



Agenda of the 2nd Meeting of the
2014 Board of Directors
Sunday, February 9
9am at Le Parc Conference Centre

1. Call to Order
2. Adoption of Agenda
3. Ratification of the Minutes of the First Meeting of the Board of Directors of January 6
4. Announcement
5. Executive Reports
 - (a) President *Kilbride*
 - (b) President-Elect *Harrison*
 - (c) Treasurer *Dupuy*
 - (d) Secretary *Brunette*
 - (e) Past-President *Gomes*
6. Directors & Positions of Responsibility Reports
 - (a) York University Wind Conductors' Symposium *Gomes*
 - (b) Beginning Band Symposia *Erikson*
 - (c) Chamber Music Festival *Tucker*
 - (d) Concert Band Festival *Caswell*
 - (e) Wind Band Composition *Dickson*
 - (f) Donations *Arcand*
 - (g) Industry *Reesor*
 - (h) Membership *Brewda*
 - (i) Newsletter *Aitken*
 - (j) Provincial Honour Band *Harrison*
 - (k) University Liaison *Richardson*
8. Business from Previous Meetings
 - (a) Human Rights Policy
9. New Business
 - (a) Meeting dates for 2014
10. Adjournment



Director's Report Template

Submit in electronic format to FULL BOARD by the THURSDAY preceding a MONDAY meeting.

Meeting Date: Sunday, February 9, 2014

Portfolio: President

Director: Andria Kilbride

Activities since last report:

1. Committee Structure: brainstormed names of band directors that could be approached as Regional Liaisons
2. Reviewed Human Rights Policy: to be discussed today
3. Ontario President's Meeting: I spoke with Dave Gueulette. He is interested in having a meeting with the Presidents of the OMEA affiliates. He would like to have a round table discussion on how each affiliate can support each other. OMEA has lost touch with many of their affiliates and he would like to "rekindle" the relationship. The meeting would most likely take place in Toronto. Date TBD. I am pleased to hear this, as it is the same focus that I would like to take with our regional liaisons.
4. Sent Tricia Howe a thank you note for her contribution regarding Canadian band repertoire feature. thowe@long-mcquade.com

Action Items pertaining to this report for Director

1. Meet with Gomes, Harrison, and Butterworth regarding joint Jazz event

Action Items pertaining to this report for Board

CBA

Chapters are to ask their board if anyone would like to write a CW study guide for a piece.

Chapters are to ask their boards for new/old Canadian repertoire that Trish could feature.

Chapters are asked to bring suggestions to the next meeting about how CBA can service community bands

OBA

Check your calendars and be sure to attend as many of the upcoming OBA events as possible. OBA Director's Social (Feb 21), OBA-York U Wind Conductor's Symposium (March 1), Chamber Music Festival (April 8-10), CMC-OBA Wind Composition Project (April 13, May 10)

Anyone interested in an OBA BOD BBQ????? June 22?????? Stouffville?????????



Director's Report

Secretary

Steffan Brunette

February 9, 2014

Submit in electronic format to FULL BOARD by the THURSDAY preceding a MONDAY meeting.

Activities since last report:

- prepared minutes, and compiled all reports pertaining to the January 6 meeting
- re-formatted the Human Rights Policy in Word from Sarah's conversion from PDF
- redesigned the Director's Report template to prevent issues with tables that spread over multiple pages

Action Items pertaining to this report for Director:

- prepare and compile minutes for this meeting
- apply approved edits to the Human Rights Policy

Action Items pertaining to this report for Board:

none.



ONTARIO BAND ASSOCIATION

Director's Report Template

Submit in electronic format to FULL BOARD by the THURSDAY preceding a MONDAY meeting.

Meeting Date: Sunday Feb. 9, 2014

Portfolio: New Wind Band Composition

Director: C. Dickson

Activities since last report:

- The final details for the Composition Workshop were solidified and the "Call for Scores has been sent out to CMC Associate Composers. (attached)
- Several players for the April 13th reading have confirmed.
- We have already received submissions.
- Kilbride asked me to ask Pratik to change the "Forum" tab on the Website to "New Wind Band Composition Project" and add the "call for scores" announcement to the website.

