



Minutes of the Annual General Meeting
of the Ontario Band Association
Friday, November 4, 2022
12:30 in Petun 3 and via Zoom

Present

Executive

Angela Tran	President	
Matthew Rodnick	President-Elect	
Andria Kilbride	Treasurer	
Steffan Brunette	Secretary	<i>via Zoom</i>
Lynn Tucker	Past-President	

Directors

Dan Austin	Membership	
Chris Reesor	Industry	
Mark Caswell	Provincial Band Festival	
Shashi Ramu	UTSC Small Ensemble Festival	<i>regrets</i>
Alicia Kennedy	Ontario Provincial Honour Band	<i>regrets</i>
Troy Jones	Laurier Elementary Honour Band	<i>regrets</i>
Lani Sommers	Capital Region Elementary Honour Band	
Matthew Rodnick	Western Intermediate Honour Band	
Simone Gendron	Capital Region Wind Band Symposium	
Danielle Kolenko	Beginning Band Symposium	<i>regrets</i>
Matthew Peter	York Wind Conductors' Symposium	<i>regrets</i>

Positions of Responsibility

Ari Mohindra	Communications Co-ordinator	
Sarah Arcand	Elementary Music Education Advocate	
Pratik Gandhi	OBA-CBA(On) Liaison	<i>regrets</i>

Regional Representatives

Mary Thornton	Near North	
Mitch McIntyre	North	<i>regrets</i>
Cynthia Yuschyshyn	East	
Dan Austin	West	
Alecia Blackman	Golden Horseshoe	
Jacynthe Fugère-Bourdages	French Districts/Conseils Francophones	<i>regrets</i>
Jennifer Cresswell	Central	
Nikole Valkanas	Central	<i>regrets</i>

General Membership

see attached

Minutes of the OBA Annual General Meeting, November 2022

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1. Call to Order

Quorum is 3% of OBA membership.

With at least 14 members in attendance, quorum is established.

Complete OBA membership as of the AGM is 146.

Tran called the meeting to order at 12:54pm.

Tran led the meeting in a Land Acknowledgement.

2. Adoption of the Agenda

Tran made a motion to amend the agenda by removing the second motion under 8(d), related to the Small Ensemble Festival.

Seconded by *Reesor*. None opposed. Motion carried.

Motion to adopt the amended agenda.

Moved by *Tran*. Seconded by *Dave Lum*. Motion carried.

3. Adoption of the Minutes of the Annual General Meeting of November 2021

Motion to ratify the minutes.

Moved by *Tran*. Seconded by *Reesor*. Motion carried.

4. Announcements

There were no announcements.

5. Reports from the Executive

(a) President

see attached report

Tran highlighted the return to the normal events in our symposium and honour bands. There have been summer students involved in the development of the website.

(b) President-Elect

see attached report

(c) Treasurer

see attached report

Kilbride recognized the support of sponsors in the operations of the OBA, in particular Yamaha.

Kilbride reviewed the financial statements, and identified an improvement in the finances over the 2020 statements.

MOTION

Whereas Article V “Meeting of Members”, Section 9(i) “Annual General Meeting” states that financial statements will be presented to the general membership, *be it resolved* that the financial statements of 2021 as presented be accepted.

Moved by *Kilbride*. Seconded by *Jeff Wrigglesworth*. None opposed. **Motion carried.**

(d) Secretary

see attached report

(e) Past-President

see attached report

6. Reports from Directors & Positions of Responsibility

Institutional Portfolios

(a) Membership

see attached report

Austin sees the pandemic membership crisis abating, and membership rates starting to rise again.

Cresswell promoted the “Friends of the OBA” as a means to reach out to the wider school systems.

(b) Communications

see attached report

(c) Industry

see attached report

Reesor identified the supply chain issues have not gone away, and that school ordering will need to be adjusted to ensure items arrive on time and within budgetary plans.

(d) Elementary Music Education Advocate

see attached report

Arcand identified that elementary schools have been hit hard from the pandemic, and additional supports are needed to return to normal.

(e) OBA-CBA(On) Liaison

see attached report

Honour Bands

(f) Provincial Honour Band

see attached report

Scott Harrison complimented *Alicia Kennedy* on doing a fantastic job this year.

(g) Capital Region Elementary Honour Band

see attached report

Sommers indicated that the upcoming Honour Band is not going to be a beginner band.

(h) Laurier Elementary Honour Band

see attached report

Laurier is confirmed for a location.

(i) Western Intermediate Honour Band

see attached report

Festivals

(j) Provincial Band Festival

see attached report

61 bands registered so far.

Caswell recognized *Mohindra* for the work involved in the registration process. Director's Social will be happening as well.

(k) UTSC Small Ensemble Festival

see attached report

The festival will be a hybrid festival.

Symposia

(l) York Beginning Band Symposium

see attached report

Tran thanked *Kolenko* for running the BBS.

The first in-person event since the pandemic. *Shashi Ramu* was also acknowledged for his contributions to making the symposium successful.

(m) York Wind Conductors' Symposium

see attached report

(o) Capital Region Wind Band Symposium

see attached report

Gendron is looking forward to being in-person this year.

7. Committee Reports

(a) Regional Representatives

Tran welcomed the Regional Representatives who were present at the meeting.

(b) IDEA Committee

Vanessa Ng wanted to recognize the valuable work being done by the IDEA committee.

(c) Advocacy Committee

Gendron outlined the work done by the Advocacy Committee, particularly around collecting the various school board policies, and advocating for reasonable change especially within Ottawa school boards. Re-building materials were designed over the summer with Bandology. Work will continue to highlight the importance of music education.

8. Ratification Votes

see attached motions and amendments

(a) Ratification of the Volunteer Personnel Policy

MOTION

Whereas the OBA values the work of volunteers throughout the organization and that as recently amended in 2021 the policy continues to serve, *be it resolved* that the current Volunteer Personnel Policy (amended 2021) be ratified by the membership to take effect immediately, and to be reviewed and updated at the Annual General Meeting in 2027.

Moved by *Brunette*. Seconded by *Sommers*. None opposed. Motioned carried.

(b) Amendments to the Reports Policy

MOTION

Whereas the OBA Board of Directors has reviewed the Reports Policy and suggested amendments as outlined, *be it resolved* that the Membership accept the proposed amendments to the Reports Policy.

Moved by *Brunette*. Seconded by *Harrison*. None opposed. Motioned carried.

Minutes of the OBA Annual General Meeting, November 2022

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MOTION

Whereas the OBA views the archive of reports as an important institutional memory, *be it resolved* that the amended Reports Policy (2022) be ratified by the membership to take effect immediately, and to be reviewed and updated at the Annual General Meeting in 2027.
Moved by *Brunette*. Seconded by *Barry Hodgins*. None opposed. Motioned carried.

(c) Amendments to the Travel Policy

MOTION

Whereas the OBA Board of Directors has reviewed the Travel Policy and suggested amendments as outlined, *be it resolved* that the Membership accept the proposed amendments to the Travel Policy.
Moved by *Brunette*. Seconded by *Lisa Barth*. None opposed. Motioned carried.

MOTION

Whereas the OBA recognizes the cost involved when members travel to attend functions or to assist with events, *be it resolved* that the amended Travel Policy (2022) be ratified by the membership to take effect immediately, and to be reviewed and updated at the Annual General Meeting in 2027.
Moved by *Brunette*. Seconded by *Dennis Beck*. None opposed. Motioned carried.

(d) Amendments to the OBA Bylaws

MOTION

Whereas the Position of Responsibility for the 2022 National Youth Band Project is no longer required, *be it resolved* that the Membership approve removing the position from the Bylaws and all references thereto.
Moved by *Brunette*. Seconded by *Scott Harrison*. None opposed. Motioned carried.

MOTION

~~Whereas the Small Ensemble Festival is no longer connected specifically with the University of Toronto-Scarborough Campus, *be it resolved* that the Membership approve renaming the position to the "Small Ensemble Festival" and amending the Bylaws accordingly.~~
Moved by *Brunette*.

9. Awards Presentation

Rodnick presented the Band Director Legacy Award to *Mary Thornton*.

10. New Business

There was no new business.

11. Adjournment

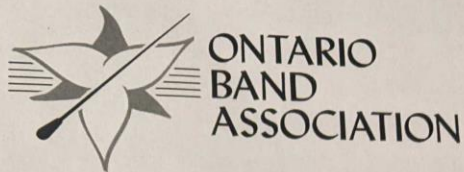
Motion to adjourn the meeting.

Moved by *Tran*. Seconded by *Kilbride*. Motion carried.

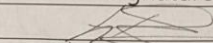
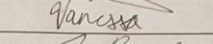
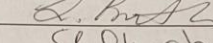
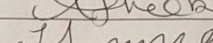

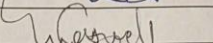
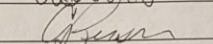
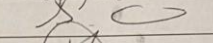
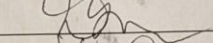
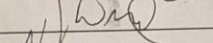
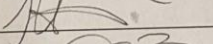
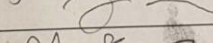
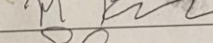
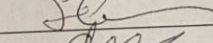
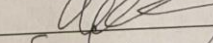
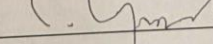

The meeting adjourned at 1:21pm.

