



EXECUTIVE MEETING MINUTES

DATE: January 21, 2026

TIME: 7:30 p.m.

LOCATION: Zoom

1. Call to Order: Steve Hewis, BCB President, called the meeting to order at 7:31 p.m.

I. Present:

Gordon Cameron, Laura Cristiano, Jane Clifton, Kamara Hennessey, Steve Hewis, Leslie McAlister, Jeff Reynolds, Joanne Romanow (DOM), Kat Scarlett

Regrets:

Dave Grieve, Lisa Liang, Marie Limanni, Paula-Ann Simon

II. Adoption of the Agenda/Amendments:

- a) Gordon requested the addition of an amendment under Section 4 – IV. A Notice of Motion was circulated to the BCB Executive on November 20, 2025 recommending a change to the Bylaws (See Section 4a II).
b) Steve requested an add-in to review the January 9, 2026 Minutes.

- **Motion by Jeff to accept the agenda as amended**
- **Motion seconded by Gordon**
- **All in favour; none opposed; carried**

2. Meeting Minutes:

I) Minutes dated October 15, 2025:

Jane noted an error to the spelling of Joanne “Romanov”. Leslie will correct this to “Romanow”, and will amend this as well in the December 8, 2025 and January 9, 2026 Minutes.

- **Motion by Laura to adopt the October 15, 2015 Minutes as amended**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**

Minutes dated December 8, 2025:

Gordon noted that 'am' and 'pm' in the Minutes should be recorded as 'a.m.' and 'p.m.'. Leslie will amend and note for future Minutes.

- **Motion by Jeff to adopt the December 8, 2025 Minutes as amended**
- **Motion seconded by Jane**
- **All in favour; none opposed; carried**

Minutes dated January 9, 2026:

Steve reported that Dan had comments regarding the Assistant Conductor renumeration, which has already been approved. Dan may want to table this at our next meeting and his comments will be taken into consideration during contract extension discussions.

Gordon noted by "By-law" should be written as "Bylaw". Leslie will amend.

- **Motion by Jeff to adopt the January 9, 2026 Minutes as amended**
- **Motion seconded by Laura**
- **All in favour; none opposed; carried**

II) Business Arising from Minutes dated October 15, 2025, December 8, 2025 and January 9, 2026:

Gordon tabled a Notice of Motion for the next BCB Executive meeting that the Board approve putting to the membership, Bylaw changes that would codify the temporary Bylaws discussed at the January 9, 2026 BCB Executive meeting. After this has been put in Notations to the band membership, Gordon will table this at the next BCB Executive meeting.

3. Reports:

I) Treasurer:

Steve reported on behalf of Dan that a full Treasurers Report has been posted on the portal. Highlights as follows were that the balance at the beginning of August 2025 was just under \$30,000. The expected balance after all Christmas cheques have been distributed is \$31,538.79, which includes the recommended food bank donation (vote to be taken later in this meeting during the Christmas concert review.) Steve noted that incoming money in January included the Flamborough Christmas Parade and 2 other donations. Not included is an expected cheque from Turkstra Lumber (waiting for cheque arrival). Kat noted that one of the donators; "Crowder" is spelled with a "C".

Jane questioned how much more needs to be saved to have a concert at BPAC.

- **Motion by Jane to adopt the Treasurer's Report**
- **Motion seconded by Gordon**
- **All in favour; none opposed; carried**

II) Director of Music:

Joanne reported that we are ready for our February concert. The Program Committee will be meeting on Friday (January 23, 2026) to set the music for the May and summer concerts. Gordon requested that the Program Committee send him highlights once the concert order has been set so that work can begin on posters. (Poster discussion to be held later in this meeting).

- **Motion by Gordon to adopt the Director of Music report**
- **Motion seconded by Jeff**
- **All in favour; none opposed; carried**

III) Fundraising:

Steve noted that there is nothing to report (previous comments regarding donations were noted in the Treasurer's report).

