

Minutes of the Sixth Meeting of the Board of the Ontario Band Association **Monday, October 6, 2014**7pm at the Kilbride Residence

Present

Andria Kilbride President

Scott Harrison President-Elect, OPHB, via Skype

Donna Dupuy Treasurer, via *phone*

Steffan Brunette Secretary

Chris Dickson Wind Band Composition, via *Skype*Sarah Arcand Simcoe Band Symposium, Donations
Chris Reesor Industry Representative, via *Skype*

Bryan Brewda Membership Co-ordinator

Regrets

Tony Gomes Past-President, York-OBA WCS

Mark Caswell Concert Band Festival

Colleen Richardson University Liaison, via *Skype*

Farishteh Eriksen Beginning Band Symposium Lynn Tucker Chamber Music Festival

Heather Aitken Newsletter Editor Lani Sommers Newsletter Editor

Pratik Gandhi Webmaster

1. Call to Order

Kilbride called the meeting to order at 7:16pm.

2. Adoption of the Agenda

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 September 11, 2014

Motion to ratify the minutes.

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

4. Summary of Action Items

7a: *Gomes* to contact Bill Thomas re: payment from York; **still outstanding** 7h: *Kilbride* to send the OBA mailing address; **completed**

5. Announcements

Harrison congratulated *Arcand* and *Richardson* on the success of the Simcoe Band Symposium.

6. Reports from the Executive

(a) President

see attached report

Kilbride will attend the CBA meeting in Fredericton, Nov 21-22.

A booth has been booked at OMEA.

Kilbride asked for AGM reports to be delivered in a timely manner.

(b) President-Elect

see attached report

Harrison asked for ideas and support for the November 29 presentation at the OMEA. *Kilbride* suggested that the presentation follow a more informal conversation first.

(c) Treasurer

see attached report

A suggestion has come from the OVF to share the staffing of the booth at OMEA. It should be more of an observation role, not a formal agreement, or with responsibilities for answering questions or maintaining memberships. There was some concern with people having to watch another booth for an extended period of time.

Kilbride received approval to have cheques written for Jenna Howells and Sheryl Bowhay. *Dupuy* advised that expense reports need to be completed and signed (electronic signatures are acceptable).

Kilbride asked about getting a second deposit card. *Dupuy* will look into this, but it might be better for *Brewda* to have the card.

Kilbride suggested that a large portion \$10,000 donation from Yamaha to go towards the Concert Band Festival, with the remainder to support the Elementary Honour Band and the Chamber Music Festival.

Reesor reminded the Board that the Yamaha donation replaces the previous method of supporting the OBA.

(d) Secretary

see attached report

(e) Past-President

No report submitted.

7. Reports from Directors and Positions of Responsibility

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

No report submitted.

(b) Beginning Band (Kilbride)

See attached report.

Gandhi expressed concern via e-mail that he had concerns with having a beginner-level band trying to read the more advanced music. This has an impact on the retailers who are trying to sell the music that is being read.

Kilbride suggested that the demo band be used for the sessions, but that perhaps extras could be found in the high school students for the reading.

The actual BBS in 2015 will be handled by either *Eriksen* or Howells. *Kilbride* has approached Dennis Beck to act as a tour guide for Jodie Blackshaw.

(c) Simcoe Band Symposium (Arcand)

See attached report.

The host school will not be available next year, and a new location will need to be found. The Symposium needs to run for at least one more year.

(d) Chamber Music Festival (Tucker)

See attached report.

There is a conflict in the independent schools with the proposed dates of April 7-9, because of the festival at Roy Thomson Hall.

(e) Concert Band Festival (Caswell)

No report submitted.

(f) Ontario Wind Band Composition (Dickson)

No report submitted.

Deadline for scores is this Friday. Session is happening on November 23 with Colin Clarke with the next phase happening at MusicFest. They will be looking for GTA bands to support the project at MusicFest in Toronto.

There is a plan for this to become an annual event, happening in Ottawa next time.

Bands that participate in this are responsible for their own busing to MusicFest. They will not be charged participation fees for MusicFest, but will not be adjudicated. Dickson will check to see if they are able to attend any other MusicFest events.

