

# Toronto Concert Band

## Meeting Agenda

September 11, 2018

7:15 – 8:00 pm

Type of Meeting: Annual General Meeting

Location: Lambton Kingsway Junior Middle School

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1. Call to order
2. Welcome and Introductions
3. Board Business
  - a. Approval of minutes from 2017 AGM
    - i. New Business Follow-up from Board AGM
      1. Consider managing band and section growth via auditions and/or limits – music directors will monitor, not required currently, not aligned to founding principles of the band
      2. Consider introducing a ticket pricing model that would reduce overall cost to attend a concert for a family (family ticket rebate, children ticket price, ...) – any tiered pricing model significantly increases ticket management, and would impact concert revenue which declined last year.
    - ii. Review of Emergency Procedures
4. Board Reports
  - a. President's Report
  - b. Music Director's Report
  - c. Treasurer's Report
    - i. Extraordinary Resolution for Approval to waive both Audit and review engagement (*requires at least 80% support from present voting members (ONCA)*)
    - ii. Acceptance of Financial Statements
5. Biennial Constitution Review
  - a. This constitution shall be reviewed by the members of the organization not less than once every two (2) years.
6. Elections
  - *The Board be a minimum of 6 and maximum of 10 members, plus Music Director(s)*
  - *No fewer than 60% of Board shall consist of TCB members*
  - *All board members shall office for one year, with an option for re-election at the subsequent AGM. Officers shall not serve in same position for more than three consecutive years*
  - a. Call for Nominations
  - b. Presentation of Slate of Board Members

i. Election/Confirmation of the Board

7. New Business
8. Adjournment

**Materials:** Previous year AGM Minutes, Constitution, By-laws, Proposed Slate of Board Members, Attendance Sheet, Key Personnel/Volunteer Sign-up Form, Financial Statements, Budget Report

# Toronto Concert Band – AGM Minutes

SEPTEMBER 12TH 2017

7:00 PM

LAMBTON KINGSWAY JUNIOR MIDDLE SCHOOL

## Roll Call

Please see the attached sign in sheets for list of attendees

### Board Members Present

✓	Karen Ashforth
✓	Blair Brubacher
✓	Judy Da Silva
✓	Jill Anderson
✓	Anthony Field (Tony)

✓	Erin Heeley
✓	Matthew Glandfield
✓	Alyson Hazlett
✓	Barbara Surajram
✓	Peter Van Wart

✓	Les Dobbin
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✓	Ken Hazlett
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## Call to order

[MATT]

<b>FACILITATOR</b>	Matt Glandfield, 7:05 PM
<b>NOTE TAKER</b>	Blair Brubacher & Mark Hazlett

## Introduction and Welcome

- Introduction of Board Members
- Overview of format of the AGM Meeting
- Presentation of the Agenda

## Approval of Minutes

[MATT]

Since the minutes of the last two previous AGMs were not approved, two motions were required.  
(2015 GM minutes were not available for approval at the 2016 AGM)

<b>MOTION</b>	The band approve the minutes for the 2015 AGM Meeting, as provided.
<b>1<sup>st</sup></b>	Roger Smith
<b>2<sup>nd</sup></b>	Bill Wilcox
<b>Carried?</b>	Carried

<b>Motion</b>	The band approve the minutes for the 2016 AGM Meeting, as provided.
<b>1st</b>	Mark Hazlett
<b>2nd</b>	Karen Sexton
<b>Carried?</b>	Carried

## Board Reports

### [PRESIDENT'S REPORT]

[MATT]

<b>DISCUSSION</b>	Matt Glandfield
<p>Overall, the 2016-2017 season was successful for the band:</p> <ul style="list-style-type: none"> <li>• Concert attendance remains strong,</li> <li>• Membership is growing, and</li> <li>• Band is in good fiscal situation.</li> </ul> <p>The band has achieved a number of firsts last season:</p> <ul style="list-style-type: none"> <li>• First Platinum sponsor BMO for the season,</li> <li>• First Band Camp at Wahonwin, and</li> <li>• First Charity Bingo.</li> </ul> <p>Looking forward, the band and its board need to focus on establishing a strong funding base to support the continued growth and health of the band.</p> <ul style="list-style-type: none"> <li>• The board is continuing to move forward with the Charity Bingo as an alternative source of funding for the band. We are currently working on becoming a benefactor.</li> <li>• Sponsors are needed – it is the responsibility of each band member to identify potential sponsors to the board.</li> <li>• Band Camp program is being assessed, as this year's camp was cancelled due to low enrolment.</li> </ul> <p>Matt also reviewed the new emergency procedures, the rationale for their development, and hence why additional information was being requested during the membership renewal process.</p>	

