

Minutes of the Eleventh Meeting of the
2024-25 Board of the Ontario Band Association
Wednesday, September 17, 2025
via Zoom, 7pm

Present

EXECUTIVE

Matthew Rodnick	President	
Lani Sommers	Present-Elect	<i>regrets</i>
Kito Lam	Treasurer	<i>regrets</i>
Steffan Brunette	Secretary	
Angela Tran	Past-President	

DIRECTORS: Institutional

Membership	vacant
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DIRECTORS: Symposia

Matthew Peter	Wind Conductors' Symposium	
Simone Gendron	Capital Region Wind Band Symposium	<i>regrets</i>
	Beginning Band Symposium	vacant

DIRECTORS: Festivals

Jessica Puskar	Provincial Band Festival
Jennifer Cresswell	Small Ensemble Festival
Shashi Ramu	Golden Horseshoe Music Festival

DIRECTORS: Honour Bands

Matthew Rodnick	Western Intermediate Honour Band	
Alicia Kennedy	Ontario Provincial Honour Band	
Troy Jones	Laurier Elementary Honour Band	<i>regrets</i>
Lani Sommers	Capital Region Junior Winds Honour Band	<i>regrets</i>

POSITIONS of RESPONSIBILITY

Ari Mohindra	Communications Co-ordinator	<i>regrets</i>
Troy Jones	Elementary Music Education Advocate	<i>regrets</i>
	OBA-CBA(On) Liaison	vacant
Chris Reesor	Industry	<i>regrets</i>
Cynthia Yuschyshyn	Chair Regional Representative Committee	
Mary Thornton	Representative, Near North	
Alecia Blackman	Representative, Golden Horseshoe	

1. Call to Order

Rodnick called the meeting to order at 7:03pm.

2. Adoption of the Agenda

Motion to adopt the agenda.

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

3. Ratification of the Minutes of the Tenth Meeting from June 2025.

Motion to adopt the minutes.

Moved by *Rodnick*. Seconded by *Kennedy*. Motion carried.

4. Summary of Action Items from Previous Meetings

There were no Action Items.

5. Announcements

6. Scheduled Orders of Business

nil

7. Discussion Items

(a) Upcoming Trillium Grow Grant (Rodnick)

A grant writer is in place. A discussion was held to address the question: “Which one of our portfolios is in need of transformational funding”?

Festivals are selling out, and that indicates a need to transform a festival to accommodate more ensembles and greater access for more schools.

The deadline of November 5 is approaching. A meeting will be held to focus the intention of the grant.

(b) Bingo Funding (Lam)

Putting in shifts at a bingo/gaming location can gain a fair bit of funding for an organization. *Lam* has applied for us to participate, and we can decline if needed.

There was general consensus that this would be a good investment in time for OBA volunteers. *Tran* highlighted that there is usually training required for volunteers to complete.

(c) Reimbursing Travis Cross (Lam)

A request has been made by the clinician to pay his airfare in advance. There were no concerns raised, so this can proceed.

(d) Use of Zeffy (Lam)

Zeffy helps to bring the membership system and payment system together. It reduces processing fees.

The pilot attempt to run the Western Intermediate Honour Band just with Zeffy did not succeed. It will be more useful in conjunction with Google Form.

Ramu is using Gravity Forms which is also compatible with Zeffy, and is more powerful than Google Forms.

(e) Slate of Candidates for AGM Election (Brunette)

Brunette asked for all directors to clarify their intention to stay or leave in their various positions.

(f) OPHB 2026 Conductor (Kennedy)

Kennedy solicited names for a future Honour Band, and received suggestions in the chat.

There was an added discussion regarding the rental of a truck for percussion equipment. There is an option for Long & McQuade to deliver the percussion equipment to the camp, but this causes some other logistical issues.

(g) Fee Structure for Similar Events (Gendron)

Rodnick suggested that each event has its own needs, costs, and services. Then, each event should be charging a fee that covers its costs.

(h) Survey from GHMF (Ramu)

Ramu asked if the teachers in the discussion would be interested in attending a PD session later in the week. There was a mixed reaction, but *Blackman* suggested that teachers closer to the GHMF site might be willing to come back.

8. Reports from the Executive

(a) President

see attached report

Beginning Band Symposium is happening with a slate of Ontario clinicians in a “conference” model. Ryan Meeboer is helping as a volunteer.

TDSB is a challenge for getting on an “excursion” list, and it costs \$1100 for the organization to apply for the privilege of their schools coming to the festivals.

Orillia Festival will run by the Barrie Kiwanis as a MusicFest affiliate, and will remain an OBA affiliate. Also, the Markham Winds Festival is asking to be an OBA affiliate. *Tran* asked if there was an MOU or MOA for integrating these new festivals as OBA affiliates. *Rodnick* said there wasn't one yet, but they're working towards it.

The "affiliate" status would allow the festival to borrow music stands and scores.

(b) President-Elect

see attached report

(c) Treasurer

see attached report

Please make sure all financial requests go through *Lam*, and not through *Barth*.

(d) Secretary

see attached report

(e) Past-President

see attached report

9. Reports from Directors: Institutional Portfolios

(a) Membership

Position is vacant.

10. Reports from Directors: Event Portfolios

(a) Beginning Band Symposium

Position is vacant.

(b) Western Intermediate Honour Band

see attached report

(c) Provincial Honour Band

see attached report

Kennedy provided an updated document for her budget, but it was not available in a printed form for inclusion in the minutes.

(d) Capital Region Wind Band Symposium

see attached report

(e) Provincial Band Festival

see attached report

The event is currently on track to cost about \$80,000. The entry fees are now \$550. Registration is opening on September 29th.

The contract for the Chinese Cultural Centre has not yet been signed because it's difficult to co-ordinate a meeting.

(f) Golden Horseshoe Music Festival

see attached report

Ramu provided a budget document, and clarified the HST process he was working with.

Registration will be in two phases: the information phase this weekend, and then the final registration process two weeks later.

There is some work being done to bring in a Yamaha Artist Group.

