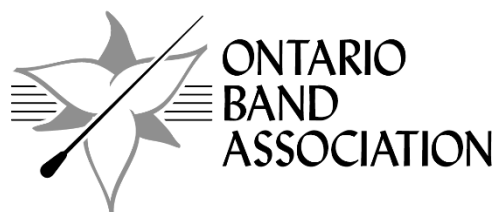


**Annual General Meeting  
Friday November 7 2025**



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## **Executive Report**

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***President***

***Matt Rodnick***

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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### **ACTIONS & RESPONSIBILITIES**

- Chaired board meetings and oversaw board operations.
- Represented the OBA to the boards of the Ontario Music Educators' Association and the Canadian Band Association. Attended the Canadian Band Association AGM on behalf of the Ontario Band Association.
- Attended events and supported directors with tasks on the day of the event such as set-up and registration.
- Worked with Angela, Michael, and Kito to expand the role of the bookkeeper on the OBA board to ensure financial stability going forward.
- Maintained regular communications with board members and the public.
- Worked closely with festival and honour band coordinators to ensure the smooth delivery of provincial programs and events.
- Oversaw membership growth and engagement initiatives, supporting both new and returning educators across Ontario.
- Implemented short-term measures to reduce expenditure and safeguard essential programming while maintaining the quality and accessibility of OBA events.
- Guided strategic planning discussions to refine the OBA's long-term sustainability.
- Pursued many new partnerships regarding expanding band programming across the province.

### **HIGHLIGHTS & RECOMMENDATIONS**

- This year, we moved back to host a budget meeting at the beginning of September. To ensure adequate financial oversight of OBA portfolios, I highly recommend that we maintain this practice in the future.
- Our organization moved towards the Zeffy platform to manage payment processing. This transition is expected to save the OBA thousands of dollars per year in credit card processing fees. Additionally, the internal features on Zeffy will track membership more effectively allowing for easier membership directory maintenance.

- In 2025, the OBA experienced several significant financial losses associated with event operations. These deficits were mitigated through careful oversight, but continued efforts will be required to rebuild our financial reserve.
- We have seen significant growth in our Regional Representatives team. Our amazing Regional Representatives have been at the forefront of developing some exceptional resources for band directors.

**FINANCIAL REPORT**

n/a

**CONCLUSION & VISION FOR THE COMING YEAR**

- Demand for OBA programming is at its highest level in organization history, and our membership numbers are the strongest they have ever been. We must continue to seek new partnerships to continue to expand access to band programming.
- As demand for band programming grows, so does the burden on our volunteer board. It will be imperative that we continue to develop additional revenue streams that can fund future band programming and ensure that the work we do as a board remains sustainable.

**Annual General Meeting  
Friday November 7 2025**



## **Executive Report**

### ***President-Elect***

***Lani Sommers***

*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

#### **ACTIONS & RESPONSIBILITIES**

- Created presentation for OMEA general meeting - presented by Matt Rodnick
- Worked with local event directors (Ottawa) to support the rollout of events
- Attend meeting with Executive members
- Organized CBA meeting location in Ottawa
- Maintained regular communication with board members
- Attended regular communications meetings

#### **HIGHLIGHTS & RECOMMENDATIONS**

- Highlights
  - Organization continues to offer strong programming for teachers and students across Ontario
  - More outreach to rural and non-GTA areas
- Recommendations
  - We should all make use of OBA emails for communication
  - Everyone should link their private account to their OBA email so that they can respond from OBA account - this will ensure consistency almost of us have too many emails (personal, work, etc.)
  - Apply to the [Canada Post Community Foundation Grants](#)

#### **FINANCIAL REPORT**

N/A

#### **CONCLUSION & VISION FOR THE COMING YEAR**

My hope is to continue the good work that Matt has been doing with the OBA and to seek out more streams of revenue for our organization.

**Annual General Meeting  
Friday November 7 2025**



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## **Executive Report**

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### ***Treasurer (Interim)***

***Kito Lam***

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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## **ACTIONS & RESPONSIBILITIES**

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Thank you for having me on as the Interim Treasurer, after taking on this responsibility from the lovely Past President and Interim Treasurer, Angela Tran. Since then, I have:

- Received training from Angela Tran and Michael Barth on day-to-day operations and have continued to reach out to them for advice
- Upheld the Treasurer's responsibilities as shown below
- Deployed the new Zeffy platform, ensuring that the OBA is able to keep 100% of the funds collected through credit card processing
- Worked with various board members to turn Zeffy into the primary membership tracking system
- Looked into Bingo funding, however, determined that it would not be possible as our charity spans across multiple regional jurisdictions, making it difficult to be successful on approval

Treasurer's responsibilities:

- Worked with the Bookkeeper, and delegate duties to the Bookkeeper as Required;
- Contacted vendors/directors/members for outstanding payments
- Responsible for the management of all OBA bank accounts;
- Regularly checked the ledgers, receipts, deposit books, and other financial records and ensure that they conform to generally accepted accounting principles;
- Kept full and accurate accounts of all receipts and disbursements of the OBA in proper books of account, and deposit all monies or other valuable effects in the name and to the credit of the OBA
- Disbursed the funds of the OBA under the direction of the Board of Directors;
- Ensured that the financial statements are maintained and available for review by the Membership of the OBA;
- Created account summaries for all OBA event directors upon request
- Ensured that an audit or financial review is conducted annually, as necessary.
- Obtained Certificate of Insurance for all events

Bookkeeper's responsibilities

- Submitted reports to Treasurer for OBA board meetings
- Reconciled monthly bank statements
- Processed all Accounts Receivable and Payable (EFT, cheques, bank drafts, Deposits, invoicing etc.)



- Monitored VISA account and card(s) including payment of monthly bills
- Issued charitable tax receipts for donations
- Generated invoices for Accounts Receivable
- Prepared financial reports by analyzing, collecting, and condensing account trends and information
- Maintained the current chart of accounts
- Created account summaries for all OBA event directors upon request
- Worked with accounting firm to prepare yearly financial review
- Prepared and filed yearly federal government return forms (eg. T3010), with assistance from accounting firm

### **HIGHLIGHTS & RECOMMENDATIONS**

As the OBA continues to flourish, the Board and designated representatives should continue to have conversations with corporate sponsors to open doors for ways to fundraise for the organization. This is especially important as operating and purchasing costs continue to increase.

With Zeffy, we have, and will continue to save thousands of dollars in processing fees, so those funds can be used more efficiently!

### **FINANCIAL REPORT**

Please see attached the 2024 Financial Statements for the fiscal year January 1, 2024 to December 31, 2024.

Compared to 2023, the OBA found itself in a better financial position where we were able to avoid running a deficit. Operating costs continue to rise, especially with venue rentals and travel expenses increasing, contributing to the slow recovery of the organization's financial position.

### **CONCLUSION & VISION FOR THE COMING YEAR**

The OBA runs a very impactful organization on musical development for students and teachers. I look forward for the OBA to continue delivering experiences and making connections that will be remembered for a lifetime. I look forward to assisting the OBA in securing additional donations, sponsorships, and partnerships that will allow for the OBA to continue delivering such experiences without financial hardship



**ONTARIO BAND ASSOCIATION**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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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, 2024**, 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, 2024, 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  
May 14, 2025

*Kendall, Sinclair, Cowper,  
Daigle & Houlden LLP*

Chartered Professional Accountants  
Licensed Public Accountants

**ONTARIO BAND ASSOCIATION**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2024**

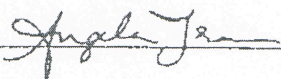
(With comparative figures as at December 31, 2023)

|                              | <u>ASSETS</u> | <u>2024</u>       | <u>2023</u>       |
|------------------------------|---------------|-------------------|-------------------|
| Current                      |               |                   |                   |
| Cash                         |               | \$ 85,306         | \$ 100,798        |
| Accounts receivable (Note 2) |               | 32,027            | 16,999            |
| Prepaid expenses             |               | <u>14,699</u>     | <u>1,690</u>      |
|                              |               | <u>\$ 132,032</u> | <u>\$ 119,487</u> |

|                                                   | <u>LIABILITIES</u> |                |                |
|---------------------------------------------------|--------------------|----------------|----------------|
| Current                                           |                    |                |                |
| Accounts payable and accrued liabilities (Note 3) |                    | \$ 10,788      | \$ 5,723       |
| Deferred revenue (Note 4)                         |                    | <u>103,885</u> | <u>113,415</u> |
|                                                   |                    | <u>114,673</u> | <u>119,138</u> |

|              | <u>NET ASSETS</u> |                   |                   |
|--------------|-------------------|-------------------|-------------------|
| Unrestricted |                   | <u>17,359</u>     | <u>349</u>        |
|              |                   | <u>\$ 132,032</u> | <u>\$ 119,487</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, 2024**

**(With comparative figures for 2023)**

|                                                           | <u>2024</u>                | <u>2023</u>          |
|-----------------------------------------------------------|----------------------------|----------------------|
|                                                           | <u><b>UNRESTRICTED</b></u> |                      |
| Balance beginning of year                                 | \$ 349                     | \$ 44,366            |
| Excess (deficiency) of revenue over expenses for the year | <u>17,010</u>              | <u>(44,017)</u>      |
| Balance end of year                                       | <u><u>\$ 17,359</u></u>    | <u><u>\$ 349</u></u> |

(See accompanying notes to financial statements)



