



**Ontario Band Association Meeting  
Thursday September 8, 2011  
7pm – Dr. Norman Bethune CI, Toronto, ON**

Voting Board Members Present: Sarah Arcand - President; Mark Caswell – Past President/Concert Band Festival (7:35pm); Tony Gomes – President-Elect (7:28pm); Dave Gueulette – Development/Jazz Symposium (Skype); Scott Harrison – Honour Band; Andria Kilbride – Treasurer; Mark Kissel – Interim Secretary

Ex-Officio Present: Pratik Gandhi – Web Maestro (7:28pm)

Non-Voting Members Present: Megan Barrett – Member

Regrets: Heather Aitken – Membership; Kaylee Burnett Longman – Concert Band Festival Assistant; Chris Dickson – Development; Donna Dupuy – Interim Treasurer; Allan Gaumont – Interim Jazz Symposium; Colleen Richardson – University Liaison

**1. Call to Order**

Arcand called the meeting to order at 7:07pm

**2. Adoption of the Agenda**

The agenda was circulated by Kissel

Due to logistical and technical reasons, Arcand asked that item 6 i), Ottawa Wind Conductors' Symposium report be moved to report before Executive reports. This was deemed a friendly motion.

**Motion to accept the September 8, 2011 Ontario Band Association Board of Directors meeting agenda as amended.**

Moved by Arcand, Seconded by Harrison

Carried

**3. Ratification of Minutes**

No minutes were readily available due to technical difficulties for either the April or May, 2011 meetings of the Ontario Band Association Board of Directors

**Motion to defer acceptance of the April and May 2011 meetings of the Ontario Band Association Board of Directors until the October 2011 Board of Directors Meeting**

Moved by Gomes, Seconded by Kilbride

Carried

**4. Announcements**

Kilbride announced that due to a variety of reasons, she had cancelled rooms for the Ontario Provincial Honour Band, and that the OBA had a credit of 2 nights already booked at Deerhurst Resort for the Ontario Music Educators' Association (OMEA) conference from November 3-5, 2011.

Arcand wanted to thank Gomes for representing the OBA this evening at a professional development session at the Toronto District School Board.

Kissel explained how the revised agenda worked, and invited feedback and suggestions from the Board.

**Amended Agenda Item – 6 i) Ottawa Wind Conductors’ Symposium - Gueulette**

Gueulette noted that practically all of the pieces for the Ottawa Wind Conductors’ Symposium were in place, including the clinicians, repertoire, and location booked. The only piece missing is having a featured band to perform. He has had many issues nailing down the Canadian Central Forced Band, and at this time, they are unable to commit to the event. He has received a call from another local group, and is still awaiting confirmation from them. Otherwise, everything is ready to proceed.

Harrison suggested contacting the University of Ottawa to see if they have an ensemble that is available. Arcand and a number of other directors suggested that using an ensemble from the University Ottawa would not be the best choice at this time.

Gueulette mentioned that due to the time frame of the clinic, from 9am – 3pm, that it is a tough sell for groups. He wished to shorten the overall length. Harrison agreed, and Arcand stated that the clinic band would not be involved for the entire day. She went on to mention that the past formats included a morning of seminars, and that the afternoon is for practical clinics, including the band. Gueulette said that he had misunderstood the format, and Arcand suggested a future conversation with him regarding the format, and that Arcand would like Richardson to consult.

Arcand continued by asking about the promotion of the event, including the event, and asked if Gandhi needs to design a brochure? Gueulette responded that Gandhi would adjust previous files to reflect what is needed for this current venture. Or perhaps a “save the date” format instead ready for the OMEA conference in November.

Kissel called for a 10 minute recess due to the arrival of Gomes and Gandhi.

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| Meeting recessed at 7:28pm<br>Meeting reconvened at 7:38pm |
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Kilbride had fixed the internet connection during the break, and Kissel and Arcand were able to send out the necessary documents to the board pertaining to the meeting.

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| <b>Motion to revisit item 3 of the agenda: Ratification of Minutes</b><br>Moved by Arcand, seconded by Kissel | Carried |
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Gomes asked to have Dupuy’s name spelt correctly in the May meeting minutes.