### [MUSIC DIRECTORS' REPORT]

[KEN & LES]

<b>DISCUSSION</b>	Ken Hazlett & Les Dobbin
<p>Welcomed band back.          Excited about upcoming season, and the 'new faces'.          They have spent some time selecting music which they hope the band will be excited about. Les has a long-term surprise in the works. Ken wants to continue to have interactive and non-traditional band music – moving and signing.</p>	

### [TRESURER'S REPORT]

[TONY]

<b>DISCUSSION</b>	Tony Field
<p>Financial report 2016-2017 is available online.          Last season's financial summary:</p> <ul style="list-style-type: none"> <li>• Band has strong financial position, as the plan for the last few years was to build up a reserve has been successful. Last year finished with \$3,600.00 surplus. This approach will continue so that the band has reserves that can be used to cover unexpected challenges. Currently the reserve is allowing us to pay our deposits as the membership fees come in.</li> <li>• Membership fees continue to fund rehearsals.</li> <li>• Concerts continue to break even or slightly better ... with over 80% attendance.</li> <li>• Sponsorship last year played a significant role in improving band's financial position.</li> </ul> <p>Looking forward, for this season</p> <ul style="list-style-type: none"> <li>• Need to sell more program ads, last year we only achieved 66% of the plan.</li> <li>• Need to grow sponsorships, as this is a significant part of the financial plan.</li> <li>• Conductors stipends will be increased, and this will continue until they are paid at market rates.</li> </ul>	

## Motions

### [FINANCIAL MOTIONS]

[TONY]

Due to the size of the TCB budget, and the cost associated with obtaining an Audit or financial review, the board has elected to waive these requirements for the financial statement. Instead the board makes the financials available to all members, allowing members to review financials if they wish.

<b>MOTION</b>	Waive, but extraordinary resolution, both the audit and review engagement for the financial statement.
1 <sup>st</sup>	Tony Field
2 <sup>nd</sup>	Alana Ferguson
<b>Carried?</b>	Carried, by approximately 90% of members present.

<b>Motion</b>	The band accept the 2017 financial statement, and approve proposed 2018 budget.
<b>1st</b>	Tony Field
<b>2nd</b>	Alana Ferguson
<b>Carried?</b>	Carried

## Elections

[PRESENTATION OF SLATE OF DIRECTORS]

[MATT]

<b>DISCUSSION</b>	
<p>Matt reviewed with the band the bylaws associated with the selection, representation required from the band, and term limits for board members.</p> <p>The following current board members were identified for re-election:</p> <ul style="list-style-type: none"> <li>• Jill Anderson – Community member</li> <li>• Karen Ashforth – Band member</li> <li>• Blair Brubacher – Community member</li> <li>• Judy DaSilva – Band member</li> <li>• Tony Field – Band member</li> <li>• Matt Glandfield – Band member</li> <li>• Alyson Hazlett – Band member</li> <li>• Barbara Surjam – Community member</li> <li>• Peter Van Wort – Community member</li> </ul> <p>The following to be elected as new members of the board:</p> <ul style="list-style-type: none"> <li>• Mark Hazlett – Band member</li> </ul>	

<b>Motion</b>	The band accepts for re-election the slate of directors as presented, and also accepts the additional nomination to the board.
<b>1st</b>	Dan Gergaro
<b>2nd</b>	Heather Baynham
<b>Carried?</b>	Carried

## New Business & Questions

[DISCUSSION]

[MATT]

