agreement calls for three free public performances per year, which we currently cover.
- Lisa reported that as of now, 64% of band members are Burlington residents. We should also consider that the \$30 membership fee be adjustable to account for inflation. Steve noted that the \$30 fee will not be included in the agreement. Lisa noted that if we have an open band with no section cap, she cannot turn anyone away. Also, people already in the band would be “grandfathered” in. Marie would like to see a more scientific approach; i.e.,

a formula for each section. Lisa noted that we could work this through attrition gradually. Jeff also suggested that we grandfather current members, but restrict new memberships to Burlington residents only; the exception being if we need to fill a specific position, which would be recommended by the Music Director.

- The number of new requests was discussed.
- Gordon noted that years ago, we fundraised for the Music Centre, which was eventually taken over by the city. He appreciates that the band size has caused issues, but is more concerned over the issue of exclusivity. Gordon also asked that if anyone has older articles to support our position, it would help as we work to renew the agreement. Gordon also noted that in 2015, the band membership stood at 82 (but not sure on accuracy).
- Steve will inquire further about the 80%, as this is vague.
- Kat added her support to Jeff and Gordon to not change the open-door policy.
- Joanne noted that it would be a detriment to turn down an excellent musician because they don't live in Burlington. It ultimately comes down to balance. If the band is playing within the dynamics, there shouldn't be a problem. Joanne can work with band balance.
- As this discussion was running long, Steve noted that he will reach out to Teresa Campbell to clarify the 80%.

Meeting went "out of camera" at 9:25 pm

Meeting went back "in camera" at 9:50 pm

- Further discussion ensued regarding how to address new requests for membership. It was agreed that any new requests at this point should be deferred until the end of September.
 - **Motion by Lisa: Any inquiries on new memberships that are received will be responded to at the end of September.**
 - **Seconded by Jeff.**
 - **All in favour; none opposed; carried.**

Due to time constraints, Steve requested that we defer Items 4 and 5 until the next meeting.

5. Next Meeting:

- After discussion, it was agreed to alternate meeting days between Wednesdays and Thursdays.
- **Next meeting to be held Thursday, September 18th at 7:30 p.m. Location: TBD**

Motion to Adjourn:

- **Paula moved to adjourn the meeting at 10:01 p.m.**
- **Seconded by Marie.**
- **Vote: All in favour – none opposed, carried.**