

**Gloucester Community Concert Band (GCCB)  
Executive Minutes**

Thursday, November 13, 2014  
**Meeting started at 7:10 pm**

**Attendees**

Voting Members: Kevin Yamashita (President), Anna Tessier (Secretary), Cindy Shaheen (Vice President), Kristen Parlee (Treasurer)  
Non-Voting Members: Lisa Concessi Maclean (Conductor)  
Regrets: Fadi Diab (Conductor)

Agenda Item	Action (if required) and Responsibility
<p><b>1. Approval of Agenda</b> Kevin Introduced agenda. Motion to approve by Kristen; Seconded by Cindy; All in favor.</p>	
<p><b>2. Approval of minutes</b> Motion to approve Minutes of GCCB Executive October 2<sup>nd</sup>, 2014 made by Cindy; Seconded by Lisa; All in favor.</p>	
<p><b>3. Reports:</b></p> <p>i. <u>Finances</u>: In order to adhere to best accounting practices, it was agreed that Cindy would review Kristen's bank reconciliations. Bank recs to be signed &amp; shown at executive meetings to ensure bank balance and book keeping match.</p> <p>Some members have not paid annual dues/ donation.</p> <p>To ensure that we are purchasing adequate insurance coverage, Lisa will meet with Kevin &amp; Anna in the new year to do up an inventory list of items owned by GCCB. A former list was created for the Trillium Grant in 2011/2012.</p> <p>There is an outstanding payment of \$85 for annual membership dues to AOE.</p> <p>Profit &amp; Loss @ Nov 13, 2014 and Balance Sheet attached.</p> <p>ii. <u>Christmas Concert</u>: Cindy has some volunteer but needs more non-GCCB members to man front of house.</p> <p>Transportation of percussion, banners &amp; equipment has been arranged with Wendy. Back-up plan needed in case the van is not available.</p> <p>Equipment pick up @ St. Peter's at 4:30pm; Church is open</p>	<p>Cindy to review bank recs. Kristen to sign &amp; bring to exec meetings.</p> <p>Kristen &amp; Kevin to follow-up.</p> <p>Anna to look for former list, then meet with Kevin &amp; Lisa.</p> <p>Kristen to contact &amp; pay.</p> <p>Lisa to ask her husband &amp; daughter (ticket sales &amp; food drive). Kevin also to announce</p> <p>Kevin to ask for back-up. Lisa to oversee move.</p>

Agenda Item	Action (if required) and Responsibility
<p>at 5pm; Concert starts at 7:30pm.</p> <p>Christmas Concert flyer is complete thanks to Brian &amp; volunteers. Paper cost of flyers was \$44.</p> <p>Tickets are done and will go on sale starting Tuesday, November 18, 2014. (200 tickets printed by Tomas). Goal is to sell 150 tickets to break even with \$700 expenses of concert.</p> <p>Anna to have Community Pentecostal Church added as additional insured on insurance policy.</p> <p>Lisa is preparing the program. Kevin to confirm list of names.</p> <p>2 free tickets to be sent to the following: Superintendent of Arts @ OCSB; Sheena (photographer) &amp; Isha (photographer). 3 tickets to each Fadi &amp; Lisa to give to deserving students in their schools.</p> <p>Dylan St. Amand, Radio &amp; TV student at Algonquin College has asked permission to record GCCB Christmas Concert as part of school project. In return, he will make copies available to GCCB.</p> <p><u>Spring Concert:</u> Lisa &amp; Fadi to provide Kevin with list of pieces to be played at Spring concert. Erin to provide price list for pieces to start Music Library Sponsorship program.</p> <p><u>Band Profile:</u> Brian wrote profile. Proofed by Kristen. Final version posted on website and being used for advertising.</p> <p><u>Band Photos:</u> Photos have been taken and most have been posted. Thanks to all involved, especially Shena &amp; Isha.</p>	<p>GCCB members to distribute. Kevin to email.</p> <p>Anna to bring cash box. Kristen to track sales.</p> <p>Anna to contact insurer.</p> <p>Kevin confirm names.</p> <p>Anna to distribute tickets.</p> <p>Kevin to coordinate.</p> <p>Fadi &amp; Lisa give list to Kevin. Erin to list prices.</p>
<p><b>4. New Business</b></p> <p>GCCB to consider performing at Tulip Festival. Kevin will apply; if accepted, band can decide if we participate.</p>	
<p><b>5. Action Items from previous minutes to be carried forward</b></p>	

<b>Agenda Item</b>	<b>Action (if required) and Responsibility</b>
Updated Constitution to be approved & voted on at AGM. Increase of band dues to be voted on at AGM. Confirm value of a band folder with Music librarian to ensure we are requesting adequate deposit. Heart & Stroke telethon to be looked into by Brian. MP3 of GCCB performing choir pieces to be made with Fadi. Fadi to investigate song writing competition. Kristen to look into fundraising activities. Lisa retires in 4 ½ years. GCCB may need to find new rehearsal & storage location unless replacement supports current arrangement.	
<b>6. Confirmation of Next Board Meeting undecided</b>	
<b>7. Adjournment</b> Meeting was adjourned at 8:10 PM	

\_\_\_\_\_  
*"original signed by Anna"*  
Secretary

\_\_\_\_\_  
*"original signed by Kevin"*  
Chair

\_\_\_\_\_  
November 17, 2014  
Date

\_\_\_\_\_  
November 17, 2014  
Date