

## NEPEAN CONCERT BAND – 2016 AGM – 9 MARCH 2016

**Agenda:** Introduction by President – Graham

**Review and Approval of Previous Minutes**

**Business Arising from Previous Minutes**

**Presentation of Executive Reports:**

President – Graham Lindsey

Treasurer – Julia Stewart

General Manager – Linda Taylor-Hall

Music Librarian – Warren McGovern

Equipment Manager – Rebecca (Becca) Bourque

Music Committee Chair – Chris Thiessen

**Election of New Executive**

**New Business: Logo Competition Results**

**Band Structure (hierarchy, structure of sections leaders, etc)**

**Music Committee (roles and responsibilities)**

**2016 – 2017 Concert Season (number of concerts etc.**

**City Funding for 2017**

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**Introduction by President:** Graham called the meeting to order at 7:35 pm and welcomed everyone to the meeting and thanked everyone who has pitched in to make this a successful year. Many people were singled out for their extra efforts during the year and in the past. Agendas and Minutes of Last Year's AGM were made available to members.

**Review and Approval of Previous Minutes:** As there were no items of contention it was moved by David Oulton to accept the minutes and seconded by Michelle. A vote was taken and all were in favour.

**Business Arising from Previous Minutes:** There were none.

**President's Report:** Graham again thanked everyone for a great year. We had run with the 4 seasonal concert fundraisers, performed again in Lake George NY, participated in the Soundwaves Series and of course ran our summer series of concerts at Andy Hadyn Park. Graham stated he had corrected a web

link for the Beaumont Hamel piece. Graham feels the Broadway concert was perhaps too long however this year we will go to a 3 concert series (down from 4) and also work at keeping concerts to a reasonable length (shorten them). Special thanks were given to all the volunteers who helped with moving percussion and setup and take down of the concerts especially David Oulton who is always at the forefront of set up and take down.

**Treasurer's Report:** Julia provided in depth financials including colour graphs for the members to review. Julia provided a year by year comparison stating that donations from band members were up significantly especially those donating through charitable payroll deductions through work and individual lump sum donations by a few members. This year bells (wind chimes) were bought. The tympani heads were not replaced due as they were not available or the wrong size and hard to find. The financial statements were once again reviewed by BDO. BDO provides a second set of eyes which Julia appreciates and it keeps our costs down. Cash flow has been very good this year and all bills were easily paid on time. Julia provided the bottom line on page 5 stating we have about 2,000 excess of revenue sitting in the bank to eventually fund the tympani heads. The band spent about 2,000 on new music this year and some band members had also bought some pieces. Concert revenue was very good this year so this allowed the band to skip doing extra fundraising like chocolate bar sales to meet expenses

Question: Pass the hat was not done this year at any concert?

Julia: This was not needed as revenue was good this year and we wanted to give our loyal audience a break for their wallets.

Question: How are donations of music handled?

Julia: They show on both Revenue and on Expense. A charitable receipt is provided once the donating member provides a receipt for purchase of the music to Julia.

Question: What are typical concert expenses?

Julia: We had some expenses for Cityview and Soundwaves concerts but mostly they are the cost of renting a van to move percussion. Sometimes there are small receipts for props purchased for use in our productions. For example Cairine's many little surprises at our last concert. The audience feedback from that concert was "We loved it and the visuals and props really added to the whole atmosphere", so Cairine did a really excellent job as producer.

There was a motion by Julia to approve the financial statements for 2016 and to once again appoint BDO as accountant. The motion was seconded by David Oulton and all voted in favour.

**Membership Report:** Pam reported that membership in the band seems to hover between 60 and 62 and we have 11 occasional members. Last year we had 62 fulltime members and this year we have 60 fulltime members. Pam has nothing else to report and loves all of us and thanks us.

**General Manager's Report:** Linda thanked Tanya and Ruth for their excellent work this year and especially David Oulton who tirelessly sets up the chairs for every band rehearsal and most concerts.

Also thanks were given to Karen for her work. Janice was thanked for her Enotes & contest for the highest read Enote. Graham had polled average Enote readings in bands and congratulated Joanne for her excellent guess of 82.3.

**Music Librarian's Report:** Warren had nothing new to report but stated that very good music was chosen last year in his opinion.

**Equipment Manager's Report:** Becca was unable to attend the meeting and was represented by Graham. Becca's reported that a couple of pieces of percussion were purchased this year; the cupboard was going to be cleaned up to make some room and then thanked all who helped with moving equipment throughout the year.

**Music Committee's Report:** Chris was unable to attend the meeting and was represented by Graham. Graham reported that last year was a very poor year for this committee as there were not enough meetings and Chris was away. They had received about 30 concert suggestions and will use some this year and used some of these last year already. Perhaps a substitute chair should have been chosen. The website shows the concert themes. When submitting a concert theme Graham asked that members also pick a few pieces which would fit that particular theme. The executive had discussed the notion of having band members vote on pieces but this would provide too much feedback and negate the reason for having a music committee.

Question: There never was a band vote on music last year?

Graham: The logistics of setting this up on the website for so many pieces is just too cumbersome and time consuming for Graham to do. Graham feels he already needs help on the website as it is.

Question: Do we need to amend the notes on the music committee?

Graham: Graham stated this was not required.

Question: How many pieces were donated and how many were bought.

Graham: There were a couple donated and the band bought 5 or 6 pieces this year.

**Motion to Approve All Reports:** This motion was brought by Cairine and seconded by Sharon.

**Election of New Executive:** Graham indicated that Peter Vogelsang had joined the executive as secretary mid-year as Heather Morris had left to pursue a career opportunity in another city. Peter was once again welcomed. As there was no-one new running for office there was a motion by Tanya to acclaim the current executive seconded by Rosemarie and all voted in favour of acclaiming the current board for the new year.

