



Minutes of the Fifth Meeting of the
2024-25 Board of the Ontario Band Association
Monday, September 16, 2024
via Zoom, 7pm

Present

EXECUTIVE

Matthew Rodnick	President	
Lani Sommers	Present-Elect	<i>regrets</i>
	Treasurer	vacant
Steffan Brunette	Secretary	
Angela Tran	Past-President	

DIRECTORS: Institutional

Dan Austin	Membership	<i>regrets</i>
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DIRECTORS: Symposia

Matthew Peter	Wind Conductors' Symposium	
Simone Gendron	Capital Region Wind Band Symposium	
Hugh Corbett	Beginning Band Symposium	

DIRECTORS: Festivals

Jessica Puskar	Provincial Band Festival	
Jennifer Cresswell	Small Ensemble Festival	

DIRECTORS: Honour Bands

Matthew Rodnick	Western Intermediate Honour Band	
Alicia Kennedy	Ontario Provincial Honour Band	
Troy Jones	Laurier Elementary Honour Band	
Lani Sommers	Capital Region Junior Winds Honour Band	<i>regrets</i>

POSITIONS of RESPONSIBILITY

Shashi Ramu	Golden Horseshoe Music Festival	
Ari Mohindra	Communications Co-ordinator	
Troy Jones	Elementary Music Education Advocate	
Pratik Gandhi	OBA-CBA(On) Liaison	<i>regrets</i>
Chris Reesor	Industry	<i>regrets</i>

Michael Barth	Bookkeeper	
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Mary Thornton	Regional Representative, Near North	
Cynthia Yuschyshyn	Regional Representative, East	
Dan Austin	Regional Representative, West	<i>regrets</i>
Alecia Blackman	Regional Representative, Golden Horseshoe	<i>regrets</i>

MEMBERS

1. Call to Order

Rodnick called the meeting to order at 7:05pm.

2. Adoption of the Agenda

Motion to adopt the agenda.

Moved by *Rodnick*. Seconded by *Tran*. Motion carried.

3. Ratification of the Minutes of the Fourth Meeting from June 2024.

Moved by *Rodnick*. Seconded by *Jones*. Motion carried.

4. Summary of Action Items from Previous Meetings

for Rodnick: seek out designates for committee chairs

Yuschycyn has agreed to be the chair of the Regional Representatives committee.

There is some interest from people to fill empty positions on the map.

5. Announcements

6. Scheduled Orders of Business

nil

7. Discussion Items

(a) Trillium Grow Grant Deadline (Rodnick)

Rodnick is looking at the possibilities to successfully apply for financial grants.

The “Grow” grant looks to be appropriate for what we do and what we want to do.

The October meeting can be used to finalize our goals, and the grant application is due in November. There should be a focus on one specific initiative. *Rodnick’s* example was to look at expanding one of the festivals to allow for more ensembles, like aiming for a larger venue. Having more ensembles leads to more revenue, and might put the festival on a stronger financial footing.

Blackman confirmed that the GHMF does not currently have a venue for the coming festival. The GHMF would be a good choice for this kind of expansion.

Rodnick solicited for further ideas.

(b) Secondary Recruitment Virtual Session (Rodnick)

The focus of this session would be to establish a “round-table” to talk about how to recruit and maintain students in the high school arena.

(c) Financial Policy (Brunette)

Brunette highlighted the current Financial Policy. There were no follow-up questions.

(d) Financial Procedures (Tran/Barth)

Barth presented his report and clarified procedures for the Board.

The Treasurer is the first contact for spending money. The Bookkeeper handles the mechanisms for payment.

There are forms for requesting payment that can be obtained from Tran. Please make sure all details are provided on the forms.

The sponsorship amount has yet to come in from Yamaha and Cosmo, so the financial cushion is not as full right now. Please be careful with expenses.

Advise *Barth* about big payments on the credit card because the credit limit is shared amongst all users of the card.

Be aware of extra fees, such as tipping when there is already a gratuity applied, or if there's a fee for using a credit card. Saving on these can help the organization.

(e) Recommendations for Adjudicators for the Small Ensemble Festival (Cresswell)

A few examples were placed in the chat.

8. Reports from the Executive

(a) President

see attached report

Rodnick asked for anyone who might have elementary music teaching experience. The mentoring program is looking very successful.

(b) President-Elect

nil report

(c) Treasurer

Position is vacant. No report.

A report from the Bookkeeper was submitted and discussed during the Discussion Items.

(d) Secretary

see attached report

(e) Past-President

see attached report

9. Reports from Directors: Institutional Portfolios

(a) Membership

see attached report

10. Reports from Directors: Event Portfolios

(a) Beginning Band Symposium

see attached report

Tran clarified the Yamaha sponsorship renewal. There have some communication challenges to work through, and we are expecting the agreement to be re-established.

The registration for the BBS is low right now, and the Board was asked to help spread the word.

Rodnick will serve as the liaison for the demonstration band.

(b) Western Intermediate Honour Band

see attached report

(c) Provincial Honour Band

see attached report

The budget is impacted because of the need to book coach buses, not school buses. Otherwise, things are moving along on schedule. There were some additional suggestions for bus companies to contact.

(d) Capital Region Wind Band Symposium

see attached report

(e) Provincial Band Festival

see attached report

(f) York Wind Conductors' Symposium

nil report

Peter announced that the clinician will be Dr. Tonya Mitchell-Spradlin from Pennsylvania State University.

(g) Small Ensemble Festival

see attached report

Cresswell asked about conflicts, but nothing surfaced.

