



AGENDA of this the 3rd Meeting of the 2012/2013
Board of Directors
Thursday May 23, 2013
7:00pm
Upper Canada College - Toronto, Ontario

1. Call to Order
2. Adoption of Agenda
3. Ratification of Board of Directors Meeting Minutes of February 10, 2013
4. Ratification of Executive Directors Meeting Minutes of April 10, 2013
5. Ratification of Executive Directors Meeting Minutes of April 27, 2013
6. Announcements
7. Ontario Trillium Foundation Grant
8. Executive Reports
 - a. President - Gomes
 - b. President-Elect - Kilbride
 - c. Treasurer - Dupuy
 - d. Secretary - Kissel
 - e. Past-President - Arcand
9. Directors & Positions of Responsibility Reports
 - a. Beginning Band - Kilbride
 - b. Chamber Music Festival - Tucker
 - c. Concert Band Festival - Caswell
 - d. Development - Dickson
 - e. Industry - Reesor
 - f. Jazz - Gaumont
 - g. Membership - Aitken
 - h. Ontario Provincial Honour Band - Harrison
 - i. University Liaison - Richardson
 - j. York University Wind Conductors' Symposium - Gomes
10. Business from Previous Meetings
11. New Business
 - a. Elections & AGM business 2013
 - b. E-newsletter
 - c. Membership Dues & Form
 - d. Directors Insurance
 - e. Concert Band Festival Account Merger
 - f. Honour Band Display

12. Adjournment

Future Meeting Dates:

- Saturday June 1, 2013 @ Agincourt CI - 2pm (after honour band listening session)



**ONTARIO
BAND
ASSOCIATION**

Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: President

Director: Tony Gomes

Activities since last report:

(1) Attended a virtual OMEA meeting on March 25, 2013.

Lots of discussion concerning Momentum 2013 in Niagara Falls.

Sound Scapes 2014 will under the direction of Helen Cocker.

Abolishment of Itinerant Music programs a major concern.

(2) OMEA used AdobeConnect that was very stable and made efficient use of meeting materials. I highly recommend us look into using it.

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

Attend next OMEA meeting

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

(1) Honour Band information should be sent to OMEA for all teachers to read.



ONTARIO
BAND
ASSOCIATION

Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: President-Elect

Director: Andria Kilbride

Activities since last report:

- Nothing to Report

Action Items pertaining to this report for *Director*

Action Items pertaining to this report for *Board*



ONTARIO BAND ASSOCIATION

Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Treasurer

Director: Donna Dupuy

Activities since last report:

1. Processed expenses for: CBF, OTF, Operating
2. Submitted preliminary Information Return for audit (see below for R&E overview)
3. Paid CBA dues and insurance
4. Reworked expense form to reflect mileage discrepancy

Statement of General Account at 20 March 2013

Current Balance	BBS	\$2,366.38	
Current Balance	CBF	(\$7,572.95)	
Current Balance	CMF	\$180.00	
Current Balance	Jazz	(\$916.57)	
Current Balance	OPHB	\$3,571.78	
Current Balance	WCS	\$2,219.91	
Current Balance	Scholarships	\$1,140.00	
Current Balance	Contingency	\$424.00	
Current Balance	Operating	\$2,362.87	
Current Balance	OTF	\$20,751.59	
	Total General Ledger		\$24,527.01

Upcoming expenses

- WCS, CMF

Outstanding Revenue

- WCS (not showing on statement above)
- CMF

Action Items pertaining to this report for *Director*

- Reconcile Festival Account and General Account for 2012 Information Return and GST/HST rebate
- Process fee payments for L. DiVeto

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

- Discuss CBF finances and the amalgamation of accounts
- Reiterate process of application for the use of OTF funds
- Discuss the need for an audit – not required by CRA this year, but may be necessary for grant applications
- Discuss our R&E for 2012 – please note the severe losses we are incurring in the CBF account

