



ANNUAL GENERAL MEETING MINUTES

Date: Monday, June 1, 2026

Time: 8 p.m.

Location: Burlington Music Centre, Rehearsal Hall

1. Call to Order

Jeff Reynolds calls the BCB 2026 AGM to order at 8:04 p.m.

2. Confirmation of quorum (25% of Playing Members present)

More than 25% of the BCB playing membership is present.

3. Adoption of Agenda

Motion to adopt the agenda: Robin Battye

Seconded by: Howard Adams

All in favour

4. Opening remarks – Vice-President

Jeff Reynolds welcomes everyone to the 2026 AGM and will chair the meeting on behalf of the President. Steve is travelling with family so is unable to attend tonight's meeting. Jeff also mentioned that he enjoys his time playing with the BCB and as a member of the Executive.

5. Minutes – Review and discussion of the recorded AGM Minutes June 2, 2025

a. Amendments to the June 2025 AGM Minutes:

- i. Slate of Directors: Change Kat Scarlett from Publicity and Marketing to Member at Large

Motion to accept the 2025 AGM Minutes: Marie Limanni

Seconded by: Paula-Ann Simon

All in Favour

6. Business arising from 2025 AGM Minutes

No business arising from these minutes

7. 2025-2026 Financial Statement and 2026-2027 Budget: See Appendix A for full budget details.

Dan Grieve: BCB Treasurer provided the following financial review and proposed budget details for the 2026-2027 concert season.

Financial review: The budget for 2025-2026 worked well. Overestimate in some departments had been made to act as emergency funds if they are needed.

The budgeted payments for the Director of Music were used as stated. However, the budgeted funds for the Assistant Director came in under budget as the AC resigned early, before the end of the fiscal year. The library spending was under budget. The insurance costs have been static for the last few years, but the budget is showing that it is under budget as it was anticipated that there

may be a price increase, but the price stayed the same. The cost for new percussion equipment was \$389, but there are still items that have been ordered that have not arrived yet, so this will probably be over budget. Costs that are static included the Zoom subscription (which will not be renewed), bank fees, Consent Contact, and the processing fees from Canada Helps and Square. The band BBQ was under budget as many items were donated from Grieve Home Maintenance. The cost for the dessert for the Christmas social was over budget. New music purchases were under budget. There were miscellaneous items such as decorations for the parade float, t-shirts, registered mail to CRA, and front of house supplies for concerts. We only had charity partners for 2 concerts instead of 4, so donations to charity partners was under budget.

For the fixed concert costs, we were under budget by \$1267. Money was saved by not having to pay for a venue rental for the Fall Children's concert because the school did not charge a fee. The concert posters also came in under budget because Allegra was very generous and provided many services for free. Lastly, we did not have a guest for the Christmas concert, so we did not spend the anticipated guest honorarium.

In terms of the concert revenues for the 2025-26 season we did not make as much as we anticipated. This was because we had 3 concerts where we sold program ads but did not sell as many ads as we wanted. Grieve Home Maintenance was the main purchaser of this advertising opportunity. We did not secure any corporate sponsors for our concerts this season. While we had a sold-out concert at Christmas, the February concert sold only half of the available tickets at the Holiday Inn.

The other revenue streams for the 2025-26 season are as follows:

- There were 94 paid members, not all full memberships as they started part-way through the year, and some paid members did not stay and were not issued a refund.
- Member donations were very generous
- Corporate Donations: \$5993.72 (\$6000, without the bank handling fee)
- Parade revenue \$750 (Waterdown)
- Catch the Ace \$3300

Goal was to have at least 3 years of operating costs saved in case of emergency. We have now met that goal.

New Budget Proposal for 2026-2027 concert season is outlined in Appendix A for full details:

- Added item for this year is for the cage repair, which is owned by BCB.
- The revenue prediction model has changed and will no longer include a prediction of ticket sales.
- Membership fees will remain \$30 with a suggested donation of \$20. All donations of \$20 or more will be issued a tax receipt.
- Balanced budget has been created.
- Investment in Cash: \$11896
- Current Bank Balance: \$33727
- Total Monetary Assets: \$44041, which will cover the BCB operating costs for 3 years plus the current year.