(h) Capital Region Junior Winds Honour Band

nil report

(i) Laurier Honour Bands

see attached report

11. Reports from Positions of Responsibility

(a) Golden Horseshoe Music Festival **no report submitted**

There are some stresses with venue situation with the festival that need to be resolved. Problem-solving is underway.

(b) Communications Co-ordinator see attached report

(c) Elementary Music Education Advocate **no report submitted**

(d) Industry *nil report*

(e) CBA(Ontario) Liaison **no report submitted**

Rodnick summarized a conversation he had with Joe Resendes that might help connect students with community ensembles.

12. Reports from Regional Liaisons

(a) Near North see attached report

(b) East see attached report

Yushychyn is working on morale with her elementary school colleagues.

(c) Golden Horseshoe see attached report

13. New Business

There was clarification that we're moving away from Slack, eventually shifting to Google. Please make sure your preferred emails are registered with Brunette.

14. Adjournment

Motion to adjourn the meeting.

Moved by *Kennedy*. Seconded by *Puskar*. Motion carried.

The meeting adjourned at 7:54pm.

The next meeting will be October 21, 2024, 7pm via Zoom.



Agenda of the 5th Meeting of the
2024–2025 Board of Directors
Monday, September 16, 2024
via Zoom
7pm

1. Call to Order: *Quorum is eight voting positions.*
2. Adoption of Agenda
3. Ratification of the Minutes of the Fourth Meeting of the Board from June 2024
4. Summary of Action Items from Previous Meetings
for Rodnick: seek out designates for committee chairs
5. Announcements
6. Scheduled Orders of Business
nil
7. Discussion Items
 - (a) Trillium Grow Grant Deadline (Rodnick)
 - (b) Secondary Recruitment Virtual Session (Rodnick)
 - (c) Financial Policy (Brunette)
 - (d) Financial Procedures (Tran/Barth)
 - (e) Recommendations for Adjudicators for the Small Ensemble Festival (Cresswell)
8. Reports from the Executive

(a) President	<i>Rodnick</i>	<i>see: Discussion Items</i>
(b) President-Elect	<i>Sommers</i>	nil report
(c) Treasurer	vacant	
(d) Secretary	<i>Brunette</i>	<i>see: Discussion Items</i>
(e) Past-President	<i>Tran</i>	<i>see: Discussion Items</i>
9. Reports from Directors: Institutional Portfolios

(a) Membership	<i>Austin</i>
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10. Reports from Directors: Event Portfolios

(a) Beginning Band Symposium	<i>Corbett</i>	
(b) Western Intermediate Honour Band	<i>Rodnick</i>	
(c) Provincial Honour Band	<i>Kennedy</i>	
(d) Capital Region Wind Band Symposium	<i>Gendron</i>	
(e) Provincial Band Festival	<i>Puskar</i>	
(f) York Wind Conductors' Symposium	<i>Peter</i>	nil report
(g) Small Ensemble Festival	<i>Cresswell</i>	
(h) Capital Region Junior Winds Honour Band	<i>Sommers</i>	nil report
(i) Laurier Honour Bands	<i>Jones</i>	no report submitted

AGENDA: SEPTEMBER 16, 2024

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|-----|--|-------------------|----------------------------|
| 11. | Reports from Positions of Responsibility | | |
| | (a) Golden Horseshoe Music Festival | <i>Ramu</i> | no report submitted |
| | (b) Communications Co-ordinator | <i>Mohindra</i> | no report submitted |
| | (c) Elementary Music Education Advocate | <i>Jones</i> | no report submitted |
| | (d) Industry | <i>Reesor</i> | no report submitted |
| | (e) CBA(On)-OBA Liaison | <i>Gandhi</i> | no report submitted |
| 12. | Reports from Regional Liaisons | | |
| | (a) Near North | <i>Thornton</i> | |
| | (b) East | <i>Yuschyshyn</i> | |
| 13. | New Business | | |
| 14. | Adjournment | | |

Next meeting will be Monday, October 21, 2024, 7pm via Zoom.

Board Meeting
Monday September 16 2024



Executive Report

President

Matt Rodnick

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

- Upcoming Trillium Grow Grant Deadline
- Secondary Recruitment Virtual Session

Standard Report

Actions Undertaken Since the Previous Meeting

- Attended OBA Finance Meeting in July with Angela, Michael, and Andria to plan the transfer of roles and responsibilities.
 - Created and promoted OBA Mentorship Program. Had 13 mentors sign-up from all regions of Ontario. Most are now connected to mentors with a few more to go.
 - Wrote and submitted OBA Affiliate Report for OMEA
 - Scheduled and booked AGM at the OMEA conference: Friday, Nov. 8th at 11:30 am.
 - Pursued OBA grant options.
 - Responded to many general questions and inquiries regarding OBA events.
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Actions to be Undertaken by the Director

- Pursue Trillium Grant
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Actions to be Undertaken by the Board

- Please let me know if you don't have access to your OBA Gmail account.

Board Meeting
Monday September 16 2024



Bookkeeper's Report

Michael Barth

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Some Notes and Suggestions for the OBA Board Regarding our Financial Procedures

Expense requests:

- You can check out the [Treasurer Contingency Report](#) from Andria for the correct way to request payments (see under **Accounts Payable**). Links to all the necessary forms are in the report.

- Upon receiving an Accounts Payable invoice, the OBA director will send the invoice and a Payment Request form to the Treasurer
- The treasurer will then ensure all information is correct on the form, and send both documents to the Bookkeeper

- Accuracy: please make sure the information in A/P requests and expense reports are complete and accurate. Always add email and/or mailing addresses for where the payment should be sent, even if you think I have them. Please include an invoice or supporting documentation as indicated at the top of the report.