Preliminary Revenue and Expense Statement for 2012

Revenue Category	GA as at 31 December 2012		CBF as at 31 December 2012	
Donations and Sponsorship	\$9,950.00		\$0.00	
Membership, Dues, and Association Fees	\$30,895.00		\$1,578.00	
Fundraising	\$1,033.38		\$0.00	
Sales of G & S	\$1,660.00		\$0.00	
Bank Charges	\$0.00		\$0.00	
Other Revenue	\$2,478.50		\$34,789.17	
Total	\$46,016.88		\$36,367.17	
				\$82,384.05
Expense Category	GA as at 31 December 2012		CBF as at 31 December 2012	
Advertising and Promotion	\$3,552.04		\$141.25	
Travel Expenses	\$6,482.98		\$1,938.78	
Bank Charges	\$377.44		\$256.87	
Licenses, Membership, Dues	\$13,370.10		\$0.00	
Office Supplies and Expenses	\$835.46		\$243.12	
Occupancy Costs	\$10,451.68		\$38,762.67	
Professional and Consulting Fees	\$6,887.82		\$17,120.47	
Donated and Purchased supplies and assets	\$3,099.46		\$135.20	
Other Expenditures	\$4,219.50		\$3,272.81	
Total	\$49,276.48		\$61,871.17	
				\$111,147.65



Current Business Report Template

Submit in electronic format to the Secretary 72 hours preceding a meeting.

Meeting Date: Thursday April 18, 2013

Topic: Secretary

Director: Mark Kissel

Activities since last report:

- Attained three insurance quotes for the Board of Directors and Officer Liability Insurance per year. We currently have blanket insurance coverage through the Canadian Band Association that covers most of what we do (\$2 million liability, coverage for personal vehicle use for business and property loss/damage/theft, amongst others) but does not cover us personally against being sued. If you wish to see the actual quotes, I am more than happy to email them to you:
 - Cooperators - \$1782
 - Volunteer.ca - \$1300
 - Aviva - \$1000We don't need to make a decision today, just for information.
- Wrote three new policies that were passed by the Executive on April 10, 2013
 - Harassment and Discrimination
 - Health and Safety
 - Volunteer Personnel
- Updated travel policy passed by the Executive on April 10, 2013
 - Travel (reduced per kilometer reimbursement to \$0.35/km from \$0.48)
- Executive will meet as the finance committee next week via virtual means to set short and long-term goals for financial policy amendments
- Attended Canadian Band Association meeting in Halifax May 3-4, 2013. Please see attached report for more information regarding pressing issues with regard to the OBA
- The Canadian Revenue Agency (CRA) requires a standardized changes and formatting for the constitution and bylaws of all not-for-profits to be submitted to them by October 2014. The Executive have met as the constitution committee on April 10, 2013 to draft a new constitution and bylaws. Essentially nothing new was added, just reformatting and ordering of items so it conforms to CRA rules
- Began investigating technology to take on-site credit and debit for symposiums and events. Ordered both a Square and Paypal adaptor for use on iPad/iPhones.
- All of us have been in our roles for at least 2 years. It is essential to ensure a timely transition that we all prepare a continuity binder of essential documents and artifacts for the time if and when you decide to move on. I will prepare a template for you to work on over the next little while. Hopefully we may have something in place by the fall.

- I am completing a draft Annual Report 2011/2012 for the OBA. I will refine it and submit it by the next meeting for approval.

Action Items pertaining to this report for *Director*

- Negotiate director and officer liability insurance.
- Work with Web Maestro to attain an online payment form
- Prepare transition binder templates
- Complete Annual Report draft
- Complete OBA Policy Manual
- Refine new OBA Constitution and Bylaws for approval at November AGM.

