



Oxford Winds Community Concert Band

25th Annual General Meeting Southside Park, Boathouse Pavilion, Woodstock ON July 22, 2021 7:00pm

Kara Scott greeted guests, kept attendance and performed a COVID-19 screening, as recommended by SouthWestern Public Health, before attendees entered the Boathouse Pavilion.

Called to order at: 7:00pm by Elizabeth Goble, President

1. Welcome to the 25th Annual General Meeting

- 14 people present – quorum achieved
- Elizabeth Goble welcomed everyone to the meeting, and thanked everyone for attending.

2. Approval of minutes from the 2019/2020 AGM

- Three very minor wording changes were recommended by Stephanie Riehl. It was **moved** by Jamie Fralick, **seconded** by Chris Wilson, that the 2019/2020 AGM Minutes be approved with the recommended changes.

Motion Passed

3. President's Update

- Elizabeth Goble reported that it has continued to be trying times for the Band, losing our in-person season due to COVID-19 restrictions. The bright spot has been the Board of Directors' efforts to keep things going in the background despite not being able to hold Band practices, in-person performances, or in-person socials. Elizabeth told the attendees that through the efforts of Stephanie Riehl, the Board of Directors, and a few volunteers, we were able to host some virtual concerts and socials this year. It is now looking more positive for a resumption of the Band for this coming season, but we have to remain cautious and wait for official word from the Health and Government Authorities.

4. Proposed Bylaw Amendments

- There were no Bylaw amendments or changes brought forward.

5. Treasurer's Report & Approval of the 2021/2022 Budget

Treasurer's Report – Vanessa Beaver presented

- Given the COVID-19 pandemic and its impact on the Band's year (a 'no season' budget), there were fewer items for receipts and expenditures this year compared to previous years.
- The Band received the Oxford Community Foundation Grant and the City of Woodstock Community Grant which helped to offset some of the lost revenues. Kara Scott was thanked for her great work in obtaining these grants.
- Donations remained strong, helped by our virtual concerts and many caring patrons.
- There were no conductor honorariums paid this year given that the Bands did not have live rehearsals.
- We continued with our Awards program and the winner for this year was Kate McLeod.
- Most expenditures were at or below budget with many categories having no budget or actuals given the 'no season' budget we had.
- Despite continuing to be in a pandemic for the whole season and not being able to have key fundraisers and concerts, the Band is in a strong financial position.

Clarification questions were addressed by Vanessa. None led to any changes required to the report.

It was **moved** by Eugena Riehl, **seconded** by Jess Wharram, that the Treasurer's Report be accepted as presented.

Motion Passed

2021/2022 Budget – Vanessa Beaver presented

- With the future still uncertain given COVID-19, the 2021/2022 season and budget were based on two scenarios - 'Half In-Person' and 'Full In-Person' seasons.
- The size of our returning membership is a concern and we anticipate a lower number of Band members returning for this coming season, for both scenarios.
- Some revenues and expenditures that we did not see in the 2020/2021 budget and actuals we anticipate to be reappearing, such as membership fees, performance income, fundraising income, rehearsal venue costs, conductor honorariums, and performance and fundraising expenses.
- Both scenarios assume one in-person concert can be held to a capacity of 100 patrons.
- Both scenarios will result in a deficit for the year of approximately the same size.
- There were no concerts planned for retirement homes in the budget.
- The Band has approximately three years worth of funds for expenses banked, assuming there are no incoming funds such as fundraising or concerts.

There were some questions, which Vanessa addressed. None lead to any changes required to the budget scenarios.

It was **moved** by Kara Scott, **seconded** by Jess Wharram, that the 2020/2021 Budget be approved as presented.

Motion Passed

6. 2020/2021 Season Schedule

- Stephanie Riehl presented two schedules, given the continued uncertainty with the COVID-19 pandemic, matching up with the two budget scenarios of 'Half In-Person' (virtual Fall, in-person Winter and Spring) and 'Full In-Person' seasons, beginning October 2021.
- The proposed Winter and Spring schedules are identical and the Fall session would be different depending whether it is virtual or in-person. If the Fall session is virtual only, we will plan for a virtual video project and social event, similar to last season. If the Fall season is in-person, we will plan for either a recorded concert or concert with a very small audience.
- We will have to continue to monitor COVID-19 health measures and the easing of restrictions by appropriate Health and Government authorities, which will dictate what we can do for in-person rehearsals and concerts this fall.
- Stephanie stated that we should expect Band membership to be lower this coming year due to the lost season last year and likely continued caution due to COVID-19. We will have to work at building up membership over the next couple of years if this is the case.
- The main goal for the coming months, if the Band is able to rehearse, would be to find out which members are interested in returning so that appropriate music can be selected based on instrumentation. Music selection will wait until we can determine membership and virtual versus in-person. In both scenarios, there will be an extended holiday break in January to allow time to select music based on confirmed instrumentation, under the assumption that membership may change for the second half of the season.
- A reminder that all events, dates, and locations planned are tentative, and are subject to cancellation by the Board of Directors due to safety and recommendations from Health Canada regarding COVID-19. Similar to last season, the schedules will not be made public on the website until we have more clarity and certainty about which of the schedules we will be proceeding with.