ACTION ITEM [7f]

for Dickson: inquire whether bands attending the Composition Project at MusicFest can attend other MusicFest events if they haven't paid the participation fees.

(g) Donations (Arcand)

See attached report.

The Lloyd Carr-Harris donation is intended to go directly to the Concert Band Festival.

Arcand: Lisa's contract is annual and is due for renewal in January. The Board will need to decide what to do with renewal, given that donation targets are not what was expected. One option might be to reallocate the money assigned to salary to another project. Another is to hire someone to do a small amount of work, such as writing a new Trillium grant proposal. Another is to reduce Lisa's hours.

Kilbride does not want to start the hiring process again.

Harrison: the successful Trillium grant was put together by *Arcand*, and so there might not be a need for another donations employee.

Arcand: all of the donations reported since Lisa's hire have been the result of Lisa's work. Seeking out the donations is a job that requires a dedicated person.

ACTION ITEM [7g]

for Arcand: have a discussion with Trillium on the possibilities with the money they have given us.

Arcand proposed using some of the surplus of the SBS to pay for a Simcoe band's registration to the CBF. This would help us meet our targets for the Trillium to issue a scholarship for the CBF to a Simcoe Band. *Arcand* suggested a scholarship to either OD/Park for hosting the symposium, or Bradford. The Board was supportive of this initiative.

(h) Industry (Reesor)

No report submitted.

There is nothing to report.

(i) Membership (Brewda)

See attached report.

(j) Newsletter (Sommers)

See attached report.

Kilbride will respond to *Sommers*' inquiry about the editor's e-mail address. *Harrison* will follow up with some of his York colleagues for possible articles.

(j) Ontario Provincial Honour Band (Harrison)

See attached report.

Elementary Honour Band: If this event works and is successful, should this become a position of responsibility under the OPHB, or its own directorship on the Board? *Harrison* sees it as a position within the OPHB.

Kilbride: we would have to consult the constitution to see if there are directorships available. *Kilbride* supports the POR system at this point. There will be a volunteer policy in place for this, and there will be a process for finding someone to staff the POR.

ACTION ITEM [7j.1]

for Brunette: Investigate the number of available directorships.

ACTION ITEM [7j.2]

for the Board: Harrison wants to stress that the OBA Board should be present for the performance on Saturday morning.

(k) University Liaison (Richardson)

No report submitted.

8. Business from Previous Meetings

(a) GTA BBS

See previous discussion.

(b) Feedback from Colleen

Informal feedback, via *Arcand*, was that the model worked very well. However, the reading session model is important in Toronto, and necessary for obtaining the support of the industry.

9. New Business

(a) AGM (Kilbride)

The AGM will be held on Friday, November 7 at OMEA.

(b) OPHB presentation at the OMEA Board Meeting in November (Harrison)

This item was covered during the report of the Provincial Honour Band.

(c) Future of the EOEHB (Harrison)

This item was covered during the report of the Provincial Honour Band.

(d) Arcand: Fall donation campaign

Donations are listed for public view, without monetary amounts. Board members are encouraged to donate, and since names are displayed, it shows support for the organization.

(e) Promotional Materials

ACTION ITEM [9e]

for Harrison: get brochures to Kilbride for the OMEA table.

Kilbride: do we want magnets or some other promotional item? A discussion was held to consider other promotional items and their costs. No firm decision was made.

10. Adjournment

Motion to adjourn the meeting.

Moved by Dickson. Seconded by Dupuy. Motion carried.

The meeting adjourned at 8:30pm.

SUMMARY OF ATTACHMENTS

- 1. Agenda
- 2. Summary of Reports
 - 2.1 President
 - 2.2 President-Elect
 - 2.3 Treasurer
 - 2.4 Secretary
 - 2.5 Beginning Band Symposium
 - 2.6 Simcoe Band Symposium
 - 2.7 Chamber Music Festival
 - 2.8 Donations
 - 2.9 Membership
 - 2.10 Newsletter
 - 2.11 Ontario Provincial Honour Band

SUMMARY OF ACTION ITEMS

ACTION ITEM [4]: outstanding since June 7

for Gomes: *Gomes* will contact Bill Thomas again regarding the cheque from York.