Action Items pertaining to this report for *Board*

- Receive feedback on policies, financial issues and new constitution



**ONTARIO
BAND
ASSOCIATION**

Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Past president - Donations

Director: Sarah Arcand

Activities since last report:

Looking forward to the November 2013 AGM

Portfolios / Status of director commitment

Assumed:

President: Andria Kilbride

Past President: Tony Gomes

To be elected:

President – Elect: Scott Harrison

Secretary – Mark Kissel

Treasurer – Donna Dupuy

Beginning Band Symposium – Faristeh Pantaky

Jazz Symposium – Allan Gaumond

Industry Rep – Chris Reesor

University Liaison – Colleen Richardson

Provincial Honour Band – Scott Harrison

Development – Chris Dickson

Donations: Sarah Arcand

To be confirmed:

York Winds Conducting Symposium:

Concert Band Festival:

Positions of responsibility

Membership: Heather Aitken

Web Maestro: Pratik Ghandi

UTSC/OBA Chamber Music Festival: Lynn Tucker

Newsletter: Susan Baskin

Action Items pertaining to this report for *Director*

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Action Items pertaining to this report for *Board*

- Are there any positions of responsibility that should be changed into a directorship portfolio?



ONTARIO BAND ASSOCIATION

Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Beginning Band Symposium

Director: Andria Kilbride

Activities since last report:

- Confirmed ACI booking with Dave Lum
- Shelley Jagow – extremely busy at the moment but we will be communicating in May regarding travel plans, assistance from Publisher for travel costs, and schedule
- Demo band will be Mary Evered and the Cardinal Carter Academy for the Arts Beginning Band (ensemble name to be confirmed)
- Brochure/Postcard design has begun
- Sponsorship of \$600 from Harknett has been confirmed
- Reading list: ¼ St. John's choices, ¼ Harknett choices, ¼ OBA choices, and ¼ Shelley Jagow choices
- TDSB has proposed 10 registrations to be added to their PD fund for 2013/2014

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

- Book Catering, Book Hotel, book bus
- Get scores for Cardinal Carter AFA and get reading list started
- Obtain bio from Cardinal Carter AFA
- Confirm dates with Jagow, Arrange Travel for Jagow and Hotel
- Secure sponsorship with St. John's/Yamaha

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

- Would anyone like an afternoon clinic with Shelley Jagow on Friday, September 27th (if she arrives on the Thursday evening) Cost would be around \$200 for 2 hours – could be during school hours or after.
- Discussion Item: BBS 2014 with Sheryl Bowhay
 - ◆ Paul McGarr is very interested in being the Demo band for 2014, but has asked us to change the date and push it forward one week. To October 4th (not September 29th) (Thanksgiving Monday is on October 13)- not a huge departure as our symposium has usually been on the Saturday before Thanksgiving in the past (other than this year)
 - ◆ He has also proposed that we change the location to UCC to accommodate his ensemble. We only supply one bus for the band and he would require 2

- ◆ There is the possibility of using the food services at UCC
- ◆ Change of location may be a pro or con
- ❖ OTF money for “new” initiative: run the Jazz Symposium on the same day at the same location – like a mini conference. Delegates would have the option of attending the morning session BBS and afternoon session Jazz or visa versa, or they could attend the whole day at one symposium



Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: UTSC/OBA Chamber Music Festival

Director: Lynn Tucker

Activities since last report:

- No report submitted.

Action Items pertaining to this report for *Director*

Action Items pertaining to this report for *Board*



**ONTARIO
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Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Concert Band Festival

Director: Mark Caswell

Activities Since Last Report:

- No Report Submitted

Action Items pertaining to this report for *Director*

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Action Items pertaining to this report for *Board*

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**ONTARIO
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ASSOCIATION**

Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Development

Director: Chris Dickson

Activities since last report:

The OBA Twitter account had 15 hits during the Concert Band festival. A couple of students posted pictures of their band which was "reTwitted" to the FaceBook site.

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

Issues arose with regard to postings, confidentiality, etc. on the Twitter and Facebook page.

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

I suggest that the board set a future time to discuss the issues and develop policies which are consistent and compliant with OCT, OSSTF, Guidelines with regard to social media.



