



# Director's Report

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*President*

*Andria Kilbride*

**Saturday, June 7 / Agincourt CI / following OPHB listening session**

*Submit in electronic format to SECRETARY by the THURSDAY, JUNE 5.*

## **Activities since last report:**

CBA Meeting in Alberta

- we sent our regrets to this meeting
- CBA is considering making "Midwest" an option for a meeting location
- President Darrin Oehlerking will be presenting at the Steves Music Band Reading session this summer
- CBA Ontario is hosting National Youth Band in 2015

OMEA Meeting in Mississauga, May 31, 2014

- Both Scott and I attended the morning portion of the meeting
- Coalition is redoing the Champions poster
- OMEA launching their new website soon and spending \$3000 for someone to help out with getting online membership payment up and running. Amalgamating 2 websites.
- discussion around Bill PPM157 "keeping our kids safe at school". Gov't starting to target art rooms, music rooms etc.
- Tony Leong needs articles

BBS 2015

- sent email to York, UofT, Western, Laurier, Ithica to gauge interest on a Jodie Blackshaw clinic
- Western will be able to confirm in the fall
- Ithica thought it was this year (they will probably be in for 2015)
- UofT forwarded me to the Education department and the representative there is looking into how it can fit with their courses
- no word from York or Laurier

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

- Write letter to mail to York, Laurier to follow up on email
- Gauge interest from TYWO, local schools and community bands to see if they would like Jodie for a clinic or rehearsal
- Review Harassment policies.....I promise!

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

CBA

- Please pass along potential authors to Tim Maloney for the Canadian Winds

OMEA

- Pass along articles to Tony Leong for the Recorder

OBA

- L/M and OBA golf tournament on July 3. Arcand and Kilbride attending.....anyone else?
- Social gathering for board members and their kids/spouse on June 22<sup>nd</sup> at Kilbride's house 2-5pm. Drinks and appies. Please RSVP with number attending by June 15!!!!!!!!!!!!



# Director's Report

*Treasurer*

*Donny Dupuy*

**Saturday, June 7 / Agincourt CI / following OPHB listening session**

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## **Activities since last report:**

- Work on 2013 IR – Amalgamating account data from FY2013
- CBF Financial Report – interim and Financial Statement for SOCAN grant
- Payments and invoices
- Bank Reconciliations

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

- Complete Information Return for 2013
- Complete GST/HST Rebate for 2013
- Explore auditing options for FY2013
- Connect with CR for Yamaha sponsorship details
- Outstanding Invoice Reminders to Sponsors

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

- ANY outstanding financial items from 2013 must be received by 6/10/2014 or they will not be processed and the books will be closed (this applies particularly to expense reports)!
- MC or AK – need an invoice from Le Parc for the deposit for the 2015 Festival

Financial Information:

### 2014 Revenue and Expenses

Opening Balance 1 January 2014		\$81,172.92
<b>Revenue (as at 6 June 2014)</b>	\$40,497.51	
<b>Expenses (as at 6 June 2014)</b>	-\$98,765.87	
	-\$58,393.81	
<b>Current Cash in Bank</b>		\$25,851.59

### Revenue and Expenses by Symposiums Active January-May 2014

Symposium	2014 Budget Allocation	Revenue	Expenses	Current Balance (as at 6/6/2014)
CMF	\$0.00	\$1250.00	\$1,150.00	\$100.00 (Membership)
Operating	\$6,450.00	\$275.37	\$3,849.31	\$2,876.06
OPHB	\$5,775.00	\$3,330.00	\$1,374.08	\$7,730.92
WCS	\$250.00	\$1,844.26	\$2,229.42	\$135.16 (USD Exchange put event over budget)

## Concert Band Festival - Budget 2014

	CBF 2014 Budgeted	CBF 2014 Actual at 3 June 2014	Notes
<b>Revenue</b>			
Donations and Sponsorship	\$ 10,000.00	\$ 11,415.00	Actual \$4225, \$9150 in sponsorship invoiced
Membership, Dues, and Association Fees	\$ 45,600.00	\$ 48,245.00	
Fundraising	\$ 1,000.00	\$ 1,000.00	expecting Socan Sponsorship
Sales of Goods and Services			
Bank Charges			
Other Revenue			
OTF Transfer/Payments			
Budgeted from General Account	\$ 10,650.00	\$ 10,650.00	
	\$		
<b>Total Revenue</b>	<b>67,250.00</b>	<b>\$ 71,310.00</b>	
<b>Expenses</b>			
Advertising and Promotion	\$ 1,200.00	\$ 1,447.33	
Travel Expenses	\$ 4,500.00	\$ 5,519.85	
Bank Charges	\$ 50.00	\$ 100.00	
Licenses, Membership, Dues	\$ -		
Office Supplies and Expenses	\$ 1,000.00	\$ 1,097.19	
Occupancy Costs	\$ 37,000.00	\$ 37,945.38	
Professional Services	\$ 20,000.00	\$ 22,344.83	
Donated and Purchased Supplies and Assets	\$ 3,000.00	\$ 2,359.33	
Other Expenditures	\$ 500.00	\$ 4,772.69	
	\$		
<b>Total Expenses</b>	<b>67,250.00</b>	<b>\$ 75,585.60</b>	
<b>Net Profit/Loss</b>	<b>\$ -</b>	<b>\$ (4276.60)</b>	



