

Ottawa New Horizons Band

Annual General Meeting

November 29, 2020

3:00 p.m. – 4:00 p.m.

Via Zoom

DRAFT MINUTES

Prior to the meeting starting 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; motions were voted on using the polling feature of Zoom.

1. Call to order, introductions, quorum
 - Brian called the meeting to order at 3:00 pm and welcomed attendees.
 - He asked board members to introduce themselves: Jackie is rejoining the board as Vice-Chair for another two-year term, Leslie Scott continues her term as Treasurer, and Cathy Wilcox as the Band Leader Representative.
 - He thanked Gail Taillon, the outgoing Secretary and Communications Officer, for her contributions over the past year.
 - He welcomed Sue Christian, who had been acclaimed to the board and will take on the role of Secretary.
 - He also welcomed two non-board members to the team: Leslie Carlin as the new Communications Officer and Sarah Meyer as the new Volunteer Coordinator.
 - Gail Taillon confirmed that quorum had been achieved, with 66 eligible voting members present. Under the bylaw, 20 members are required for quorum.

2. Approval of the agenda
 - As there were no requests for changes, the agenda was approved as presented.
 - A question was raised about why the new position of Volunteer Coordinator was not a board member as per the amendment to the bylaw in 2019.
 - Brian responded that Susan Palmer would still retain her responsibilities as volunteer coordinator for concerts and Sarah Meyer would be responsible for overseeing all volunteer work, with a special focus on ensuring that key roles, such as board positions, have identified a back-up to carry on the work. He explained that both Sarah and Leslie Carlin would need to work closely with the board but not necessarily attend all meetings or be board members.

3. Approval of the minutes of the last AGM, October 27, 2019
 - There were no additions, corrections or discussion regarding the minutes as presented.
 - The minutes were approved.
4. Remarks by the chair – Brian Carr
 - Brian provided an overview of the changes over the last year. When it became clear that in-person rehearsals would not be possible in the fall, Board members decided they wanted to provide an opportunity to keep the ONHB community together as much as possible. In response to a survey of members in the summer, the virtual fall 2020 session was developed.
 - Positive feedback from the members' survey at the completion of the fall 2020 session supported the decision to offer a similar virtual program in Winter 2021.
 - Brian concluded by thanking members for their support of ONHB during this challenging year.
 - You will find a copy of Brian's full remarks at [AGM November 2020 :: Ottawa New Horizons Band](#)
5. Treasurer's report and motion to approve the appointment of the public accountant - Leslie Scott
 - Leslie S. presented the Profit and Loss statement for 2019-2020.
 - Leslie S. explained each of the line items in the statement. Revenues are almost entirely based on membership fees, and most expenses are for accommodations, band leaders and clinicians.
 - With the introduction of covid-19 restrictions in March, ONHB had to quickly end the winter session and cancel the concerts and spring session. Unlike many organizations, ONHB was able to recover the costs for accommodations which allowed OHNB to end the year in a surplus situation of \$16,771.
 - Leslie S. also presented the budget/forecast for 2020-2021, which forecasts a net loss of \$2,710.
 - These figures assume the same number of members will participate in the Winter 2021 session as in the Fall 2020 session. The forecast is based on a registration fee of \$60 for the first band and an additional fee of \$30 for each second, third or fourth band.
 - Motion to approve Public Accountant was carried
 - Jody Gomber asked for clarification on the fiscal year. Leslie S. explained that ONHB's fiscal year is from August 1 to July 31st.
 - Members may request a copy of the Profit and Loss statement for 2019-2020, by sending an email to Leslie Scott.

6. Report by the band leader representative - Cathy Wilcox
 - Cathy began her remarks by introducing the team of band leaders.
 - She then thanked the many volunteer members who contribute their expertise and energy to making ONHB a success, including: the technical team, band representatives, board members as well as new team members, the library team, the webmaster and other members who offer advice and support.
 - Cathy provided an overview of plans for the Winter 2021 session, including the number of bands, band leaders, the number and length of rehearsals, and the fee structure.

7. Discussion and voting on amendments to the ONHB By-law: permitting participation and voting at members' meetings by electronic means and mail-in ballots
 - Brian went over the rationale for this change to the by-law, a copy of which was posted on the ONHB website prior to the AGM, i.e., section 21 of the ONHB by-law be revised to read:

21. Participation by Electronic Means at Members Meetings

Participation at meetings of members may not be by telephonic, electronic or other communication facility *unless expressly approved by the board*. Further, the board may determine the form that such communication may take. Without limiting the generality of the foregoing, the board may authorize the use and form of electronic voting and/or mail-in ballots.

- The motion was carried.

8. Question and Answers
 - A question was raised as to whether ONHB had considered using SmartMusic.
 - Cathy replied that SmartMusic had been investigated but it was decided that adapting to the Zoom technology for this year would be enough of a challenge. Further, not all of ONHB music is in SmartMusic.
 - Cathy reiterated that all information on the winter session will go out in an email blast before registration.
 - A question was raised if any thought had been given to organizing outside sessions in the summer. Jackie replied that ONHB will not be organizing anything along these lines, but suggested members may want to organize informally among themselves. The Spring session ends at the beginning of June so as not to compete with the good weather.

- It was suggested that the band representatives could ask their members if they would be willing to share their email addresses so that members can arrange informal get-togethers. Susan Palmer indicated she would be interested in being involved in organizing outdoor practices as summer approaches.
- Walter Hendelman thanked the board for all their extra effort this session.

9. Other business

- No other business was raised.

10. Adjournment

- Brian thanked Karen Donnelly for her excellent performance.
- He also thanked members for their support to ONHB, for participating in the virtual bands and “hanging in” until members can get back to in-person rehearsals.
- The meeting was adjourned at 4:05 pm.