<b>DISCUSSION</b>	
<p>Carol raised:</p> <ul style="list-style-type: none"> <li>• Carol raised concern that the band is getting too big, or some sections might be too big. Would like the board to consider developing a maximum size for sections and overall band.</li> <li>• Matt responded that is against the philosophy of the band</li> <li>• Ken, confirmed this, and doesn't believe this is currently an issue.</li> <li>• Tony, confirmed the philosophy as well. But said that this would be discussed at the next board meeting.</li> </ul> <p>Mark Luscher raised:</p> <ul style="list-style-type: none"> <li>• Asked if the platinum sponsor was confirmed for this season.</li> <li>• Matt responded that he is reaching out to them.</li> </ul> <p>Sarah</p> <ul style="list-style-type: none"> <li>• Wanted to lower the cost of tickets for a family. Suggested children ticket pricing.</li> <li>• Tony responded saying that one ticket price is much easier to manage, our ticket price is priced to reasonably, our concerts are usually over 80% filled, and that there is an early bird season ticket pricing that can be utilized by families.</li> </ul>	

## Call for Adjournment of meeting

<b>MOTION</b>	Call for Adjournment of the TCB AGM
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<b>1st</b>	Tony Field
<b>2<sup>nd</sup></b>	Roger Smith
<b>Carried?</b>	Carried

# **Toronto Concert Band**

## **Emergency Procedures**

Version 1.0  
September 12, 2017

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### Change History

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<b>Version</b>	<b>Date</b>	<b>Change History</b>	<b>Editor</b>
<i>0.9</i>	07.09.2017	Final Draft	Matt
<i>1.0</i>	12.09.2017	Initial Version	Blair

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# Emergency Information Package

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## Package Location:

- TCB Board Members
- Musical Directors

## Contents:

- Emergency Contact Information for Band Members
- Band Members Medical Information
- Emergency Procedures (This Document)
- List of Members who have First Aid Qualifications (This Document)
- Rehearsal Venue Location Information (This Document)

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# Emergency Procedure

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1. Alert First Aid Qualified Band Members to Medical Emergency. Qualified Band Member will undertake primary patient care responsibility.
2. Call 911 – Describe the Nature of the Emergency and provide rehearsal location. Indicate that volunteer will meet EMS personnel.
3. Assign and send volunteers to meet EMS at door (see below).
4. Assign and send volunteer to meet EMS in Hallway outside rehearsal room.
5. Have TCB Members clear space around patient and for EMS personnel, including path through rehearsal room.
6. Most Senior TCB Board Member to create incident report, and save in TCB file repository. Incident will be raised by incident report creator, and discussed as new business at next board meeting.

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# Emergency Information

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## Rehearsal Venue Location

### Lambton Kingsway Public School

525 Prince Edward Drive North

South Entrance – Door #4

Rehearsal held in LUNCH Room

## First Aid Qualified Band Members

Andrea Cachia

Nicki Cunningham

Matt Glandfield

Anthony Mariano

Valerie McNellen

Cailey Ross

Graham Rupert

Morgan Surajram

## Overview of TCB Needs from Members

### Volunteer

- 1 board member from band
- 3 volunteers for BINGO
- 1 director of public relations
- 1 director of membership
- 1 director of business development

### Revenue

- 2 Additional Sponsorships
- 3 ad sales/concert

# Toronto Concert Band

## BALANCE SHEET

As of June 30, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
BMO Checking	20,956.24
Cash on hand	0.00
PayPal	0.00
TD Checking	0.00
Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>20,956.24</b>
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	275.16
<b>Total Accounts Receivable (A/R)</b>	<b>275.16</b>
Prepaid expenses	0.00
<b>Total Current Assets</b>	<b>21,231.40</b>
<b>Total Assets</b>	<b>\$21,231.40</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	6,882.49
<b>Total Accounts Payable (A/P)</b>	<b>6,882.49</b>
Accounts Payable	0.00
Conductor Stipend Payable	0.00
Pre-paid Membership Fees	0.00
Pre-paid Ticket Revenue	0.00
<b>Total Current Liabilities</b>	<b>6,882.49</b>
<b>Total Liabilities</b>	<b>6,882.49</b>
Equity	
Retained Earnings	12,893.24
Profit for the year	1,455.67
<b>Total Equity</b>	<b>14,348.91</b>
<b>Total Liabilities and Equity</b>	<b>\$21,231.40</b>

