



Agenda of the 3rd Meeting of the
2014 Board of Directors
Monday, April 14
7pm at Yamaha Head Office

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

We have found that many emails (~150) are being sent from one of your email accounts (see subject). When large amounts of email are sent, it causes issues with our servers due to having to process all of the email and they often get blocked by remote mail servers due to the high mail volume.

For this reason, we do not allow mailings to be sent with more than 50 recipients on our shared hosting servers. Please use a different email server (not hosted by us) if you wish to send emails to more than 50 recipients.

Alternately, you may want to look into a VPS or dedicated server for which there are no mail restrictions. Pricing can be found at <http://www.verysew.com>. Multiple sites can be hosted on a single VPS or dedicated server.

Sincerely,
GeoHost Support
 - (b) Jodie Blackshaw's 2015 visit
 - (c) Change of Address
 - (d) CBA meeting in May
10. Adjournment



Director's Report

President

Andria Kilbride

Monday, April 14, 2014 / 7:00pm / Yamaha Head Office

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

Activities since last report:

- Composed report for most recent OMEA meeting
- Visited Wind Conductors' Symposium
- Met with Lynn Tucker to discuss Chamber Festival for this year and 2015
- Conference call with Matthew Fava at the CMC to discuss the Wind Band Composition Project
- Visited Wind Band Composition Project at the CMC
- Contacted Yamaha and CBA regarding Harassment policies. Both organizations forwarded their policies to me.
- Started planning Jodie Blackshaw's visit to North America in 2015 for the BBS. This is a big undertaking as we are going to be planning a tour for her (for interested universities). The planning has to happen as soon as possible

Action Items pertaining to this report for Director:

- Meet with Gomes, Harrison, and Butterworth regarding joint Jazz event
- Contact potential Regional Liaisons
- Revisit Harassment Policy and review Yamaha and CBA policies

Action Items pertaining to this report for Board:

- Please Review the Harassment Policy that will be sent via email in the next few weeks
- Please attend the CMC-OBA Wind Composition Project (May 10)
- Anyone interested in an OBA Board Of Directors BBQ????? June 22??????
Stouffville?????????



**ONTARIO
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Director's Report Template

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

Meeting Date: April, 2014

Portfolio: President-Elect

Director: Scott Harrison

Activities since last report:

- Conference call with Matthew Fava and Andria regarding Composition project. Both sides happy with result of call.

Action Items pertaining to this report for Director
n/a

Action Items pertaining to this report for Board
n/a



ONTARIO
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Director's Report

Treasurer

Donna Dupuy

Monday, April 14, 2014 / 7:00pm / Yamaha Head Office

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

Activities since last report:

- Completing GL for 2013 FY (including OPHB, OTF)
 - Creating operating budgets for the 2014 FY (see minutes from December meeting)
 - Initiating 2014 GL with additional information needed by Donations and Fundraising
 - Expenses and Revenue for CBF
 - Expenses and Revenue for WCS
 - Square Reader initiation
-

Action Items pertaining to this report for Director:

- 2013 Information Return
 - Sharing monthly symposium financials with directors – conversation with SA about posting on Google Docs (or other secure forum)
-

Action Items pertaining to this report for Board:

- We incurred significant expenses for exchange to USD. Suggestion to the board that ALL honorariums be calculated to include a 15% exchange to USD. This would create a more responsible approach to budgeting for events and cover unforeseen circumstances.
- Expense reports – need to use the form! This is how we obtain our GST rebate.

Financial Statement:

2014 Revenue and Expenses

Opening Balance 1 January 2014		\$81,172.92
Revenue (as at 12 April 2014)	\$34,922.51	
Expenses (as at 12 April 2014)	-\$86,813.83	
	-\$51,891.32	
Current Surplus/Deficit		\$29,281.60



ONTARIO
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Director's Report

Secretary

Steffan Brunette

Monday, April 14, 2014 / 7:00pm / Yamaha Head Office

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

Activities since last report:

Immediately following the last meeting, met with Kilbride to consolidate corrections to the Human Rights Policy.

Compiled and distributed the minutes to the February 9 meeting.

Action Items pertaining to this report for Director:

Meet with Kilbride to examine the Human Rights policy from the CBA & Yamaha in order to produce a document suitable for the OBA.

