



Minutes of the Sixth Meeting of the
2022-23 Board of the Ontario Band Association
Wednesday, October 19, 2022
via Zoom, 7pm

Present

EXECUTIVE

Angela Tran	President
Matthew Rodnick	President-Elect
Andria Kilbride	Treasurer
Steffan Brunette	Secretary
Lynn Tucker	Past-President

DIRECTORS: Institutional

Chris Reesor	Industry	
Dan Austin	Membership	<i>regrets</i>

DIRECTORS: Symposia

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

DIRECTORS: Festivals

Mark Caswell	Provincial Band Festival	<i>regrets</i>
Shashi Ramu	Small Ensemble Festival	<i>regrets</i>

DIRECTORS: Honour Bands

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

POSITIONS of RESPONSIBILITY

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

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

MEMBERS

1. Call to Order

Tran called the meeting to order at 7:10pm.
Tran began with a land acknowledgement.

Quorum was not established until 7:31pm.

2. Adoption of the Agenda

Motion to adopt the agenda.

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

3. Ratification of the Minutes of the Fifth Meeting from September 2022.

Kilbride identified that all of the Action Items listed in the minutes should have been marked as completed.

The motion was made to accept the amended minutes.
Moved by *Tran*. Seconded by *Reesor*. Motion carried.

4. Summary of Action Items from Previous Meetings

nil

5. Announcements

(a) Trial Agenda Format

Discussion items will be moved to the front of the agenda. The intention is avoid wasted time going through reports that have no major issues.

6. Scheduled Orders of Business

(a) Beginning Band Symposium: Interim Director

Tran thanked everyone who came out to help out at the Beginning Band Symposium. In particular, there was recognition of *Ramu's* assistance in many ways throughout the planning and implementation of the symposium.

Kolenko is stepping away from the directorship.
The Executive will put together a posting for the interim directorship.

Kilbride congratulated *Kolenko* and *Ramu* on a very well-run event.

(b) OMEA Booth

Tran pointed the Board to the signup link for the OMEA table. There are still a number of empty spots when the table will be unstaffed.

Mohindran will post the AGM information to the general membership.
QR codes will be used to direct people to the necessary websites for events.

7. Discussion Items

(a) Treasurer

(i) OBA Sign: Replacement?

One of the signs is broken and needs to be replaced. There is no known history of the previous signs, and where they were obtained. *Kilbride* has a contact that can make a new sign.

(ii) Insurance

We have commercial liability insurance, and directors' insurance.

There would be value in having "cyberliability" because of our online presence. Another valuable policy would be "personal property liability".

A question about borrowed percussion equipment was put to Reesor, and further information will be forthcoming.

(b) Secretary

(i) Recommendations for Policy Changes and Ratifications

MOTION

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

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

MOTION

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

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

MOTION

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

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

(ii) Important Reminder for AGM Reports

Reports need to be submitted by October 31.

Financial reporting is part of the AGM reporting process for events that take and spend money.

(c) Past President

(i) Regional Liaison Committee "Shadow" Chair

Tucker is planning the transition out of the OBA, and is looking for someone who will shadow the position as the committee chair.

(d) Membership

- (i) Livestreaming and Recorded Options for Live Events

Rodnick is available for short-term recording assistance.

(e) Capital Region Wind Band Symposium

- (i) Livestreaming vs. Recording Options for Event

Livestreaming can result in technical complications, and requires careful setup and monitoring. Recording and a later release can be more stable.

Rodnick might be available to assist at the event.

- (ii) Ashbury College Vaccination Policy

The venue sets the vaccination policy, and this will be identified as part of the event promotion.

(f) Laurier Elementary Honour Band

- (i) Alternate Venue for Event

Tran and *Kilbride* both suggested that planning for another venue would be advisable.

8. Reports from the Executive

(a) President

see attached report

(b) President-Elect

see attached report

The last two Trillium applications were not successful. The next round is open, and *Rodnick* is recommending that we put forward a smaller application.

Tran has a contact attending a conference that will involve the Trillium fund, and it's possible to get some clarification through questions at the conference.

(c) Treasurer

see attached report

(d) Secretary

see attached report

(e) Past-President

see attached report

9. Reports from Directors: Institutional Portfolios

(a) Membership

see attached report

(b) Industry

no report submitted

Reesor said that the supply chain is still in a backlog, and there are many backorders for products. Plan early and order early to avoid delays and budgetary disappointment.