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| <b>Motion to approve Board of Director meeting minutes of March 31, 2011</b><br>Moved by Harrison, seconded by Arcand | Carried |
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| <b>Motion to approve Board of Director meeting minutes of May 26, 2011</b><br>Moved by Gomes, seconded by Kilbride | Carried |
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**5. Executive Reports**

**a) President – Arcand**

Canadian Band Association meeting is being hosted by the Ontario Band Association from November 25-26, 2011 in Toronto. Gomes has taken the lead on this initiative. Gomes indicated that he wished to host the meeting at his school, Upper Canada College, but due to logistical issues with where the host hotel was, it was easier to rent a meeting room in the hotel. The Canadian Band Association President, Ken Epp, has been instrumental in organizing this event. Essentially there is nothing further for the OBA to do at this point, except for Board members to show up at events.

Kilbride wished to know if we need to provide food and/or entertainment. Arcand suggested that we need to provide Friday evening musically-related entertainment, such as a concert or musical. As for food, Gomes will find out what the requirements are. Arcand wished to know who from the OBA Board of Directors would like to attend by the next OBA Board of Directors meeting. Gomes reiterated that it imperative that we are well represented as members from across the country will be present at the meeting.

**FOR ACTION: Which member(s) of the OBA Board of Directors will be attending the Canadian Band Association meeting November 25-26 in Toronto?**

Arcand mentioned that she sent out a CBA proposal for commissioning composers via e-mail approximately one month ago. Essentially they are looking for approximately 5 submission from across the country and a panel will vote on the best composition, with the winner getting a \$1000 prize. She asked the board how we may support this initiative?

Kilbride asked if we may financially support them with a donation? Arcand replied that at the present time we should not offer them a monetary amount.

After bantering around a number of ideas, the board of directors suggested that we will support this initiative by communicating it as widely as possible, through electronic means, at our events, and through our OMEA affiliate status as well.

**b) President – elect - Gomes**

The President – elect offered no report at this time.

**c) Treasurer – Kilbride**

Kilbride started with the letter attached to the minutes concerning the T3010 Canada Revenue Agency form she reviewed with the Chartered Accountant. It was pointed out that with a dispersement quota, an organization has to give back 80% in other ways. Because our donations revenue was under \$100,000, we have no dispersement quota, but next year we may due to Passion with Purpose.

Arcand asked if this includes grants? Kilbride responded that she will look into it.

Kilbride stated that we are currently siting with approximately \$3500 in disposable cash to fund current and upcoming projects. She reminded the board that the next large expenditure will be the website renewal.

Kilbride continued that she would like to create a savings account for the OBA. The CA suggested that we should have an audit done this year as our revenue was just over the \$100,000 threshold. The government in 2012 is changing the policy to a \$500,000 threshold. Kilbride continued that we take a certain percentage from membership fees as

revenue towards savings. Arcand suggested that Kilbride create a proposal for board approval at the October meeting.

Arcand asked about the Beginning Band Symposium account that is currently \$200 in the positive. Kilbride replied that everything is fine, and that the OBA has money left over to fund the rest of the year.

## **6. Director Reports**

### **a) Beginning Band Symposium – Arcand**

Arcand began by asking who would be attending the symposium? Kilbride, Harrison and Kissel indicated that they will be attending.

Arcand continued that there have been some repertoire hiccups between the clinician Dennis Beck and the industry sponsors. A compromise was reached between both parties that satisfies all.

Arcand mentioned that the Toronto District School Board will be sending ten teachers, and while the Halton Catholic District School Board will not be sending any teachers this year. At this point, registration is quite low, but the event is counting on a lot of walk-ups. She pointed out that we need to spread our base to encompass university students and other markets where possible.

Caswell asked if the clinician is costing less? Arcand mentioned that he is due to no flight or hotel.

### **b) Chamber Music Festival – Tucker/Arcand**

Arcand spoke on behalf of Tucker. She asked if April 17-19 conflicts with teaching boards? There were no conflicts mentioned. Tucker wishes not to be the clinician, and wishes to expand sponsorship beyond Cosmo Music and gain sponsorship with a direct dealer.