Action Items pertaining to this report for Board:

none



Director's Report

Beginning Band Symposia

Farishteh Eriksen

Monday, April 14, 2014 / 7:00pm / Yamaha Head Office

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

Activities since last report:

- Secured Demo band: Ryan Meeboer from Alexander's Public School in Burlington, ON
- Confirmed ACI Booking with Dave Lum
- Sponsorship confirmed from St. John's
- Sponsorship from Harknett has been confirmed –\$600 as well as folders and music for reading session
- Bio and photo received from Sheryl Bowhay, waiting for bio from Ryan for Alexander's PS band
- TCDSB to look into sponsoring 10 delegates at half price (will know more in June after budget meeting)

BBS 2015 with Jody Blackshaw:

- She is scheduled to do a workshop at Crane School of Music at The State University of New York at Potsdam around the same time as BBS
- Andria and I will continue to collaborate with them to coordinate her travel and scheduling

Action Items pertaining to this report for Director:

- Book Catering, Book Hotel, book bus
- Obtain bio from Alexander's Public School
- Confirm dates with Bowhay for travel arrangements and hotel bookings
- Look into TDSB sponsoring delegates and possibility of YRDSB

Action Items pertaining to this report for Board:

- Do we want the reading list to still be: ¼ St. John's choices, ¼ Harknett choices, ¼ OBA choices, and ¼ Sheryl Bowhay's choices
 - Begin brainstorming reading list ideas (good grade 1/2 to grade 1 ½ pieces?)



Director's Report

Donations

Sarah Arcand

Monday, April 14, 2014 / 7:00pm / Yamaha Head Office

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

Activities since last report:

- GMRC letter of thanks / tax receipt mailed
- Information for next Ontario Arts Council Application started (OPHB 2015)
- Vital York Application submitted
- Discussions with Celebrate Markham committee are ongoing
- Canadian Heritage Foundation: much discussions around OBA eligibility, we're likely not.
- Technical manpower for CBF 2015 is beginning to be explored
- Funding for Music Stand Cases is being explored

- New Keurig was purchased and delivered to raffle winner: Mary Everd. Discussions with Le Parc did not amount to the finding of the donated Keurig from GMRC. Confirmation of delivery to Le Parc from GMRC was obtained.

- Tippet foundation application unsuccessful
- Mary-Margaret Webb foundation application unsuccessful
- Tim Horton's application was unsuccessful
- Purdy's Chocolate application was unsuccessful

- Simcoe County has supported the OBA with a \$200 donation

- Renewed contract for Lisa DeVito has been signed and collected.

Action Items pertaining to this report for Director:

- Trillium Focus: Simcoe Symposium
 - Brochure finished ready to be distributed by the beginning of May
 - Confirm Simcoe permit booking through Laura Lee Matthie

Action Items pertaining to this report for Board:

Discussion point: FundScrip



Director's Report

Membership

Bryan Brewda

Monday, April 14, 2014 / 7:00pm / Yamaha Head Office

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

Activities since last report:

- 1) Mass membership e-mailings in regard to:
 - Wind Conductors' Symposium (final blasts and such)
 - Chamber Music Festival
 - CMC/OBA Wind Composition Project – Call for composers and performers
 - OPHB blast to promote next years honour band

- 2) Other e-mailing to OBA members:
 - Expired or expiring memberships
 - Answering and forwarding all inquiries to the proper board members regarding OPHB, CMC/OBA, CMF, etc

- 3) Attended the York University Wind Conductors' Symposium and ran the registration desk with Steffan and Andria. Brought the SquareReader to process registrations using Scott Harrison's iPhone and I have to say, it is incredible and fast!

- 4) Delivered the OBA banner to Lynn Tucker on April 2nd, 2014 for her to have for the upcoming CMF. Andria Kilbride has the Trillium Grant Plaque currently.

- 5) With the help of Heather I sent out the mailing list mid-March to the CBA for the *Canadian Winds* magazine subscription

Action Items pertaining to this report for Director:

- 1) I will be sending out the second OPHB blast later in April. I will keep in contact with Scott Harrison to find out how the promotion is going and if we are going to need to send more blasts out to the membership later down the road in either May or June.

- 2) I am going to continue to ask Heather for help or guidance of any kind while she is still around to help me before she is finished!

Action Items pertaining to this report for Board:

- 1) Please promote the Ontario Provincial Honour Band auditions!

- 2) Scott: Please keep me posted throughout the OPHB process in case we need to send out more blasts

- 3) Andria/Mark/Heather: I remember seeing an e-mail either from one of you regarding an OBA golf day? Is this on and do we have a date to send to the membership to promote it? Heather, if so, do we have a promotional e-mail already created or do you want me to do one?