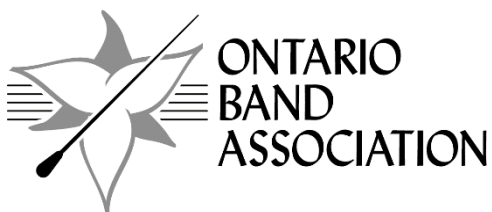
Minutes of the OBA Annual General Meeting, November 2022

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Annual General Meeting
Friday, November 4, 2022
OMEA Elevate 2022, Collingwood

First & Last Name (please print)	Signature
Lynn Taiter	
Vanessa Ng	
Lisa Barth	
Andria Keebride	
Lani Sommers	
DENNIS BECK	
Mark Caswell	
CHRIS REESOR	
Sarah Arcand	
David Lum	
Jeff Wrigglesworth	
Scott Harrison	
Jessica Puskas	
Matthew hodnick	
Scott Cameron	
Alecia Blademan	
Cynthia Yuschyshyn	



**ONTARIO
BAND
ASSOCIATION**

Annual General Meeting

Friday, November 4, 2022

at 12:30pm

in Petun 3

1. Call to Order
Quorum for the Annual General Meeting is 3% of the OBA membership.
2. Adoption of Agenda
3. Adoption of the Minutes from the Annual General Meeting of November 2021
4. Announcements
5. Executive Reports

- | | |
|---------------------|-----------------|
| (a) President | <i>Tran</i> |
| (b) President-Elect | <i>Rodnick</i> |
| (c) Treasurer | <i>Kilbride</i> |

MOTION

Whereas Article V “Meeting of Members”, Section 9(i) “Annual General Meeting” states that financial statements will be presented to the general membership, *be it resolved* that the financial statements of 2021 as presented be accepted.

Moved by *Kilbride*.

- | | |
|--------------------|-----------------|
| (d) Secretary | <i>Brunette</i> |
| (e) Past-President | <i>Tucker</i> |

6. Directors & Positions of Responsibility Reports
See the attached reports.

Institutional Portfolios

- | | |
|---|-----------------|
| (a) Membership | <i>Austin</i> |
| (b) Communications | <i>Mohindra</i> |
| (c) Industry | <i>Reesor</i> |
| (d) Elementary Music Education Advocate | <i>Arcand</i> |
| (e) OBA-CBA(On) Liaison | <i>Gandhi</i> |

Honour Bands

- | | |
|---|----------------|
| (f) Provincial Honour Band | <i>Barras</i> |
| (g) Capital Region Elementary Honour Band | <i>Sommers</i> |
| (h) Laurier Elementary Honour Band | <i>Jones</i> |
| (i) Western Intermediate Honour Band | <i>Rodnick</i> |

Festivals

- | | |
|------------------------------|----------------|
| (j) Provincial Band Festival | <i>Caswell</i> |
| (k) Small Ensemble Festival | <i>Ramu</i> |

Symposia

- | | |
|--|----------------|
| (l) Beginning Band Symposium | <i>Kolenko</i> |
| (m) York Wind Conductors’ Symposium | <i>Peter</i> |
| (n) Capital Region Wind Band Symposium | <i>Gendron</i> |

7. Committee Reports
(a) Regional Representatives

Jennifer Cresswell & Nikole Valkanas	Central
Jacynthe Fugère Bourdages	Conseils Francophones
Cynthia Yuschyshyn	East
Alecia Blackman	Golden Horseshoe
Mary Thornton	Near North
Mitch McIntyre	North
Dan Austin	West

(b) IDEA Committee

8. Ratification Votes
See attached motions and amendments.

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MOTION

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Moved by *Brunette*.

9. Awards Presentations
10. New Business
11. Adjournment

**Annual General Meeting
Friday November 4 2022**



Executive Report

President

Angela Tran

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- Chaired all board meetings since January 2022. They included land acknowledgement and timed meetings that are less than two-hours in recognition to Zoom fatigue.
- Thank you, Yamaha Music, for continued support as the OBA's Patron Sponsor. Our events are going strong because of this amazing support. MOA signed for the next 5-years.
- Introduced the use of templates for proposals of new initiatives and events by board members
- Attended Canadian Band Association affiliate members meetings representing OBA. Cheered on the National Youth Band hosted in Ontario at York University on May 13. It was lovely to meet all the other provincial affiliates and hear about what has been impacting their communities.
- Represented OBA at OMEA meetings.
- Liaised with the CBA to create space to talk about elementary music advocacy and improving governance in non-profits.
- Supported the OBA communications team with communications strategy. Reviewed and edited MMI prior to circulation
- Supervised the Canadian Summer Jobs students on various projects.
- Maintained regular communications via Slack with board members.
- Supported the investigation of virtual and hybrid equipment and personnel.
- Supported the OBA with partnerships with Bandology and Toronto Youth Wind Orchestra (TYWO)

HIGHLIGHTS & RECOMMENDATIONS

- I am proud, grateful, and inspired of this wonderful team of volunteer board members that give their 110% to pivoting (again) to creating in-person and virtual offerings for our members. These are the hardest working, supportive and inspirational individuals I get to work with. From the bottom of my heart, thank you for being you and patient with me as I learn the ropes. Shoutout to the exec team for your wisdom and support! Go team! Go band!
- Happy to share that over the summer we hired summer student Natasha Holub to assist us with translating the OBA website to better serve the French community in Ontario. The website is set to launch in the new year.
- The team is working on an onboarding package to help orientation and training for future incoming board members to the team. The organization has grown over the past 3 years, and we hope to help with ease of these transitions.
- There are many great success stories and initiatives that you will hear (read) from our directors, persons of responsibility doing amazing work across Ontario. Shoutout to the OBA Regional

Liaisons keeping their ears to ground and showing up to voice any regional news. Some of these are highlighted by the report prepared by Matt Rodnick, president-elect, for the OMEA AGM on Saturday.

- Special thanks to our working groups and committees for taking on projects to help building and advocate for our community.

FINANCIAL REPORT

n/a

CONCLUSION & VISION FOR THE COMING YEAR

- I am excited that we will be seeing more and more in-person services to the community from the OBA all spread-headed by the wonderful board team. THANK YOU, TEAM!
- There will continue to be a virtual component to these events. I am hoping to continue to investigate a sustainable way to include hybrid/virtual components for our events across Ontario. If anyone has any suggestions on funding for appropriate gear and personnel to serve across Ontario for our charitable organization, we are all ears!
- I am interested in the OBA walking through this journey of rebuilding alongside other organizations as I believe this will help bring sustainability and strength to the community. My vision is to collaborate with other like-minded organizations to help bring the community closer together.

**Annual General Meeting
Friday November 4 2022**



Executive Report

President-Elect

Matt Rodnick

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- Applied to grants and searched for revenue sources (Trillium Fund, Celebrate Markham, Canada Summer Jobs)
- Created the OBA applications for the CBA Awards
- Supported OBA events and maintained regular communication with board and membership
- Submitted regular reports to the OMEA on the actions of our organization
- Created the OBA report for the CBA AGM
- Attended executive, advocacy, and hiring meetings
- Chaired the Mentorship and Awards Committees
- Attended most OBA events
- Created job postings
- Investigate streaming and recording options for our virtual membership

HIGHLIGHTS & RECOMMENDATIONS

Highlights

- Successful bids for Canada Summer Jobs and Celebrate Markham Grant
- New Teacher Roundtable Event was a success in its second year
- Our organization continues to offer a strong roster of programming for both teachers and students

Recommendations

- Continue to look for additional revenue streams for our organization
- Continue to investigate streaming and recording options for our virtual membership

FINANCIAL REPORT

N/A

CONCLUSION & VISION FOR THE COMING YEAR

Over the next year, I hope will continue to work towards securing project funding for our organization and continue work towards ensuring our organization is sustainable.

**Annual General Meeting
Friday November 4 2022**



Executive Report

Treasurer

Andria Kilbride

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

The OBA's Bookkeeper Michael Barth and I have worked together to ensure our financial books, policies and budgets were followed and kept up to date. Our online registration system and contactless payment proved to be of great benefit to our members and event directors.

The OBA's GIC was held as a reserve fund in our general account for another year to act as an emergency fund while we are transitioning back to in person events.

Actions and Responsibilities of OBA Treasurer

- Regular deposits
- Emergency cheque issuance
- Reply to inquiries made from Board and OBA Members
- Assist Bookkeeper
- Assisted with Canada Student Summer Grants finances
- Tracking of outstanding payment
- Refunds for cancelled events
- Developed job description, contract and advertised for Bookkeeper vacancy

Actions and Responsibilities of OBA Bookkeeper

- Process all cheques, invoices, and expenses for events
- Square payments accounted for and properly entered in QuickBooks
- Reconciling monthly VISA statements
- Reconciling monthly bank statements
- Completion of various government required forms and submission of same, along with any payments that may be required
- Invoicing sponsors, and supporters

HIGHLIGHTS & RECOMMENDATIONS

We were fortunate to receiving funding from the Government of Canada to hire 2 summer students this year. With the help of these students and this funding, the OBA was able to enhance our communication structure and translate important documents.

With the support of our sponsors, most of our events were able to operate with no deficit. A sincere thank you to...

Patron Sponsor: Yamaha Music Canada

Platinum Sponsor: University of Toronto Scarborough,

Gold Sponsors: City of Markham, Cosmo Music, CMIEC, Harknett Musical Services

Silver Sponsors: Interprovincial Music Camp, Long and McQuade, MusicTech Services, Ashbury College, Wilfrid Laurier University, York University

We are so fortunate to have so many wonderful sponsors. We thank them for their continued support of our organization.

FINANCIAL REPORT

2021 Fiscal Year Financial Review (January 1, 2021-December 31, 2021) attached

CONCLUSION & VISION FOR THE COMING YEAR

Moving forward, the OBA finances are in good shape to support new initiatives and expand our reach in Ontario. We still plan to offer reduced fee events for our members, and we will develop our Virtual Membership further to support teachers and students who cannot attend our events in person.

