EXECUTIVE MEETING MINUTES

DATE: August 19, 2026
TIME: 7:30 p.m.
LOCATION: Zoom

1. Call to Order: Steve Hewis, BCB President, called the meeting to order at 7:42 p.m.

Present:
Gordon Cameron, Laura Cristiano, Dan Grieve, Kamara Hennessey, Steve Hewis, Marie Limanni, Leslie McAlister, Jeff Reynolds, Joanne Romanow, Kat Scarlett, Paula-Ann Simon

Regrets:
Jane Clifton, Lisa Liang

Adoption of Agenda / Amendments:

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

2. Meeting Minutes:

a) **June 18, 2026:**
There were no issues noted with the Minutes from June 18, 2026.

b) **Business Arising from the June 18, 2026 meeting:**
There was no new business resulting from the June 18, 2026 Minutes.

- **Motion by Kat to adopt the Minutes from June 18, 2026**
- **Motion seconded by Laura**
- **All in favour; none opposed; carried**

3. Reports:

I) **Treasurer Report:**

- Dan reported that the current bank account is just shy of $40,000, with all expenses paid. Dan is waiting for an invoice from Long & McQuade for $85. Dan also noted that switching BCB bank accounts to the new banking institution will happen at a later date.
- Marie noted that some members are asking when receipts will be issued for donations. As per Dan, this will be done in September once all donations are in. Steve noted that 64 memberships have been paid, with donations exceeding membership dues by $1,000 (30% higher over membership fees), which is above last year's amount.

II) **Director of Music:**

- Joanne reported that the summer shows to date were fine. Music has been chosen for the October and December concerts.
- Joanne asked how many new member requests were deferred during the summer. Gordon will look into this and let Joanne know. New music will be distributed on September 21.
- Joanne will be on vacation in early September. Lizuarte will take the September 14 rehearsal.

III) **Fundraising Report:**

- Paula is currently gathering information on the automatic donation board. More details to be provided at the September meeting.

    - **Motion by Gordon to adopt the above Treasurers Report, Director of Music Report and the Fundraising Report**
    - **Motion seconded by Jeff**
    - **All in favour; none opposed; carried**

4. New Business / Other Business

I) Account Passwords/Policy:

- Regarding the Cancellation of Performance or Rehearsal Policy, Steve has sent wording changes to Gordon for review. Gordon felt that a final decision should be made by noon for maximum visibility to members, and that we should continue on with a noon decision time rather than various times. He has no issues with the final decision resting with the DOM or President, letting the Executive know as soon as possible.
- Marie questioned whether this policy was reviewed for format. Gordon will redo and send it to Marie for review.
- Discussion ensued regarding multiple cancellation issues in Spring 2025, with importance being placed on remaining flexible with the policy. There also needs to be awareness that the city could cancel at any time.
- Gordon suggested keeping the policy as a 12:00 noon decision, with the understanding that if circumstances change (i.e., snow squalls), we would let people know as soon as possible. Gordon will revise the policy and a vote will be taken at the September meeting.

II) Programming Committee:

- One applicant, Deanna Persuad, has applied to replace Ashley Grieve, whose term is up. Steve read Deanna's application letter, with Gordon requesting that in future, please circulate anything that has been received so the committee can be prepared.
- Discussion ensued regarding section balance, i.e., having more individuals from one section of the band on the PC. Joanne stated that she has no concerns and likes the fact that new Programming Committee members can bring fresh ideas.
- Laura and Joanne will schedule a meeting with Deanna, with Laura suggesting that an announcement be made at the next meeting to thank Ashley for her service on the Committee. Steve will make the announcement.

    - **Motion by Marie to accept Deanna Persaud to the Programming Committee**
    - **Motion seconded by Paula-Ann**
    - **All in favour; none opposed; carried**

III) Info: Folder Design:

- Gordon has not spoken to Collette for any recent updates on folder design and pricing. He also would like to see pricing from Allegra.

IV) Percussion Cage:

- Dan reported that repairs to the cage can be done at any time. He is waiting for camps to be completed in the Music Centre. As soon as the camps are finished, Diane from his office will coordinate the work to be completed.

V) Fundraising:

- See Section 3, Item III above.

VI) Section Leaders:

- Discussion ensued regarding how to proceed during this meeting. Some Executive Committee members are in conflict. As per Gordon, if we are appointing anyone tonight, there would be direct conflict. If we are having a broader discussion, all members should be involved.
- Laura noted that we have a time constraint, as the trumpet section likes to arrange their own music prior to distribution, which takes about 2 weeks. Laura also noted that music must be returned prior to new music being distributed.
- After discussion, it was agreed to develop a procedure at this meeting for section leader selection, using the form that Jeff has developed. A follow-up meeting could be held on either September 2 or September 3 to make a decision on section leaders, which allows 2 weeks for certain sections to divide music into folders.
- Gordon noted that we have the opportunity to create a process of developing section leaders into the future.
- Kat feels that creating a section survey to have input would be helpful in providing thoughts and concerns. Gordon suggested that a questionnaire just go to sections that have more than one candidate.
- If only one person is interested in section leadership, the position can be acclaimed.
- Steve does not feel that interviews are required for possible section leaders; just their answers on the questionnaire would be sufficient.