Action Items pertaining to this report for Director

- Confirm one or two more players for April 13.
- Coordinate the performing group and send them parts after the submission deadline.
- Plan for refreshments for delegates on April 13.
- Working with Pratik to update the OBA website.

Action Items pertaining to this report for Board

- Have email sent to OBA members announcing Call for Scores, Sunday or Monday Feb. 10.
- Discuss sponsorship with Lisa DeVito.
- Working with Pratik to update the OBA website.



ONTARIO
BAND
ASSOCIATION

Director's Report

Donations

Sarah Arcand

February 9, 2014

Submit in electronic format to FULL BOARD by the THURSDAY preceding a MONDAY meeting.

Activities since last report:

-Explored OLG as per last meeting: not a good fit for our mandate.

Active (not yet submitted) Grant, Foundation, Corporate applications

Socan Foundation (due in January for 2014 OPHB)
Ontario Arts Council (due in March for 2014 OPHB)
Toronto Arts Council Music
Vital York (foundation)
Socan Foundation (Symposium – possibly BBS)

Submitted and Pending Grant, Foundation, Corporate applications

Nestle Canada (water donation)
Celebrate Markham
TD (have successfully made it to the next round of applications)
Rubicon (drink donation for volunteers at CBF)
Redpoll Foundation
Harris – Taylor Foundation
Jackman Foundation (confirmed we will be presented at the next meeting for consideration)
GMRC – Keurig machine for a raffle item

Declined Grant, Foundation, Corporate applications

Ontario Arts Council (for CBF 2014)
McFarlane Foundation
Ontario Arts Council (for CBF 2014)
Micheal – Angelos (gift baskets)

Successful in 2014

Members giving (in kind and cash): \$165.00
Pizza Pizza (20 free pizzas for CBF)
Cotton Candy (discounted USB keys)
Staples (business status rate)** **please don't walk into Staples to buy stuff. We get a large discount when ordered on line with our business discount – next day free delivery.**

OTF Letter of Agreement:

Bussing

Exploring a negotiated rate for schools attending the 2015 CBF with York and Simcoe schools. Schools would not be bound to this bussing company, it would just be an option

We are now in Year Two of our OTF Grant funding. Please see the distribution of funds below:

Grant Budget Year 2		
Expense Item	Approved	Actual
OBA Regional Co-ordinator for York -Simcoe	\$40,000.00	\$0.00
Regional Co-ordinator Bonus for meeting target fundraising dollars	\$1,500.00	\$0.00
Promotional materials for educators, administrators and foundations	\$1,000.00	\$0.00
Laptop and printer for Regional Co-ordinator	\$0.00	\$0.00
Office supplies	\$1,000.00	\$0.00
New and existing York Region and Simcoe Region initiatives	\$9,000.00	\$0.00
Travel expenses for the Regional Co-ordinator	\$1,000.00	\$0.00

An adjustment has been submitted to change the approved amount for the Regional Coordinator to \$33,900. Therefore shifting \$6,100 to the new and existing line. A second adjustment has been submitted to change Regional Coordinator bonus to \$0. Therefore shifting \$1,500 to the new and existing initiatives line. The approval is expected to pass as it did in Year One.

Simcoe BBS

Currently slated for Saturday, October 4th , 2014

Clinician: Dr. Colleen Richardson

Host: Laura Lee Matthie; O/D Park Secondary School in Orillia

Focus: The Grade 9 and 10 Beginning Band Player

Action Items pertaining to this report for Director:

- Book permit for Simcoe BBS
- organize sponsorship categories for website
- contract renewal of YRSC (if motion carried)

Action Items pertaining to this report for Board:

- Consider a donation to our organization as a Board of Director. Any amount over \$20 will receive a tax receipt.
- approval of continuation of Lisa DiVeto as the York Simcoe Regional Coordinator (motion)
- revamp of the sponsorship categories on website (Sarah and Pratik)
- Point of thought: Enews: should we consider a celebration section? Could be anything: members could contribute (I appreciate that might be tough to encourage), donations etc.
- please don't walk into Staples to buy stuff. We get a large discount when ordered on line with our business discount – next day free delivery.**



ONTARIO BAND ASSOCIATION

Director's Report Template

Submit in electronic format to FULL BOARD by the THURSDAY preceding a MONDAY meeting.