# ONTARIO BAND ASSOCIATION

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2024

(With comparative figures for 2023)

|                                                           | <u>2024</u>      | <u>2023</u>        |
|-----------------------------------------------------------|------------------|--------------------|
| Revenue                                                   |                  |                    |
| Membership, dues and association fees                     | \$ 206,767       | \$ 82,270          |
| Donations and sponsorship                                 | 34,454           | 22,247             |
| Other                                                     | 2,476            | 5,443              |
|                                                           | <u>243,697</u>   | <u>109,960</u>     |
| Expenses                                                  |                  |                    |
| Travel                                                    | 61,910           | 52,714             |
| Professional services                                     | 58,357           | 37,091             |
| Occupancy costs                                           | 55,112           | 26,496             |
| Advertising and promotion                                 | 16,683           | 9,703              |
| Bank charges                                              | 8,884            | 6,735              |
| Office supplies                                           | 7,815            | 4,980              |
| Other                                                     | 5,541            | 2,801              |
| Donated and purchased supplies and assets                 | 5,105            | 4,515              |
| Professional fees                                         | 3,525            | 3,720              |
| Insurance                                                 | 2,280            | 2,222              |
| Bad debts                                                 | 1,200            |                    |
| Membership                                                | 275              | 3,000              |
|                                                           | <u>226,687</u>   | <u>153,977</u>     |
| Excess (deficiency) of revenue over expenses for the year | <u>\$ 17,010</u> | <u>\$ (44,017)</u> |

(See accompanying notes to financial statements)



ONTARIO BAND ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2024

(With comparative figures for 2023)

|                                                           | <u>2024</u>      | <u>2023</u>       |
|-----------------------------------------------------------|------------------|-------------------|
| Operating activities                                      |                  |                   |
| Excess (deficiency) of revenue over expenses for the year | \$ 17,010        | \$ (44,017)       |
| Changes in non-cash working capital                       |                  |                   |
| (Increase) decrease in:                                   |                  |                   |
| Accounts receivable                                       | (15,028)         | (1,193)           |
| Prepaid expenses                                          | (13,009)         | 24,330            |
| Increase (decrease) in:                                   |                  |                   |
| Accounts payable and accrued liabilities                  | 5,065            | (11,061)          |
| Deferred revenue                                          | <u>(9,530)</u>   | <u>92,320</u>     |
| Increase (decrease) in cash                               | (15,492)         | 60,379            |
| Cash beginning of year                                    | <u>100,798</u>   | <u>40,419</u>     |
| Cash end of year                                          | <u>\$ 85,306</u> | <u>\$ 100,798</u> |

(See accompanying notes to financial statements)

**ONTARIO BAND ASSOCIATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2024**

**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, 2024**

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**

|                          | 2024             | 2023             |
|--------------------------|------------------|------------------|
| HST rebate               | \$ 11,182        | \$ 6,399         |
| Contributions receivable | 20,845           | 10,600           |
|                          | <u>\$ 32,027</u> | <u>\$ 16,999</u> |

3. **Accounts Payable And Accrued Liabilities**

|                           | 2024             | 2023            |
|---------------------------|------------------|-----------------|
| Accrued professional fees | \$ 3,500         | \$ 3,500        |
| Trade payables            | 7,288            | 2,223           |
|                           | <u>\$ 10,788</u> | <u>\$ 5,723</u> |

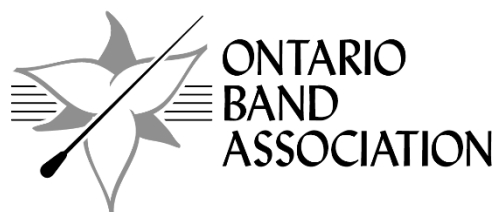
4. **Deferred Revenue**

Deferred revenue is sponsorship or event related revenue received or receivable that will be recognized as a result of events held subsequent to year end. All deferred revenue is recognized in the next fiscal year on a regular basis.

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

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

**Annual General Meeting  
Friday November 7 2025**



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## **Executive Report**

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***Secretary***

***Steffan Brunette***

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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### **ACTIONS & RESPONSIBILITIES**

Attended Board and Executive meetings, soliciting reports and organizing documents as needed to run an efficient meeting. Took minutes and offered advice where I could.

Did a review of the Bylaws and relevant Policies that needed updating, providing recommendations to the Board for the various changes that I felt were needed.

Advised the Board on the rules that guide our meetings, and our organizational structure, especially as they relate to the issues around membership changes, job descriptions, Positions of Responsibility, and Conflict of Interest guidelines.

### **HIGHLIGHTS & RECOMMENDATIONS**

Somewhere in the distant past, the wise and learned Dennis Beck thought I might be the person to bring into the OBA as a newsletter editor to take over the publication of *In Harmony*, then an honest-to-goodness printed-on-paper newsletter. I was invited into the inner sanctum of Board meetings where I had a chance to meet so many people whose advice remains influential in my teaching and musical life today.

I recall organizing the physical printing of dozens and dozens of newsletters, printing address labels, affixing stamps, and sealing them all up individually to go out to our membership. And I remember Dennis telling me I used too many exclamation marks in my writing!!

At the AGM in 2013, I took on the role of Secretary where I've remained for the past 12 years. It's a role that suits me well, and I've been happy to make behind-the-scenes contributions to the OBA as its portfolios have grown, and its offerings seem more in demand than ever.

At this stage in my life, it's prudent for me to step aside for a new Secretary to take over. I'll remain available for what sage wisdom I might be able to offer them, for as long as I am needed.

I hope to stay in contact with everyone, if not through email and other means, then in person at conducting conferences, at festivals, and in the many other ways the Ontario Band Association works to build a community of directors working towards Building Better Bands.

**FINANCIAL REPORT**

Since I no longer have to buy stamps and envelopes for newsletters any more – *nil*.

**CONCLUSION & VISION FOR THE COMING YEAR**

I sense a need for a thoughtful plan to reconsider the directorship structure within the OBA, especially since the organization is functioning at or near the maximum number of directorships allowable in the official Constitution.

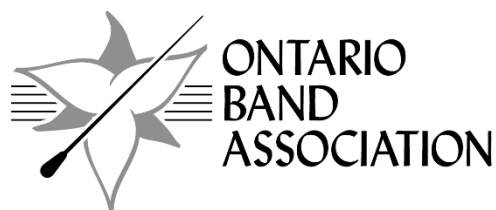
There are “artifacts” in the Bylaws that are no longer being honoured, and these should be addressed or removed at the next AGM – especially language surrounding committees that are intended to be ongoing standing committees but have remain unseated for the past few years.

The OBA has made great strides in trying to establish a presence beyond the GTA, and this ongoing effort will pay off so long as we can provide our wide-ranging membership with the resources, tools, and professional events that are the cornerstones of this organization.

Go Band!



**Annual General Meeting  
Friday November 7 2025**



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## **Executive Report**

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### ***Past-President***

***Angela Tran***

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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#### **ACTIONS & RESPONSIBILITIES**

- Attended all executive and board meetings
- Available to be consulted by any board member and general membership
- It was a pleasure to step into the role of Past-President for the first year and work closely with the President and President-elect. I provided general support and a contributing member of the executive team. I've attended all board meetings and was invited to various meetings with members of the board through our internal communications.
- Since July of 2024, I took on the role of Interim Treasurer. I've learned a lot and I thank Michael Barth for always being there with his patience and knowledge about the financial operations so well.
- Actions and Responsibilities of OBA Treasurer
  - Worked with the Bookkeeper, and delegate duties to the Bookkeeper as Required;
  - Contacted vendors/directors/members for outstanding payments
  - Responsible for the management of all OBA bank accounts;
  - Regularly checked the ledgers, receipts, deposit books, and other financial records and ensure that they conform to generally accepted accounting principles;
  - Kept full and accurate accounts of all receipts and disbursements of the OBA in proper books of account, and deposit all monies or other valuable effects in the name and to the credit of the OBA
  - Disbursed the funds of the OBA under the direction of the Board of Directors;
  - Ensured that the financial statements are maintained and available for review by the Membership of the OBA;
  - Created account summaries for all OBA event directors upon request
  - Ensured that an audit or financial review is conducted annually, as necessary.
  - Obtained Certificate of Insurance for all events
  - Processed all Accounts Receivable (EFT, cheque, bank draft)

**HIGHLIGHTS & RECOMMENDATIONS**

- It was a pleasure to work alongside Matthew Rodnick and the executive team.
- It was a pleasure to take on the role of interim Treasurer during my past-president term. We were thrilled to have Kito Lam step into the interim Treasurer role in August 2025.
- With the immense growth we are experiencing across the OBA board with our events and initiatives, suggesting increasing efforts in finding avenues for more donations and sponsorships to sustain and maintain success in bringing band to educators and students in Ontario. The executive team with the support from the Industry Rep will be holding conversations about this strategy in the coming year.

**FINANCIAL REPORT**

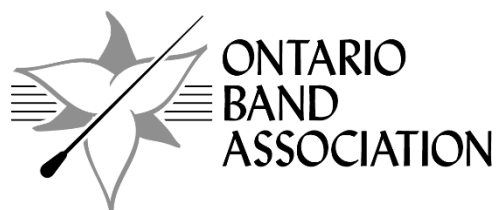
n/a

**CONCLUSION & VISION FOR THE COMING YEAR**

It's exciting to see the huge growth of events at the OBA and to see the great impact in the community. We hope to see more educators and students involved in the upcoming events. Bring a friend or more!