4. New Business:

I) Account Passwords / Policy:

Steve has requested that Gordon and Marie form a committee regarding this. Gordon noted that the work is approximately 80% complete. They are currently gathering data on programs.

II) Info:

Gordon noted that Colette Chapple is working on getting graphics for the BCB-branded music folders. She has 5 spots for photographs in the design. Our photos fall into 3 categories; (a) broad pictures of the whole band; (b) individual pictures, but Gordon is not sure how many people want their face on the folders; (3) other pictures are good but the quality is lacking. Gordon is working through this now and will send us proofs once they are ready.

4a. Tabled:

I) Concert and Event Schedule:

See Appendix A

II) Motion requested by Gordon:

Gordon sent a motion to the Board on November 20, 2025 that the Board recommend to the Playing Membership a motion to amend the Burlington Concert Band Bylaw 1, Article 4, Section 4, Subsection A, to read “The Executive shall meet not fewer than 6 times per year. Additional meetings may be called by the President as required.” If approved, this motion will be presented at the AGM.

- **Motion by Gordon that the Board recommend to the Playing Membership a motion to amend the Burlington Concert Band Bylaw 1, Article 4, Section 4, Subsection A, to read “The Executive shall meet not fewer than 6 times per year. Additional meetings may be called by the President as required.”**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**

III) New Business:

Jane commented that as a future project, we could work on archives of past programs to be sorted chronologically, deleting those that do not need to be kept. There is no urgency on this. Gordon noted that Barb Reynolds has mentioned this as well. Jane’s records go back to the 1990s but, she has nothing prior to this.

5. I) 2025/2026 Season:

a) Christmas 2025

- i) Guests: None
- ii) Sunday, December 14, 2:00 p.m.
- iii) Deposit sent to Holiday Inn
- iv) St. Andrews Handbell Choir not able to appear
- v) Tickets: \$25.00
- vi) Charity Donation: Burlington Food Bank
- vii) BCB Ensembles: (a) Sax n’ Sync, (b) Horn and Piano Selections

Subsection B – Action:

I) General Review:

- a) Jeff is developing a concert task checklist and will share the draft with Steve. This would include volunteer requirements, etc.
- b) Discussion ensued regarding front of the house ticket procedures. Showing tickets seems to work the best but a master list of attendees would still be required. Laura noted that the attendee list from the Christmas concert is in the library.
- c) It was also noted that attendees should not be allowed into the concert room while the band is sound-checking. The exception would be seniors (with mobility issues) arriving from retirement homes. Gordon suggested that we also limit access to the Green Room, possibly with a table partially blocking off the corridor.

- d) Kat reported that percussion band members were not available for pick-up from the Music Centre. The method of applying green painter's tape to the required items, worked well.

II) Burlington Food Bank:

Dan has suggested a donation to the Burlington Food Bank of \$1,500.00.

- o **Motion by Gordon to donate \$1,500.00 to the Burlington Food Bank**
- o **Motion seconded by Jane**
- o **All in favour; none opposed; carried**

b) Christmas Community Events:

Steve thanked everyone who stepped in to assist during the Christmas season. Jeff suggested that during the summer months, the trailer and Christmas decorations should be pulled out and reviewed to see what needs to be replaced for set-up and tear-down.

c) February 2026 – Black History Concert Series:

Subsection A – Information:

- i) Collaboration with DVO – concert series
- ii) Sunday, February 15, 2026 at 2:00 p.m.
- iii) Holiday Inn, Burlington
- iv) Grant applications/donations ongoing
- v) Guests: Halton Caribbean Association Steel Drum and Parang groups
- vi) Tickets: \$30.00

Subsection B – Action:

