



Minutes of the Second Meeting of the
Board of the Ontario Band Association
Sunday, February 7, 2016
3:30pm at LeParc Conference Centre

Present

Scott Harrison	President, OPHB
Sarah Arcand	President-Elect, Donations
Donna Dupuy	Treasurer
Steffan Brunette	Secretary
Andria Kilbride	Past-President
Lisa Barth	Beginning Band Symposium
Abel Borg	Wind Band Composition
Bryan Brewda	Membership
Mark Caswell	Concert Band Festival
Tony Gomes	York-OBA Wind Conductors' Symposium
Chris Reesor	Industry
Kristie Hunter	Webmaestro
Lynn Tucker	Chamber Music Festival
Troy Jones	Member

Regrets

Colleen Richardson	University Liaison
Lani Sommers	Newsletter Editor, EOEBB

1. Call to Order

Harrison called the meeting to order at 3:33pm.

2. Adoption of the Agenda

Motion to adopt the agenda.

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

3. Ratification of the Minutes of the First Meeting of the Board of January 6.

Motion to ratify the minutes.

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

4. Summary of Action Items

- ___ [8a] for *Brunette*: send copy of invoice for BBS bus to Dupuy; resolved.
- ___ [7b] for *Harrison*: talk to Sommers about "From the Archives" section for newsletter; resolved
- ___ [7d.1] for *Brewda*: contact Tucker for CMF information for the MMI; resolved.
- ___ [7d.2] for *Tucker*: create a pamphlet or info package by Feb 8 for CBF distribution; resolved.
- ___ [8a.1] for the *Board*: seek out silent auction items; resolved.
- ___ [8a.2] for *Kilbride*: create a donation letter on OBA letterhead; resolved.
- ___ [8a.3] for *Dupuy*: can the OBA issue a tax receipt for donated items?; resolved.
- ___ [8a.4] for *Caswell*: investigate if we can extend the setup possible after Sunday's meeting; resolved.
- ___ [8b.1] for *Gomes*: confirm with Bill Thomas re: York food services; resolved.
- ___ [8b.2] for *Harrison*: ask former designer for source files; resolved.
- ___ [8f] for *Brewda*: forward financial documents on 2015 deposits to Dupuy; resolved.
- ___ [8g] for *Harrison*: bring Symposium brochures to MESA conference at Western; resolved.

5. Announcements

No announcements.

6. Reports from the Executive

(a) President

see attached report

Harrison thanked Mark Della Torre and Long & McQuade for donating the equipment for the festival.

(b) President-Elect

nil report

(c) Treasurer

see attached report

The lack of Trillium funds means that all projects need to be cautious with their spending.

The exchange rate makes payments in US dollars difficult. Consider finding other solutions to help deal with the financial impact the currency rate is having.

(d) Secretary

see attached report

(e) Past-President

see attached report

The 9pm set for the jazz trio has been removed, and they will only do two sets. Directors present at the event are asked to help out.

Caswell put forward an additional silent auction item of a percussion workshop, and associated items. *Caswell* suggested that a mass e-mail containing information about the silent auction items would help promote the Directors' Social.

We can accept invoices and receipts for donations-in-kind.

7. Reports from Positions of Responsibility

(a) Chamber Music Festival (Tucker)

see attached report

Promotional postcards were prepared for distribution at the Concert Band Festival.

Depending on whether certain schools can or cannot participate, the festival will either be two or three days. There is a challenge to know which schools run chamber music programs.

Barth suggested the creation of a “chamber music lesson plan” where schools could incorporate the festival into a curriculum plan.

Tucker requested that brainstorming on ideas be a part of a future meeting.

The definition of “chamber music” is quite broad, and a wide range of instruments and ensembles have been on the stage. Perhaps there is an opportunity to re-brand the festival to show that it includes things like drumlines, bluegrass ensembles.

Troy Jones proposed that the chamber music festival be renamed to something that better reflects the nature of the ensembles that participate. A formal proposal will be put forward at a future meeting.

(b) Eastern Ontario Elementary Honour Band (Sommers)

No report submitted.

According to *Harrison*, *Sommers* has been discussing repertoire with Rex Harknett, and that it seems that things are progressing well.

(c) Newsletter (Sommers)

No report submitted.

ACTION ITEM [7c]

for *Brunette*: to see if any of Dennis Beck's submitted archives could be scanned and included in the “From the Archives” section of the newsletter.

(d) Webmaestro (Hunter)

see attached report

It is not possible to communicate the source of Paypal payments to the Treasurer. It might help to alter the costs according to Dupuy's suggestion.