ACTION ITEM [7f]

for Dickson: inquire whether bands attending the Composition Project at MusicFest can attend other MusicFest events if they haven't paid the participation fees.

ACTION ITEM [7g]

for Arcand: have a discussion with Trillium on the possibilities with the money they have given us.

ACTION ITEM [7j.1]

for Brunette: Investigate the number of available directorships.

ACTION ITEM [7j.2]

for the Board: Harrison wants to stress that the OBA Board should be present for the performance on Saturday morning.

ACTION ITEM [9e]

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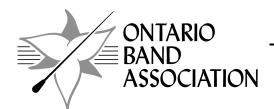


10.

Adjournment

Agenda of the 6th Meeting of the 2013-2015 Board of Directors **Monday, October 6, 2014** 7:00pm at Appleby College

1.	Call to Order					
2.	Adoption of Agenda					
3.	Ratification of the Minutes	s of the Fifth	Meeting of the I	Board of	Directors of Sept. 1	1
4.		ontact Bill Thom	s Meeting as regarding payme ailing address to the		ork	
5.	Announcements					
6.	Executive Reports (a) President (b) President-Elect (c) Treasurer (d) Secretary (e) Past-President Executive Reports Kilbride Harrison Dupuy Brunette Gomes		report attached report attached report attached			
7.	Directors & Positions of R (a) York Wind Conductors (b) GTA Beginning Band S (c) Simcoe Band Symposit (d) Chamber Music Festiva (e) Concert Band Festival (f) Wind Band Compositio (g) Donations (h) Industry (i) Membership (j) Newsletter (k) Provincial Honour Ban (l) University Liaison	s' Symposium Symposium um al	n Gomes	report	attached attached attached	
8.	Business from Previous M (a) GTA Beginning Band S	_				
	(b) Feedback from Colleen	n on Simcoe E	Band Symposiun	1		
9.	New Business (a) AGM: Friday, November 7 at OMEA Kilbride					
	(b) OPHB presentation at OMEA Board Meeting in November Harrison					
	(c) Future of the EOEHB: New Portfolio or part of OPHB? Harrison					



President Andria Kilbride

Monday, October 6, 7pm / Appleby College

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

Activities since last report:

Official Contract with Yamaha signed for \$10,000 sponsorship.

Received some very sad news about Ken Epp, CBA Executive Director. Ken has terminal cancer and has undergone surgery this past week. The CBA executive has met and has discussed the next steps of the organization. The meeting in Novermber (21-22) in Fredericton.

Booked date for AGM with OMEA – STILL ON FRIDAY, NOVEMBER 7. OMEA did not want to conflict with their own meeting which is an elections meeting.

Booked room for AGM with OMEA

Booked a free "booth"/ table in industry area with OMEA – I never knew we got this for free. We just always showed up and took a table. Our NFP/Charity status lets us have a booth for free.

Action Items pertaining to this report for Director:

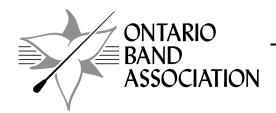
Send card to Ken Epp Meet with Brunette to discuss AGM

Print up a certificate for a free registration to one of our symposiums (to be given out at the OMEA conference raffle (should we give more???)

Action Items pertaining to this report for Board:

Get year end reports to Brunette as soon as possible for AGM. He will send out a notice and deadline. Attend AGM if possible

Sign up for OMEA booth coverage – Brewda will be in attendance but would like to go to some sessions. Harrison circulated a google doodle to sign up for shifts.



President-ElectScott Harrison

Monday, October 6, 7pm / Appleby College

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

Activities since last report:

-Attended OMEA Meeting

Only affiliate present to give report

Dave G made note that some affiliates have stopped sending reports

OBA must continue to be present at meetings

Next OMEA meeting – November 29th – OPHB Presentation to be made there

Action Items pertaining to this report for Director:

Work with Andria (and anyone else) to prepare presentation to OMEA Board for longevity of OPHB at the conference.

Action Items pertaining to this report for Board:

Continue to build relationship woth OMEA.