- i) Logistics and Volunteers:
 - a) Jeff suggested that we should ask for volunteers now. Three people would be needed at the front of the house. Joanne will ask her son. Gordon noted that when we know how many volunteers are required, he will add this to Notations.
 - b) Steve, Joanne and Jeff met with the Caribbean Association;
 - c) Discussion ensued regarding risers. At the Christmas concert, we they are prepared for the concert.
 - d) Discussion ensued regarding risers. At the Christmas concert, we used 6 (full length) plus 2 half risers from DVO, which worked well. Joanne felt that she could see and hear everyone well, with no negative feedback received from the band. Jeff tabled the thought of building our own risers. Steve is researching; pertaining to weight and material costs.
 - e) Gordon noted that the first version of the poster did not work out and he is working on revisions. The newer version should be available shortly. He will forward to Steve and Joanne for review.
 - f) Jeff noted that we may need to pick up some microphones; contact Roger Gibbs. Steve will address this next week.

d) Spring 2026 Concert – 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: \$20.00

Steve noted that he is waiting for final confirmation of the date and time. Jeff mentioned that it would be good idea to announce this concert at the February concert.

Subsection B – Action:

- i) Charity:

Steve noted that we have supported the Halton Learning Foundation in the past. It was agreed by all that they should be the recipient of the May concert. Jeff suggested that when we speak with the Halton Learning Foundation, a request be made to set up a table at the back for donations.

- o **Motion by Jeff that the Halton Learning Foundation be the recipient of the May concert donation**
- o **Motion seconded by Kat**
- o **All in favour; none opposed; carried**

6. Looking Ahead - 2026/2027:

- a) Steve is not sure about summer 2026 yet, as the date is determined around the date of Ireland House. Joanne noted that the Concert in the Park date is August 30, 2026. Steve had heard that the application was scheduled to be sent out in the new year.
- b) Steve assumes that the Holiday events next year will be similar to this past year. Gordon noted that as this is an election year, things may change. Parades and our Holiday Social are on and the date of our Christmas concert will be worked around other various Christmas events. The requested date for the Christmas concert is December 13, 2026 at the Holiday Inn, with guests being the St. Andrew’s Handbell Choir.
- c) **Fall 2026 – Hallowe’en/Children’s event:**
 - Steve questioned if we should (a) be doing this again with a shifted focus/marketing; (b) do we do something similar at a different location or (c) something completely different. Gordon noted that in the past, attendance has not been strong. We have not been involved in marketing or running the event. It was agreed that this is a good opportunity to play with young people and be involved in the community. However, we are losing income.
 - Kat suggested reaching out to feeder schools as well (elementary or high schools). Jeff also suggested all the participants come to one location and play a mass number with us (i.e., large gym). As per Joanne, this would not be feasible in the fall, as schools would not have time get organized. Joanne

also suggested that we could open tickets up to feeder schools for the first week and then open ticket sales up to the general population after that.

- Laura noted that some schools are not open to having events in their gyms, due to flooring damage.

- Gordon noted that if we want to change the location from the schools, this may change the nature of our relationship with the schools. If we broadened it out to other locations (i.e., Grace United Church or Laurie G. Branch Auditorium), we would have expenses and would need to charge more than \$1 per ticket.

- Steve agreed to look at modifying the Children's event, and possibly get 2 or 3 people involved to look at options (including Amanda and another Board member).

- **Motion by Gordon to set up a committee to explore options for the Children's concert in fall 2026, with members making a decision at the next meeting.**
- **Motion seconded by Jeff**
- **All in favour; none opposed; carried**

d) February/March 2027:

- Yet to be decided. A list of concert themes was previously developed and posted on the Forum, which Steve shared. Gordon remarked that "March Madness" is an appropriate theme to fit the list of "march style" pieces by different composers that can be on the concert program.

- **Motion by Gordon that the Program Committee consider "March Madness" as the theme**
- **Motion seconded by Jeff**
- **All in favour; none opposed; carried**

7. Next Meeting: Thursday, February 19, 2026

Jeff suggested that we notify the Executive of this date in good time. Steve will send out a notification shortly.

8. Motion to Adjourn:

- **Motion by Gordon to adjourn at 9:01 p.m.**
- **Motion seconded by Jane**
- **All in favour; none opposed; carried**