(g) York Wind Conductors' Symposium

see attached report

(h) Small Ensemble Festival

see attached report

Cresswell will be stepping aside from the director's role to pursue another opportunity. *Lam* will be available to run the festival.

(i) Capital Region Junior Winds Honour Band

see attached report

(j) Laurier Honour Bands

see attached report

Jones has had discussions with Laurier to move the Honour Band into January, where the Faculty of Music could become a bigger partner on the project.

Ramu was concerned that it might impact bands preparing for festival in January, and might deter high school students preparing for exams.

Rodnick will convey these concerns back to *Jones* and hopefully there will be an opportunity to discuss further in October.

11. Reports from Positions of Responsibility

(a) Communications Co-ordinator

see attached report

(b) Elementary Music Education Advocate

see attached report

(c) Industry

nil report

(d) CBA(Ontario) Liaison

Position is vacant.

12. Reports from Regional Liaisons

see attached report

Reports were also submitted by Near North and Golden Horseshoe.

The model for the committee is that there is an aim to have a representative from every Board.

13. New Business

14. Adjournment

Motion to adjourn the meeting.

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

The meeting adjourned at 8:51pm.

The next meeting will be October 6, 2025, 7pm via Zoom.



Agenda of the 11th Meeting of the
2024–2025 Board of Directors
Wednesday, September 17, 2025
via Zoom
7pm

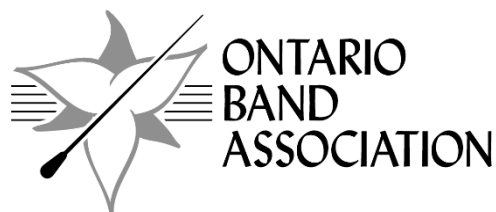
1. Call to Order: *Quorum is eight voting positions.*
2. Adoption of Agenda
3. Ratification of the Minutes of the Tenth Meeting of the Board from June 2025
4. Summary of Action Items from Previous Meetings
nil
5. Announcements
6. Scheduled Orders of Business
7. Discussion Items
 - (a) Upcoming Trillium Grow Grant (Rodnick)
 - (b) Bingo Funding (Lam)
 - (c) Reimbursing Travis Cross (Lam)
 - (d) Use of Zeffy (Lam)
 - (e) Slate of Candidates for AGM Election (Brunette)
 - (f) OPHB 2026 Conductor (Kennedy)
 - (g) Fee Structure for Similar Events (Gendron)
 - (h) Survey from GHMF (Ramu)
8. Reports from the Executive
 - (a) President Rodnick *see: Discussion Items*
 - (b) President-Elect Sommers
 - (c) Treasurer Lam
 - (d) Secretary Brunette *see: Discussion Items*
 - (e) Past-President Tran
9. Reports from Directors: Institutional Portfolios
 - (a) Membership vacant
10. Reports from Directors: Event Portfolios
 - (a) Beginning Band Symposium vacant
 - (b) Western Intermediate Honour Band Rodnick
 - (c) Provincial Honour Band Kennedy *see: Discussion Items*
 - (d) Capital Region Wind Band Symposium Gendron *see: Discussion Items*
 - (e) Provincial Band Festival Puskar **no report submitted**
 - (f) Golden Horseshoe Music Festival Ramu *see: Discussion Items*

AGENDA: SEPTEMBER 17, 2025

- | | | |
|--|-------------------|------------|
| (g) York Wind Conductors' Symposium | <i>Peter</i> | |
| (h) Small Ensemble Festival | <i>Cresswell</i> | |
| (i) Capital Region Junior Winds Honour Band | <i>Sommers</i> | |
| (j) Laurier Honour Bands | <i>Jones</i> | |
| 11. Reports from Positions of Responsibility | | |
| (b) Communications Co-ordinator | <i>Mohindra</i> | |
| (c) Elementary Music Education Advocate | <i>Jones</i> | |
| (d) Industry | <i>Reesor</i> | nil report |
| (e) CBA(On)-OBA Liaison | <i>vacant</i> | |
| 12. Report from Regional Liaisons | <i>Yuschyshyn</i> | |
| 13. New Business | | |
| 14. Adjournment | | |

Next meeting is proposed for October 2025.

**Board Meeting
September 2025**



Executive Report

President

Matt Rodnick

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

- Upcoming Trillium Grow Grant

Standard Report

Actions Undertaken Since the Previous Meeting

- Met with the Provincial Band Festival committee on June 16 to review successes from this year and discuss next steps for the PBF.
- Met with Bill Thomas from York University on August 23 to discuss the 2025 Beginning Band Symposium and arrange facility rental with the university.
- Worked with Ryan Meeboer to organize the Fall 2025 Beginning Band Symposium at York University on November 22, featuring Ontario clinicians presenting topics such as instrument repair, percussion, and a reading session; unlike past years, the event will highlight diverse regional expertise rather than a single clinician. This will also lead to cost savings. Advertising for this event will begin in the next few days.
- Attended a Regional Rep meeting on June 22nd. A huge thanks to Cynthia for her work with this growing committee.
- Attended the Regional Rep meeting on August 23 and congratulated the representatives on creating a new “Guide to Attending a Music Festival” resource to support teachers bringing groups to a festival for the first time.
- Met with Lisa Michaels at Bandology regarding possible joint collaborations between our two organizations. Bandology has provided us with a “How to Arrange and Conduct a VIP Visit at a Music Festival” guide and create a directory of VIPs that we could try and encouraged to attend some of our events.
- Maintained ongoing communications with OBA members and board members
- Attended OBA finance meeting on September 10th with Kito Lam and Michael Barth. A reminder to our board members that now that we have a treasurer, the primary contact for any financial questions should be Kito. Kito can be reached at treasurer@onband.ca.

