



EXECUTIVE MEETING MINUTES

DATE: June 18, 2026
TIME: 7:30 p.m.
LOCATION: Zoom

1. **Call to Order: Steve Hewis, BCB President, called the meeting to order at 7:41 p.m.**

Present:

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

Regrets:

Gordon Cameron, Marie Limanni, Jeff Reynolds, Joanne Romanow

Adoption of Agenda / Amendments:

- **Motion by Kat to approve the agenda**
- **Motion seconded by Paula**
- **All in favour; none opposed; carried**

There were no amendments to the agenda.

2. **Meeting Minutes:**

a) April 16, 2026:

- **Motion by Paula to approve the Minutes from April 16, 2026**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**

b) May 3, 2026:

Jane and Kat were not in attendance at the May 3rd meeting so will abstain from voting.

- **Motion by Paula to approve the Minutes from May 3, 2026**
- **Motion seconded by Laura**
- **2 abstained, all others in favour; none opposed, carried**

c) May 25, 2026:

- **Motion by Paula to approve the Minutes from May 25, 2026**
- **Motion seconded by Laura**
- **All in favour; none opposed; carried**

Business Arising from the April 16, May 3 and May 25th meetings:

- None
- Leslie thanked Laura for stepping in on her behalf, taking Minutes at the AGM.

3. Reports:

D) Treasurer Report:

Bank Account Balance March 31, 2026: \$32,145.83

April Money In:

Ticket Sales May Concert: \$745.75
New Member Fees: \$65.00
Catch the Ace Welsh Chorus: \$3,300.00
Program Ad May: \$400.00

Total Money in April: \$4,510.75

April Money Out:

Bank Fees: \$2.50

Bank Account Balance April 30, 2026: \$36,654.08

May Money In:

May Ticket Sales and Event Donations: \$1,302.75
Member Fees: \$60.00

Total Money In: \$1,362.75

May Money Out: \$4,289.10

Cash Flow +/- -\$2,926.35

Bank Account Balance May 31, 2026 \$33,727.73

June Money In to June 18, 2026:

Membership Fees: \$480.00
Membership Donations: \$750.00
Concert Sponsorship Ireland House (Lil Dragon): \$500.00
Shirt Purchase: \$120.00

Total Money in to June 18, 2026: \$1,850.00

June Money Out to June 18, 2026:

Dan Reimburse Registered Mail for Return: \$17.87
Dan Reimburse Music for Summer: \$98.18
Laura Reimburse – Library: \$129.44

Lizuarte Honorarium:	\$337.50
Steve Reimburse Zoom:	\$259.71
Bank Fees:	\$2.50
Total Money Out to June 18, 2026:	\$845.20
Cash Flow +/- to June 18, 2026:	\$1,004.80
Bank Account Balance to June 18, 2026:	\$34,732.53
Cheques Written and Not Cashed:	
Halton Learning Foundation:	\$1,000.00
Dan reimburse Percussion Equipment:	\$151.42
Money Less Cheques Written:	\$33,581.11

- **Motion by Jane to approve the Treasurers Report**
- **Motion seconded by Laura**
- **All in favour; none opposed; carried**

II) Director of Music:

Joanne sent the following email to the BCB Executive prior to the meeting:

“Hi All: As you can see from the agenda, I will be unable to meet Thursday evening as I have a show with my other band. It is an outdoor show and if the weather cancels it, I should be available. In case the show goes on, I want to mention a few things that relate to what is on the agenda. I have used the numbering system on the agenda to help with clarity. Let me know if you need any further information.

- 3. II. *The programs for all summer concerts are planned and the band is progressing well to be ready for all the concerts.*
- 5.II.a.iii. *Park concert: This is marked pending – is it not finalized?*
- 5.II.a.iv. *Appleby Streetfest: Would it make sense for Lizuarte to direct this show as I will be on holidays Monday September 14, the first rehearsal back in September and the last rehearsal before the Streetfest. Lizuarte is aware that he is taking the rehearsal, but we will need to make a decision about the performance. I am certainly willing to direct if it is on September 20, but this might be a good opportunity for our AC if he is willing and available. I am also concerned that many in the band think this concert is “optional”. If the BCB is going to perform we need to put a complete ensemble together so we sound our best and use this sound to hopefully bring in more audience members. I would strongly suggest we have some form of literature to hand out with dates, times and places for all concerts for the upcoming season. This would include the children’s concert, Christmas, March Madness and Weather...Or Not. It does not have to be glossy and fancy, but clear with appropriate contact information for those who might attend. I am willing to work on this over the summer if the executive gives me the information and the go ahead.*
- 5.II.e.i. *March Madness will include March related themes (spring, basketball, Easter, St. Patrick’s Day etc.) The PC has a list of possibilities started and will finalize at our next meeting.*
- 5.II.f.i. *The May concert title will be **Weather...Or Not**. A starting point list has been made and will be discussed at the next PC meeting.*
- 5.III. *Rebecca Marshall (a terrific musician and vocalist) has indicated she would love to perform with the band. I work with her regularly and know she will be a great asset to any concert.”*