- Please do not have vendors send invoices directly to the bookkeeper. Everything goes to the treasurer, who will pass on to the bookkeeper the necessary info for processing payments.

- Restaurant purchases: please add the tip as a separate line in the Expense Report so that it doesn't affect the HST calculations.

Budgets:

- Directors have generally been good at staying in budget the last few years (but not always). I think this year it is especially important to stay in budget, as we have not received our sponsorship payments from either Yamaha or Cosmo for 2023, and we don't have a large excess of funds in the bank account to cover over-budget expenses.

Visa purchases:

- If you have are using an OBA Visa card to make purchases for your event, please notify treasurer and bookkeeper any time a charge is made to the Visa card, what it is for (ie meals/entertainment, travel, office expenses, etc.) and what event it is associated with.
- Please send legible receipt scans ASAP after purchases. They should show HST and restaurant tips as applicable.
- credit limits are not really high (1 card at \$7000, 1 at \$3000), so it's easy to hit the limit if you have big expenses. So please let bookkeeper and the treasurer know in advance of large purchases so we can make sure the card is paid promptly and has enough room on it for other purchases.

Invoices for adjudicators, etc:

- We have generally collected invoices from adjudicators for our various events. Let's keep doing this.

Mileage:

- Mileage maximum? \$150? Are we going to enforce it? A couple expense reports were over recently, but not by much so I'm not too worried about it.

Watch out for extra fees:

- watch out for double-tipping when a restaurant applies automatic gratuity
- watch out for companies that charge an extra fee for paying by credit card

Board Meeting
Monday September 16 2024



Executive Report

Secretary

Steffan Brunette

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

The Financial Policy is due to be renewed at the AGM in November. In my review, I do not see any need for revisions. However, we are not following our policy of having a Budget Committee propose a budget for approval to the membership. At this point, we are only having the membership ratify the financial statement, which reports historical spending only.

Standard Report

Actions Undertaken Since the Previous Meeting

Reviewed Financial Policy. There have not been any issues with the policy affecting OBA business, therefore no major revisions are deemed necessary.

Actions to be Undertaken by the Director

Solicit advise from the Board regarding any needed revisions to the Financial Policy, write draft language if required, and prepare a version for recommendation at the October meeting.

Design language to update the bylaws to move the Golden Horseshoe Music Festival position from a POR to a Directorship.

Actions to be Undertaken by the Board

Review the Financial Policy, and communicate any desired changes.

Ontario Band Association FINANCIAL POLICY

Effective: November 28 2020 upon Membership Ratification
Expires: November 2024 at the Annual General Meeting

Supercedes: All Others

PART 1 ANNUAL BUDGET

1. The members of the Ontario Band Association (OBA) shall approve the annual budget for each fiscal year at the Annual General Meeting.
2. The annual budget must describe the estimated amount of expenditures and transfers, sources of revenue and transfers, and where appropriate, the purposes for which the funds are allocated. The annual budget will be organized according to the events and line items as used in the financial statements.
3. The operating budget is the main financial planning tool for the OBA. It is intended to be a statement of estimated revenues and expenditures and the manner in which the OBA will manage its financial resources during the course of the course of a fiscal year including:
 - a. providing ongoing initiatives and services where the OBA intends to run the initiative or service on an ongoing basis;
 - b. establishing new initiatives and services if any;
 - c. developing and maintaining OBA facilities;
 - d. developing and maintaining OBA business;
 - e. establishing a fiscally responsible plan to eliminate a projected deficit from the previous fiscal year or an accumulated deficit if any.
4. In the annual operating budget, the estimated revenue must be at least sufficient to pay the estimated expenditures.

PART 2 BUDGET PREPARATION

1. The Treasurer shall chair a Budget Committee which will develop the annual budget for the OBA in accordance with the OBA constitution, bylaws and policies.
2. The Budget Committee shall be comprised of:
 - a. The Treasurer (as chair);
 - b. The President;
 - c. The President-elect;
 - d. The Past President;
 - e. at least three (3) Board members who hold Directorships or Positions of Responsibility;
 - f. any other interested OBA Members.
3. The Treasurer and Bookkeeper shall ensure that all background material which may be reasonably required for the development of the annual budget is provided to the Budget Committee in a timely manner so as to enable the development of the draft annual budget for recommendation to the Members.
4. The Budget Committee shall submit the draft annual budget to the Members in a timely manner in time for the Members to approve the budget before the fiscal year end, or by a later date as may be established by a Special Resolution at the Annual General Meeting.

5. Individual salaries and wages of non-elected OBA employees is privileged information and shall not be disclosed publicly or out of camera without the prior consent of the Board of Directors.
6. The annual budget has no effect unless Members pass it by 2/3 + 1 majority.
7. In the event that Members fail to approve an annual budget before the start of OBA fiscal year, the OBA shall continue to operate in a manner consistent with the most recent annual budget approved by the Members.
8. In accordance with its powers as outlined in these its constitution, bylaws and policies, the Board may establish procedures that further describe and define the budget development approval process. Procedures established under this section must adhere to the requirements and processes outlined in this policy.

PART 3 AUDIT OF ACCOUNTS

1. At all times the OBA must have an accountant of record selected by the Executive and established with a motion authorizing the auditor to examine the financial statements of the OBA.
2. As needed, the accountant of record shall prepare an audited financial statement of all of OBA accounts for the preceding fiscal year.
3. In years when an audit is not required, the accountant of record shall be tasked with preparing a financial review of OBA statements.
4. The audited or reviewed financial statements must be presented to the Members for approval by the following Annual General Meeting.
5. On approval of the audited financial statements by the Members, the President and Treasurer shall sign the statements on behalf of the OBA.

