

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

Tuesday, March 10, 2015
Meeting started at 9:40 pm

Attendees

Voting Members: Kevin Yamashita (President), Anna Tessier (Secretary), Cindy Shaheen (Vice President), Kristen Parlee (Treasurer)

Non-Voting Members: Lisa Concessi Maclean (Conductor), Fadi Diab (Conductor)

Regrets: none

Agenda Item	Action (if required) and Responsibility
<p>1. Approval of Agenda Kevin Introduced agenda. Motion to approve by Kristen; Seconded by Cindy; All in favor.</p>	
<p>2. Approval of minutes Motion to approve Minutes of GCCB Executive November 13, 2014 made by Cindy; Seconded by Lisa; All in favor.</p>	
<p>1) Reports:</p> <p>a) <u>Open Action Items</u>: Confirm value of 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.</p> <p>Lisa retires in 4 ½ years. GCCB may need to find new rehearsal & storage location unless replacement supports current arrangement. GCCB owned equipment list required.</p> <p>b) <u>Finances</u>:</p> <p>i. Bank Account Reconciliation – see attached. (Done)</p> <p>ii. Christmas Concert Final – net profit of \$286.37</p> <p>iii. Membership Status – some members have not paid dues</p> <p>c) <u>Spring Concert</u>:</p> <p>i. Food Drive</p> <p>ii. Choir Rehearsals – confirmed. April 13 & 27, 6:30 pm with Ottawa Catholic School Board Choir at St. Matt’s High School.</p>	<p>Anna requested value in email to Erin Walsh Thurs. March 5. Awaiting reply. Closed. Not actioned. Not required.</p> <p>Revisit next year. Kristen investigated cookie dough fundraiser for consideration next year. Executive to consider storage options incase incoming music teacher does not share space and prepare list of equipment with Lisa.</p> <p>Anna to look into GIC.</p> <p>Kristen to email names to Anna to follow up.</p> <p>Cindy to contact Hillary to organize. Fadi requires stage setup crew. Kevin to action.</p>

Agenda Item	Action (if required) and Responsibility
<p>iii. Concert Expenses – Cindy reported anticipated cost of Shenkman at \$2,400. Shenkman also charges \$2.50 admin fee per ticket sold. Executive decided each band member to be requested to sell 2 (min) tickets. 130 tickets will be printed for band distribution. Choir ticket number request is unknown. Fadi requested healthy snacks for 120 choir members. Executive decided to provide carrots, apples & water.</p> <p>iv. Advertising Status – Posters require Shenkman, GCCB & choir logos. Also food drive mention if applicable. Steve Totolo agreed to print colour flyers at no cost on regular paper. Posters to be distributed to band & choir.</p> <p>v. Program Prep – Chris Zearth has volunteered to produce this year’s concert program.</p> <p>vi. Free Tickets – Shenkman confirmed that the first 25 tickets are free; \$0.45 per extra free ticket will be charged after the event.</p> <p>vii. Ragnar tribute & Family invite – Lisa will be preparing a few words about the donated trombone & music library donation to be read by MC or band member. Trombone donated by estate will be set up on stage for first half of concert.</p> <p>viii. Stage set-up – Fadi requires stage crew & dimensions of Shenkman stage.</p> <p>d) <u>Tulip Festival</u>: Application submitted. No reply. Closed.</p>	<p>Cindy to ask if children tickets are \$2.50. Kevin to announce at rehearsal Cindy to ask about room capacity at Shenkman. Fadi to contact Mrs. Dunn.</p> <p>Kevin to find volunteers. Kevin to send logos to Rhiannon. Kevin to buy glossy paper to give to Steve. 250 En & Fr.</p> <p>Fadi to invite school board heads. Anna to invite Ragnar’s family. Kevin to give 3 free tickets to each Fadi & Lisa to give to deserving students. Trombone appraisal required. Lisa to write tribute.</p> <p>Kevin to get crew. Cindy to get dimensions.</p>
<p>4. New Business</p> <p>a) <u>Soundwaves Riverfront Concert</u>: Application submitted and approved for Sunday, June 7, 2015, 1 pm at Jacques Cartier Park, Gatineau. GCCB members to bring stands, chairs. Power available. No rain date – good weather performance only.</p> <p>b) <u>AGM Planning</u>:</p> <p>i. Constitution – to be formally approved at AGM</p> <p>ii. Increasing Membership Dues – Ottawa Catholic School Board has introduced a new “Community Use of Schools” policy which will require GCCB to pay the non-profit price for each use of the band room. Total annual cost is estimated at \$1,500. Because of this increased expense and the fact that band fees have not increased in several years, Kristen will propose increased amount (not to exceed \$75 for tax receipt purposes).</p>	<p>Kevin to announce and send email including map & link to Soundwaves website.</p> <p>Kevin to email band prior to AGM</p> <p>Executive to confirm exact dates & times in order to minimize costs. Kevin & Kristen to discuss dues prior to AGM.</p>

Agenda Item	Action (if required) and Responsibility
<p>iii. Executive Rotation – Kristen and Kevin are due to step-down from Executive roles at end of year. (Previous president was only able to serve 1 of 2 year term). Kevin offered to continue for additional 2 years.</p> <p>c) <u>Senior’s Concerts</u>: Rehearsal – May 12 Concerts – May 19, 26 & June 2.</p> <p>d) <u>Start, Stop, Continue Survey</u>: Executive decided to continue conducting this survey however ensure results are available prior to AGM.</p>	<p>Executive to look for a new treasurer for 2 year term.</p> <p>Cindy to confirm locations.</p> <p>Anna & Kevin to action.</p>
<p>5. Action Items from previous minutes to be carried forward</p> <p>Any action items not completed above.</p>	
<p>6. Confirmation of Next Board Meeting undecided</p>	
<p>7. Adjournment</p> <p>Meeting was adjourned at 10:41 PM</p>	

Original signed by Anna

 Secretary

March 11, 2015

 Date

Original signed by Kevin

 Chair

March 11, 2015

 Date