EXECUTIVE MEETING MINUTES

DATE: November 2, 2026
TIME: 6:30 p.m.
LOCATION: Burlington Senior's Centre – Room 4

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

1. Call to Order:

Jeff (Interim President) called the meeting to order at 6:31 p.m.

i) Regrets: Lisa Liang

ii) Adoption of Agenda:
There were no changes requested to the agenda sent out by Jeff.

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

2. Meeting Minutes:

i) Review of Minutes from September 17 and 28, 2026:
- No changes were requested to the Minutes from September 17, 2026.
- Leslie noted a few changes to the Minutes from September 28, 2026 in the Attendance list (Kamara listed in both attending and regrets, omission of Dan's name and incorrect spelling of Marie's last name). Leslie will make the amendments.

ii) Adoption of Minutes from September 17 and 28, 2026:

- **Motion by Marie to approve the Minutes from September 17 and 28, 2026**
- **Motion seconded by Paula**
- **All in favour; none opposed**

iii) Business arising from Minutes: None

3. **Reports:**

i) Treasurer:

Below are excerpts from Dan's current Treasurer's Report.

"We are in good financial shape; our bank account is currently above $40,000 but will dip slightly below after all cheques written have been cashed. We needed to break even for the concert to be a success. We made money; over $500. Exact numbers are in the body of the report. Switching banks is stalled out right now due to the ongoing issue with the Ontario Registry website. I have been going back and forth with them to update the registry manually, but there are months between responses since every non-profit with more than 9 board members is having to do it manually. To switch accounts, our officers that we present to the bank must match the registry and we are changing Kathryn from Secretary to Leslie. Once that is resolved, we can proceed. When we proceed, we will be applying for a credit card with a limit of $2,000 for ongoing and incidental expenses to limit the number of times we have to repay board members for expenses."

NOVEMBER 2026 – TO NOVEMBER 2:

Opening balance:	$40,180.39
REVENUE:	
Children's Concert:	Cash ticket sales $10.00
Total Revenue:	$10.00
EXPENSES:	
Total expenses:	$0.00
Net Change:	$10.00
Closing Balance:	$40,190.39
Bank Balance:	$40,190.39
Reconciliation Difference:	$0.00

CHEQUES WRITTEN AND NOT CASHED:

Concert ticket refund:	$40.00
Oakville Blueprinting	$197.75
(Children's Concert Programs)	
FCAA Insurance Brokers:	$212.75
(Liability increased from $2M to $5M)	
Total outstanding cheques:	$450.51
Balance after outstanding cheques:	$39,739.88

CHILDREN'S CONCERT – FINANCIAL REPORT

REVENUE;	
Program advertising:	$400.00
Canada Helps	$1,463.00
(Tickets sales / donations)	
Cash ticket sales	$10.00
Total concert revenue:	$1,873.00
EXPENSES:	

Grace United Church Hall Rental:	$1,100.00
Oakville Blueprinting Programs:	$197.75
Ticket refund:	$40.00
Total concert expenses:	$1,337.73
PROFIT / LOSS:	
Concert surplus / loss:	$535.25

Gordon questioned whether changes to our Executive would push things back with switching banks. Dan, stated no. Hopefully by 2027, the on-line problem will have been fixed.

- **Motion by Jane to accept the Treasurer's Report**
- **Motion seconded by Marie**
- **All in favour; none opposed**

ii) Director of Music:

Joanne reported that the Children's concert went as well as could be expected, given the short rehearsal time. The goals of having children engaged was good. Joanne also noted that she hopes we never have to divide the band again, which was echoed around the table.

iii) Fundraising:

Jeff reported that Steve Hewis has offered to continue working on Fundraising. All agreed.

- **Motion by Kat to approve all reports**
- **Motion seconded by Paula**
- **All in favour; none opposed**

4. New Business / Other Business:

i) Concert Review:

All agreed that we do not want to split up the band in future. Jeff noted that the current size of the band is around 100, with Joanne adding that this number fluctuates. There were 120 chairs for guests; going forward this seems to be the norm.

ii) Finalizing concert dates, locations and times for the 2026/27 season:

December 13, 2026: Christmas Concert booked in at Holiday Inn. The question was asked if we can do a food drive. Jeff checked with the Holiday Inn, and they are fine with this. The Burlington Food Bank will drop off bins the day before the concert, and pick them up following the concert. The question was tabled if guests would get a reduced ticket price if they bring a food donation – answer is no. At this time, 50 tickets have been sold.

March 7, 2027: March Madness at Grace United Church. Jeff noted that if we have a weather delay by a week, the church is fine with this. Jeff will confirm the time with the church (possibly 4:00 p.m.)