10. Reports from Directors: Event Portfolios

(a) Provincial Honour Band

see attached report

(b) Capital Region Wind Band Symposium

see attached report

(c) York Wind Conductors' Symposium

see attached report

(d) Provincial Band Festival

see attached report

(e) Small Ensemble Festival

no report submitted

(f) Laurier Elementary Honour Band

see attached report

(g) Capital Region Elementary Honour Band

see attached report

(h) Western Intermediate Honour Band

see attached report

(i) Beginning Band Symposium

see attached report

11. Reports from Positions of Responsibility

(a) Communications Co-ordinator

see attached report

(b) Elementary Music Education Advocate

see attached report

(c) CBA(Ontario) Liaison

see attached report

12. Reports from Regional Liaisons

(a) North

no report submitted

(b) Near North

see attached report

(c) East

nil report

(d) West

no report submitted

(e) Golden Horseshoe

see attached report

(f) Central

see attached report

(g) French Schools

nil report

13. New Business

There was no new business.

14. Adjournment

Motion to adjourn the meeting.

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

The meeting adjourned at 7:57pm.

The next meeting will be the AGM at OMEA, Friday November 4 at 12:30pm.



Agenda of the 6th Meeting of the
2022–2023 Board of Directors
Wednesday, October 19, 2022
via Zoom, 7pm

1. Call to Order: *Quorum is nine voting positions.*
2. Adoption of Agenda
3. Ratification of the Minutes of the Fifth Meeting of the Board from September 2022
4. Summary of Action Items from Previous Meetings
nil
5. Announcements
 - (a) Trial Agenda Format
6. Scheduled Orders of Business
 - (a) Beginning Band Symposium: Interim Director
 - (b) OMEA Booth
7. Discussion Items
 - (a) Treasurer
 - (i) OBA Sign: Replacement?
 - (ii) Insurance
 - (b) Secretary
 - (i) Recommendations for Policy Changes and Ratifications
See attached policy documents and proposed amendments.

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

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

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

 - (ii) Important Reminder for AGM Reports
- (c) Past President
 - (i) Regional Liaison Committee “Shadow” Chair

AGENDA: OCTOBER 19, 2022

- (d) Membership
 - (i) Livestreaming and Recorded Options for Live Events
- (e) Capital Region Wind Band Symposium
 - (i) Livestreaming vs. Recording Options for Event
 - (ii) Ashbury College Vaccination Policy
- (f) Laurier Elementary Honour Band
 - (i) Alternate Venue for Event
- 8. Reports from the Executive
 - (a) President *Tran*
 - (b) President-Elect *Rodnick* **no report submitted**
 - (c) Treasurer *Kilbride* *see: Discussion Items*
 - (d) Secretary *Brunette* *see: Discussion Items*
 - (e) Past-President *Tucker* *see: Discussion Items*
- 9. Reports from Directors: Institutional Portfolios
 - (a) Membership *Austin* *see: Discussion Items*
 - (b) Industry *Reesor* **no report submitted**
- 10. Reports from Directors: Event Portfolios
 - (a) Provincial Honour Band *Barras*
 - (b) Capital Region Wind Band Symposium *Gendron* *see: Discussion Items*
 - (c) York Wind Conductors' Symposium *Peter*
 - (d) Provincial Band Festival *Caswell*
 - (e) Small Ensemble Festival *Ramu* **no report submitted**
 - (f) Laurier Elementary Honour Band *Jones* *see: Discussion Items*
 - (g) Capital Region Elementary Honour Band *Sommers*
 - (h) Western Intermediate Honour Band *Rodnick* **no report submitted**
 - (i) Beginning Band Symposium *Kolenko*
- 11. Reports from Positions of Responsibility
 - (a) Communications Co-ordinator *Mohindra*
 - (b) Elementary Music Education Advocate *Arcand*
 - (c) CBA(On)-OBA Liaison *Gandhi*
- 12. Reports from Regional Liaisons
 - (a) North *McIntyre* **no report submitted**
 - (b) Near North *Thornton*
 - (c) East *Yuschychyn* *nil report*
 - (d) West *Austin* **no report submitted**
 - (e) Golden Horseshoe *Blackman*
 - (f) Central *Valkanas/Cresswell*
 - (g) French Schools *Fugère-Bourdages* *nil report*
- 13. New Business
- 14. Adjournment

Next meeting is the Annual General Meeting at OMEA, Friday November 4 at 12:30.

