

Ottawa New Horizons Band

Annual General Meeting

November 21, 2021

3:00 p.m. – 4:00 p.m.

Via Zoom

MINUTES

Prior to the meeting starting, ONHB members were invited to a special performance by Anna Petersen, Second Oboe and English horn player with the National Arts Centre Orchestra. Anna performed a short solo on each of her instruments and then responded to questions from members. She explained the differences between the instruments, her techniques for managing performance butterflies, her path to the NACO and her joy of being able to play again in-person with the NACO. On behalf of ONHB, Cathy Wilcox thanked Anna for her inspiring presentation.

Subsequently, Jackie Scheffel, Vice-Chair, explained how the meeting would proceed over Zoom: members would be muted but could unmute to pose questions or submit questions via the chat function of Zoom; all motions were to be considered moved by the Chair, Brian Carr, and seconded by Jackie.

1. Call to order, introductions, quorum

- Brian called the meeting to order at 3:00 pm and welcomed attendees.
- He thanked members for attending and explained how the Annual General Meeting was a critical component for a non-profit organization; that it was a legislative requirement and it is how the board is accountable to members. It is the board's opportunity to present the challenges that we face and how we manage them.
- Brian introduced the other board members: Jackie Scheffel-Vice Chair; Leslie Scott-Treasurer; Cathy Wilcox – Band Leader Representative; and Sue Christan- Secretary.
- He announced that as a result of the nomination process held in the fall, Leslie would be rejoining the board for another two-year term and Anne Adair would be joining the board for her first term. Leslie and Anne were acclaimed to the board as they were the only two nominees to receive the necessary number of nominations.
- He asked Anne to briefly introduce herself.
- He thanked Leslie Carlin, the outgoing Communications Officer, for her contributions over the past year.
- Jackie confirmed that quorum had been achieved, with 71 eligible voting members present. Under the bylaw, 20 members are required for quorum.

2. Approval of the agenda

- There was a request to move the Treasurer's report and the band leader's report on the virtual program to later in the agenda.
- The agenda was approved with these changes.

3. Approval of the minutes of the last AGM, held November 29, 2020

- There were no additions or corrections regarding the minutes.
- The minutes were approved.

4. Remarks by the chair – Brian Carr

- Brian provided an overview of how ONHB has changed over the last two years:
 - After having grown to 9 bands and 264 members in Winter 2020, the session was cut short because of Covid-19 and subsequently, the entire spring 2020 session was cancelled.
 - In Fall 2020, ONHB offered 4 virtual bands and about one half of the membership joined that fall. Positive feedback from the members' survey after the completion of the Fall 2020 session supported the decision to offer a similar virtual program in Winter 2021.
 - By Fall 2021, ONHB decided to offer a virtual program again and restart a modified in-person program, with 4 bands and 112 participants in each. Combined, the number of members participating in one of our programs represented a sizable portion our membership pre-pandemic.
- Brian concluded by noting that ONHB hopes to eventually return to a larger in-person program and still offer virtual bands for those who may prefer them.
- You will find a copy of Brian's full remarks at [Remarks by the Chair \(ottawanewhorizons.com\)](https://ottawanewhorizons.com)

5. Report on the In-person Program – Colin Williamson

- Colin provided an update on the status of the in-person program which consisted of four in-person bands (two concert and two jazz bands).
- He reported that it had been very successful and that everyone was enjoying being able to play together again.
- He recognized the time and effort by the board, the bands' volunteer teams and the librarian and scanners, who put this program together.
- The covid protocols which had been implemented, were running smoothly and members had adapted well.
- Although the bands have members with differing levels of ability, band leaders selected a wide range of music and programmed their repertoire based on the abilities of their musicians.
- You will find a copy of Colin's full remarks at [Microsoft Word - AGM 2021 Remarks by the Band Leader Rep In-Person Program.docx \(ottawanewhorizons.com\)](https://ottawanewhorizons.com)

6. Report on the Virtual Program - Cathy Wilcox

- Cathy provided an update on the virtual program which includes a jazz band and three concert bands, one with a Jamulus component.
- The virtual program provided a means for members to continue to meet and play music, and see friends from the comfort of their home.
- Many musicians have expressed gratitude for this option and if there is continued demand, it may be possible to continue with this format even when the pandemic is over.
- You will find a copy of Cathy's full remarks at [Microsoft Word - AGM 2021 Remarks by the Band Leader Rep Virtual Program.docx \(ottawanewhorizons.com\)](#).

