

OTTAWA NEW HORIZONS BAND

Annual General Meeting

Novembre 24th 2024

Woodroffe United Church

2:30 pm-3:35 pm

DRAFT

1.- Call to order- Jackie Scheffel (chair)

- Dan Desrochers and Pierre Fobert confirmed quorum of 20 reached, 35 members in attendance
- Jackie introduced the other 5 members of the Board

2.- Approval of agenda

- Agenda approved as presented: motion to approve Ross Malegus, seconded Walter Hendelman, Carried

3.- Approval of 2023 AGM Draft minutes:

- Anne Adair corrected the spelling of Sarah Meyer's name in item 10.
- Motion to approve: Tony Horava, seconded Steve Snell, carried

4.- Acknowledgements and remarks by Chair

- Full remarks from the Chair are posted on our website
- Beginner band was brought back in fall of 2023. This band is of special importance as it is the 'feeder' band for the organization.
- Two additional bands were added in 2023: Advanced-intermediate concert band and advanced-intermediate jazz band.
- In February, we launched our new website. Our volunteer webmaster, Peter Garneau, worked with us on the redesign over the course of several months to create a more functional and up-to-date platform.
- A spring survey was sent out in April. The results helped us plan out our Fall 2024 program
- Cathy Wilcox organized an Info night in June, and invited Long and McQuade to provide instruments for attendees to try. Some band members demonstrated their instrument to potential new members.
- In mid-summer, website went down due to a malware attack. Our web hosting company moved quickly to prevent further issues and spent weeks working with us to get things up, secured and

functioning again. This attack resulted in a lot of work on the part of Peter and a few Board members. Fall registration was postponed by a few days.

- We hired a new part-time paid administrator take over from Anna Tessier, who had been with us since we incorporated in 2017. Janet Jansen now works with us on registration management. Janet has also joined ONHB as a musician.
- We have been able to bring back almost all the bands we had pre-pandemic. Some things have changed based on your feedback and some because there were elements beyond our control.
- As we move into the next year, let's continue to embrace our motto "your best is good enough" and remember that our collective effort is what makes us great.

5.- Report on Fall 2024 Session: - Cathy Wilcox

- Cathy explained that one of her responsibilities as the band leader rep of ONHB is to pull together a team of band leaders, and ONHB is fortunate to have such an enthusiastic and talented team of leaders. The team is key to a great program, as they are expert teachers who set the fun ambiance and encouraging tone that allows musicians to grow in a spirit of community effort, where 'your best is good enough',
- ONHB offered 9 bands this fall, 8 of which benefitted from having clinics:
 - Beginner concert band, 26 musicians, led by Cathy
 - Jazzy concert virtual band with 16 musicians, led by Cathy
 - Intermediate afternoon concert band, with over 30 musicians, led by Sheila White, who has been with ONHB since 2014
 - Intermediate evening concert band, with over 30 musicians led by Malcolm Horava, who has long been associated with OHNB as a brass expert and joined ONHB band leader team in 2023
 - Advanced intermediate band of 20 musicians lead by Adrain Cosstick who teaches at Colonel By Sec. School and first joined the band leader team in 2015
 - Easy jazz band with approximately 30 musicians led by Lisa Concessi-Maclean, who joined the band leader team in 2024
 - Intermediate jazz band of over 20 musicians led by Terry Duncan who joined as band leader in the fall of 2024
 - Advanced intermediate jazz band of over 30 musicians, led by Rocco Romeo, who has been with ONHB since 2018.
- The bands will be sharing their music in an open rehearsal format open to family and friends.
 - Adrian and Lisa's bands in their usual practice spaces and times at Brookfield HS, on Dec 4th
 - Colin's band will move to the Sanctuary at WUC at his usual practice time Nov. 26th
 - Terry's band will present at Buster's in Kanata Novembre 26th at 7:00 pm (420 Hazeldean Rd, Kanata)
 - Malcolm's band will play at Riverside United Church on Dec. 4th

- Rocco's band will present at Buster's Thursday Dec. 5th 7:00 pm, with a fund-raiser for the Ottawa Food Bank

6.- Winter Session-Carrie Gallo:

- We will be offering a similar program as in the fall, with a few tweaks, with the roster being finalized over the next few weeks.
- Program will be guided by membership's answers to a 3-question survey being sent out today
- For a variety of reasons, winter membership is generally lower than fall membership
- We have seen smaller numbers than we hoped in some of Fall 2024 bands. We need at least 20 musicians in each band, give or take, both to maintain financial health AND to make it a positive experience for those that do register.
- We will be placing an ad in the Kitchissippi Times in the next couple of weeks, in the hopes of growing the Beginner Band in particular, as it acts as a feeder to the rest of the bands.
- Registration for the winter session begins December 16th.