- Corresponded with the Toronto District School Board regarding the OBA becoming an approved vendor on the “excursion list”; the process requires extensive paperwork and the application will involve a cost of approximately \$1,100 covering all three of our festivals for a three year period.
- Met with festivals team on August 17th to discuss the possible ramifications of the new TDSB policy.
- Met with Lise Buelow at the Barrie Kiwanis Music Festival. The Barrie Kiwanis Music Festival will be taking over management of the Sunshine City Music Festival in Orillia. The Barrie Kiwanis Music Festival wishes to maintain the current Musicfest format and wishes to maintain the festival’s OBA affiliation. The festival will be held over four days at two different venues in Simcoe County. The festival will continue to offer concert and jazz band options.

Actions to be Undertaken by the Director

Actions to be Undertaken by the Board

**Board Meeting
September 2025**



Executive Report

President-Elect

Lani Sommers

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

none

Standard Report

Actions Undertaken Since the Previous Meeting

- Working to create OMEA report and presentation for the September OMEA meeting
 - Matt is supporting me with this as I haven't written the report before
 - Assisted and observed the President
 - Attended CBA social (Matt attended the meeting)
-

Actions to be Undertaken by the Director

- Submit report to OMEA
 - Confirm President-Elect selection
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Actions to be Undertaken by the Board

None

**Board Meeting
September 2025**



Executive Report

Treasurer (Interim)

Kito Lam

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

Bingo Funding - do we think this is something the OBA can do? If approved, the OBA may be required to send volunteers to volunteer at the bingo hall intermittently. Kito has sent an email to the Ontario Charitable Gaming Association to inquire about potential funding, with permission from Matt.

Reimbursing Travis Cross's travel costs prior to the completion of the OPHB - the OPHB Director (Alicia Kennedy) requested if it is possible for Travis Cross's travel costs be reimbursed earlier than the conclusion of the festival. Based on discussions with the President, Kito has decided to bring this up with the Board to see if this requires board approval.

Use of Zeffy - The Zeffy platform is a way for the OBA to process credit card payments with no transaction fees. I would like to implement this platform as much as possible, since transaction fees are a large chunk of our expenses.

- Currently, through Square (our current payment processor), charges:
 - 2.5% for card-present payments (the customer presents the physical card to the reader), and
 - 3.3% + 15c per transaction for card-not-present payments (the customer inputs their credit card details)
- The majority of our payments are card-not-present payments, which is the larger portion of the transaction fees, as much of our registration happens on Jotform.
- Zeffy is convenient for "single-ticket" transactions, like annual membership renewals, but it is not convenient for items like festival registration, as it has many questions on the form.
- I have discovered a way to make it work:
 - Registrants complete a Google Form, with the same questions as what the Jotform currently has.
 - When they submit the form, a link will appear for them to submit their payment through Zeffy.

- The results for this form will be populated in a master spreadsheet accessible to the relevant Directors to view.
- When they reach the Zeffy page, they will see options to select their number of ensembles, etc., so they can make the correct, required payment.
- The Treasurer will monitor who has made the payment, and will update the master spreadsheet regularly. The same will happen for cheque payments, where the Bookkeeper will notify the Treasurer of when a payment has been received, and the Treasurer can update the master spreadsheet.
- The GHMF has a system already in place that is being rolled out for their 2026 festival, so I don't want to change it up. However, if this could be used for the remaining 2026 festivals and membership registration, the OBA can save thousands of dollars in transaction fees, which will offset our deficit between all of the festivals.

Standard Report

Actions Undertaken Since the Previous Meeting

Treasurer's Report

- Took responsibility over the treasurer@onband.ca email account.
- Training was provided by the outgoing Treasurer (Angela Tran) and the OBA Bookkeeper (Michael Barth)
- Gained access to the various online platforms that the OBA uses that are related to the Treasurer's position.
- Bank account switch is in process - Kito Lam will be added to the OBA bank account as a signing officer, with the outgoing Treasurer (Angela Tran) being retired as a signing officer for the bank account.
- OBA credit card transition is in progress - Kito Lam will take over the credit card account that was being held by the outgoing Treasurer (Angela Tran)
- OMEA Harmony Conference booth registration is completed and paid for. Currently, the names of the registered "staff" for the booth are Kito Lam and Matthew Rodnick. This can change depending on availability from the board to staff the booth.
- - When receiving cheques, please have them sent to Michael Barth's address:

 - Michael Barth
605 Amberwood Crescent
Pickering ON L1V-3Y6

Bookkeeper's Report and Notes:

- Your main point of contact for all things financial is Kito. Please do not contact Michael Barth directly for payment requests or other financial matters.
- when you hire a professional for an event, please save all their receipts (flight, hotel, meals, taxi, etc.) and submit together for their payment request. Please submit documentation such as an invoice or contract showing the amount of their honorarium for that event.

- When you pay for anything using the OBA Visa, please save all receipts and send them promptly to the treasurer, and indicate what event it was for. **Write your name, and the name of the event at the top of the receipt.**
- Please reply promptly to requests for receipts, invoices, documentation, etc.
- Please put **actual due date** on payment requests, not “ASAP”.
 - (Kito’s Note) We have to prioritize payments based on due date, as there may be times that we do not have the cash flow to pay everyone at the same time. If there is no due date on the invoice, indicate a date that you believe it should be paid by.
 - For example, if it is past due, put the date that it should have been paid.
 - For example, if they just sent you the invoice and you don’t know when it should be paid, then determine a date that you believe is reasonable for the scope of the purchase.
- The OBA gets an HST return of approximately 60% of HST spent on eligible purchases during the year. This rebate goes to the OBA’s operating expenses, so please don’t count on it to contribute to revenue for your event.