PART 4 DEFICITS

1. If the audited or reviewed financial statements confirm the OBA posted a deficiency of revenues over expenditures, the deficiency shall be carried forward as an accumulated deficit and a fiscally responsible plan shall be developed by the OBA to eliminate the accumulated deficit.

PART 5 SURPLUSES

1. If the audited financial statements confirm that the OBA has posted a surplus of revenues over expenditures in a given year, the OBA shall use the surplus funds
 - a. if the OBA has an accumulated deficit, to eliminate the accumulated deficit;
 - b. if surplus funds remain after the accumulated deficit has been eliminated, to maintain an Operating and Capital reserve; Capital improvements reserve; Retire Debt, or; Lower Fees.

PART 6 LENDING AND BORROWING

1. The OBA shall not lend money.
2. The OBA may:
 - a. borrow funds through OBA credit-borrowing products, such as an operating line of credit or credit card; and/or
 - b. issue, sell or pledge obligations of CASA for credit.
3. The OBA may only make a borrowing if the borrowing is authorized by the Board of Directors.
4. A resolution by the Board to approve borrowing under this section is required and must include the following:
 - a. the funds to be borrowed;
 - b. the purpose for which the funds are borrowed;
 - c. terms and conditions of the borrowing;
 - d. the source of funds to be used to repay the borrowing; and
 - e. a plan to repay the loan.
5. Funds obtained by OBA under a borrowing must be used for the purpose they were borrowed.

PART 7 SIGNING AUTHORITY

1. All cheques issued by the OBA must be signed by one of the following:
 - a. President
 - b. President-Elect
 - c. Treasurer
 - d. Bookkeeper
 - e. Past President
2. Except as provided in this financial policy or other bylaws or constitution, the Board, with advice from the Treasurer, shall establish procedures for the financial administration of the OBA.
3. With the exception of cheques, all contracts approved in accordance with the OBA bylaws and procedures and requiring execution by the OBA must be jointly signed by the those positions outlined in Part 7(1).

PART 8 EMERGENCY EXPENDITURES

1. If a capital expenditure with a total estimated cost greater than \$1000 that has not been accommodated within the most recent budget, the expenditure must be authorized by the Board of Directors.
2. An expenditure under this section may be authorized by the Board of Directors only if:
 - a. a minimum of 2 quotes are available, and
 - b. the President, Treasurer, Past President, or President-Elect recommend the expenditure.

PART 9

SELLING AND DISPOSING OF OUT-DATED/ AMORTIZED EQUIPMENT

1. Once property of the OBA has been fully amortized or is rendered of no use to the organization, the Treasurer and/or President may open tender to dispose of the merchandise.
2. The Treasurer and/or President must:
 - a. inform the Board of Directors of the item(s) to be sold;
 - b. fill out a description claim of the item(s);
 - c. ensure there is no other use for the item(s) within the OBA or for any OBA services it provides; and
 - d. ensure the utilization/amortization/contract of the item(s) has expired.
3. The Treasurer and/or President must bring to the Board of Directors a minimum of two (2) bids for the merchandise.
4. The Board of Directors will then look at the bids for any of this merchandise and vote on the disposal of the merchandise under the recommendation of the Treasurer and/or President.
5. Funds raised from the selling of merchandise will be added to the operating budget to be used in the next Fiscal Year.
6. It is at the discretion of the Board to decide on how to dispose of the items of which have no value, or the Treasurer and/or President could not tender any bids for.

PART 10

SPONSORSHIP

1. The OBA shall only accept corporate or private sector sponsorship by unanimous consent of the OBA Board of Directors.

Board Meeting
Monday September 16 2024



Executive Report

Past-President

Angela Tran

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

Michael Barth, Bookkeeper, quick updates and orientation on making purchases, requesting payments and reimbursements this year.

Standard Report

Actions Undertaken Since the Previous Meeting

PAST-PRESIDENT:

- confirmed booth registration for the OMEA Roots Conference
- Matt and Angela confirmed AGM space booking at OMEA conference Friday, Nov. 8th at 11:30

INTERIM TREASURER:

- OBA finance team meeting (July 4)
 - official transition to Interim Treasurer
 - thank you, Andria, for taking care of the Interim Treasurer role thus far and continuing to train me in taking on all things finance. With the amazing support of Michael Barth continuing as our Bookkeeper!
 - Andria completed the Treasurer Contingency Report
 - Matthew R, Michael and I will be working closely together as the finance team until we find a Treasurer at the next election. We will be working on establishing processes to help event directors with purchases and payments. Andria has agreed to continue to be available for any training and questions from the finance team. Thank you!!
 - Michael, Matt and Angela are bank account holders and credit card holders. Event directors may contact us for approved purchases (Must email Treasurer for approval)
 - Mailing address for OBA has been updated, please ensure your events have the new address if participants need to mail cheques
 - Andria has done an incredible job over the summer to help update OBA's financial accounts. Thank you so much for your continued dedication to the OBA. We (especially me) couldn't have done this without you!!
- Matt R, Michael and I will take on the remainder of the updates such as:
 - update owners for the OBA account with the Province of Ontario
 - closing the "Ontario Band Directors' Association (former name) account with the Province of Ontario
 - file annual report with the province
 - we may assign Secretary and Bookkeeper to help with annual filing of these items with the Province
- Event insurance certificate completed for BBS

BOOKKEEPER (Michael)

-Please see Bookkeeper report

Actions to be Undertaken by the Director

- send Event insurance certificate requests in for WIHB and OPHB
 - continue to follow up with Yamaha and Cosmo regarding sponsorship
 - confirm booking of space for OBA's AGM at OMEA's Root conference
 - create spreadsheet to include all events with their registration and membership breakdown
 - Support board members in creating chat groups or spaces. Formally shut down Slack account
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Actions to be Undertaken by the Board

- please send email to Angela regarding the pricing for registration and membership breakdown for your event ie. *How much is going towards registration of the event and membership? Total registration fee is \$78. \$55 goes to membership and \$23 for event registration.*
- please let Matt or I know if you will be attending the OMEA conference
- please be advised that we will be moving to Google Suite for all of our internal communications. Board members can create chat groups on Google for quick conversations that do not require sending emails. We will be shutting down the Slack account next month. Please reach out to Ari, Matt or myself if you have any questions.

