

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

Thursday, May 19, 2016
Meeting started at 7:06 pm

Attendees

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

Non-Voting Members: Laura Collins (may be replacing Vice President)

Regrets: Cindy Shaheen (Vice President), Lisa Concessi Maclean (Conductor), Fadi Diab (Conductor),

Agenda Item	Action (if required) and Responsibility
<p>1. Approval of Agenda Anna Introduced agenda. Motion to approve by Jacquie; All in favor. (Seconded not required as Executive is four members).</p>	
<p>2. Review and Approval of Previous Minutes (Anna)</p> <ul style="list-style-type: none"> • 	
<p>2. Approval of minutes Motion to approve January 18, 2016 Minutes of GCCB Executive made by Anna; All in favour.</p>	
<p>3. Reports</p> <p>a) <u>Open Action Items from January 18, 2016:</u></p> <ul style="list-style-type: none"> • Kelley provided a Beau’s gift basket that was raffled at the spring concert • Kelley did not announce Beau’s concert event to band. • An inventory list of all of GCCB’s known assets (instruments, equipment, supplies) has been made. It requires a few more values for items. • Concert venue options – Fadi suggested other locations after one of our rehearsals. Make a list of possible options to include pros and cons, prices. • No concerns raised by membership after motion to change AGM to the fall to coincide with fiscal year end. Unanimous Exec vote in favour by email Feb. 3-6, 2016. • 2014 Treasurer’s report has been reviewed by Jacquie. • Music Folders to be relabeled and included on inventory list • GCCB constitution has not been updated by Shawn & Gord • Newly purchased small ensemble books have all been scanned. • All new music should be scanned prior to being handed out • Music being used regularly should be scanned as well • Royal Bank account is no longer required. • \$200 Scholarship was not given to Ecole Beatrice Desloges following our Christmas concert. We were not to be charged, however they charged us \$200. 	<p>Closed</p> <p>Closed</p> <p>Send completed list to Jacquie to adjust Fixed Assets to reflect actual values. Send list to insurer. Accept list at fall AGM.</p> <p>Laura to make a venue list.</p> <p>Closed</p> <p>To be presented at 2016 AGM Kevin and Anna to complete</p> <p>Closed</p> <p>Consider music librarian assistant to scan Jacquie to coordinate closing account.</p> <p>Closed</p>

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<p>b) Finances</p> <ol style="list-style-type: none"> i. Treasurer's Balance Sheet and Profit & Loss report is attached. ii. Jacquie reviewed financial statements and bank reconciliation with Laura in Cindy's absence. iii. Honourarium amounts should be reviewed to ensure they are appropriate for GCCB's financial level and in keeping with inflation. Kevin would prefer to inform band should an increase be considered. iv. Discussion about listing items as Fixed Assets or Expensing items purchased on our balance sheet. Expensing items will make it look as though GCCB is not as wealthy on potential grant application forms, however listing items as Fixed Assets with an explanation on a grant form is preferred by executive. We need to update our Fixed Asset amount to accurately reflect what GCCB owns. <p>c) <u>Spring Concert (Saturday, May 7, 2016 2 pm):</u></p> <ol style="list-style-type: none"> i. In Hillary's absence, Anna coordinated concert Food Drive with Orleans-Cumberland Community Resource Centre (Cindy MacKay). ii. Ecole Beatrice Desloges did not have a sound technician available on our preferred dates. Concert was held at Community Pentecostal Church. iii. Brian & Rhiannon designed posters. Brian placed free ads in local papers. iv. Programs (225) & tickets (500) prepared & printed by Anna. v. Free tickets given out to various charities and community groups to increase our viewership and fill the venue. Our goal was to cover our costs and reach out to the community. Free tickets were given to: <ul style="list-style-type: none"> 3 St. Peter High School (through Lisa) 3 St. Matthew's High School (through Fadi) 2 St. Peter's High School Custodian 10 YMCA Orleans (for Send-a-kid-to-camp auction) 20 Orleans-Cumberland Community Resource Centre 10 Aimica at Bearbrook (Seniors' Residence) 10 Beacon Heights Retirement Residence 10 Jardin Royal Garden (Seniors' Residence) 10 Portobello Retirement Community 10 Promenade Seniors' Suites & Retirement Res. 4 Orleans Public Library (strict rules – can't use) vi. Small ensemble groups performed at: <ul style="list-style-type: none"> • Bibles for Missions Thrift Shop grand opening 	<p>Jacquie to provide Honouraria history and comparison.</p> <p>Anna to send completed inventory list to Jacquie. Certain items will be expensed.</p> <p>Have band member produce posters (one- bilingual).</p> <p>Reach out to senior homes earlier. They may be able to arrange bus transportation for seniors who wish to attend during the week (only a few have a bus on weekends). Also consider other groups (Legion)</p>

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<ul style="list-style-type: none"> • YMCA “Zumba for Strong Kids” event & auction • Community Pentecostal Church Sunday morning ½ hour prior to service While very few, if any, tickets were sold at these events, it gave members an opportunity to play and connect with the community while promoting GCCB. Banners, posters and tickets were displayed. <p>vii. Notes:</p> <ul style="list-style-type: none"> • invite co-conductor & spouse to attend the concert (even if they are not conducting) • stage was very tight with 50 members & grand piano on stage (maybe have a row in front again) • some members found it difficult to hear each other playing • audience members said they preferred the sound of CPChurch over Ecole BD • audience member requested more information about the music from emcee • designate someone in advance to video record & take pictures from balcony/ box • designate someone a week prior to give flowers to conductor • Facebook advertising seemed to work well for some people <p>viii. Expenses:</p> <p style="padding-left: 40px;">\$ 650.00 Hall Rental \$ 205.96 Other expenses (printing, decorations, thank you gifts, supplies)</p> <p style="padding-left: 40px;">\$1,491.75.00 Total Revenue (\$10 adults; \$5 children 2-12) \$ <u>-855.96 Total Expenses</u> \$ 635.79 Total Profit</p>	
<p>4. New Business</p> <p>a) Road Show dates have been booked as follows:</p> <ul style="list-style-type: none"> • May 24th - Senior’s Home performance, Chapel Hill ½ Band; • May 31st - Senior’s Home performance, Portobello ½ Band; • Jun 5th - Concert in the Park, Jacques Cartier Park, 2 pm; • Jun 7th - Senior’s Home performance, Governor’s Walk, Full Band; • Jun 14th - Mini AGM and Folder Night and end of year social at Broadway’s. <p>b) Band Shirts: Carol-Ann said the band shirt colour is being discontinued.</p> <p>c) Folder Night/ AGM: Agenda has been set by Kevin for AGM. Music folders should be sorted prior to folder night.</p>	<p>Anna will inquire at Stitchco for alternatives. Anna to request Fadi & Lisa for list of music to be kept in folders.</p>
<p>5. Action Items from previous minutes to be carried forward Any action items not completed above.</p>	<p>None</p>
<p>6. Confirmation of Next Board Meeting undecided</p>	
<p>7. Adjournment</p>	

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Meeting was adjourned at 8:46 pm.	
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Original signed by Anna

 Secretary

May 26, 2016

 Date

Original signed by Kevin

 Chair

May 26, 2016

 Date