Motion to accept the budget for the 2026-2027 concert season: Jeff Day

Seconded by: Helen Rudzroga

All in favour

8. Reports

1. BCB President- Steve Hewis:

This past year has been one of great success for the Burlington Concert Band. We have tried new things, improved upon the things we know work well, formed new relationships, strengthened existing ones, and continued to foster a welcoming culture that makes the BCB a highly regarded organization in the area. As you are all aware, my term as president has ended, and I am seeking re-election for another 2-year term. If elected, I intend to strengthen the position of the band in the community. We already have a strong musical pedigree, yet can use improvement with our community closure and engagement. This will include further strengthening relationships with other musical groups, elementary schools within Burlington, and potential venue facilities. A second aspect of community involvement will include engaging with businesses, companies, and individuals in the form of financial support (sponsorship and advertising) of the BCB. 2026/27 looks to be a great year, and I look forward to working with, and getting to know, every member of the Burlington Concert Band.

2. Director of Music Report- Joanne Romanow:

I would like to thank all the members of the Burlington Concert Band for another successful year of concerts. Our most recent concert, highlighting soloists and sections, really shone a light on the depth of talent in this organization. Comments from our audiences throughout the year have let us know they love the music we are bringing to them. Many thanks to the Programming Committee for making this happen.

This year our ensemble playing has improved, as has our intonation. These are both huge challenges when an ensemble is as large as ours. It takes every member doing their bit and you are making this happen.

Going forward, my goal for us is to continue transferring skills from one rehearsed section or piece to another. This means not having to constantly repeat the same instructions from week to week as we improve our ensemble playing. We will focus more on frequent use of pencil markings on your individual parts. A reminder that BCB rehearsals are not for learning individual parts, but for putting those parts together in a way that gives us a balanced, cohesive ensemble.

I'd like to thank the executive for all their work behind the scenes and to those not on the executive who regularly contribute over and above playing their parts. The BCB is your ensemble, and I am grateful to be part of bringing your talents to our audiences.

Respectfully submitted,

Joanne Romanow

June 1, 2026

Motion to accept the reports as presented: Robin Battye

Seconded by: Barb Reynolds

All in Favour

9. Extraordinary Resolution to not have an audit or financial review engagement:

Under the Not-for-Profit Corporations Act, the BCB can avoid the requirement to have an annual financial audit or a review engagement based on the amount of annual revenue. The BCB is well under that threshold.

However, the membership must pass an Extraordinary Resolution that requires 80% support of those members present and voting at a meeting of the membership to pass. Given the costs involved with obtaining an audit or financial review engagement, the fact that neither have been preformed for a number of years, and the BCB's ability to avoid having to do one, the Executive is asking for such a motion.

May I have a motion to approve an extraordinary resolution to allow for the BCB to not preform an audit or financial review engagement for 2024- 2025 if legally permitted to do so?

Motion made by: Gordon Cameron

Seconded by: Lindsay Chick

All in favour

10. Bylaw Changes: See Appendix B for full details of the proposed changes

a. Proposed Bylaw Changes – Bylaw 4, Article 3 Section 5

i. Subsection B

1. Jane has found a typing error: last sentence has an extra word “at” needs to be removed

ii. Subsection C

Motion to accept the changes as outlined: Robin Battye

Seconded by: Barb Reynolds

All in favour

b. Article 9- Program Committee

Biggest change is to the term limits

Jane has found a typing error: #3 section b: an extra apostrophe in the word “it’s”

Motion to accept the changes as outlined above: Gordon Cameron

Seconded by: Paula-Ann Simon

All in favour

11. Election and Installation of the Executive

Kamara Hennessy, as past president, has presented a slate of candidates as follows:

Board of Directors

- i. President - Steven Hewis (Term 1;Year 9)

Kamara asks for any nominations from the floor for President? No members have come forward.