ONTARIO
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Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Industry

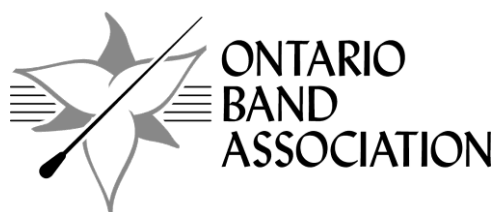
Director: Chris Reesor

Activities since last report:

Nothing to report at this time

Action Items pertaining to this report for *Director*

Action Items pertaining to this report for *Board*



Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Jazz Symposium

Director: Allan Gaumond

Activities since last report:

I have been in contact with Kris Berg to see if he is interested in being our featured clinician this year. His initial response was very positive and we have been able to come to an agreement on fees, so I am happy to confirm that Kris will be this year's symposium clinician! For those of you who don't know, in addition to being a fabulous bassist, Kris is the director of jazz studies at Collin College in Texas, leads an incredible big band, and has published numerous charts for jazz ensemble with Alfred music.

I've also had initial discussions with Mark Della Torre regarding sponsorship. Kris is a Yamaha artist (although not Yamaha Canada), so I will be inquiring about sponsorship possibilities there as well.

Have also had initial discussions with Donna Dupuy about using Appleby College as a host venue again.

Have also had initial conversations with Russ Weil of Hamilton All Star Jazz to see how musicians from this organization can be involved once again.

Since April 23, 2013:

Have discussed the program with Kris and confirmed what it will look like.

Have confirmed the Appleby College as our host venue again this year

Have confirmed HASJB as a demo band.

Compiled most of the brochure details.

Action Items pertaining to this report for *Director*

- Firm up facility details
- Continue to explore sponsorship possibilities
- Begin assembling details for this year's brochure
- Re-connect with Mark Della Torre re: sponsorship
- Complete brochure details and send to Pratik for formatting.

Action Items pertaining to this report for *Board*

- Any information that can be provided regarding the booking of flights, accommodations, etc. would be appreciated. Do we have specific airlines or hotels that we typically use?



Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Membership / Concert Band Festival

Director: Heather Aitken

- Mass e-mails to membership sent out:
 - March & April e-newsletter links
 - OPHB auditions promotions
 - Chamber Music Festival promotions
 - National Youth Band recall audition notice
 - *Canadian Winds* electronic version notices

- Attendance at York Conducting Symposium registration (and subsequent processing of new memberships)
- Responses to numerous queries from new Regional Co-ordinator DiVeto
- Mailing list prepped & sent to CBA for spring issue of *Canadian Winds*

- Finals of Concert Band Festival financials to Treasurer

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

- I will not be at the June 2013 meeting

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

- See E-newsletter report for re-formatting proposal



Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: E-Newsletter

Director: Heather Aitken & Susan Baskin

- Produced 9-page job responsibility document for *In Harmony* editor position
- 2-hour meeting/training session with Susan
- Susan will work with Pratik to produce the May & June 2013 issues, with Heather "hovering"/providing assistance & advice as needed

Action Items pertaining to this report for *Director*:

Action Items pertaining to this report for *Board*:

- "News from the Board" section responsibility for 2013 (deadline is the 25th of the previous month)
 - Donna – May
 - Tony – June

NEW BUSINESS/PROPOSAL FOR DISCUSSION AT JUNE MEETING:

We would like to put forward for discussion, the proposal to re-format the newsletter to a bi-monthly "publication" starting September 2013. Issues would be Sept/Oct, Nov/Dec, Jan/Feb, March/April, and May/June, and the link would be e-mailed out the second week of the first month of each issue. Submissions/contributions deadline could be the last day of the previous month (e.g. August 31st for the Sept/Oct issue).

