

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

January 31, 2018

**I. Call to order**

President Graham Lindsey called to order the Annual General Meeting of the Nepean Concert Band at 7:30 pm on January 31, 2018 at the Nepean Creative Arts Centre in Ottawa.

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

The minutes of last year's AGM minutes were posted to the website prior to this AGM so members could review them beforehand. Limited paper copies were also brought to the meeting for members who had not read them on the website. Time was given for members to review the paper copies

Questions from members:

There were no questions on last year's AGM Minutes.

Graham Lindsey moved to approve the reports to be voted on with all reports at the end of the meeting in order to save time was agreed on by the membership.

Motion to approve last year's AGM Minutes by David Oulton

Seconded by Ted Jones

The vote was unanimous to approve the last year's AGM Minutes

Reports

**a) President's Report**

Graham Lindsey summarized his written report for the members and the complete written report is available to all members on the NCB Website.

Graham stated he has been president for nine years and wanted to thank everyone for the generous support and apologized as he is sure to have missed giving special thanks to all in his report. He said community band should be fun for everyone and it has been for him. The executive has provided excellent support and surveys were used over his time to get feedback from the band and the executive responds on this feedback and listens to the members. The band in the

past had sold chocolates and entertainment books however in recent years the focus was more on selling ticket to concerts to provide revenue allowing the band to focus more on music and less on sales to fund the band. Graham once again thanked everyone who has helped him and especially the ones who help set up and take down at rehearsals and concerts and for getting the audience out for concerts.

Graham last word was to reiterate as he often has the need to get to rehearsal by 7:15 pm where possible and to stop at 9:30pm so we can be out on time as percussion takes time to put away.

Questions from members:

There were no questions from the membership

#### **b) Treasurer's Report**

Rosemary Judge summarized her written report and provided financials on the website for review along with paper copies at the meeting.

We broke even this year like last year with a plus \$240 dollars.

Expenses were up which is normal as the rental cost of the room is determined by the city and rises. Insurance costs for the coming year have stayed the same.

We bought more sheet music and Rosemary has budgeted \$1,500 in the budget to buy music evenly spread over the three concerts.

Concert revenue was slightly lower this year as we had three concerts rather than the prior four concerts of the past although not significantly.

Corporate donations were up but we have no control on this item. Graham pointed out that we are a charity if anyone runs into a corporate sponsor.

Membership fees remained the same.

Fundraising was down due to buying Swag and setting up templates. The templates are a onetime cost so any new swag orders would not have this expense.

The bank account is healthy

Questions from members:

Q. Ted Jones: what does the line item Professional Fees stand for?

A. For accounting

Q. George Olds: Is the rental figure monthly, annual, and how much?

A. The rental is \$300 per month based on when we are in the room. For example in the summer when we are at the park we do not pay for the room. The city requires us to sign a six month contract at a time and the number of days are calculated at each renewal.

Q. Corey Larocque: Why is membership down however revenue is not?

A. Annual fees need to be pro-rated for the period and some are deferred and as a result there was more revenue this year.

Example: Deferred Revenue on the Balance Sheet.

Q. Jan Huus: Why is corporate revenue up?

A. This line fluctuates and can't be predicted as it is based on unknown donors.

Q. Corey Larocque: Will we need to increase member fees?

A. We want to keep member's dues the same when possible and would prefer more ticket sales if more revenue is needed.

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### **c) Membership Report**

Pam MacCaull reported that we have less members this year with sixty six now compared to seventy nine last year along with ten occasional members.

That being said we have a solid nucleus of sixty six good players who show up to rehearse and ten terrific summer members so the band is a good size. We welcome new members just the same.

Questions from members:

There were no questions.

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

Linda Taylor-Hall has finalized our concert dates for the 2018 season and booked the venues.

We have moved from four to three concerts per year.

Our Sound Waves Concert unfortunately was heavily rained out.

Two summer concerts were rained out.

The Barrhaven Court Concert was very well received.

We had a fun performance again at Lake George USA.

Questions from members:

Q. Sharon Flack: Do we track concert attendance? Should we?

A. Not really. Left over tickets are not an accurate accounting as people often don't take their tickets. Although one hundred tickets are produced. Some people will buy the concert series and kids have no tickets. Agreed it would be a good idea to count or at least take a picture of the audience and count later or have the ticket sellers at the front try and count.