Motion to have Steve Hewis continue in the role of BCB President: Kamara

Seconded by: Marie Limanni

All in favour

Executive Committee Voting Directors (with portfolio/*assigned duties)

- ii. Facilities and Equipment Director - Dan Grieve
- iii. Directors-at-large: 1) Gordon Cameron; 2) Marie Limanni; 3) Jane Clifton
- iv. Publicity & Marketing - Open
- v. Fundraising Director – Open

Kamara asks for nominations from the floor for any of the positions that are up for election. No one has put forth their name so the positions will be filled as stated in the slate of candidates.

Motion to accept: Paula-Ann Simone

Seconded by: Robin Battye

12. Membership Fees

The BCB Executive is recommending a membership fee of \$30 for the 2026-2027 concert season. Furthermore, a suggested \$20 donation from members on top of the membership fee, if possible, has been made.

Motion to accept the membership fee and suggested donation: James Lunn

Seconded by: Collette Chappell

All in favour

13. New Business

Questions/Comments from members:

1. Stephanie Shipley: Asks if there have been further discussions about membership capping because the band is so large and it is hard to find venues. Audience members have mentioned to her that with so many players the loud sections can be overwhelming.

Answer from Jeff: A townhall meeting will be coming soon, organized by Steve to address this issue and have a discussion on this at a future date to be announced. Currently, our agreement with the City is that we have an open-door policy for Burlington residents and the City is providing us with free access to the rehearsal hall, to house our percussion equipment in the cage, and to have the office/library.

Lisa Liang: Created a report last year outlining that the BCB needs to consider concert venue size that will accommodate the band and an adequate audience size.

Gary Fleming: Is it possible to attend a council meeting and explain the situation to City Council and see what they think about use having a cap?

Dan Grieve: Do we want City Council to know about our free access to the Music Centre?

2. Joanne Phoenix: Was a member of executive with the Oakville Wind Orchestra and they also have the same struggle to have someone to work on getting corporate sponsorships. She proposed that perhaps there could be an individual who will do the job of fundraising for both BCB and OWO. This could create a Halton collaboration to find sponsors for both groups. Perhaps this could be a paid part-time position.

Jeff will discuss this idea further with Joanne P.

14. Announcements

We need a new member to join the Program Committee for a 3-year term. Please contact Steve at president@bcb.ca if you are interested.

15. Motion to adjourn

Barb Reynolds moves to adjourn

Jeff Day seconded the motion.

Meeting adjourns at 9:14 p.m.

APPENDIX A: Financial Report

<u>Overhead</u>	2025-26 Budgeted	2025-26 Actual	Difference	Notes
Music Director	6800	6800	0	
Assistant Music Director	905	337.5	-567.5	
Library	500	264.44	-235.56	
Insurance	1200	1136.16	-63.84	
Percussion	500	543.89	43.89	
Zoom	280	259.79	-20.21	
Bank Fees	36	30	-6	
BBQ	350	237.28	-112.72	
Christmas Social	100	129.37	29.37	
Constant Contact	385	352.59	-32.41	
Misc/Flex	500	212.16	-287.84	T-Shirts, Parade, Registered Mail
Music Purchase	1500	1017.25	-482.75	
Webhosting and mtc	325	337.5	12.5	
Min Charity Donations	2000	1000	-1000	
Overhead results	15381	12657.93	-2723.07	
<u>Fixed Concert Costs Results</u>	2025-26 Budgeted	2025-26 Actual	Difference	Notes
Fall Venue	300	0	-300	
Xmas Venue	2000	2260	260	
Winter Venue	2000	2260	260	
Spring Venue	0	0	0	
Programs	550	654.28	104.28	
Posters	320	226	-94	
Guest Honoraria	2200	1650	-550	
Audio Rental	250	51.98	-198.02	
Additional Charitable Contributions	2250	1500	-750	
SubtIs	9870	8602.26	-1267.74	
Square and Canada Helps Fees		322.16		
Total Expenses	25251	21260.19	-3990.81	