## **Director's Report**

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*Secretary*

*Steffan Brunette*

**Saturday, June 7 / Agincourt CI / following OPHB listening session**

*Submit in electronic format to SECRETARY by the THURSDAY, JUNE 5.*

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

The report template was adjusted to reflect the proper communication channel for director's reports. The header now reads that reports are to be sent to the Secretary.

A checklist of previous action items was added to the agenda, based on a suggestion from the previous meeting. This will allow for a quick summary of these tasks before the discussion of new reports begins.

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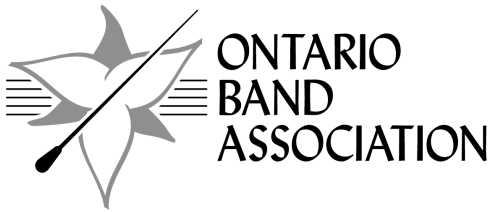
### **Action Items pertaining to this report for Director:**

Meet with Kilbride to examine other Human Rights Policies and help develop policies for the OBA.

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

None.



## **Director's Report**

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### ***Concert Band Festival*** ***Mark Caswell***

**Saturday, June 7 / Agincourt CI / following OPHB listening session**

*Submit in electronic format to SECRETARY by the THURSDAY, JUNE 5.*

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

- No specific activities
  - However, I did receive notification from Le Parc regarding our rental fee ... surprise!
  - Dear Mark .. Attached please find your Function Agreement for the 2015 OBA Band Festival for your review. Please sign and return a copy with a deposit of \$5,000. Looking ahead to the following year, please be aware that the rental rate has been set at \$36,000 for the four-day period of the Festival. If the Sunday is available for set-up, of course, you will be welcome to do so at no additional charge.
- All the best -

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

- I am currently investigating an alternative location (Markham Fair Grounds)
- I will also investigate other locations
- I would like to begin planning the 2015 festival; invitation of adjudicators, contacting sponsors, redesigning our registration form, etc ... BUT I cannot move forward until I have a clear financial report AND operating budget for next year.

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

- I need a final financial report detailing:
    - a. exact revenue from our registrations and final sponsorship collected
    - b. a specific final breakdown of expenses
    - c. a discussion and operating budget for 2015 festival
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**ONTARIO  
BAND  
ASSOCIATION**

**Director's Report Template**

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

Meeting Date: Sat. June 7<sup>th</sup>, 2014

Portfolio: New Wind Band Composition Project

Director: Dickson

Activities since last report:

Phase 2, the informal performance of the new pieces has taken place.

The relationship with the Canadian Music Center will evolve.

The CMC is forming an Canadian Music Education Committee and will continue to support this project as well as expanding and duplicating a similar project with other music education areas and organizations.

Action Items pertaining to this report for Director

Plans and discussions for next year's two if not 3 phase project are underway.

Once the CMC Education committee has met, I will be a member of the committee, firm plans, dates, commitments will be made.

There are informal commitments from groups and organizations to support the continuation of this project.

Action Items pertaining to this report for Board

Volunteers to assist with logistics and recruiting for the events will be graciously accepted, once plans are finalized.



## **Director's Report**

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*Industry*

*Chris Reesor*

**Saturday, June 7 / Agincourt CI / following OPHB listening session**

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

For Everyone's knowledge:

St. John's Music in Kitchener will be closing their retail operation effective early in July. They will still continue the same level of support and service to schools in that region as the school reps and repair tech have been kept on and will work through the Toronto store for administration.

I spoke to Steve Butterworth regarding using Yamaha as the OBA address. He said it might be possible, but other groups who have used space here for their offices have used post office boxes nearby for their mailing address. I can pursue further if the board wishes. I don't think it will be a big issue to use Yamaha's address. If stability of the address is what is at issue, I'm sure something can be worked out.

