



## EXECUTIVE MEETING MINUTES

**DATE:** September 18, 2025

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

**LOCATION:** Google Meet

### 1. Call to Order: President, Steve Hewis, called the meeting to order at 7:32 pm.

#### I. Present:

Gordon Cameron, Jane Clifton, Laura Cristiano, Kamara Hennessey, Steven Hewis, Lisa Liang, Leslie McAlister, Jeff Reynolds, Kat Scarlett, Paula-Ann Simon.

Lisa Liang, Dan Grieve and Jeff Reynolds will be joining later in the meeting.

#### Regrets:

Marie Limanni, Joanne Romanov (DOM)

#### II. Adoption of the Agenda/Amendments:

- Gordon requested that Steve add an "In Memoriam" section for discussion. This will be added to Section 4.
- Kat did not receive a copy of the agenda. Gordon to address.
  - **Motion by Gordon to adopt the agenda as amended**
  - **Seconded by Kat**
  - **Vote: All in favour; carried**

### 2. Meeting Minutes:

#### I) Adoption of the Minutes from August 20, 2025:

- Leslie noted a correction to Section 1, item I; amended to read "Jane requested to add the Canada Music Week Project". A typo in Section 5, "Wednesday" will be corrected.
- Gordon requested that the name "Jim" Thomblison be changed to "Jeff".
  - **Gordon moved to adopt the Minutes from August 20, 2025.**
  - **Motion seconded by Paula.**
  - **All in favour; none opposed; carried.**

**II) Business Arising from the August 20, 2025 Minutes:**

- Steve reported that he has not yet been in contact with Teresa Campbell from the City of Burlington regarding 80% of program memberships being Burlington residents.

**3. Reports:**

**I) Treasurer's Report :**

- Steve reported on behalf of Dan that tax receipts are currently being issued.
- Two cheques are owing; (a) music purchase from Long & McQuade, and (b) possible barbeque expenses. Also, a cheque will need to be issued for the upcoming recording.
- Membership dues are almost at 100%, with 5 people yet to pay their dues.

**II) Director of Music Report:**

- Steve noted that Joanne has nothing to report.

**III) Canada Music Week Project:**

- A plan is in place for the recording of "Illuminations" scheduled for September 29<sup>th</sup>. Urmas Soomet sent to Joanne, Kamara and Gordon this note: "Thanks for hosting me and Gabe at yesterday's band rehearsal. It was good to be able to see and hear the band and to understand the space we will be recording in on September 29<sup>th</sup>."
- The recording will take place at 9:00 pm, giving everyone a chance to settle in. Band members are reminded to be very cautious of the rehearsal space due to equipment set-up.
- Kamara stated that she posted on the Executive forum the amount in Canadian dollars (minus wire transfer fee) received in her bank account that her siblings sponsored towards this CMW project.
  - o **Paula moved to accept the Canada Music Week Project report**
  - o **Seconded by Kat**
  - o **All in favour; none opposed; carried.**

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

**I) Assistant Conductor (AC) Applications:**

- Steve reported that he and Joanne have completed interviews with Leah Jagger, Lizuarte DeSousa and Riley Grenier. Dylan Wright has decided to rescind his application due to workload.
- The process of choosing an AC will continue; Steve will keep the Executive informed.

**II) Christmas Fundraiser Idea:**

- Lisa spoke to the group about "Flipgive"; a charitable team funding service that awards cash back rewards for purchasing gift cards from many popular brands. Team(s) can be created, with the original creator accepting people on their team. Once the \$100 threshold has been reached through purchases, Flipgive returns 1% to the team. Flipgive does not take any profit.

- The account can be kept open all year. Lisa suggested that we look at possibly doing this twice a year (e.g., Christmas and Spring). There is no cost or maintenance is involved.
- Lisa will send out a link so we can all learn more about it. Steve suggested that we each take four weeks to review/research the website and take a vote at the October meeting.

### III) **Website Update / Refresh:**

- Steve would like to see our website go through a refresh (5 years since last update). Move to a platform that is easier to edit content; platform more user friendly?
- We are currently paying for changes, maintenance and posting. Money would need to be added into the budget.
- Jane noted that for record-keeping purposes, digitized Minutes should be preserved, including back-ups.
- Lisa suggested we could keep the Forum and have it linked through a new website.
- Steve asked if anyone is opposed in theory on switching platforms for the website, also how this can work with our budget. Gordon feels that this budget should be reviewed.
- Lisa noted that however we proceed, someone needs to be designated to provide updates, which takes time and effort; possibly someone in the band with the ability and knowledge to take on this responsibility. Steve recalled that Barb Reynolds might do some of this, and will connect with her.

### IV) **Band Size / Number of Members:**

- Steve questioned if there is anything holding us back from growing.
- Gordon noted that as we grow, this would mean less audience members being able to fit into concert facilities. Our rehearsal hall can hold 150-200 people, which prompted concern from Laura in organizing music for that number of band members.
- Lisa noted difficulty in finding appropriate venues to play. She has spent a lot of time researching other concert bands and locations to play and has produced a list of venues that is posted in "Chat".
- General discussion ensued regarding venues, with Steve continuing to look at other options.

