

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

Monday, May 25, 2015
Meeting started at 8:07 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 Cindy; Seconded by Kristen; All in favor.</p>	
<p>2. Approval of minutes Motion to approve Minutes of GCCB Executive March 10, 2015 made by Kristen; Seconded by Cindy; All in favor.</p>	
<p>1) Reports:</p> <p>a) <u>Open Action Items:</u> 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. GIC investment interest not worth the effort at this time. Two players with outstanding dues have been contacted. Donated trombone is at Music Care being appraised.</p> <p>b) <u>Finances:</u></p> <p>i. Treasurer's report is attached. Net of Spring Concert was \$888.50. Net of Christmas Concert was \$286.37.</p> <p>ii. For Fixed Assets of \$9,619, GCCB does not have an accurate list.</p> <p>iii. Concert (Other Expense) (\$50) represents Immaculata cheque which was issued but never cashed and written off.</p> <p>c) <u>Spring Concert:</u></p> <p>i. Cindy confirmed that we sold out – 500 tickets sold and people were turned away at the door.</p> <p>ii. Programs cost \$250 to be copied at Staples.</p>	<p>Revisit next year. 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. Kevin to pick up.</p> <p>Executive to meet with Lisa to make an accurate list of GCCB music & instruments with value.</p> <p>Look for cheaper options in future.</p>

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<p>iii. Addition of Grand Piano was an on-the-spot decision made by Fadi with Shenkman staff. We paid \$70 only – we were not charged for tuning.</p> <p>iv. Considering the extra tickets we sold by having the choir participate, and the expenses they incurred (purchasing music, extra rehearsal time, purchasing extra snacks) we wanted to send an appropriate honorarium. Motion by Cindy to give the Ottawa Catholic School Board Choir an honourarium of \$300. Seconded by Lisa. All in favour.</p> <p>d) <u>Start, Stop Continue</u>: Survey has been completed by those band members who chose to respond.</p> <p>i. Many members complained about band room door being open in winter. Motion by Cindy: Starting next winter, the band door will be closed at 7 pm and members arriving after that time will be asked to enter through the main entrance. Seconded by Kristen.</p> <p>ii. We are currently at our maximum band capacity. For next season, only certain instruments will be considered for joining (tuba, bassoon, bass clarinet, bass guitar) and approved by Lisa & Fadi at their digression.</p> <p>iii. Various members requested different styles of music. Lisa & Fadi have last say on what we play however are open to suggestions from band members for specific pieces. When requesting, members are to include title, arranger and links where possible.</p> <p>e) <u>Soundwaves Riverfront Concert</u>: Kevin confirmed that GCCB will play at Jacques Cartier Park on June 7th. Weather call to be made at 10 am. Parking nearby is available. Members to bring stands & chairs. JP bringing Plexiglas.</p>	<p>Fadi apologized for not being able to consult with exec.</p> <p>Kristen to provide Anna with \$300 cheque. Anna to mail to Mary-Ann Dunn with Thank you card.</p> <p>Kevin will send summarized results to band along with previous AGM Minutes & Agenda prior to AGM.</p> <p>Door closed at 7pm in winter.</p> <p>Band at max.</p> <p>Kevin to brief band at AGM about music suggestions.</p> <p>Kevin to confirm details to band in email.</p>
<p>4. AGM Planning</p> <p>a) <u>Exec Reports</u>: President, Treasurer to present reports at AGM. VP to report on concerts. Secretary gets introduced only – no formal report. Lisa agreed that we may use the SmartBoard for the AGM.</p> <p>b) <u>Constitution</u>: Kevin will present constitution to band as it currently is. Shawn, Joanne will work on it over the summer with Gordon for further improvements to be presented to band next season.</p> <p>c) <u>Increasing Membership Dues/ Deposit</u>:</p> <p>i. Due to the new OCSB “Community Use of Schools” policy which will require GCCB to pay the non-profit price for each use of the band room, expenses will be</p>	<p>Exec members to prepare AGM reports.</p> <p>Kevin & Anna to set-up. Kevin present constitution at AGM with motion to accept current changes.</p> <p>Kristen to justify reason for increase and designate reserve funds for travel, wish list, and</p>

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<p>increased by approx. \$500 next season based on dates the room is required. Band fees have not increased in several years. Kristen will propose increased amount from \$60 to \$70 to cover the new room rental expense (not to exceed \$75 for tax receipt purposes).</p> <ul style="list-style-type: none"> ii. Music folder replacement costs exceed the current deposit value of \$50. Motion by Kristen to increase Music Folder Deposit for next season to \$100. Seconded by Lisa. All in favor. iii. Music folders are heavy and contain too much music that is not used throughout the year. iv. 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 unless someone else wishes to fill the position. Anna & Cindy to continue for their second year next season. v. Start, Stop, Continue survey results will be presented by Kevin at AGM. vi. Road Trip options to be presented by Kevin at AGM. Kevin to propose a trip committee be formed (not strictly exec members). 	<p>potential storage/ room rental purposes.</p> <p>Kevin to announce increase in Music Folder Deposit to \$100 to band.</p> <p>Lisa & Fadi provide list of pieces to be removed from folders & advise music librarian.</p> <p>Kristen to follow-up for treasurer replacement.</p>
<p>5. New Business</p> <ul style="list-style-type: none"> a) Music Care extended small gifts (pens) to exec and (mugs, pens, bags) to conductors. GCCB has an account with Music Care and they have offered to sponsor GCCB for our concerts. Music Care also picks up & delivers instruments to/from St. Peter’s HS office which our members may be able to take advantage of. b) Motion by Cindy to give Lisa & Fadi a combined amount of \$1000.00 annually for new music for next season (to be reviewed annually/ dependent on budget). Seconded by Kristen. All in favor. c) Five Tips for Insuring Sheet Music article (http://www.laplaya.co.uk/abo/index.php?ID=49) found by Kristen to be considered for our insurance values. d) Tulip festival: Kevin updated exec that Tulip festival organizers appeared to be disorganized and got back to us too late. We had already booked another event. e) Parliament Hill: A concert on Parliament Hill was considered for this year. Kevin contacted parliament staff however a suitable date was not found. Consider next year. f) Spring Concert being considered for April 2016; moved up from May to allow more time for more senior homes, Parliament Hill, Soundwaves, Tulipfest. 	<p>Kevin to request details about sponsorship (requirements, benefits).</p> <p>Kevin to mention to band & coordinate with Lisa/ school.</p> <p>Kevin to have band vote at AGM for preference of Tuesday, Saturday or Sunday.</p>

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g) Consider other venues for Christmas/ Spring concerts. École secondaire catholique Béatrice-Desloges or get grant to build stage extension at Community Pentecostal. h) Contact Nepean Concert band to give them our dates to avoid double booking common players as a courtesy.	Anna & Kevin to investigate. Anna to contact Nepean Band when GCCB concert dates are chosen.
6. Action Items from previous minutes to be carried forward Any action items not completed above.	None
7. Confirmation of Next Board Meeting undecided	
8. Adjournment Meeting was adjourned at 10:01 PM	

Original signed by Anna

 Secretary

May 27, 2015

 Date

Original signed by Kevin

 Chair

May 27, 2015

 Date