Here are the arguments for this change (in no particular order):

- It would lighten Pratik’s load, especially during peak busy seasons when he’s preparing brochures and working on CBF. This is important to ensure that we don’t burn him out or drive him crazy!
- We know readership can be somewhat low – perhaps with having only five issues a year, people might actually be tempted to read it more thoroughly to make sure they don’t miss anything over the course of eight weeks
- It would help address the ongoing issue of sourcing content – especially feature articles. Five of anything is a lot easier to get than ten! And speaking of articles – it would be great if symposium directors, Scott, Mark C and/or Lynn could speak directly with their guest clinicians, conductors, and adjudicators regarding contributing to the newsletter. For example, for 2013/14:
 - Sept/Oct – Shelley Jagow or Jazz symposium clinician
 - Nov/Dec – Robert Sheldon or Cam Rawlins
 - Jan/Feb – a CBF adjudicator (or Sheldon or Rawlins if they both want to write)
 - Mar/Apr – York conducting symposium clinician
 - May/June – Chamber Festival adjudicator or one of the previously mentioned if we have “extra”
- The beefier newsletters would still look good to advertisers and other potential sponsors, and would still add a level of credibility to the organization that the newsletter has always done.
- Fewer board members would have to be harassed to produce “News from the Board” each year
- No other band association publishes 10x a year – most are bimonthly, and some as few as three a year

The one down-side:

- Less revenue dollars from advertisers. I don’t see how we could charge what we are now (\$135 for ten issues). I would suggest either \$70-\$75 for ten issues. Keep the single issue rate at \$20.



Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: Ontario Provincial Honour Band

Director: Scott Harrison

Activities Since Last Report

Promotion:

- Mailed packages of brochures to London Central and Banting in London
- Sharon Fitzsimmons touring Simcoe Region high schools to promote (Thank you to Sarah for helping with this)
- Personally contacted Laurie Hamilton at Canterbury (Ottawa), will encourage auditions
- Dave G – emailed all Ottawa music teachers (Thanks, Dave!)
- Thank you Heather for sending mass email on April 15th

Listening Committee

- June 1st, 2013 – 10am
- ACI - Confirmed
- Want to build on attendance of 2012 – 8 people...
- Conflict for me to be involved with decision making as MDHS will be sending 30+ auditions – I can run a room, need for more directors to be present

Sponsors:

Harknett – Music, confirmed
OMEA/CMIEC – Letter sent to Della Torre and Gueulette - Waiting
Alfred to pay Sheldon travel fee - Booyah
Sheldon to give a clinic at OMEA – Reading session – Sponsored by Harknett
Trillium funding to cover Jeff Wrigglesworth Scholarship winner (\$250)

Auditions

Please promote...

Deadline extension to be announced May 6th. Extended to May 24th

Other:

Hotel booked in Niagara – Fallsview Radisson, Breakfast included in price.

Crieff deposit paid (thank you Donna!)

- Added breakfast to the contract... a lot easier this way.

Geoff Houghton & Yamaha look to be interested in continued support for soloists

- True North Brass for 2014, Clarinet for 2015

Crieff no longer suits our size. Booked JP again for 2014 and 2015

Sign being designed by a parent. Attractive to kids, shows fun and serious moments.–

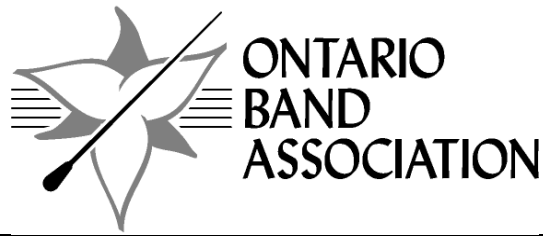
In Talks with...

Action Items pertaining to this report for *Director*

- Promote the crap out of auditions
- Finalize all things sign.

Action Items pertaining to this report for *Board*

- Continued support and promotion, bring on the ideas!
- **Listening committee is June 1st.**
- Promote auditions to teachers/friends/students/people on the street



Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: University Liaison

Director: Colleen Richardson

Activities since last report:

UWO and Queens accepted our offer of a free clinic. Mark Kissel did presentations at both schools. Below is his summary:

Here's an update of the presentations I made on behalf of the OBA to universities this year:

On Wednesday March 20, 2013 I presented to the MESA students at Western University in London, Ontario. While it was not a large turnout, a lively discussion ensued following a 45 minute presentation discussing recruitment and retention initiatives in schools. Overall a successful night and a wonderful opportunity to talk to university students.