It's been a pleasure to be part of this wonderful organization for the past 10 years. I've learned so much about what it takes to be a fully volunteer organization, being a leader, the wins and setbacks, being fully online, rebuild again and again. I want to thank everyone on the board who made it possible from all the way from 24 years ago (OBA turns 25 next year!) to just a couple of months. Everyone from board members to representatives, from committee members to volunteers, from parents to students., and from sponsors to vendors. This whole community made it possible for the OBA to thrive and to create this wonderful community for band education. I'm looking forward to seeing the next chapter and adventure for the OBA. I'm still around and be consulted and volunteer here and there. Thank you for the ride and don't be a stranger.

**Annual General Meeting  
Friday November 7 2025**



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## **POR Report**

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### ***Communications Co-ordinator***

***Ari Mohindra***

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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#### **ACTIONS & RESPONSIBILITIES**

- Liaised with event directors to gather and coordinate distribution of information
- Maintained and updated social media channels (Instagram/Facebook/X) and website with relevant programming/events, opportunities, resources, and operational updates
- Put together and sent out Monthly Musical Interlude newsletter and periodic special event/update newsletters as needed
- Remained accessible for urgent updates on websites/socials
- Attended 90% of board meetings
- Assisted in migrating existing Jotform event forms to Zeffy (thank you to Kito Lam for investigating and setting up that system for the OBA).

#### **HIGHLIGHTS & RECOMMENDATIONS**

##### **Positive Engagement Updates since the last AGM:**

##### **Instagram**

- +253 follows
- +26.7% (9.8k total) reach
- +30.6% content interactions
- +50% views (11k total)
- 3k total profile visits from content

##### **Facebook**

- +60 follows
- +154.5% (28) interactions on stories
- +77.1% views (30k total)
- 2.6k total profile visits from content

##### **Mailchimp (newsletter):**

- +3.4% open rate
- +32.0% click rate (percentage who clicked a link inside the email)

##### **Website:**

- +1% site sessions (27,617 total)
- +8% unique visitors (15,726)

## **FINANCIAL REPORT**

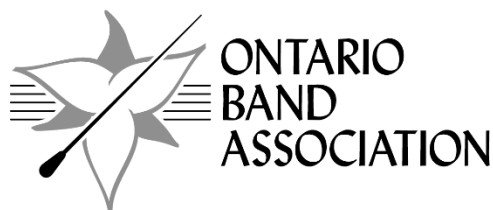
N/A

## **CONCLUSION & VISION FOR THE COMING YEAR**

- The OBA has maintained solid engagement and presence across our social media channel and website this past year. To build upon this success and continue to connect with our members, the 2025/2026 communications strategy will focus on:
  - regular posting
  - expanding content variety
  - celebrating member highlight and achievements
  - enhancing accessibility
  - consolidating style and content type across social media channels
  - fostering greater and more streamlined collaboration across internal portfolios to support communication output.



**Annual General Meeting  
Friday November 7 2025**



## **POR Report**

***Industry***

***Chris Reesor***

*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

### **ACTIONS & RESPONSIBILITIES**

The role of the Industry Rep is to provide insight and guidance on support from industry partners. And to provide advice on how to approach newer industry partners for support to our growing offerings of programmes.

### **HIGHLIGHTS & RECOMMENDATIONS**

One of life's constants is change. And the Music Industry is not immune. Many challenges are still faced post COVID and smaller stores still struggle. Please share your limited budgets across the entire industry if you can.

Festival season is coming fast. Please order your extra scores soonest so your supplier has time to order them in for you.

### **FINANCIAL REPORT**

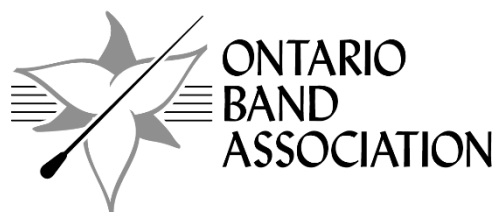
N/A

### **CONCLUSION & VISION FOR THE COMING YEAR**

This will be my final report after 20 years as the Industry Rep. To all of the board members I've worked with over the past 20 years, you can all be extremely proud of all the accomplishments and growth that the OBA has experienced over these 20 years. To the OBA members, your board continues to look for ways to remain relevant to your professional development, and those of your students. They are all very focussed on being inclusive for all areas of the province and to offer experiences at affordable costs for everyone's benefit. Thank you all for the opportunity to serve alongside you over these years. It has truly been an honour.



**Annual General Meeting  
Friday November 7 2025**



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## **POR Report**

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### ***Elementary Music Education Advocate***

*Troy Jones*

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

#### **ACTIONS & RESPONSIBILITIES**

- Aided with logistics and events associated with the OBA.
- Worked on creating a model of support for general music teachers by exploring the possibilities of a mentor network.
- Worked with potential school boards to find a suitable way to test model of support.
- Began reviewing data on bands participating in the concert band festival and began on working on ways to increase elementary representation.

#### **HIGHLIGHTS & RECOMMENDATIONS**

- In this cycle of the Elementary Music Education Advocate portfolio, I will be looking to implement the testing of the mentor network.
- In this cycle of the Elementary Music Education Advocate portfolio, I will be looking to bring forward suggestions to the Executive to help support elementary representation at competitive and non-competitive festivals.

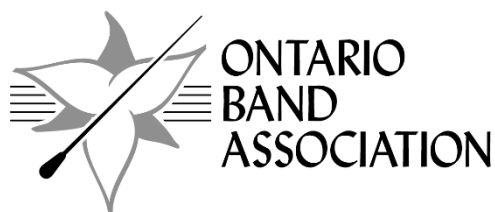
#### **FINANCIAL REPORT**

N/A

#### **CONCLUSION & VISION FOR THE COMING YEAR**

- This past year saw an understanding / scope of need in helping create positive change in addition to providing an elementary voice for band directors at Provincial discussions.
- In the years coming - the plan / vision for the portfolio is to take the recommendations listed above (mentor network to help support generalists and support to foster more elementary bands at festivals) and implement them to create positive change for students, elementary music education, and educators.

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## **Director's Report**

### ***Provincial Honour Band***

***Alicia Kennedy***

*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

|                           |                        |
|---------------------------|------------------------|
| <b><i>Event Date:</i></b> | <b>Nov 5 – 8, 2025</b> |
| <i>(next milestone)</i>   |                        |

## **ACTIONS & RESPONSIBILITIES**

- Planned another OPHB for 2025! Highlights include:
  - Securing Dr. Travis Cross as this year's conductor
  - Booking Michele Jacot, clarinet, as the band's Yamaha Guest Artist
  - Successfully renegotiating our previous sponsorship with Cosmo into one with Long & McQuade, who not only continued to provide an on-site repair tech, but also offered to deliver the Yamaha percussion to camp a day early this year, taking a lot of stress out of the morning of the first day of the program
- Continued to try and update processes to make parts of this event more efficient, including:
  - Digitizing our audition feedback form for less waste and ease of access to that feedback
  - Increasing the number of audition listening rooms in an attempt to shorten the audition listening day for panelists (unsuccessfully, but only because we keep getting more auditions!)
- IMC graciously increased their sponsorship donation for us this year, helping to further ease the costs of the OPHB shirts

## **HIGHLIGHTS & RECOMMENDATIONS**

- We continue to hit new records on our audition count, this year with a total of 182 auditions
- The band also continues to grow, with a total of 84 musicians this year!
- I want to continue to try and ease the audition process on panelists, but increasing to 4 listening rooms in response to the increased number of auditions

- I hope to continue the expanded sponsorship with Long & McQuade, which will greatly ease stress and time constraints at the start of the program
- Continue to search for other ways to ease costs, as much of our revenue comes from participant's registration fees. I want to be able to provide as many students as possible with this opportunity, without presenting too much of a financial barrier to prospective participants.
- We had one of our broadest participation ranges this year, with students from 38 different schools, 11 of which are outside of the GTA. We even have a participant coming from Dryden, which I believe is the furthest in OPHB history!

## **FINANCIAL REPORT**

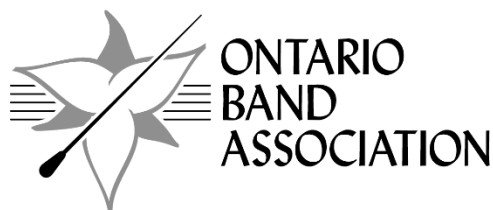
- Last year was a difficult year for us, as costs had risen but our participation fee had not. A note that these numbers are for OPHB 2024, as OPHB 2025 is not yet complete.
- Last year's revenue totalled \$37,095, with the vast majority of that number coming from Registration Fees (\$32,340). Other main revenue sources include audition fees, music folder payments, our IMC sponsorship, and school concert fee.
- Last year's expenses totalled \$44,646.58, with major costs including the camp fee for Jackson's Point, bussing costs, and hotel costs.
- As a result, the program ran a deficit of \$7551.58

## **CONCLUSION & VISION FOR THE COMING YEAR**

- My goals for next term are to continue to try and keep costs down for the program, while still providing the meaningful, enriching experience participants have come to expect. I want to try to avoid raising participation fees as much as possible, while still considering that it is the program's main form of revenue.
- I truly love running this program, and I hope that continues to serve as a cornerstone event for young musicians from across Ontario. I hope we continue to broaden accessibility to this program outside of the GTA!