7. Winter and Spring 2022 – Jackie Scheffel

- Jackie outlined the board's planning so far:
 - The board is looking at a similar winter program to this past fall, with some modifications such as 4 or 5 in-person bands and 3 or 4 virtual bands (including one with a Jamulus component); 10 weeks for both in-person and virtual.
 - All in-person rehearsals will be held at Woodroffe United Church as the Community Use of School space is still unavailable.
 - Many factors will dictate programming, such as availability of rooms at the church, band leaders' availability and schedules, and music preparation.
 - There will again be no concerts for the winter session and possibly also for the spring session but we are considering ways to celebrate the end of each band session.
 - ONHB will look into leveling bands, although it is very challenging with so few band options.
 - The spring program will most likely be shorter, about 7 or 8 weeks, as we generally try to finish by mid-June.
- Jackie reminded members that this is still very much a transition period for ONHB during the pandemic, but our intent is to offer members an opportunity to get back together to play, whether virtually or in-person, in the safest way we can.
- She asked members to keep an eye out for a short survey to gauge interest in in-person/virtual bands and afternoon/evening rehearsal times.

8. Treasurer's report and motion to approve the appointment of the public accountant - Leslie Scott

- Leslie opened her remarks by stating that ONHB was on solid financial ground.
- In 2020-2021, ONHB's revenues were only \$26K, however ONHB's expenses were also considerably less than the previous year, at around \$30k, for an end of year loss of around \$4K.
- As of July 31, 2021, ONHB's equity was \$31K.

- In terms of the budget for 2021-2022, the estimated revenues of \$58K, reflect the combination of virtual and in-person band fees. With expenses, the forecast loss is \$200.
- Leslie concluded that ONHB can take some risks, such that even if the number of members participating in the in-person bands is not high, ONHB's financial situation will be fine.
- Motion to approve the Public Accountant was carried
- Copies of the Profit and Loss statement for 2020-2021 and the Balance Sheet as of July 21, 2021 are available at [AGM November 2021 :: Ottawa New Horizons Band](#) .

9. Thank yous – Cathy Wilcox

- Cathy thanked the many ONHB members who volunteer their time to make ONHB a success, including the band representatives, the music librarian and team of scanners and the web/IT team.
- In particular, she thanked Brian Carr, the outgoing chairperson, for his dedication and service over the last four years on the board (first as secretary and the last three years as Chair). He led the board through a very challenging time - adapting the program in response to the pandemic and the covid restrictions. Fortunately for ONHB, Brian has offered to take on special projects in future.
- Cathy also thanked Leslie Carlin, who was the Communications officer for the last year.

10. Questions and Answers

- A question was raised as to when the winter session would start. Jackie responded that we are looking at the 2nd or 3rd week of January.
- Another member asked why the spring session was shorter. Traditionally, ONHB rehearsals have not extended into June as demand generally lags as summer approaches.
- A question was raised about rehearsing outside. Jackie responded that rehearsing or performing outside adds other levels of complexity which we have not wanted to undertake.
- Another member asked whether any musicians were turned away from the in-person bands. For the most part, everyone was placed; only two people were not.
- Members remarked how smoothly and efficiently the in-person rehearsals were run and that the virtual rehearsals were done really well.

11. Other business

- There was no other business.

12. Adjournment

- Brian closed the meeting by saying that although the last 18 months had been very challenging, he had very much enjoyed being involved.
- The meeting was adjourned at 4:00 pm.