



EXECUTIVE MEETING MINUTES

DATE: October 15, 2025

TIME: 7:30 p.m.

LOCATION: Zoom

1. Call to Order: President, Steve Hewis, called the meeting to order at 7:59 pm.

I. Present:

Gordon Cameron, Jane Clifton, Laura Cristiano, Dan Grieve, Kamara Hennessey, Steven Hewis, Leslie McAlister, Joanne Romanov (DOM), Kat Scarlett,

Regrets:

Marie Limanni, Lisa Liang, Jeff Reynolds, Paula-Ann Simon

II. Adoption of the Agenda/Amendments:

- There were no requests for changes/amendments to the agenda.
 - **Motion by Gordon to adopt the agenda**
 - **Seconded by Jane**
 - **Vote: All in favour, carried**

2. Meeting Minutes:

I) Adoption of the Minutes from September 18, 2025:

- Leslie noted that the date in Section 6 should read "October 15, 2025"
- On Page 6, "Survey", Jane noted that the BCB Survey was done in 2018 and 2024; not every 2 years. Every 3 or 4 years would be adequate.
 - **Kat moved to adopt the Minutes from September 18, 2025 as amended**
 - **Motion seconded by Dan**
 - **All in favour; none opposed; carried**

II) Business Arising from the September 18, 2025 Minutes:

- Steve reported that the St. Andrews Handbell Choir is not able to be the guest at our Christmas concert due to unavailability; however, they would tentatively like to perform with us at the 2026 Christmas concert. Discussion ensued regarding the planned \$500 donation to the Handbell Choir, and that this should be formally rescinded.

- **Jane motioned that due to unavailability, we rescind the previous motion of a \$500 donation to the St. Andrews Handbell Choir**
- **Seconded by Kat**
- **Vote: All in favour, carried**

3. Reports:

I) Treasurer's Report :

- Dan noted that after meeting with the Royal Bank, the decision was made to stay with the Scotia Bank. (Fees for the Royal Bank were considerably higher, including charges for each transaction.)
- We currently do not have any payables; \$80 owing for purchased music. Kamara will be reimbursed next week for costs incurred for the Canada Music Week Project.

II) Director of Music Report:

- Joanne noted that she has added a piece of music to the Christmas concert repertoire, as we no longer have a guest. Steve and Joanne discussed using small ensembles to make up approximately 10 minutes of time, for a 2-hour concert.
- Music for February has arrived.
- Joanne and Steve will meet separately to discuss the AC (Assistant Conductor) preparation.
- Gordon asked about the Children's concert order. Joanne clarified that the concert order is the same as our rehearsal order for next Monday.
- Joanne noted that Barb Reynolds has been working hard on the program for the Children's concert. (Further discussion held – see Section 5).

III) Fundraising Report:

- Kamara questioned who addresses the Fundraising Committee items on the agenda. Steve clarified that it is his responsibility.

IV) Canada Music Week Project:

- Kamara noted that she has received the electronic video files (sent through a pCloud link) and the invoice for \$550 from Urmas Soomet.
- With Joanne's feedback, Urmas Soomet at Studio 13 Live Sound Recording spent some time rebalancing a few areas (solo sections) and she is happy with the results.
- As per Steve, everything is basically done. The video is scheduled to become public on November 16th (start of Canada Music Week). Kamara will also release it on her own social media. All those who have seen the recording agree that it sounds and looks professional. Kamara stated that she shared the link with her family sponsors.
- Gordon remarked that Ryan was very impressed with "Illuminations", noting that it was great to hear it played by the band that it was written for.
 - **Gordon motioned to accept the above reports**
 - **Seconded by Kat**
 - **Vote: All in favour, carried**

4. New Business / Other Business:

I) Assistant Conductor (AC) Applications:

- Steve requested that Joanne stay on after adjournment of the meeting for further discussion.
- Candidate interviews (3) went well.
- The top two selected are to conduct a piece for the Christmas concert. Joanne thinks that she can find a place for the third candidate in a different capacity.
- Dan questioned if we are required to provide to Julian a remuneration with respect to his previous contract which ended in June, since he continued through the summer. After discussion, Dan will look at the numbers to determine an appropriate remuneration (somewhere just over \$200).
 - **Gordon made the motion that Julian be paid 2 months or 1/6 of 2025 for conducting at the Concert in the Park, basing it on the last agreed-upon salary**
 - **Seconded by Dan**
 - **Vote: All in favour, carried**

II) Christmas Fundraiser Idea – Flipgive:

- The details for the Flipgive program were reviewed.
- Dan felt that we would be better off receiving money from the band than selling gift cards as the financial return is very low for the effort.
- Gordon reminded us that this is an open-ended fundraiser (not just Christmas).
- Open discussion ensued, with pros/cons to Flipgive.

After further discussion, it was noted by Steve that as a member had gone off-line, we did not have a quorum for further discussion.

Meeting suspended at 8:45 pm and then re-engaged at 8:53 pm, as quorum was reattained.

