



AGENDA of this the 5<sup>th</sup> Meeting of the 2012/2013  
Board of Directors  
Monday September 9, 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 June 1, 2013
4. Announcements
5. Ontario Trillium Foundation Grant
6. Executive Reports
  - a. President - Gomes
  - b. President-Elect - Kilbride
  - c. Treasurer - Dupuy
  - d. Secretary - Kissel
  - e. Past-President - Arcand
7. 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
8. Business from Previous Meetings
9. New Business
  - a. Web Maestro
  - b. Development Portfolio
10. Adjournment

**Future Meeting Monday October 14, 2013 at place TBD**



**ONTARIO  
BAND  
ASSOCIATION**

**Director's Report Template**

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

Meeting Date: September 9, 2013

Portfolio: President

Director: Tony Gomes

**Activities since last report:**

- (1) Work on the new Composition initiative with Chris Dickson. Chris has worked through a number of good ideas that will be presented at the September meeting.

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

1. Attend next OMEA meeting  
Attend CBA meeting on Friday, November 22, and Saturday November 23

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: September 9, 2013

Portfolio: President-Elect

Director: Andria Kilbride

**Activities since last report:**

- Assisted Arcand and YSRC with information for grants
- Participated in L&M Golf Tournament with Gomes and Kissel
- Advised S. Baskin that her interim position of *In Harmony* Editor had ended Aitken's return.

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

- Contact Sharon about magnets
- Assist in preparation for AGM

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

- Do we want to put the OBA magnets in the OMEA conference bags again? Something new?
- we need confirmed dates for 2014 events



ONTARIO  
BAND  
ASSOCIATION

**Director's Report Template**

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

Meeting Date: September 9, 2013

Portfolio: Treasurer

Director: Donna Dupuy

**Activities since last report:**

Report to be circulated to board September 8, 2013.

Action Items pertaining to this report for *Director*

Action Items pertaining to this report for *Board*



## Current Business Report Template

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

Meeting Date: Thursday September 9, 2013

Topic: Secretary

Director: Mark Kissel

Activities since last report:

- Working with Treasurer to sign Aviva insurance to attain Board of Directors and Officer Liability Insurance.
- Working with Yamaha as Canadian Band Association liaison for creation of National Jazz Band. Next meeting in mid-September
- Attended Long & McQuade/OBA golf tournament with Tony Gomes & Andria Kilbride

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
- Attend Canadian Band Association meeting November 22-23 in Toronto.

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

- Explore reviving Mentoring portfolio after suggestions from previous two Board of Director meeting



## Director's Report Template

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

Meeting Date: September 9, 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 Gaumont

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*

- Review advocacy element of the Trillium Letter of Agreement

Action Items pertaining to this report for *Board*

Community Foundations: There are many local community grants that require a contact to live in that area. What are the Board's thoughts on reviving the locals idea once again.

**Donations**

Lisa would like to get a contact list for conductors, adjudicators and clinicians we've used over the years and prepare a donation letter to be sent under Tony or Andria's signature in the fall. She would also like to email a selection of current and expired teacher members to test their donation potential. For various reasons, she don't expect the response will be strong but think it's worth testing, given the numbers and the Trillium agreement



# ONTARIO BAND ASSOCIATION

## Director's Report Template

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

Meeting Date: September 9, 2013

Portfolio: Beginning Band Symposium

Director: Andria Kilbride

### **Activities since last report:**

- Brochure distribution done: sent electronically to University profs, TDSB, PDSB, HDSB, Independent schools, OISE summer music students, New Beginnings Students, DDSB,
- Hard copy sent to all OBA members, YRDSB, TCDSB,
- Registrations are trickling in (data as of September 5, 2013)
  - 3 @ \$75
  - 2 @ \$45
  - 7 @ \$50
  - 5 @ \$0
- TDSB has offered 7 registrations to their teachers (no membership)
- Hotel booked: Monte Carlo Inn (Warden and Denison) \$99.90/night (3 nights) King bed, breakfast included. (charged to credit card)
- Agenda for the day has been decided upon. Reading session in am, clinician in pm
- Cardinal Carter's band size has not been set yet....They will be performing 2 pieces
- Shelley arrives on Thursday, September 26th. Leaves on Sunday, September 29th. She is driving from Ohio
- Friday clinics: Appleby Friday am. Carter at 1:30 pm
- Sponsorship request letters have been sent to Yamaha/St. John's and Harknett (Both confirmed)
- Reading session lists are complete. Prepared by Pratik (St. John's) and Mike (Harknett), Shelley was asked to contribute 6-8 of her favourites.
- Catering Booked
- ACI booked and confirmed