**ONTARIO BAND ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

DRAFT

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Board of Directors
Ontario Band Association
Markham, Ontario

We have reviewed the accompanying financial statements of **Ontario Band Association**, which comprise the statement of financial position as at **December 31, 2021**, the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Ontario Band Association as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

North Bay, Ontario
February 7, 2022

Chartered Professional Accountants
Licensed Public Accountants

DRAFT

ONTARIO BAND ASSOCIATION
STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

(With comparative figures as at December 31, 2020)

	<u>2021</u>	<u>2020</u>
<u>ASSETS</u>		
Current		
Cash	\$ 39,008	\$ 39,356
Accounts receivable (Note 2)	12,889	17,689
Prepaid expenses	<u>5,592</u>	<u>5,592</u>
	<u>\$ 57,489</u>	<u>\$ 62,637</u>
<u>LIABILITIES</u>		
Current		
Accounts payable and accrued liabilities (Note 3)	\$ 3,245	\$ 4,725
<u>NET ASSETS</u>		
Unrestricted	<u>54,244</u>	<u>57,912</u>
	<u>\$ 57,489</u>	<u>\$ 62,637</u>

Approved by Board of Directors:

_____ Director

_____ Director

(See accompanying notes to financial statements)

ONTARIO BAND ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021
(With comparative figures for 2020)

	2021	2020
	<u>UNRESTRICTED</u>	
Balance beginning of year	\$ 57,912	\$ 81,927
Excess (deficiency) of revenue over expenses for the year	(3,668)	(24,015)
Balance end of year	\$ 54,244	\$ 57,912

DRAFT

(See accompanying notes to financial statements)

ONTARIO BAND ASSOCIATION

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2021

(With comparative figures for 2020)

	<u>2021</u>	<u>2020</u>
Revenue		
Grants	\$ 17,729	\$ 4,500
Membership, dues and association fees	12,862	44,481
Donations and sponsorship	10,700	16,410
Other	500	2,237
	<u>41,791</u>	<u>67,628</u>
Expenses		
Wages	17,743	
Professional services	14,815	22,534
Membership	5,154	5,310
Professional fees	2,400	4,480
Office supplies	1,759	2,533
Insurance	1,744	1,416
Bank charges	1,080	3,863
Other	712	8,277
Donated and purchased supplies and assets	52	1,103
Occupancy costs		28,500
Travel		9,341
Bad debts		2,250
Advertising and promotion		2,036
	<u>45,459</u>	<u>91,643</u>
Excess (deficiency) of revenue over expenses for the year	<u>\$ (3,668)</u>	<u>\$ (24,015)</u>

(See accompanying notes to financial statements)

ONTARIO BAND ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2021

(With comparative figures for 2020)

	<u>2021</u>	<u>2020</u>
Operating activities		
Excess (deficiency) of revenue over expenses for the year	\$ (3,668)	\$ (24,015)
Changes in non-cash working capital		
(Increase) decrease in:		
Accounts receivable	4,800	(4,354)
Prepaid expenses		6,653
Increase (decrease) in:		
Accounts payable and accrued liabilities	(1,480)	(1,310)
Deferred revenue		<u>(44,030)</u>
Increase (decrease) in cash	(348)	(67,056)
Cash beginning of year	<u>39,356</u>	<u>106,412</u>
Cash end of year	<u>\$ 39,008</u>	<u>\$ 39,356</u>

(See accompanying notes to financial statements)

ONTARIO BAND ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

Nature Of Operations

Ontario Band Association was incorporated without share capital under the Canada Corporations Act and its principal purpose is to serve music directors and students efficiently and visibly to promote and foster excellence in music education in Ontario through band. The association is a registered charity under the Income Tax Act (Canada) and accordingly is exempt from income taxes.

1. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The association's significant accounting policies are as follows:

a) Revenue Recognition

Ontario Band Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue for the year in which the related expenses are incurred. Unrestricted contributions, membership revenue and fundraising revenues are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. In-kind donations are recognized when received. Interest income is reported on the accrual basis as earned.

b) Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. All cash equivalents have been designated to be in the fair value category, with gains and losses reported in revenues. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument of those measured at amortized cost.

c) Property And Equipment

The association charges against operations in the year acquired the cost of assets having a relatively short life.

d) Use Of Estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the valuation allowances for accounts receivable. Actual results could differ from those estimates.

ONTARIO BAND ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. **Significant Accounting Policies (continued)**

e) Contributed Services

Directors volunteer their time to assist in the association's activities. While these services benefit the association considerably, a reasonable estimate of their amount and fair value cannot be made and, accordingly, these contributed services are not recognized in the financial statements.

2. **Accounts Receivable**

	2021	2020
HST rebate	\$ 798	\$ 4,203
Contributions receivable	12,091	13,486
	\$ 12,889	\$ 17,689

3. **Accounts Payable And Accrued Liabilities**

	2021	2020
Accrued professional fees	\$ 3,200	\$ 4,000
Trade payables	45	725
	\$ 3,245	\$ 4,725

4. **Financial Risks And Concentrations Of Risk**

The association is not exposed to significant risks through its financial instruments.

**Annual General Meeting
Friday November 4 2022**



Executive Report

Secretary

Steffan Brunette

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

Participated in various Board and Executive meetings, collecting and collating reports and preparing minutes. Many thanks to my colleagues, especially Andria Kilbride, who step in to take minutes when scheduling or health issues prevent me from attending a meeting in full.

Reviewed the Travel, Reports, and Volunteer Policy, and in conjunction with advice from others on the Board, prepared amendments so these policies can continue to serve us in the future.

The Board has been modifying its meeting structure in an effort to ensure that important, emerging issues are dealt with first. We are finding that meetings are much more efficient in these revised models.

HIGHLIGHTS & RECOMMENDATIONS

There is general excitement as events return to an in-person format. Meetings of the Board of Directors have remained in a virtual format, partly because members of the Board now come from regions beyond a reasonable commuting distance. The Executive will need to consider how to balance the value of in-person gatherings with the ability of others to attend in a way that allows them to be heard and seen equally in our discussions.

FINANCIAL REPORT

nil

CONCLUSION & VISION FOR THE COMING YEAR

I will continue to assist with planning and documentation and policy review. Next November is an Election Year, and with this comes a wider review of our Bylaws. The OBA Financial Policy is also up for review and re-ratification.

**Annual General Meeting
Friday November 4 2022**



Executive Report

Past-President

Lynn Tucker

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- Facilitated conversations among regional liaisons regarding the mapping project and context-specific regional initiatives; facilitated “We Hear You” event
- Provided support for communications team – transition between coordinators; ongoing website development
- Served on IDEA committee
- Attended OBA Preservice & Early Career Roundtable
- Drafted/edited content upon request for MMIs, campaign documents
- Provided general consultation and guidance
- Maintained regular communications via Slack

HIGHLIGHTS & RECOMMENDATIONS

I’m inspired by the work of the IDEA group, the positive impact it is already having on OBA, and its existing suite of initiatives. I am very grateful to our committee members and their contributions to date, and I look forward to upcoming conversations from which new and important projects will emerge.

I’m also excited by the work of our regional liaisons. Reaching out province-wide is new territory for the OBA and this work requires care, patience, and thoughtfulness. I’m thankful for an amazing group who are dedicated to supporting band in their respective regions, imagining new programming possibilities, and taking the time to do the work well and seeing it through. I believe great things will come from this team.

FINANCIAL REPORT

N/A

CONCLUSION & VISION FOR THE COMING YEAR

It’s been another busy year at the OBA and always inspiring to work with such a dedicated team. The coming year will be my last with the board so I will focus on creating smooth transitions out of roles I currently hold and/or engage with, and will continue to support the exec and board members as best I can.

**Annual General Meeting
Friday November 4 2022**



Director's Report

Membership

Dan Austin

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- introduce a new virtual membership option
- send out renewal email reminders
- track, add, and/or remove new or expiring membership

HIGHLIGHTS & RECOMMENDATIONS

- We added a new virtual membership option for those who are interested in watching recorded and/or livestream OBA events
- We currently have 18 virtual members, the vast majority of which are university students

FINANCIAL REPORT

N/A

CONCLUSION & VISION FOR THE COMING YEAR

- membership numbers dipped to a very low number during the pandemic due to there being no events for members to take part in
- We are starting to see a resurgence of memberships as in-person OBA events return
- Our virtual membership is a “still growing learning process” that we are working on. Our goal is to establish a consistent approach to offering virtual options to our members that work with our current technology and with the restrictions/limitations of our various presenters and venues

**Annual General Meeting
Friday November 4 2022**



Director's Report

Industry

Chris Reesor

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

Continued to support and advise on how best to engage the industry in support of educational initiatives.

HIGHLIGHTS & RECOMMENDATIONS

The music industry continues to work hard to support educational activities. Dealers continue to look closely at every dollar spent and the return on that investment. Events which have a wider appeal will be more easily supported than a local program-focused event. Almost all of the events run by the OBA are supported by your local School Music dealers and their staff. I encourage all members to visit your local music dealers and show them your support. This support will encourage these dealers to continue their involvement with these events. This is a major factor in keeping the costs of running OBA events reasonable for participants.

COVID has hit our industry hard over the past 32 months. As difficult as it has been for Music Educators, it has also been difficult for our music retailers and the companies who supply them. Please keep your industry partners in mind as programs begin to return and you are looking for new and innovative ways to engage your students. The retailers have great ideas on how to assist you with your music programs and delivery of curriculum. Don't be afraid to reach out to them for suggestions. The supply chain is still in upheaval. Many factories are working short staffed as they still mitigate COVID outbreaks. Raw material costs have risen and supply of them is impacted. As a result, product arrivals have heavy delays. Plan early for what you may need to add to your programs in terms of new instruments and software programs and get your POs placed so you are added to the queue for incoming stock. Don't wait until late May/June to spend funds as you will likely not get what you want when you need it.