Actions undertaken by the Bookkeeper since the meeting last June:

- Sent invoices to:
 - IMC: OPHB Sponsorship
- Processed payments to:
 - Simone: Pizza for CRJW
 - Canadian Band Association: 2024 Dues
 - Salvation Army Camp: OPHB Deposit #1
 - Dylan Maddix: CRJW
 - Kendall/Sinclair (Accountants)
 - Brown’s Plus: CRJW Catering
 - Ari: 2nd quarter communications honorarium
 - Long and McQuade Waterloo: replacement of percussion equipment from LOHB
 - Laurier University: facilities rental for LOHB
 - Western University: parking fees for WIHB 2024
 - Mohawk College: first deposit for facilities rental for GHMF
 - EZ Bus: OPHB
- Other activities:
 - sent Charity Information Return and Public Services Body rebate application to Canada
 - Revenue Agency- finalized year end adjustments for 2024 books
 - submitted nil remittance to CRA for payroll account July1-Dec 31
 - Deposited one of the cheques for PSB rebate. Other cheque is missing - contacted CRA to inquire. They will be sending a form to Angela to request a replacement cheque.
 - paid Visa bills and kept QuickBooks updated

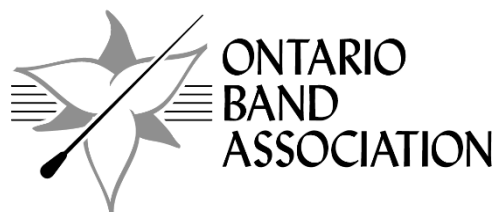
Actions to be Undertaken by the Director

- Kito will continue to follow up with RBC to complete the transition of the credit card and the bank account.
 - Based on discussions with the Bookkeeper, Standing Operating Procedures surrounding payment requisitions, expense claims, and inquiries about financial matters are currently being updated:
 - Payment requisitions may be on a Google Form or Jotform, to ensure consistency of form submissions and for the Bookkeeper/Treasurer to track digitally all of the outstanding payments that need to be made. Users can upload their receipts/invoices to the Google Form, so it is all in one place.
 - Authorize accountants to file documents electronically with CRA
 - set up direct deposit with CRA
-

Actions to be Undertaken by the Board

N/A

**Board Meeting
September 2025**



Executive Report

Secretary

Steffan Brunette

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

All elected positions: please inform Brunette, Rodnick, or Sommers of your intentions to stand for elections in November.

Standard Report

Actions Undertaken Since the Previous Meeting

Reviewed Bylaws: no revisions appear to be necessary.

Reviewed Conflict of Interest Policy: no revisions appear to be necessary; the policy will need to be re-ratified by the membership at the AGM.

Reviewed Refund Policy: a small edit should be made to include the GHMF as one of the events required to follow the Refund Policy, and to update any language for any portfolios that have had minor name changes since the policy was enacted.

Actions to be Undertaken by the Director

Prepare the revised Refund Policy for the AGM.

Assist the Past-President with preparing for the Election Year at the AGM.

Actions to be Undertaken by the Board

**Board Meeting
September 2025**



Executive Report

Past-President

Angela Tran

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- started training interim Treasurer, Kito Lam. He's doing great! I will be continuing to monitor the Treasurer email account until the end of October to provide any support after the first handful of events.
- supported Matt and executives with day-to-day plans

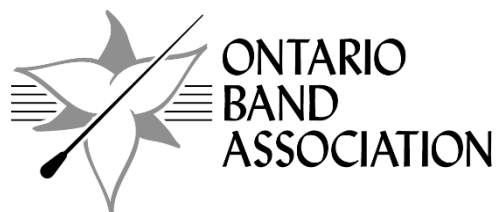
Actions to be Undertaken by the Director

- assist Kito, Michael and Matt with any financial team wrap up on my end
 - Continue to support the executive team with any meetings and activities
 - work with Matt, Lani, Kito and Steffan to prepare for AGM (election-year)
-
-

Actions to be Undertaken by the Board

-nil

**Board Meeting
September 2025**



Director's Report

Western Intermediate Honour Band

Matthew Rodnick

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	October 18 – 19, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

Standard Report

Actions Undertaken Since the Previous Meeting

- Purchased sheet music
- Distributed sheet music to musicians
- Oversaw the registration process – the 2025 band will be the largest in our history and feature 195 musicians. Another 40 plus students are currently on the wait list.
- Booked clinicians
- Maintained communication with parents and students
- Approached teachers for student references
- Met with IHB committee to discuss planning for the 2025 event
- Prepared part assignments lists

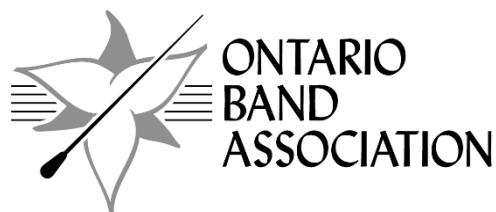
Actions to be Undertaken by the Director

- Run event!
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Actions to be Undertaken by the Board

Intermediate Honour Band 2025 Budget	
No. of Participants	191
No. of Bands	2
Revenue	
Registrations (\$78 per student)	\$14,898.00
Expenses	
Clinicians	\$1,100.00
Food (\$18 per student)	\$3,438.00
Volunteer Gifts	\$500.00
Music	\$600.00
Supplies (3 Supplies Needed)	\$840.00
Accommodation	\$660.00
Facilities Rental	\$2,800.00
Parking	\$120.00
Shirts (\$14 per student)	\$2,674.00
Total Expenses	\$12,732.00
Total Profit	\$14,898.00
TOTAL	\$2,166.00

**Board Meeting
September 2025**



Director's Report

Provincial Honour Band

Alicia Kennedy

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	Nov 5 – 8, 2025
<i>(next milestone)</i>	Pre-Rehearsal – October 25 th

Discussion Items for the Board

- OPHB 2026 Conductor – trying to stay local, any names? People who have done it before who are local include Gillian MacKay (2022), Colleen Richardson (2010), and Alain Cazes (2012).