Stephanie fielded questions from the attendees about the schedules, which she answered. None lead to any changes required to the schedules.

Moved by Gena Riehl, **seconded** by Colin Crouse, to accept the draft 2021/2022 schedules as circulated and presented.

Motion Passed

7. Music Director's Report

Stephanie Riehl reported:

- Although our 24th season looked much different than ever before, our musicians still had the chance to make music together over the past 16 months during the pandemic. We

were able to collaborate virtually to put together two video projects for our members and the community to enjoy.

- In November 2020, we had 18 musicians participate in our holiday video project: *Christmas with the Winds...from home!* This concert was available to anyone either online or by digital copy, allowing hundreds of residents in Oxford County and beyond to watch.
- The concert featured 21 traditional holiday songs including a variety of instruments and solos, duets, and multi-track recordings. Each household provided their own video (recorded from home) put together to make a full length 40-minute concert. Many of our musicians opted to arrange traditional carols themselves and feedback from community members was very positive.
- We decided to take a different approach for our second video project of the season. The music selection portion of the committee chose arrangements of one novice piece (Habanera from Carmen) and one more advanced piece (Colonel Bogey) that we felt would be well recognized and attainable for our members. Each member recorded just their own part from home and all videos were edited together to create a final video that included everyone performing together. We had 17 members participate in this spring video project. Special editing thank you for this project goes out to one of our members, Tracey Frank.
- Many members had not recorded themselves for videos like these before and most musicians learned how preparing for a video project can be much different than preparing for a live performance. Overall, as the first time for many, our musicians did very well with their submissions and the Band should be proud of the end results.
- Although we experienced a variety of unprecedented challenges this year, members of our organization were still able to collaborate to perform with each other, learn and improve together and, most importantly, bring music to members of our community, lifting spirits during a truly difficult time.
- Looking forward, we hope that members are excited for the future of the group and eventually making music together in-person when we can safely resume. We hope we will be able to reset, get back to basics, and pick up where we left off, embracing connecting through music in person again soon.

Moved by Eugena Riehl, **seconded** by Colin Crouse, that the Music Director's Report be accepted as presented.

Motion Passed

8. Correspondence

- Jamie Fralick tendered his resignation as Secretary. When asked for the reason, he replied that he wanted to continue to help the Band in whatever capacity he could and believed that filling the Treasurer vacancy could be more challenging for the Board. He has experience being Treasurer in a service organization and may be a good fit for the position. He was fully prepared to complete his second year (full term) as Secretary.

- Vanessa Beaver and Kara Scott notified the Board that they would not be returning for the next season as their terms were complete as Treasurer and Vice President. They were thanked for their years of assistance with the Band.

9. Board of Directors and Executive Elections

Elizabeth Goble opened the Elections discussion. Elizabeth stated that the position of Secretary is not being filled at this AGM as a matter of timing. It has not been officially stated to the full Band membership that this position was going to be available as the vacancy only became known at this AGM with the office resignation by Jamie Fralick as Secretary.

The meeting was turned over to Jess Wharram as Scrutineer.

Board Members whose term has expired as of this AGM: Vanessa Beaver (Treasurer), Elizabeth Goble (President), Darla Manship, Kara Scott (Vice President). Vanessa and Kara made their intentions known that they were not seeking to run again as members of the Board and likewise would not be seeking reelection to their former roles of Treasurer and Vice President respectively.

Board Members moving into their second term: Kent Boniface, Colin Crouse, Marja DeBoer Marshall, Jamie Fralick. No action needed, this is for information only.

Nominations for Board Members (2 year term)

- Darla Manship, Elizabeth Goble and Eugena Riehl

Darla Manship, Elizabeth Goble and Eugena Riehl were elected for a two-year term, with confidence.

Nominations for President (2 year term)

- Elizabeth Goble

Elizabeth Goble was elected as President for a two-year term, with confidence.

Nominations for Treasurer (2 year term)

- Jamie Fralick

Jamie Fralick was elected as Treasurer for a two-year term, with confidence.

Nominations for Vice President (2 year term)

- Eugena Riehl

Eugena Riehl was elected as Vice President for a two-year term, with confidence.

The Scrutineer (Jess Wharram) passed the meeting back to Elizabeth Goble.

