



EXECUTIVE MEETING MINUTES

DATE: February 19, 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, Dan Grieve, Kamara Hennessey, Steve Hewis, Lisa Liang, Leslie McAlister, Jeff Reynolds, Joanne Romanow (DOM), Kat Scarlett, Paula-Ann Simon

Note: Dan Grieve will be joining the meeting late; Lisa Liang will need to leave the meeting at 8:00 p.m.

Regrets:

None

II. Adoption of the Agenda/Amendments:

a) Jeff requested a minor change to Item #6; change "2025" to "2026".

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

2. Meeting Minutes:

I) Minutes dated January 21, 2026:

Leslie to revise spelling of Dan's name in Item 1 from "Dave" to "Dan".

- **Motion by Jeff to adopt the January 21, 2026 Minutes as amended**
- **Motion seconded by Jane**
- **All in favour; none opposed; carried**

II) **Business Arising from Minutes dated January 21, 2026:**

Jeff asked for clarity from Gordon regarding “Business Arising from January 9, 2026” if there were one or two temporary bylaws to be put to members. As per Gordon, there were two. The first one (regarding the Assistant Conductor) is to “rehearse at least 1 selection for each concert with the timing agreed to by the Director of Music”. The second one is around added language that “in consultation with the Programming Committee, conduct at least one themed-appropriate piece of his or her choice at each concert”. After discussion, Gordon will combine these two items together for presentation to the membership at the AGM in June 2026.

- **Motion by Marie to accept combining the bylaws for presentation to membership at the AGM in June 2026**
- **Motion seconded by Jeff**
- **All in favour; none opposed; carried**

3. New Business, Part 1:

I) **Halton Learning Foundation and Students in the Spotlight:**

Lisa tabled this program for high-quality student performers to be involved in the May 2026 concert. Approximately 30-35 groups are involved, which would be narrowed down to top 10 appropriate performances. We could choose 3-4 finalists. Joanne noted that we currently have room in the May concert for 2 short performances, but also expressed concern over venue size and ticket sales. Lisa felt that 10 finalists could be narrowed down by early April. Jeff felt that it’s an excellent idea but maybe not rush into it for the May concert; possibly tying it into the Children’s concert. Lisa noted that the ages are generally 11-16, with a few younger students. Lisa will work with the Halton Learning Foundation to make arrangements. Joanne and Lisa will decide who would be appropriate for our concert. Gordon questioned information for the poster; we could note this as “surprise guests”.

- **Motion by Lisa to evaluate and invite finalists from the Halton Learning Foundation “Students in the Spotlight” to our May concert.**
- **Motion seconded by Gordon**
- **All in favour; none opposed; carried**

4. Reports:

I) **Treasurer:**

Dan posted his report on the Forum. At this time, Steve noted that we would look at the report but not discuss the financials until Dan is present. (See Section 6, Item III).

II) **Director of Music:**

Joanne felt that our February concert was played well. We missed a few entries in “Mississippi River”, but recovered quickly. Planning for the May concert is close to complete; just waiting on a few details for one piece. Planning for the summer is almost done; just waiting for a few more pieces.

- **Motion by Jane to accept the Director of Music report**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**

III) Front of House:

Steve noted that Barb Reynolds has been doing a lot of work behind the scenes and has been very helpful. Barb submitted her report (see Appendix E). Her recommendations will be discussed during “New Business”.

- **Motion by Jane to accept Barb Reynolds’ report as presented**
- **Motion seconded by Marie**
- **All in favour; none opposed; carried**

IV) Fundraising:

No report at this time.

5. New Business:

I) Account Passwords / Policy:

Gordon and Marie have been working on this. As an introduction, Gordon noted that they are trying to figure out a way to improve our security so that it’s not overly complex or expensive, but helps us protect our assets and security. Steve displayed the report for all to see. Marie noted that the bottom line is that we want to be secure, safe and ensure that not one person has access due to unavailability. Discussion ensued regarding Julian’s involvement, as it is his software. He is not directly involved but has set up a number of things for us. Marie asked if we have someone that is qualified to spearhead this. Jeff felt that Barb Reynolds could do this, and will ask her. Marie noted that the board would need to see the associated costs. A motion does not need to be tabled at this time; however, we can approve the policy in general. Action required that the costs be reviewed.

II) Ticket Procedure (See Appendix B):

The report submitted by Barb Reynolds is based on the number of online tickets versus tickets purchase at the door (for the February concert). The showing of tickets and crossing off of names is inefficient and caused a bottleneck. The recommendation is for guests to show printed tickets or mobile tickets. A list should still be developed for those people who do not have their ticket. It was agreed that Steve will look into a note on the ticket stating that “tickets need to be shown at entry to the concert”. Gordon noted that if we sell out, we might need to figure out who has tickets due to fire code.

Note: Dan Grieve joined the meeting at 8:35 p.m.

III) BCB-Branded Folders:

Colette Chapple provided Steve with an update. Gordon is currently narrowing down photos for the folders. Laura questioned the need for photos, with Steve noting that there is no difference in cost to add photos. Jeff asked why we are not doing our own folders. The current folders that we use cost \$2.50 each from Long & McQuade. Jane noted that in the past, we used fancy folders. As per Laura, we still have these available, with Steve noting that those were for concerts only and we do not have enough.

