



EXECUTIVE MEETING MINUTES

DATE: April 16, 2026
TIME: 7:30 p.m.
LOCATION: Zoom

1. Call to Order: Steve Hewis, BCB President, called the meeting to order at 7:30 p.m.

I. Present:

Gordon Cameron, Laura Cristiano, Jane Clifton, Dan Grieve, Kamara Hennessey, Steve Hewis, Lisa Liang, Marie Limanni, Leslie McAlister, Kat Scarlett, Paula-Ann Simon

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

Regrets:

Joanne Romanow, Jeff Reynolds

II. Adoption of the Agenda/Amendments:

- a) Under "New Business", Dan will discuss the percussion cage at the Music Centre.
- b) Under Item #6, the next meeting will be held in May. Steve confirmed that the actual date/time will be Wednesday, May 20, 2026 at 7:30 p.m.
- c) Gordon requested to add a Policy review and a possible change in the bylaws.
- d) Jane asked to discuss "Catch the Ace". As per Steve, this will be covered in the Treasurers Report.

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

2. Meeting Minutes:

I) Minutes dated March 18, 2026:

The Minutes were taken and posted by Laura, with thanks from Steve and Leslie. Jane requested the following changes:

- a) Under Treasurers Report; second sentence should be changed to read “list of donators”, not list of donors.
 - b) Under New Business, the second point should read “to be corrected”.
- **Motion by Kat to adopt the March 18 2026 Minutes as amended**
 - **Motion seconded by Jane**
 - **All in favour; none opposed; carried**

II) **Business Arising from Minutes dated March 18, 2026:**

- a) Under New Business, further discussion was held regarding “Lassus Trombone”. Steve reported that he has spoken to Joanne and a conclusion was reached.
- b) Gordon created a folder in the Forum for current BCB Policies.
- c) Steve has contacted Tansley Woods regarding the use of their space for the Fall 2026 concert. They are currently not accepting any applications, but advised us to check back with them towards the end of July.

3. Reports:

Treasurers Report:

- a) Dan reported that he is exploring switching banks from Scotiabank to Meridian Credit Union and has a meeting booked with Meridian to discuss further.
- b) Dan reported that much needed repairs are required on the percussion cage door hinges in the Music Centre. Based on current rentals in the Music Centre, Maryanne has given Steve a list of possible days/times when the work can be done, based on current rentals in the Music Centre. Dan questioned the need to use band insurance for this repair. Steve noted that once we have a date, he will ask Maryanne. Damage to the side door may be due to the fact that the cage is resting on the floor and not bolted down. Dan will work on getting a quote from Grieve Home Maintenance Ltd., employee/contractor, for the required work.
- c) The large donated amount from “Catch the Ace” back to BCB was unexpected; a nice surprise. Dan discussed possible income models for next year’s budget – donations based with 2 profit driven concerts, or admission based with 4 profit driven concerts. He would also like to see a BCB member who can be responsible for the Fundraising portfolio, as he has ideas to how this can be done. General discussion ensued regarding having a healthy cash position and a possible donation after the AGM to one of our partners. Good use of our money could include commissioning a piece of music. As well, BPAC is in his sights. Dan will prepare next year’s budget, and will post this within the next 3 weeks for approval.

Director of Music:

No report

Fundraising Report:

No report

4. New Business / Other Business:

I) **Account Passwords / Policy:**

Gordon noted that the topics of Account Passwords and Policy are to be treated as separate items.

Account Passwords:

- a) Steve referred to Barb Reynolds' report regarding Google Workspace overview. There were 4 key recommendations, one of which is to discontinue using personal emails for band business, and using the Google site. Barb recommended that each person have a Google address. She also recommended using Google as a storage space for documents, including New Member forms.
- b) Steve mentioned that we need a Password Manager service.
- c) Gordon expressed concern that by using another email, it might not be checked regularly and items might get missed. Lisa noted that she has created a separate profile within her own email. This way she can easily see what has been read. Laura noted that she currently uses her own personal email for BCB Library communications. Kamara questioned whether a Program Committee email can be created where members are encouraged to suggest concert pieces. Gordon noted that this could be done, but might be better to create a standing form; "Want to suggest new music? Click here". Laura suggested that the Program Committee might not need an email; just a form that can be filled out, or speak directly to Joanne. In the interest of security, Gordon suggested that anyone forwarding work should use a password as a best practice. Storage retention could be an issue as well.
- d) In reference to discussions related to music suggestions directed back to the Program Committee; Kamara (in her role as the Section Leader) shared the following information: Upon inquiry for the May 2026 concert attendance, a member stated that she intends not to perform because the selection of pieces on the program are not appealing to her. Kamara stated that she will provide a list to Barb Reynolds of only those people who will be participating in the concert.
- e) Membership Director, Lisa, stated that there are currently 97 paid members, but do not have 97 people attending rehearsals. She advised/recommended that if people are not active, their names should be removed from concert programs.
- f) Steve will table the Google discussion for now and will continue discussion with Barb and on the Forum.