7.- Report on Volunteer Program: Grace Howland

- Band reps: Each band has a rep who performs a key role helping at rehearsals. The band reps for this year are:
 - Dan Desrochers-Rocco
 - Wesley Oke-Terry
 - Steve Snell-Malcolm
 - Rob Hamilton and Kirsten Gracequist-Sheila
 - Jackie Scheffel-Colin
 - Pierre Fobert- Adrian
 - Sharon Power- Cathy
 - Margo Bedo-Cathy
- They were invited to participate in the Advisory committee meeting held in June.
- They provided valuable input into the updated 'roles' document which is now available on the ONHB website.
- Library, scanning and music delivery volunteers are extremely important and appreciated. A few extra scanning volunteers were added to the roster this fall.
- Grace, in her role as volunteer coordinator, dropped in to visit each of the bands to provide information re volunteer roles in our organization. This gave her a renewed appreciation for all the efforts that go into running our programs.

8.- Treasurer's Report and Appointment of Accountant of Record -Leslie

Financial Results for 2023-2024

- ONHB continues to be in a sound financial position.

- The organization's most recent fiscal year ran from August 1, 2023 to July 31, 2024. Revenues grew from about \$80,000 the previous year to about \$97,000 for the current year due primarily to the reintroduction of an easy jazz band.
- Our costs are primarily accommodation for our rehearsals, our payments to our bandleaders and clinicians and to a lesser extent the cost of our music. There were increases to what we pay for all our accommodations both at the schools as well as at Woodroffe United Church. With the addition of another band, our bandleader and clinician costs also rose.
- Overall we had a small loss of \$2,375. While losses should be avoided, this is well within what we are able to handle.
- We finished this past fiscal year with a combined amount of over \$37,000 in our bank account and in a GIC. This is our working capital and ensures that we can make any advance payments we are required to make before our program begins. For example, insurance costs, technology costs and some accommodation costs have to be made in advance.
- A question was raised about the financial evaluation of the instruments that are owned by ONHB. It was explained that the amount shown on the Balance Sheet is not the financial evaluation but simply an accounting transaction when ownership was transferred from Dominion Chalmers United Church to the newly incorporated ONHB.

Appointment of Accountant of Record:

- Leslie moved that Ted Lupinsky be appointed as the accountant of record for the current fiscal year, seconded by Danielle Zion, carried

9.- By-law Amendment :

Amendments to Bylaw 33 are proposed. As per Bylaw 38, the Board is now seeking confirmation of the proposed amendments.

What is Bylaw 33 "Committees of the Board of Directors"

- This by-law describes the purpose, composition and function of an Advisory Committee of the Board of Directors.
- It also makes provision for the Board to appoint other committees.

What is the Advisory Committee?

- The Advisory Committee is comprised of the Board members, band representatives and band leaders.
- It's a forum to share information and for the Board to seek guidance and advice on issues.
- The most recent meeting was June 3, 2024.

What changes are proposed to Bylaw 33?

- Changes are proposed to the wording regarding the Committee's role, specifically to replace the obligation to bring "any and all" aspects of operating and planning to the Committee with wording that allows the Board to determine which issues are brought forward.
- There is added wording regarding the frequency of Committee meetings (the added wording is "annually and on an as-and-when required basis as determined by the Board").

- Other proposed changes remove specifics around how band reps are chosen, the length of their terms, and about Committee voting.

Why make these changes?

- At the June 2024 Advisory Committee meeting the Board informed the Committee that it would review the description of the Committee's roles and responsibilities as well as the role and responsibilities of the band reps as detailed in By-law no 33, with results to be presented at the next Annual General Meeting. The band reps in attendance also expressed a desire to clarify By-law 33 with respect to their roles.
- The proposed amendments aim to provide more flexibility to the Board in terms of what issues to bring to the Advisory Committee, how often to meet, and to re-enforce the Committee's role of advice and guidance
- The proposals also remove prescriptive language about band rep selection and terms, aiming to align with the more flexible guidance on band rep roles that is now available on the ONHB website.

MOTION to change article 33 of the By-Law

FROM:

Committees of the Board of Directors

- a. The advisory committee shall provide advice and guidance to the board on any and all aspects of operating and planning of Ottawa New Horizons Band programs.