Meeting Date: Sunday, February 9, 2014 / 9:00 am

Portfolio: Membership

Director: Bryan Brewda

Activities since last report:

Mass membership e-mailings regarding:

- York Wind Conductors Symposium
- Chamber Music Festival
- 11th Annual Directors' Social
- Jan e-newsletter link (Thank you Heather!)

Other activities:

- Sending out renewal/expired e-mails to OBA members for January
- Processing memberships from York Wind Conductors Symposium registrations

Action Items pertaining to this report for Director

- I will be attending the York Wind Conductors Symposium. Heather is going to be working with me as this is my first event as the OBA membership co-ordinator.
- I have been given the Square Reader and I will bring it with me to process memberships and registrations at the York Wind Conductors Symposium
- Continue to ask for guidance from Heather as there are still things I am learning. Thank you so much Heather, I appreciate it.
- I will continue to blast regarding the York Wind Conductors Symposium and the Chamber Music Festival.

Action Items pertaining to this report for Board

- Please promote the York Wind Conductors Symposium! We have received a bunch of student registrations and a few teacher registrations so far
- Scott: Could you put together a promotion for the OPHB auditions?
- Steffan: Could you let me know how the York Wind Conductors Symposium is looking closer to the event date? In case we need to send out a "there is still room!" e-mail the week before the event. So far so good, though.
- Promote the Chamber Music Festival!



ONTARIO BAND ASSOCIATION

Director's Report Template

Submit in electronic format to FULL BOARD by the THURSDAY preceding a MONDAY meeting.

Meeting Date: February 9, 2014

Portfolio: Membership / E-Newsletter / Concert Band Festival

Director: Heather Aitken

Activities since last report:

Bryan Brewda has taken over membership duties, copying me on everything. So far he's doing great!

Other activities – Concert Band Festival Admin:

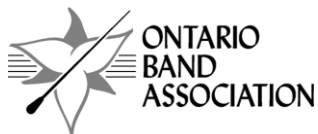
- Finished processing CBF membership registrations; CBF bank deposits; and MULTITUDE of last-minute scheduling issues (and a couple of withdrawals); printed programme completed; “invoicing” of sponsors/advertisers still to be done

Action Items pertaining to this report for **Director**:

- **Newsletter:** Would still really like this job to be someone else's. I will finish out this season and would like to do a transition with someone (as I've done with membership duties) over the course of next season. Job description is ready for forwarding to any potential candidates.
- **Membership Duties:** Attend the York symposium to assist, as needed, with registration and membership processing.

Action Items pertaining to this report for **Board**:

- As per my e-mail to some of the Board in August re: “News from the Board” section of the newsletter – (deadline is still the 25th of the previous month). Please don't make me chase and beg you this year:
- **March/April – Scott** – promote CMF, OPHB auditions, and whatever else has come up
- **May/June – Sarah** – season wrap-up, update of fund-raising/sponsorship efforts



ONTARIO
BAND
ASSOCIATION

Overseen by: Executive



Budget Committee

Overseen by: Treasurer

President
President-Elect
Past President
Secretary
CBF Director
OPHB Director
Donations Director
Wind Band Comp. Director
Members at Large

Concert Band Festival Committee

Overseen by: CBF Director

President
President-Elect or
Past President
Treasurer
Membership Co-Ordinator
Donations Director
Web Maestro
Design
Newsletter
Members at Large