Harrison opened a discussion on the costs of membership. With the cessation of the Trillium funds, this is an appropriate time to examine the costs. It was proposed to increase the regular membership from \$50 to \$55. A motion will be put forward at a future meeting.

8. Reports from Directors**(a) Concert Band Festival (Caswell)**

No report submitted.

There are additional challenges with setting up for the festival this year, because of additional bookings in the conference centre. The clean-up on Friday will be smoother because there is some additional time before the social.

The current model, with the private schools taking the first day, assists greatly with the funding of the festival.

Following the festival, *Caswell* would like to work with *Dupuy* and *Harrison* to examine the financial stability of continuing this model.

There are 100 USB sticks available, but participants have been asked to bring their own USB.

A future possibility might be to purchase wireless internet access with unlimited data, and information can be uploaded.

The Yamaha artists for the social are Nick Morgan and his trio.

Caswell thanked *Kilbride* for offering volunteers to help out at the festival. Dan Horner at Bayview SS is also supporting the festival with volunteers.

(b) York/OBA Wind Conductors' Symposium (Gomes)

No report submitted.

Gomes thanked *Hunter* for re-developing the website, and credited it for helping to improve registration traffic.

Dale Lonis is already working with potential conductors to allow for a more personal connection with the conducting delegates.

Brewda would like to see a list of registrants to double-check with membership lists.

ACTION ITEM [8b]

for Brunette: to send a list of current registrants to *Brewda*, and to keep him up to date with registrations.

(c) Wind Band Composition (Borg)

see attached report

There is interest in London to host the event. The cost to rent is \$15/hr for Saturday and \$19/hr on Sunday, for a total cost of about \$100.

A date in May will be confirmed shortly, and then e-mail promotion can proceed.

Matthew Fava from CMC will work to co-ordinate any issues with Toronto composers making digital connections to the London venue if necessary.

A discussion was held on what kind of industry support could be pursued to support the event.

Dupuy: composers who submit scores should become OBA members.

Harrison: promotional materials should go to composition teachers at Laurier and Western.

(d) Donations (Arcand)

see attached report

There are two trade tables presenting at the festival (Medieval Times, WorldStrides). They will be setup in the photo room where they will have contact with all groups.

There is interest from the Faculty of Music from Wilfrid Laurier, and they are welcome to setup with a rate of \$100/day.

There is federal government money available for involving seniors in the event. *Arcand* would like to know who we have, or could have, serving as adjudicators and clinicians who are over the age of 60, so that she can pursue the funding.

ACTION ITEM [8d.1]

for the Board: if you have recurring costs at your event, get details of these items to *Arcand* so she can pursue possible donations.

ACTION ITEM [8d.2]

for Borg: to investigate his contact with Costco for donation potential.

(e) Industry (Reesor)

nil report

(f) Membership (Brewda)

see attached report

The submission of the membership list to Canadian Winds will be held until the membership following the Conducting Symposium is finalized.

(g) University Liaison (Richardson)

nil report

(h) Ontario Provincial Honour Band (Harrison)

see attached report

The music for the Laurier Honour Band will be selected by Jessica Kun by February 10.

Troy Jones has been working with Laurier Food Services, but registering online has been difficult.

(i) GTA Beginning Band Symposium

nil report

The coming festival is an opportunity to scout out potential groups for the symposium.

Kilbride suggested finding a hotel close to *Barth*, which makes pick-up and drop off easier.

9. Business from Previous Meetings

10. New Business

(a) Board Attendance

Harrison was very happy to see almost full attendance.

(b) CBA Insurance

Every chapter is responsible for their share of the CBA Insurance. Previously, it was split evenly between the members. The smaller chapters are paying equal share, but with a smaller membership base.

Do we want to offer to pay more for membership to help the smaller national chapters?

Harrison will investigate whether the insurance costs can be calculated on a per capita basis.

11. Adjournment

Motion to adjourn the meeting.

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

The meeting adjourned at 5:21pm.

The next meeting is Monday, April 4, 7pm at Yamaha (135 Milner Avenue, Scarborough).

SUMMARY OF ATTACHMENTS

1. Agenda
2. Summary of Reports
 - 2.1 President
 - 2.2 Treasurer
 - 2.3 Secretary
 - 2.4 Past-President
 - 2.5 Chamber Music Festival
 - 2.6 Webmaestro
 - 2.7 Wind Band Composition
 - 2.8 Donations
 - 2.9 Membership
 - 2.10 Ontario Provincial Honour Band

SUMMARY OF ACTION ITEMS

OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

nil

ACTION ITEMS FROM THIS MEETING

ACTION ITEM [7c]

for Brunette: to see if any of Dennis Beck's submitted archives could be scanned and included in the "From the Archives" section of the newsletter.

