

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

Monday, January 18, 2016  
**Meeting started at 7:06 pm**

**Attendees**

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

Non-Voting Members: Fadi Diab (Conductor), Kelley Oliver

Regrets: Lisa Concessi Maclean (Conductor)

Agenda Item	Action (if required) and Responsibility
<p><b>1. Approval of Agenda</b> Anna Introduced agenda. Motion to approve by Anna; All in favor. (Seconded not required as Executive is four members).</p>	
<p><b>2. Fundraising Proposal</b> by Kelley Oliver Kelley presented the Executive with fundraising options through his association with Beau's (Ottawa based brewery). Beau's does not provide monetary sponsorship however, options to raise funds for the band could include:</p> <ul style="list-style-type: none"> <li>a) Gift Basket (\$90 value) to be raffled; provided by Kelley</li> <li>b) VIP Brewery Tour to be raffled</li> <li>c) Beer supply for GCCB event. Keg costs \$230; Refund of 30% upon returning the keg. Each keg contains approx. 130 x 12oz. cups of beer to be sold at whatever price GCCB decides. Lead time for keg event would be approx. 1 month. GCCB must consider who the target audience is and how to promote such an event. Best option would be to tie it into an already-existing event rather than create a "keg event". Kelley can help organize and get Special Occasion Permit (SOP).</li> </ul>	<p>Kelley to provide gift basket for spring concert.</p> <p>Kelley to present offer to the band during announcements so that band may offer ideas and feedback.</p>
<p><b>2. Approval of minutes</b> Motion to approve October 26, 2015 Minutes of GCCB Executive made by Kevin by email; All in favour.</p>	
<p><b>3. Reports</b></p> <ul style="list-style-type: none"> <li>a) <u>Open Action Items from October 26, 2015:</u> GCCB owned equipment list required.</li> </ul> <p>\$593.52 percussion equipment purchased with Rahim's assistance from Long &amp; McQuade. Delivered &amp; paid.</p> <p>Red Run &amp; VeloFest concert participation requests have been turned down due to timing of events (September). Senior Home Concerts performed: December 8 - Chapel Hill December 15 - Palisades</p>	<p>Kevin &amp; Anna to meet with Lisa to make an accurate list of GCCB music &amp; instruments with value January 28, 2016.</p> <p>Closed.</p> <p>Not participating. Closed.</p>

Agenda Item	Action (if required) and Responsibility
<p>Spring Concert Date set for Saturday, May 7, 2016, 2 pm. Cindy booked Ecole Beatrice Desloges 12:30 - 4:30. Technician required. Program prep. Ticket prep. Theme and music selection. Food drive Advertising (Posters &amp; media) (include Friends of GCCB, senior homes, music stores, etc). Stage set-up Script writer Raffle items &amp; Gifts (Jacquie offered Spa item) Free tickets: Based on seating capacity and previous profits, we may provide 150 free tickets to local organizations. Consider Food Cupboard, YMCA, Orleans Schools, BFM Thrift Store, Rotary to promote and sell tickets for their own profits. This has the dual benefit of increasing our visibility within the community and expands our concert audience.</p> <p>Spring Calendar: May 7 Spring Concert May 10 - off May 17 - Rehearsal for road show May 24, May 31, June 7 - senior homes, park concert or parliament show June 14 - Folder night (Note: AGM may be moved to fall).</p> <p>GCCB rehearsal venue options to be considered due to OCSB rental costs. Consider community halls, churches, Legion, other schools.</p> <p>Fiscal Year End currently occurs after AGM which does not allow for proper approval of closing of books. Kevin presented during announcements Jan 19, 2016.</p> <p><u>Open Action Items from AGM June 2, 2015:</u> 2014 Treasurer's report has been reviewed by Jacquie.</p> <p>Music Folders require renumbering.</p> <p>GCCB Constitution to be updated.</p> <p>Music scanning topic discussed at Jan 18, 2016 meeting. GCCB owned music is to be scanned in order to replace lost copies - intent is not to distribute electronic copies available to everyone as this would be copy-write infringement.</p>	<p>Cindy to request. Anna Cindy Fadi Cindy to ask Hillary Cindy to ask Brian</p> <p>Cindy to ask Charlie/ Steve Cindy to find script writer Cindy to coordinate Kevin</p> <p>Cindy to book dates at various locations.</p> <p>Ongoing.</p> <p>To be voted on by executive after feedback from membership.</p> <p>To be presented at 2016 AGM</p> <p>Folders to be numbered in summer. Shawn &amp; Gordon are in discussion. Scanning and music distribution to be developed in conjunction with directors, music librarian and executive.</p>