Concert Revenues	2025-26 Budgeted	2025-26 Actual	Difference			
			0			
Program Advertising	1500	1200	-300			
Corporate Concert Sponsorship - Fall	1500	0	-1500			
Corporate Concert Sponsorship - Other	500	0	-500			
Ticket "Sales" (donations) Fall	500	0	-500			
Ticket Sales Christmas	5500	6121	621	\$322.16 fees		
Ticket Sales Winter	7000	3394.45	-3605.55	\$137.80 fees		
St Stephen's	2500	2500	0			
Ticket Sales Spring	2500	2369.75	-130.25	\$118.41 fees		
Subtotals	21500	15585.2	-5914.8			
Other Revenues	Budgeted	Actual	Difference			
Membership Dues	2400	2730	330	94 pd members		
Membership Donations	2400	3276	876	46 members avg \$71.26		
Corporate Donations (Season)	5000	5993.72	993.72			
Non-Membership Donations	250	500	250	Does not count concert donations		
Parade Revenue	750	750	0			
Summer Wear	0	90	90			
Catch the Ace (Welsh Chorus)	0	3300	3300			
Subtotals	10800	16639.72	5839.72			
Totals	Budgeted In	Actual In	Difference	Budgeted Out	Actual Out	Difference
	32300	32224.92	-75.08	25251	21260.19	-3990.81

Net Change	Vs Budget	3915.73	Total Cashflow	10964.73		
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2026-27 Budget						
Music Director	7100					
Assistant Music Director	955	675+ 2 services				
Library	500					
Insurance	1200					
Percussion	500					
Zoom	0					
Bank Fees	36					
BBQ	400					
Christmas Social	125					
Constant Contact	400					
Misc/Flex	500	Post, front of house, parade supplies, patch cord				
Music Purchase	1800					
Webhosting and mtc	400					
Cage Repair	1479.67					
Min Charity Donations	2000	2 partner concerts				
Overhead Total	17395.67					
Baseline Overhead	10091	(If We Shut Down what would we need to spend)				

<u>Concert Expenses</u>						
Fall Venue	500	Children's Concert				
Xmas Venue	2300	Holiday Inn				
Winter Venue	0	Grace				
Spring Venue	2300	Holiday Inn				
Programs	700					
Posters	50					
Guest Honoraria	2500	Bell Choir, May Concert				
Audio Rental	250					
Charity based on Attendance	500	XMas				
Subtotal	9100					
Total Expenses	26495.67					
Revenue						
<u>Non Concert Revenue</u>						
Membership Dues	2400	80*30				
Membership Suggested Donations	1600	80*20				
Other Membership Donations	1200	40*30				
Corporate Donations	5000					
Non-Membership Donations	500					
Parade Revenue	750					
	11450					
<u>Concert Revenues</u>						
Program Advertising	1500	3*500				
Ticket Sales Christmas	6600	220*30				
Ticket Sales Winter	2000	100*20				
St Stephen's Grant (Winter)	2500					
Ticket Sales Spring	3000	30*100				
Less Canada Helps and Square	-580					
Concert Revenue	15020					
Total Revenue	26470					
Total Expenses	26495.67					
Expected Cash Flow	-25.67					
<u>Reserves</u>						
Investment in Cash	11896.75					
Bank Account June 1, 2026	33727.33					
Cheques Outstanding	1583.04					
Total Monetary Assets	44041.04					

