

<b>Minutes Oak Bay Band Parents' Association ("OBBPA")</b>		
Date	October 13, 2020	
Time	7-8pm	
Location	Online Zoom	
Executives Invited	<p>Helmut Huber (President), John Blythe (Treasurer), Joanne Gemmill (Secretary), Paula Marchese (Communications), Jeff Weaver (Band Director), Nathan Jacklin (Band Director), Manjit Aitken (Fundraising), Veronica Crewe (Fundraising), Karin Erickson (Fundraising)</p> <p>Kim Smit, Susan Tepedelen, Jen Russell, Stephanie Ellis, Erin Kelly, Leslea</p> <p>Apologies: Nathan Jacklin (Band Director), Heather Porcher (Vice President), Sarah Bonner (Director at Large)</p>	
#	ITEMS	ACTIONS
	<p>CALL TO ORDER and WELCOME (Helmut Huber)</p> <ul style="list-style-type: none"> <li>• Suggests that when someone makes a motion during a Zoom meeting, they raise their hand and say their name so Joanne can see and hear who it is</li> <li>• If people have questions, they can enter their question in the chat box and Jeff will keep an eye on it</li> </ul>	
1.0	<p>REVIEW OF OBBPA Agenda (Helmut Huber)</p> <ul style="list-style-type: none"> <li>• Review/approve Agenda as presented: Joanne Gemmill/Veronica Crewe/Carried</li> <li>• Review of AGM Minutes of Sept 15, 2020: they are complete but cannot be approved until the next AGM</li> <li>• Review/approve Minutes: No Minutes to review</li> </ul>	
<b>2.0</b>	<b>OFFICERS' REPORTS</b>	
2.1	<p>BAND LEADER'S REPORT (Jeff Weaver)</p> <ul style="list-style-type: none"> <li>• Nathan and his wife recently had a baby girl, Esme. All is going well and he may be back to work earlier than planned</li> <li>• All ensembles are meeting now except gr 9 &amp; 10 band – they start Nov 16</li> <li>• Not ideal to divide up grade 11/12 band but it is working</li> <li>• Outside the timetable groups working well</li> <li>• In the past, he and Nathan would get information to all the band students and that would typically take care of all the other ensembles but because they aren't seeing all the kids right now, information distribution hasn't been easy. Trying to get better at email and Mailchimp</li> <li>• Fairly high support for fundraising in survey, with the exception of grade 12s. Easter Purdy's got the least support</li> <li>• We have been able to get going with livestreaming (many thanks to Pacific Audioworks for helping us with that). We are just waiting for the district to connect one thing. Pending the district completing their work, he'll set concert dates: the first</li> </ul>	

	<p>will be mid-November and there will be a culminating event for our Q1 11/12 band</p> <ul style="list-style-type: none"> <li>• Around the 6 week mark there is usually a jazz night so we'll do that around the end of November</li> <li>• Waiting for the district to approve our safety plan for having students in the building for the jazz concert. We are allowed to have them in the school until 7pm so we are hoping to do a late afternoon and/or Wednesday focus block when we'll host the concert, record it and then make it available for families. There's a lot of criteria to get through and forms for parents to sign to allow their kids to get videotaped</li> </ul>	
2.2	<p>PRESIDENT'S REPORT (Helmut Huber)</p> <ul style="list-style-type: none"> <li>• Great that online concerts are being done</li> <li>• Appreciates what teachers are doing for getting a semblance of normalcy</li> <li>• Do we have coffee/tea orders for fundraising? (see Fundraising below)</li> </ul>	
2.3	<p>TREASURER'S REPORT (John Blythe)</p> <ul style="list-style-type: none"> <li>• Nothing to report - he doesn't yet have signing authority for the account or access to online statements</li> <li>• Jeff: John can go into Coast Capital OB any time with Minutes to get added to account. CC may also need current signatory to go in with John and Helmut is happy to do that</li> <li>• Will meet with David to go over spreadsheet once there are items to add to it</li> </ul>	
2.4	<p>SECRETARY'S REPORT (Joanne Gemmill)</p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	
2.5	<p>COMMUNICATIONS REPORT (Paula Marchese)</p> <ul style="list-style-type: none"> <li>• Lots of emails have been going out to families. Social media and OBBPA website are also being updated. She is getting acquainted with the various platforms</li> <li>• Should she leave the masks on the website? Jeff says yes. We need 5 more orders before we can submit another order to the supplier (need to be in lots of 12). The money will go to the school for C4C, not band fundraiser</li> </ul>	
3.0	<p>OLD AND NEW BUSINESS</p> <ul style="list-style-type: none"> <li>• Helmut: A band student has been diagnosed with cancer and it was suggested that the OBBPA fund a \$200 Skip the Dishes gift card for his family. Motion to fund gift certificate: Veronica Crewe/Karin Erickson/Carried</li> <li>• Jeff: we are getting requests for families to use money in fundraising accounts. There's a policy that families can use the money for music-related items. In the past we've had very few requests because it was usually used for band tours. He has drafted a form for families to fill out when they want to request funds. It will need be approved by the OBBPA rather than just him for transparency</li> </ul>	

3.1	<p><b>FUNDRAISING REPORTS</b></p> <ul style="list-style-type: none"> <li>• Karin will continue with Fernwood Coffee. She could use help with coffee pick up and distribution</li> <li>• Westholme Tea has fallen by the wayside: 2 choir parents were looking after it but have stepped back due to COVID</li> <li>• Paula was told by Molly that coffee sales can be set up through the website using Square but she has to learn how to do that</li> <li>• Poinsettia Sales: Manjit said that if poinsettia sales are going to happen, it has to be soon. In past years, information would have already gone out. Can be set up on the website using Square but it currently doesn't break down student fundraising portion when posting to account. She'll need help with distribution</li> <li>• Nobody has volunteered to do student accounts yet</li> <li>• Veronica will get to Purdy's ASAP</li> <li>• Heather wasn't at the meeting so we'll need update on Thrifty Smile Card fundraiser. Jeff hasn't heard anything about it yet</li> </ul>	<p>ACTION: Jeff will look into setting up Square so it shows info in more user-friendly way</p> <p>ACTION: Paula will send out email to families requesting help with fundraisers</p> <p>ACTION: Veronica will send Purdy's info to Paula for distribution</p>
<b>4.0</b>	<b>OPEN ISSUES</b>	
4.1	<p><b>UPCOMING SCHEDULE</b></p> <ul style="list-style-type: none"> <li>• Livestream band concert (date TBD)</li> <li>• Livestream end of Q1 Grade 11/12 band concert (date TBD)</li> <li>• Livestream jazz concert (date TBD)</li> <li>• Next Meeting: Tuesday, November 10, 2020, at 7pm</li> </ul> <p>Motion to Adjourn at 7:40pm: John Blythe/Joanne Gemmill/Carried</p>	