The Canadian Music Industry Education Committee (CMIEC) is still very active in music advocacy on your behalf and they continue to find ways to encourage young musicians to pursue their studies. While the majority of their work goes unnoticed, it is necessary for the future of music education in Canada.

FINANCIAL REPORT

N/A

CONCLUSION & VISION FOR THE COMING YEAR

As always, festival season is fast approaching. As we emerge and begin to hold in-person festivals again, given the supply chain delays, please contact your local music retailer to order your extra scores as soon as possible to ensure you get them in time.

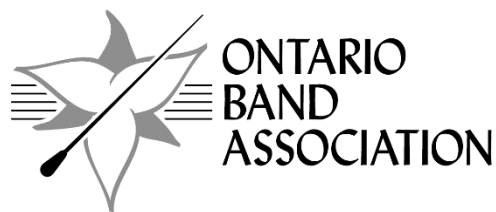
Please keep in mind there is often percussion available after festivals at great pricing.

I hope you all have a good OMEA ELEVATE 2022 and that the sessions are topical and assist you in your personal and program development.

Regards,

Chris Reesor,
Industry Representative

**Annual General Meeting
Friday November 4 2022**



Director's Report

Provincial Honour Band

Alicia Kennedy

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	Nov 1 – 4, 2022
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

- Continued responding to and working around COVID protocols as they developed
- Took part in the Pre-Service and Early Teacher panel as the main facilitator
- Made the decision not to do another online band, and instead focus on getting OPHB 2022 back on track as conditions improved – began the audition process again in April 2022
- Continued responsibilities for OPHB include auditions, listening committee, selection of music, communication with musicians and parents, and bookings for the event
- Began planning OPHB 2023!

HIGHLIGHTS & RECOMMENDATIONS

- Happy to report that Shelley Axelson is confirmed as the conductor for OPHB 2023, after many COVID delays
- Excited to be running OPHB in person once again and be nearly done my first year directing it in person
- In the future, would love to expand the reach of the band to more students outside of the GTA, perhaps by offering travel bursaries to aid those coming from farther out in Ontario

FINANCIAL REPORT

- Currently N/A as this event is still running for the year, and previous year's budgets have been paused
- Generally we are a break-even event and are looking like we will continue that way this year

CONCLUSION & VISION FOR THE COMING YEAR

- Excited to continue as OPHB director and further get things back on course leading into 2023. Please encourage your students to audition for the 2023 band in April!

**Annual General Meeting
Friday November 4 2022**



Director's Report

Capital Region Wind Band Symposium

Simone Gendron

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	January 28, 2023
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

- Organized and ran the Jan 2022 Capital Region Wind Band Symposium (online) featuring Cheryl and Darryl Ferguson.
- In the process of finalizing the Jan 2023 event featuring guest Dr. Colleen Richardson from Western University

HIGHLIGHTS & RECOMMENDATIONS

The 2022 focus was on pedagogy, in-class and virtual resources, building/maintaining a program through the pandemic and beyond, as well as student motivation, recruitment and retention. Excellent attendance from across the province, but I did have issues with early and easy access to the jotform registration list; I'll work on sorting this out so I have better control over timely and thorough communications.

Cheryl and Darryl were very easy to work with and provided extensive ideas and resources for those in attendance. Feedback from attendees was very positive!

The online format did work well, but I look forward to hosting an in-person event in 2023, with more of a focus on conducting, with Dr. Colleen Richardson from Western University.

FINANCIAL REPORT**Ontario Band Association**

Profit and Loss

January 1 - October 21, 2022

	TOTAL
INCOME	
206 Sponsorship	500.00
Total Income	\$500.00
GROSS PROFIT	\$500.00
EXPENSES	
327 Professional Services	800.00
Total Expenses	\$800.00
PROFIT	\$ -300.00

Note that we also received \$500 from Yamaha for this event.

CONCLUSION & VISION FOR THE COMING YEAR

Very excited to bring back an in-person event at Ashbury College in Ottawa featuring Dr. Colleen Richardson and the Governor General's Foot Guards Band. Many thanks to Ari for getting the website and registration up and running. Please help promote our event which focuses not only on conducting but also on:

- Planning and programming towards your goals
- Finding the music every day
- Strategies to help the piece fit your band.

**Annual General Meeting
Friday November 4 2022**



Director's Report

York Wind Conductors' Symposium

Matthew Peter

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	February 25, 2023
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

Planned, promoted, and facilitated the WCS 2022

HIGHLIGHTS & RECOMMENDATIONS

- The 28th annual WCS was this past February
- Dr. Emily Threinen was our guest clinician who did a fantastic job in the shortened virtual afternoon symposium
- we were forced to have the WCS 2022 online only due to covid restrictions, etc.
- due to being a covid year, the live online event was free to all current OBA members
- we had 50 delegates attend the event: 14 regular members, 5 retirees, 15 student members, 5 virtual student members, 2 high school students, plus 9 students register just before the event. This does not include board members and Prof. Thomas who facilitates our partnership with York University
- thank you to Prof. Bill Thomas of York University for his collaboration in this event
- special thank you to Ari for all of her excellent work on the WCS webpage, promo poster, and symposium registration form – especially since the pandemic kept changing what type event we were running
- thank you to the gatekeepers, Pratik and Matthew R., and Dan for keeping us up-to-date with registrant membership status
- if we were to go back to live virtual only symposium, we would do a full day over the half day we did this past year as there seemed to be a desire for a full event

FINANCIAL REPORT

see attached files

CONCLUSION & VISION FOR THE COMING YEAR

- with Bill Thomas, we booked Danielle Gaudry as the 2023 clinician as Emily Threinen and Travis Cross both have previous commitments
- this year, event will be free to all current OBA members as most of the costs will be covered by the York University SERC grant which we applied through Bill Thomas
- we are planning for a hybrid live event to take place at York University - delegates will have the option to attend in person or to watch live through streaming

Ontario Band Association

Profit and Loss

January 1 - October 17, 2022

	TOTAL
INCOME	
207 Event Registrations	20.00
Total Income	\$20.00
GROSS PROFIT	\$20.00
EXPENSES	
327 Professional Services	384.33
338 Square Fee	-2.36
Total Expenses	\$381.97
PROFIT	\$ -361.97

Event Name	Wind Conductor's Symposium
Event Director	Matt Peter
Event Date	Saturday, February 26, 2022

Revenue

Projected

Actual

Item		
Sponsorship		
Sponsorship		
Sponsorship		
Registration Fees High School Students		\$20.00
Registration Fees Current Members		\$60.00
Registration Fees		
Other		
Total		\$80.00

Expenses

Item		
Clinician		\$384.33
Refunds		\$60.00
Online Payment Fees 2.9% plus \$0.30 per transaction		\$7.04
Online Refund Fees 2.9% plus \$0.30 per transaction		\$5.28
Fee for US Bank Draft		\$8.50
Administration		
Equipment		
Office Supplies		
Print Music		
Other		
Other		
Total		\$465.15

Net

-\$385.15

**Annual General Meeting
Friday November 4 2022**



Director's Report

Provincial Band Festival

Mark Caswell

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	February 2023
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

Background to the festival

- The Ontario Band Association is now entering its 21st year with our upcoming real and in-person festival in the winter of 2023.
- The festival has maintained a strong participation throughout our history with last year being particularly unique – a second year of COVID lockdown across the country, causing most festivals to shut down or continue in a very limited, online format.
- In the end, our festival hosted 26 ensembles through the spring
- Historical - In June 2002, the OBA Board of directors agreed to take on this project with Mark Caswell as the festival coordinator – he continues in this position today

2022 Annual Festival – some highlights from this past April/May/June 2022

- Entries – 26 ensembles in our combined festival format
- Each ensemble had the option of submitting a virtual recording to receive adjudicator feedback and/or submitting a virtual recording and enjoying a “live” virtual workshop with an adjudicator
- Special Thanks – Colleen Richardson, Gillian MaKay, and Greg Colley for their work as adjudicators

Final Results Distribution & Final Awards

- None

HIGHLIGHTS & RECOMMENDATIONS

Festival Highlights from 2022 – Same basic, online formats as last year

- The OBA is still a regional qualifying festival for Musicfest Nationals
- The 20th Annual Directors Social was cancelled
- **OBA Provincial Band Festival Projected Budget for 2023 - unknown**

FINANCIAL REPORT

Financial Summary

- Revenue (registration fees) / Expenses (adjudicators fees) = \$1,700 in/out

CONCLUSION & VISION FOR THE COMING YEAR

Features for our upcoming, February 2023 Provincial Festival

- Festival fee – \$300
- Festival Format – we are returning to our real & in-person format!
Festival to be held at the Chinese Cultural Centre of Greater Toronto
- The focus of the festival will return to our traditional rating/non-rating option
- February 13 – February 16th, 2023
- We hope to host our annual Director's Social on Friday February 17th, 2023

**Annual General Meeting
Friday November 4 2022**



Director's Report

Small Ensemble Festival

Shashi Ramu

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	April 2023
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

Facilitated the 2022 OBA Virtual Small Ensemble Festival in April 2022.

HIGHLIGHTS & RECOMMENDATIONS

Regarding the 2022 Virtual Festival:

- 20 groups entered (16 band, 1 small jazz, 1 rock, 2 strings)
- Each received 1 (10-12 minute average, some more than that) video adjudication and a short written adjudication (Adjudicators: David Lum/Alexis Silver/Dayoung Seo)
- Positive feedback from participating teachers thus far but will be surveying them soon
- 6 groups invited to Musicfest Canada 2023, 12 groups received ratings of Silver or higher (no one got a bronze medal)
- Digital certificates were issued
- Surveyed past participants as well as potential schools who have not ever attended the live festival – for general feedback and reasoning etc. 13 responses received – challenges from non-attendees included venue and logistics, timing, scheduling, and requests for curriculum support to promote small ensembles within band programs

FINANCIAL REPORT

- 20 groups @ \$40 per group = \$800 revenue. 2 adjudicators @ \$400 each = \$800 expense. Event has therefore run NET ZERO. There is approximately \$1386.00 in seed money leftover from the 2019 UTSC festival's surplus. There was no event in 2020 or 2021, and as noted, 2022 ran at net zero. So, these funds will act as seed money towards the 2023 live and virtual Small Ensemble Festival.