TreasurerDonna Dupuy

Monday, October 6, 7pm / Appleby College

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

Activities since last report:

- Working on GST/HST Rebate for 2013
- Payments, deposits, and invoices
- Bank Reconciliations

Action Items pertaining to this report for Director:

- Complete GST/HST Rebate for 2013
- Recent check requests and invoices BBS, YSBS, OPHB-related

Action Items pertaining to this report for Board:

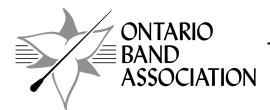
- DRAFT Organizational Budget for FY2015 to be emailed to Financial Committee for review and comment prior to release at AGM
- DRAFT Symposium Budgets to follow
- Gomes Please follow up on sponsorship from York U Is an invoice for sponsorship required?
- AK Invoices for industry sponsorship of BBS what is required?

2014 Revenue and Expenses

Opening Balance (as at 26 August 2014)		\$79,452.00
Revenue (as at 19 September 2014)	\$88,920.67	
Expenses (as at 19 September 2014)	-\$126,265.97	
	-\$37,345.30	
Current Cash in Bank		\$42,106.27

Revenue and Expenses by Symposiums Active August-September 2014

Symposium	2014 Budget	Revenue	Expenses	Current Balance
	Allocation			(as at 9/19/2014)
Operating	\$6,450.00	\$5,342.88	\$6,068.72	\$5,724.16
OPHB	\$5,775.00	\$17,340.68	\$10,500.41	\$12,615.27
BBS	\$5,460.00	\$132.85	\$2,278.51	\$3,314.34
YSBS	\$5,460.00	\$NIL	\$276.85	\$5,183.15



SecretarySteffan Brunette

Monday, October 6, 7pm / Appleby College

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Activities since last report:

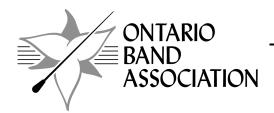
Attended GTA Beginning Band Symposium to assist at the registration table.

Action Items pertaining to this report for Director:

Meet with Kilbride to prepare the agenda for the AGM.

Action Items pertaining to this report for Board:

Year-end reports to be submitted by November 1 to allow for preparation of printed packages for delegates.



GTA Beginning Band Symposium

Farishteh Eriksen Andria Kilbride

Monday, October 6, 7pm / Appleby College

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

Activities since last report:

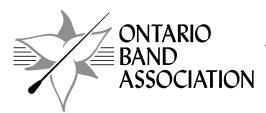
- Number of delegates: TOTAL: 64
 54 paid, 4 board members, 4 Festival Winner Registrations, 1 Honorary Lifetime member, 1 volunteer
 (33 new members/renewals)
- *Finances*: still being finalized. Waiting on receipts from bussing company, Francescas lunch (lost receipt it's on the visa)
- An overwhelming amount of positive responses were noted by the delegates in their symposium evaluations.
- Sheryl Bowhay had a fantastic time! She was a perfect fit for the clinic. All evaluations that were returned were positive
- Alexander's Public School Band was great. They had only had 2 rehearsals before the symposium and one of the rehearsals was with Sheryl. Thanks to Ryan Meeboer and his students. Comments from the evaluations were on the most part positive. A few people mentioned that they would like to see a beginner band with ALL beginners. One member complained that the band was too good.

Action Items pertaining to this report for Director:

- Follow up on invoices sent to St. John's and Harknett and TDSB
- Confimation of Demo band for next year Matt Peter (I'll ask him to bring only beginners with a few ringers)
- Write thank you notes to St. John's and Harknett
- Thinking of hiring a tour agent for next year's clinician Jodie Blackshaw

Action Items pertaining to this report for Board:

 All hands on deck for our big BBS next year with Australian Composer/Educator Jodie Blackshaw



Simcoe Band Symposium Sarah Arcand

Saturday, October 6 / SKYPE

Activities since last report:

- -Symposium took place exellent day
- -Expected attendance: 17 participants
- -4 Volunteers (1 new member: Robin Watson, 1 renewing member: Katherine Van Voorst, 2 current members: Laura Lee Matthie, Scott Harrison)

Action Items pertaining to this report for Director:

- -Complete Symposium Cost tracking
- -Obtain Permit paperwork from Laura Lee Matthie

Action Items pertaining to this report for Board:

-New Members processed by Brewda and added to newsletter by Sommers



Chamber Music Festival

Lynn Tucker

Monday, October 6 / 7pm / Skype

Submit in electronic format to the SECRETARY by Saturday, October 4.

