



EXECUTIVE MEETING MINUTES

DATE: December 8, 2025

TIME: 7:00 p.m.

LOCATION: Music Centre

1. Call to Order: Vice President, Jeff Reynolds, called the meeting to order at 7:05 pm.

I. Present:

Gordon Cameron, Jane Clifton, Dan Grieve, Kamara Hennessey, Lisa Liang, Marie Limanni, Leslie McAlister, Jeff Reynolds, Joanne Romanov (DOM), Kat Scarlett

Regrets:

Laura Cristiano, Steve Hewis, Paula-Ann Simon

II. Adoption of the Agenda/Amendments:

There was no Agenda issued for this meeting, as Jeff noted that this meeting would be solely focused on the upcoming Christmas Concert being held on Sunday, December 14, 2025

- **Motion that there is no Agenda was moved by Gordon**
- **Motion seconded by Kamara**
- **All in favour; none opposed; carried**

2. Meeting Minutes:

I) Adoption of the Minutes from October 15, 2025:

The Minutes from the October 15, 2025 meeting were not reviewed.

3. Christmas Concert Activities:

- a) Jeff reported that at this time, there are 40 tickets are remaining. Steve has sold a block of 19 tickets that are not accounted for in the numbers. **Gordon to touch base with Steve.**
- b) The Program has been completed. Steve will be sending to the printer shortly.
- c) Regarding the seating chart, we are waiting for the trumpets and French horns to submit their numbers. Marie noted that Al Eady requested if all people in "Sax N Sinc" sit in a location that makes it easier to set up. Joanne noted that she will do what she can to accommodate this request, and asked if it would be possible to have a second set of stands

- located at the side. **Gordon to confirm if extra stands (possibly 6) from the Music Centre would be available.** For the Flute Ensemble, 7 stands would be required.
- d) Two tables are arranged for the front area; one for the band and one for the Food Bank. There is a new representative for the Food Bank. As we have not asked people to donate food, there will be a request for monetary donations.
 - e) **Gordon will coordinate number of chairs required with Dan.**
 - f) Three volunteers are needed to work at the front of the house. Joanne's son (Thomas), Laura's son and Sue Cook's husband (Tom) will take care of this area. Discussion ensued regarding the use of a list of attendees as a back-up in case people arrive without their tickets. **Lisa will send attendee list to Gordon.** The list will be required, but names do not need to be checked off.
 - g) Dan reported that number of attendees is important to know due to Fire Code. Someone will need to count heads (both attendees and band members). **Gordon requested that we created a committee in the near future to review "front of house" activities and issues.**
 - h) There will be a reserved front section for 19 people. **Joanne to look after band seating.**
 - i) **Dan to provide a cash box as well as a cash float.**
 - j) Dan reported that risers are available to be picked up from St. Paul's Dundas on Saturday morning at 9:00 am, and requested two volunteers for assistance. The Executive all agreed to address this with the band. Risers can be dropped off at the Holiday Inn on Saturday at 6:00 pm and can be placed against the wall until set-up on Sunday morning. Kelly will help with risers on Sunday morning. **Dan will ask Dale, Robin and a 4th person to assist in set-up on Sunday morning.** Set up can start at 11:45 am.
 - k) Dan requested that someone from the percussion section be present at the Music Centre on Saturday evening to guide him in what items are to be packed up.
 - l) Someone needs to pick up the sound system on Saturday night from the Music Centre. A patch cord may be required for the piano. If this is not available, the Treasurer will buy one.
 - m) Tickets for the Door Prize are available at the Music Centre.
 - n) For Sunday tear-down following the concert, it is hoped that people will stay to help with this. Dan is hoping to return the risers to St. Paul's immediately following the concert, which will require 4 people. Jeff has the keys to St. Paul's.
 - o) **Jeff to let Gordon know what is still required for Notations.**
 - p) Jeff reported that Steve is an active member of the band and is available to work from his computer. Joanne reflected that there is so much work done behind the scenes. All agreed that we actively need to recruit more volunteers. Gordon suggested that it would be helpful to create a checklist for concerts. As well a list of 10-12 "go to" people could be created. Jeff noted that we recently applied for a grant, which required documentation of how many hours per week are required. This worked out to 12 hours per week.
 - q) Kamara questioned how many poinsettias as required – five would be fine.
 - r) A cheque will be created for the charity, which will be given at a later time following the concert.
 - s) Joanne noted that band members should plan to arrive at the Holiday Inn at 1:00 pm and in their seats at 1:15 pm for a sound check. No instruments are to be played after 1:30 pm.
 - t) Laura will be collecting music immediately following the concert. She has requested that music in folders should be returned in concert order.

4. Next meeting date and time TBD.

5. Motion to Adjourn:

- **Gordon motioned to adjourn the meeting at 7:45 pm**
- **Seconded by Kat**
- **Vote: All in favour; none opposed, carried**