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

None

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

None



## Director's Report

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### *Membership*

*Bryan Brewda*

**Saturday, June 7 / Agincourt CI / following OPHB listening session**

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

- 1) Mass membership e-mailings in regard to:
  - OPHB auditions (blast #2)
  - OBA/Long and McQuade Golf Day
- 2) Other e-mailing to OBA members:
  - Expiring memberships
  - Expired memberships
  - E-newsletter link blasts
  - Membership and/or other inquiries to other board members
- 3) Looked into the fees and benefits of a US account at RBC. Donna stated afterwards that she already looked into the account and it is not beneficial for the OBA at this time
- 4) Deleted e-mails from 2011 to 2013 on our server with the help of Pratik as we reached our limit (and thus had people e-mailing other board members stating they had a message that our [membership@onband.ca](mailto:membership@onband.ca) account was full)

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

- 1) Continue to ask Heather for help and guidance when needed before she leaves the OBA
- 2) Investigate another e-mail host server with Pratik

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

- 1) Pratik – Are you able to help me and the OBA find another host server that may be cheaper in price and/or even better than the server we are on currently? I will try and look as well but I am not that knowledgeable in that area
- 2) Andria/Heather – Could you push Lani Sommers again for a membership renewal? For her to be on the board she needs to be a current member. I have still not received a membership cheque/form from her yet.





## **Director's Report**

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### ***Membership & Newsletter***

*Heather Aitken*

**Saturday, June 7 / Agincourt CI / following OPHB listening session**

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

##### **Membership:**

Bryan Brewda has taken over all membership duties, copying me on everything – he's done a great job – I recommend that "interim" be removed from his title as soon as possible. He and I will obviously be working together in the fall/winter to facilitate the smooth processing of memberships that occur with Concert Band Festival registration. I will also be available through the fall and winter to continue with the mentoring process, however unlikely, as he hasn't seen our busiest part of our membership season – fall.

##### **Newsletter:**

Lani Sommers has been "shadowing" me (read... copied on mountains of e-mails, with follow-up questions as necessary) and has agreed to take on the role of newsletter editor. I will assist her with the "start up" of the fall newsletters by liaising with advertisers and Lani in late July and mentor through the first two issues. Lani will need to have her OBA membership renewed by the summer.

I have not discussed with her the potential task of "proofing" the website periodically for updates, as I know the board is in search of a new Web Maestro. I leave it to the new person, the board, Lani, and Bryan to discuss how best to handle information flow, general communications, and timely updates. I will, of course, provide any input as required.

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

I will take care of getting the old, large banner sign artwork replaced as soon as the expense is approved by the board. The January 20/14 estimate for the work was \$299.45. A deposit of \$149.73 is required at the time the work is ordered (this could be done with VISA). Sharon has already provided the electronic artwork.

Please advise.

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

See above, re: banner sign replacement.



Minutes of the Third Meeting of the  
Board of the Ontario Band Association  
**Saturday, June 7, 2014**  
2:45pm at Agincourt Collegiate Institute

### **Present**

Andria Kilbride	President
Scott Harrison	President-Elect, OPHB
Steffan Brunette	Secretary
Tony Gomes	Past-President, York-OBA WCS
Mark Caswell	Concert Band Festival
Bryan Brewda	Membership Co-ordinator
Colleen Richardson	University Liaison
Pratik Gandhi	Webmaster

### **Regrets**

Donna Dupuy	Treasurer
Chris Dickson	Wind Band Composition
Heather Aitken	Newsletter Editor
Chris Reesor	Industry Representative
Sarah Arcand	Donations
Farishte Eriksen	Beginning Band Symposium
Lynn Tucker	Chamber Music Festival

### **1. Call to Order**

*Kilbride* called the meeting to order at 2:42pm.

### **2. Adoption of the Agenda**

The agenda, as circulated by Brunette, was adopted.

#### **Motion to adopt the agenda.**

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

### **3. Ratification of the Minutes of the Meeting of the Board of April 14, 2014.**

*Dupuy* would like to clarify that all adjudicators from the CBF were paid with 30 days of the festival. (via e-mail, conveyed by *Kilbride*)

*Caswell* clarifies that it was the expenses, not the honoraria, that were delayed.

#### **Motion to ratify the minutes.**

Moved by *Kilbride*. Seconded by *Gomes*. Motion carried.

#### 4. Summary of Action Items

Action Items from the previous meeting have been addressed.

#### 5. Announcements

none.

Welcome to Katherine van Voorst and Lisa Barth.

#### 6. Reports from the Executive

##### (a) President

see attached report

Authors are needed for publications throughout the music field.  
If you want to write, or know someone who wants to write, please forward names along.

Bill 157: Health & Safety appears to looking carefully at art & music rooms for safety problems.

Confirmed dates for Jodie Blackshaw: September 25 & 26. Clinic plans depend on university interest.

##### (b) President-Elect

*Harrison* reported that he went to the meeting, submitted report.