### **c) Concert Band Festival – Caswell**

The Concert Band Festival needs help. There is a \$13000 increase in fees. Proposed cuts are a decrease in adjudicators from 3 to 2, which will eliminate the director comments. This will save approximately \$4000. Brochure mailings cost approximately \$800 to make and distribute via Canada Post.

Applications for additional funding through the Canadian Million Dollar Fund and ScotiaBand will not be known until November. Caswell thanked the board for a number of additional sponsorship ideas that have come forward from the board. Caswell will be going to the Ontario Music Educators Association conference in Huntsville, ON on November 4, 2011 to reconnect with industry partners and seek out additional sponsorship. The board suggested that he play up that this is the 10<sup>th</sup> anniversary of the event. Caswell asked if any other members of the board will be attending the OMEA conference? Most mentioned that they will. Caswell asked if he needs a pass for the day? Arcand will follow up with OMEA to ensure he may attend.

Arcand forwarded a new venue idea in Markham, the Markham Event Centre, as they are new to the area and are looking for business. Caswell said that he will take a look at it. Caswell does not want to, but will use his personal line of credit to fund the festival, to which Kilbride stated that this is not an option. Instead, she suggested that the OBA

consider applying for a business line of credit through our bank, the Royal Bank of Canada.

Kissel suggested that we save money by not mailing out application forms, instead using internal board mail where possible. Caswell replied that almost all applications were made on the glossy brochures when applying. Arcand asked that when stuffing the envelopes this year, that a little mark be made to see how many of them come through the Canada Post mail out and those that are from other avenues.

Harrison asked if we could get a gift for our 10<sup>th</sup> anniversary from our partners? Arcand said that that it may not be the best for us in terms of our relationships with our partners. Arcand said that we need to attain sponsorship right now, as the process sometimes takes upwards of 90 days from application through approval and receipt of monies. Arcand volunteered to go after direct sponsorship. Dupuy previously mentioned she will talk to various foundations, and Kilbride for post-secondary institutions.

**d) Development – Dickson/Arcand**

Nothing additional was forthcoming. Please see submitted report for more information.

Harrison asked if the OBA Facebook group should be public? Arcand mentioned that the feedback has been received.

Kilbride asked if it should be related to the forum? Arcand said that it is being used to its fullest potential at this time.

**e) Industry – Reesor/Arcand**

Nothing additional was forthcoming. Please see submitted report for more information. Arcand congratulated Reesor on his promotion.

**f) Jazz – Gaumond**

Nothing additional was forthcoming. Please see submitted report for more information.

**g) Membership – Aitken/Arcand**

Nothing additional was forthcoming. Please see submitted report for more information. Arcand mentioned that Aitken cannot attend either the University of Western Ontario Creative Arts Symposium on October 22, 2011. Kissel volunteered to go in her place.

**h) Ontario Provincial Honour Band – Harrison**

Harrison started off with good news. The CMIEC has offered \$3000, \$1500 now, and \$1500 on November 3, 2011, just before the Ontario Music Educators Association Conference.

Harrison asked the board about how to promote the Honour Band in rural areas? He mentioned that he has a list of schools and people from a number of boards and schools. He asked the board for \$95 to mail 142 letters to publicize the Honour Band. Kilbride said that the general OBA account will be forthcoming with the money.

Harrison has asked Bill Thomas to commission a piece for the 10<sup>th</sup> Anniversary of the band in 2012. His fee is \$1500, to which the board agreed is an amazing price for a level 3-4 grade piece of approximately 5 minutes. Mr. Thomas will be asked to conduct his own piece.

Harrison stated that last year professional development was offered at the rehearsal space near Guelph, but few attended. However, it will be offered once again this year.

Harrison would like more people for the listening committee in 2012. Arcand suggested checking before setting the date for any conflicts.

Harrison has asked Alain Cazes to conduct the 2012 version of the Honour Band. If he cannot attend, Harrison opened it up to the board for additional suggestions. Caswell suggested Gillian McKay and Paula Holcombe.