Board Meeting
Wednesday October 19 2022



Executive Report

President

Angela Tran

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

Nil

Standard Report

Actions Undertaken Since the Previous Meeting

- meeting with president-elect
 - meeting with communications coordinator to prioritize collateral and plan social media strategy for the next month
 - meeting with BBS director
 - created a Riipen Level Up account. Ready for short project hire when needed (approx. 80-hour stipend).
-

Actions to be Undertaken by the Director

- assist communication coordinator with any promo materials needed for Industry booth at OMEA
 - acquire plastic 8.5 x 11 stands
 - AGM promo
 - membership promo
 - friends of OBA
 - prepare items for president-elect to write in OMEA affiliate report (AGM)
 - attend OMEA AGM on Nov 5
 - continue to develop OBA onboarding package
-

Actions to be Undertaken by the Board

- If you are presenting at OMEA, please send promo to Ari to be featured on social media
- Any other items that need to be at the OBA booth? Please send to execs
- Please send templates, guides and documentation from your portfolios to president@onband.ca or SLACK to be included in onboarding package

Board Meeting
Wednesday October 19 2022



Executive Report

President-Elect

Matt Rodnick

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Continue to pursue revenue streams. The next Trillium application round is now available, and I think it would be prudent for our organization to apply once again. There is no risk for us to request funding. We should consider pursuing a smaller ask and see if we can get a specific program funded.
- Attended and filmed the beginning band symposium
- Completed final paperwork for the Summer School Program.

Actions to be Undertaken by the Director

Actions to be Undertaken by the Board

Executive Report

Treasurer

Andria Kilbride

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

OBA Sign

- Should we replace one of our OBA signs? It is large, outdated and missing some hooks
- Who ordered our signs originally?

Insurance

- Our current insurance policy has...
 - **Directors Insurance:** protects the OBA board of directors from personal financial loss that may result from allegations and lawsuits of wrongful acts or mismanagement carried out in their appointed capacity.
 - **Commercial Liability Insurance:** protects OBA against claims for bodily or personal injuries, advertising liability, as well as *property damage to third parties* at/during our events
- **Cyber Liability** is not part of our current insurance policy. After speaking with our insurance broker, he has recommended that we get coverage for this as we have an online presence. (Cyber liability insurance protects the OBA from the cost of cyber threats or breaches involving computer systems and data. That can include sensitive customer information, such as credit card numbers) The cost for \$100,000-\$250,000 is around \$500 annually
- **Personal Property Insurance:** is not included in our current policy. OBA owned property is not insured for an event at the moment (lighting, recording equipment, signs, music stands,
 - might not be worth our while if the total amount of replacement cost of our “property” is close to what the deductible is. The cost is around \$500-800 annually
 - Question for *Reesor*: If we are borrowing percussion equipment from an industry partner, will any accidental damage to their property be covered under the industry partner’s insurance or ours?

Standard Report

Actions Undertaken Since the Previous Meeting

A. Kilbride

- Processed deposits
- Confirmed our insurance coverage with Intact Insurance.
- Proofread and made suggestions on our Travel Policy, Volunteer Policy, and Reports Policy
- Ordered a new tap Square Reader terminal as our was no longer functioning
- Forwarded invoices and expense reports to M. Barth for
 - PBF 2023
 - BBS 2022

- OPHB 2022
- Beginning Band Blitz Pencils from L&M
- Assisted M. Barth with payments associated with summer students
- Processed payment for M. Barth's 3rd quarter HST and office expenses
- Ordered OBA Board of Director t-shirts (should arrive in time for the OMEA conference!)
- Processed one refund for BBS
- Attended BBS to assist with registration
- Processed US Bank Draft for BBS 2022 clinician

M. Barth

Sent invoices to:

- Dr. N Bethune CI Toronto - Andria Kilbride
- Thomas A. Blakelock HS/Oakville - Amy Abbott
- St. Joseph Morrow Park Catholic High School - Manuel Bermitt
- Guelph Collegiate and Voc Institute - Dan Austin
- IMC - T-shirt sponsorship (paid)
- OBA for my Q3 payment and reimbursement for office supplies (paid by Andria)

Processed payments to:

- Yamaha (OPHB - David Pell)
- Intact Insurance (OBA Director's Ins.)
- Chinese Cultural Centre (Deposit for PBF 2023)
- Alicia (Gill MacKay's room at OMEA)
- Danielle (BBS meals/snacks)
- Long and McQuade (Beginning Band Blitz pencils)

Submitted T4's to the CRA for Ari and Natasha (and sent them copies too)

coordinated with Andria re: payroll remittances to CRA and filling out form EMP5398.