Director's Report

Newsletter

Heather Aitken

Monday, April 14, 2014 / 7:00pm / Yamaha Head Office

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

Activities since last report:

Newsletter:

Bryan Brewda has taken over membership duties, copying me on everything – he's doing great! I'll be available through the fall and winter to continue with the mentoring process, as he hasn't seen our busiest part of the season (didn't want to scare him off by having him start in the middle of CBF registration/membership renewals!)

Other activities:

- Supplied Treasurer with a spreadsheet of the CBF sponsors/advertisers to be "invoiced"
- Will take care of getting the old, large banner sign artwork replaced as soon as I have the "go ahead" from the money lady.

Action Items pertaining to this report for Director:

- **Newsletter:** Have been copying Lani Sommers on everything e-newsletter since January. Will get an answer from her after the May-June issue goes out (and after she's defended her thesis in May) to confirm, or not, that she's interested and willing to take over the newsletter editor position. I will mentor her through the late summer/early fall to get her going.
- **Membership Duties:** Attended the York symposium registration to assist/hover, as needed. All went well.

Action Items pertaining to this report for Board:

None.



Director's Report Template

Meeting Date: April 14th, 2014

Portfolio: Ontario Provincial Honour Band

Director: Scott Harrison

Activities since last report:

Promotion:

- OPHB Promo emails sent to Bryan, to be sent March 17th & April 14th
- Brochures given out at CBF
- FB Updates to be timed with emails
- Sent e-brochures to each York Head, YCDSB Arts Coordinator, Paul Sylvester, Susan Davies (HPEDSB), Helen Coker (OMEA, ARTSECO, Thames Valley)

Auditions

- Hoping for 125 auditions in round 1 and no second round!

Listening Committee

- June 7th, 2014, 10am @ ACI
- Please make every effort to attend
- Have personally invited teachers out. 9 confirmations so far, still need board presence

Sponsors:

- Letter sent to Gueulette, Butterworth, Matthie and Della Torre
- Replies from both CMIEC and OMEA – They will talk at next meetings
- Yamaha covering all TNB expenses, we pay \$1000 to Yamaha
- Long-term deal reached with Yamaha to provide soloists to OPHB
- Plan to approach OMEA with new Yamaha deal
- OMEA Paying portion of Carolyn Barber's travel expenses, and full hotel Friday
- St. John's – Confirmed for Percussion and Pratik
- Harknett – Music - Confirmed
- Elliott Bus Lines – waiting for concert locations for final price, then discount

Other:

- Contacted Mayfield for student concert – waiting for reply
- Contact Banting – heard nothing for 6 weeks... moved on.
- Contacted Saunders - Waiting
- Buses booked, not paid yet – need concert details
- Deposits paid for JP
- Hotel booked – Residence Inn by Marriott
- TorQ committed to guest Artist for 2015
- OAC application to start for Kevin Lau to compose a piece for that year

Action Items pertaining to this report for *Director*

- Promote auditions

Action Items pertaining to this report for *Board*

- Continued support and promotion, bring on the ideas!
- Promote auditions to teachers/friends/students/people on the street
- Next Listening Committee – June 7th, 2014 - ACI



Minutes of the Third Meeting of the
Board of the Ontario Band Association
Monday, April 14, 2014
7pm at Yamaha Head Office

Present

Andria Kilbride	President
Scott Harrison	President-Elect, OPHB
Steffan Brunette	Secretary
Tony Gomes	Past-President, York-OBA WCS
Farishte Eriksen	Beginning Band Symposium
Lynn Tucker	Chamber Music Festival
Mark Caswell	Concert Band Festival, <i>via Facetime</i>
Sarah Arcand	Donations
Chris Reesor	Industry Representative
Bryan Brewda	Membership Co-ordinator

Regrets

Donna Dupuy	Treasurer
Chris Dickson	Wind Band Composition
Heather Aitken	Newsletter Editor
Colleen Richardson	University Liaison
Pratik Gandhi	Webmaster

1. Call to Order

Kilbride called the meeting to order at 7:00pm.

2. Adoption of the Agenda

The agenda, as circulated by Brunette, was adopted.

Motion to adopt the agenda.

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

3. Ratification of the Minutes of the Meeting of the Board of February 9, 2014.

All action items were reported as completed.