May 16, 2027: Jeff noted that we cannot use the Holiday Inn as there are dance competitions taking place. Grace will be doing some upcoming renovations, so their church will not be available. Jeff and Joanne visited Wellington Square United Church and felt that the band would

fit their stage. There is seating for 350, without using extra seating. There is a green room that we can use. Discussion ensued regarding start time, with a 3:00 pm start agreed upon.
Jeff had been questioned why we are not working with other schools for our Children's event. He noted that this comes down to rehearsal time and scheduling. He also suggested that there is a concept currently being used with other bands, called an "immersion concert". The audience would sit within the band. Using a coloured ticket system, guests would move to different positions within the band. This concept has been very successful with other orchestras.

iii) Proposed concert dates, locations and time 2027/28 season:

October 24, 2027: Location: Holiday Inn
Looking at incorporating an "immersion" concert

December 12, 2027: Location: Holiday Inn
We have been penciled in. It would be a 2:00 pm start, with Amanda Marshall as our guest.

March 5, 2028: Location: Grace United Church
Suggested start at 4:00 pm

May 7, 2028: Location: Suggestion of Wellington Square United Church
No time yet for a suggested start

Parades:
Kat is heading this initiative, with the Waterdown parade being held on Saturday, November 28 and the Burlington parade on Sunday, December 6. We will not be participating in the Niagara Falls parade, due to logistics. The number of playing participants is limited to 8 (maximum on float is 9), with hopes to get a good sound balance. Kat will distribute a sign-up sheet for both parades. The trailer needs to be set up prior to both parades. Joanne questioned if this group is an indication of who we are, and would like to ensure that our sound is a good representation of the BCB that we can be proud of. We may have access to a larger trailer in future; however, Gordon noted that we don't usually have a lot of people wanting to play. It was also noted that neither parade allow hand-outs.

iv) Front of House:
Barb Reynolds took over this responsibility a year ago, including all the band seating layouts. We would like to have a volunteer to handle the Front of House duties. It was suggested that we speak to Sue's husband (euphonium player) who has been involved in the past. We would also need 3 or 4 other volunteers.

v) Section Leader Responsibilities:
Jeff distributed a newly drafted document for Section Leader Responsibilities. In the current bylaws, nothing was mentioned about musicality, how many practices need to be attended to qualify for inclusion in concerts, etc. It also spoke to the issue about solos and how they are chosen. In the end, the DOM has the final say. The next step is meeting with Section Leaders. Joanne noted that she doesn't want this to be a hard and fast document, as there may be issues around people working shifts, health issues, etc.

vi) Fundraising, Marketing, Sponsorships – Automation Donation Board:

Paula has forwarded an email from TipTap, who help organizations with their fundraising and payment programs. Paula suggested that a meeting be held with Jeff, Dan, Gordon, Paula and TipTap to discuss further. Jeff noted that for our use, we would only need it four times a year.

vii) Folder Design / Banners:

Colette has been working on a new folder design; Jeff will distribute the design draft. However, the least expensive printer that Colette can find is a minimum order of 400 folder at $6.97 each. If we ordered 1,000, the cost would be $4.64 each. Marie offered to look at local printers and can assist in this project.

viii) Music Stands:

Discussion ensued regarding the lack of enough music stands. New stands are $100 each. We could also ask people to bring their own stands. If we ordered new stands, they could be labeled as BCB stands, but would be incorporated with all the other stands. Jeff will see how stand distribution goes at tonight's rehearsal as to whether a request goes out in Notations for people to bring their own stands.

General Discussion:

- Jane asked if we are planning to do a concert together with the Dundas Valley Orchestra (DVO). Jeff noted that this cannot happen next year, but possibly after that. Booking BPAC is a concern as we would need to fill the building. Dan felt that now is the time to be looking at this, as it is 2 years out. Dan also felt that if we perform at BPAC once every 10 years, we could surely have people sell 4-5 tickets each.
- Band dues have all been paid.
- The BCB Christmas Social (December 14) has been organized.
- Marie mentioned the Men's Welsh Choir as our previous Christmas guests. They also have a women's choir. They might be interesting in guesting.
- Gordon questioned if the St. Andrews Bell Choir has a logo for posters. He will also need to include info for a food drive, etc. In Notations, Gordon will also include our upcoming concerts in March and May, with dates and times. He will also ask parade participants to keep in contact with Kat.
- Marie noted that holding the BCB Executive Meetings prior to rehearsal works out well. Also, the AGM is scheduled for June 7, 2027.

5. Next Meeting:

Monday, November 30 / 6:30 p.m. / Seniors Centre

6. Motion to Adjourn:

- Motion by Gordon to adjourn at 7:30 pm
- Motion seconded by Paula
- All in favour; none opposed