Activities since last report:

- Working with Arts & Events Programming (AEP) to close all files and budget items related to the 2014 CMF
- Secured \$400-\$500 in funding from UTSC Office of the Principal to break even on 2014 festival
- Communicated with Lisa regarding additional funds and grant opportunities
- Consulted with AEP and the Leigha Lee Browne Theatre (LLBT) to determine potential dates for the 2015 CMF
- Wrote to OBA President asking for feedback regarding potential festival dates Tuesday, April 7, Wednesday, April 8, and Thursday, April 9, 2015 – these dates coincide with UTSC Study Break before exams
- Email was forwarded by President to OBA exec requesting feedback regarding proposed dates to
 determine whether there are any conflicts with school board events, provincial exams, holidays,
 etc.
- The Department of Arts, Culture and Media (ACM) at UTSC will support the 2015 CMF
- The CMF will continue to be coordinated by Lynn with a renewed presence of Arts & Events Programming as the professional office and support base for logistics and communications; Special Projects personnel Denais Peluch assigned the 2015 CMF portfolio
- Consulted with ACM Communications Coordinator regarding UTSC communication and branding requirements

Action Items pertaining to this report for Director:

- Finalize 2015 CMF dates
- Communicate with AEP to finalize LLBT booking request, as well as SY110 as large rehearsal hall/warm-up space
- Follow up with Lisa regarding potential funds and grant opportunities
- Consult with Office of the Principal regarding future funding opportunities
- Confirm OBA newsletter article submission timeline with Bryan
- Follow up with Bryan regarding UTSC and OBA communications policies and practices to determine communications path moving forward

Action Items pertaining to this report for Board:

- Provide feedback pertaining to proposed dates
- Confirm dates and timelines for 2014-15 promotion



Donations Sarah Arcand

Thursday, September 11 / 7pm / Dr. Norman Bethune C.I.

Submit in electronic format to the SECRETARY by Monday, September 8.

Activities since last report:

REQUESTS RECEIVED

Lloyd Carr-Harris Foundation (\$2000)

REQUESTS SUBMIITTED

Barrick Gold (\$2,500)

Pizza Pizza (40 pizzas for Concert Band Festival)

Purdy's – extended invitation to man a table at Concert Band Festival

Adaptable Arrangements - extended invitation to man a table at Concert Band Festival

INQUIRES / PRE Request investigation

York Region – Big Pitch. Proposal prepared however not submitted as we didn't have time to complete the video. This funding was found less then 48 hours before the submission date.

REQUESTS DECLINED

Scott Griffin Foundation

OTHER ACTIONS

Lisa participated in the Skype call for the Eastern Elementary Honour Band

Membership mailing for donations – documents are prepared. To be mailed shortly

Request to Markham Council to pitch the Concert Band festival has been Accepted – Mark Caswell to attend council meeting on December 15, 2014. Time TBD

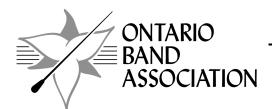
Action Items pertaining to this report for Director:

Prepare OTF Letter of Agreement report by December 31st, 2014

Action Items pertaining to this report for Board:

Lisa's contract is up at the end of January. We need to discuss renewal of a one year term.

?offering to pay for one Simcoe Band to come to the Concert Band Festival. We pay registration, they pay bussing.