CONCLUSION & VISION FOR THE COMING YEAR

- We are working on restoring the live festival to April 2023 at UTSC as a joint venture, as well as continuing to offer the virtual (pre-recorded performance) format. At October 31, 2022 – in the process of confirming live venue (including room availability), dates, and support. From there we will create an event committee and event format/schedule template while using all of the successful parts of the previous (2019 in particular) festivals. We will create immediate marketing materials and registration information. The goal is to run multiple stages with additional adjudicators to accommodate more/different types of groups. Additionally we will be creating a curriculum/lesson package for any interested schools/directors to use, to prepare for a unit culmination (performance) at our festival.

**Annual General Meeting
Friday November 4 2022**



Director's Report

Laurier Honour Band

Troy Jones

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	May 5 – 7, 2023
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

- Began the process of planning the 2022 2023 LOEHB
 - Began securing the date / venue at Laurier with the Dean's Office VIA Josh Manuel
 - Currently waiting for confirmation from Laurier - Will begin rest of procedures / work once confirmation has been given

HIGHLIGHTS & RECOMMENDATIONS

- LOEHB is (HOPEFULLY) making it's full return this year!

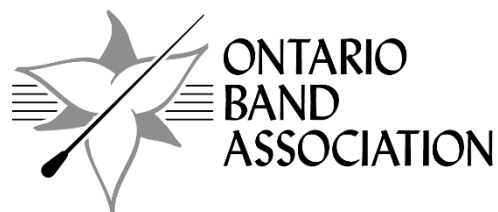
FINANCIAL REPORT

N / A

CONCLUSION & VISION FOR THE COMING YEAR

- Hoping for a full return to a regular honour band
- Waiting for confirmation (at the time of this report) from Laurier confirming venue

**Annual General Meeting
Friday November 4 2022**



Director's Report

Capital Region Elementary Honour Band

Lani Sommers

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	Spring 2023
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

- Ran the first ever Beginner Band Blitz!
- 100 students attended
- Event was hosted at Ashbury College
- Long and McQuade lent us 55 instruments for students to use during the BBB weekend Costco and Metro donated gift cards for snacks
- Event was a roaring success! Some comments from parents and students:

“This was an incredible opportunity and we are very, very grateful to everyone who was involved in making this happen for the students.”

“What a great program. I will tell everyone about it. We couldn’t be happier with how it went. Mission accomplished - you’ve introduced our kid to a new instrument he had never considered playing and he’s eager to try again!”

“My daughter thought it was really fun. She felt proud that she learned something really hard in a very short amount of time.”

- Reached out to Ashbury to book Elementary Honour Band in April/May 2023
 - Waiting to hear back for date
- Need a conductor for the Honour Band - Considering asking Colin Clarke depending on availability

HIGHLIGHTS & RECOMMENDATIONS

- Hoping to run an Honour Band again
 - Music will be Grade 1 - 1.5 because both grade 7 & 8 band has just re-started in Ottawa

FINANCIAL REPORT

- We made too much money - Ashbury usually charges us for the venue and food - this year the venue was free and the food was ordered off site
 - We got more donations than we expected (Costco, Metro, Long and McQuade and donations at the door)
 - More students attended than we anticipated and we've never run an event like this before and it was hard to plan costs based on the unknowns
- Suggested that the excess funds be put back into the Honour Band
 - Use the funds to hire Colin Clarke?
 - Have each student leave with something extra at the event? (new mouthpieces, folders, etc.)

CONCLUSION & VISION FOR THE COMING YEAR

- Band is back and Elementary Honour Band is back!
- Ask for media to do a story on the return of band to highlight its importance and what was missing for the past 2 - 3 years

**Annual General Meeting
Friday November 4 2022**



Director's Report

Western Intermediate Honour Band

Matthew Rodnick

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	October 14 – 15, 2022
<i>(next milestone)</i>	

ACTIONS & RESPONSIBILITIES

- Planned and executed the 2022 Western/Ontario Band Association Intermediate Honour Band alongside the planning committee of Colleen Richardson and Shawn Chabot.
- Worked with Ari to create our registration process and monitored all registrations.
- Booked clinicians for the event
- Distributed music to participants
- Promoted the event to drive registration

HIGHLIGHTS & RECOMMENDATIONS

Highlights

- Approximately 80 students took place in the 2022 Western/Ontario Band Association Intermediate Honour Band.
- All participants received specialist instruction by the Western University Faculty
- The band presented a very well attended concert conducted by Dr. Colleen Richardson
- All participants received a generous scholarship provided by the Interprovincial Music Camp

Recommendations

- Re-evaluate the participant eligibility criteria for the 2023 event
- Coordinate with teachers in June to begin the registration process earlier in the year (not feasible this past year due to uncertainty surrounding booking event)

FINANCIAL REPORT

We are still awaiting a few payments from our event to process. The following is an estimate:

Revenue 4745

Expenses

T-Shirts 1019

Food (\$12 per Person) 876

Facilities Rental 1400

Clinician Parking 100

Sheet Music 0

Percussionist 160

Clinicians 300

Volunteer Expenditures 300

Supply 500

Total Expenses 4655

Total Revenue 4745

Total Profit 90

CONCLUSION & VISION FOR THE COMING YEAR

We are thrilled with the return to the Intermediate Honour Band this past month and look forward to returning again next year to the two band format!

**Annual General Meeting
Friday November 4 2022**



Director's Report

York Beginning Band Symposium

Danielle Kolenko

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

<i>Event Date:</i>	June 1, 2023
<i>(next milestone)</i>	Registration opens

ACTIONS & RESPONSIBILITIES

Since our last AGM, I planned and executed the first in person event for the OBA since early 2020!

HIGHLIGHTS & RECOMMENDATIONS

We were extremely fortunate to welcome Brian Balmages as our clinician for 2022. He recently made the switch to Alfred publishing and accepted a role as Director of Make Music Publications and Digital Education. We were given a sneak peak at some brand new features of Smart Music and its applications in the music classroom. We also welcomed back a middle school demonstration band from Villanova College; the first since 2019 and a reading session that incorporated almost 70 musicians! Brian's session "If you play something, say something" was a highlight for many delegates.

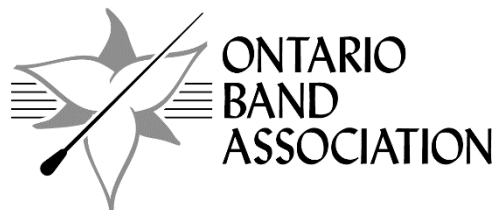
FINANCIAL REPORT

See attached

CONCLUSION & VISION FOR THE COMING YEAR

The event was a huge success and it was so nice to have an in person symposium running once again. We were fortunate to have a recording of the event for our virtual members; I hope the board continues to incorporate methods of reaching members from outside of the GTA. I remain confident that the relationship with the OBA and York University remains strong, and that the symposium will continue to run here for many years to come. Sourcing high quality clinicians to engage our members should remain the focus moving forward.

**Annual General Meeting
Friday November 4 2022**



POR Report

Communications Co-ordinator

Ari Mohindra

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- Developed communications and social media strategies for the upcoming year
- Maintained in contact with event directors to coordinate distribution of event information
Maintained continuous dissemination of information through social media channels and monthly newsletters
- Created event website pages and maintained overall website health

HIGHLIGHTS & RECOMMENDATIONS

Successes:

- Preliminary French translations complete (thanks to summer student Natasha) for website and governance documents – framework for French version of website is nearly complete
- 84 new likes on Facebook, 126 new followers on Instagram, 6 new followers on Twitter since last AGM

Recommendations:

- Develop a strategy to maximize Facebook and Instagram reach – FB down 11.8% and IG down 27.5% since last AGM
- Encourage members to share “wins” in their classrooms/teaching spaces by tagging the OBA so we can share with the wider community to create engagement and conversation
- Develop French templates for social media posts
- Develop a more efficient method of gathering event info from directors
-

FINANCIAL REPORT

n/a

CONCLUSION & VISION FOR THE COMING YEAR

- Implement newly created communications and social media strategies
- Continue ensuring continuity within website pages
- Continue to expand the OBA’s reach across Ontario.

**Annual General Meeting
Friday November 4 2022**



POR Report

Elementary Music Education Advocate

Sarah Arcand

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- Ran a zoom workshop connecting Elementary Band Educators across Ontario. A chance to compare experiences, find out what's happening around us and meet other Elementary Band Educators
- Worked with OBA Advocacy Group to bring in Elementary Lens
- Partnered with Bandology and Simone Gendron to create the, "Advocating for your Band Program" package for Elementary and Secondary Teachers.

HIGHLIGHTS & RECOMMENDATIONS

COVID has highlighted the fragility of Elementary Band Programs and supported needed from Secondary programs and parents.

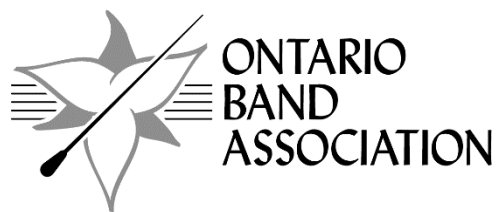
FINANCIAL REPORT

n/a

CONCLUSION & VISION FOR THE COMING YEAR

Elementary Band programs need support and Elementary Band educators need connections and support. I hope to continue supporting this need as this new portfolio unfolds.