- a) With reference to the DOM's report, Kamara noted that Joanne expressed her concerns that some BCB members think the Appleby Streetfest is optional; but it is not. As Joanne stated, a complete large ensemble is required to show off its best sound in order to draw a larger audience in this outdoor community event.
- b) The Program Committee is working on a piece with the Bell Choir.
- c) The March concert is currently being finalized. Theme: Weather...Or Not.
- d) Steve will ask Joanne to discuss Rebecca Marshall at the next meeting.
- e) Discussion ensued regarding an advertising handout at the Appleby Streetfest. Lisa has a template that could be used. A volunteer would be needed for the handout. Steve mentioned that the dates will be finalized by mid August, as we are still waiting for confirmation of a larger fall concert venue. Steve will ask Joanne to look at this over the summer. Steve also confirmed that the Appleby Streetfest is not an optional concert; it is an official scheduled event.
- f) Steve noted that he has no issue with Lizuarte conducting the Appleby Streetfest concert. This is up to Joanne and Lizuarte to make arrangements.

- **Motion by Lisa to adopt the DOM Report**
- **Motion seconded by Paula**
- **All in favour; none opposed; carried**

III) **Fundraising Report:**

Paula to report later in the meeting regarding and automatic donation board.

4. **New Business / Other Business**

I) Account Passwords/Policy:

- a) Steve noted that during the April meeting, we would discuss and vote on the Password Manager Vault and review other policies regarding Fundraising, the Cancellation Policy and the Dress Code Policy. He would like more time to catch up on the Password policy.

Jane noted that she is having challenges finding policy information in the Forum. Lisa found a link from Barb Reynolds posted on April 15 with her recommendations and workspace documentation. Lisa will repost this in the "chat" section. Steve recommends going with Barb's recommendation to use Bitwarn.

- **Motion by Steve to accept Barb's report and recommendation to accept Bitwarn as the Password Manager**
- **Motion seconded by Lisa**
- **All in favour; none opposed; carried**

- **Motion by Paula to accept Google Authenticator for Multifactor Authentication. as the Password Manager**
- **Motion seconded by Lisa**
- **All in favour; none opposed; carried**

b) Review - Fundraising Policy:

Steve asked that we table this discussion for now as more contemplation is required.

c) Review – Cancellation of Performance or Rehearsal Policy:
Steve noted that we are not going to vote on this policy, but only make recommendations. Discussion ensued regarding how much time is required prior to concert start for a cancellation to be called. Currently the policy notes that Executive notification should be done no later than the morning of the scheduled performance or rehearsal, with Steve feeling that this is fine as is. The decision authority rests with the President and the DOM. For an afternoon performance at 4:00 p.m., a decision should be made by 10:00 a.m. For an evening performance at 7:00 p.m., a 4:00 pm notification should be made. This policy is just a guideline. Jane would like the wording to reflect that the President and DOM make every effort possible to let all parties know of a cancellation in a timely manner. Steve will ask Gordon to wordsmith the policy.

d) Review – Dress Code Policy:
Lisa reviewed the Dress Code Policy, incorporating more neutral wording, considering a change from “blouse” to “black shirt”. Gord posted 3 final versions on the forum on April 16th. There are 2 options for indoor concerts: Option A is a black suit or tuxedo equivalent. Option B is a black shirt (changed from black blouse) with black skirt or pants, black hosiery and black shoes. Summer outdoor concerts are whatever is appropriate for weather.