## New Business

1. **Review the Constitution:** Is this something that should be done as it is about 25 years old. Julia responded that yes this would be a good idea however since the band will eventually have to redo our by-laws in Ontario this item should be handled in tandem at that time.
2. **Band Structure:** Graham outlined our structure as President handles administration of the band and the Conductor handles the music element. Graham asked for a show of the section leaders hands and encouraged members to go through their section leaders on any items to be discussed or to the executive and not to the conductor when it comes to band issues. He stated section leaders can also notify members of things like bad weather for concert cancelation.
3. **Section Leaders:** Discussion entailed whether this position should be a fixed term as currently it appears to be a “life sentence” and an ad hoc choice. There was a suggestion that a one year term may encourage someone in the section to come forward if it was only a one year commitment.
4. **Assistant Conductor:** This is not in our constitution however it was discussed as something we should really consider. A defined assistant conductor within the band would come in handy with Terry’s many outside demands. Graham stated we currently have a verbal commitment from Mary to back us up but some members felt this was again ad hoc and an assistant conductor would bring some needed stability. Graham stated we would put this on the agenda for the executive to discuss this further. Other comments from members were that it would be good to have an assistant conductor that knows exactly what Terry’s wants instead of an outside conductor with their own interpretation. There was a comment that although Heather can conduct she is not keen on doing it. Another comment was that we need to formalize and assistant conductor for example if Terry retires to P.E.I.
5. **LOGO Contest:** Graham reported to 50% of the band voted on 15 logos that were submitted for the band logo. One logo in particular had 14 votes. We would like to take the vote to another round with the 4 finalists as a double check since there was a lot of vote splitting when having such a large number of logos. A second vote on the 4 finalist logos will be set up by Graham via an email link.

Question: Would there be copyright objections on the logo which shows the band shell and old Nepean bells.

Graham will check but the consensus was this was not an issue as the city of Nepean no longer exists.

6. **Music Committee:** Graham stated the committee was unable to meet last year and most of the music programming and music selection was done by the chair Chris and the conductor Terry. Together they had looked at common themes and picked the music. Basically the committee was a mess last year. Chris is coming back soon and will set up a schedule for the music committee to meet regularly this year.

Question: The music was very difficult this year and many pieces were quite long.

Graham: This is the type of thing you would report to your section leader.

Question: Is there a list of all the pieces we own on our website?

Warren: There is such a list on the website however it is old and outdated. Much music has been bought and pieces which we would never be used by us have been purged and where possible donated to other groups that may use it. A lot of the purged music is unplayable by us for example it's not in the correct instrumentation. Warren states that he is about 90% finished completing a new and up to date list of music.

7. **Concert Themes & Dates 2016 - 2017:** There was discussion that these should be established by a certain date in 2016. It was restated that we will have 3 concerts this year perhaps Fall Spring and Christmas. There was a discussion of which concert to drop and that Christmas was the one that kind of close to another. Graham stated that Christmas was a big money maker for the band so was hesitant to drop that one. There was discussion that dropping one concert this year would free up time to do an extra senior residence concert this year which we used to do regularly.

Question: Do we charge a fee to the residence for concerts:

Graham: We ask for an honorarium however if a home has no budget we will play for free.

Comment: We need more rehearsals for Lake George to put on a superior performance

Graham: We need to strive for more efficiency in operations like handing out music. Roles and responsibilities indicate this is a job for Terry or Warren

Comment: Communication about music has been very weak with no responses to ideas, questions or comments. If a list of ideas is provided there should be room for band feedback so the music committee can be informed. The music committee should provide a forum for discussion with the band and provide feedback both ways.

Graham: Perhaps feedback could be sent to Tanya via email with email replies.

Comment: Handing Out Music After Break: Music should be handed out in advance of rehearsal or during the break. Ideally the music should be handed out in advance before rehearsal. The conductor needs the music sorted and ready in advance.

Comment: We shouldn't receive a piece one week before a concert. This year, with the storm, people missed the one rehearsal available and ended up sight reading at the concert.

8. **Advertising for Concerts:** Karen has been doing free advertising so far. Julia said we had tried paid advertising one time however we are not certain whether it made a difference. Ideas should be forwarded to Karen.

Comment: The concerts were too long however the last one was the perfect length. The general consensus seemed to be that 2 hours including intermission seemed ideal.

Comment: Concert Organization- Cairine did a great job as producer on last concert and the audience including band members in the audience said the visual effects really were great and added to the concert.

9. **Ticket Prices & Dates:** The executive will discuss this. Having more concerts means more revenue. Having less concerts may mean less revenue but not necessarily if attendance is higher. The audience may have only attended 3 of our last 4 concerts for example. The band needs to sell more tickets and it was decided 2 bake sales per year were sufficient and no more should be done.
10. **People not at rehearsal playing in the Concert:** It was agreed this is not good. The executive will discuss this further.
11. **City Funding Initiative – Ottawa 2017:** Julia brought forward a government program for the arts specifically to celebrate Canada's coming anniversary. Julia has been in contact with the City of Ottawa and been encouraged to put in a bid. Funding from 5k – 25k is available to fund up to 75% of the cost of an event. There is a formal application process and a 24 March deadline to apply so Julia asked for volunteers to help her apply. Tanya Chang and Jennifer Brinkhurst graciously agreed to be involved in this. Perhaps a piece of music can be commissioned for performance throughout the celebration year maybe with aboriginal artists. There was a discussion of the 25% band portion of funding however it was discussed that this 25% would be part of the overall cost of the event and music and could be accounted for. Julia also mentioned we have a good surplus in the fund currently. There was a motion to adjourn the AGM by Pam which was seconded by Jenn and all voted in favour.

**Meeting Adjourned. 830pm**