Symposium Committee

Overseen by: Symposium Director

President
President-Elect or
Past President
Treasurer
Membership Co-Ordinator
Industry Representative
University Liaison
Design
Newsletter
Members at Large

Honour Band(s) Committee

Overseen by: OPHB Director

President
President-Elect or
Past President
Treasurer
Donations Director
Web Maestro
Design
Newsletter
Members at Large

Regional Liaison Committee

Overseen by: President

President-Elect or
Past President
Secretary
Web Maestro
Newsletter
Southern Ontario Liaison
Western Ontario Liaison
Eastern Ontario Liaison
Northern Ontario Liaison
Members at Large

This is a working document.

The goal is to have a 2nd in command for each committee in the event. Someone that could take over in an emergency situation.

All members of the committee are expected to know the format of their event, attend meetings, attend the event, provide support for the head of the committee, reduce the work load for the head of the committee.

Ontario Band Association
HUMAN RIGHTS POLICY

PART 1
PREAMBLE

The Ontario Band Association (OBA) and its Board of Directors is committed to maintaining a working and learning environment which actively promotes and supports human rights. The OBA recognizes the value of:

- Each and every volunteer, clinician, and service contractor
- The uniqueness and diversity of our community
- The commitment and skills of our Board of Directors
- Equality, innovation, accountability and accessibility
- Creating environments that are safe, nurturing, positive and respectful

The OBA is committed to meeting its obligation under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe workplaces that respect the rights of every individual. Every volunteer, service contractor, clinician and person associated with the OBA has the right to work and learn in an environment free of discrimination and harassment. Discrimination and harassment based on legislated prohibited grounds will not be tolerated. Such behavior must be addressed not only for its cost in individual, human terms but also for its cost to our social, economic and civic future. The purpose of this policy is to prevent discrimination and harassment through greater awareness of and responsiveness to their deleterious effects and to ensure that human rights complaints are dealt with expeditiously and effectively through consistently applied policy and procedures. Nothing in this policy or procedures denies or limits access to other avenues of redress open under the law such as a complaint to the Ontario Human Rights Commission. The Ontario Band Association is committed to ensuring that education on human rights issues is provided for all volunteers and service contractors.

PART 2
LEGISLATIVE CONTEXT

1. Canadian Charter of Rights and Freedoms.

The Constitution Act (1982), which includes the Canadian Charter of Rights and Freedoms, is the supreme law of Canada. As such, all other laws and applicable workings of governments, including not-for-profits, must be consistent with its provisions. The charter and Supreme Court of Canada decisions made under the charter guarantee everyone equality regardless of race, national or ethnic origin, citizenship, colour, religion, marital status, sex, sexual orientation, age or mental or physical disability. The charter and Supreme Court decisions also promote the development of programs which are designed to redress the conditions of disadvantaged individuals or groups.

2. Ontario Human Rights Code

The provisions of the Ontario Human Rights Code apply to private parties and provincial public institutions. The code exists to prevent discrimination and harassment and, through its special program provisions, to foster proactive steps to promote human rights. Human rights law prohibits the creation and/or fostering of negative or poisoned environments that threaten basic human rights.

PART 3 TO WHOM DOES THIS POLICY APPLY?

1. This policy applies to all Ontario Band Association Board of Directors, volunteers, service providers and any other users not related to the OBA but who nevertheless who are on or are invited to OBA events. This policy also covers discrimination and harassment by such persons which occur outside of OBA events, conferences, symposiums, festivals or similar, and which are proven to have repercussions that adversely affect the OBA's learning and/or working environment.