Welcome to the New Board

Elizabeth Goble thanked Jess Wharram for running the Elections and welcomed the new Board members. Elizabeth stated that filling the position of Secretary would be discussed at an upcoming Board Meeting. In the interim, current Board members will take turns acting in the Secretary role.

10. Committee Reports

Elizabeth Goble reported:

- Marketing
 - Marketing efforts for the 2020-2021 season were mostly on pause as the Band was not able to perform. The main vehicles for keeping the Winds top of mind were the Christmas and Spring videos. Both projects were accompanied by a press release and did receive some attention from local newspaper and radio outlets. The videos also utilized our YouTube and Facebook channels, including some paid ads via Facebook. Combined, the two videos had over 20,000 impressions online.

- Fundraising
 - Many thanks to Kara Scott for securing grants from the City of Woodstock (\$2,000) and Oxford Community Foundation (\$750). Both were vital to keeping the Band afloat during the 2020-2021 season.
 - \$150 was generated from the sales of all remaining Rheo Thompson Mint Smoothie inventory.
 - The Band also tried new, online fundraising platforms along with the Christmas and Spring concert videos, including the GoFundMe charity portal and PayPal's Giving Fund. Unfortunately the GoFundMe portal will no longer be available as of Fall 2021, however, PayPal's platform has proven to be very beneficial. It is compatible with Facebook's donation button, and there are \$0 administration fees, which means the Winds retain 100% of donations made via our PayPal account.
 - Word of mouth fundraising was also strong, as the Band received several community donations which was so incredibly appreciated.

- Asset Management
 - The Band Instrument Asset and Music Inventory lists were updated and verified.
 - The Band continues to own about 15 instruments that are available to members to borrow. The tympani were adjusted this year for long term storage with the tension pedals and skins loosened.
 - The Instrument Loan Agreement list was updated and expired Loan Agreements renewed. Four instruments are currently out on loan to Band members.
 - Band instruments and equipment are still being stored at the Stor-It storage facility in Woodstock and fees have been paid to the end of May 2022 (with the exception of any small fee increases during that time). A project is underway to replace the plastic shelves used to store music with wooden ones.

- Transportation

- o The committee did not have any events to provide transportation services for this season. We look forward to trying out the trailer the Band purchased in 2019 to transport items to future in-person concerts.
 - o The Committee is working to build new chair dollies to make transporting chairs even easier.
 - o We have a new parking spot at Stor-It that is more accessible for our trailer.
- Food
 - o Committee was put on hold for this season.
- Social
 - o The Social Committee was able to host one virtual event on Zoom this season in April. The evening started with music trivia questions and audio clips, followed by time for members to catch up and chat. 12 Band members attended with their households and the event received positive feedback from participants.
- Gift
 - o This year, the gift committee was responsible for sending out congratulations and sympathy cards on behalf of the Band.
 - o Your Board of Directors contributed money toward a gift certificate to Stephanie Riehl as our thanks to all her excellent work in keeping our Band going (video projects, asset management, scheduling guidance) all without her usual honorarium.
- Clothing
 - o Nothing new to report. Our clothing inventory is the same as it was at the end of last season, and is stored at Colin Crouse's home.
- Music Selection
 - o Music for the holiday video project was selected and/or arranged by members and cleared by the committee for copyright. A wide variety of public domain pieces were chosen.
 - o For the spring video, the committee selected two songs (one Winds difficulty level and one Breeze level) that we felt would be well recognized, maintained consistent tempos throughout, and would not present many intonation challenges for video recording. One piece was accessible through public domain and the other was purchased and used with permission by the arranger.
 - o Feedback regarding the music selections was positive from members and the community.
- Scheduling/Venue
 - o The release dates for the two video projects this season were scheduled prior to Christmas and in early June to remain consistent with our usual season schedule and to obtain maximum views and impressions online.
 - o There were no in-person rehearsals, concerts, or events during the past season, so venue scheduling was not required. The committee began collecting information and pricing for local rehearsal venues in the event we are unable to

rent a room from the Thames Valley District School Board for in-person rehearsals for the 2021-2022 season.

- Youth Advisor
 - o Committee was put on hold for this season

11. New Business

- No new business was brought forward.

12. Confirming Resolution

Moved by Stephanie Riehl, **seconded** by Kent Boniface that all acts, by-laws, proceedings, appointments, elections, contracts and payments enacted, made, done and taken by the Directors and Officers of the Oxford Winds Community Concert Band from September 16, 2020 to present, are hereby approved and confirmed.

Motion Passed

13. Adjournment

Moved by Jamie Fralick, **seconded** by Kent Boniface, that the meeting be adjourned.

Motion Passed

Meeting Adjourned at 7:52pm

/jf