The BCB Executive to review Barb Reynolds' report and vote on the Password Manager Vault at the May meeting.

Policy:

- a) Gordon posted the following documents on the Forum for review by the Executive:
 - i. *Fundraising Policy – Working with Third Parties*
 - ii. *Cancellation of Performance or Rehearsal Policy*
 - iii. *BCB Concert Dress Code Policy*
- b) Comments were received back from Marie, Jeff and Lisa. Marie noted that the policies should have the same style; also, to add a Change Log so that changes can be tracked.

Gordon uploaded Marie's suggested changes; one edited version showing changes and a separate policy named "changed" with how the new version would look. We could review 2 or 3 of these policies per meeting.

- c) Jeff suggested looking at the Cell Phone Policy and Dress Code Policy.
- d) Regarding the Cell Phone Policy, there are a few exceptions. Phones should be kept on airplane mode or silent during rehearsals. Exceptions would be using a cell phone that directly impacts musicianship; i.e., tuning, or for health reasons; i.e., diabetes management. Phones should remain in the green room during concerts.
- e) Paula-Ann stated that her cell phone is a critical "tool" to use during rehearsals and concerts as she needs to monitor her glucose level reading on an hourly basis.
- f) Gordon read the Dress Code Policy. Laura questioned how we could enforce policies. Steve noted that hopefully this can be done through self-management. In the end, the onus falls on Steve to ask members to adhere to the policies. Lisa suggested including a copy of the policies in a folder for new members.
- g) New members should attend 4 rehearsals prior to a performance. There is no policy written for this, with Gordon in agreement that there should be a policy to address this. Kat asked about members who have not paid their memberships. Gordon noted that this is in the bylaws.
- h) Steve suggested that we review, comment and vote on these 3 policies at the May meeting. However, the Dress Code Policy should be a priority. Gordon recommended that we keep the Policy as is for now.

Lisa and Marie left the meeting at 8:33 pm. Quorum still in place.

- **Motion by Gordon to review the Fundraising Policy – Working with Third Parties, the Cancellation of Performance or Rehearsal Policy and Dress Code Policy at the May meeting**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**

Bylaw Changes:

Gordon received a suggestion from Barb Reynolds to change the wording in Bylaw 3, Article 9 regarding the Programming Committee. However, it will be difficult to get this done in time for the AGM. If Barb wants this done, it will need to be sent to Steve by Monday, April 20th to be on the AGM agenda as a proposal from the membership. Gordon will post this on the Forum for discussion, which could be addressed either through email or an actual meeting to address and discuss any potential change. Barb suggested that with non-statutory members going to three-year terms, we need to ensure that the first set of terms on the committee be staggered to have one term ending each year. She suggested the following wording, that "each year, any non-statutory member who has served at least three consecutive years will step down and be replaced by a new member or members." Any members' term could be extended by the board, if required. Steve/Gordon will circulate/post the suggested changes to try and get it on the AGM agenda.

- **Motion by Gordon that we approve a vote on the Forum or if requested/required, a board meeting to discuss changes to Bylaw3, Article 9.**
- **Motion seconded by Paula**
- **All in favour; none opposed; carried**

II) Proposal to Switch Banks:

See Treasurers Report; Section (a).

III) BCB-Branded Folders:

- a) Steve reported that Colette Chappel has completed a folder design and is getting pricing. He has also requested that she look into new banners/signs with our updated logos and information.
- b) Gordon suggested that Allegra be considered as BCB's preferred partner. The reason for this preference is that Allegra has been a sponsor for years of providing concert posters at no cost. That company can do banners, signs, shirts, etc. Gordon will inquire if they can do music folders, if Colette has not found someone yet.
- c) Kamara asked if this would also include an A-frame as part of the marketing/advertising. For outdoor concerts, an A-frame is more stable than a roll-up banner. Steve noted that our current A-frame could have the insert changed to update our logo.