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## **Director's Report**

### ***Capital Region Junior Winds Honour Band***

***Lani Sommers***

*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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

## **ACTIONS & RESPONSIBILITIES**

- Hosted the Capital Region Junior Winds Honour Band at Ashbury College under the direction of Dylan Rook Maddix
- 120 students participated (Grades 7 & 8)
- Confirmed Ashbury for 2026
- Currently seeking conductor for event (considering Sommer Forrester, Lea McGray, or Colleen Richardson)

## **HIGHLIGHTS & RECOMMENDATIONS**

### **Highlights**

- Counselor Jeff Lieper came to present Ashbury College with proclamation recognizing 10 years of music hosted at Ashbury College and organized by the OBA
- Presented an all-Canadian concert right down to red shirts!

### **Recommendations**

- Karen Reyburn is keen to take over the event with my support this year - she helped last year but we are ready to pass the role over to her should she be approved by the board to take over

## **FINANCIAL REPORT**

Attached - please note: donations and free services were much higher than anticipated this year (\$2200 with cash and online combined!). Long and McQuade provided ALL clinicians for free (we usually pay for one or two), Costco donated \$300, and Metro \$100.

**CONCLUSION & VISION FOR THE COMING YEAR**

- Continue to work with Long and McQuade, Costco, and Metro for free services.
- If numbers are high order all food from Ashbury because the budget will support it easily



|                       |                                         |
|-----------------------|-----------------------------------------|
| <b>Event Name</b>     | Capital Region Junior Winds Honour Band |
| <b>Event Director</b> | Lani Sommers                            |
| <b>Event Date</b>     | May 4 - 6, 2025                         |

## Revenue

|                                                         | <b>Projected</b>   | <b>Actual</b>      |
|---------------------------------------------------------|--------------------|--------------------|
| <b>Item</b>                                             |                    |                    |
| Sponsorship - Costco                                    | 300                | \$200.00           |
| Sponsorship - Metro                                     | 100                | \$100.00           |
| Sponsorship - Long and McQuade (Clinicians - all free!) |                    |                    |
| Registration Fees                                       | \$7,500.00         | \$8,325.00         |
| Online <b>Donations</b>                                 | \$1,000.00         | \$1,000.00         |
| Cash <b>Donations</b>                                   | \$1,200.00         | \$1,200.00         |
| <b>Total</b>                                            | <b>\$10,100.00</b> | <b>\$10,825.00</b> |

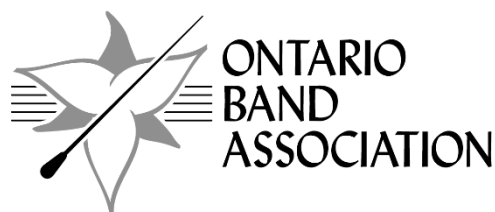
## Expenses

|                            |                   |                   |
|----------------------------|-------------------|-------------------|
| <b>Item</b>                |                   |                   |
| Clinician                  | 1250              | \$1,250.00        |
| Clinician - Meals          | 126.56            | \$126.56          |
| Clinician - Hotel          | \$562.76          | \$562.76          |
| Clinician - Transportation | \$43.88           | \$43.88           |
| Clinician - Flights        | \$668.51          | \$668.51          |
| T-shirt Order              | 1624.38           | \$1,624.38        |
| Meals - Ashbury            | 1178.51           | \$1,178.51        |
| Meals - OBA (pizza pizza)  | \$478.93          | \$478.93          |
| Other Snacks               | 125               | \$125.00          |
| Print Music                | 310.46            | \$310.46          |
| Harknett Folders           | 794.96            | \$794.96          |
| <b>Total</b>               | <b>\$7,163.95</b> | <b>\$7,163.95</b> |

|            |                 |                   |
|------------|-----------------|-------------------|
| <b>Net</b> | <b>\$2,936.</b> | <b>\$3,661.05</b> |
|------------|-----------------|-------------------|

2200 - donations! Net actually lower

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## **Director's Report**

### ***Laurier Honour Band***

*Troy Jones*

*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

|                         |                    |
|-------------------------|--------------------|
| <i>Event Date:</i>      | January 9-11, 2026 |
| <i>(next milestone)</i> |                    |

#### **ACTIONS & RESPONSIBILITIES**

- Completed 10th anniversary edition of the Laurier / OBA Honour Bands.
- Worked with Dan Austin and Wesley Cheang in creating a commission (*Dyadic*) that was played in a mass band setting at the conclusion of the 10th anniversary concert.
- Helped other events and logistics within the OBA during the year.
- Secured sponsorship for previous and current year with Long and McQuade - Waterloo.

#### **HIGHLIGHTS & RECOMMENDATIONS**

- 140 Participants.
- Commissioned piece (*Dyadic*).
- Continued thank you for the incredible work of the Laurier / OBA Honour Band Committee - Janet Sunga, Cassie Miller, Emma Bilger and CJ Buelow.

#### **FINANCIAL REPORT**

Please see attached.

#### **CONCLUSION & VISION FOR THE COMING YEAR**

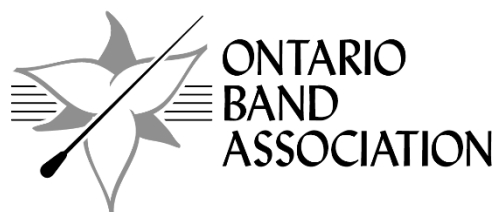
- *Dyadic* was composed and gifted to the OBA by Dan Austin and Wesley Cheang. It is a beautiful piece showcasing the triumph and growth of the band through difficult times (i.e. Covid). It is a wonderful celebration of music - check it out!

- This band has seen tremendous growth and has done great work in enriching the musical experiences of the Kitchener - Waterloo students and programs as well as others across Ontario.
- For several months, Laurier and OBA have been working to create a new vision for the former Laurier / OBA Honour Band... **BANDFEST!**
- Bandfest will be an incredible collision of all things band January 9-11, 2026. **Vision Statement** - *BandFest offers an accessible, inspiring ensemble experience where students connect with peers, learn from professional musicians, and enhance their musicianship. Aiming for three ensembles, students will be placed in one of the following groups:*
  - Gold Band — Grade 5- 8 or beginner to 2 years
  - Purple Band — Grade 9/10 or 2–3 years playing experience
  - Hawk Band — Grade 11/12 or 3+ years playing experience
- Registration is now open! Check out the information at the the Laurier and OMEA booths!



| <b>Revenue</b>                            | <b>2025 Projected</b> | <b>2025 Actual</b> |
|-------------------------------------------|-----------------------|--------------------|
| Registration Fees (\$75 per student)      | \$8,775.00            | <b>\$8,850.00</b>  |
| Concert Donations                         |                       | <b>\$937.20</b>    |
| Folder Purchases                          | \$1,200.00            | <b>\$1,200.00</b>  |
| LCMC Sponsorship                          |                       |                    |
| L&M Sponsorship                           | \$500.00              | <b>\$500.00</b>    |
| Other Sponsorship                         |                       |                    |
| <b>Total Revenue</b>                      | <b>\$10,475.00</b>    | <b>\$11,487.20</b> |
|                                           |                       |                    |
|                                           |                       |                    |
| <b>Expenses</b>                           |                       |                    |
| Conductor (\$400 / band)                  | \$800.00              | <b>\$800.00</b>    |
| Conductor Expenses                        | \$0.00                | <b>\$129.60</b>    |
| Advertising/Printing                      | \$0.00                | <b>\$0.00</b>      |
| Committee Expenses (Meals, Miscellaneous) | \$800.00              | <b>\$724.26</b>    |
| Parking - WLU                             | \$0.00                | <b>\$0.00</b>      |
| Gas                                       |                       |                    |
| Snacks                                    | \$585.00              | <b>\$415.16</b>    |
|                                           |                       |                    |
| Meals For Participants                    | \$2,925.00            | <b>\$3,221.78</b>  |
| T-Shirt Keep-sake                         | \$1,404.00            | <b>\$1,555.95</b>  |
| Hotel                                     | \$900.00              | <b>\$946.62</b>    |
| Music Folder Purchases (Harknett)         | \$720.00              | <b>\$703.76</b>    |
| Guest Artist Performer / Section Leaders  | \$0.00                | <b>\$0.00</b>      |
|                                           |                       |                    |
| Sheet Music (Harknett)                    | \$141.25              | <b>\$141.25</b>    |
| Recital Hall Rental                       | \$2,000.00            | <b>\$2,308.03</b>  |
| OTHER                                     |                       |                    |
|                                           |                       |                    |
| <b>Total Expenses</b>                     | <b>\$10,275.25</b>    | <b>\$10,946.41</b> |
|                                           |                       |                    |
|                                           |                       |                    |
| <b>Total Profit</b>                       | <b>\$199.75</b>       | <b>\$540.79</b>    |

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## **Director's Report**

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### ***Western Intermediate Honour Band***

***Matthew Rodnick***

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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

## **ACTIONS & RESPONSIBILITIES**

- Worked with Intermediate Honour Band Committee: Colleen Richardson, Shawn Chabot, and Sarah Baigent
- Booked Clinicians
- Oversaw Registration
- Ordered Sheet Music
- Created Part Assignments and Distributed Music
- Carried Out Event

## **HIGHLIGHTS & RECOMMENDATIONS**

- This year, we had 190 registrants. This was the highest number of students we have ever had participate.
- Participants were from a much wider geographical area and some came from as far away as North Bay
- New registration system was a huge success. Our new process has students register prior to the teachers providing a recommendation. This made it easier for teachers to have their students register.
- This year we opened registration in June rather than September. This gave students much more additional time to practice their music.

## **FINANCIAL REPORT**

### **Revenue:**

Registration - \$12 705

### **Expenses:**

Food – \$3201.71

Clinicians - \$1740

T-Shirts – \$2718.66

Facility Rental - \$602.75

Gift Cards: \$700

Total Expenses: \$9263.12

Total Profit:

\*Please note that Theatre Rental charges have yet to be factored into the finances above.