Membership Bryan Brewda

Monday, October 6, 7pm / Appleby College

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

Activities since last report:

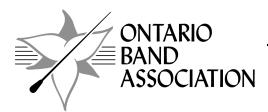
- 1) Mass e-mailing to OBA members:
 - -Expired or expiring memberships
 - -Answering and forwarding all inquiries to the proper board members regarding OBA events
 - -Sept/Oct e-newsletter link e-mail
- 2) Mass membership e-mailings in regard to:
 - -GTA Beginning Band Symposium
 - -Simcoe Beginning Band Symposium
 - -Wind Composition Project
- 3) Attended the Beginning Band Symposium on Sat Sept 27 2014 and worked the registration desk with Steffan
- 4) Sent Donna my expense report for the CBF mailings (envelopes, labels, and stamps)
- 5) Sent current OBA list and square reader for Sarah to use and reference to for the Simcoe Beginning Band Symposium

Action Items pertaining to this report for Director:

- 1) Schedule mass membership blasts for both the Wind Composition Project and also the Concert Band Festival
- 2) Get in touch with Heather to find out more about the Concert Band Festival registration process
- 3) I will be attending the OMEA conference and work the OBA booth

Action Items pertaining to this report for Board:

- 1) Sarah Would you be able to send me the new memberships from the Simcoe Beginning Band Symposium?
- 2) Pratik/Sarah/Scott I am looking to do my donation to the OBA (in reference to the OMEA hotel cost/OPHB extra rooms) and I see that we are not able to do a donation via online. Is that possible or is there a specific reason that we can't do a donation online? Also, Sarah, do I just write you a cheque?



NewsletterLani Sommers Heather Aitken

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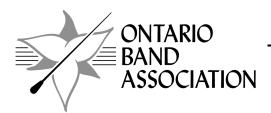
Activities since last report:

- Worked with Heather and Pratik to get October/November newsletter published
- Made contact with and have commitments from various sponsors
- Andria and Sarah have made contact with various members to write feedback on both the BBS and the Orillia Band Symposium
- Preparations are underway for the November/December newsletter

Action Items pertaining to this report for Director:

Action Items pertaining to this report for Board:

- "News from the Board" section responsibility for next issue is Andria Kilbride
- Pratik has asked if it is possible to re-format the website and newsletter
 - He and the new webmaster will create a mock-up of what this will look like for the Board to review (sometime next month) and would propose that the new site be launched sometime in the new year.
- I am trying to get more articles lined up for the upcoming issues and am waiting to hear back from a few Ottawa music teachers. It would be helpful if the Board could also help me find content. If you could speak to guest clinicians, conductors, adjudicators regarding newsletter contributions it would be great. Based on previous year's newsletters this is what I am proposing for feature articles but I am open to other suggestions too!
 - Sept/Oct Sheryl Bowhay, "Passion and Possibility"
 - Nov/Dec Lauren Simmons, "Small Band? Big Challenge, Even Bigger Rewards"
 - Jan/Feb a CBF adjudicator
 - Mar/Apr York conducting symposium clinician
 - May/June Chamber Festival adjudicator
- Can I get access to the Editor's email? I don't have that and I'm unsure if anything has been going to the account regardings advertisement/articles, etc.



Provincial Honour Band Scott Harrison

Monday, October 6, 7pm / Appleby College

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Activities since last report:

All documents for permission sent out VIA dropbox:

New forms added – Informed Consent Agreement (in case of injury)

All music sent out via dropbox

October 25th – Pre Rehearsal at MDHS set.

Student Concerts set - MDHS and Woburn

EOEHB Update

- Meeting with the committee via Skype
- Confirmed for March 28th & 29th
- Manotick Brass to perform for kids on Saturday afternoon
- Showcase concert to be opened by Ashbury Senior Jazz
- Local committee for recruitment being headed up by Grace Vigneron (Canterbury HS)
 - Will focus on select larger schools with big programs
 - Teacher recommendations to be used, not auditions, should make it more attractive
- Dave G to approach local industry to for support
 - St. John's for Manotick Brass
 - L&M for EOEHB T Shirts
- Have not heard anything back from the QBA for participation, Grace trying to find a contact.
- Online teacher recommendation form being vreated by Pratik (thanks!)
- Liam designing a post card for promotion (thanks!)
- Will use SBA forms for this event Thanks to Tim Linsley for sending them

Action Items pertaining to this report for Director:

- Continue OPHB 2014 planning
- Continue EOEHB planning

Action Items pertaining to this report for Board:

Please support OPHB at their OMEA performance. This is the first time an OPHB conductor has been invited to be the keynote speaker, and give a performance. This is also the first time the band will play with a Yamaha sponsored guest artist, OBA Board support is needed.