



Executive Meeting Minutes

Date: Wednesday March 18, 2026

Time: 7:30 p.m.

Location: Zoom

1. Call to Order: 7:34 p.m.

I) Regrets: Joanne Romanow, Marie Limanni, Paula-Ann Simon, Leslie McAlister

Absent: Lisa Liang

II) Adoption of Agenda: Moved by Jeff Reynolds; seconded by Kat Scarlett

Amendments: Jane Clifton requested to add a discussion about Lassus Trombone to Section #4 New Business

Vote to adopt Agenda as amended: All in Favour

2. Meeting Minutes

February 19, 2026 meeting

I) Adoption of Minutes - February 19, 2026

Amendment requested by Jane Clifton of Section 5: New Business, #1 Account Passwords/Policy

The following "...ensure that not one person has access due to unavailability." Is to be changes to "...ensure that no one is locked out of accounts due to the unavailability of a member to provide the access to accounts."

Adoption of Minutes as Amended: Moved by Jane Clifton; seconded by Kat Scarlett

II) Business arising from the minutes - February 19, 2026

-None

3. Reports

I) Treasurer:

We are still financially very stable. Our year to year is +\$5000. It is getting to the point where we need to start allocating some money places, as we do not need this big of a cushion without a purpose. You know that I am in favour of BPAC, but we should start talking about something.

Bank Account Balance End of January: \$33,918.70

February 2026 Money In:

Ticket Sales Feb Concert CH \$2,598.25

Cash Sales Feb Concert \$210

Turkstra Lumber \$500

GHM Programme Ad \$400

Square Ticket Sales Feb Concert \$58.95

CH Ticket Sales May Concert \$57.00

Total Money in Feb 2026: \$3,824.20

February 2026 Money Out:

Guests Honoraria Feb Concert \$1,550.00
Holiday Inn Balance (Incorrect amount) \$1,364.50
Holiday Inn Christmas Deposit \$500.00
Bank Fees \$2.50
Total Money Out Feb 2026: \$3,417.00

Bank Account Balance Feb 28, 2026: \$34,325.90

March Money in to Mar 18, 2026:

CH Ticket Sales May Concert \$171.00
Corporate Donations (Little Dragon - Colette) \$500.00
New Members Membership Fees \$40
Total Money In to Mar 18, 2026: \$711.00

March Money Out to Mar 18, 2026:

Music Purchase \$544.38
Oakville Blueprinting \$117.52
Burlington Food Bank Donation \$1,500.00
Bank Fee \$2.50
Total Money Out to March 17, 2026: \$2,164.40

Bank Account Balance March 17, 2026 \$32,872.50

Cheques written and not cashed:

Gordon posters constant contact \$352.59
Gordon Feb Posters \$38.42
Gordon May Posters (now a credit) \$149.16
Total: \$540.17

Discussion of Treasurer's Report:

Dan Grieve (Treasurer) believes that the current bank balance is too high and some of this money should be allocated to a specified purpose. He would like to have a plan in place so he can report on the allocation of the money to the membership at the AGM in June. Dan also asked if the BCB budget income model should be changed from Concert Revenue to Donations from Fundraising and Sponsorships. It was noted that currently it would be difficult to change the income model until there is an Executive Director with the portfolio of Fundraising and Sponsorships.

Gordon Cameron asked about the amount of donation money received this year; are these regular donations that we can count on every year or just one-off donations? Steve Hewis responded with a list of donors, but each came with a caveat that the money is tied to a member in the band, and if that member were to leave, we would probably lose that donation.

Steve recommended that the Band's operating expenses should be covered by Corporate Sponsorships, and concert expenses should be covered by Program Advertising and Sponsorships.

Kamara Hennessey asked how the money from Membership Fees is allocated. Dan explained that Membership fees are general revenue that is used to run the band, about 20% of operating costs is paid through Membership Fees. Gordon pointed out that when the membership fees were first introduced the membership agreed with this payment as long as the money wasn't used to fund concerts at the Burlington Performing Arts Centre.

Discussion ended with the recommendation to explain to the membership at the AGM that we have brought in more revenue through donations/sponsorships than anticipated. Also, try to recruit a person to fill the position of Fundraising and Sponsorship before the AGM.

II) Director of Music: No Report Given

III) Fundraising: Steve Hewis

The May Concert has a \$500 donation from Little Dragon Media, Colette Chapple.

Dan- to pick-up a cheque from Bruce Youngblud, Burlington Welsh Male Chorus for the “Catch the Ace” fundraiser.

Motion to accept reports as presented: Jane Clifton, seconded by Kat Scarlett

Voted all in favour.

4. New Business / Other Business

I) Account Passwords/Policy:

This is a work in progress. Barb Reynolds is working alongside Julian Lam and Gordon to sort through updating access to the various online tools used by BCB.