**i) Ottawa Wind Conductors Symposium – Gueulette**

Moved in agenda to after Announcements.

**j) University Liaison – Richardson**

Nothing additional was forthcoming, and no report was submitted.

**k) York Region Wind Conductors Symposium – Gomes**

Gomes stated that we are on track with the symposium at this time.

**7. New Business**

a) Harrison mentioned that a French Horn player is not available for the Honour Band, and the two students on the waitlist are male. It is an issue because there is no extra room in the male residence. Harrison will call the centre and see if we can get extra space.

b) Arcand would like to know if we are OK with the magnet design (see appendix A)? She would like board approval for production of the magnet.

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| <b>Motion to approve up to \$1000 expenditure for production of magnets</b> |
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| Caswell/Kilbride |
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| Carried |
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c) Arcand would like to know who is attending the Annual General Meeting, as she needs numbers so food may be ordered. As well, a reminder that motions need to be in place one month before – by October 3, 2011 – along with available board positions.

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| <b>For Action: Whom from the Board of Directors will be attending the Annual General Meeting?</b> |
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d) Harrison stated that Jessica Kun has started a similar conducting symposium at Wilfrid Laurier University, and it is a unique clinic as it caters to both band and orchestra. Tim Reynish is the clinician. Can the OBA approach Laurier about creating a relationship with them for this clinic?

Caswell said that it hurts our previously scheduled events such as the London symposium. The board suggested that we give it another year to see how it goes.

e) Kissel brought up that the next scheduled board meeting is the evening of October 6, 2011, which is the same night as the upcoming Ontario Provincial election. The board agreed that the meeting will go ahead on October 6 and that everyone should vote before.

Kilbride brought up that the May 24, 2012 meeting is in conflict with her end-of-year concert. Arcand asked everyone to bring alternative meeting dates for May 2012 to the next meeting.

**For Action: Bring alternative dates for the May 24, 2012 meeting to the October 6, 2012 meeting**

## **8. Other Business From May 2011 Meeting**

### **a) Seek out a Chartered Accountant for an Audit**

Kilbride asked if we thought we should go ahead with an audit for this fiscal year? The consensus from the board was that we should consult a Chartered Accountant to see if it is absolutely necessary.

### **b) Who will be attending the Beginning Band Symposium October 1, 2011?**

Arcand asked whom from the board will be attending the Beginning Band Association Symposium on October 1, 2011? Harrison, Kilbride, and Kissel indicated they will attend.

### **c) Need trillium grant advisor**

Gomes said that he had met with a person who has completed a Trillium Grant in July, and that this person stated that they saw the Concert Band Festival is a sort of business initiative for us that it will be hard for us to make money for the festival.

Kilbride replied that we do not make money on the festival.

Gomes continued that this person saw that the concern is that the OBA does not provide a service for the students.

Caswell mentioned that we do provide a number of services, and the board agreed that we should go ahead with an application for November.

Kissel suggested contacting community bands in the area to see who has a Trillium Grant and attain copies of their applications. Caswell will contact local groups to get their files.

Kissel volunteered to try and write the application.

### **d) Additional sponsorship for Concert Band Festival**

Already addressed previously in the meeting.

### **e) Provide two dates and a topic for presentation from each board member.**

Gueulette will go to the University of Ottawa and Queens University to gather additional information and dates. Richardson should be contacted as well for dates.

Harrison and Caswell will present during March Break.

Kissel offered to go at the end of January.

## **9. Adjourn**

### **Motion to Adjourn**

Moved by Gomes, seconded by Kissel

Carried

Meeting adjourned at 9:10pm.

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Sarah Arcand, President

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Mark Kissel, Interim Secretary

**Next Meeting: Thursday October 6, 2011 7pm Upper Canada College**



SUMMARY – FOR ACTION ITEMS  
September 8, 2011

1. For Action: Whom from the Board of Directors will be attending the Annual General Meeting?
2. For Action: Which member(s) of the OBA Board of Directors will be attending the Canadian Band Association meeting November 25-26 in Toronto?
3. For Action: Bring alternative dates for the May 24, 2012 meeting to the October 6, 2012 meeting