

Ottawa New Horizons Band

## **Annual General Meeting**

November 19, 2023

3:00 p.m. – 4:19 p.m.

Via Zoom

## **DRAFT MINUTES**

### **1. Call to order – Jackie Sheffel**

- Jackie, as chair, called the meeting to order at 3:00 p.m. Jackie welcomed attendees and introduced the other board members. Jackie asked that attendees use the Zoom Chat feature to pose any questions. Anne Adair will monitor the chat. Danielle Zion and Sandra Wilkes will take attendance, and Steve Snell will record the minutes.
- Danielle confirmed that quorum had been achieved, with more than 37 eligible voting members present so far, and more continuing to log in. Under the bylaw, 20 members are required for quorum.
- Jackie thanked outgoing vice chair Anne Adair for her two years of service to ONHB.

### **2. Approval of the agenda**

- As there were no requests for changes, the agenda was adopted as presented. Motion to approve by T. Horava/H. Turner. Carried.

### **3. Approval of the minutes of the last AGM, November 27, 2022**

- There were no additions, corrections or discussion regarding the minutes as presented. Motion to approve by L. Lefort/R. Hamilton. Carried.

### **4. Remarks by the chair – Jackie Scheffel**

- Jackie thanked all the volunteers who contributed to the success of the ONHB over the past year, as the organization continued to return to its pre-pandemic levels.
- This fall, the addition of three more in-person concert bands at the Beginner, Easy Intermediate and Advanced Intermediate levels allowed for a return to levelling. Jackie noted however that according to the recent membership survey, time, location, and band leader are still the most significant factors in choosing a band.
- In the past few months, a review of the percussion equipment owned by ONHB was conducted by Anne Adair, with a view to prioritising repairs and replacements to the extent that the budget allows.
- Under the leadership of our webmaster, Peter Garneau, ONHB is in the process of adopting a new website template, with more features. It will be coming in the new year.
- This past June, ONHB held an introduction night for the first time since the pandemic. More than 40 people participated, of which more than 20 joined ONHB bands for the first time.

- Jackie's full remarks are available on the [ONHB website](#).
5. Report on the Fall 2023 Session – Cathy Wilcox
- Cathy thanked all the band leaders for their enthusiastic participation and welcomed new band leaders Nick Roy (intermediate jazz) and Malcolm Horava (intermediate concert).
  - This fall, ONHB is offering one virtual and seven in-person bands, with participation in the in-person bands ranging from 20 to 40+ members, including around 30 in each of the two jazz bands.
  - For the first time since the return to in-person rehearsals, sectional clinics have been offered in all bands.
6. Winter 2024 Session – Anne Adair
- The winter session of ONHB will be very similar to the current fall band program, with most band leaders, venues, schedules remaining the same.
  - We will continue to offer different levels from beginner through to advanced-intermediate, plus some clinics.
  - One change: Felicia Persaud has other commitments this winter so, unfortunately, she will not be able to continue to lead our beginner band; we are not sure at this point who will fill her position, but we will continue with the beginner band.
  - The number of bands we have will depend on the number of people who register.
  - Winter session will start the week of January 15 and run for 11 weeks; March Break will be off, so the session will end the first week of April.
  - An email will be sent to all members in early December with more details.
  - Registration will open on December 10 and close around January 3
  - There will be no staggered registration this time; returning members are encouraged to register as soon as possible as some bands may fill up quickly
7. Treasurer's report and motion to approve the appointment of accountant of record– Leslie Scott
- Leslie spoke first to the Profit and Loss statement. Prior to the pandemic, four years ago revenues were in the order of \$100K, almost entirely from band registration fees. This fell to around \$25K as we went to online bands only. As we gradually expanded in-person band opportunities, revenues have risen to the \$80K level shown in this year's Profit and Loss statement.
  - On the expense side, with the return to physical space rentals, more band leaders and hiring of clinicians, expenses are also much higher.
  - There was a net surplus of approximately \$7600 last year, following a loss of about \$4000 the previous year. A small profit or loss is to be expected each year, as expenses are fixed once a band is offered, but membership levels are unknown at that time.
  - Woodroffe United Church, Brookfield HS and Merivale HS, our three current venues, will all be increasing their fees. Woodroffe fees will increase by 15% each of the next two years.
  - The balance as of July 31, 2023 was about \$40000.

- Leslie noted that about one in three not for profit corporations went out of business during the pandemic.
- Ted Lepinsky was approved as public accountant for the 2023-2024 fiscal year.
- On a question about the “Capital Assets” showing as \$2 on the balance sheet, Leslie explained that this represents ONHB’s ownership of musical instruments and sheet music. The actual monetary value of these assets cannot be determined, so it is a common business practice to record a token amount of \$1 each, to acknowledge their existence.
- S. Snell thanked Leslie for her diligence and dedication in stewarding ONHB through the economic challenges of the pandemic years, especially given that so many not for profits failed during that time.

8. By-law Amendments- Louise Lefort

- Louise proposed the following change to the ONHB by-law, regarding the board of directors:

1) It is proposed that within by-law articles 22 and 24, “volunteer coordinator” is replaced with “Member-at-Large”.

2) It is proposed that by-law article 24e. be changed from:

24.e. Volunteer coordinator – The volunteer coordinator shall be a director and has responsibility for directing volunteer activities including recruiting a team of volunteers to manage, staff and support the Corporation’s activities, concerts and events.

to:

24.e. Member-at-Large – recruits volunteers for ongoing ONHB operations and one-off needs; plans, organizes and oversees outreach activities (e.g., Info Night), special events or projects (e.g., concerts, video compilations); acts as liaison between band reps and board

- Moved by: L. Lefort/M. Marinier. Carried

9. Election/Introduction of New Board Members – Anne Adair

- Anne explained that there are four positions on the six person board open for election this year. Two are due to the expiry of the two year terms of L. Scott and A. Adair, one due to the expiry of the one year interim appointment of L. Lefort, and one which had been vacant.
- The five candidates for the positions were each given one minute to introduce themselves.
- Members were given several minutes to vote online, anonymously. The results of the voting will be conveyed to the membership in the next few days, after the candidates have been notified.

10. Acknowledgements – Cathy Wilcox

- Cathy spoke about the history of ONHB, and acknowledged the contributions of Dominion-Chalmers United Church, Daphne Picklyk and Harold Beach.
- She also acknowledged and thanked previous members of the board, and outgoing vice-chair Anne Adair for her email blasts, website development and renewal of percussion equipment in preparation for the return to seven in person bands.
- She thanked Felicia Persaud, who has been a volunteer, clinician, and band leader since the start of ONHB in 2008. Felicia is taking a leave in January.
- She thanked Sarah Mayer for her work in recruiting and organizing volunteers over the past two years.
- A huge thanks to Thomas Hansen (registration and database), Peter Garneau (website and email), Michel Marinier (sharepoint and click tracks) and Jacqueline Thompson (music librarian).

11. Q & A session

- Are there plans for a spring session?
  - Jackie: We intend to offer one, but there are no details yet.
- Does ONHB accept donations?
  - Leslie: Yes, but cannot issue tax receipts, as we are not a charity.
- How does ONHB determine levels?
  - Cathy: Members are free to choose, but should listen to the music links and read the band description before deciding. If in doubt, speak to a band leader.
- Any thoughts about reintroducing a Beginner Jazz Band?
  - Cathy: Possibly the next band to be added, if we have the membership to support it.
- Any chance of an eastern location?
  - Jackie: No, due to the need for appropriate space, and percussion equipment.

12. Other business

- none

13. Adjournment

- 4:19 p.m.