Friday April 5, 2013 saw me present to I/S Music Education students at the Faculty of Education at Queen's University in Kingston, Ontario. This group of 22 students offered some excellent insight into recruitment and retention strategies from their own experiences, asked some great questions and I had to be cut off by their instructor! It was a great time and I hope to go back again soon.

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

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



Director's Report Template

Submit in electronic form to the Secretary 72 hours preceding a meeting.

Meeting Date: April 18, 2013

Portfolio: York / OBA Wind Conducting Symposium

Director: Tony Gomes

Activities since last report:

1. We had a very successful Wind Symposium with 66 participants and 21 conducting candidates.
2. The repertory was well suited for everyone. Lots of variation on the selection of the repertory.
3. Wendy presented a very lively and informative morning and afternoon session that was positive while being very nurturing with all who conducted.
4. The Friday evening show was very successful. All of the students who participated felt very happy to play. For some it was the first time playing for an audience this year.
5. The Canadian Armed forces provided 11 candidates. Bill and I thought we could build a bigger program for them on the Friday afternoon before the Symposium. Discussions with Rita Arendz may build something that will help both the OBA and the CAF.
6. We will have Dr. Glen Price join us next year as our featured clinician.

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

Bill Thomas from York University owes us \$1,000.00 reimbursment.

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



Voting Board Members Present: Sarah Arcand – Past-President (via Skype); Chris Dickson – Development; Donna Dupuy – Treasurer (7:10pm); Tony Gomes – President; Scott Harrison – Honour Band; Mark Kissel – Secretary (via Skype)

Regrets: Heather Aitken – Membership; Susan Baskin – Interim E-newsletter Editor; Mark Caswell – Concert Band Festival; Allan Gaumond – Jazz Symposium; Pratik Gandhi – Web Maestro; Dave Gueulette – Ottawa Symposium; Andria Kilbride – Beginning Band/President-Elect; Farishteh Pantaky – Incoming Beginning Band Symposium; Chris Reesor – Industry; Colleen Richardson – University Liaison; Lynn Tucker – Chamber Music Festival

Guests: Jenna Howells

1. Call to Order

Gomes called the meeting to order at 7:06pm

2. Adoption of the Agenda

The agenda was previously circulated by Kissel.

Gomes asked that a new item under new business be added entitled “Concert Band Festival Proposal” as circulated by Caswell after the agenda went out. There was no opposition and the item was added at the end of the agenda.

Motion to accept the May 23, 2013 Ontario Band Association Board of Directors meeting agenda amended.

Moved by Arcand, Seconded by Harrison

Carried

3. Ratification of Minutes February 10, 2013

The minutes from February 10, 2013 were previously circulated by Kissel.

Motion to approve Board of Director meeting minutes of February 10, 2013

Moved by Dickson, Seconded by Gomes

Carried

4. Ratification of Executive Minutes April 10, 2013

The minutes from April 10, 2013 were previously circulated by Kissel.

Motion to approve Executive meeting minutes of April 10, 2013

Moved by Kissel, seconded by Arcand

Carried

5. Ratification of Executive Minutes April 27, 2013

The minutes from April 27, 2013 were previously circulated by Kissel.

Motion to approve Executive meeting minutes of April 27, 2013

Moved by Gomes, seconded by Arcand

Carried

6. Announcements

Gomes wished to congratulate Harrison on successfully defending his Master of Arts thesis the previous day and for his acceptance into the PhD program at York!

Harrison introduced Jenna Howells, a new member and new teacher with the Toronto District School Board.

7. Ontario Trillium Foundation Grant

Arcand updated the board that the York/Simcoe Regional Coordinator Lisa DeVito had been busy sending out a number of time-sensitive grant applications and had been soliciting numerous in-kind donations that would count against her targets for this year.

Arcand continued that any correspondence with DeVito from board members should have a cc to Arcand so she may maintain a paper trail when reporting to the Ontario Trillium Foundation.