Standard Report

Actions Undertaken Since the Previous Meeting

- Audition results sent out along with band information and overview. Monitored registration payments and followed up with those who have missed the deadline – still chasing a few
- Worked with Pratik and Travis to finalize repertoire selection – sheet music will be sent out this week
- Finalized details for the school concert, which will take place at Richmond Hill High School this year
- Confirmed Yamaha Guest Artist payment with Yamaha, as well as percussion rental availability
- Worked with Evan Garner (L&M Repair Tech) to continue his previous Cosmo sponsorship work with us now that he is L&M. We are hoping to expand the sponsorship to include a truck provided by them, saving us the cost of a rental
- Booked hotel and transportation for the band
- Worked with Kito and Michael (Thank you both!) to book Travis' hotels and handle other financial matters
- Travis' flights have been booked and reimbursement has been requested
- Worked to finalize scheduling details to send out to participants

- Ordered band folders through Harknett
 - Finalized band shirt design (done by one of the participants!) and sent to multimax
-

Actions to be Undertaken by the Director

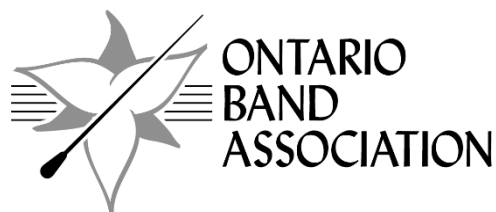
- Book band dinner for Nov 7th
 - Order t-shirts
 - Continue general email maintenance and communication with conductor
 - Finalize Yamaha Guest Artist rehearsal date and time
 - Book sectional conductors
 - Finalize details for pre-rehearsal on Oct 25.
-

Actions to be Undertaken by the Board

- None!

Date	Category	Sub-Category	ID	Item	Deposit	Withdrawal	Balance	Notes
2025-06-30	Accommodation	Camp	Acco	JP Deposit #1		-3,321.86	-3,321.86	
2025-06-30	Registration	Audition Fees	Regis	182 auditions x \$15 each	2,730.00		-591.86	
2025-06-08	Food and Activities	Listening Committee Snacks	Food	2025 Listening Committee Pizza - Pratik		-99.96	-691.82	
2025-08-29	Transportation	Bus	Trans	Bus to Toronto		-3,051.00	-3,742.82	
2025-06-30	Donations	IMC T-shirt Sponsorship	Dona		1,000.00		-2,742.82	
2025-09-12	Personnel	Guest Artist Fee	Pers	Fee for Michele Jacot		-1,000.00	-3,742.82	

**Board Meeting
September 2025**



Director's Report

Capital Region Wind Band Symposium

Simone Gendron

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	January 24, 2026
<i>(next milestone)</i>	

Discussion Items for the Board

Have we decided on set pricing for similar events this year (BBS, WCS)? Wondering what to put as fees on the website.

Standard Report

Actions Undertaken Since the Previous Meeting

- Contacted L&M for sponsorship and they will donate \$600. Invoice to be sent shortly.
- GGFG to be confirmed; initial contacts have been made.
- Workshops on the Friday prior to be confirmed; initial contacts have been made.
- Dr. Jacquie Dawson (University of Manitoba) is confirmed as our guest.
- Worked with Ari to set up website (website is live). Thanks Ari!
- Booked Ashbury as the venue.

Actions to be Undertaken by the Director

- Confirm GGFG as performing ensemble.
- Confirm Friday workshops.
- Confirm registration fees then contact Ari to update website.
- Work with Ashbury to set up for event and order lunches.

Actions to be Undertaken by the Board

nil

Event Name	CRWBS
Event Director	Simone Gendron
Event Date	Saturday, January 24, 2026

Revenue

Projected

Actual

Item		
Long & McQuade	600	
Yamaha	500	
Sponsorship		
New or Renewing Member Registration Fees	\$800.00	
Current Member Registration Fees	\$500.00	
clinic - Central Band	\$400.00	
clinic - Ashbury?	200	
Total	\$3,000.00	

Expenses

Item		
Clinician	1000	
Exchange Rate	0	
Transfer to Membership (new/renewing members x \$25 each)	400	
hotel	650	
Uber/Lyft	25	
meals	150	
Online Payment Fees (2.9% plus \$0.30 per transaction)	30	
Administration	0	\$0.00
airfare	600	
airport parking	60	
Total	\$2,915.00	\$0.00

Net	\$85.00	\$0.00
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**Board Meeting
September 2025**



Director's Report

Provincial Band Festival

Jessica Puskar

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	February 9 – 13, 2026
<i>(next milestone)</i>	

Discussion Items for the Board

- Registration opens Monday September 29th, 9:00AM, new registration fee of \$550 per ensemble

Standard Report

Actions Undertaken Since the Previous Meeting

- Met with the PBF committee via zoom to de-brief from the 2025 festival and look ahead to the 2026 festival
- Met with Mark and Pratik to update the syllabus, which is now on the website
- Received the contract from the Chinese Cultural Centre, but we are in the process of arranging an in-person meeting with the manager to go over logistics (in the hopes that we don't get slammed with another \$4,000 invoice two months after the festival again)
- In the process of collecting documentation for TDSB excursion application
- Updated the website with registration date and 2026 Director's Guide
- Working hard to prepare the JotForm for registration
- Emailed the entire OBA membership to announce the price increase and to communicate the registration date, registration date is also posted on our Instagram page
- Heather Aitken has retired from the festival after many years, thank you Heather!
- Hotel is booked for adjudicators
- All 7 adjudicators are hired and confirmed:
 - Thomas Gamboa
 - Jeffrey King
 - Denis Llinas

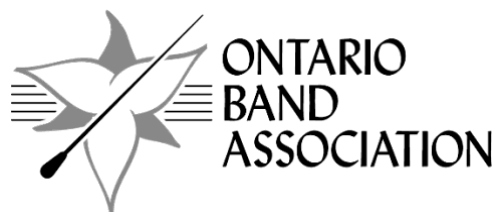
- Mark Caswell
 - Sandi Chasson
 - Sommer Forrester
 - Peter Haberman
-

Actions to be Undertaken by the Director

- Manage registration
 - Complete performance schedule once registration closes
 - Reach out to potential sponsors
 - Book catering
 - Cry a little inside
-

Actions to be Undertaken by the Board

**Board Meeting
September 2025**



Director's Report

Golden Horseshoe Music Festival

Shashi Ramu

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	February 17 – 20, 2026
<i>(next milestone)</i>	

Discussion Items for the Board: survey: If a PD session happened DURING festival week, would you go? Y/N