The advisory committee will comprise the following:

- i. Each of the six directors
- ii. One representative from each of the eligible bands of the Corporation. The representative for each band shall be chosen by the members participating in that band. A band representative may also be a director.
- iii. One band leader from each of the eligible bands. If co-leaders have been appointed to a band, both may attend advisory committee meetings but only one vote may be cast on their behalf.

The term of each band representative member of the advisory committee shall be for two years. Members may serve multiple and consecutive terms.

The chair of the board will normally chair meetings of the advisory committee. In the absence of the chair, the vice-chair of the board will chair.

All members of the advisory committee shall be entitled to vote on issues brought before it and decisions will be made by simple majority.

- b. The board may from time to time appoint any other committee as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit.

TO:

Committees of the Board of Directors

- a. The advisory committee shall provide advice and guidance to the Board on aspects of operating and planning of Ottawa New Horizons Band programs, as determined by the Board. The advisory committee will meet annually and on an as-and-when required basis as determined by the Board.

The advisory committee will comprise the following:

- i. Each of the six directors
- ii. One representative from each of the eligible bands of the Corporation. A band representative may also be a director.
- iii. One band leader from each of the eligible bands. In the event co-leaders have been appointed to a band, both may attend advisory committee meetings.

The Chair of the Board will normally chair meetings of the advisory committee. In the absence of the chair, the Vice-Chair of the Board will chair.

- b. The Board may from time to time appoint any other committee as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit.

The motion was introduced by Grace Howland and seconded by Ann Buchanan, Carried.

10.- Introduction of New Board Member:

- There were two nominations received and two positions to fill.
- Tony Horava was acclaimed as new member of the Board for a term of two years. Tony introduced himself.
- Jackie Scheffel was acclaimed as a returning member of the Board for another two- year term.

11.- Message from the Founder -Cathy Wilcox

- Cathy reminded those present that the program started in 2008 at Dominion Chalmers United Church. Some of the people who started the program were Ginger and Saul Jacobson, Daphne Picklyk, Peter Hafichuk and Dr Harold Beech who joined to learn the trombone at age 94.
- She thanked the members of the Board for their many contributions and thanked outgoing member Louise Lefort
- She thanked Nick Roy who was unable to continue as a band leader in the Fall 2024 because of other responsibilities. Nick stepped in mid-session in the winter of 2022 to replace Peter Archibald who stepped down for health reasons.
- Cathy remembered Sue Christian, musician and Secretary to the Board from 2019-2022 who succumbed to cancer in the summer of 2024, and our custodian friend at WUC Pat Pearson who recently passed away.

- Cathy acknowledged the contributions of Peter Garneau (website), Michel Marinier (Sharepoint music library and practice tracks), Jacqueline Thompson (music library) and the volunteer library team, Lisa, Charlotte, Rod, Melvin, Glenn, Wayne, Doug Doubt, Doug Thompson.
- She thanked Dave Chaplin for his assistance with set-up and sound system at AGM and Richard Hegemeyer for his generous help in providing the beverages and many of the treats for this meeting.

12.- Q&A

- Quest.: If one of our instruments were lost, is it covered by insurance? Ans.: No, we do an inventory regularly, members who borrow the large instruments sign a contract to the effect that they are responsible for their upkeep and must have them cleaned at the end of borrowing period.
- Quest: Are the assets (value of instruments) depreciated on the books? Ans. No, we use 'cash value' on the books. If the instruments were stolen, it would be reported but there would be no transaction on the books.
- Quest: How do we finance the maintenance of instruments? ANS: there is an item in the budget As for acquisition of instruments, money is allocated if there is money left over at the end of the fiscal year at which time Cathy suggests where that money can be best spent. That being said, we are not acquiring more instruments at this point as it is not the ONHB's mandate to store them and look after them. Percussion instruments have been replenished and upgraded however.
- Quest: How do people know about instruments available to loan? Ans. They are informed through their band leader
- Quest: How many musicians do we have? Ans: Approximately 250
- Quest: How are we recruiting? Ans: We have written articles in the local newspapers, we use a contact list for publicity, we have done a radio interview, we have put an event listing in Vista News. Our growth is limited by available accommodation, and we are not looking to grow another band at this time. Each venue must be equipped with a full percussion set. We need to replace members who leave but the current manageable membership size is 300.

Meeting adjourned at 3:35 by Jackie Scheffel seconded by Dave Chaplin