#### **e) Librarian Report**

Warren McGovern the librarian focused on a brand new library list which he has been working on for over a year. All partial pieces or pieces not playable have been removed and all the pieces we have bought over the last few years have been added to produce an accurate list of our usable library.

Warren received a roar of applause for his unselfish efforts on this monumental task and Doug was also credited for his help when needed.

Questions from members:

There were no questions.

## **Equipment Manager Report**

Rebecca Bourque let the band know that this year we saved money by not having to pay for the moving truck.

Rebecca would like to set up a sign up sheet for five guaranteed volunteers to help set up and take down concert percussion. This can be a revolving group.

Many thanks to all who have helped in setup and take down and even moving one item, however small, help enormously.

Questions from members:

There were no questions.

## **Music Committee Chair Report**

Evan Huus reported that the Music Committee basically doesn't exist.

The program is not clear and there is no direction from Terry.

It's not clear who is on or wants to be on the committee.

Evan said this past year it was basically Chris Thiessen, Doug Cummings and Warren selecting the music.

Graham explained that there was a meeting planned with Terry Duncan, Graham Lindsey and Linda Hamilton upcoming to address this and other issues so we can get a clear mandate going forward for all things to do with music selection, concert lists and the music committee. Graham offered to put the committee back on track unless someone else would like the task. Graham would put some systems in place, themes, repertoire, the timing of things and get music well in advance so members can practice.

Questions from members:

Q. Jeff Burton: Have you ever asked why no one is interested in joining the music committee?

A. Graham stated he has often sent out emails asking anyone interested would be welcome on the music committee.

Q. Jan Huus: Does the committee select themes and pick the music?

A. Graham said this will be addressed at the previously mentioned upcoming meeting with conductor Terry Duncan.

Q. Robert Vogelsang: Terry Duncan has been frustrated as his instrument is the band so he wants challenging pieces to be played. Should we may be set a fifty percent limit for Terry's tough pieces and the rest chosen by the committee? Robert finds the grinding over and over of some parts irritating and feels using music themes can box you in.

A. Graham said the themes are general and almost anything can be mixed in and the themes help in marketing the concert.

Q. George Olds: Why did Heather Flynn not receive scores at a recent rehearsal which put her on the spot with no direction on what she was to rehearse? George said he is a serious musician and finds that frustrating.

A. Graham says that is on his list to address at the upcoming meeting.

Q. Ruth Winter: Will we have a set time frame to have a set list as this would be a huge step forward?

A. Graham says that is on his list for the upcoming meeting. His list includes; set lists, crews to set up, pieces and advanced set list among other things.

### **Election of President**

Blank ballots were handed out as there were two candidates for President this year, namely Robert Vogelsang and Cairine Thomas. Both candidates gave the members their background, vision and goals for the band and the members were asked to vote by secret ballot. The votes were tabulated by Rosemary Judge and Graham Lindsey and it was announced that Cairine Thomas was voted in by the membership as our new president.

### **Motions**

Motion: to accept all reports by Rebecca Bourque

Seconded by: Cairine Thomas

All in favour: Unanimous

Motion: to accept current band Executive by Jeff Burton

Seconded by: Chris Thiessen

All in favour: Unanimous

### **III. New business**

- a) Peter Vogelsang (Secretary) commented on his past service on other executive boards and the success in having a Past President Position on the executive as it provides support guidance and history to an incoming president. For NCB the term is often longer than one year so this position may only be needed intermittently.
- b) Peter Vogelsang also suggested based on suggestions by Tanya Chang that we really need to build a mission statement and ask ourselves who we are, what we do, what we want, how can we bring positive changes to NCB? We also do not really have a clear constitution so perhaps this needs to be brought up to date to reflect our current environment.

### **IV. Adjournment**

Motion: to adjourn the meeting by Ted Jones

Seconded by: Jeff Burton

All in favour: Unanimous

President Graham Lindsey adjourned the meeting at 8:30pm

Minutes submitted by: Peter Vogelsang

Minutes to be approved by: Membership at next AGM in 2019