Standard Report

Actions Undertaken Since the Previous Meeting

- Secured Mohawk, paid first deposit, site meeting, new rooms/reconfiguring/etc
- Secured Conn selmer percussion sponsorship again, Yamaha and LM talks started
- Conn Selmer possibility to sponsor adjudicator Robert Ambrose if he presents a 70 minute PD session during the festival week, this could save us \$3000+ which we need and provide a good opportunity for teachers to work with one of the best
- Website is live, all rules/regulations updated, fees up to \$475/group. Budget complete and based on 180 groups, we have capacity for 213 total.
- 2 phase registration: Phase 1 = contact/ensemble info/details. Phase 2 = choose day/times.
- Registration Phase one opens September 22, Strings Day/early bird Oct 2, everyone (Phase 2) = October 4th 10:00am
- Booked: Robert Ambrose – Georgia State, Brent Ghiglione – U Regina, Greg Colley, Nigel Evans – TVDSB, Armand Hall – Eastman, Mark Hopkins – Acadia/NS – Danielle Gaudry – McGill U, Kelsley Grant – Musicfest Jazz Head, Aaron Bell – NNDSB, Diane Drysdale – retired CIS/TYS, Woosol Cho – pro violist, Brittany Goldsborough – Sudbury
- Full committee meeting happened September 13th, distribution of committee roles/duties, and further discussion about volunteer and sponsorship development

Actions to be Undertaken by the Director

Open and fully manage registration, try to delegate (lol as if), continue site preparation, deal with catering and food services onsite, meet with adjudicators, site visit for Kito and other new committee members, and recruit volunteers, DONATIONS, AND SPONSORSHIP

Actions to be Undertaken by the Board: nil

GHMF 2026		last update: Sept 10, 2025		visa needed		invoice/pay by cheque/E-transfer															
EXPENSES		ACTUAL		Description, Rationale		GHMF SPONSORS		AS OF NOW, THESE BUDGETED		FIGURES INCLUDE 13% HST											
Mohawk Rental		38000		ROBERT may have selmer sponsorship		CASH		IN KIND													
Mohawk Catering/GRAT		3300				IMC		Long and McQuade													
Adjudicators						HARKNETT		Conn-Selmer/Ludwig													
Fees		21,000				WLU		Yamaha Canada Music													
Hotel		7400				WESTERN		Wavelength Media													
Incidentals		2500				HASJB		HPYO													
Adjudicator Travel		3500		robert 1100, danielle 500, brent 600, mark 500				ChristChurch Flamborough Dundas													
Pizza for Volunteers		600						HBRE													
Printing		3000		50 or so t shirts, 400 programmes, signage, ce																	
Break Room food, set up , tear, mornings		500																			
Parking at Mohawk for Staff		1000																			
Director Honourarium		5000		registrar, designer, marketer, volunteer coord, etc.																	
Equipment																					
Office Supplies		400																			
USB Keys		400																			
Rental Equipment		3000		*might be available through Mohawk/facilities																	
Purchase of 2 conductor stands		350		1 x M51, 1 x M49 ordered from HMS/Shashi price																	
Chris Litfin Rentals Inc		2000																			
Moving Expenses																					
Movers for the two fridays		3000																			
Movers 16ft CCC-Mohawk Feb 14		550																			
Monday after movers		550																			
Misc Thank you gifts, etc		500																			
Shashi incidentals		0		all SR incidentals now lumped into Director Honourarium																	
Miscellaneous																					
Wavelength misc		1600		600 is hotel moved from above line																	
Website/SERVER		377		373																	
Free registrations		0																			
SQUARE CC fees		1200																			
Adobe Subscription 2 mth		102																			
Tip Tap payments fundrasing		0																			
TOTAL EXPENSE		99,329																			
REVENUE				BASED ON 180 PAID GROUPS at 475\$																	
Registration Fees		85500																			
Sponsorships Industry		2000																			
Sponsorships Local																					
OBA Advance from General Aug 2025		5000																			
Sponsorships Corporate																					
Seed 2024 Surplus		0																			
TOTAL REVENUE		92500																			
TOTAL +/-		deficit		\$6,829.0		or \$11829 deficit with \$5000 back to OBA General															

**Board Meeting
September 2025**



Director's Report

York Wind Conductors' Symposium

Matthew Peter

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	February 28, 2028
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

-meetings with Bill Thomas

Actions to be Undertaken by the Director

- finalize the clinician with Bill
- book hotel
- organize rides
- start promotions
- connect with Ari regarding website and registration form

Actions to be Undertaken by the Board

nil

	Wind Conductors' Symposium
Symposium Co-ordinator	Matthew Peter
Symposium Date:	Saturday, February 28, 2026

Revenue

Projected

Actual

Item						
Balance Forwarded from last year						
Harknett Sponsorship			\$0.00			\$0.00
St. John's Sponsorship			\$0.00			\$0.00
Yamaha			\$0.00			\$0.00
Registration (new/renewing Regular)	10	\$95.00	\$950.00		\$95.00	\$0.00
Registration (current Regular)	10	\$70.00	\$700.00		\$70.00	\$0.00
Registration (new/renewing Student)	20	\$60.00	\$1,200.00		\$60.00	\$0.00
Registration (current Student)	5	\$40.00	\$200.00		\$40.00	\$0.00
Livestream	2	\$30.00	\$60.00		\$30.00	\$0.00
High School Student	2	\$20.00	\$40.00		\$20.00	\$0.00
Scholarship (CBF)	3	\$0.00	\$0.00		\$0.00	\$0.00
lifetime/board			\$0.00		-	\$0.00
Donations			\$0.00			\$0.00
Other			\$0.00			\$0.00
Total			\$3,150.00	0		\$0.00

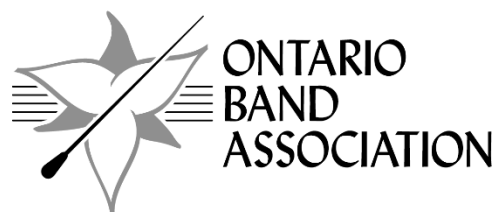
Expenses

Item			
Clinician	Honorarium		\$1,000.00
	Meals		\$327.03
	flight/train/hotel		\$1,073.52
Equipment	music folders		\$0.00
Music			\$0.00
Administration			
	Postcards		\$0.00
	supplies		\$0.00
Payment Transaction Fees			\$ -
Banking fees			\$ -
Amount forwarded to Membership			\$ 745.00
Total			\$3,145.55