- **Motion by Kat to accept the wording revision to the Dress Policy**
- **Motion seconded by Jane**
- **All in favour; none opposed; carried**

II) Proposal to Switch Banks:

- Dan has tried to get quotes from other banks; however, they do not have options for nonprofit organizations, with the exception of Meridian, who are more expensive than Scotiabank. They have agreed to waive fees for 2 years if we sign up. Once the waive period has expired, the cost would be \$75 per year, versus our current \$30 per year with Scotiabank. If we went with other banks, we could be classified as a “business” account, costing us between \$400-\$500 per year in fees.
- In weighing in on the “pros”, Meridian has a system for dual signatory e-transfer payments, which would allow Dan to do online banking with dual signatory; therefore, eliminating the need for cheques. For Dan, the elimination of cheques and being able to pay our suppliers instantly is appealing.
- Scotiabank have many locations, with Meridian only having one location at Dundas and Walkers Line in Burlington. For Dan, that location is not inconvenient should the need arise to conduct in person business for BCB at that bank. Other locations are in Hamilton.
- Discussion ensued regarding the band members switching from cash/cheques to online only. It was noted that other local bands are using electronic systems only.
- Kamara asked if there is a charge to switch banks. As per Dan, this would only apply if a GIC was still up for renewal, and BCB decided to transfer over to the new bank, for example. Since the GIC investments were not renewed and are currently held as cash in the account, there would be no penalty. If a GIC needs to be reinvested, this would require a vote.

- **Motion by Dan to switch from Scotiabank to Meridian**
 - **Motion seconded by Kat**
 - **All in favour; none opposed; carried**
- III) INFO: Colette Chapple has completed a folder design and is obtaining pricing.
- Steve noted that there is no urgency on this – Collete continues to work on this.
- IV) Percussion Cage:
- The budget was approved on May 28th in the Forum for \$1,309.44. Diane (Grieve Home Maintenance) and Maryanne (Music Centre) will coordinate when this can happen.
- V) Fundraising – Automatic Donation Board:
- Paula reported that Jeff has started working with square payments at concerts. Membership fees are working well with this system. This system may be the best for concert tickets.
 - We are not allowed to have a “pass the bucket” system for the Concert in the Park, but we might be able to have a passive sign asking for donations. Paula will look into this.
 - A “tap station” could be set up, with donations going directly to a nonprofit. Lisa is looking into this as well. Jane questioned whether a receipt is issued for this. Kat noted that most people don’t give enough to warrant a tax receipt.
 - Paula will continue to research and provide an update at a later meeting.
- VI) Section Leaders:
- Lisa has had a few discussions with other sections. Currently each section has different methods of music distribution and part assignment. Lisa would like to see the role of Section Leader be rotating or shared. Steve noted that there is nothing in the bylaws stating the section leaders decide who plays what parts.
 - Kat reported that Ashley spends a lot of time ensuring that solos are spread out among the trumpet’s 3 groups.
 - Kamara reported that a saxophone member (alto) approached her for the opportunity to take over leading the section. He indicated that based on identifiable individual’s musical skill sets, appropriate parts be assigned in the folders; he is willing to take on “distribution” responsibility. From that observation/perspective, she would be happy to hand over all the Section Leader’s responsibilities.
 - Steve felt that the Section Leader is not evaluating or judging a person’s level of playing. If someone can or cannot play a part or solo, they need to be proactive. In the interest of fairness at the next rehearsal, Steve will ask Section Leaders to identify themselves and if others are interested in being Section Leaders, they can speak to Steve. He will then bring the list to the Executive. Gord could also put this in Notations.
 - Dan also noted that for some solos, the DOM has the ultimate say.
- VII) Survey Results:
- Jane reported that the survey results have been summarized and sent to Steve and Gordon. She will post the summary in the forum, but not to the entire band. The comments are more general in nature.

4a. Tabled:

Steve reported that more info will be coming on strategic planning meetings aimed to identify areas that new policies are required and outlining responsibilities on the Executive.

5. BCB Concert Series:

- Steve asked about the past Spring Concert – what went well? Improvements? Thoughts? Kat felt that it was a huge success. Maybe we could consider a larger venue when having solo features.
- Lisa asked about acoustics. Steve felt that the acoustics were better at Grace United Church than at the Holiday Inn. Lisa noted that even though the sound was clearer at Grace, the sound was loud at the front.
- Discussion was held about the financial gains if we had a larger space, selling more tickets. More discussion should be held on this at a town hall style meeting.
- Steve noted that the August 30th bandshell concert is confirmed. Lisa is working on getting confirmation for the Appleby Streetfest. Steve asked if Ireland House Museum could be open during our concert. As per Lisa, this is not possible as the date and time would need to change. Steve suggested that for next year, we look at moving the concert to a Sunday afternoon to have more of the facility available.
- Dan reported that the Ireland House concert has been officially sponsored by Lil Dragon. These funds will be going to us; not the museum.
- Dan noted that early returns on band donations have been generous, with the average donation at \$70 so far.

6. Next Meeting:

Wednesday, August 19, 2026

Motion to Adjourn:

- **Paula motioned to adjourn the meeting at 9:44 p.m.**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**