**Toronto Concert Band**  
**STATEMENT OF FINANCIAL POSITION**  
**As at June 30**

	2018	2017	2016	2015	2014
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash and cash equivalents	20,956.24	12,796.73	5,896.44	1518.97	0.00
Accounts receivable	275.16	275.99	0.00	573.00	0.00
Prepaid Expenses	0.00	3,808.10	3,808.10	3723.36	0.00
<b>Total Current Assets</b>	<b>21,231.40</b>	<b>16,880.82</b>	<b>9,704.54</b>	<b>5815.33</b>	<b>0.00</b>
<b>Total Assets</b>	<b>21,231.40</b>	<b>16,880.82</b>	<b>9,704.54</b>	<b>5815.33</b>	<b>0.00</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Current Liabilities</b>					
Accounts Payable	6,882.49	3,861.58	0.00	847.60	389.39
Conductor Stipend Payable		0.00	0.00	2000.00	0.00
Pre-paid Membership Fees		0.00	0.00	0.00	300.00
Pre-paid Ticket Revenue		126.00	504.00	72.00	0.00
<b>Total current liabilities</b>	<b>6,882.49</b>	<b>3,987.58</b>	<b>504.00</b>	<b>2919.60</b>	<b>689.39</b>
<b>Equity</b>	<b>14,348.91</b>	<b>12,893.24</b>	<b>9,200.54</b>	<b>2895.73</b>	<b>-689.39</b>
<b>Total Liabilities and Equity</b>	<b>21,231.40</b>	<b>16,880.82</b>	<b>9,704.54</b>	<b>5815.33</b>	<b>0.00</b>

**APPROVED ON BEHALF OF THE BOARD**

**Toronto Concert Band**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES**  
**For the Period Ended June 30**

	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
	(12 months)	(12 months)	(12 months)	(12 months)	(1 month)
<b>Revenues</b>					
Concert Revenue	19,121.00	18,917.00	18,309.00	12156.00	0.00
Donations	108.65	146.85	32.00	500.00	52.46
Fundraising Income	0.00	900.00			
Membership Fees	11,575.00	12,000.00	11,700.00	8675.00	0.00
<b>Total Revenues</b>	<b>30,804.65</b>	<b>31,963.85</b>	<b>30,041.00</b>	<b>21331.00</b>	<b>52.46</b>
<b>Expenses</b>					
Concert Expenses	11,681.35	12,183.47	12,211.60	9483.35	0.00
Operating Expenses	17,641.63	15,937.68	11,524.59	8262.53	741.85
Fundraising Expenses	26.00	150.00			
<b>Total Expenses</b>	<b>29,348.98</b>	<b>28,271.15</b>	<b>23,736.19</b>	<b>17745.88</b>	<b>741.85</b>
<b>Excess (deficiency) of revenues over expenses</b>	<b>1,455.67</b>	<b>3,692.70</b>	<b>6,304.81</b>	<b>3585.12</b>	<b>-689.39</b>
<b>Equity, beginning of year</b>	<b>12,893.24</b>	<b>9,200.54</b>	<b>2,895.73</b>	<b>-689.39</b>	<b>0.00</b>
<b>Equity, end of year</b>	<b>14,348.91</b>	<b>12,893.24</b>	<b>9,200.54</b>	<b>2895.73</b>	<b>-689.39</b>

**Toronto Concert Band**  
**STATEMENT OF CASH FLOWS**  
**For the Period Ended June 30**

	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
	(12 months)	(12 months)	(12 months)	(12 months)	(1 month)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
Excess (deficiency) of revenues over expenses	1,455.67	3,692.70	6,304.81	3,585.12	(689.39)
Changes in non-cash working capital items					
Accounts Receivable	0.83	(275.99)	573.00	(573.00)	0.00
Prepaid Expenses	3,808.10	0.00	(84.74)	(3,723.36)	0.00
Accounts Payable	3,020.91	3,861.58	(847.60)	458.21	389.39
Conductor Stipend Payable	0.00	0.00	(2,000.00)	2,000.00	0.00
Pre-paid Membership Fees	0.00	0.00	0.00	(300.00)	300.00
Pre-paid Ticket Revenue	(126.00)	(378.00)	432.00	72.00	0.00
Net cash provided by operating activities	8,159.51	6,900.29	4,377.47	1,518.97	0.00
Net cash increase (decrease) for period	8,159.51	6,900.29	4,377.47	1,518.97	0.00
Cash at beginning of period	12,796.73	5,896.44	1,518.97	0.00	0.00
Cash at end of period	20,956.24	12,796.73	5,896.44	1,518.97	0.00