PART 4 DUTIES AND RESPONSIBILITIES

1. The OBA has a duty to maintain an environment respectful of human rights and free of discrimination and harassment for all persons served by it. It must be ever vigilant of anything that might interfere with this duty. In fostering this environment, the OBA expects that everyone will:

- Be aware of and sensitive to issues of discrimination and harassment
- Support individuals who are, or have been, targets of discrimination and harassment
- Prevent discrimination and harassment
- Take reasonable steps to remove any discriminatory barriers in employment policies and practices and in accessing programs, resources, and facilities
- Take all allegations of discrimination and harassment seriously and respond promptly
- Provide positive role models
- Not demonstrate, allow or condone behavior contrary to this policy, including reprisal
- Report immediately hate group activity

2. The President of the OBA has the responsibility to designate resources for ensuring the implementation of and compliance with this policy and procedures

3. The Board of Directors of the OBA have an obligation to ensure that the environment in which they operate is free of discrimination and harassment and to respond speedily to breaches of this policy when they occur. The Board of Directors recognizes that preventative education and proactive practices are the best long-term strategies to achieve an inclusive environment. It is essential, therefore, that OBA programming support the values embodied in this policy.

4. The Executive of the OBA have a specific duty to implement this policy. This duty includes prevention of an response to discrimination and harassment and the education of volunteers and services professionals associated with the OBA.

5. Failure to take measures to address discrimination and harassment in the working environment may have legal implications for the OBA.

PART 5

GROUNDS AND FORMS OF DISCRIMINATION

1. Under this policy, the OBA upholds and supports the right to equal treatment without discrimination based on the following prohibited grounds:

- Age
- Ancestry
- Citizenship
- Colour
- Creed (faith)
- Disability
- Ethnic origin
- Family status
- Gender
- Gender identity
- Marital status
- Place of origin
- Race
- Same-sex partnership status
- Sexual orientation
- Socio-economic status

2. Discrimination is defined as unfair treatment of a person or group based on the grounds listed above. Discrimination can occur in many ways including the following:

- **Direct Discrimination:** Any action from individuals, grounds or organizations, whether intended or unintended, which differentiates between persons based on their membership in a protected group as set out in this policy other than special programs designed to address the conditions of individuals or groups
- **Indirect discrimination or condonation:** Occurring when discrimination and harassing behavior are either overlooked or accepted particularly by supervisory or managerial personnel
- **System discrimination:** Arising from policies, procedures, practices and conduct which may not be discriminatory in their intent but adversely impact individuals or groups protected by this policy where the adverse impact arises from one of the prohibited grounds of discrimination
- **Harassment:** A form of discrimination defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Sexual harassment is a particular form of harassment. It can take the form of a sexual advance, request for sexual favours or sexual flirtation or banter made by any person, including a person in a position to grant, confer or deny a benefit, privilege, or advancement, where the person engaging in such conduct knows, or ought reasonably to know, that it is unwelcome. Sexual attention by a person in a position of authority is unacceptable under any circumstances and shall constitute a violation of this policy

- Failure to reasonably accommodate a person short of undue hardship on any of the grounds covered by this policy
- Discrimination against individuals because of their relationship or association with a person or persons identified by a prohibited ground of discrimination under this policy
- Reprisals which may include threats, intimidation, denial of opportunity or undue negative focus on the rights of individuals or groups who claim and enforce their rights under this policy
- Negative or “poisoned” environments created and fostered by acts or omissions that maintain offensive or intimidating climates for study or work. Poisoned environments include inappropriate or non-inclusivity, bias or discriminatory barriers in existing policies, programs or assessment procedures, and discriminatory comments made by volunteers, Board of Directors members or service contractors. Poisoned work environments thrive where there is managerial or supervisory condonation of discriminatory or harassing behavior. Poisoned environments can also be created where there is inattention to fair and equitable recruitment and employment policies, practices and procedures
- Hate group activities

PART 6 HATE GROUP ACTIVITIES

1. Hate group activities represent some of the most destructive forms of human rights-based discrimination by promoting hatred against identifiable groups of people. Hate groups generally label and disparage people who may include immigrants, people with disabilities, members of particular racial, religious or cultural groups, people who are gay or lesbian. Hate group activities will not be tolerated. Such activities contravene this policy, and other potential OBA policies and may also contravene the Criminal Code of Canada.