**Annual General Meeting
Friday November 4 2022**



POR Report

OBA/CBA-ON Liaison

Pratik Gandhi

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- Regularly met with CBA-ON president to discuss activities of both organizations
- Promoted CBA-ON events through OBA channels and vice versa
- Acted as liaison in meetings with OBA regional reps regarding CBA-ON band weekend
- Assisted OPHB director in planning and executing 2022 events and activities
- Assisted with percussion logistics for NYB 2022
- Assisted PBF director in finding a venue and planning for 2023 festival
- Attended meetings of the IDEA committee and assisted with various committee projects
- Attended and assisted with York/OBA WCS and York/OBA BBS

HIGHLIGHTS & RECOMMENDATIONS

- Many events in both organizations are returning to in-person format, but efforts to include members from far reaches of the province are ongoing

FINANCIAL REPORT

N/A.

CONCLUSION & VISION FOR THE COMING YEAR

- Will continue to facilitate conversations between the organizations towards further collaboration and joint events
- Will continue to make available my expertise in various areas to assist other board members

**Annual General Meeting
Friday November 4 2022**



Committee Report

Regional Liaisons

Lynn Tucker, Committee Chair

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

The Regional Liaison team held regular meetings toward hosting the “We Hear You” online event on April 20, 2022. This was a follow-up conversation to the 2021 Listening Tour that generated a report filled with recommended actions for the OBA to pursue. We continue to work through those recommendations and will continue to keep building relationships and networks, specifically in regions where the OBA is a relatively new option for band educators.

Meetings also consisted of opportunities to share ideas across the province and brainstorm region-specific PD and music-making events the OBA could either lead or partner on.

HIGHLIGHTS & RECOMMENDATIONS

It takes time to create, build, and nurture new initiatives. Over time, we anticipate all regions will have exciting initiatives underway. Some of that work has transpired this year with a great examples below:

Jennifer Cresswell and Nikole Valkanas (Central Liaisons) have proposed a new initiative entitled “Friends of the OBA” that will see a dedicated teacher per school board acting as a conveyor of OBA information and opportunities to their colleagues. The launch of this initiative is imminent with calls for volunteers coming in the days and weeks ahead.

Mary Thornton (Near North Liaison) is currently planning a 7/8 camp in partnership with Nipissing University that will start in North Bay but may have the potential to expand to other Near North areas. The connection to OBA has yet to be fully worked out but we’re very excited and grateful to Mary for taking on this creative work.

Alicia Blackman (Golden Horseshoe Liaison) and Dan Austin (West Liaison) are members of a team of OBA board members working in collaboration to determine potential pathways for and connections between our organization and the Golden Horseshoe Music Festival. Stay tuned for more information!

Cynthia Yuschyshyn (East Liaison) and Mary Thornton (Near North Liaison) have faithfully served on the OBA Advocacy Committee and have contributed to conversations that led to actions that have seen the development and distribution of band-specific advocacy-related tool and resources.

FINANCIAL REPORT

N/A

CONCLUSION & VISION FOR THE COMING YEAR

We will confirm a set of regular meetings to keep conversations going and new event and programming planning moving forward. The team has an open door policy to voices from across the province and welcomes any ideas for how the OBA may better serve bands in your area.

Your OBA Regional Liaisons are:

Jennifer Cresswell & Nikole Valkanas – Central
Jacynthe Fugère Bourdages – Conseils Francophones
Cynthia Yuschyshyn – East
Alecia Blackman – Golden Horseshoe
Mary Thornton – Near North
Mitch McIntyre – North
Dan Austin - West

**Annual General Meeting
Friday November 4 2022**



Committee Report

IDEA

Angela Tran

Submit in electronic format to the SECRETARY by Monday, October 31, 2022.

ACTIONS & RESPONSIBILITIES

- developed and proposed a mandate and guiding document for the IDEA committee, which were both adopted by the board of directors
- compiled data on past guest artists, clinicians, and adjudicators for OBA events through an IDEA lens and shared general findings with the board
- helped developed a calendar of holidays, special occasions, and days of recognition/appreciation/remembrance throughout the school year, and identified potential events for IDEA committee involvement
- produced a set of social media posts for Women's History Month in March
- started compiling a list of BIPOC guest artists, clinicians, and adjudicators that event directors (and maybe even our membership) can draw from

HIGHLIGHTS & RECOMMENDATIONS

see above

FINANCIAL REPORT

n/a

CONCLUSION & VISION FOR THE COMING YEAR

- develop and produce social media content for chosen calendar observances
- continue compiling list of BIPOC guest artists, clinicians, and adjudicators
- work with mapping project to develop a database of instrumental specialists and private instructors for use by membership
- explore the possibility of BIPOC-centred networking events for music educators
- examine the OBA's stated vision and objectives through an IDEA lens

Proposed Amendments for Policy Revisions

Volunteer Personnel Policy

No changes are required to this policy. It was revised last year after input from the IDEA Committee.

MOTION

Whereas the Volunteer Personnel Policy was revised in 2021, and that the policy continues to serve in its present form, *be it resolved* that the Board recommend continuance of the policy until November of 2027.

Voted on by the Board, October 19, 2022.

Moved by *Brunette*. Seconded by *Kilbride*. None opposed. **Motion carried.**

Reports Policy

Proposed Amendments

Part 3 “Style and Content”, Section 1(b)

Change the existing text to a more positive statement:

“convey information that is necessary or beneficial to the members and/or to individuals who will hold the position in the future;”

Part 3, Section 1(c)

Change the existing text to a more positive statement:

“be entirely non-confidential. If elements of a report are required to be confidential for any reason, a separate confidential report will be submitted and discussed during an *in camera* session of the Board;”

Part 4 “Format”, Section 1

Change the existing text to a more general statement:

“All reports shall be submitted to the Secretary of the Board in a manner determined to best serve the technical and archival needs of the Board.”

MOTION

Whereas the Reports policy has been reviewed and amendments proposed, *be it resolved* that the Board recommend the policy be amended and ratified by the Membership, and that the policy expire in November 2027.

Voted on by the Board, October 19, 2022.

Moved by *Brunette*. Seconded by *Reesor*. None opposed. **Motion carried.**

Travel Policy

Proposed Amendments

Part 1 “Application”, Section 4

remove the phrase “and Bookkeeper”

Part 2 “General Guidelines”

Add Section 7

“Gratuities will be reimbursed only to a maximum of 20% of the pre-tax value of the goods or services received.”

Part 3 “Guidelines for Transportation Expenses”

Add Section 13

“Use of tolled routes when non-tolled options are unavailable are an acceptable expense, if receipts are provided. The use of tolled routes in Ontario can only be approved in advance of travel by the Treasurer.”

MOTION

Whereas the Travel policy has been reviewed and amendments proposed, *be it resolved* that the Board recommend the policy be amended and ratified by the Membership, and that the policy expire in November 2027.

Voted on by the Board, October 19, 2022.

Moved by *Brunette*. Seconded by *Gendron*. None opposed. **Motion carried.**

Ratified: November 3, 2017

Expires: AGM, 2022

revised November 2021

PART 1

PREAMBLE

The Ontario Band Association (OBA) strives to be an inclusive organization. From time to time non-paid personnel not affiliated with the OBA Board of Directors may be required to help with OBA events, concerts and symposiums. These positions are on an ad-hoc basis and may be created to facilitate the function and furthering the mission and vision of the OBA.

PART 2

ADMINISTRATION

1. Primary responsibility for volunteer personnel administration shall rest with the President of the OBA. The President may delegate said responsibility to an elected member of the OBA Board of Directors.
2. The President or designate shall maintain volunteer personnel files on all volunteers with respect to the following: contact information, position profiles, and information regarding the awarding of volunteer positions, if applicable.
3. Any letters substantiating time volunteering with the OBA shall be signed by the President and/or designated OBA Board of Director member.
4. Volunteers shall not be monetarily compensated for their time with the OBA in the form of regular wages or salary.
5. Nothing in this policy precludes the OBA from compensating volunteers for supplies or materials purchased by the volunteer on behalf of the OBA, or for providing an honorarium to the volunteer in recognition and appreciation of skills provided to the organization.
6. Volunteers shall not handle money directly or indirectly associated with events associated with the OBA.

PART 3

RECRUITMENT

1. Prior to the posting of an available volunteer position within the OBA, the Board of Directors will complete a comprehensive audit of the duties required by the volunteer to ensure the details of the position are current and relevant.
2. In the event that a new volunteer position is required, the Executive will develop an appropriate position profile, subject to approval of the Board of Directors.
3. All available volunteer positions will be suitably advertised.

4. All volunteer job postings will contain the following:
 - a. Qualifications, including knowledge, education and skills required
 - b. Duties and responsibilities;
 - c. Required hours of work;
 - d. Length of volunteer contract (if applicable);
 - e. Deadline for applications;
 - f. Contact person, and contact information for the OBA;

PART 4

INTERVIEWING AND/OR SELECTING VOLUNTEERS

1. The OBA distinguishes between low risk and high risk volunteers.
 - a. A low-risk volunteer is one who has no contact or supervised contact with minors or other vulnerable persons.
 - b. A high-risk volunteer is one who has unsupervised contact with minors or other vulnerable persons, or one who has a significant responsibility for the success of an OBA event.
2. The process outlined in this section is for high-risk volunteers.
3. All interviewing and/or selection procedures will be conducted in confidence and will remain in confidence to protect the candidate and the integrity of the process.
4. The OBA shall not differentiate or discriminate between applications on the basis of anything that contravenes the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, or the OBA Human Rights Policy.
5. Prior to the commencement of the volunteer interview and/or selection period, criteria for shortlisting applications will be developed based on the position profile, if applicable. Candidates will be shortlisted and evaluated against these criteria, if applicable.
6. For the purposes of scheduling and conducting interviews, the President or designate shall prepare a shortlist of no more than five (5) qualified candidates, if applicable.
7. The scheduling of interviews for vacated positions shall be coordinated by the President or designate and shall commence following the preparation of a shortlist of candidates, if applicable.
8. After the interview of a candidate, the President or designate will complete reference checks, if applicable.
9. Upon the selection of a successful candidate, the President or designate shall recommend the successful candidate to the Board of Directors for approval and will make available the successful candidate's resume and/or curriculum vitae for reference, if applicable.