Arcand mentioned that she was in the midst of revising our letter of intent with the Foundation to reallocate \$6,000 due to a number of reasons. Essentially, this will give the OBA lots of flexibility in upcoming initiatives, but she stressed that it was not to be spent on debt. The Board made a number of suggestions, such as equipment and food, that the monies may be used for.

Arcand concluded that a second Beginning Band Symposium was in the works for the region of Simcoe. She initially looked at having it at CFB Borden, but the red tape with the government is almost impossible to circumnavigate, so the idea was dropped. She proposed the idea to Laura Lee Matthie, Secretary of the Ontario Music Educators' Association and music teacher in Orillia for Fall 2014. This has been tentatively approved and the wheels are now in motion. It was proposed to have it take place when the Jazz Symposium traditionally takes place and move it to January 2015. Dr. Colleen Richardson was asked to be the clinician and has tentatively accepted. A discussion ensued concerning industry involvement considering history of this event and proximity to major outlets.

8. Executive Reports

a) President – Gomes

Please see submitted report for more information.

b) President – elect - Kilbride

Please see submitted report for more information.

c) Treasurer – Dupuy

Please see submitted report for more information.

Dupuy led a short discussion regarding amalgamating the OBA general account and the Concert Band Festival account, stating reasons why it is necessary to do so.

Dupuy reminded everyone that if Ontario Trillium Foundation funds are to be used that a standard form must be used.

Dupuy continued that no audit is necessary this year as our revenue is not over \$100,000 for 2013. However, it is an eventuality with the Canadian Revenue Agency as well as for grant applications. It will cost approximately \$5,000 for an audit. A discussion ensued regarding the need for more monies to be directed towards an audit fund.

Dupuy mentioned that we will be receiving approximately \$2,300 in rebates from the GST for the first half of 2012.

d) Secretary - Kissel

Please see submitted report for more information.

Kissel briefly summarized his time as OBA representative at the Canadian Band Association meeting in Halifax May 3-4, 2013. A report was attached.

Kissel went over the importance of attaining Director's insurance and went over the three quotes he attained. It was decided that this is a necessary item to get and Kissel will make the necessary arrangements to have it started for September 1, 2013.

Kissel briefly went over the three new policies that were approved by the Executive and the update to the Financial policy. These are all necessities in order to attain Director's insurance.

Kissel mentioned the necessity to update and submit a new constitution that conforms with the CRA by October 2014. He will work on it over the summer.

Finally, Kissel has been working with Gandhi to implement online payments and attain an e-reader for on-site transactions at events. Hope to have both in place and working by the fall.

Guest Jenna Howells brought up the subject of mentorship and the necessity to have it. Kissel briefly outlined an online program that could work. Dickson and Arcand suggested that this might be an area to work on under Development. Although the OBA had a mentorship portfolio, it was discontinued in 2007. Kissel will connect with Dickson to propose an initiative that may be started in the Fall.

e) Past President – Arcand

Please see submitted report for more information.

As the elections chair, Arcand briefly mentioned that she has nominees for every position for the Annual General Meeting in November contained in her report.

9. Director Reports

a) Beginning Band Symposium – Kilbride

Please see submitted report for more information.

b) Chamber Music Festival – Tucker

No report submitted.

c) Concert Band Festival

Report was submitted late. Please see submitted report for more information.

d) Development – Dickson

Please see submitted report for more information.

e) **Industry – Reesor**

Please see submitted report for more information.

Kissel briefly outlined the CBA's proposal for a Yamaha National Jazz Band and the OBA's involvement with it for late January 2014. Essentially, Yamaha would do most of the work, including auditions, clinicians, conductor and soloists while the OBA would be helping out with logistics on the ground. Kissel will discuss this with Steve Butterworth at Yamaha to flesh out details.

f) **Jazz – Gaumont**

Please see submitted report for more information.

g) **Membership/E-newsletter – Aitken**

Please see submitted report for more information.

Kissel wished to thank Baskin on an excellent first edition of the e-newsletter.