PART 7 COMPLAINTS

1. All those who are covered by this policy are entitled and encouraged to complain about discrimination and harassment and are entitled to have access to the complaint procedures. In addition, nothing in these procedures precludes individuals who believe they are targets of (or have witnessed) discrimination and harassment from directly expressing that the behavior is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. In order to stop discrimination and harassment, the OBA Board of Directors must expeditiously address and attempt to resolve complaints under this policy and procedures.



Minutes of the Second Meeting of the
Board of the Ontario Band Association
Sunday, February 9, 2014
9am at Le Parc Conference Centre

Present

Andria Kilbride	President
Scott Harrison	President-Elect, OPHB
Steffan Brunette	Secretary
Tony Gomes	Past-President, York-OBA WCS
Farishteh Eriksen	Beginning Band Symposium
Mark Caswell	Concert Band Festival
Sarah Arcand	Donations
Chris Reesor	Industry Representative
Colleen Richardson	University Liaison, <i>via Skype</i>
Pratik Gandhi	Webmaster

Regrets

Donna Dupuy	Treasurer
Lynn Tucker	Chamber Music Festival
Bryan Brewda	Membership Co-ordinator
Heather Aitken	Newsletter Editor
Chris Dickson	Wind Band Composition

1. Call to Order

Kilbride called the meeting to order at 9:27am.

2. Adoption of the Agenda

The agenda, as circulated by Brunette, was adopted.

Motion to adopt the agenda.

Moved by *Harrison*. Seconded by *Arcand*. Motion carried.

3. Ratification of the Minutes of the Meeting of the Board of January 6, 2014.

Motion to ratify the minutes.

Moved by *Eriksen*. Seconded by *Kilbride*. Motion carried.

4. Announcements

Kilbride officially welcomed *Eriksen* to the Board.

5. Reports from the Executive

(a) President

see attached report

Kilbride brought forward revised committee structure.

Kilbride asked if anyone had suggestions for possible candidates for liaison positions throughout the province. *Richardson* offered names from London, Ontario, as well as excellent candidates from Ottawa, and who may also have the ability to reach out to the francophone community.

It was suggested that John Phillips and Dennis Beck may know of excellent candidates.

Kilbride also brought forward names.

Caswell suggested having a document related to the job description of the liaison. The document can describe how the OBA can support their region.

ACTION ITEM [5a.1]

for Richardson

prepare a job description as to what the liaison would be responsible for

ACTION ITEM [5a.2]

for the Board

look through Canadian Winds, and examine repertoire already published, and consider repertoire that could be included in the future.

Please add to the list of dates for the Directors to attend: the OPHB Audition date (June 7).

(b) President-Elect

No report submitted.

There is nothing to report.

(c) Treasurer

No report submitted.

(d) Secretary

see attached report

(e) Past-President

No report submitted.

There is nothing to report.

6. Reports from Directors and Positions of Responsibility

(a) York University Wind Conductors' Symposium (Gomes)

No report submitted.

The numbers for the Symposium look very healthy. At 25 days before the Symposium, we had 26 registrants. Most of these are student registrations.

Glenn Price is staying downtown to allow him to visit his parents. This will also assist with *Gomes* driving him to the Symposium, and will save some money as well.

The credit card reader is available to be used at the Symposium. *Brewda* is aware of how to use it, and *Harrison* will also be available to run the system from his phone. *Kilbride* advised to not advertise the availability of the credit card reader until after a few trial runs at the Symposium.

The Saturday evening dinner will be held at Fraticelli's Italian Bar & Grill at 10 Vogell Road (off 16th Avenue, east of Leslie). Board members are invited to attend. Please inform *Gomes* so he can adjust the reservations.

In reference to a previous action item, a follow up was made regarding an invoice from York University. *Gomes* indicated that Bill Thomas is looking into it, and *Gomes* will have a further conversation about the issue with Thomas.

(b) Beginning Band (Eriksen)

No report submitted.