Information shared by Barb Reynolds:

Password and Security Update – March 18, 2026

- I worked with Julian to take over (at least temporarily until a permanent process is worked out) as the admin for the Google Workspace. This was not a seamless process, however it is now done. I had to change some of the settings on the treasurer@burlingtonconcertband.ca account to accomplish this. I chose that one because it still had Jane’s email attached to it, so I don’t think it’s being used much. I will need to connect with Dan to provide him with the info he needs in case he wants to login. This just got sorted out today so I need some time to review all the settings and figure out the next steps.
- Despite several requests, I have not been provided with the login information for the domain manager. While this may not be crucial information for implementing a password/security policy, it is an important piece of the BCB’s online presence, and must be considered within this project. Most concerning is that the WHOIS information for the domain is very out of date and needs corrected.

II) Burlington Culture Planning Meeting

Gordon attended this meeting and many items presented was the same that has been presented at previous meetings that have spanned the last 20+ years. Nothing that was discussed directly impacts the operations of BCB.

III) BCB Branded Music Folders

Colette Chapple is working on this and has sent the images to her graphic designer.

Steve has also asked her to look at new banners/signs with updated logos and information.

IV) Section Leaders

Steve has met with the section leaders - all are in agreement to continue. They went through the responsibilities and the importance of letting Joanne/Barb know who will play the concerts so the program and seating charts are correct.

Front of House for concerts needs about \$50 to buy miscellaneous necessities. This will come out of the President's Discretionary budget.

V) Agenda Amendment Topic: "Lassus Trombone" by Henry Fillmore

Research on this piece was discovered by Steve. He shared with the Executive, Joanne, and Lizuarte his findings that this piece is part of a series of pieces that were composed with racist intent. The Executive, through an online discussion, agreed that the piece should not be played by BCB.

Dan was concerned with how this information was shared believing this was an overreach by the Executive. This information should first have been shared with Joanne first as she is the Director of Music. The decision to replace a piece for a concert should be Joanne's decision.

Gordon discussed the need for a policy that will outline the criteria/circumstances for a piece to be pulled from the program. He notes the need to be careful with this sort of policy as we would not want to be pulling pieces based on a member's personal like/dislike of a piece being programmed. Kat would like there to be an outline of steps that members can take if they have concerns about a piece that has been programmed. Dan believes these steps should be: all concerns can be discussed directly with Joanne, and then Joanne has a duty to report these conversations with the Executive. Steve noted that Bylaw 4 already has a section about the Music Director being obligated to report all concerns to the Executive. Jane noted that this policy needs to be flexible as information about pieces/composers can come to light, we need to be mindful of Cultural Appropriation, and there are lots of pieces that may be considered questionable.

Action:

1. Steve will contact Joanne to discuss this situation.
2. Gordon will create a folder on the Forum for the current BCB Policies that are to be reviewed by the Executive. The Executive will discuss and vote on the policies at the April 2026 meeting.

VI) Concert and event schedule - see appendix A

4a. Tabled

I) survey results/comments addressing the size of the band

II) 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. BCB CONCERT SEASONS

I) 2025/26 SEASON:

a) Spring 2026 - BCB presents: The Stars Among Us

- i) May 3, 2026- Grace United
- ii) Tickets - \$20 on sale now (as of meeting, 22 sold)
- iii) Charity - Halton Learning Foundation
- iv) Front of House- to be organized by Barb

II) 2026/2027 SEASON:

a) Summer 2026 Concerts:

- i. July 27 - Ireland house
- ii. August 17 - Heritage place
- iii. August 30 - Bandshell PENDING
- iv. Band BBQ- will be held on the Monday that the Music Centre is closed for cleaning
- v. September 20 - Appleby Streetfest PENDING

b) Fall 2026:

- i. Halloween event that could include Rolling Meadows Band, but at a different location. Steve has discussed this with Amanda, and she was fine with moving venues. With a new venue the BCB can control tickets, have a visible presence, and there is a possibility of generating revenue which is not possible when holding the event at Rolling Meadows PS.
- ii. Possible Venues: Tansley Woods (holds 240 people); Senior's Centre (holds 220 people); Laurie Branch Mainway Arena (holds 200 people). Kat notes that the Senior's Centre is not a good place to hold events for kids. Tansley Woods is best for walk-in possibilities because kids and families are already there for various activities.
- iii. **Action:** Steve will contact Tansley Woods and report back to Executive

c) Christmas 2026:

- i. St. Andrew's Bell Choir will be our guest performer. A \$500 honorarium would be a starting point, but to be voted on at a later date. They will need to sign the "Guest Artist Contract"
- ii. Motion to set ticket prices for the Christmas Concert at \$25, moved by Gordon Cameron and seconded by Kat Scarlett. All voted in favour.
- iii. Food Bank Donations: Jeff to find out if the Food Bank will bring a food donation bin and the logistics around this, or would they rather keep to cash donations, or both? Jeff will report back before the creation of the poster so that this information can be included.
- iv. Poster and Advertising: Steve will inquire with the City of Burlington if they still rent the sign outside of Central Library that faces New St. This could be a cost-effective way to advertise the concert or remind people of our concert.

d) March 2027:

- i. March Madness at Grace United Church

e) May 2027:

- i. Steve to inquire about Compass Point and will report back to the Executive.

Next Meeting: Thursday April 16 at 7:30 p.m.

Motion to adjourn the meeting at 9:32 p.m.

- moved by Jane and seconded by Kat