Board Meeting
Monday September 16 2024



Director's Report

Membership

Dan Austin

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

Nil

Standard Report

Actions Undertaken Since the Previous Meeting

Membership numbers are unchanged over the summer. A few renewals but no new members

Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Board Meeting
Monday September 16 2024



Director's Report

York Beginning Band Symposium

Hugh Corbett

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	September 28, 2024
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

Flight and accommodations for the clinician have been made
Rehearsal for the demonstration band has been confirmed (Friday Sept 27 9-11am)
Reading session repertoire has been finalized
Reached out to York U staff to: a) book session with music ed students, b) organize volunteers
Emails have been sent out to remind people that registration is open
Emailed Phi Beta Mu (Ontario Chapter) about providing additional mentorship opportunities after the symposium

Actions to be Undertaken by the Director

Monitor registrations
Ask which OBA board members will attend the BBS to help with
 Helping the conductor with the demonstration band
 Driving the clinician to York U on Saturday September 28, pick up at 7:45am
 Setting up/working the registration table
 Setting up the Harknett display
Book additional school clinics for Friday September 27 (TDSB, TCDSB, YRDSB, YCDSB have a PD Day)
Connect with Harknett/Angela about BBS prizes
Arrange for refreshments
Meet with volunteers
Clinician duties: transportation, etc
Arrange OBA/Clinician dinner Friday September 27
Set up the York classrooms
Fill reading session folders
Print handout materials, registration certificates, name tags, registration list
Submit completed budget

Actions to be Undertaken by the Board

nil

Board Meeting
Monday September 16 2024



Director's Report

Western Intermediate Honour Band

Matthew Rodnick

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	October 11-12 2024
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- We have received a massive volume of interest to the point where we stopped advertising for this event back in early June. Currently sitting at over 260 teacher recommendations. Many of those students have been wait listed due to the stage capacity.
- The recommended students will have until next week to register for the event.
- Booked clinicians
- Promoted event.
- Distributed sheet music.

Actions to be Undertaken by the Director

- Carryout event in collaboration with the IHB Committee: Colleen Richardson, Shawn Chabot, and Sarah Baigent

Actions to be Undertaken by the Board

Board Meeting
Monday September 16 2024



Director's Report

Provincial Honour Band

Alicia Kennedy

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	Nov 6 – 9, 2024
<i>(next milestone)</i>	Oct 26 – Pre-Rehearsal

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Maintained and followed up on registrations
- Made schedule and flight arrangements with Dr. Jacquie Dawson for the program
- Purchased and organized repertoire
- Began updating schedule to send out to parents and participants
- Confirmed percussion booking with Yamaha
- Reached out to Cosmo regarding a potential sponsorship which would allow Evan Garner (repair tech) to assist us driving the percussion truck and providing repairs as needed, while still being paid for his time
- Worked with Dr. Dawson and Christopher Gongos to finalize Yamaha Guest Artist repertoire selection

Actions to be Undertaken by the Director

- Finalize hotel accommodations
- Finalize bus booking (awaiting quote from Hammond)
- Monitor participant forms and follow up as needed
- Order band folders and shirts
- Arrange hotel for Dr. Dawson
- Reach out to Christopher Gongos to select the rehearsal he will attend

Actions to be Undertaken by the Board

- None!

Board Meeting
Monday September 16 2024



Director's Report

Capital Region Wind Band Symposium

Simone Gendron

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	January 25, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

I have been communicating with Jason Caslor and confirming repertoire, sessions and scheduling.

Actions to be Undertaken by the Director

Confirm event details with Jason and update website.
Promotion of event (socials, personal emails).
Confirm Friday workshops with Central Band of CAF, Ashbury Sr Band and Kanata Wind Ensemble.
Book hotel and organize transport in Ottawa.
Ensure Ashbury venues and refreshments are booked/ordered.
Confirm GGFG Band and send repertoire.

Actions to be Undertaken by the Board

none

Board Meeting
Monday September 16 2024



Director's Report

Provincial Band Festival

Jessica Puskar

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	February 10 – 14, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Jot Form has been edited for this year's registration and is currently in the process of test runs
- Registration will open on September 30th, and remain open until all spots are filled, or until November 15th
- Performance spots will be filled on a first come-first served basis
- No refunds can be issued after December 16th
- Increase of registration fee this year from \$350 to \$425: we strive to run a festival of exceptional quality, and we have been consistently in the red the past few years
- All adjudicators are now confirmed:

 - Dr. Shelley Axelson
 - Dr. Dylan Maddix
 - Dr. Colleen Richardson
 - Bill Thomas
 - Dr. Armand Hall
 - Dr. Christopher Morehouse
 - Dr. Benjamin Lorenzo

Actions to be Undertaken by the Director

- Logistics Meeting at the Chinese Cultural Centre on October 7th to meet with Steven Fishman (our new contact at the CCC)
- Create the performance schedule once registration opens

Actions to be Undertaken by the Board

nil

Board Meeting
Monday, September 16, 2024



Director's Report

Small Ensemble Festival

Jennifer Cresswell

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	April 7 – 9, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

- Are there any OBA board recommendations for SEF adjudicators?