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<p>Digital (hard drive) back-up must be in librarian's care, maintained &amp; protected. Fadi offered use of his professional scanner at school to copy music and to teach volunteers (GCCB &amp; students). Motion made by Kevin to begin scanning music for back-up purposes (on hard-drive; not cloud). All in favor.</p> <p>Music room outside door to remain closed after 7pm for comfort of members close to door. Members arriving to band after 7pm are asked to use front door of school.</p> <p>Band membership requested more technical instruction during rehearsals. Lisa has included breathing, scales &amp; intonation focus during warm-ups. Sectionals were considered. Sound Innovations books purchased and in use.</p> <p>b) <u>Finances:</u></p> <ul style="list-style-type: none"> <li>i. Treasurer's Balance Sheet and Profit &amp; Loss report is attached.</li> <li>ii. Membership List is required to reconcile which members have paid.</li> <li>iii. OCSB rental actual cost is approx. \$900. Monthly invoices are currently paid on a member's personal credit card.</li> <li>iv. Jacquie suggests that for neatness of accounts, it is preferred to pay invoices with GCCB cheques rather than personal funds to be reimbursed.</li> <li>v. CRA accepted 2015 Charity Return.</li> <li>vi. New TD bank account is now established due to ongoing difficulty with Royal Bank. Both accounts are still currently being used in order to use up recently purchased Royal Bank cheques. As of Jan. 18, 2016: RBC account balance \$7133; TD account balance \$1456. All current invoices have been paid.</li> </ul> <p>c) <u>Christmas Concert (Tuesday, December 1, 2015 7pm):</u></p> <ul style="list-style-type: none"> <li>i. Hillary coordinated concert Food Drive.</li> <li>ii. Ecole Beatrice Desloges offered free use of auditorium, band room for warm-ups, percussion and equipment (stands) for December 1 concert. May charge \$200- fee is being discussed by Genevieve Crete (GCCB) &amp; Isabelle Brassard-Porter (EBD Music Director).</li> <li>iii. Brian prepared posters and placed free ads in local papers.</li> <li>iv. Program prepared by Leah &amp; Kris. Copied by Wilcox family. No charge.</li> </ul>	<p>Implemented. Results to be reviewed in the spring.</p> <p>Method books are being used. Sectionals not required at this time. Item closed.</p> <p>All current members have paid dues. Item closed. Item closed.</p> <p>To be implemented where feasible.</p> <p>Item closed. Jacquie to transfer funds &amp; close Royal acct in due time.</p> <p>Cindy to purchase 2 X \$25 gift certificates to thank Isabelle for assistance and use of school and equipment. If \$200 fee is waived; GCCB may offer a \$200 scholarship as a thank you.</p>

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<p>v. Free tickets given to Fadi (3) &amp; Lisa (3) for students; MPs, School Trustee, Beatrice Desloges invites sent by email with RSVP request (2 each) by Anna.</p> <p>vi. Expenses:  \$ 33.90 Tickets  \$ 34.53 Poster  \$ 41.18 Gift  \$157.50 Technical Assistant at Beatrice Desloges  \$200.00 Venue fee or scholarship donation  \$ 50.00 Gift for Isabelle</p> <p>\$565.00 Total Revenue (\$5/ ticket)  \$517.11 Total Expenses  \$ 47.89 Total Profit (Despite freezing rain)</p>	
<p><b>4. New Business</b></p> <p>a) Leave of Absence. Leave of Absences for more than 1 semester will be voted on by executive &amp; conductors considering circumstances.</p>	
<p><b>5. Action Items from previous minutes to be carried forward</b>  Any action items not completed above.</p>	None
<p><b>6. Confirmation of Next Board Meeting undecided</b></p>	
<p><b>7. Adjournment</b>  Meeting was adjourned at 8:57 pm.</p>	

*Original signed by Anna*  
\_\_\_\_\_  
Secretary

January 20, 2016  
\_\_\_\_\_  
Date

*Original signed by Kevin*  
\_\_\_\_\_  
Chair

January 20, 2016  
\_\_\_\_\_  
Date