## **CONCLUSION & VISION FOR THE COMING YEAR**

- We are going to continue to work on improving the registration system to expand access to students attending from greater geographic regions.

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## **Director's Report**

### ***Provincial Band Festival***

*Jessica Puskar*

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

## **ACTIONS & RESPONSIBILITIES**

The 23rd OBA Provincial Band Festival was set to host about 170 ensembles at the Chinese Cultural Centre (CCC) from February 10-14, 2025. Many groups were not able to participate on Thursday February 13th due to inclement weather. Volunteers from the OBA, TYWO and students from participating schools were key in setting up the festival on February 7th and 9th, and in tearing it down on February 14th. Adjudicators included Dr. Shelley Axelson, Dr. Dylan Maddix, Dr. Benjamin Lorenzo, Bill Thomas, Dr. Armand Hall, Dr. Christopher Morehouse, and Dr. Colleen Richardson. Our Director's social was held on the night of February 14th, with Shelley Axelson as our keynote speaker.

Finances were a major issue for the 2025 Festival. We ran into countless unexpected costs, including kitchen rental fees, caterer fees, extra audio fees, etc. Additionally we lost Cosmo music, one of our main sponsors.

Since the festival, a meeting was held in the Spring where the festival committee de-briefed and discussed changes for the next festival. Steven Fishman continues to be our contact at the CCC, and has worked with us to secure our 2026 spaces and contract. Jessica and Mark are currently working with the CCC's audio team to provide a smoother experience for our directors.

Registration for the 2026 festival opened at 9:08am on September 29th and reached capacity by 9:23am. We currently have 168 bands on the festival schedule. With drop outs and re-organizing, a final draft of the schedule will be released after December 15th, which is the final day to drop out of the festival while still receiving a full refund.

## HIGHLIGHTS & RECOMMENDATIONS

We are thrilled with the response to this years' registration, and have worked tirelessly to get everyone on our schedule.

## FINANCIAL REPORT

Please note that some of these costs are accurate for 2026, some are estimates based on 2025 invoices.

| 2026 PBF Costs               |                  |
|------------------------------|------------------|
| Chinese Cultural Centre      | CA\$36,223.85    |
| Adjudicator Hotel            | 5,288.40         |
| Adjudicator Honourariums     | 17,500.00        |
| Adjudicator Flights/Expenses | 5,300.00         |
| Catering                     | 3,800            |
| Catering TAB                 | 200              |
| Photography                  | 3,344.80         |
| Office Supplies              | 200              |
| Volunteer Food               | 1,500            |
| Graphic Design               | 350              |
| T-shirts                     | 3,214.15         |
| Rental Truck                 | 250              |
| Harknett Scores              | 1,000            |
| Director's Social Fees       | 850              |
|                              |                  |
|                              | <b>79,021.20</b> |

## CONCLUSION & VISION FOR THE COMING YEAR

For the 2026 Festival, we will be joined by adjudicators Dr. Dennis Llinas, Dr. Sommer Forrester, Dr. Thomas Gamboa, Dr. Peter Haberman, Sandi Chasson, Mark Caswell, and Jeffrey King, co-author of the *Foundations for Superior Performance* series. Mr. King will also be our keynote speaker at the Director's Social on Friday February 13th. EnVille catering will once again be providing catering services for the 2026 festival. In order to keep up with our costs, we made the difficult decision to increase registration fees to \$550, up from \$425 last year. We are hoping that this extra revenue will allow us to be prepared for any unexpected costs that come our way in 2026.

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## **Director's Report**

### ***Small Ensemble Festival***

***Jennifer Cresswell***

*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

|                         |                   |
|-------------------------|-------------------|
| <i>Event Date:</i>      | April 7 – 9, 2026 |
| <i>(next milestone)</i> |                   |

## **ACTIONS & RESPONSIBILITIES**

Successfully ran the UTSC Small Ensemble Festival, including three days of performances ranging from public elementary-aged students to high school, as well as private schools and private music schools. Four adjudicators were hired for the event, with two stages running on the final day. The UTSC theatre was used as the main stage, and adjacent lecture halls were reserved for storage and warm-ups.

MusicFest invitations were distributed to those ensembles who were successful in earning Gold standing in their performances.

## **HIGHLIGHTS & RECOMMENDATIONS**

The festival has excellent support from the UTSC with both personnel, including on-site associate directors, and student volunteers. L. Tucker and A. Guo, from the UTSC Arts and Media program, were instrumental in facilitating the festival. OBA board members, A. Tran and S. Ramu, were both on site to support the festival. UTSC also provided the recording equipment and stage managers to ensure the technical set-up was effective.

It is recommended to reconsider the venue logistics and relocate the main performance area to the UTSC Arts & Media building to simplify equipment and participant movement and reduce access requirements to other UTSC spaces requiring security access. Additionally, recording equipment should be sourced and tested in advance to simplify the set-up required to record on multiple channels simultaneously. Video recording is not recommended as directors and spectators have personal recording devices and could record, if desired; there were many technical issues with borrowed video recording equipment.

## **FINANCIAL REPORT**

| SEF 2025                | Cost               | Income         |
|-------------------------|--------------------|----------------|
| Sponsorship (Yamaha)    |                    | \$500.00       |
| Registrations (61)      |                    | \$6,100.00     |
| Adjudicators            | -\$4,163.20        |                |
| Administration          | -\$802.69          |                |
| Food (volunteers/adjud) | -\$628.52          |                |
| Venue                   | Donated by UTSC    |                |
| Recording Equipment     | Donated by UTSC    |                |
| <b>TOTAL</b>            | <b>-\$5,594.41</b> | <b>\$6,600</b> |

UTSC SEF 2025 concluded with a \$1,005.59 surplus.

Cost-saving elements included in-house food (A. Tran) and deferring purchase of a photo backdrop. A second stage also accommodated more registrations than SEF 2024.

## CONCLUSION & VISION FOR THE COMING YEAR

The UTSC SEF was a success in 2025, with three days of performances across a huge variety of genres and ensemble compositions. Adjudicators commented that they did not fully appreciate the broad musical nature of the festival prior to participating.

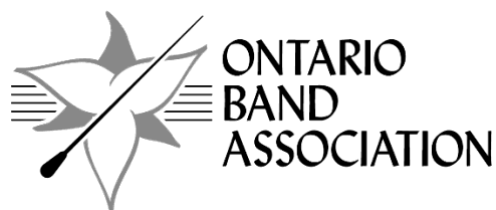
Director J. Cresswell believes that this format is the path forward in current music education; it offers educators flexibility through removal of restrictions on ensemble make-up and genre(s) of music, and is a departure from the rigidity of traditional festival categories, allowing broader participation for groups that do not fit into traditional formats, or who cannot effectively perform repertoire that requires specific, balanced instrumentation.

Due to the generous support of the UTSC, and despite the registration increases over the past two years, the festival is operating within budget and offers a relatively inexpensive and high-level musical experience at a venue that is easily accessible from the 401, allowing schools and community groups from the GTA, Peel, York, and Durham regions to easily attend.

The festival will be under new directorship in 2026, but the current director will remain involved to facilitate the transition of this unique festival.



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## **Director's Report**

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### ***Golden Horseshoe Music Festival***

*Shashi Ramu*

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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|                    |                               |
|--------------------|-------------------------------|
| <i>Event Date:</i> | <b>February 17 – 20, 2026</b> |
|--------------------|-------------------------------|

#### **ACTIONS & RESPONSIBILITIES**

The 2025 Festival was a big success. 168 Ensembles participated across 3 stages at Mohawk College. Many great performances, adjudications, clinics, etc. This was our first year at the venue and we learned about its nuances and internal logistics/site specific features. The festival hosted close to 7000 students over 4 days. There were 110 Concert Bands, 35 Jazz Bands, 13 Orchestras, and 11 Ensembles including some rock bands and guitar groups.

#### **HIGHLIGHTS & RECOMMENDATIONS**

Our biggest learning curve was how many volunteers we will need to run this festival. We were extremely short staffed for the entire week. The volunteers and staff who were present worked very hard and tirelessly to keep the festival moving.