# Toronto Concert Band

## PROFIT AND LOSS BY CLASS

July 2017 - June 2018

	CONCERT SEASON	CONCERT 1	CONCERT 2	CONCERT 3	TOTAL CONCERT SEASON	NOT SPECIFIED	TOTAL
<b>INCOME</b>							
Concert Revenue							\$0.00
Program Ad Sales		300.00			300.00		\$300.00
Season Sponsorships	3,200.00				3,200.00		\$3,200.00
Single Event Sponsorships		625.00	125.00	500.00	1,250.00	-125.00	\$1,125.00
Single Event Ticket Sales		4,040.00	3,600.00	2,980.00	10,620.00		\$10,620.00
Subscription Ticket Sales	3,876.00				3,876.00		\$3,876.00
<b>Total Concert Revenue</b>	<b>7,076.00</b>	<b>4,965.00</b>	<b>3,725.00</b>	<b>3,480.00</b>	<b>19,246.00</b>	<b>-125.00</b>	<b>\$19,121.00</b>
Donations			108.65		108.65		\$108.65
Membership Fees						11,575.00	\$11,575.00
<b>Total Income</b>	<b>7,076.00</b>	<b>4,965.00</b>	<b>3,833.65</b>	<b>3,480.00</b>	<b>19,354.65</b>	<b>11,450.00</b>	<b>\$30,804.65</b>
<b>GROSS PROFIT</b>	<b>7,076.00</b>	<b>4,965.00</b>	<b>3,833.65</b>	<b>3,480.00</b>	<b>19,354.65</b>	<b>11,450.00</b>	<b>\$30,804.65</b>
<b>EXPENSES</b>							
Concert Expenses							\$0.00
Event Advertising		116.00	49.91	46.76	212.67		\$212.67
Performance Venue Rental		3,808.10	1,045.00	3,808.10	8,661.20	0.00	\$8,661.20
Printing & Design							\$0.00
Program Printing		436.18	474.60	472.34	1,383.12		\$1,383.12
<b>Total Printing &amp; Design</b>		<b>436.18</b>	<b>474.60</b>	<b>472.34</b>	<b>1,383.12</b>		<b>\$1,383.12</b>
Promotional		219.22	136.73	88.14	444.09		\$444.09
Refreshments			155.72		155.72		\$155.72
SOCAN 4B1 Fees		82.52	75.66	65.99	224.17		\$224.17
Vehicle Rental		204.72	187.61	208.05	600.38		\$600.38
<b>Total Concert Expenses</b>		<b>4,866.74</b>	<b>2,125.23</b>	<b>4,689.38</b>	<b>11,681.35</b>	<b>0.00</b>	<b>\$11,681.35</b>
Fundraising Expenses						26.00	\$26.00
Operating Expenses							\$0.00
Bank charges						291.14	\$291.14