ACTION ITEM [8b]

for Brunette: to send a list of current registrants to *Brewda*, and to keep him up to date with registrations.

ACTION ITEM [8d.1]

for the Board: if you have recurring costs at your event, get details of these items to *Arcand* so she can pursue possible donations.

ACTION ITEM [8d.2]

for Borg: to investigate his contact with Costco for donation potential.



Agenda of the 2nd Meeting of the
2016–2018 Board of Directors
Sunday, February 7, 2016
3:30pm at LeParc Conference Centre

1. Call to Order: *Quorum is eight voting positions.*
2. Adoption of Agenda
3. Ratification of the Minutes of the First Meeting of the Board of Directors of January 6.
4. Summary of Action Items from Previous Meetings
 - ___ [8a] for *Brunette*: send copy of invoice for BBS bus to Dupuy.
 - ___ [7b] for *Harrison*: talk to Sommers about “From the Archives” section for newsletter.
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 - ___ [8a.1] for the *Board*: seek out silent auction items.
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 - ___ [8a.3] for *Dupuy*: can the OBA issue a tax receipt for donated items?
 - ___ [8a.4] for *Caswell*: investigate the extend of the setup possible after Sunday’s meeting.
 - ___ [8b.1] for *Gomes*: confirm with Bill Thomas re: York food services.
 - ___ [8b.2] for *Harrison*: ask former designer for source files.
 - ___ [8f] for *Brewda*: forward financial documents on 2015 deposits to Dupuy.
 - ___ [8g] for *Harrison*: bring Symposium brochures to MESA conference at Western.
5. Announcements
6. Reports from the Executive

(a) President	<i>Harrison</i>	
(b) President-Elect	<i>Arcand</i>	<i>nil report</i>
(c) Treasurer	<i>Dupuy</i>	
(d) Secretary	<i>Brunette</i>	
(e) Past-President	<i>Kilbride</i>	
7. Reports from Positions of Responsibility

(a) Chamber Music Festival	<i>Tucker</i>	<i>no report submitted</i>
(b) Eastern Ontario Elementary Honour Band	<i>Sommers</i>	<i>no report submitted</i>
(c) Newsletter	<i>Sommers</i>	<i>no report submitted</i>
(d) Webmaestro	<i>Hunter</i>	
8. Reports from Directors

(a) Concert Band Festival	<i>Caswell</i>	<i>no report submitted</i>
(b) York Wind Conductors’ Symposium	<i>Gomes</i>	<i>no report submitted</i>
(c) Wind Band Composition	<i>Borg</i>	
(d) Donations	<i>Arcand</i>	
(e) Industry	<i>Reesor</i>	<i>nil report</i>
(f) Membership	<i>Brewda</i>	
(g) University Liaison	<i>Richardson</i>	<i>nil report</i>
(h) Provincial Honour Band	<i>Harrison</i>	
(i) GTA Beginning Band Symposium	<i>Barth</i>	<i>no report submitted</i>
9. Business from Previous Meetings
10. New Business
11. Adjournment



ONTARIO
BAND
ASSOCIATION

Executive Report

President

Scott Harrison

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

- Attended the Western MESA Conference to give a talk on how to plan retreats. Had about 25 attendees to the session. Lots of OBA promotion!
 - Have been helping Caswell with preparations for the festival
 - Recording equipment set to get – Long & McQuade (through Mark Della Torre) donated the equipment
-

Action Items pertaining to this report for Director:

Physical set up of equipment.

Action Items pertaining to this report for Board:

Nil.



Executive Report

Treasurer

Donna Dupuy

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

Started to close the books for 2015.

Invoices, checks, deposits, etc.

Switching from Mastercard back to Visa with three cards in circulation.

Opening Balance (as at January 1, 2015)		\$83,135.89
Revenue (as at 2 February 2016)	\$150,517.08	
Expenses (as at 2 February 2016)	-\$156,455.21	
	-\$5938.13	
Current Cash in Bank		\$77,197.76

Please note that all figures refer to the FY2015 books.

Action Items pertaining to this report for Director:

HST Rebate Paperwork

Closing FY2015

Sourcing and booking an auditor

Donation form for online donations

Action Items pertaining to this report for Board:

ANY and ALL remaining invoices, expense reports, and deposits for the 2015 FY must be sent to me no later than February 15th. As of February 29 the books will close.

I will be out of the country from February 8 thru February 14 – please make sure that any urgent financial matters are sent to me before the meeting on Sunday so that I can take care of them before I go.