- **Motion by Dan not to proceed with Flipgive**
- **Seconded by Jane**
- **Vote: 5 members in favour; carried**

III) Website Update / Refresh:

- Steve noted that Colette Chappell (new clarinet player) is looking into getting new BCB-branded music folders, as well as looking at new banners/signs with updated logos.
- Dan stated that our previous supplier for band shirts and caps has retired to the health reasons. Dan would like Colette to provide a cost for supplying and branding these items. BCB could potentially be a client to the company that she is associated with.

4a) Tabled:

- i) Steve to connect with section leaders
- ii) Survey results / comments addressing the size of the band
- iii) Account passwords / policy
- iv) BCB Strategic Planning:
 - a. A committee is needed to “identify areas where policies and procedures are required”
 - b. Outline “responsibilities of each position in the Executive and any other volunteer positions”.

5. 2024/2025 Season:

I) 2025/2026 Season:

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

Subsection A – Information

- i) Saturday, October 25th at 1:00 pm and 2:15 pm
- ii) - Tickets will be \$2, which was agreed in consultation with the school. The school is looking after ticket sales. Gordon will send a link to band members to purchase tickets, bypassing the school payment system.
 - Discussion ensued regarding the provision of an official program, which Barb is working on. Dan expressed concern regarding the cost of programs, and suggested including a QR Code to access the printed program online. Joanne remarked that it’s important that children see their names as participants, having a tangible program in hand to have as a keepsake. Dan stated that if this is a “service” concert, Grieve Home Maintenance Ltd. will not provide sponsorship, but if it’s an income-generating concert similar to the three major ones for the year ticketed at a larger amount, Grieve would sponsor. Kamara asked if we are considering this concert as a form of children’s education. If so, it becomes a sponsored concert to reflect the value of what we’re doing as a community band. Steve will have further discussion with Barb reducing the number of pages for the program.
 - Joanne questioned if we could/should provide an honorarium to Jean (percussion) for her assistance. She remarked that drummers are much sought after as fill-in when needed.

- **Motion by Gordon to provide a \$100 honorarium to Jean**
- **Seconded by Jane**
- **All in favour; none opposed; carried**

- Costumes can be worn, keeping in mind that we are tight for space. If band members are not wearing a costume, summer band shirts are to be worn.

- Dan stated that we will need to look at booking BPAC as soon as possible; as this was his ultimate goal, therefore his appeal to the members to donate (above and beyond membership fee), and be issued a receipt for it. Currently, the band has the funds to pay for that venue. It was agreed to discuss this further on the Forum.

Subsection B – Action

i) Chairs for the Band:

- Steve requested a decision regarding chair options; (a) bring our own chairs; (b) rent chairs; (c) borrowing chairs from the Music Centre. After discussion, it was agreed that we would bring our own chairs.

Steve requested that we adjourn and continue the items below at the next meeting.

6. Next meeting to be held Thursday, November 20, 2025 at 7:30 p.m.

7. Motion to Adjourn:

- Gordon motioned to adjourn the meeting at 9:42 pm
 - Seconded by Jane
 - Vote: All in favour; none opposed, carried
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Items to be carried forward for discussion at November meeting:

b) Christmas 2025:

Subsection A: Information

- i) Guests: None
- ii) Sunday, December 14th at 2:00 pm
- iii) Deposit sent to Holiday Inn
- iv) St. Andrews Handbell Choir not able to appear
- v) Tickets: \$25
- vi) Charity donation to the Burlington Food Bank

Subsection B – Action

i) BCB Ensembles:

- Sax n' Sinc
- Flute Ensemble
- Horn Quintet

c) Christmas Community Events:

- i) Waterdown Christmas Parade – Saturday, November 29th **
- ii) Burlington BIA Candlelight Stroll – **Friday, November 28th ****

Note: This is an updated date from the previous Minutes.

- iii) Burlington Christmas Parade – Sunday, December 7th **
 - iv) BCB Holiday Social – Monday, December 15th
- ** 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:**
 - See BCB Minutes dated September 18, 2025 for previous discussion.
- ii) **Charity:**
 - See BCB Minutes dated September 18, 2025 for previous discussion.

e) Spring 2026 – BCB Presents:

Subsection A - Information:

- i) May 3, 2026 – Grace United Church
- ii) Trombone Concerto
- iii) Sax Ensemble + band
- iv) 'Love Potion No. 9' – jazz solos from the band
- v) Tickets: \$20

Subsection B - Action:

- i) Charity: Halton Learning Foundation

V) Looking Ahead – 2026/2027

- a) Fall 2026 – Halloween/Children's Event?
- b) Christmas 2026 – Guests options:
 - St. Andrews Handbell Choir have expressed interest and would be ready.

- c) February (March) 2027: Suggestion: “March Madness”
 - Marches; those from movies such as Imperial March and Raiders March, along with classics such as March from Aida. (Also including selections from John Williams – member suggestions).
- d) Spring 2027: Suggestion: Indigenous sounds / Guest KooGle theatre with a dance theme?