### V) **In Memoriam:**

- Gordon noted that the last time we did an "In Memoriam" acknowledgement was in 2022, and feels that it is time to do another. He suggested that this could be done at our 2026 Concert in the Park.
- General discussion ensued regarding specific individuals. Lisa suggested that she could start a list of how long members have been active in the band.
- Steve recommended that we recognize and honour "deceased" band members, regardless of their level of involvement, with an honour roll call at the 2026 summer concert.

## 5. 2024/2025 Season:

### I) **Summer 2025:**

#### **Subsection A – Information**

##### **a) Appleby Line Street Festival:**

- All ready to go for September 21<sup>st</sup> at 2:00 pm.

**II) 2025/2026 Season:**

**a) Fall 2025 – Halloween/Children’s Event – Rolling Meadows**

**Subsection A – Information**

**i) Saturday, October 25<sup>th</sup> at 1:00 pm and 2:15 pm**

- Steve is working with Amanda and Joanne, with the goal to have two concerts, inviting feeder schools.

**Subsection B – Action**

**i) Adult Ticket Costs:**

- After discussion of various options, it was agreed that Steve will ask the school if there can be no charge for children up to and including Grade 8, but all others would be charged \$5 per person. This would be run through the school’s cash online system in order to manage numbers. Steve has some leads on sponsorship.

**b) Christmas 2025:**

**Subsection A: Information**

**i) Guests: St. Andrews United Church Handbell Choir**

- Steve noted that we are close to securing the St. Andrews Handbell Choir.

- Once the Handbell Choir has confirmed, Gordon would like to get their logo.

- We need to ensure a donation for the Handbell Choir.

**ii) Sunday, December 14<sup>th</sup> at 2:00 pm**

**iii) Deposit sent to Holiday Inn.**

Kamara asked about providing poinsettias for a Christmas concert ticket draw. In the past, Kamara and Dan have donated 5 or 6. After discussion, Kamara and Grieve Home Maintenance will donate plants.

**Subsection B – Action**

**i) Ticket Charge:**

- **Steve motioned to charge \$25 per adult ticket; children under 12 free**
- **Seconded by Kat**
- **All in favour; none opposed; carried**

**ii) Donation for St. Andrews Handbell Choir:**

- After discussion,

- **Jane motioned that a donation of \$500 be made for St. Andrews Handbell Choir.**
- **Seconded by Kat**
- **All in favour; none opposed; carried**

**iii) Charity – Burlington Food Bank:**

- A donation to the Burlington Food Bank was discussed, with suggestions that any overage be given to the Foodbank. Dan suggested that the amount would depend on how much we brought in and not to lock in any amount at this point.

- **Paula motioned that the Burlington Food Bank would be the recipient of any charity donation at our Christmas concert**
- **Seconded by Lisa**
- **All in favour; none opposed; carried**

**c) Christmas Community Events:**

- i) Waterdown Christmas Parade – Saturday, November 29<sup>th</sup> \*\*
- ii) Burlington BIA Candlelight Stroll – Friday, December 5<sup>th</sup>
- iii) Burlington Christmas Parade – Sunday, December 7<sup>th</sup> \*\*
- iv) BCB Holiday Social – Monday, December 15<sup>th</sup>

\*\* Sign up lists for parades will be posted in November.

**d) February 2026 - Black History Concert Series:**

**Subsection A – Information**

- i) Collaboration with DVO Concert Series
- ii) Sunday, February 15, 2026 at 2:00 pm
- iii) Location: Holiday Inn
- iv) Grant applications/donations ongoing
- v) Guests: Halton Caribbean Association Steel Drum and Parang groups
  - a. Steel Drum Costs:
    - i. Soloist - \$450 (+\$65 for each extra hour)
    - ii. Duo - \$500 (+65 for each extra hour)
    - iii. Small Combo (3-5) - \$800 (+\$110 for each extra hour)
    - iv. Large Combo (6-8) - \$1,600 (\$+110 for each extra hour)
  - b. Parang Costs:
    - i. Soloist (Roger Gibbs) - \$400
    - ii. Ensemble (4-5 performers) - \$750

### **Subsection B – Action:**

#### **i) Ticket Cost:**

- Steve suggested that we could charge \$30-35 per person. Dan agreed with Paula and Kamara supporting the fact that people will pay extra for special bands, especially as we are collaborating with DVO.
- Lisa questioned the cost of the facility, with Steve thinking that costs are similar to Holiday Inn (approximately \$2,200).
- Request that Dan review the budget for this event.
- We have no specific sponsors confirmed at this point. Dan cautioned that donations be used to pay for overhead costs and that these should not be used to offset the concert.
- Jane asked if the association has any preferred charities that they support. Steve will look into this.

#### **Spring Concert Discussion (not on Agenda):**

- This will be held at Grace United Church. Previous ticket cost was \$15, with the charity being the Halton Learning Foundation. Dan feels that we could ask \$20 per ticket.
  - **Steve motioned that the Spring concert ticket price be set at \$20 with the charity being the Halton Learning Foundation.**
  - **Moved by Gordon**
  - **Seconded by Kat**
  - **All in favour; none opposed; carried**

#### **Survey (not on Agenda):**

- Jane stated that the Survey to band members has been done every second year in the past. Gordon re-stated that it be should continue be done every second year.

**6. Next meeting to be held Thursday, September 18<sup>th</sup> at 7:30 p.m. Location: TBD**

#### **7. Motion to Adjourn:**

- **Paula motioned to adjourn the meeting at 9:32 pm**
- **Seconded by Lisa**
- **Vote: All in favour; none opposed, carried**