Executive Report

Secretary

Steffan Brunette

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

Submitted transportation documents to Treasurer for busing to the Beginning Band Symposium.

Updated the Concert Band Festival syllabus tracking sheets in preparation for the coming week of performances, so that the popularity (or neglect!) of various pieces can be ascertained.

In the role of Registration for the Wind Conducting Symposium,

- ...transferred e-mail contact information for all symposium delegates from 2011 to 2015 to the on-line "SquirrelMail" system,
- ...sent out promotional messages to all previous delegates,
- ...began entering registration information from JotForms and those received by mail.

There are 26 registrants currently, split between 13 students and 13 regular members.

Nineteen of the delegates are requesting podium time.

Action Items pertaining to this report for Director:

Process the festival performance data and prepare the analysis report.
Continue to enter symposium registration, and prepare certificates, receipts, and other supporting documents for the symposium.

Action Items pertaining to this report for Board:

nil



Executive Report

Past President

Andria Kilbride

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

Prepared Report for OMEA meeting at the end of January.
Paperwork and Authorization for Festival Hotel
Mailed out WCS brochures to TDSB secondary schools (Thanks Troy)
Contacted and arranged for Silent Auction Company to supply items for Director's Social
Created a silent auction donation letter
Collected Donated items for Silent Auction. Thank you to everyone who was able to ask for items.
Started preparing for Awards Ceremony at Director's Social

Action Items pertaining to this report for Director:

Awards processing and sorting (week of festival)
Pick up Auction items from Newmarket on Thursday, February 11
Set up Auction on Friday, February 12
Confirm Social outline (attached)

Action Items pertaining to this report for Board:

Director's Social – I've volunteered a few of you to help out at the social with some things.....
Lisa – Décor and Awards help
Tony – Awards help
Chris – Awards help
Steffan – Silent Auction monitoring, payment processing
Abel and Troy - Silent Auction monitoring, packaging of items
Donna will you be there?

OBA Concert Band Festival Director's Social Friday, February 12, 2016 Evening program

6:30 pm

- Senior students to be at the greeting table
 - Have attendees fill in door prize draw cards
 - cross reference name and school with award winners database
 - Get attendees to check the Lost and Found
 - *Door Prizes: NMC, IMC Camp Scholarships, Hazo CD's,*

6:45 pm

- Social begins
- Jazz trio plays (40 minutes)
- Appetizers, drinks and social time

7:30 pm

- MARK: A short "welcome to the social" & thanks to St. John's & Yamaha for sponsoring the evening, thank the Jazz Trio
- LISA 1 x IMC, 2 x NMC
- ANDRIA....
 - welcome new board members (Abel Borg, Lisa Barth, Kristie Hunter)
 - Silent Auction Announcement
- _____: Keynote Introduction??????

7:45 pm

- Jazz music – 2nd set (40 minutes)
- Appetizers, drinks and social time

8:30 pm

- MARK - Festival thanks AND advertise Auction
- ANDRIA & LISA - Festival awards & scholarships (only to those directors/schools in attendance)
 - Awards will be presented by Director/School
- CHRIS REESOR Yamaha Percussion Excellent awards
- PRATIK – Presentation of Repertoire Selection "award"
- ANDRIA AND TONY AND ADJUDICATORS (if present): Director scholarships and Awards
 - Beginning Band Symposium
 - Wind Conductors Symposium
 - Excellence In Band Development
- COSMO AND ADJUDICATORS: Conducting Excellence Awards and UofT Scholarship?
- ANDRIA OR TONY OR MARK : thank you and enjoy the rest of your evening

9:00 pm

- Silent Auction Closes in 15 mins
- Jazz Music 3rd set (40 mins)

9:13 pm

- Get Trio to announce that there are 2 minutes left in auction

9:15 pm

- ANDRIA, ABEL, STEFFAN, TROY: Highlight winners on Silent Auction items

9:30 pm

- ANDRIA, ABEL, STEFFAN, TROY: Silent Auction Closes – Pack up items, process payment etc.