Appendix B: Proposed Changes to the BCB Bylaws

Original

Proposed

<p>Article 9 – Program Committee</p> <p>1. The Program Committee is a standing committee of the Band charged with providing input to the Director of Music (DOM) regarding program themes, musical selections and the purchase of new music.</p> <p>2. The Program Committee shall:</p> <p>a) be chaired by the Program Advisor and include the DOM, Assistant Conductor (AC), the Library Director and not fewer than two nor more than three Playing Members of the Band who are not currently members of the Executive;</p> <p>b) meet not less than twice per year;</p> <p>c) seek input and feedback from the Playing Membership and audiences on past concerts and music and seek suggestions for ideas regarding upcoming concerts;</p> <p>d) keep minutes of all meetings and;</p> <p>e) report their recommendations to the Executive.</p> <p>3. While the Program Committee does not set the concert lineup, the DOM will consider the committee’s recommendations in good faith when planning all performances.</p> <p>4. Non-statutory members of the Programming Committee shall be appointed by the Executive for a two-year, non-renewable term at the first Executive meeting after the AGM. Members shall be chosen based on:</p> <p>a) the instrument regularly played, in order to ensure representation from all areas of the Band;</p> <p>b) knowledge of Concert Band music and the BCB’s audience.</p>	<p>Article 9 – Program Committee</p> <p>1. The Program Committee is a standing committee of the Band charged with providing input to the Director of Music (DOM) regarding program themes, musical selections and the purchase of new music.</p> <p>2. While the Program Committee does not set the concert lineup, the DOM will consider the committee’s recommendations in good faith when planning all performances.</p> <p>3. The Program Committee shall:</p> <p>a) include the DOM, Assistant Conductor (AC), the Library Director and three Playing Members of the Band who are not currently members of the Executive;</p> <p>b) meet not less than twice per year;</p> <p>c) seek input and feedback from the Playing Membership and audiences on past concerts and music and seek suggestions for ideas regarding upcoming concerts and;</p> <p>d) each year, recommend one of it’s members to the Executive to serve as Program Advisor. The Program Advisor may be reappointed provided they continue to be eligible for membership on the Program Committee.</p> <p>4. The Program Advisor shall:</p> <p>a) chair all meetings of the Program Committee;</p> <p>b) ensure minutes are kept of all meetings;</p> <p>c) ensure the recommendations of the committee are reported to the Executive and;</p> <p>d) track the membership terms of the non-statutory members of the committee.</p> <p>5. Non-statutory members of the Program Committee shall be appointed by the Executive for a three-year term at the first Executive meeting after the AGM. Terms shall</p>
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5. Terms of the non-statutory members shall be staggered such that at least one new member is appointed each year. If a suitable replacement cannot be found, and the loss of non-statutory member would result in fewer than two committee members of that category, the Executive may extend the departing member's term until a replacement is found for up to two years. No statutory member shall serve more than four consecutive years on the Programming Committee. In the event of a resignation by an appointee, the Executive shall appoint an eligible Playing Member to finish the remainder of the term. If the appointment is for 12 months or fewer, the individual fulfilling the unexpired term shall be eligible to seek a full two-year appointment in his or her own right upon completion of the unexpired term. A non-statutory member can be removed from the Programming Committee for non-performance of duties by the Executive following a majority vote.

6. The Program Advisor shall be appointed by the Executive on an annual basis upon recommendation of the Program Committee. The Program Advisor may be reappointed provided that he or she continues to be eligible for membership on the Program Committee.

be staggered such that at least one new member is appointed each year. Members shall be chosen based on:

- a) the instrument regularly played, in order to ensure representation from all areas of the Band;
- b) knowledge of Concert Band music and the BCB's audience.

6. Each year, the non-statutory member with the longest tenure will step down and be replaced by a new member. If a suitable replacement cannot be found, the Executive may extend the term of this member for an additional year. In the event of a mid-term resignation by an appointee, the Executive may appoint an eligible Playing Member to finish the remainder of the term. If the appointment is for 12 months or fewer, the individual fulfilling the unexpired term shall be eligible to seek a full three-year appointment in his or her own right upon completion of the unexpired term. A non-statutory member can be removed from the Programming Committee for non-performance of duties by the Executive following a majority vote.

Proposed Bylaw Changes – Bylaw 4, Article 3

Bylaw 4, Article 3 – Functional Responsibilities of Assistant Conductor: It is recommended that the Bylaw 4, Article 3, Section 5, Subsection B be changed from:

The AC shall be required to assist the DOM as required and in particular shall:

...

b) rehearse at least one selection at each rehearsal of his/her choice;

To read:

The AC shall be required to assist the DOM as required and in particular shall:

...

b) rehearse at least one selection for each concert with at timing agreed to by the Director of Music;

Bylaw 4, Article 3 – Functional Responsibilities of Assistant Conductor: It is recommended that the Bylaw 4, Article 3, Section 5, Subsection C be changed from:

The AC shall be required to assist the DOM as required and in particular shall:

...

c) conduct at least one piece of his/her choice at each concert;

To read:

The AC shall be required to assist the DOM as required and in particular shall:

...

c) in consultation with the Programming Committee, conduct at least one theme-appropriate piece of his/her choice at each concert;

NB: AC refers to Assistant Conductor and DOM refers to Director of Music.