Net

\$4.45 profit

Board Meeting
September 2025



Director's Report

Small Ensemble Festival

Jennifer Cresswell

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	April 7 – 9, 2025
<i>(next milestone)</i>	

Discussion Items for the Board

- nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Replied to emails from schools inquiring about SEF 2026
 - Conference with OBA President about SEF 2026 - replacement SEF director needed for 2026
 - Reviewed and submitted budget from 2025 SEF and projected costs for 2026 SEF for budget meeting and AGM
 - Contacted L. Tucker and A. Tran for SEF dates and locations for SEF 2026
 - Contacted Cosmo Music/Long & McQuade for potential alternate venue for SEF 2026
 - Created emergency protocol templates for TDSB Vendor application for 2025 (good for 3 years)
-

Actions to be Undertaken by the Director

- Transition to new director:
 - Transfer Google access
 - Review files
 - Assist with acquiring adjudicators/venue/audio equipment for SEF 2026
 - Suggest changes from 2025 to improve efficiency and consistency
-

Actions to be Undertaken by the Board

- nil

Event Name	UTSC/OBA Small Ensemble Festival
Event Director	J. Cresswell
Event Date	April 7-9, 2025

Revenue

Projected

Actual

Item		
Sponsorship - Yamaha	\$500.00	\$500.00
Registration fees	\$6,200.00	\$6,100.00
Other		
Total	\$6,700.00	\$6,600.00

Expenses

Projected

Actual

Item			
Clinician 1 (M. Benjafield) \$30 rate + \$450 expenses	\$2,040.00	\$1,989.90	*50 ensembles + parking
Clinician 2 (K. Reid) \$30 rate	\$1,539.90	\$1,500.00	*50 ensembles
Clinician 3 (J. Liddle) \$30 rate - April 9 only	\$343.30	\$343.30	*11 ensembles + parking
Clinician 4 (D. Forrester) \$30 rate - April 9 only	\$343.30	\$330.00	*11 ensembles + parking
Parking - J. Cresswell	\$28.00	\$23.25	
Coffee - day 3	\$75.00	\$135.54	
Equipment	\$0.00		
Office Supplies	\$1,000.00	\$185.53	
		\$160.32	
		\$85.47	
		\$9.25	
Printing	\$200.00	\$138.53	
		\$0.60	
Online Payment Fees (2.9% plus \$0.30 per transaction)	\$64.20	\$64.20	**11 Schools
Administration	\$0.00		
Mileage (if budgeted and included in the event proposal)	\$100.00	\$0.00	*Not claimed
Food (volunteer/adjudicator meals)	\$800.00	\$628.52	
Other - Photo Backdrop	\$400.00	\$0.00	
Total	\$6,933.70	\$5,594.41	

Net

-\$233.70

\$1,005.59

Board Meeting
September 2025



Director's Report

Capital Region Junior Winds Honour Band

Lani Sommers

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	April 24 - 26
<i>(next milestone)</i>	

Discussion Items for the Board

None

A huge thank you to Simone Gendron for hosting this event over the past decade. We are very grateful for the partnership with Ashbury College and we wouldn't be able to run such a fantastic event with her support.

Standard Report

Actions Undertaken Since the Previous Meeting

- Confirmed April 24 - 26 at Ashbury College
 - Seeking conductor - trying to decide if we want to go locally or bring someone in again
 - Conductors in mind: Sommer Buttu (Toronto), Leah Gray (Laurier), or retired Ottawa teacher
-

Actions to be Undertaken by the Director

- Confirm conductor ASAP to help consider budget (travel fees vs local conductor)
 - Confirm with Long and McQuade about sponsorship again
-

Actions to be Undertaken by the Board

None

**Board Meeting
September 2025**



Director's Report

Laurier Honour Band

Troy Jones

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

<i>Event Date:</i>	May 1 – 3 , 2026
<i>(next milestone)</i>	

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Contacted Long and McQuade RE: Sponsorship for this years' band.
 - Arranged a meeting with Dean / faculty at Laurier (September 17) to discuss potential connections and support Laurier can offer moving forward.
-

Actions to be Undertaken by the Director

- Attend meeting with Laurier and Dean of Music
 - Follow up RE: Sponsorships
 - Secure Intermediate conductor
-

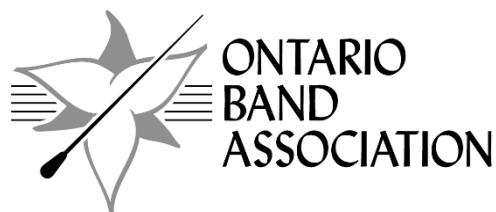
Actions to be Undertaken by the Board

NIL

Eastern Ontario Elementary Honour Band Budget

Revenue	2025 Actual	2026 Projected
Registration Fees (\$75 per student)	\$8,850.00	\$10,500.00
Concert Donations	\$937.20	
Folder Purchases	\$1,200.00	
LCMC Sponsorship		
L&M Sponsorship	\$500.00	\$500.00
Other Sponsorship		
Total Revenue	\$11,487.20	\$11,000.00
Expenses		
Conductor (\$400 / band)	\$800.00	\$800.00
Conductor Expenses	\$129.60	\$150.00
Advertising/Printing	\$0.00	\$100.00
Committee Expenses (Meals, Miscellaneous)	\$724.26	\$750.00
Parking - WLU	\$0.00	\$0.00
Gas		\$100.00
Snacks	\$415.16	\$450.00
Meals For Participants	\$3,221.78	\$3,500.00
T-Shirt Keep-sake	\$1,555.95	\$1,600.00
Hotel	\$946.62	\$950.00
Music Folder Purchases (Harknett)	\$703.76	
Guest Artist Performer / Section Leaders	\$0.00	\$0.00
Sheet Music (Harknett)	\$141.25	\$100.00
Recital Hall Rental	\$2,308.03	\$2,500.00
OTHER		
Total Expenses	\$10,946.41	\$11,000.00
Total Profit	\$540.79	\$0.00