#### **FINANCIAL REPORT**

Attached is 2025 actual and 2026 Projection

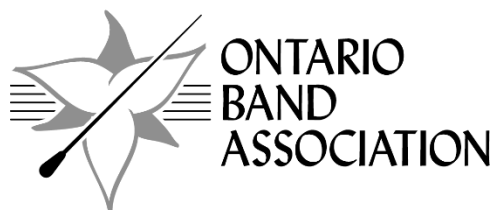
#### **CONCLUSION & VISION FOR THE COMING YEAR**

The 2026 festival currently has 179 ensembles registered with space for over 190. We have streamlined expenses, and our primary focus is volunteer recruitment. Our efforts in this area will accelerate through November, December and January. All of our participant update info will now live on our website. New participants can still register online at \$475 per ensemble (up \$50 from 2025). Our full adjudicators slate (bios, info, etc) is available on the website. Our discussions for equipment partnerships are under way. There will be changes to the director workload including some more delegation and outsourcing.

|                               |                                            |                                        |                                                         |
|-------------------------------|--------------------------------------------|----------------------------------------|---------------------------------------------------------|
| GHMF 2025                     |                                            | last update: November 2                |                                                         |
| EXPENSES                      |                                            | ACTUAL                                 |                                                         |
|                               |                                            | Note: These amounts do not include HST |                                                         |
| Mohawk Rental                 | 32000                                      | 32834.49                               |                                                         |
| Adjudicators                  |                                            |                                        |                                                         |
| Fees                          | 18,300                                     | 19200                                  |                                                         |
| Hotel                         | 4770                                       | 4960.88                                |                                                         |
| Incidentals                   | 1000                                       | 1778.5                                 |                                                         |
| Adjudicator Travel            | 500                                        | 277                                    |                                                         |
|                               |                                            |                                        |                                                         |
| Pizza for Volunteers          | 1000                                       | 433.39                                 |                                                         |
| Printing                      | 4000                                       | 4071.56                                |                                                         |
| Break Room food, set up , tea | 0                                          | 211.1                                  |                                                         |
| Parking at Moh                | 0                                          | 885                                    |                                                         |
|                               |                                            |                                        |                                                         |
| HPYO Performance Honourari    | 1000                                       | 0                                      |                                                         |
| Equipment                     |                                            |                                        |                                                         |
|                               |                                            |                                        |                                                         |
| Office Supplies               | 500                                        | 472.61                                 |                                                         |
| USB Keys                      | 420                                        | 420                                    |                                                         |
| T Shirts for volunteers       | 0                                          |                                        |                                                         |
| Rental Equipment              | 3000                                       | 2708.68                                |                                                         |
| Purchase of 36 Music stands   | 1886                                       | 1857.60                                |                                                         |
|                               |                                            |                                        |                                                         |
| Moving Expenses               |                                            |                                        |                                                         |
|                               |                                            |                                        |                                                         |
| Movers for the two fridays    | 2000                                       | 1196.44                                |                                                         |
| Movers 16ft CCC-Mohawk Feb    | 500                                        | 535                                    |                                                         |
| Monday after movers           | 500                                        | 535                                    |                                                         |
|                               |                                            |                                        |                                                         |
| Misc Thank you gifts, etc     | 500                                        | 250                                    |                                                         |
| Shashi incidentals            | 500                                        | 764.1                                  |                                                         |
|                               |                                            |                                        |                                                         |
| Miscellaneous                 |                                            |                                        |                                                         |
| Wavelength misc               | 1500                                       | 1500                                   |                                                         |
| Website/SERVER                | 325                                        | 330                                    |                                                         |
| Free registrations            | 2,350                                      | 2025                                   |                                                         |
| SQUARE CC fees                | 1162.76                                    | 1190.92                                |                                                         |
| Adobe Subscription 1 mth      | 51                                         | 102                                    |                                                         |
| Tip Tap payments fundraising  | 280                                        | 0                                      |                                                         |
|                               |                                            | 76681.67                               |                                                         |
| TOTAL EXPENSE                 | 78044.76                                   |                                        |                                                         |
|                               |                                            |                                        |                                                         |
|                               |                                            |                                        |                                                         |
| REVENUE                       |                                            |                                        | BASED ON 171 PAID GROUPS                                |
| Registration Fees             | 72675                                      |                                        | \$425 per group, does not include                       |
| Sponsorships Industry         | 1750                                       |                                        | \$55 additional if school is not an existing OBA member |
| Sponsorships Local            |                                            |                                        |                                                         |
| Sponsorships Corporate        |                                            |                                        |                                                         |
| Seed 2024 Surplus             | 3893.71                                    |                                        |                                                         |
| TOTAL REVENUE                 | 78318.71                                   |                                        |                                                         |
|                               |                                            |                                        |                                                         |
| TOTAL +/-                     | 1637.04 NET PROFIT BEFORE HST \$           |                                        |                                                         |
|                               | NOTE: AFTER HST ADDED, THE FESTIVAL        |                                        |                                                         |
|                               | WAS IN A DEFICIT POSITION OF APPROXIMATELY |                                        |                                                         |
|                               | \$4,000                                    |                                        |                                                         |

|                               |         |                                      |  |
|-------------------------------|---------|--------------------------------------|--|
| GHMF 2026                     |         | last update: November 2              |  |
| EXPENSES                      |         | ACTUAL                               |  |
|                               |         | Note: These amounts *DO* include HST |  |
| Mohawk Rental                 | 38000   |                                      |  |
| Mohawk Catering/GRAT          | 2300    |                                      |  |
| Adjudicators                  |         |                                      |  |
| Fees                          | 20,000  |                                      |  |
| Hotel                         | 7400    |                                      |  |
| Incidentals                   | 2500    |                                      |  |
| Adjudicator Travel            | 3500    |                                      |  |
|                               |         |                                      |  |
| Pizza for Volunteers          | 600     |                                      |  |
| Printing                      | 2500    |                                      |  |
| Break Room food, set up , tea | 500     |                                      |  |
| Parking at Moh                | 1000    |                                      |  |
|                               |         |                                      |  |
| Director Honourarium          | 0       |                                      |  |
| Equipment                     |         |                                      |  |
|                               |         |                                      |  |
| Office Supplies               | 400     |                                      |  |
| USB Keys                      | 400     |                                      |  |
| Rental Equipment              | 3000    |                                      |  |
| Purchase of 3 conductor stand | 370     |                                      |  |
| Chris Litfin Rentals Inc      | 2000    |                                      |  |
|                               |         |                                      |  |
| Moving Expenses               |         |                                      |  |
|                               |         |                                      |  |
| Movers for the two Fridays    | 3000    |                                      |  |
| Movers 16ft CCC-Mohawk Feb    | 550     |                                      |  |
| Monday after movers           | 550     |                                      |  |
|                               |         |                                      |  |
| Misc Thank you gifts, etc     | 500     |                                      |  |
| Shashi incidentals            | 1000    |                                      |  |
|                               |         |                                      |  |
|                               |         |                                      |  |
| Miscellaneous                 |         |                                      |  |
| Wavelength misc               | 1600    |                                      |  |
| Website/SERVER                | 377     | 373                                  |  |
| Free registrations            | 0       |                                      |  |
| SQUARE CC fees                | 0       |                                      |  |
| Adobe Subscription 2 mth      | 102     |                                      |  |
| Tip Tap payments fundraising  | 0       |                                      |  |
|                               |         |                                      |  |
| TOTAL EXPENSE                 | 92,149  |                                      |  |
| REVENUE                       |         | BASED ON 180 PAID GROUPS at 475\$    |  |
| Registration Fees             | 85500   |                                      |  |
| Sponsorships Industry         | 2000    |                                      |  |
| Sponsorships Local            |         |                                      |  |
| OBA Advance from General Au   | 5000    |                                      |  |
| Sponsorships Corporate        |         |                                      |  |
| Seed 2024 Surplus             | 0       |                                      |  |
| TOTAL REVENUE                 | 92500   |                                      |  |
| TOTAL +/-                     | surplus | \$301.00                             |  |

**Annual General Meeting  
Friday November 7 2025**



## **Director's Report**

### ***York Wind Conductors' Symposium***

***Matthew Peter***

*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

|                                |                          |
|--------------------------------|--------------------------|
| <b><i>Event Date:</i></b>      | <b>February 28, 2026</b> |
| <b><i>(next milestone)</i></b> |                          |

## **ACTIONS & RESPONSIBILITIES**

-collaborated with Prof. William Thomas of York University to plan and organize the WCS 2025  
-collaborated with Ari regarding promotions of the WCS, the WCS webpage, and online registration  
-a few days before the WCS 2025, our guest clinician, Dr. Tonya Mitchell-Spradlin, became very ill and was not able to travel. We scrambled and fortunately, Dr. Danielle Gaudry agreed and was able to be our guest clinician; a special thank you to Danielle for doing an amazing job, especially with only a few days notice. We owe her a debt of gratitude! It also worked out as she was our guest clinician in 2023, but we had the snowstorm which shut down the city and as a result, it was postponed months to a virtual event

## **HIGHLIGHTS & RECOMMENDATIONS**

-Dr. Gaudry did amazing work with her sessions and the conducting masterclasses  
-the symposium was well received and we had a great turnout of 66 delegates with 60 York University students in the demo band

Break down of the delegates:

10 regular new/renewing members

14 current members

22 new/renewing student members

6 current student members

2 livestreams

1 high school student

3 scholarship attendees

8 lifetime/board members

Delegates were from various institutions: Grand Erie District School Board, TCDSB, YRDSB, various independent schools, Canadian Armed Forces, U of T, Queen's University, York University, Tyndale University, Avon Maitland District School Board, TDSB, TYWO, Simcoe County District School Board, Abbotsford School Board, Halton District School Board

## FINANCIAL REPORT

### Profit and Loss

Ontario Band Association

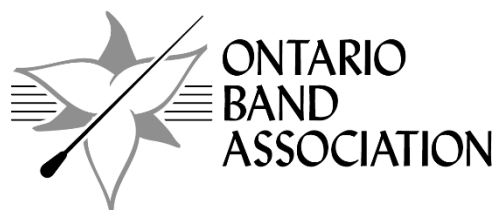
November 1, 2024-April 17, 2025

| DISTRIBUTION ACCOUNT        | TOTAL             |
|-----------------------------|-------------------|
| Income                      |                   |
| 207 Event Registrations     | 2,825.00          |
| <b>Total for Income</b>     | <b>\$2,825.00</b> |
| Cost of Goods Sold          |                   |
| <b>Gross Profit</b>         | <b>\$2,825.00</b> |
| Expenses                    |                   |
| 320 Meals and entertainment | 327.03            |
| 322 Travel flight/car/hotel | 1,073.52          |
| 327 Professional Services   | 1,000.00          |
| <b>Total for Expenses</b>   | <b>\$2,400.55</b> |
| Other Income                |                   |
| Other Expenses              |                   |
| <b>Profit</b>               | <b>\$424.45</b>   |