Motion to ratify the minutes.

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

4. Announcements

Kilbride thanked *Reesor* for hosting the meeting at the Yamaha Head Office.

5. Reports from the Executive

(a) President

see attached report

Kilbride still to meet with Gomes, Harrison and Butterworth regarding the jazz event.

Brunette and *Kilbride* will meet separately to complete the draft of the Human Rights Policy. The OBA's HRP will be informed by documents obtained from Yamaha and the Saskatchewan Band Association.

The submitted President's report was amended to read "Revisit Harassment Policy and review Yamaha and **SBA** policies".

Kilbride will contact *Dickson* to ask about what he needs for the May 10 event. A June 22 BBQ in Stouffville was proposed, afternoon time. This proposal was met with much interest and enthusiasm from the Board.

ACTION ITEM [5a]

for Kilbride

Contact Dickson to inquire about the needs of the upcoming May 10 event, and how the OBA Board can help support it.

(b) President-Elect

see attached report

(c) Treasurer

see attached report

Kilbride asked if it would be worthwhile to get a US account. *Brewda* will get information on how this may work.

Reesor on \$10K from Yamaha: a reminder that the \$10,000 includes the portion that used to be given as the matching amount from other contributors.

ACTION ITEM [5c]

for Brewda

Investigate what the possibilities are for the OBA to obtain a US Bank account.

(d) Secretary

see attached report

The report template to be revised to indicate that reports go to the Secretary instead of the entire Board.

Kilbride is willing to offer reminders for missing reports for anyone who needs an extra incentive.

ACTION ITEM [5d]

for Brunette

Revise the report template to reflect the correct communication chain.

(e) Past-President

No report submitted.

There is nothing report.

6. Reports from Directors and Positions of Responsibility

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

No report submitted.

Glenn Price was well received, and it was a very strong event. There was a large representation from university students, particularly from U of T.

Next year will be the tenth year at York, and this is a good reason to put on a special event. A possible clinician choice is to bring in Tim Rheyshish and Adam Gorb for a conductor/composer perspective or a European perspective. Other considerations: Battisti, Hunsberger.

Gomes proposed that a 10 year plaque be created to commemorate the OBA/York partnership, and asked if the Board was supportive. The Board indicated their support.

2015 will also be the 25th year of the symposium itself, and provides further reason to promote the event as a significant milestone.

(b) Beginning Band (Eriksen)

No report submitted.

Ryan Meeboer, the director of the demonstration band, is an Eighth Note composer; perhaps Eighth Note will be willing to contribute something towards, maybe a score for a door prize?

A discussion was held regarding the BBS Reading Session. One suggestion was to keep the list the same length, but consider allowing for fewer pieces being read to allow for a discussion on the merits on individual pieces.

OBA is using Liam Holt as the designer for promotional materials.

Arcand would like to co-ordinate with the promotion for the Simcoe BBS. It was suggested to use two postcards with different colouring, sent at the same time. This would hopefully help people distinguish between the two separate events.

Regarding the 2015 Symposium: *Kilbride* will plan the travel and touring of Jodie Blackshaw; *Eriksen* is responsible for the BBS portion of her time. Blackshaw's tour includes Potsdam, Ithaca, and Western. Schools that wish to use her for a clinician should cover the costs related to her clinic, daily costs, and travel from the previous location. A consideration to also have the schools also contribute 5% of the flight was discussed.

Arcand to investigate VIA Rail for transportation of Blackshaw.

ACTION ITEM [6b]

for Arcand

Inquire whether we can get sponsorship from VIA Rail to assist in the transportation of Jodie Blackshaw.

(c) Chamber Music Festival (Tucker)

No report submitted.

In the end, the festival was almost two days in length. Some of this was likely the result of the labour situation from last year. Some schools contribute a number of entries; to secure a third day, we need to find a number of schools to contribute one or two groups, or another school that does a lot of chamber music.

A survey question to the membership on their integration of chamber music into their programs would be helpful.

Late registration causes problems with hiring adjudicators, because the registration fees are required to cover the cost of the events. Without the income, it is difficult to commit to hiring.

Is there any advantage to having an OBA communications person to handle distribution of promotional materials instead of having each event run this separately? No resolution to this was established.

A discussion on the issues surrounding the finances of the CMF, given that the event is dependent on registration fees (which often arrive late), and through the support of UTSC departments that are in the process of change. *Arcand* will contact Lisa DiVeto to see if a proposal can be drafted on how to secure funding for the CMF.