IV) Halton Learning Foundation Students at Upcoming Concert:

Joanne has reached out to 2 students to play the piano at our upcoming concert; both indicated interest and excitement. The question was raised around whether their parents be provided with complementary tickets. Steve stated that 4 could be held in reserve. Discussion ensued and it was agreed that tickets should be purchased by parents. As far as privacy is concerned around photos and/or videos, Gordon reported that there is nothing illegal about this, but it would be good to approach parents. The 2 candidates were chosen by Joanne and are siblings.

V) Concert and Event Schedule:

Spring 2026 Concert:

Steve reported that the Spring concert is set. At this point, 60 tickets have been sold. Steve will approach the regular volunteers to see if they are available. Gordon requested that Steve send him set-up details to be included in Notations. Dan also noted that if tickets are not sold out, good cash procedures must be followed.

Summer 2026 Concert:

- a) July 27 – Ireland House; 7:00 p.m.
- b) August 17 – Heritage Place; 7:00 p.m.
- c) August 30 – Bandshell; 7:00 p.m.
- d) August 31 – Band BBQ

Christmas 2026 Concert:

- a) Steve noted that the Christmas concert has been booked, with most details decided. He asked when Allegra should be contacted for artwork and posters. Gordon felt that early September is an appropriate time.
- b) Steve asked if a door prize should be offered for 2 tickets to attend the 2026 Christmas concert. Discussion ensued, but in the end, it was decided that no door prizes would be offered.

March 2027 Concert:

Steve will pencil in March 7, 2027, and will check with Joanne and Grace United Church.

Spring 2027 Concert:

Steve to inquire at Compass Point this week.

2027/2028 Concerts:

Later discussions to be held.

Jane noted that the Heritage Place concert needs to be included in Notations. Gordon will add this, as well as the AGM and band BBQ, along with a note to push ticket sales. He will also add a note regarding volunteers for set-up at the Spring concert (if required). As well, if anyone is interested in joining the Executive to contact Kamara. Dan also noted that advertising the Welsh Male Chorus upcoming concert be continued.

General Notes and Discussion:

- a) Steve noted that he will not be in attendance at this year's AGM on June 1, 2026 as he will be out of the country. Kamara noted that as stated in the bylaws, the role of the VP is to take over the duties of the President in his absence.
- b) Gordon noted that Steve is up for election this year, and a potential slate of candidates be available 4 weeks prior to the AGM. Karama noted that this has been prepared and will submit on the Forum for review.
- c) Kamara contacted new member Chris Abbot (tenor sax) by email to inquire if he might be interested in filling the position of Director for Publicity and Marketing, or Fundraising. He has expressed interest in the Publicity and Marketing role and is not keen to take on Fundraising. She encouraged Chris to speak to Steve. As it is currently shown as a task on the committee, Kamara asked if this position profile (Publicity and Marketing) should be eliminated from the bylaws since Gordon and Lisa have taken care of applicable tasks relevant to that portfolio. The response back was other marketing responsibilities could be carved out of jobs that others are currently doing. If Steve speaks to Chris, he should be made aware of this. Kamara suggested that Steve, as he was cc'd on these correspondences, review the email trail/threads that has occurred between Chris and Kamara. She also speculates that Chris may have ideas on building sponsorships.
- d) Kat questioned if we have an open position on the Executive. As per Gordon, we have 12 members on the Executive. The top-level structure includes President, Vice President, Secretary and Treasurer as Board of Directors. There are up to 7 voting members beyond the Directors. Kamara would need to know if an Executive member wishes to continue in their position as it states in the candidate list; hence, revised as necessary. Gordon noted that this would be sent out in the May 3 Notations. Kamara noted that there will still need to be a call for nominations from the floor pertaining to positions up for election/re-election and vacancies on the Candidates Slate.

7. **Next Meeting:** **Wednesday, May 20, 2026 at 7:30 p.m.**

8. **Motion to Adjourn:**

- **Motion by Gordon to adjourn at 9:41 p.m.**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**