## CONCLUSION & VISION FOR THE COMING YEAR

- thank you to the OBA board for their support
- special thank you for the board members who ran the registration table: Steffan Brunette, Alicia Kennedy, Troy Jones, Shashi Ramu
- a special thank you to Dennis Beck for first starting this symposium back in 1995 in his high school atrium along with John Phillips and for organizing the symposium for many years in the first chapter of its existence
- thank you Ari for creating the WCS website, promoting, and creating the online registration
- The York University volunteers, tech, and theatre crew
- The York University Wind Wind Ensemble and directors David Lum and Pratik Gandhi
- York University for their fabulous facilities
- Prof. Bill Thomas of York University for making everything possible
- our guest clinician, Dr. Danielle Gaudry
- we are looking forward to WCS 2026 with guest clinician, Dr. Shelly Jagow, Director of Bands, Wright State University School of Music, Dayton, OH

**Annual General Meeting  
Friday November 7 2025**



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## **Director's Report**

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### ***Capital Region Wind Band Symposium***

*Simone Gendron*

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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

#### **ACTIONS & RESPONSIBILITIES**

- Organized and ran the January 2025 Capital Region Wind Band Symposium featuring guest clinician Dr. Jason Caslor from Arizona State University
- Currently organizing and promoting the January 24<sup>th</sup>, 2026 event featuring guest Dr. Jacquie Dawson from the University of Manitoba.

#### **HIGHLIGHTS & RECOMMENDATIONS**

- This year's event is again focused on a conducting symposium based on feedback from previous participants. The event not only serves local music teachers from the region, but also those from the QBA and those studying conducting in the Canadian Armed Forces. Additionally, this event attracts community band conductors and Ontario university music students.
- Thank you to Ari for getting our website and registration up and running. Registration has already begun; please spread the word!
- Careful consideration was given to select a repertoire list that features diverse composers, Canadian composers and pieces from the MusicFest Nationals syllabus.
- On the Friday before the symposium, Jacquie will be working with the Central Band of the Canadian Armed Forces as well as the Ashbury Senior Concert Band.
- Thank you to Ashbury College for providing a free venue and free snacks and lunch for all.
- Thank you to our sponsors, Yamaha and Long & McQuade Music, for their generous support and to Tyler Black specifically for supporting on-site.
- Thank you to Matt Rodnick for his support on-site.
- Thank you to the Governor General's Foot Guards Band for their incredible, responsive playing.

- Thank you to the Ashbury student volunteers for helping with capturing video of the conductors and other tasks throughout the day (set up, tear down, etc).
- Thank you to Jason Caslor for bringing his energy, positivity and flexibility as he worked with the Central Band of the CAF, the Kanata Wind Ensemble, and the Ashbury Senior Concert Band on Friday. And of course, on Saturday, for his time with the conductors and participants at the event.
- **NEW THIS YEAR:** High school schools may register for a reduced fee to play alongside the lab band, the Governor General's Foot Guards Band.

## FINANCIAL REPORT

See below.

## CONCLUSION & VISION FOR THE COMING YEAR

I am very excited to welcome Dr. Jacquie Dawson in January and to welcome back the Governor General's Foot Guards Band to Ashbury. Previous survey feedback from participants strongly support the conducting focus of our symposium. I am also looking forward to welcoming high school students to play alongside the band for the first time!

Please help promote our event which focuses not only on conducting but also on:

- Developing skills and awareness for effective articulation
- Repertoire selection and programming

## 2025 FINANCIAL REPORT

| Revenue                                                   |  | Projected         | Actual            |
|-----------------------------------------------------------|--|-------------------|-------------------|
| <b>Item</b>                                               |  |                   |                   |
| Long & McQuade                                            |  | 500               | \$600.00          |
| Yamaha                                                    |  | 500               | \$500.00          |
| Sponsorship                                               |  |                   |                   |
| New or Renewing Member Registration Fees                  |  | \$800.00          | \$1,325.00        |
| Current Member Registration Fees                          |  | \$495.00          | \$120.00          |
| clinic - Central Band                                     |  | \$400.00          | \$400.00          |
| clinic - Kanata Wind Ensemble                             |  | 200               | \$200.00          |
| <b>Total</b>                                              |  | <b>\$2,895.00</b> | <b>\$3,145.00</b> |
| <b>Expenses</b>                                           |  |                   |                   |
| <b>Item</b>                                               |  |                   |                   |
| Clinician                                                 |  | 1000              | \$1,020.00        |
| Exchange Rate                                             |  | 0                 | \$0.00            |
| Transfer to Membership (new/renewing members x \$25 each) |  | 375               | \$400.00          |
| hotel                                                     |  | 400               | \$644.84          |
| Uber/Lyft                                                 |  | 25                | \$32.52           |
| meals                                                     |  | 100               | \$192.49          |
| Online Payment Fees (2.9% plus \$0.30 per transaction)    |  | 50                | \$25.25           |
| Administration                                            |  | 0                 | \$0.00            |
| airfare                                                   |  | 450               | \$746.34          |
| airport parking                                           |  | 100               | \$81.68           |
| <b>Total</b>                                              |  | <b>\$2,500.00</b> | <b>\$3,143.12</b> |
| <b>Net</b>                                                |  | <b>\$395.00</b>   | <b>\$1.88</b>     |

**Annual General Meeting  
Friday November 7 2025**



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## **Liaison Report**

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### ***Regional Liaison (East)***

***Cynthia Yuschyshyn***

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*Submit in electronic format to the SECRETARY by Sunday, November 2, 2025.*

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#### **ACTIONS & RESPONSIBILITIES**

Since the last AGM, I have been responsible for working with OBA Board Members and other OBA Liaisons to expand our Regional Liaison (Regional Reps) network. We currently have the following members in our network.

Alecia Blackman (Golden Horseshoe)  
Ryan Meeboer (Central)  
Murray Lefebvre (Kawartha Lakes Region)  
Matt Rodnick (OBA President)  
Jane Saunders (OMEA and Northwest)  
Mary Thornton (Near North)  
Michael Yates (Central)  
Cynthia Yuschyshyn (East)

The following individuals have been meeting monthly to determine how the OBA can work to advance and promote band programs in our regions. The reps are working to create satellite hubs where other OBA events and activities can occur.

Meetings each month are very inspiring and passionate discussions. It has been very rewarding to talk each month about what is happening in our regions and discuss the needs of the music programs in our area. We found in our discussions that many of the initiatives that are created by the OBA are not accessible for our regions often due to budgetary or program needs. The representatives determined that we need to provide resources and opportunities for programs that might not be ready to participate in the larger OBA initiatives.

The regional representatives have determined that a huge arm of our focus in each of our regions needs to be focusing on advocacy for sustaining and developing instrumental music programs throughout our province and providing meaningful professional development for band directors and their programs.

The regional representatives have been focusing on the following:

- Working to have the regional reps included in the MMI where we can post vacancies and regional news
- Work with the OBA board to expand our mandate and to help provide support for created resources.
  - Create and develop professional development resources
  - 'So you want to go to a Festival' resource
  - Grab and Go Resources - quick resources for band directors
  - Instrumental Music Learning Pathways Chart
  - Frequent Social Media Posts
  - Canadian Composer Resource
  - Advocacy resources for teachers with band programs in Ontario

We are very proud of the resources we have created however we are finding it challenging to get the word out. We have been focusing on posting our resources on the OBA webpage and social media. Currently we have resources ready to go and are looking for a way to release this information to members in Ontario in a timely manner.

#### **HIGHLIGHTS & RECOMMENDATIONS**

We would like to assume a more important role within the OBA and create a framework for representatives to provide timely resources and ideas to support bands in Ontario.

The representatives want to focus on advocacy for instrumental music programs throughout the province at the provincial, board and school level. We would like to add a value-added option for our membership to augment the current OBA initiatives.

We are currently working on developing many resources to help everyone to support band programs within our province and we would like to be able to share this information with others.

Exploring the feasibility of developing some professional development days for band directors across the province and advocating for mandatory music professional development.

#### **FINANCIAL REPORT**

"n/a"

#### **CONCLUSION & VISION FOR THE COMING YEAR**



We are hoping to add more representatives to join our network.

- representative for Sudbury, for Sault Ste Marie and the Algoma Region
- representative for Kingston/Belleville, Peterborough/Sharbot lake.
- representative Deep River/Pembroke
- one more representative for Central Ontario
- French representative
- private school representative

We would like to assume a more important role within the OBA and create a framework for representatives to provide timely resources and ideas to support bands in Ontario.

The representatives want to focus on advocacy for instrumental music programs throughout the province at the provincial, board and school level. We would like to add a value-added option for our membership to augment the current OBA initiatives. The representatives would like a voice in the MMI publications and a streamlined approach to be able to post this information quickly and effectively. If we have this option, we will be able to provide OBA members information on a regular basis about what is happening in each region. The regional representatives would like to be able to develop and share resources to support the band programs in our regions when we see something that needs attention. We want to support band programs within our province and we would like to be able to share this information.

The OBA representatives are also exploring the feasibility of developing some professional development days for band directors across the province and advocating for mandatory music professional development.