10. In the event that the Board of Directors does not approve the selection of the volunteer candidate, the President or designate may choose to recommend another short-listed candidate for approval or may choose to re-post the vacant position for additional applications.
11. Unsuccessful applicants, who appeared for an interview, shall be notified immediately following the approval of the successful candidate by the President or designate.
12. In the event that the President is in a position of a conflict of interest (i.e. the hiring of a relative, close friend), the President shall make their conflict of interest known to the Board of Directors as per the OBA Conflict of Interest Policy and if requested, shall remove themselves from the process.

PART 5 ORIENTATION AND TRAINING

1. All efforts shall be made to coordinate a structured and comprehensive orientation between the President or designate and volunteer personnel.
2. Volunteer personnel shall meet with the President or designate to discuss, among other issues, internal policies; position profile; and anything else pertinent and required for the position.

PART 6 CREATION OF PERMANENT POSITIONS

1. Volunteer personnel positions are determined on an ad-hoc basis, and therefore shall not be deemed permanent positions.

PART 7 ELIMINATION OF POSITIONS

1. Approval for the elimination of volunteer personnel positions within the OBA rests at the discretion of the President or designate.

PART 8 POSITION PROFILES

1. Every volunteer position within the OBA shall be directed and governed by a Position Profile (job description) ratified by the Board of Directors.
2. Each Position Profile shall contain the following:
 - a. Title
 - b. Reporting Structure
 - c. No Compensation
 - d. Date
 - e. Position Summary
 - f. Qualifications
 - g. Responsibilities & Duties
 - h. Signature of the President

3. All Position Profiles must be approved by the Board of Directors prior to their being referenced and enforced.
4. The Secretary shall ensure that a copy of each Position Profile is maintained in the central file.

PART 9 PERFORMANCE EVALUATIONS

1. Volunteers shall not have performance evaluations performed for their services with the OBA.

PART 10 HOLIDAYS

1. Volunteers with the OBA shall not be required for the following holidays in Ontario:
 - a. New Year's Day (January 1)
 - b. Family Day (Third Monday in February)
 - c. Good Friday (Friday before Easter Sunday)
 - d. Easter Monday (Monday after Easter Sunday)
 - e. Victoria Day (Monday before May 25)
 - f. Canada Day (July 1)
 - g. Civic Holiday (First Monday of August)
 - h. Labour Day (First Monday in September)
 - i. Thanksgiving Day (Second Monday in October)
 - j. Christmas Day (December 25)
 - k. Boxing Day (December 26)
 - l. Any other workday proclaimed as a paid public holiday by the Federal, Provincial, or Municipal government.

PART 11 VACATION LEAVE

1. As all volunteers do not receive wages or salary and work as necessary, no set vacation leave shall be granted or enforced by the OBA.
2. As all volunteers do not receive wages or salary, they shall not be entitled to 4% vacation pay.

PART 12 SICK LEAVE

1. As all volunteers are not employed by the OBA, they shall not be granted sick leave.
2. If volunteer personnel are sick and unable to fulfil their duties with the OBA, volunteers must inform the President or their designate as soon as possible.

**PART 13
PARENTAL LEAVE**

1. As all volunteers of the OBA do not receive wages or salary and are not employed by the OBA, they shall not be entitled to maternity leave, paternity leave, or any other kind of parental leave as defined by Human Resources and Development Canada and the Ontario Labour Code.

**PART 14
DISCIPLINE AND DISMISSALS**

1. In the event that there is an issue regarding a volunteer's performance, the President or designate will first attempt to solve the problem through a verbal meeting with the volunteer. Written summaries of this discussion shall be kept on file in the office of the President.
2. If the performance issues persist, or if the actions of the volunteer are considered to be of a magnitude that verbal discussion is not considered an adequate response, a formal written warning will be issued. The following procedure will govern the process:
 - a. The President or designate will have a formal discussion with the volunteer with respect to the volunteer's inadequate or inappropriate performance as a volunteer with the OBA;
 - b. Within five (5) working days, the President or designate shall provide the volunteer with a letter outlining the reasons for dissatisfaction, the corrective measures required, the date by which these corrective measures must be demonstrated, and the disciplinary measures that may follow if corrective action is not taken;
 - c. If prescribed corrective action is not demonstrated by the date specified, then a second written warning shall be issued, following the same procedure outlined in (a) and (b) above;
 - d. If there is continued concern, the President or designate shall reserve the right to either suspend or dismiss the volunteer. In either instance, a meeting of the Board of Directors shall be called and convened to inform members of the Board of the President's decision.
3. The President or designate may suspend a volunteer for a period of time if the disciplinary actions outlined above have had little effect. The President or designate will inform the Board of Directors of the suspension, suspension length, and the reasons for the suspension as well as any other disciplinary actions taken.
4. Volunteers who do not respond positively to formal written warnings may be dismissed provided that they are given written notice of termination.
5. A volunteer may be immediately dismissed, without written warning, notice or period for the following reasons:
 - a. Theft, fraud, or other criminal activities;

- b. Using or being under the influence of alcohol or illegal drugs while volunteering during OBA events;
 - c. Breach of confidentiality;
 - d. Failure to inform the President or designate of absences; and/or
 - e. Insubordination.
6. The President shall keep an accurate record of all incidences in which a volunteer does not perform their required duties, or does not perform them to an acceptable and a reasonable standard. These records should include the following information:
 - a. Incident date;
 - b. Behaviour observed;
 - c. Reasons for concern;
 - d. Summary of discussion with employee; and
 - e. Disciplinary action taken (if any).

PART 15 PERSONNEL FILES

1. Personnel records shall be maintained by the President and kept in a secure file.
2. Personnel records shall contain information relating to an OBA volunteer member's involvement with the OBA, including:
 - a. Resume or curriculum vitae and cover letter for volunteers;
 - b. Position profile; and
 - c. Any other documents considered relevant.
3. Confidential information shall consist of the materials outlined in part 16(2), as well as any other document or material transmitted in confidence.
4. Volunteer members of the OBA shall have the right to examine the contents of their personnel file at any time, provided that the President or member of the Executive witness accompanies them.
5. Volunteer members of the OBA shall have the right to add written comments to their personnel file including any explanation in defense of any serious indictment of the volunteer member's professional conduct.

The Ontario Band Association
REPORTS/FINAL REPORTS PROCEDURE

Ratified: **November 3, 2017**

Expires: **AGM, November 2022**

PART 1
PURPOSE

1. The Ontario Band Association (OBA), for a variety of purposes, requires eight (8) reports per year from each member of the executive and board of directors at each duly called Board of Directors meeting, including a summary report to be presented at the Annual General Meeting. The reports provide a summary of the events and issues that were addressed during their term. As well, the reports provide direction and a framework to people who are in the positions in the future. The monthly and final reports should:
 - a. Reflect the Mission Statement, By-Laws, Policies and Procedures of the OBA;
 - b. Provide guidance, suggestions, and recommendations for consumption by Members in addition to the members of the Board of Directors to help move the portfolio forward; and
 - c. Adhere to these guidelines to be considered official documents of the OBA.

PART 2
SCOPE

1. The guidelines apply to meeting and final reports submitted to the OBA including those the Executive, members of the Board of Directors, and Positions of Responsibility.

PART 3
STYLE AND CONTENT

1. All reports shall:
 - a. be clear and concise;
 - b. not impair the conveyance of information that is either necessary or beneficial to the members and/or to individuals who will hold the position in the future;
 - c. not be confidential in its entirety. If a report is to contain confidential information, a non-confidential report shall also be made available;
 - d. be marked clearly as confidential if a confidential report. All confidential reports and/or sections shall adhere to the same guidelines as non-confidential reports;
 - e. be written in a professional manner using professional language:

- f. non-professional language includes, but is not limited to racist, sexist, or potentially offensive language, personal attacks and potentially libellous statements; and,
- g. all reports should endeavour to be free of any spelling or grammatical errors.

PART 4 FORMAT

1. All reports shall be submitted in both electronic form (Microsoft Word format, latest version) to the Secretary of the Board and a hard copy at the start of the duly called meeting.
2. In order to maintain consistency, as well as ensure the succession of information, all reports for duly called meetings shall follow, at a minimum, the following structure:

Section	Topic	Details
A	Meeting Date	To be used to detail the date and location of the meeting
B	Portfolio	Name of the portfolio for identification purposes
C	Director Name	The name of the director currently responsible for the position
D	Activities Since Last Report	This gives an overview of what has transpired since the conclusion of the last meeting
E	Action Items Pertaining to this Report for Director	Outline of what items need to be accomplished in the ensuring time by the directors between the next meeting in order to advance the portfolio
F	Action Items Pertaining to this Report for Board	Outline of what items need to be accomplished in the ensuring time by the board between the next meeting in order to advance the portfolio

3. In order to maintain consistency, as well as ensure the succession of information, all yearly reports at the Annual General Meeting shall follow, at a minimum, the following structure:

Section	Topic	Details
A	Overview and Calendar	To be used to describe the overall position/portfolio, as well as providing a framework within which you envision the position.
B	Goals	What were the specific goals that you set for your position?
D	Responsibilities	An overview of what tasks you undertook during the past year within the scope of the portfolio. This should highlight new initiatives beyond the standard procedures of the portfolio.