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

- Book Bus for Cardinal Carter band – Farishteh?
- Book Pizza lunch for Carter band – Farishteh?
- Get packages ready for delegates
- Shop for morning snacks



Action Items pertaining to this report for *Board*

- Promote!
- Who will attend on September 28?
- Donna: Please get a US Bank Draft for \$1000 made out to Shelley Jagow
- Donna: Please invoice Toronto District School Board for 7 registrations @\$50 for a total of \$ 350
- Donna: Please invoice Yamaha, St. John's and Harknett Music for \$600 for BBS Sponsorship



**Director's Report Template**

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

Meeting Date: September 9, 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 BAND ASSOCIATION

## Director's Report Template

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

Meeting Date: September 9, 2013

Portfolio: Concert Band Festival

Director: Mark Caswell

### **Activities Since Last Report:**

- offered a detailed proposal to the board of directors outlining my plans for my future involvement with the OBA and the festival
- details can be found in the April/May report
- Have booked Le Parc for the festival (Feb 10, 11, 12, 13<sup>th</sup> 2014)
- Have booked Le Parc for the Directors Social (Friday Feb 21, 2014)
- Confirmed three adjudicators so far – Wendy McCallum, Andrew Mast and Brent Ghiglione. Have three outstanding offers to Scott Lubaroff (University of Central Missouri) and Leah McGray (Rhodes College). Proceeding carefully ... next on the list are Andy Trachsel (Ohio University) and Peter Habermann (Concordia College Minnesota). Have also confirmed Mary Ann Fratia to fill in time slots.
- Have shut down the local account – all finances to go through Donna and the central bank account.

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

- Continue to book adjudicators
- Chase Pratik for the new brochure (just modifying dates)
- Distribute brochure electronically and snail mail
- Update/modify the syllabus
- Find another “Pratik” who can work the 2<sup>nd</sup> hall

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

- Carefully look at the available budget for this coming festival (all finances are out of my hands). In other words, I'll just spend the money ... Donna will be writing the cheques and the board will be sorting out the revenue/expense stream!
- Find another “Pratik” who can work the 2<sup>nd</sup> hall



## Director's Report Template

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

Meeting Date: September 9, 2013

Portfolio: Development

Director: Chris Dickson

### **Activities since last report:**

- Discussion and pre planning has begun with regard to an outreach program which will promote more Canadian Content in the Concert Band Repertoire.
- A proposal has been prepared and will be presented at the meeting.

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

- Once the proposal has been approved, the next steps, as outlined in the proposal will be initiated.

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

- Further action will be required by the Treasurer, President and the Secretary so the program can be implemented fully.



**ONTARIO  
BAND  
ASSOCIATION**

**Director's Report Template**

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

Meeting Date: September 9, 2013

Portfolio: Industry

Director: Chris Reesor

**Activities since last report:**

I feel I should report this month on the health and well being of one of the industry who supports our events. Allan Ash, formerly of Yamaha and currently involve with several other manufacturers like Pearl and Adams, is quite ill with cancer. Allan is now home from the hospital and the family is trying to keep him comfortable. Unfortunately his body has resisted all the chemo medications that have been tried and there are no further options planned other than to keep him comfortable. The family welcome any contact whether through a visit, a phone call or an email; whatever you feel is appropriate. They are home most of the time and would welcome a visit since family and friends have been their constant support throughout this journey. Allan responds especially well to visits lately although he does get tired easily and they often end up sitting with him at either his bedside or while he rests on the couch. If you wish to contact him, please let me know and I can provide contact information for you.

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: September 9, 2013

Portfolio: Jazz Symposium

Director: Allan Gaumond

**Activities since last report:**

- Kris has booked his flight
- sponsorship with L&M confirmed
- brochure sent out electronically

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

- Mail out postcards
- Book accommodations for Kris
- Confirm reading material with Kris .