**Ontario Band Association**  
**CONFLICT OF INTEREST POLICY**

Ratified: **AGM, November 2025**

Expires: **AGM, November 2030**

**PART 1**  
**PREAMBLE**

The Ontario Band Association (OBA) strives to conduct its business in conformity with the highest ethical and moral standards, thereby ensuring that its members and the greater band community in Ontario and Canada has complete confidence in the integrity of the OBA. The OBA expects that all of its members will act in a manner that will enhance the OBA's reputation by showing integrity in all of its dealings.

**PART 2**  
**APPLICATION**

1. This policy applies to the following individuals:
  - a. any Voting Member and Non-Voting Member sitting on the Board of Directors, as more fully defined in the Constitution and Bylaws;
  - b. OBA employees;
  - c. OBA volunteers;
  - d. at-large members of OBA committees; and,
  - e. agents and representatives of the OBA.

**PART 3**  
**CONFLICT OF INTEREST**

1. Where it is questionable as to whether a conflict of interest exists, it is incumbent upon the individual to consult with their supervising director, in the case of a volunteer or employee; or the Board of Directors, in the case of a member of the Board; or seek legal advice and disclose the particulars.
2. A conflict of interest may present itself in one of three forms:
  - a. an actual conflict of interest: where it can be clearly demonstrated that a conflict of interest exists;
  - b. a potential conflict of interests: where a result could lead to a conflict of interest arising; and,
  - c. a perceived conflict of interest: where an actual or potential conflict of interest may not exist, but an outside perspective into the surrounding circumstances leads or could lead to a perception that a conflict of interest exists.

3. A conflict of interest arises where the private or personal interests of an individual are sufficient to influence or appear to influence the objective exercise of their duties. This would include:
  - a. where the private or personal interests of an individual conflict with the interests of the OBA; or
  - b. where the individual has a financial interest in a third party that is doing or is seeking to do business with the OBA.
4. A conflict of interest arises where an individual has or appears to have an opportunity to use their authority, knowledge, or influence derived from their position to improperly benefit the individual or another person. This would include:
  - a. participating in the hiring, appointment or promotion of a family member, including a spouse, parent, in-law, sibling, child or stepchild;
  - b. having personal financial dealings with an individual or company whose business with the OBA involves the individual's sphere of responsibilities; and,
  - c. participating in the management of a company which is a supplier of materials or services to the OBA.
5. A conflict of interest arises if gifts, gratuities or favours of any kind are exchanged between an individual and any individual or company whose relationship with the OBA involves the individual's sphere of responsibilities.
  - a. cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.
  - b. this policy does not apply to incidental gifts and other benefits that are below a value of thirty dollars (\$30) and that are received as a result of general business practices.
6. A conflict of interest arises if an individual accepts outside employment or engages in outside activities which may interfere with the efficient performance of the individual's duties.

#### **PART 4 PROCEDURE**

1. Any investigation into whether a conflict of interests exists should consult with legal council for guidance on process and practice.
2. Any individual who has or may have a conflict of interest, or has doubt as to whether a conflict of interests exists or may exist, must disclose, in writing, the circumstances to the President.
  - a. Where a Voting or Non-Voting Member while sitting on the Board of Directors has or may have a conflict of interest, they must disclose the circumstances to the President.
  - b. Where the President has or may have a conflict of interest, they must disclose the circumstances to the President-elect.

3. Any allegations made about the actual or potential conflict of interest of another individual must be made, in writing, to the President.
  - a. Any allegations that a Voting or Non-Voting Member while sitting on the Board of Directors has or may have a conflict of interest must be made to the President.
  - b. Any allegations that the President has or may have a conflict of interest must be made to the President-elect.
4. The President or other designated individual shall determine whether an actual or potential conflict of interests exists and,
  - a. where a conflict is found to exist, either:
    1. provide written direction on the means by which that conflict may be removed or avoided; or
    2. refer the matter to legal council for further investigation and/or recommendation.
5. Avoidance or removal of a conflict of interest may involve, but is not limited to:
  - a. abstaining from discussing the issue with the individual with the conflict;
  - b. requiring the individual to abstain from voting on the issue;
  - c. requiring the individual to excuse herself from any discussions involving the issue; and,
  - d. requiring the individual to withdraw entirely from the situation in which the conflict arises.
6. Where it is discovered that an individual should have disclosed a conflict of interest, regardless of whether the matter is concluded or resolved, the OBA may:
  - a. require the individual to relinquish any benefit obtained to the OBA;
  - b. impose disciplinary action, including termination or removal. Any decision for termination or removal must be commensurate with the circumstances surrounding the conflict of interest; or
  - c. take any other action that is befitting the situation.

## OBA Refund Policy

**Ratified: AGM, November 2025**

**Expires: AGM, November 2030**

### **Part I: Purpose and Scope**

1. This policy serves to standardize the practice of the OBA in handling requests to refund registration and membership fees.
2. This policy is in effect once ratified by the membership at the Annual General Meeting in November 2025.
3. This policy will remain in effect for five years, subject to expire in November 2030.

### **Part II: Events and Activities**

1. This part of the policy applies to all events and activities of the OBA where a financial transaction occurs in exchange for admission or participation in said event. This includes all current and future OBA projects, including but not limited to:
  - (a) the Provincial Band Festival;
  - (b) the UTSC/OBA Small Ensemble Festival;
  - (c) the Golden Horseshoe Music Festival;
  - (d) the York/OBA Wind Conducting Symposium;
  - (e) the Beginning Band Symposium;
  - (f) the Ontario Provincial Honour Band;
  - (g) the Capital Region Junior Winds Honour Band;
  - (h) the Laurier/OBA Honour Bands;
  - (i) the Capital Region Wind Band Symposium;
  - (j) the Western/OBA Intermediate Honour Band.
2. Full, Partial, and No Refunds
  - 2.1 All registration documents and forms for OBA events and activities will indicate a date prior to which a full refund, less the cost of membership and any costs related to reversing the transaction, will be returned.
  - 2.2 After this date, a partial refund may be issued, less the cost of membership, transaction costs, and any administrative costs incurred. The administrative costs will be communicated as a fixed cost on all registration documents and forms.
  - 2.3 All registration documents and forms for OBA events and activities will indicate a date after which no refund will be issued.
  - 2.4 OBA events and activities are not required to offer partial refunds. The date satisfying section 2.1 may be the same date satisfying section 2.3.
  - 2.5 After the refund deadline, if a situation arises where a late substitute enrolment ("waiting list") allows for the OBA to replace the cost of a cancellation, the director may, at his or her discretion, refund the amount of the cancellation in full or in part according to section 2.1 or 2.2 above.

3. The refund will be issued in a form of the OBA's choosing to maximize convenience for the OBA and to minimize costs to the OBA.

4. The refund will be issued within 10 business days of the request.

5. For the purposes of membership, the client will be considered to be a member of the OBA with all rights and privileges, as if they had attended the event.

#### 6. Cancellation Due to External Circumstances

6.1 In the event where an unforeseen external circumstance (such as, but not limited to: inclement weather, labour stoppage, natural disaster, severe health considerations) requires that the OBA cancel an event in order to protect the health and well-being of its members and members of the public in attendance, or because of the logistical impossibility of running the event, then:

6.1.1 The Executive of the OBA, under advisement of the Event Director, will hold a meeting at the earliest possible time to formally vote on cancelling the event;

6.1.2 The OBA will exercise due diligence in cancelling all contracts and pending purchasing decisions in accordance with the law and fair practice, in an attempt to reduce "sunk costs" in the event;

6.1.3 The Event Director in co-ordination with the Board will communicate the decision immediately to all registrants and participants in said event;

6.1.4 The Event Director and the Treasurer will determine the expenses and revenue at the time of cancellation.

6.2 Within a month of the cancellation, the Executive shall receive a report from the Treasurer detailing the financial considerations of the cancellation, and will consider the issuing of refunds to registrants and participants. The final decision must allow for:

6.2.1 The OBA to remain solvent, and able to continue in its basic role as a non-profit organization;

6.2.2 Fair consideration for its paying members and event registrants.

6.3 The decision to issue refunds may consist of any of the following, or an additional form as decided by the Executive under advisement of the Treasurer, established by a motion and a vote by the Executive:

6.3.1 A full refund for the full cost of the event and membership, in which case the registrant waives all rights to membership in the OBA;

6.3.2 A refund for the full cost of the event, less the membership fee;

6.3.3 A partial refund, based on the OBA meeting any "sunk costs" for the event, and the ability of the OBA to cover refunds;

6.3.4 No refund, with the OBA providing an alternative means of service that it considers equal in value to the original event. In this case, members who do not wish to participate in the alternative means can request a refund within a set timeframe, and Section 2 of this policy will be in effect.

### **Part III: Membership Fees**

1. This part of the policy applies to the purchase of membership in the OBA. It applies to all membership levels that involve a financial transaction.
2. “Cooling off” period
  - 2.1 Although the OBA as a charitable organization is not subject to the Consumer Protection Act in accordance with Part IV, Section 29(2) of the CPA, in the spirit of said Act, there will be a 10-day “cooling off” period beginning on the day that the membership is purchased.
  - 2.2 The 10-day “cooling off” period is interpreted to mean calendar days, including weekends and holidays.
3. Requesting the termination of a membership within the “cooling off” period
  - 3.1 Prior to the expiry of the “cooling off” period, any request to terminate the membership will result in the membership being refunded in full, less any transaction costs related to issuing the refund.
  - 3.2 If the membership was obtained as part of the cost for attending an event or activity, the request to terminate the membership automatically triggers the policy in Part II to refund the amount associated with the event.
4. There will be no refund of a membership fee following the “cooling off” period.