Standard Report

Actions Undertaken Since the Previous Meeting

- Contacted Angela Tran to determine 2025 dates for SEF
 - Confirmed with Lynn Tucker at UTSC that the only available dates are April 7-9, 2025
 - Cross-referenced holidays/PA Days and standardized testing dates to determine potential conflicts.
-

Actions to be Undertaken by the Director

- Begin updating documents for the 2025 festival launch in late Nov. or early Dec. 2024.
 - Conference with Shashi Ramu regarding on-site availability for the 2025 festival.
 - Obtain contact information for the new stage manager at UTSC.
 - Confirm adjudicators for the 2025 festival
-

Actions to be Undertaken by the Board

- Confirm no OBA event conflicts with the proposed dates: April 7-9, 2025
- Confirm the official name of the festival in all OBA documents: UTSC/OBA Small Ensemble Festival and confirm that this is consistent with other festival titles.
- Once the title is confirmed, change the website to reflect the correct name and add the 2025 dates.

Board Meeting
Monday September 16 2024



Liaison Report

Regional Liaison (North & Near North)

Mitch McIntyre & Mary Thornton

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

Nil

Standard Report

Actions Undertaken Since the Previous Meeting

Registration and ads are out for the Small Ensemble Festival North for Oct. 16-17.

Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Nil

Board Meeting
Monday September 16 2024



Liaison Report

Regional Liaison (East)

Cynthia Yuschyshyn

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

< "nil" >

Standard Report

Actions Undertaken Since the Previous Meeting

Forwarding OBA business via social media.

Working on developing some of the rural programs further.

Quiet summer.

Actions to be Undertaken by the Director

< Nil >

Actions to be Undertaken by the Board

nil

Board Meeting
Monday September 16 2024



Executive Report

President

Matt Rodnick

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

- Upcoming Trillium Grow Grant Deadline
- Secondary Recruitment Virtual Session

Standard Report

Actions Undertaken Since the Previous Meeting

- Attended OBA Finance Meeting in July with Angela, Michael, and Andria to plan the transfer of roles and responsibilities.
 - Created and promoted OBA Mentorship Program. Had 13 mentors sign-up from all regions of Ontario. Most are now connected to mentors with a few more to go.
 - Wrote and submitted OBA Affiliate Report for OMEA
 - Scheduled and booked AGM at the OMEA conference: Friday, Nov. 8th at 11:30 am.
 - Pursued OBA grant options.
 - Responded to many general questions and inquiries regarding OBA events.
-

Actions to be Undertaken by the Director

- Pursue Trillium Grant
-

Actions to be Undertaken by the Board

- Please let me know if you don't have access to your OBA Gmail account.

Board Meeting
Monday September 16 2024



Bookkeeper's Report

Michael Barth

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Some Notes and Suggestions for the OBA Board Regarding our Financial Procedures

Expense requests:

- You can check out the [Treasurer Contingency Report](#) from Andria for the correct way to request payments (see under **Accounts Payable**). Links to all the necessary forms are in the report.

- Upon receiving an Accounts Payable invoice, the OBA director will send the invoice and a Payment Request form to the Treasurer
- The treasurer will then ensure all information is correct on the form, and send both documents to the Bookkeeper

- Accuracy: please make sure the information in A/P requests and expense reports are complete and accurate. Always add email and/or mailing addresses for where the payment should be sent, even if you think I have them. Please include an invoice or supporting documentation as indicated at the top of the report.

- Please do not have vendors send invoices directly to the bookkeeper. Everything goes to the treasurer, who will pass on to the bookkeeper the necessary info for processing payments.

- Restaurant purchases: please add the tip as a separate line in the Expense Report so that it doesn't affect the HST calculations.

Budgets:

- Directors have generally been good at staying in budget the last few years (but not always). I think this year it is especially important to stay in budget, as we have not received our sponsorship payments from either Yamaha or Cosmo for 2023, and we don't have a large excess of funds in the bank account to cover over-budget expenses.

Visa purchases:

- If you have are using an OBA Visa card to make purchases for your event, please notify treasurer and bookkeeper any time a charge is made to the Visa card, what it is for (ie meals/entertainment, travel, office expenses, etc.) and what event it is associated with.
- Please send legible receipt scans ASAP after purchases. They should show HST and restaurant tips as applicable.
- credit limits are not really high (1 card at \$7000, 1 at \$3000), so it's easy to hit the limit if you have big expenses. So please let bookkeeper and the treasurer know in advance of large purchases so we can make sure the card is paid promptly and has enough room on it for other purchases.

Invoices for adjudicators, etc:

- We have generally collected invoices from adjudicators for our various events. Let's keep doing this.

Mileage:

- Mileage maximum? \$150? Are we going to enforce it? A couple expense reports were over recently, but not by much so I'm not too worried about it.

Watch out for extra fees:

- watch out for double-tipping when a restaurant applies automatic gratuity
- watch out for companies that charge an extra fee for paying by credit card

Board Meeting
Monday September 16 2024



Executive Report

Secretary

Steffan Brunette

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

The Financial Policy is due to be renewed at the AGM in November. In my review, I do not see any need for revisions. However, we are not following our policy of having a Budget Committee propose a budget for approval to the membership. At this point, we are only having the membership ratify the financial statement, which reports historical spending only.

Standard Report

Actions Undertaken Since the Previous Meeting

Reviewed Financial Policy. There have not been any issues with the policy affecting OBA business, therefore no major revisions are deemed necessary.

Actions to be Undertaken by the Director

Solicit advise from the Board regarding any needed revisions to the Financial Policy, write draft language if required, and prepare a version for recommendation at the October meeting.