A verbal agreement is established to run the CMF for 2015, but additional support will be needed because of administrative changes at the university. Long & McQuade might be a good partner.

The CBF's order of USB drives should include enough to supply the CMF.

(d) Concert Band Festival (Caswell)

No report submitted.

The event was very successful, and the adjudicators were very positive. Technology problems were on-going and need to be solved for the future. We are still waiting on funding to arrive from corporate sponsors, and some adjudicators are inquiring about their cheques.

Financial miscommunication caused difficulty with invoicing and payment of adjudicators. Invoices submitted by the CBF in January did not fit with the demands of the Treasurer. This caused a delay in processing the finances and is having ramifications with the reputation with the festival and its director.

Kilbride: we need to pick up the phone to communicate with each other instead of waiting for an e-mail or text. When things are going awry, connect with the people involved and responsible to help solve the issue quickly. In addition, the Board needs to be supportive of all OBA events and projects. However, please take into consideration other people's lives and work. Directors can help by requesting specific help in running their events and not relying on goodwill and volunteerism.

Some discussion was held on the number of awards. This is a function of having two separate halls. The "Rising Star" and "Spirit of the Festival" awards might be cut down to one or two per day.

2015: For financial considerations, is the conductor cam feasible? A decision has to be made, no later than early fall. Lisa DiVeto will examine the financial aspects of funding this. Invoices for sponsors should go out in January to allow for funding to arrive in time for the festival. Adjudicators should get paid immediately following the festival.

(e) Ontario Wind Band Composition (Dickson)

No report submitted.

Kilbride was in attendance. There were some issues with the keynote from Colgrass. We should go forward with an event for next year at the CMC. Opinion on individual compositions was very guarded, likely because the composers were in attendance. There were problems with the level of difficulty in the compositions submitted, but overall the event was very positive.

Caswell: Perhaps contact can be made with the CBA on how they organize the national wind band composition project. Could the OBA organize something similar on a provincial level?

ACTION ITEM [6e]

for Kilbride

Kilbride will work to get Dickson in contact with the CBA person in charge of the National Composition project.

Further discussion needs to be held until *Dickson* can attend the meeting.

(f) Donations (Arcand)

See attached report.

Further to the report, additional submissions:

Edwards Foundation & RM Phillips Foundation for music stands

Markham Rotary Foundation & JSB Foundation for USB keys for CBF & CMF

The OBA is pursuing \$5000 from the Frank Scarpitti Foundation.

FundScrip: MDHS uses the program, but provides a limited profit. It relies on volume of sales and isn't likely to be useful for a small group like the Board of Directors. The Board will no longer be pursuing this idea.

(g) Industry (Reesor)

No report submitted.

There is nothing to report.

(h) Membership (Brewda)

See attached report.

The OPHB material is going out tonight.

The OBA Golf Day (July 3) issue has been solved with a discussion with *Aitken*.

Dickson has the banner.

(i) Newsletter (Aitken)

See attached report.

(j) Ontario Provincial Honour Band (Harrison)

No report submitted.

OBA & Yamaha have a long term deal for soloists.

(k) University Liaison (Richardson)

No report submitted.

8. Business from Previous Meetings

(a) Staffing Process & Policy (Caswell)

No solution is proposed right now. There might be a way to deal with this by creating effective policies around Harassment and Human Rights, and the responsibilities of Directors and Volunteers to uphold this.

9. New Business

(a) GeoHost & e-mail support (Dupuy)

It might be worth examining another e-mail provider such as gmail, or another host.

ACTION ITEM [9a]

for Gandhi

Pratik to examine the possibilities of a new host to allow for the mailings we need.

(b) Jodie Blackshaw's 2015 visit (Kilbride)

see above

(c) Change of Address (Kilbride)

The official OBA address needs to change from *Aitken's* address.
Reesor to investigate the possibility of Yamaha hosting the address.

ACTION ITEM [9c]

for Reesor

Investigate whether the OBA can have its organization addresses hosted at the Yamaha head office.

(d) CBA meeting in May (Kilbride)

Meeting being held in Edmonton, Alberta; 2nd weekend in May.
We will send our regrets. Harrison to submit report.

ACTION ITEM [9d]

for Harrison

Prepare and submit the report for the CBA meeting.

10. Adjournment

Motion to adjourn the meeting.

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

The meeting adjourned at 9:34pm.