IV) Section Leaders Meeting:

Steve noted that he has arranged to meet with Section leaders during the March 1st rehearsal.

V) Survey Results Action:

Steve reported that one of the common threads in the survey results was for the band to have more notification of upcoming events. Steve presented a list of events that we know of. These can be (a) announced at rehearsals, (b) posted in the calendar, and (c) posted in Notations. The list also ensures that Joanne is up to date and available for our upcoming schedule. Currently our Christmas 2026 concert is confirmed; we are waiting confirmation for the August bandshell concert; Ireland House concert is confirmed. Other concerts noted are placeholders at this point.

Jane asked when we would be able to address other survey result comments. Steve noted that he needs to put more time into this. He will add this to the next meeting's agenda to summarize some of the key factors of concern. Jane offered her assistance to Steve.

6. BCB Concert Seasons:

I) 2025/26 Season:

a) Black History Concert Series:

Steve noted that there has been good discussion on the Forum about the recent concert. Lisa raised the issue of concert cross-promotion. Discussion ensued regarding guest responsibilities/obligations. Contracts should be issued regardless of the guests being paid or not. This would include students at the May concert. Gordon noted that we have a joint concert contract that he will forward to Steve. Dan noted that he has no problem having guests, but that this should be a planned expense. Steve mentioned that some guests are invited to enhance our program but might not bring any financial gain. If we have guests who do not follow up on our expectations, we would not work with them again. Word would get out to other musical organizations that they don't stick to their contract. Steve noted that he had an interview with a journalist at the concert, which is good for publicity.

Note: Marie Limiani left the meeting at 8:53 p.m. (quorum intact)

b) Spring 2026 – BCB Presents:

Preparations are well underway with a few tickets already being sold. Saxophones and flutes have declined to participate in sectional performances. Dan and Dylan Wright have created a student band (23 musicians) who will do a free show. The size of the venue is a concern, with space for only 10-12 people. They are scheduled to play prior to our show after our sound check. Joanne noted that there may be room for them beside the piano, which would keep the foyer clear for guests.

Subsection B: Action - Front of House Volunteers:

- i) Steve noted that Jeff will be involved, with 2 or 3 other volunteers, depending on whether we sell out. Dan asked that if we do not sell out, a discussion needs to be held regarding the handling of cash.
- ii) Joanne mentioned that Dylan Wright wrote a piece for brass quintet and organ, and wondered if she has permission to speak to the organist from Grace United Church. Steve noted that a contract would need to be written. Discussion ensued regarding organist's possible compensation; possibly up to \$150. Joanne will speak to him this week.

- **Motion by Jeff to authorize Joanne to offer an organist fee of up to \$150**
- **Motion seconded by Dan**
- **All in favour; none opposed; carried**

II) 2026/2027 Season:

Steve noted that we have received a request from Emily Booth (trombone) to provide a concert at CAMA Woodlands. Their residents have previously supported us by attending our concerts. The concert would be held on a summer Monday evening, similar to the Heritage Place concerts. Steve will reach out to CAMA Woodlands and report back. Dan asked if this location is "not for profit". If not, we should request a financial token of appreciation. Joanne added that in Haldiman, they request \$150, which helps cover some expenses. Kamara noted that in the past, Heritage Place has an entertainment budget and we received an honorarium. As well, a contract was in place.

Gordon noted that this year's Sound of Music festival will be different – no parade. There may be an opportunity for us to perform during the festival. Gordon will provide any updates, once they become available.

III) Treasurer Report:

The report was tabled by Dan, which was strictly a monetary report with no commentary on the February concert. The numbers look good to Steve, with Dan noting that the report is a reflection of results versus the budget.

- **Motion by Jeff to accept the Treasurers report**
- **Motion seconded by Jane**
- **All in favour; none opposed; carried**

IV) Fall 2026 – Halloween Children’s Event:

As per the previous meeting, a committee needs to be set up. Gordon noted that this has not occurred yet and he will look at 3 or 4 options for the Halloween concert. No action has been taken at this point and he will move it forward.

V) Holiday Events for 2026:

Steve noted that we are anticipating participation in the Waterdown Christmas Parade, the Burlington Christmas Parade and presenting our holiday concert. The downtown BIA will no longer be holding the Candlelight Stroll. Once any new information has been received, Steve will forward on to the committee.

February/March 2027:

I) March Madness:

Steve has advised the Program Committee of a “March Madness” theme. Joanne has prepared a large list of music.

Note: Paula-Ann Simon left the meeting at 9:31 p.m. (quorum intact)

- II)** Discussion ensued around a BPAC concert in conjunction with the Dundas Valley Orchestra (DVO). The soonest that this could take place is Spring 2028. Dan requested how long that window can remain open if we delay discussing it further. Jeff noted that he has to approach the DVO board with this. Nothing is set in stone at this point.

Gordon requested Steve to let him know what upcoming events have been confirmed. He will also start to publish concert information to the band regarding call time for the May concert (3:00 p.m.) and that volunteers are required. Follow-up can be done closer to the concert.

7. Next Meeting: **Wednesday, March 18, 2026**

8. Motion to Adjourn:

- **Motion by Jeff to adjourn at 9:38 p.m.**
- **Motion seconded by Gord**
- **All in favour; none opposed; carried**