##### (c) Treasurer

see attached report

##### **ACTION ITEM [6a]**

##### *for Gomes*

*Gomes* to contact Bill Thomas regarding payment from York.

For further detail on CBF monies, a breakdown of specific expenses can be requested from Donna. We need a detailed expenses list to evaluate what is in each category.

##### (d) Secretary

see attached report

##### **ACTION ITEM [6d]**

##### *for Brunette*

Add Simcoe BBS as a Director's Report under the responsibility of Sarah Arcand.

##### (e) Past-President

No report submitted.

There is nothing report.

## **7. Reports from Directors and Positions of Responsibility**

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

No report submitted.

Nothing to report.

### **(b) Beginning Band (Eriksen)**

See attached report.

#### **ACTION ITEM [7b]**

##### ***for the Board***

Send favourite beginning band pieces to Eriksen.

*Caswell* mentioned there is a range of elementary programs, and it would be interesting to feature a true “beginning band”, and see how the clinician works with students at the early stages of learning music.

*Gandhi* said that the industry might be concerned that the beginning students would not be good candidates for a reading session, which limits the promotion of material.

October 2014 meeting: Board to discuss the demo band from BBS, and get feedback from Colleen on the Simcoe BBS.

### **(c) Chamber Music Festival (Tucker)**

No report submitted.

*Harrison* said that it was a great festival, the facilities work well, and Lynn does a fantastic job.

Questions for Lynn: there were three sets of mailings after the performances, one for certificates, one for ranking, one for invitations to nationals. There were two additional e-mail communications, and perhaps this generates extra work and cost that can be looked at. Perhaps a factor of relying on volunteers this year?

### **(d) Concert Band Festival (Caswell)**

See attached report.

Past cost was \$6750 per day. Most recent year was \$27,500 for four days, plus HST. This will hold for next year as well, and then the rate jumps to \$36,000 for four days (\$9000/day). Other locations have a similar cost, or are in challenging locations.

The Markham Fairgrounds may be a good fit for the festival, depending on how the layout of the buildings and cost. There may be an issue with temperature and the insulation, or lack of, in the buildings.

A possibility on reducing adjudication costs: Two adjudicators available, and band directors can choose how to use those resources, ie. two performance adjudicators, or one performance adjudicator and one at the conductor-cam. *Richardson* said it will be challenging to be on the cam, and also be able to provide a rating on the performance of the group.

The exchange rate was wider this year, and this affected the expenses. *Richardson* indicated that it should be acceptable to agree to pay all adjudicators in Canadian funds.

**(e) Ontario Wind Band Composition (Dickson)**

See attached report.

*Kilbride* met with *Dickson*. CMC would like to continue and take over the project, with the OBA as support. CMC would expand into strings and eventually vocal. Next year, a three-phase project with call for scores in the fall. The final session would be a concert format.

The OBA is happy to see the CMC take over the project, and is happy to serve in a supporting role.

**(f) Donations (Arcand)**

See attached report.

**(g) Industry (Reesor)**

See attached report.

The Board will use Bryan Brewda's address as the official OBA address.

**(h) Membership (Brewda)**

See attached report.

**ACTION ITEM [7h]**

***for Gandhi***

Gandhi will investigate how to do online membership renewals.

**(i) Newsletter (Aitken)**

See attached report.

The OBA Board gives approval for the banner work as indicated in the Director's report.

**(j) Ontario Provincial Honour Band (Harrison)**

No report submitted.

No schools available to host concerts on November 7. A number have been contacted, but all have declined. There may be a possibility to perform at the Country Day School.

Canada Council denied Kevin Lau's applications, so the OBA can apply for TORQ's composition (8-9 min. piece with a feature cadenza for the quartet). Yamaha will provide the honour band with a guest artist. The OBA should present to the OMEA the reasons why the Honour Band needs to perform on the concert. We can explain the impact that the Honour Band has at the OMEA conferences.

There will be recalls for the Honour Band: clarinet, bass clarinet, string bass, percussion, french horn, trumpet. Our application area seems centralized to a limited area of Ontario. New applications are due by July 4.

The Elementary Honour Band will happen next year, because of support from Ottawa region teachers.

**(k) University Liaison (Richardson)**

No report submitted.

There is nothing to report.

**(l) Simcoe BBS**

See attached report.

**8. Business from Previous Meetings**

**(a) none.**

**9. New Business**

**(a) Honour Band Participation Fee**

Proposal: Change from \$250 to \$275 for all students for the 2015 Honour Band.

The amount will change to \$265 for the 2015 Honour Band.

**10. Adjournment**

**Motion to adjourn the meeting.**

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

The meeting adjourned at 4:22pm.