Design language to update the bylaws to move the Golden Horseshoe Music Festival position from a POR to a Directorship.

Actions to be Undertaken by the Board

Review the Financial Policy, and communicate any desired changes.

Board Meeting
Monday September 16 2024



Executive Report

Past-President

Angela Tran

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

Michael Barth, Bookkeeper, quick updates and orientation on making purchases, requesting payments and reimbursements this year.

Standard Report

Actions Undertaken Since the Previous Meeting

PAST-PRESIDENT:

- confirmed booth registration for the OMEA Roots Conference
- Matt and Angela confirmed AGM space booking at OMEA conference Friday, Nov. 8th at 11:30

INTERIM TREASURER:

- OBA finance team meeting (July 4)
 - official transition to Interim Treasurer
 - thank you, Andria, for taking care of the Interim Treasurer role thus far and continuing to train me in taking on all things finance. With the amazing support of Michael Barth continuing as our Bookkeeper!
 - Andria completed the Treasurer Contingency Report
 - Matthew R, Michael and I will be working closely together as the finance team until we find a Treasurer at the next election. We will be working on establishing processes to help event directors with purchases and payments. Andria has agreed to continue to be available for any training and questions from the finance team. Thank you!!
 - Michael, Matt and Angela are bank account holders and credit card holders. Event directors may contact us for approved purchases (Must email Treasurer for approval)
 - Mailing address for OBA has been updated, please ensure your events have the new address if participants need to mail cheques
 - Andria has done an incredible job over the summer to help update OBA's financial accounts. Thank you so much for your continued dedication to the OBA. We (especially me) couldn't have done this without you!!
- Matt R, Michael and I will take on the remainder of the updates such as:
 - update owners for the OBA account with the Province of Ontario
 - closing the "Ontario Band Directors' Association (former name) account with the Province of Ontario
 - file annual report with the province
 - we may assign Secretary and Bookkeeper to help with annual filing of these items with the Province
- Event insurance certificate completed for BBS

BOOKKEEPER (Michael)

-Please see Bookkeeper report

Actions to be Undertaken by the Director

- send Event insurance certificate requests in for WIHB and OPHB
 - continue to follow up with Yamaha and Cosmo regarding sponsorship
 - confirm booking of space for OBA's AGM at OMEA's Root conference
 - create spreadsheet to include all events with their registration and membership breakdown
 - Support board members in creating chat groups or spaces. Formally shut down Slack account
-

Actions to be Undertaken by the Board

- please send email to Angela regarding the pricing for registration and membership breakdown for your event ie. *How much is going towards registration of the event and membership? Total registration fee is \$78. \$55 goes to membership and \$23 for event registration.*
- please let Matt or I know if you will be attending the OMEA conference
- please be advised that we will be moving to Google Suite for all of our internal communications. Board members can create chat groups on Google for quick conversations that do not require sending emails. We will be shutting down the Slack account next month. Please reach out to Ari, Matt or myself if you have any questions.

Board Meeting
Monday September 16 2024



Director's Report

Membership

Dan Austin

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

Nil

Standard Report

Actions Undertaken Since the Previous Meeting

Membership numbers are unchanged over the summer. A few renewals but no new members

Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Board Meeting
Monday September 16 2024



Director's Report

York Beginning Band Symposium

Hugh Corbett

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	September 28, 2024
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

Flight and accommodations for the clinician have been made
Rehearsal for the demonstration band has been confirmed (Friday Sept 27 9-11am)
Reading session repertoire has been finalized
Reached out to York U staff to: a) book session with music ed students, b) organize volunteers
Emails have been sent out to remind people that registration is open
Emailed Phi Beta Mu (Ontario Chapter) about providing additional mentorship opportunities after the symposium

Actions to be Undertaken by the Director

Monitor registrations
Ask which OBA board members will attend the BBS to help with
 Helping the conductor with the demonstration band
 Driving the clinician to York U on Saturday September 28, pick up at 7:45am
 Setting up/working the registration table
 Setting up the Harknett display
Book additional school clinics for Friday September 27 (TDSB, TCDSB, YRDSB, YCDSB have a PD Day)
Connect with Harknett/Angela about BBS prizes
Arrange for refreshments
Meet with volunteers
Clinician duties: transportation, etc
Arrange OBA/Clinician dinner Friday September 27
Set up the York classrooms
Fill reading session folders
Print handout materials, registration certificates, name tags, registration list
Submit completed budget

Actions to be Undertaken by the Board

nil

Board Meeting
Monday September 16 2024



Director's Report

Western Intermediate Honour Band

Matthew Rodnick

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	October 11-12 2024
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- We have received a massive volume of interest to the point where we stopped advertising for this event back in early June. Currently sitting at over 260 teacher recommendations. Many of those students have been wait listed due to the stage capacity.
- The recommended students will have until next week to register for the event.
- Booked clinicians
- Promoted event.
- Distributed sheet music.

Actions to be Undertaken by the Director

- Carryout event in collaboration with the IHB Committee: Colleen Richardson, Shawn Chabot, and Sarah Baigent

Actions to be Undertaken by the Board

Board Meeting
Monday September 16 2024



Director's Report

Provincial Honour Band

Alicia Kennedy

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	Nov 6 – 9, 2024
<i>(next milestone)</i>	Oct 26 – Pre-Rehearsal

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Maintained and followed up on registrations
- Made schedule and flight arrangements with Dr. Jacquie Dawson for the program
- Purchased and organized repertoire
- Began updating schedule to send out to parents and participants
- Confirmed percussion booking with Yamaha
- Reached out to Cosmo regarding a potential sponsorship which would allow Evan Garner (repair tech) to assist us driving the percussion truck and providing repairs as needed, while still being paid for his time
- Worked with Dr. Dawson and Christopher Gongos to finalize Yamaha Guest Artist repertoire selection

Actions to be Undertaken by the Director

- Finalize hotel accommodations
- Finalize bus booking (awaiting quote from Hammond)
- Monitor participant forms and follow up as needed
- Order band folders and shirts
- Arrange hotel for Dr. Dawson
- Reach out to Christopher Gongos to select the rehearsal he will attend

Actions to be Undertaken by the Board

- None!

