

**NEPEAN Concert Band**  
**Annual General Meeting Minutes**

February 1, 2017

**I. Call to order**

President Graham Lindsay called to order the Annual General Meeting of the Nepean Concert Band at 7:30 pm on February 1, 2017 at the Nepean Creative Arts Centre in Ottawa.

**II. Approval of minutes from last meeting**

As the minutes of last year's AGM minutes had not been posted to the website yet the president declared a special mini AGM would be held next week at the normal scheduled rehearsal to vote on the minutes at that time. The president then read the minutes of last year's AGM meeting from his laptop to update members on the contents.

Question from member:

Is there any information yet on upcoming regulatory guidelines for charities?

Answer from Treasurer – Rosemary Judge – The changes are not here yet but are imminent. The government will provide a transition period for the new rules.

**III. Reports**

**a) President's Report**

Graham Lindsay summarized his written report for the members and the complete written report is available to all members on the NCB Website. A special thanks was given to our former Treasurer Julia Stanley who has moved to British Columbia and a great welcome was given to incoming treasurer Rosemary Judge.

Graham requested we approve all reports at the end of the meeting to save time.

**b) Treasurer's Report**

Rosemary Judge summarized her written report and provided financials. Year-end broke even with about \$100 on the plus side. Some revenue was down this year such as member fees and some revenue was up such as concert revenue. Donations were also down as corporate donations will appear in the next fiscal period.

Notable expenses which have risen are: Insurance, rent and conductor's fees.

The bank account has a healthy reserve however we have an approximately \$2000 insurance bill due shortly

One hundred tickets were printed for each of our concerts in 2017 and they were sold out with revenue of approximately of approximately \$2,700 to date.

For the past 2016 series of 4 concerts the revenue came to approximately \$3,700 total. There were many new faces seen at our concert audience.

Question from member:

When Mary Blais our Assistant Conductor fills in for Terry Duncan our Principal Conductor for any of our rehearsals or concerts how is this expense handled.

Answer:

Terry is deducted for rehearsals missed but is not paid for concerts. Mary is paid for rehearsals and is paid for concerts as follows:

Terry receives \$300 per month and nothing for concerts

Mary receives \$50 per rehearsal and \$100 per concert

Question from member:

There are 3 concerts scheduled for 2017 but not in 2016?

Answer:

There were less concerts scheduled this year so maybe there will be less conductor fees. Our concerts last year generated \$3,700 plus in revenue if we include season tickets sold.

Question from member:

Should we look at the difference in revenue between a Sunday afternoon venue and a Saturday evening venue?

Answer:

Our Saturday evening Christmas concert made much more revenue than our Sunday afternoon concerts.

Survey: Is afternoon or evening better for a Christmas concert? Graham will create a survey for members to answer and discuss this with the executive. It was also mentioned that in the winter the weather can play havoc on attendance. The

equipment manager stated that a Saturday evening concert means equipment can't be unloaded until Sunday which may increase vehicle costs for rental.

Question from member:

Maybe we can increase the number of bake sales to generate more revenue?

Answer:

We had previously decided to maintain a maximum of 2 bake sales per year. The last Christmas bake sale generated \$360 of revenue. The executive feels that concert attendance is the real key to good revenue.

### **c) Membership Report**

Pam MacCaull reported that we have more members this year with 73 now versus 68 last year along with 12 occasional members.

Question from member:

Why do we have less fee revenue if we have more members?

Answer:

The reason is that we have some members paying annually and some quarterly however we need to follow accounting rules when we post the revenue in the fiscal periods. We also have certain discounts for student and senior members.

Question from member:

What happens when we are all 65+ in age?

Answer:

Bring more young people in.

### **d) General Managers Report**

Linda Taylor-Hall has finalized our concert dates for the 2017 season and booked the venues.

We will run annual 3 concerts plus the Andy Hadyn Park series and the annual Lake George Music Festival in New York.

Linda gave a special thank you to Tanya Chang for creating the "Spotlight On" in the E-Notes highlighting the background of one member per newsletter and all of

the members agreed they are a fabulous way to get to know more about our members with thunderous applause heard throughout the hall.

Robert Vogelsang also want to thank Tanya for her wonderful work on the concert posters which again brought a round of applause from the membership.

### **Librarian Report**

Warren McGovern reported that a few new titles were added to the library this year and that audience attendance is up so that means we have good music.

Special thanks from the membership for Warren's great dedication to a thankless job and for handling all the resorting of music by himself thereby freeing up valuable rehearsal time for the band. Members all agreed again to thunderous applause.

### **e) Equipment Manager Report**

Rebecca Bourque let the band know that the Tympani Head dilemma has now been solved and the heads are now good so please don't touch them as they can easily be damaged or knocked out of tune. She is hoping for no issues for a few years. The tympani is very difficult to tune so please stay away from them.

A new conductor's stand has been purchased for Terry and will hopefully provide the conductor's scores more protection from the elements and wind during our outside concerts.

Special thanks to Jean Guy for creating a beautiful wind chime case to protect this valuable instrument and this was again met with thunderous applause from members.

There will be some small purchases on smaller "toys" to help meet the demand of the many "sounds" required in our special pieces.

As always the percussion section greatly appreciates all the help they receive from members during setup and takedown of equipment along with extra vehicles that members provide.

### **f) Music Chair Committee Report**

Chris Thiessen reported that the Music Committee had their typical one big meeting at the beginning of the year to figure out music themes and pieces for the entire year. All suggestions they receive from various sources are entered into a large spreadsheet for future reference. This sheet is reviewed as a group at every meeting.

In this year's music survey there were 5 themes voted on and they worked well for the concerts. For the next survey they would like to add some sample pieces to each theme and ask members to do the same when they submit themes to the committee.

The music committee welcomes all who would like to join and would like members to keep the suggestions coming – especially the themes.

Again thanks to Warren McGovern for his solo music pulls and resorting.

Question from member:

Do we track concerts and what was played and when?

Answer:

“Enotes” newsletter is the best way to track this. We also have some lists of past programs. Peter Vogelsang offered to track this going forward and asked members who have past concert data to forward this to him.

Question from member:

We had a lot of duplication of music and repeat performances for the last few summers. Maybe we could add 20 more pieces even if they are easy and use April and May to prepare these pieces.

Answer:

We only have 3 concerts this year so we will have more time to prepare pieces.

## **Motions**

**Motion: to accept all reports except the minutes of last year by David Oulton**

**Seconded by: Cairine Thomas**

**All in favour: Unanimous**

**Motion: to accept current band Executive by Rhonda Corriveau**

**Seconded by: David Oulton**

**All in favour: Unanimous**

**IV. New business**

- a) As there were no new business items the meeting moved on.

**V. Adjournment**

**Motion: to adjourn the meeting by Pam MacCaul**

**Seconded by: Cairine Thomas**

**All in favour: Unanimous**

**President Graham Lindsay adjourned the meeting at 8:08 pm.**

Minutes submitted by: Peter Vogelsang

Minutes to be approved by: Membership at next AGM in 2018