	CONCERT SEASON	CONCERT 1	CONCERT 2	CONCERT 3	TOTAL CONCERT SEASON	NOT SPECIFIED	TOTAL
Eventbrite Fees	275.40	323.60	280.80	224.10	1,103.90		\$1,103.90
PayPal Fees						269.93	\$269.93
<b>Total Bank charges</b>	<b>275.40</b>	<b>323.60</b>	<b>280.80</b>	<b>224.10</b>	<b>1,103.90</b>	<b>561.07</b>	<b>\$1,664.97</b>
Camp Expenses						0.00	\$0.00
Conductor Stipend						7,000.00	\$7,000.00
Dues and Subscriptions						0.00	\$0.00
Insurance - Liability						1,603.80	\$1,603.80
Legal and professional fees						832.50	\$832.50
Meals and entertainment		231.12	200.76	235.35	667.23	212.55	\$879.78
Music Folder						586.03	\$586.03
Music Purchase						1,064.59	\$1,064.59
Musical Instrument Expenses						392.59	\$392.59
Office expenses						1,168.99	\$1,168.99
Photocopies		150.00	51.80		201.80		\$201.80
Post-season Celebration						215.37	\$215.37
Professional Development						457.57	\$457.57
Rehearsal Space Rent						1,394.27	\$1,394.27
Website and Email						179.37	\$179.37
<b>Total Operating Expenses</b>	<b>275.40</b>	<b>704.72</b>	<b>533.36</b>	<b>459.45</b>	<b>1,972.93</b>	<b>15,668.70</b>	<b>\$17,641.63</b>
<b>Total Expenses</b>	<b>275.40</b>	<b>5,571.46</b>	<b>2,658.59</b>	<b>5,148.83</b>	<b>13,654.28</b>	<b>15,694.70</b>	<b>\$29,348.98</b>
PROFIT	<b>\$6,800.60</b>	<b>\$ -606.46</b>	<b>\$1,175.06</b>	<b>\$ -1,668.83</b>	<b>\$5,700.37</b>	<b>\$ -4,244.70</b>	<b>\$1,455.67</b>

# Toronto Concert Band

## BUDGET OVERVIEW: FY2019 - FY19 P&L CLASSES

July 2018 - June 2019

	CONCERT SEASON	CONCERT 1	CONCERT 2	CONCERT 3	TOTAL CONCERT SEASON	NOT SPECIFIED	TOTAL
<b>Income</b>							
Bingo Revenue						8,900.00	\$8,900.00
Concert Revenue							\$0.00
Program Ad Sales		500.00	500.00	500.00	1,500.00		\$1,500.00
Season Sponsorships	2,750.00				2,750.00		\$2,750.00
Single Event Sponsorships		500.00		500.00	1,000.00		\$1,000.00
Single Event Ticket Sales		4,000.00	3,750.00	3,750.00	11,500.00		\$11,500.00
Subscription Ticket Sales	3,500.00				3,500.00		\$3,500.00
<b>Total Concert Revenue</b>	<b>6,250.00</b>	<b>5,000.00</b>	<b>4,250.00</b>	<b>4,750.00</b>	<b>20,250.00</b>		<b>\$20,250.00</b>
Membership Fees						11,000.00	\$11,000.00
<b>Total Income</b>	<b>\$6,250.00</b>	<b>\$5,000.00</b>	<b>\$4,250.00</b>	<b>\$4,750.00</b>	<b>\$20,250.00</b>	<b>\$19,900.00</b>	<b>\$40,150.00</b>
<b>GROSS PROFIT</b>	<b>\$6,250.00</b>	<b>\$5,000.00</b>	<b>\$4,250.00</b>	<b>\$4,750.00</b>	<b>\$20,250.00</b>	<b>\$19,900.00</b>	<b>\$40,150.00</b>
<b>Expenses</b>							
Concert Expenses							\$0.00
Event Advertising		150.00	150.00	150.00	450.00		\$450.00
Guest Artist Fees		500.00		500.00	1,000.00		\$1,000.00
Performance Venue Rental		3,800.00	1,030.00	3,850.00	8,680.00		\$8,680.00
Printing & Design							\$0.00
Graphic Design and Photography		250.00		250.00	500.00		\$500.00
Program Printing		600.00	600.00	600.00	1,800.00		\$1,800.00
<b>Total Printing &amp; Design</b>		<b>850.00</b>	<b>600.00</b>	<b>850.00</b>	<b>2,300.00</b>		<b>\$2,300.00</b>
Promotional		250.00	150.00	150.00	550.00	1,000.00	\$1,550.00
Refreshments	500.00		250.00		750.00		\$750.00
SOCAN 4B1 Fees		80.00	75.00	75.00	230.00		\$230.00
Vehicle Rental		235.00	235.00	235.00	705.00		\$705.00
Volunteer and Conductor Gifts		180.00	180.00	180.00	540.00		\$540.00
<b>Total Concert Expenses</b>	<b>500.00</b>	<b>6,045.00</b>	<b>2,670.00</b>	<b>5,990.00</b>	<b>15,205.00</b>	<b>1,000.00</b>	<b>\$16,205.00</b>
Operating Expenses							\$0.00