Sheryl Bowhay has been contacted by e-mail, but no response has been forthcoming. *Eriksen* is concerned about her e-mail getting through.

St. John's Music has confirmed sponsorship for the BBS. We are waiting to hear from Harknett Music. The BBS will continue to buy a score from each store to serve as a door prize.

ACTION ITEM [6b]

for the Board

be on the lookout for possible demonstration bands, particularly from Peel and Halton regions, at the Grade 7/8 level.

(c) Chamber Music Festival (Tucker)

No report submitted.

(d) Concert Band Festival (Caswell)

No report submitted.

With Le Parc Rooms 1 & 2 booked for an event on Sunday afternoon, setup will be difficult this year. *Caswell* and *Harrison* will return Sunday evening after the adjudicators' welcome to place percussion and do as much as possible. *Aitken* was making changes to the schedule at the last minute to accommodate requests.

At this point, 163 bands are registered. Although numbers are staying steady, *Caswell* wants to investigate why groups leave the festival. Across two years, there are about 40 schools that haven't returned. It might be useful to prepare a survey, or contact the schools individually. Some possible reasons might include a recent change in directors, scheduling conflicts with sports or other events.

Caswell proposed the possibility of moving the festival to the week of Family Day because the festival has become a four-day event. Some discussion was had about the merits and disadvantages of such a move, such as the impact on obtaining volunteers, and doing the setup on the holiday Monday. No decision was made on this.

Adjudicators are ready to go.
Kari Palmer and Pratik will be running the two halls.
Getting volunteers has been very difficult. Two buses have been booked to help get the volunteers to the conference centre.
Volunteers need to be at the centre at 7am until 9:30pm.
Approximately 32 to 34 students are needed per day.

Supplies have been ordered and arrived.

The software procedure to record the performances has been "narrowed" to about 30 steps. The process is tricky and open to errors that could jeopardize the recordings. The Hall Co-ordinators will have to observe the procedure carefully. The computers are equipped with back-up hard drives which should keep the recordings archived, and if a exported recording fails, it should be possible to re-mix the performance later.

USB keys were obtained through Cotton Candy for approximately \$5 each. Next year, it is possible they will be donated.

All sponsors are on board, but there have been difficulties with dealing with Scotiabank.

There has been some communication from MusicFest, through Sharon Fitzsimmons, requesting a list of adjudicators who have worked well at our festival.

Caswell cannot attend the social. *Harrison* will be in attendance. Helena Jaczek (MP) will be attending, as will officials from Trillium Foundation. An important public recognition must be made. There will also be a presentation to Michael Colgrass, if he attends. *Arcand* requested support from the Board to help her host the dignitaries throughout the evening.

Caswell expects good attendance, since the social is the week later, and award winners will have more notice.

Kilbride suggested a separate discussion to determine how to highlight the ways the Trillium money is being used. *Caswell* suggested having a student speaker to provide the keynote address.

ACTION ITEM [6d.1]

for Arcand

contact media to cover the social: Rogers Community television, and print media such as Snap, the Richmond Hill/Thornhill Liberal newspaper

The festival is moving from plaque awards to a certificate. *Caswell* inquired about certificate holders for the presentations.

ACTION ITEM [6d.2]

for Arcand

check the Staples online catalogue to purchase certificate presentation folders.

(e) Ontario Wind Band Composition (Dickson)

See attached report.

ACTION ITEM [6e.1]

for Dickson

send *Gandhi* the announcement that should be posted to the website

In the future, there may be an issue in applying for grants. Is it an OBA event, a CMC event, or a combined project, and in what way should this be presented to potential sponsors? This is a point of future discussion with the CMC after the initial event has been run.

Currently, the OBA has no financial involvement, and is only helping to promote the event.

Significant concerns were expressed that the April reading ensemble might not be sufficient for truly representing the composition, both from a technical proficiency angle, and from having proper instrumentation.

There needs to be an attempt to have a proper instrumentation, and the OBA Board feels that not having a full ensemble with representative percussion could negatively affect the success of this project.