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

Please see submitted report for more information.

i) **University Liaison – Richardson**

Please see submitted report for more information.

j) **York/OBA Wind Conductors Symposium – Gomes**

Please see submitted report for more information.

10. Business from Previous Meeting

No business was held over from previous meetings.

11. New Business

a. Elections

This item was already discussed in the Past-President report. The slate as it stands now includes the following individuals and positions:

Assumed:

President: Andria Kilbride

Past President: Tony Gomes

To be elected:

President – Elect: Scott Harrison

Secretary – Mark Kissel

Treasurer – Donna Dupuy

Beginning Band Symposium – Faristeh Pantaky

Concert Band Festival – Mark Caswell

Jazz Symposium – Allan Gaumont

Industry Rep – Chris Reesor

University Liaison – Colleen Richardson

Provincial Honour Band – Scott Harrison

Development – Chris Dickson
Donations: Sarah Arcand

Positions of responsibility

Membership: Heather Aitken
Web Maestro: Pratik Ghandi
UTSC/OBA Chamber Music Festival: Lynn Tucker
Newsletter: Susan Baskin

- b. E-newsletter to 5 issues from 10. Will change in constitution.
The incoming editor wished to reduce the number of issues from 10 per year to five. This was generally supported by the Board and Kissel will change this for in the constitution revisions.
- c. Membership Fees Increase
Dupuy stated that we needed to increase our membership fees for student and full members by \$5 beginning September 2013, as well as our fees for each of our events by the same amount with the exception of the Provincial Honour Band, due to increased operating costs and the general cost of doing business.
The costs will be as follows:
Regular Membership: from \$45 to \$50 per year
Student Membership: from \$30 to \$35 per year
Industry and Life Membership: no charge

There was general agreement to this. Kissel mentioned that this would need to be affirmed at the AGM in November.

<p>Motion to increase membership fees and all event fees by \$5 with the exception of the Honour Band beginning September 1, 2013.</p> <p>Moved by Dupuy, seconded by Gomes</p> <p style="text-align: right;">Carried</p>
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- d. Director's Liability Insurance
This item was discussed under the Secretary's report. Kissel was directed to attain Director's Liability Insurance for September 1, 2013 with the lowest cost provider, at \$1,000 per year.

<p>Motion to attain Director's Liability Insurance to begin September 1, 2013 to cost no more than \$1,000 per year</p> <p>Moved by Kissel, seconded by Dupuy</p> <p style="text-align: right;">Carried</p>
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- e. Concert Band Festival Account Merger
This item was discussed under the Treasurer's report. There was general agreement to implement this as soon as possible.

<p>Motion to merge the Concert Band Festival accounts with the Ontario Band Association general accounts as soon as feasible.</p>
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Moved by Dupuy, seconded by Harrison

Carried

f. Honour Band Display

Harrison presented a student-made Ontario Provincial Honour Band display banner that may be used in all promotional activities by the Band. Arcand mentioned that payment would be coming out of the Trillium Foundation monies. Dupuy agreed. Kissel stated that no motion was necessary as long as monies were from the OTF.

g. Concert Band Festival Proposal

At the end of Caswell's late report, he stated that some significant changes will be coming in the next few years. Kaylee Longman is no longer able to fulfil her duties with the festival and has had to step down. Caswell and Aitken will do the same at the conclusion of the 2015 festival, giving the OBA two years to find and train his successor. Further, it was suggested at the conclusion of this time that this and the UTSC/OBA Chamber Festival be made Positions of Responsibility and that they be under the purview of an Executive member to facilitate oversight and transparency. Gomes suggested this and that a permanent committee would be set up to look over things. Since this was coming in so late and that people hadn't had a chance to digest it, that it be discussed in more detail at the next meeting on June 1st, 2013.

12. **Adjourn**

Motion to Adjourn

Moved by Harrison, seconded by Kissel

Carried

Meeting adjourned at 8:57pm.

Tony Gomes, President

Mark Kissel, Secretary

Next Meeting: Saturday June 1, 2013 2:00pm @ Agincourt CI