

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

Wednesday, September 21, 2016

Meeting started at 8:05 pm

Attendees

Voting Members: Kevin Yamashita (President), Anna Tessier (Secretary), Sylvie Ouellet (Treasurer), John Wilcox (Vice President)

Non-Voting Members: Fadi Diab (Conductor)

Regrets: Lisa Concessi Maclean (Conductor)

Agenda Item	Action (if required) and Responsibility
<p>1. Approval of Agenda Anna Introduced agenda. Motion to approve by Anna; All in favor. (Seconded not required as Executive is four members).</p>	
<p>2. Review and Approval of Previous Minutes (Anna) Motion to approve May 19, 2016 Minutes of GCCB Executive made by Anna; All in favour.</p>	
<p>3. Reports</p> <p>a) <u>Open Action Items from Mini AGM June 14, 2016:</u></p> <ul style="list-style-type: none"> ● No open items <p>b) <u>Open Action Items from May 19, 2016:</u></p> <ul style="list-style-type: none"> ● Inventory list was sent to Jacquie in May however she did not have time to adjust Fixed Assets to reflect Actual Values. Sylvie has now taken over this task. Anna will send Inventory list to Insurer. ● Concert Venue Option list is required to list options, prices, seating capacity, pros & cons. ● AGM annual date was officially moved to October to coincide with fiscal year end at June 2016 mini-AGM ● 2014 Treasurer's Report was reviewed by Jacquie & Sylvie. ● Shawn McArthur has started scanning GCCB music library. ● Royal Bank account has been closed. ● Jacquie was to prepare an Honouraria list/ comparison for past several years. ● Jacquie was to review items listed as Fixed Assets vs. Expensing items purchased on our balance sheet. ● Seniors to be invited to GCCB concerts (free tickets) as early as possible in order to arrange transportation. ● Anna inquired at various locations to find similar band shirt options. Burgundy is no longer available anywhere! ● Music List of what to keep/ remove from music folders was prepared. This worked very well in June to clean up folders. <p>b) Finances</p> <p>i. Treasurer's Balance Sheet and Profit & Loss report is attached. John will review the reconciliation with Sylvie on a regular basis to ensure accuracy and follow best practices.</p> <p>ii. Membership dues have been paid by all but 4-5 members</p>	<p>Closed</p> <p>Sylvie to adjust Fixed Assets to reflect actual values. Send list to insurer. Accept list at fall AGM.</p> <p>John to make a venue list.</p> <p>Closed.</p> <p>To be presented at next AGM. Look for volunteer assistants.</p> <p>Closed. Sylvie will prepare Honouraria list. Sylvie will update our fixed asset amount to accurately reflect what GCCB owns. John will make contact as soon as possible.</p> <p>Anna investigating other colours & prices.</p> <p>Closed.</p>

Agenda Item	Action (if required) and Responsibility
<p>resulting in \$3290. One member's fees were waived this year.</p> <p>iii. United Way \$338 cheque arrived. Kevin will thank members during announcements.</p> <p>iv. For upcoming AGM, we require a list of income & expenses for past two years for comparison.</p> <p>v. Income tax form needs to be completed by end of January.</p>	<p>John to review reconciliation with Sylvie regularly.</p> <p>Sylvie will follow up with outstanding fees.</p> <p>Kevin will thank members for United Way contributions. Kevin & Sylvie will meet to prepare. Sylvie will complete & send.</p>
<p>4. New Business</p> <p>a) <u>Bandathon</u>:</p> <ul style="list-style-type: none"> ● Lisa will not hold a Bandathon with GCCB this fall but may consider it in the new year when she is conducting GCCB. ● Fadi will hold GCCB / St. Matt's Bandathon October 25, 2016 7-8:30pm. <p>b) <u>Social</u>:</p> <ul style="list-style-type: none"> ● October 4, 2016 @ Broadways following a short rehearsal in St. Peter's Band Room. Kelley will organize. <p>c) <u>AGM</u>:</p> <ul style="list-style-type: none"> ● October 25, 2016 St. Matt's Library(?) following Bandathon. <p>d) <u>Christmas Concert/ Senior Homes</u>:</p> <ul style="list-style-type: none"> ● Kevin handed over the task of organizing road show to John. Fadi said some senior homes do not advertise our concerts well. Anna suggested we make a generic poster to advertise our road show concerts which we can send to senior homes to assist them in advertising. ● We require a designated emcee for each concert <p>e) <u>Band shirts</u>:</p> <ul style="list-style-type: none"> ● Burgundy is no longer available. Consider purchasing new colour for entire band plus extra & have GCCB pay half of the cost. Mixed fabric material is preferred. <p>f) <u>Rahim's Percussion Table Request</u>:</p> <ul style="list-style-type: none"> ● Rahim submitted a request for a \$583 percussion table. Given anticipated expenses this year and the uncertainty on band shirts this request was not approved at this time. We will keep it in mind for future purchase. 	<p>Fadi to organize.</p> <p>Kelley to organize.</p> <p>Fadi & Kevin to organize re: location & overhead.</p> <p>John to contact homes and ensure our concerts are promoted within the residences as much as possible</p> <p>Anna to coordinate shirt replacement effort.</p> <p>Kevin will thank Rahim for his proposal and suggest perhaps consider a grant. Closed.</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>	

Agenda Item	Action (if required) and Responsibility
-------------	---

7. Adjournment Meeting was adjourned at 9:35 pm.	
--	--

Original signed by Anna

Secretary

September 23, 2016

Date

Original signed by Kevin

Chair

September 23, 2016

Date