

MINUTES

Oak Bay Band Parents' Association (OBBPA)

Date	May 6, 2018	
Time	7:00 p.m. – 8:26 p.m.	
Location	Band Room	
Executive Present	Ross Curtis (President), Anne Pappas (Chair, Vice President), Marianne Kettlewell (Secretary), Jeff Weaver (Band Director), Catrin de Groot, Molly Sullivan, Tyler Hodgins, Lorraine Curtis, John Lancaster; Jason Holmes (Treasurer) Regrets: Leslie Lancaster (Director of Communications)	
#	ITEMS	ACTIONS
1.0	REVIEW OF AGENDA Motion to Adopt. adopt. Anne Pappas/Lorraine Curtis/Carried.	
2.0	REVIEW OF MINUTES Motion to Adopt. Anne Pappas/Jeff Weaver/Carried	
3.0	OFFICERS REPORTS	
3.1	<p>Band Leader's Report – Jeff Weaver</p> <p>Friday Night Concert (May 11): band playing for local municipal politicians together with Monterey Strings and Willows Choir</p> <p>West Coast Jazz:</p> <ul style="list-style-type: none"> - 3 gold medals with really high marks - Trip went very smoothly - Thanks to the chaperones for their assistance <p>Tuesday Night Concert (May 15)</p> <ul style="list-style-type: none"> - Grad presentation; cards and pens - Set up and take down assistance needed - Silent Auction will be set up in cafeteria <ul style="list-style-type: none"> o 430-630 bidding will be open in cafeteria o 17 baskets with about 60 items (will also be online) o Thanks to Anne Pappas for setting the auction up - Tubas at the door - No bake sale this time <p>Upcoming Events:</p> <ul style="list-style-type: none"> Kelowna Trip Jazz Night Tea Party <ul style="list-style-type: none"> - Truck rental (Ross) - Bottles of water 	<p>ACTION: Leslie will send out Auction Reminders</p> <p>ACTION: Heidi will put together sign-up sheets for volunteers</p>

<p>3.1.1</p>	<p><u>Victoria Music Festival Overview:</u></p> <ul style="list-style-type: none"> - festival went very well; received a lot of positive feedback and interest for next year - Amount made is still being calculated as we wait for bills to come in - Student volunteers were amazing; they were paid \$16/h thanks to \$1500 gifted from Yamaha that went to the student volunteers - Tapestry was very positive and interest in participated next year - The UVic organizers (Zac and Nick) were outstanding, especially considering it was exam time at UVic and Zac is graduating <p><u>Considerations for 2019 Festival:</u></p> <ul style="list-style-type: none"> - Lots of work involved in running this concert <ul style="list-style-type: none"> o Nathan & Jeff put in about 40h extra time in 3 days; we should probably consider trying to alternate being present or possibly working out a day's pay with the school board o May also try to re-work tasks so parent volunteers have more to do - Adjudicators had little time to meet Jeff which needs to be addressed - Add photographers to photograph participating groups - Add TV livestream into hallway - Conduct an orientation with volunteers and adjudicators - the festival needs a logo - Territory acknowledgement needs to be done - Air conditioning needs to be booked two months in advance <p><u>Food for participants:</u></p> <ul style="list-style-type: none"> - Volunteer room for kids to go when they are working with snacks - Lunches for clinicians; possibly lunch trays from Charelli's - Concession stand: many students had pre-ordered food from local restaurants; intermission was relatively busy - Little breakfast sold; no lunch - Many requests for water - Investigate possibility of food truck(s) for next year <p>- NEXT YEAR'S CONCERT DATE: April 12-13, 2019</p>	
<p>3.2</p>	<p>President's Report – Ross Curtis</p> <ul style="list-style-type: none"> - PAC is giving up their charitable status as multiple yearly reports are required and costs are mounting: legal and accounting <ul style="list-style-type: none"> o only for educational purposes within the school o An idea for OBBPA to keep in back of mind – charitable givings go up with tax receipts - Jeff talked to Reynolds Band Leader (Dave) and they wouldn't give their status up as they see it as a benefit <ul style="list-style-type: none"> o Instruments might be able to go through the charitable donation of OBHS <p>DISCUSSION TABLED until June</p>	
<p>3.3</p>	<p>VP Report – Anne Pappas</p> <ul style="list-style-type: none"> - Thriftys Cards Fundraiser: Finished early, new request will go in June 1 - parents spent \$60K at Thriftys - Thriftys loved the shots of the kids with the new instruments 	

3.4	<p>Treasurer’s Report – Jason Holmes</p> <ul style="list-style-type: none"> - Jason’s Email will change: <ul style="list-style-type: none"> o Jasonholmes @westrockfinancial.ca - Update on Streamlining Financial Reporting: - Since last meeting, treasurer has met with Peggy Dixon for 1.5h and shared files, she looked at ledger and financial reports; student accounts <ul style="list-style-type: none"> o Generated statements through Coast Capital since last June; current and last September student accounts o She has reconciled everything and it was printed for tonight’s meeting o She added a bank reconciliation to the general financial statement - Review of financial statement: <ul style="list-style-type: none"> o First of month will be the reconciliation date going forward o We will continue to work together with bookkeeper to bring the statement to a point where it is more streamlined going forward o We will be splitting out various fundraisers (tuba, bake sales, tea, coffee, poinsettias, etc.) o Travel category will change to “bussing” o \$460 holdover from last year – volunteered working with ESL students at UVic and kids got paid by UVic and the money should be put into the students’ accounts - Financial statement be tabled for approval at next meeting - Changes suggested: <ul style="list-style-type: none"> o Change “Uniforms” to “Uniform Cleaning Fee” and “Uniform Purchases” o “librarian” to “music librarian” - School online cash – does it go to the band <ul style="list-style-type: none"> o Every Friday Jeff meets with OBHS to update the online cash on a Google spreadsheet o The receipt is given to the payer, but not recorded for band - Mobile payments: Coast Capital uses Global Payments <ul style="list-style-type: none"> o Rep is from Vancouver, has not been in contact yet o Based on income; how much money do we bring in ourselves o Awkward for our situation though - Do we need an outside account since everything is online? – tabled for later meeting 	
3.5	<p>Secretary’s Report – Marianne Kettlewell</p> <ul style="list-style-type: none"> - Nothing to report 	
3.6	<p>Communication Report – Leslie Lancaster</p> <ul style="list-style-type: none"> - Molly Sullivan: can take over for Leslie, who cannot do it next year 	
4.0	<p>ADJOURN MEETING Tyler Hodgins/Leslie Lancaster/Carried. 8:26pm</p>	