	CONCERT SEASON	CONCERT 1	CONCERT 2	CONCERT 3	TOTAL CONCERT SEASON	NOT SPECIFIED	TOTAL
Bank charges						24.00	\$24.00
Eventbrite Fees	225.00	350.00	350.00	350.00	1,275.00		\$1,275.00
PayPal Fees						340.00	\$340.00
<b>Total Bank charges</b>	<b>225.00</b>	<b>350.00</b>	<b>350.00</b>	<b>350.00</b>	<b>1,275.00</b>	<b>364.00</b>	<b>\$1,639.00</b>
Conductor Stipend						8,000.00	\$8,000.00
Insurance - Liability						1,650.00	\$1,650.00
Legal and professional fees						312.00	\$312.00
Meals and entertainment		240.00	250.00	250.00	740.00	450.00	\$1,190.00
Music Folder						600.00	\$600.00
Music Purchase						1,100.00	\$1,100.00
Musical Instrument Expenses		1,000.00			1,000.00	1,400.00	\$2,400.00
Office expenses						420.00	\$420.00
Post-season Celebration						250.00	\$250.00
Professional Development						460.00	\$460.00
Rehearsal Space Rent						2,615.00	\$2,615.00
Website and Email						190.00	\$190.00
<b>Total Operating Expenses</b>	<b>225.00</b>	<b>1,590.00</b>	<b>600.00</b>	<b>600.00</b>	<b>3,015.00</b>	<b>17,811.00</b>	<b>\$20,826.00</b>
<b>Total Expenses</b>	<b>\$725.00</b>	<b>\$7,635.00</b>	<b>\$3,270.00</b>	<b>\$6,590.00</b>	<b>\$18,220.00</b>	<b>\$18,811.00</b>	<b>\$37,031.00</b>
NET OPERATING INCOME	<b>\$5,525.00</b>	<b>\$ -2,635.00</b>	<b>\$980.00</b>	<b>\$ -1,840.00</b>	<b>\$2,030.00</b>	<b>\$1,089.00</b>	<b>\$3,119.00</b>
NET INCOME	<b>\$5,525.00</b>	<b>\$ -2,635.00</b>	<b>\$980.00</b>	<b>\$ -1,840.00</b>	<b>\$2,030.00</b>	<b>\$1,089.00</b>	<b>\$3,119.00</b>

CONSTITUTION  
OF THE  
TORONTO CONCERT BAND

**Article 1: Name**

The name of the organization is Toronto Concert Band.

**Article 2: Mission**

The Toronto Concert Band's mission is to enrich the lives of local musicians through excellence in professional leadership, performance opportunities and carefully selected repertoire, fostering development of musicianship in a positive and supportive environment; and to enrich the lives of community members with music performance of high artistic quality, broad appeal, and educational value in an inspiring environment.

**Article 3: Structure**

1. The affairs of the organization shall be governed by a volunteer Board of Directors. The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their positions as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.
2. There shall be a minimum of 6 and a maximum of 10 members of the Board of Directors, plus the Music Director(s) as members of the Board of Directors ex-officio.
3. No fewer than 60% of the members of the Board of Directors shall consist of members of the organization.
4. Directing Officers shall consist of President, one or two Vice Presidents, Secretary and Treasurer.
5. In the case of a tie vote at a meeting of the Board of Directors, the vote of the President shall prevail.
6. Rules that pertain to the operation of the organization shall be known as the Bylaws of the organization.
7. The Bylaws may be amended upon approval of three quarters (75%) of the members of the organization present at a meeting of the organization, or by approval of three quarters (75%) of the members of the Board of Directors.

#### **Article 4: Membership**

1. A Member is a local musician who regularly participates in rehearsals and performances of the organization, and who pays an annual membership fee as stipulated in the Bylaws.
2. Membership may be limited by the capacity and musical needs of the organization from time to time, as determined by the Music Director(s) in consultation with the Board of Directors.
3. All members have an obligation to share in the work assignments necessary for the organization's musical and administrative well-being.