**Board Meeting
September 2025**



POR Report

Communications Co-ordinator

Ari Mohindra

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

“nil”

Standard Report

Actions Undertaken Since the Previous Meeting

- Sent out Summer MMI
 - Updated website with new Festival resource
 - Started updating website with this year's event/festival info as it's been coming in
 - Pre-scheduled special event/day posts for the school year on socials
 - Created new social media planning calendar on Miro; access [here](#); to see the posting schedule
-

Actions to be Undertaken by the Director

- Send out September MMI
 - Work on OBA merch proposal for fundraising purposes
 - Continue to promote upcoming events on socials and maintaining the website
-

Actions to be Undertaken by the Board

- Please continue to share OBA event posts with your personal/professional social media networks and engage with the community Facebook group.
-
-

**Board Meeting
September 2025**



POR Report

Elementary Music Education Advocate

Troy Jones

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Met with TDSB Central Arts office RE: using TDSB Music Teachers as a proof of concept for the specialist / generalist mentor support network (discussed at a previous meeting)
-

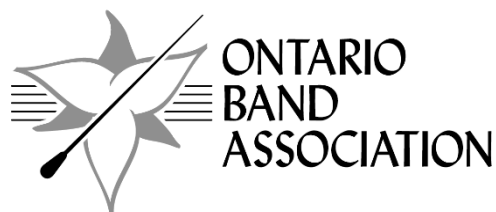
Actions to be Undertaken by the Director

- Formalize meeting date to continue discussions with TDSB about support network initiative.
-

Actions to be Undertaken by the Board

NIL

**Board Meeting
September 2025**



Liaison Report

Regional Liaison (North & Near North)

Mary Thornton

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

Organization continues for the SEF for Nipissing. We have extended it to two days Oct. 16 and 17. Invitations to register have been sent to my region and to Mitch's region for distribution. All rooms have been booked, adjudicators hired (except the guitar) and volunteers have been requested. A poster and registration QR code should appear on the next MMI.

There is a new piece of work that is being distributed to encourage new or nearly new teachers to think about and learn how to get ready to go to a festival and what it can do for your students. It is worth a look and should be posted on the next MMI as well. Thanks to my coauthors Jane Saunders and Michael Yates for their outstanding contributions to this project.

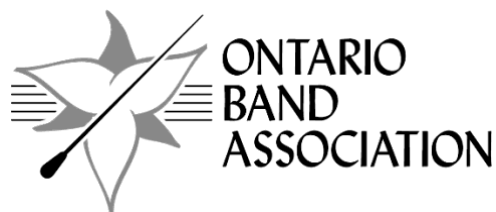
Actions to be Undertaken by the Director

All in progress.

Actions to be Undertaken by the Board

Support and encouragement.

**Board Meeting
September 2025**



Liaison Report

Regional Liaison (East)

Cynthia Yuschyshyn

Submit in electronic format to the SECRETARY two days prior to the scheduled meeting.

Discussion Items for the Board

“nil”

Standard Report

Actions Undertaken Since the Previous Meeting

Our group of representatives have met twice since June and will be meeting next Saturday.

Currently our representatives consist of

Sarah Baigent
Alecia Blackman
Murray Lefebvre
Ryan Meeboer
Julie Michopolous
Karen Reyburn
Matt Rodnick
Jane Saunders
Mary Thornton
Michael Yates and
Cynthia Yuschyshyn

During our meetings we decided that it would be helpful to create some resources that would be useful to OBA members and Ontario Band directors.

Mary Thornton, Jane Saunders and Michael Yates created [Going to a Festival Resource](#) – it has been posted on the OBA website and on social media as a promotional

resource to encourage bands to come to festivals. Matt forwarded the resource to Sashi and the other OBA festival directors and have posted Sashi's feedback and welcomes the feedback other OBA festival directors. Any additional edits and changes can be added later once the other festival organizers have had a chance to review the document.

The regional representatives are interested in creating a media blast. The group is focusing on creating and posting reviewed and approved resources on the OBA and OMEA Potluck Resource Group resource pages. The regional reps talked about the OBA's presence on social media and getting the word out. Matt mentioned that the OBA is exploring the option of getting a few more people on their administrative accounts at the next AGM in November.

Regional Reps discussed that lists and resources are not being circulated to our respective school boards and are not always getting out to band directors because they appear to be at the whim of the local owners of those lists. As regional reps, our goals are to try our best to post every two weeks. Jane Sauders was very supportive about posting to the OMEA potluck group.

The group discussed one of our challenges and goals is to keep young teachers engaged and interested in teaching band programs. Arts Department heads and coordinators are not always promoting bands and resources are not always being shared with others. Band is not always a priority, and these resources are not always being shared with other directors. Our solution was to promote individually as much as possible on our own social media connections to the OBA posts and resources that are available. If we encourage our colleagues and connections to share as well our, our network will continue to grow.

Regional Reps are currently working on creating of some Grab and Go Resources - we are going to continue to use the shared Google Drive folders to add resources, ideas and start to create a collection of videos that we can send to Ari to post on social media. The focus of these resources will be to help new teachers who may not feel qualified or comfortable to consider starting and building instrumental band programs throughout the province. We also noticed that band directors seem reluctant to collaborate, to get together and to share resources, ideas or even to participate in activities with other schools and teachers. The group decided that our next area of focus could be to talk about challenges and create some shorts of tips and tricks and post these resources on a shared drive. We are also looking at creating a "first year of band pacing guide? We could provide an elementary and a secondary version.

Looking ahead we need ideas and resources for the beginning band director - we are for October and November. We will start to pull together these resources at our meeting in September.

Actions to be Undertaken by the Director

Continue to advise and when possible, participate in meetings and ensure that our objectives align with the OBA mandate.

Actions to be Undertaken by the Board

Consider making a template called a Band Blast or something similar that the OBA regional reps can quickly share approved resources on social media.