- Steve requested that Jeff prepare a complimentary survey for section members, with Gordon's assistance. A Ad Hoc Committee be appointed, including Jeff, Gordon and Marie to develop a section member questionnaire. Jeff will develop this quickly, with Steve sending it out tomorrow. The deadline for the questionnaire would be Tuesday, August 25 at 8:00 pm. Once surveys have been received, Steve or Jeff will package it up and send out to Executive Committee members who are not in conflict.
- Regarding the decision timeline, a meeting will be called for either September 2 or September 3, based on availability.

  - **Motion by Steve to create an Ad Hoc Committee including Jeff, Gordon and Marie to develop a section questionnaire to gauge their thoughts on what would make a good section leader**
  - **Motion seconded by Kat**
  - **All in favour; none opposed; carried**

  - **Motion by Gordon to meet on either September 2 or 3 (depending on availability) regarding final appointment of section leaders**
  - **Motion seconded by Laura**
  - **All in favour; none opposed; carried**

VII) Survey Results/Comments:

- In the interest of time, Steve allotted 10 minutes for Survey Results discussion, focusing on band section size and membership structure based on residency.
- Jeff questioned the city policy, whether band members outside of the city could be excluded. His thoughts is that we have an open-door policy. Steve noted that the city's policy is basically a framework for recreation. The guideline is that 80% of your organization should be Burlington residents. Due to the type of organization that we have and facility use there isn't a limit on how many people we can have in the band, as long as we are open to Burlington residents. Gordon noted that in order to keep our current deal with the city, if someone lives in Burlington and want to play an instrument, we must let them play. If Joanne requires an extra specific instrument player, we could fill that role.
- Another item that appeared on the survey was section balance. Joanne noted that she can balance the band in rehearsal, but not during a concert. Most people apply what has been rehearsed, but if this is not followed, a concert can fall apart. Joanne added that people need to look up more often.
- Steve noted that discussion time has ended, but would like to continue this type of discussion from the survey at future meetings.

VIII) Responsibilities of each position on the Executive and any other volunteer positions:

- The responsibilities of each Executive member are laid out in the bylaws. Under Article 7, Bylaw 3, other duties are assigned. Gordon feels that this system seems to work. When this is revisited, flexibility can be addressed. The number of named directors needs to be kept down. Other responsibilities can be covered in multiple positions; i.e., newsletters, communication pieces, emails, website maintenance, concert programs, etc.
- Dan requested "Front of House" volunteers. Barb had put a list of responsibilities together. Concern is around the handling of cash, as there is no paper trail. Multiple people need to sign off on the same amount. Steve suggested getting together with Marie to make this a standard operating

procedure. Steve asked if Barb would be okay with this. A group consisting of Dan, Barb and Marie will work on a "Front of House" policy.

- **Motion by Paula-Ann to create a committee to develop a "Front of House" policy**
- **Motion seconded by Kat**
- **All in favour; none opposed; carried**

5. <u>Upcoming Season:</u>

- The May 2, 2027 concert is proving to be a conflict with many players. It has been suggested to move this concert out by 2 weeks to May 16, 2027.

  - **Motion by Jeff to move the May 2, 2027 concert to May 16, 2027**
  - **Motion seconded by Kat**
  - **All in favour; none opposed; carried**

- Steve is having challenges in securing a location for our Fall Children's event, and is looking for suggestions; possibly Grace United Church. City venues have already been booked. Discussion ensued regarding previous Children's concerts and information getting through to feeder schools. Caution was also given as to a possible teachers' strike. This would be a non-school event, with Amanda not participating as a teacher, but as a member of BCB. Gordon asked if it would make sense to have 2 concerts on the same day. Steve will check with Amanda; possibly having morning concerts. Steve will look into the possibility of using Grace United Church and will have further discussion with Amanda. He will report back to the Executive on his findings.
- Looking ahead to Christmas 2027, Joanne suggested that Rebecca Marshall would be a great guest soloist. She has participated with many other local groups. Joanne will speak to Rebecca and ask her to pencil in December 12, 2027 to her schedule. Further discussion to follow.

General:

- Gordon asked about any notes going into Notations regarding the upcoming band barbeque. Dan will forward a form to Gordon following the meeting.
- Gordon asked if Steve could announce if there are any omissions to the "in memorium" that should be noted.

6. <u>Next Meeting</u>:

Thursday, September 17, 2026

<u>Motion to Adjourn:</u>

- **Paula motioned to adjourn the meeting at 9:35 p.m.**
- **Motion seconded by Gordon**
- **All in favour; none opposed; carried**