Board Meeting
Monday September 16 2024



Director's Report

Capital Region Wind Band Symposium

Simone Gendron

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	January 25, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

I have been communicating with Jason Caslor and confirming repertoire, sessions and scheduling.

Actions to be Undertaken by the Director

Confirm event details with Jason and update website.
Promotion of event (socials, personal emails).
Confirm Friday workshops with Central Band of CAF, Ashbury Sr Band and Kanata Wind Ensemble.
Book hotel and organize transport in Ottawa.
Ensure Ashbury venues and refreshments are booked/ordered.
Confirm GGFG Band and send repertoire.

Actions to be Undertaken by the Board

none

Board Meeting
Monday September 16 2024



Director's Report

Provincial Band Festival

Jessica Puskar

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	February 10 – 14, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Jot Form has been edited for this year's registration and is currently in the process of test runs
- Registration will open on September 30th, and remain open until all spots are filled, or until November 15th
- Performance spots will be filled on a first come-first served basis
- No refunds can be issued after December 16th
- Increase of registration fee this year from \$350 to \$425: we strive to run a festival of exceptional quality, and we have been consistently in the red the past few years
- All adjudicators are now confirmed:

 - Dr. Shelley Axelson
 - Dr. Dylan Maddix
 - Dr. Colleen Richardson
 - Bill Thomas
 - Dr. Armand Hall
 - Dr. Christopher Morehouse
 - Dr. Benjamin Lorenzo

Actions to be Undertaken by the Director

- Logistics Meeting at the Chinese Cultural Centre on October 7th to meet with Steven Fishman (our new contact at the CCC)
- Create the performance schedule once registration opens

Actions to be Undertaken by the Board

nil

Board Meeting
Monday, September 16, 2024



Director's Report

Small Ensemble Festival

Jennifer Cresswell

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

<i>Event Date:</i>	April 7 – 9, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

- Are there any OBA board recommendations for SEF adjudicators?

Standard Report

Actions Undertaken Since the Previous Meeting

- Contacted Angela Tran to determine 2025 dates for SEF
 - Confirmed with Lynn Tucker at UTSC that the only available dates are April 7-9, 2025
 - Cross-referenced holidays/PA Days and standardized testing dates to determine potential conflicts.
-

Actions to be Undertaken by the Director

- Begin updating documents for the 2025 festival launch in late Nov. or early Dec. 2024.
 - Conference with Shashi Ramu regarding on-site availability for the 2025 festival.
 - Obtain contact information for the new stage manager at UTSC.
 - Confirm adjudicators for the 2025 festival
-

Actions to be Undertaken by the Board

- Confirm no OBA event conflicts with the proposed dates: April 7-9, 2025
- Confirm the official name of the festival in all OBA documents: UTSC/OBA Small Ensemble Festival and confirm that this is consistent with other festival titles.
- Once the title is confirmed, change the website to reflect the correct name and add the 2025 dates.

Board Meeting

Monday September 16 2024

Director's Report

Laurier Honour Band

Troy Jones

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Event Date:

May 2 – 4 , 2025

(next milestone)

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Looked at potential composers for 10th anniversary commission - met and started the process with Dan Austin and Wesley Cheang. \$1,500 for flex piece - goal is that it is used as a mass band finale. Flex band piece to allow all participants (gr. 5 - 10) participate at the level they are at.

Actions to be Undertaken by the Director

- Begin process of logistics for the 24 / 25 Laurier / OBA Honour Bands - Get registration / nomination forms set up with Ari when they have a chance.

Actions to be Undertaken by the Board

Board Meeting
Monday September 16 2024



POR Report

Communications Co-ordinator

Ari Mohindra

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Worked on September MMI
 - Prepared socials content for September
 - Sent out BBS advertisement via mailchimp
 - Investigated members only/password protected section of website
 -
-
-

Actions to be Undertaken by the Director

- Continue maintaining social media channels & website
 - Continue to support the transition of various communication roles to different portfolios
-
-

Actions to be Undertaken by the Board

- Please continue to share OBA event posts with your personal/professional social media networks and make use of the community Facebook page.

Board Meeting
Monday September 16 2024



Liaison Report

Regional Liaison (North & Near North)

Mitch McIntyre & Mary Thornton

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

Nil

Standard Report

Actions Undertaken Since the Previous Meeting

Registration and ads are out for the Small Ensemble Festival North for Oct. 16-17.

Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Nil

Board Meeting
Monday September 16 2024



Liaison Report

Regional Liaison (East)

Cynthia Yuschyshyn

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

< "nil" >

Standard Report

Actions Undertaken Since the Previous Meeting

Forwarding OBA business via social media.

Working on developing some of the rural programs further.

Quiet summer.

Actions to be Undertaken by the Director

< Nil >

Actions to be Undertaken by the Board

nil

Board Meeting
Monday September 16 2024



Liaison Report

Regional Liaison (Golden Horseshoe)

Alecia Blackman

Submit in electronic format to the SECRETARY by Saturday September 14 2024.

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

Awaiting next steps with the GHMF committee, meeting date TBD.

Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Nil