#### **Article 5: Elections**

1. All Board members are elected. Such elections shall take place at the Annual General Meeting. Nominations for election to the Board shall be submitted to the Nominating Committee prior to the election, and shall be accompanied by the agreement of the nominee. The members of the Nominating Committee shall be determined by the Board, and shall be comprised of not less than three (3) persons.
2. All Board members shall hold office for one year with an option for re-election at the next Annual General Meeting.
3. Directing Officers shall not serve in the same position more than three consecutive terms.
4. Where vacancies occur in the Board, the Board shall appoint a replacement, or replacements, for the balance of the predecessor's term of office.

#### **Article 6: Meetings**

1. Meetings of the Board of Directors shall be held at regularly scheduled intervals as deemed necessary by the President. A quorum is 50% of the Board plus one.
2. The Annual General Meeting of the organization shall be held within one hundred twenty (120) days of the fiscal year end of the organization. Members shall be notified of the Annual General Meeting not less than thirty (30) days before the date of the Annual General Meeting. A quorum for a General Meeting of the organization shall be a minimum of fifteen (15) Members.
3. A General Meeting can be called at the discretion of the Board of Directors, or at the request of fifteen (15) Members of the organization. Notice of such meetings must be provided seven (7) days before the meeting shall take place to ensure that all members receive notification of meeting date and purpose.

4. Meetings of the organization shall be conducted in accordance with Robert's Rules of Order.

#### **Article 7: Duties of Officers**

1. The **President** shall assume the responsibilities of chief executive of the organization, presiding at all of the Board and General Meetings of the organization, ensuring that all orders and resolutions are carried into effect.

2. The **Vice President(s)** shall carry out duties as assigned by the President and the Board of Directors and shall assume the responsibilities of the President in his/her absence.

3. The **Treasurer** shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the organization and shall deposit all monies in the name and to the credit of the organization in such chartered bank or trust company as designated by the Board of Directors. The Treasurer shall disburse the funds of the organization as approved by the Board of Directors, and shall render to the board meetings, or whenever requested, an accounting of all transactions and a statement of the organization's financial position. The Treasurer shall file all legally required statements with tax and other authorities and issue tax receipts to donors.

4. The **Secretary** shall ensure that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the business of the Board of Directors was conducted. The secretary shall keep minutes of all meetings and minutes are to be submitted to the Board of Directors for approval and adoption.

#### **Article 8: Director(s) of Music**

1. Appointment - The Board of Directors will appoint the organization's Director(s) of Music. The Director(s) of Music will report to the Board.

2. Term of Office - The Term of Office for the Director(s) of Music is up to one year from the date of appointment. At the option of the Board of Directors, the Director(s) of Music may be reappointed for further one-year terms.

3. Acting Director of Music - The Director(s) of Music shall provide a substitute conductor for periods of his/her absence, subject to the approval of the Board of Directors.

4. Remuneration - The stipend of the Director(s) of Music shall be established by the Board of Directors or Acting Director of Music.

#### **Article 9: Dissolution**

In the event that the organization ceases to exist, disposal of all assets shall be determined by the Board of Directors, in accordance with the Articles of Incorporation of the organization as a

not-for-profit organization, in consultation with the Membership, and in the event of funds received in trust, disposal shall be in accordance with the trust deed.

**Article 10: Review and Amendments**

This constitution may be amended upon approval of three quarters (75%) of the members of the organization at a meeting of the organization.

This constitution shall be reviewed by the members of the organization not less than once every two (2) years.

**Article 11: Declaration of Intent**

The Toronto Concert Band shall be carried on without purpose of gain for its members, and any profits or other accretions to the Toronto Concert Band shall be used solely to promote its mission and objectives.

Effective this 29th day of September, 2015.

Signed by the Board of Directors of the Toronto Concert Band.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

# **Toronto Concert Band**

## **Slate of Directors**

September 11, 2018

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In accordance with TCB's constitution, the following people have been nominated for re-election to the TCB Board.

### **Re-election**

Name	Band Member?
Jill Andersons	No
Karen Ashforth	Yes
Blair Brubacher	No
Judy Da Silva	Yes
Anthony Field	Yes
Alyson Hazlett	Yes
Mark Hazlett	Yes
Barbara Surajram	No
Peter Van Wart	No

### **Nominations to the Board**

In accordance with TCB's constitution, the following people have been reviewed by the nomination committee, and are nominated for election to the Board.

Name	Band Member?
	Yes