Members of the Board had questions regarding who would be directing the ensemble during the April 13 reading session, whether this would be Michael Colgrass, or the composer of the piece, or some other person designated to lead the group. The OBA Board would like to nominate *Gandhi* as a potential conductor, since he has experience in conducting new music.

ACTION ITEM [6e.2]

for Kilbride

since the next Board meeting will take place after the April reading session, *Kilbride* will keep the Board informed of planning decisions around this event via e-mail

(f) Donations (Arcand)

See attached report.

Purdy's has been contacted to provide chocolate at the Wind Conductors' Symposium.

Our report to the Trillium Foundation was accepted.

Lisa DiVeto is contacting businesses who have turned down our applications to inquire about the reasons for being denied. The biggest concerns are how we present a Canadian focus, and the creative focus of our events.

Caswell suggested that Lisa contact Dennis Tupman to hear how he articulates the advocacy of music education.

Lisa is currently submitting grants for the 2015 CBF and OPHB. We should be preparing a "wish list" in advance so that she can find the money to support.

Caswell would like the CBF to have a title sponsor. Lisa is working towards this with TD.

Motion

That the Board of Directions approve the continuation of Lisa DiVeto as the York Simcoe Regional Coordinator for a one year term ending February 28, 2015 under the same conditions set out in her current contract.

Sponsored by *Arcand*.

Moved by *Harrison*. Seconded by *Kilbride*. Motion carried.

Kilbride encouraged the Directors on the Board to donate money, as this shows support of the organization.
Caswell suggested that having a tangible goal is more effective in raising money.

Arcand is working towards finding ways to recognize sponsors and donors, such as in programs.

(g) Industry (Reesor)

No report submitted.

(h) Membership (Brewda)

See attached report.

ACTION ITEM [6h]

for Dupuy

investigate if a second bank deposit card can be obtained for *Brewda*, who receives membership fees.

(i) Newsletter (Aitken)

See attached report.

Kilbride suggested that Lani Summers would be willing to take on the role of newsletter editor.

(j) Ontario Provincial Honour Band (Harrison)

No report submitted.

Online registration is up and running.

The Eastern Elementary Honour Band has “several” auditions available, and it is hoped that these will help fill important gaps in the ensemble as it stands now.

If the Ottawa project is successful, then another project may be started in another region, probably Southwestern Ontario.

(k) University Liaison (Richardson)

No report submitted.

Richardson presented a budget session to the Western students, and will be going to Queen’s. Other faculties have not been as responsive.

Richardson would like to request that the OBA send an e-mail to the membership calling for performance groups to perform at the OMEA in London. The OMEA is looking for groups at all levels. The CBF might be a good source to find those groups.

ACTION ITEM [6k]

for Richardson

construct a message to send to *Brewda* to go to the membership, and prepare the instructions that can go through the Festival to Gold standard bands.

8. Business from Previous Meetings

(a) Human Rights Policy Document

As there appeared to limited preparation for discussion the Human Rights Policy (HRP), this item was tabled for a future meeting.

Kilbride stressed that having the HRP in place is critical for applying for grants. Even though the HRP went out a month before the meeting, and a specific request was made for the Board to examine and edit the document, *Kilbride* expressed annoyance that the Board was not prepared to edit and implement the document at this meeting.

ACTION ITEM [8a.1]

for Kilbride and Brunette

immediately following the meeting, edit the document and prepare to bring a new version forward at the next meeting.

ACTION ITEM [8a.2]

for Kilbride

consult with Ken Epp on the HRP of other band organizations.

9. New Business

(a) Meetings for 2014

The next meeting is scheduled for April 14. Specific details will come via e-mail.

(b) Personnel

Caswell would like a policy and process created to assist with staffing Roles of Responsibility. This will be tabled for the next meeting.

10. Adjournment

Motion to adjourn the meeting.

Moved by *Reesor*. Seconded by *Harrison*. Motion carried.

The meeting adjourned at 12:10pm.