POR Report

Chamber Music Festival

Lynn Tucker

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

Website Updates:

- Archives have been recompiled, including past performance schedules and adjudicator biographies.
- 2016 registration form and student adjudication form have been uploaded
- The Welcome and About Us messages have been updated
- Campus map has been added along with photos of the LLBT and AA building
- Sponsors have been updated

- Emails, including the registration form, were sent to Contact lists as well as past participants.
- Received a few replies and a couple with interest in attending this year

- Submitted to Feb Monthly Musical Interlude (MMI)
- E-banner posted on UTSC ACM website
- Media Release has been created
- Updated program template

- Flyer created and printed (500 copies) to be distributed to schools, St. John's Music, Harknett and UTSC

Action Items pertaining to this report for Director:

- E-banner to be created and posted on LCD screens at UTSC
 - Submit blurb to March MMI
 - Confirm adjudicators and post to website
 - Confirm festival staff and volunteer list; create staffing schedule
-
-

Action Items pertaining to this report for Board:

Please continue to promote festival among school board colleagues.



POR Report

Webmaestro

Kristie Hunter

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

- Most of the events have been updated (still waiting on certain items for the Chamber Music Festival, but most of that has been updated)
- Links on Symposium and Honour Band home pages replaced with buttons
- Fixed incorrectly linked files in Board Business and associated archives
- Added Human Rights Policy and Volunteer Personnel Policy
- Looked into JotForm cart options, but it doesn't affect the PayPal side and will be of no help in identifying payments

Action Items pertaining to this report for Director:

Not Applicable.

Action Items pertaining to this report for Board:

I have been in contact with a few people about the "@onband.ca" addresses not forwarding to other accounts. I'm still looking into it, but if you are having a problem with the e-mail, let me know.

If you haven't deleted anything off the server from your account and it's just sitting there taking up space, please do so.



Director's Report

Wind Band Composition

Abel Borg

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

- Contacted various groups in London, spoke to two representations who are willing to host the project. I am waiting for them to get back to me with a possible cost for the permit/rental of the school
- Ballpark cost of rental in the \$500 range (maybe less)
- Date's discussed were either a Sat or Sun in May

Action Items pertaining to this report for Director:

- Contact Matthew and communicate latest and ongoing contact with London groups
- Confirm specific date of workshop
- Confirm specific cost of rental

Action Items pertaining to this report for Board:

- Confirm a budget that might be available for this project through the OBA



Director's Report

Donations

Sarah Arcand

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

- arranged pizza pizza daily donation of 5 party pizzas for concert band festival volunteers
- confirmed Medieval Times as a trade display throughout the entire festival
- confirmed WorldStrides as a trade display throughout the entire festival
- received USB key from Lisa DiVeto of all past donations.
- submitted grant application to the Government for an 8 week paid student in July and August.

Action Items pertaining to this report for Director:

- submit final Trillium report by April 1, 2016
- review OAC application for OPHB commission that Lisa began in 2015
- submit Government of Canada grant for seniors

Action Items pertaining to this report for Board:

By April of 2017, how many adjudicators, clinicians will be giving an honourarium to who are over the age of 60?



Director's Report

Membership

Bryan Brewda

Sunday, February 7 at 3:30pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

- 1) Mass e-mailing to OBA members:
 - Expired or expiring memberships
 - Answering and forwarding all inquiries to the proper board members regarding OBA events
 - January 2016 Monthly Musical Interlude sent out to all members
- 2) Continuing our presence on our Twitter and Facebook on current and upcoming events
- 3) Helped Donna locate missing 2015 deposits and also sent her some final cheques and charity information received from the government
- 4) Silent auction items received at my house and the square reader were dropped off at MDHS for Andria to pick up for CBF.

OBA Membership Breakdown as of February 1st, 2016

13 Board members
6 Lifetime members
181 Regular members
5 Regular Community Band members
8 Retired members
46 Student members
12 Sponsors
Total: 271 "Various Type" Members + 68 OPHB Members (1 year membership) = 339 OBA Members

Action Items pertaining to this report for Director:

- 1) Continue regular presence on Social Media outlets (Twitter and Facebook)
- 2) Send February 2016 MMI on February 9, 2016
- 3) Send *Canadian Winds* OBA Membership List for Electronic/Print distribution to John Balsillie before March 15, 2016

Action Items pertaining to this report for Board:

- 1) Board: Please send me anything you would like me to post on your behalf onto Twitter and Facebook! (Twitter has a word limit, though!)



Director's Report

Provincial Honour Band

Scott Harrison

Sunday, February 7 at 3pm at LeParc Conference Centre

Submit in electronic format to the SECRETARY by Thursday, February 4.

Activities since last report:

OPHB:

- Nothing new to report

OBA/Laurier:

- Long & McQuade Kitchener are sponsoring the band to the amount of \$500 for Tshirts.
- Troy Jones has been trying to get Laurier Food Services set up... been frustrating.
- 8 recommendations to date.

Action Items pertaining to this report for Director:

Continual planning of both honour bands.

Action Items pertaining to this report for Board:

Continued support of all honour bands.