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

- I am unavailable to pick up Kris on the Friday when he arrives. Is anyone else able to do this and take him to his hotel, which will be in the Oakville area? His flight arrives at 9:00 p.m. that night. Please contact me if you can assist.
- Assist with promotion



## Director's Report Template

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

Meeting Date: September 9, 2013

Portfolio: Membership / Concert Band Festival

Director: Heather Aitken

Activities since last report:

As of September 9<sup>th</sup>, will have:

- Sent updated mailing lists to Mark Caswell re: the fall mass e-mailing of CBF brochures
- Sent updated mailing list to Kilbride re: registration of BBS symposium
- OPHB audition recall, September e-newsletter, and BBS promotion e-mails out to the membership
- 9 advertisers have confirmed their ad renewals for the e-newsletter (Music Tech, Atlantic & Toronto Music Festivals, School's Out Tours, TYWO, St. John's, Long & McQuade, Cosmo, Harknett Music, GaZeBo Music) 2 still to confirm – Éditions GAM, and KI Concerts
- I will be able to attend the BBS, Jazz symposium, and York symposiums
- **Due to my new 9-5p.m. job I will not be able to attend the OMEA conference**

Action Items pertaining to this report for *Director*:

- The last half of last year's batch of Music literacy t-shirts still need to be sold (decreased attendance at last year's OMEA hampered sales). Shirts last year covered the cost of the purchase. This year's profits could pay for a new sign to replace the old, large, pink thing. **This will require other OBA members/board to staff the booth at the OMEA conference.**
- **Newsletter:** Due to my new job we definitely need to find someone to take over the newsletter. With it now being only 5 issues per season, it might be easier to find someone.
- **Membership Duties:** Due to my new job we also need to be seriously looking for someone to take over the membership/membership communication duties. I am in the process of putting together a job description.

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

- As per my e-mail to some of the Board in August re: “News from the Board” section of the newsletter – (deadline is still the 25<sup>th</sup> of the previous month). Please don’t make me chase and beg you this year:
- **Nov/Dec – Andria** – new OBA President, update about the AGM (newsletter will go out *after* the AGM), etc., etc., etc.,
- **Jan/Feb – Mark** – CBF update, change of Directors’ Social date, promote York symposium & CMF registration
- **March/April – Scott** – promote CMF, OPHB, and whatever else has come up
- **May/June – Sarah** – season wrap-up, update of fund-raising/sponsorship efforts





## Director's Report Template

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

Meeting Date: September 9, 2013

Portfolio: Ontario Provincial Honour Band

Director: Scott Harrison

### **Activities Since Last Report**

#### **Promotion:**

- Designed an evaluation schedule to try and increase audition count
- Had positive feedback from a few teachers about it, will incorporate
- Video tutorials done, OPHB ones posted on YouTube channel

#### **Listening Committee**

- 2013 – 15 people in attendance. 2 Members of the Board. (?!), Elementary ones coming when video guy edits them
- May 31<sup>st</sup>, 2014
- Please make every effort to attend

#### **Sponsors:**

- Harknett – Music – donated, in lieu on \$500 for OMEA sponsorship
- OMEA/CMIEC – Confirmed - \$2500
- St. John's – Percussion – Waiting to confirm (need to talk to Andy yet)
- 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)
- Students concerts being organized – Nelson high school and... hopefully WCI

#### **Auditions**

- Promotion to start early for schools on semestered system
- Sent out an evaluation schedule to include auditions in a grade 11 class

#### **Other:**

- Hotel booked in Niagara – Fallsview Radisson, Breakfast included in price.
- Crieff paid in full (thank you Donna!)
- Added breakfast to the contract... a lot easier this way.
- Friday Night dinner Tony Roma's at the Hotel.
- Looking into hiring a photographer for Group Niagara Falls shot
- Geoff Houghton & Yamaha look to be interested in continued support for soloists  
True North Brass for 2014, Clarinet for 2015
- AGM 2014 – Date/Time – Possible conflict with me/OPHB

Action Items pertaining to this report for *Director*

- Prepare for OPHB '13

Action Items pertaining to this report for *Board*

- Continued support and promotion, bring on the ideas!
- Promote auditions to teachers/friends/students/people on the street
- Next Listening Committee – May 31<sup>st</sup>, 2014



ONTARIO  
BAND  
ASSOCIATION

**Director's Report Template**

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

Meeting Date: September 9, 2013

Portfolio: University Liaison

Director: Colleen Richardson

**Activities since last report:**

- No Report Submitted

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: September 9, 2013

Portfolio: York / OBA Wind Conducting Symposium

Director: Tony Gomes

### **Activities since last report:**

- (1) Pratik updated the web site to reflect Glen Price
- (2) Glen and I meet to discuss details about the Symposium. He is willing to try "something new"

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

1. Confirm rep
2. Get Brochures for September

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