	<i>Subsection a:</i>	Problems Encountered: List the problems that you encountered during your tenure and suggest (if possible) future solutions.
	<i>Subsection b:</i>	Recommendations Possibly the most important section. Drawing on your experience, suggest recommendations for your successor.
E	Resources	Where resources are located and what they were used for.
F	Budget	A budgetary breakdown of how much money was allocated, where funds were spent, resources purchased, and any deficit or surplus.
G	Conclusion	Provide any summary comments, including your impressions of the accomplishments of the past year, and your hopes for the future of the portfolio.

PART 5 NON-COMPLIANCE

1. Failure to adhere to these guidelines may result in some or all of the following sanctions:
 - a. a verbal warning from the President (for monthly reports);
 - b. censure by motion and vote of the Board of Directors (for all reports);
 - c. dismissal from the portfolio (for monthly reports); or
 - d. forfeiture of membership in the OBA (for all reports)

PART 6 DEADLINES

1. The deadlines for reports shall be at least seventy-two (72) hours before the start of the duly called meeting to the Secretary of the Board.

PART 7 PROCESS OF APPROVAL

1. The OBA Board of Directors reserve the right to approve a report in whole or part.

**Ontario Band Association
TRAVEL POLICY**

Ratified: **November 3, 2017**

Expires: **AGM, November 2022**

**PART 1
APPLICATION**

1. This policy applies to all Ontario Band Association travel and related expenses from all sources of funding administered by the OBA.
2. When making travel arrangements, items such as cost, time spent travelling, and convenience should be considered in order to produce the most economical use of all resources.
3. Individuals must obtain the approval of the Executive prior to engaging in any OBA-related travel. The Executive must ensure that regular duties shall be maintained during the absence of the individuals and that the necessary travel funds shall be provided.
4. Travel expenses can be reimbursed only by submitting a properly completed and approved expenses form and/or cheque requisition to the OBA. This expenses form and/or cheque requisition must be accompanied by voucher(s) and/or invoice(s) and should be submitted to the Treasurer and Bookkeeper within ten (10) working days following completion of each trip.
5. Travel expenses placed on a corporate OBA credit card will be deemed as approved travel expenses ONLY if included on an expense report accompanied by original voucher(s) and invoice(s). Receipts for travel paid for via corporate credit cards must be submitted within the guidelines of the expense report policy.
6. Only expenses related to approved OBA business shall be reimbursed.
7. Travel arrangements must be approved by the President at least seventy-two (72) hours in advance of travel taking place.

**PART 2
GENERAL GUIDELINES**

1. Any travel expenses paid for by the OBA may not be used by the claimant for income tax purposes or for any claim to another organization.
2. All expenses incurred relating to a particular trip must be shown individually on the Expense Report form or cheque requisition. These include transportation costs, hotel bills, car rentals, and other items that have been paid directly by the OBA on behalf of the claimant. Original vouchers for each item must be attached.
3. Claims for air and rail fares must be supported by the passenger's copy of the ticket. Credit card sales slips and/or restaurant bill stubs may be used to support claims for meals. Credit card sales slips may be used to support claims for car rentals. Original paid receipts or vouchers are required for all other expenses being claimed except for mileage claims, parking meters, and gratuities paid in cash. Credit card slips (except for meals and gas for rented cars as noted

- above), credit card statements, cancelled cheques, and travel agency statements are not acceptable.
4. All OBA employees or directors shall be reimbursed in amounts equivalent to the actual expenses incurred. All expenses must be listed on the Expense Report form in the currency that was used for the actual expenditures.
 5. Travel itineraries must be completed for all OBA related travel. The travel itinerary must be approved by Treasurer.
 6. Alcohol purchased and consumed during a meal or otherwise will not be considered a legitimate per diem expense.

PART 3

GUIDELINES FOR TRANSPORTATION EXPENSES

1. Reimbursement of public transportation costs shall not exceed rail fare or economy airfare. For public transportation, the original ticket receipt (third copy of the ticket) must be submitted with the claim.
2. Use of personal automobiles should be limited to those trips where no suitable public transportation is available or for which a personal automobile is more economical considering all costs and time availability.
3. Where a personal automobile is used strictly for personal convenience and such expenses exceed the cost of such equivalent public transportation, only the cost of such equivalent public transportation shall be reimbursed.
4. If a personal automobile is used on approved OBA business, the owner must ensure that their personal automobile insurance is adequate. A minimum of \$1,000,000 third-party liability insurance is required.
5. The mileage reimbursement rates currently in effect are shown in Appendix A, Section 2. These rates shall be reviewed and adjusted from time to time under the administration of the Treasurer by the authority of the OBA Executive.
6. Where a personal automobile is used and mileage is claimed, only one (1) person may claim the mileage. Passengers traveling in the automobile may not claim mileage or cost of equivalent public transportation.
7. Flight cancellation insurance is an allowable expense; however, a receipt is required.
8. In some cases, it may be more economical to rent an automobile than to use a personal automobile. Users should consult with the Treasurer to obtain information for car rentals.
9. Expenditures for travel insurance shall be reimbursed.
10. Taxi fares are allowable expenses; however, receipts are required.
11. Parking expenses are allowable expenses. A receipt is required for lot parking but not for metered parking.
12. Parking and traffic fines are not allowable expenses.

PART 4 GUIDELINES FOR ACCOMMODATION AND MEAL EXPENSES

Travelers should consult with the Treasurer to obtain the most favourable room rates at major hotels.

1. Reimbursement for hotels, motels, and other lodging shall be limited to a maximum of \$175.00 (one hundred and seventy-five dollars) per room plus tax per night plus parking for any overnight stays. If that amount is not considered reasonable, authorization must be obtained from the Treasurer prior to booking accommodation at any additional rates.
2. Expenses for meals while traveling on OBA business shall be reimbursed by a *per diem* allowance. Receipts shall be required to support the *per diem* allowance. The *per diem* rates currently in effect are listed in Appendix A, Section 2. These rates shall be reviewed and adjusted from time to time under the administration of the Treasurer on the authority of the OBA Executive.
3. Expenses for meals placed on OBA corporate credit cards will be considered reasonable up to the maximum per diem allowance. Any charges incurred above and beyond the per diem allowance will be considered personal expenses unless such charges have otherwise been approved by the Treasurer.
4. Per Diem allowances are only applicable where food is not otherwise provided.
5. Claims for personal expenses that are not a necessary consequence of travel on behalf of the OBA are not allowable.

PART 5 GUIDELINES FOR OBA REPRESENTATIVES

1. OBA Board of Directors and Annual General Meetings:
 - a. The OBA shall not reimburse members for their travel to and from duly called meetings of the OBA;
 - b. Members of the OBA must find their own accommodations, where necessary, for the all duly called board meetings. The OBA is not responsible for covering the cost of accommodation during the Annual General Meeting; and,
 - c. If the duly called meeting takes place over when a reasonable breakfast, lunch, or dinner hour would normally take place, the OBA shall provide meals to members of the Board of Directors and employees asked to attend said meeting. Per diems shall not be issued.
2. Conferences, Symposiums and Meetings:
 - b. Where a member of the Executive requires a member of the Board of Directors or Employee to attend a conference or meeting out of town as a representative of the OBA, the OBA shall reimburse travel costs in consultation with the Treasurer; Where a member of the Executive requires a member of the Board of Directors or Employee to attend a conference or meeting out of town as a representative of the OBA, the Executive member must submit an itinerary of events and a budget to the Treasurer to verify that sufficient financial resources exist within their budget;

- c. Where meal and accommodations are not provided as part of the conference fee, the OBA shall reimburse members in accordance with Appendix A of this policy;
- d. Where meal and accommodations are provided as part of the conference fee, the registrant must provide an itinerary of events to the Treasurer to ensure proper tracking of expense on corporate credit cards where necessary.

PART 6 TRAVEL EXPENSES

1. The OBA will cover travel expenses from a members' place of residence to the end business destination as required for business purposes.
2. The OBA will not cover travel expenses incurred from pleasure destinations or destinations of choice. Where a person wishes to travel from a place other than a place of business or travel to a non-business destination, the OBA shall only pay the cost of going directly to the place of business. Any additional fees incurred will be considered personal expenses of the person.
3. Travel itineraries must be submitted for all travel being booked for OBA travel. The itinerary must be submitted at least 72 hours in advance of the travel taking place to the Treasurer.

PART 7 APPROVALS AND RESPONSIBILITIES

1. The claimant is responsible for ensuring that claims for expenses are in accordance with OBA policy.
2. All travel itineraries must be signed by the claimant and approved by the Treasurer.
3. If the claimant is the Treasurer, travel itineraries must be signed and approved by the President.
4. Reimbursement of expenses does not, in itself, constitute ultimate approval and may be subject to subsequent audit adjustment.

**APPENDIX A
TO OBA TRAVEL POLICY**

1. The mileage reimbursement rates for use of a personal automobile while on approved OBA business is 54 cents per kilometer to a maximum of \$150 dollars.
2. The per diem allowance for meals, where the use of a per diem allowance has been approved by the Treasurer as follows:

\$50.00 (thirty-five dollars).

The following is a general guideline:

Breakfast	\$ 12
Lunch	\$ 13
<u>Dinner</u>	<u>\$ 25</u>
Total:	\$ 50

Key Terms:

1. Business Destination – a destination where OBA business is being conducted. Examples could include conference sites, school visits, training sites, etc.
2. Pleasure Destination – a destination where no OBA business is being conducted and the individual has chosen to go for non-business purposes.
3. Choice Destination – a destination where no OBA business is being conducted and the individual has chosen to go.