Balanced Quickbooks and paid Visa bills for September

Actions to be Undertaken by the Director

- Ensure that our Event Certificate of Insurance is created prior to every and each event.
- Set up "My Business Account" for CRA to assist with summer students

Actions to be Undertaken by the Board

- Just a reminder that our events are to break even and not generate a profit
- Event Directors that use our online payment process
 - be sure to add 2.9% plus \$0.30 to EACH transaction as an expense item
 - I can let you know what this total is

Proposed Amendments for Policy Revisions

Volunteer Personnel Policy

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

MOTION

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

Reports Policy

Proposed Amendments

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

Change the existing text to a more positive statement:

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

Part 3, Section 1(c)

Change the existing text to a more positive statement:

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

Part 4 “Format”, Section 1

Change the existing text to a more general statement:

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

MOTION

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

Travel Policy

Proposed Amendments

Part 1 “Application”, Section 4

remove the phrase “and Bookkeeper”

Part 2 “General Guidelines”

Add Section 7

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

Part 3 “Guidelines for Transportation Expenses”

Add Section 13

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

MOTION

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

Board Meeting
Wednesday October 19 2022



Executive Report

Secretary

Steffan Brunette

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

Recommendations for Policy Changes and Ratifications

Volunteer Personnel Policy (no changes required; re-ratify with 2027 expiry)

Reports Policy (see proposed amendments; ratification with 2027 expiry)

Travel Policy (see proposed amendments; ratification with 2027 expiry)

Important Reminder for AGM Reports

Standard Report

Actions Undertaken Since the Previous Meeting

Reviewed the Volunteer Personnel Policy, Reports Policy, and Travel Policy. Made the documents available for comment to all Board members. Prepared proposed amendments.

Actions to be Undertaken by the Director

Assist with the planning for the Annual General Meeting. Although I cannot be there in person, I'll coordinate the documents and help prepare the agenda so necessary documents can be printed for the membership in attendance.

Actions to be Undertaken by the Board

Get the AGM reports in on time. They should be submitted by the end of the day on October 31 – there is some wiggle room in the morning of November 1 for those of you who will be overrun with ghosts and goblins.

Board Meeting
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Executive Report

Past-President

Lynn Tucker

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

My term ends in one year. Need for transition year for regional liaison committee chair. Would like to discuss shadow chair for the coming year as part of that transition.

Standard Report

Actions Undertaken Since the Previous Meeting

Reporting since June as I was unable to submit a report for the September meeting.

Debrief meeting with Angela, June 9
IDEA Committee meeting, June 12
Consult meeting with Mitch, June 23
Chaired CBA AGM and Special Meeting of Members, June 29
CBA Board of Directors meetings, August 25, September 15
Attended (late) OBA Board of Directors meeting, September 19
Maintained regular communications via Slack
Provided general consultation and guidance

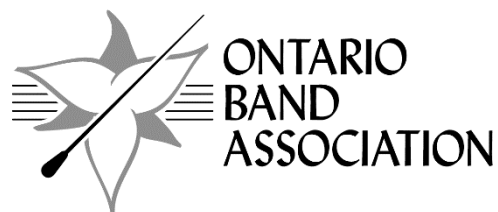
Actions to be Undertaken by the Director

If decision is made to proceed with shadow chair for regional liaison committee, work with exec team to prepare role description for AGM.

Actions to be Undertaken by the Board

n/a

Board Meeting
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Director's Report

Membership

Dan Austin

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

Continued discussion about live streaming and recorded options for future events

Standard Report

Actions Undertaken Since the Previous Meeting

Current membership

OBA Membership Stats - Oct 13									
Board	Board/ Lifetime	Lifetime	Regular	Regular Commu nity Band	Student	Sponsor	Retired	Virtual	TOTAL
15	4	9	70	1	13	11	5	18	146

Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Nil

Board Meeting
Wednesday October 19 2022



Director's Report

Provincial Honour Band

Alicia Kennedy

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

<i>Event Date:</i>	Nov 1 – 4, 2022
<i>(next milestone)</i>	October 22, 2022 - Pre-Rehearsal

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Finalized OPHB t-shirt and folder order
- Began organization of dinner and evening activity for November 3rd evening
- Sent out final piece of music to OPHB
- Continued updating Gillian MacKay regarding details and schedule
- Finalized busses for Nov 3rd and 4th
 - Arranged an optional paid bus back to Toronto after the event
- Continued to communicate details with Laura Lee Matthie regarding OMEA performance and logistics
- Sent out final details to band members and parents regarding scheduling and school concerts
- Generally kept up with emails and logistics with band members, parents, and other partners
- Worked with Pratik to organize Oct 22 Pre-rehearsal
- Worked with Pratik to arrange percussion and truck transportation
- Finalized chaperones for throughout the event: Pratik Gandhi, Graham Kennedy, Emma Principato, and Jessica Puskar
- Contacted Dr. Shelley Axelson for OPHB 2023

Actions to be Undertaken by the Director

- Finalize dinner and evening plans for November 3rd
 - Gather Nov 3 dinner orders
- Run Oct 22 Pre-Rehearsal with Pratik as conductor!
 - Finalize lunch and snacks for pre-rehearsal
- Finalize all contracts and confirm all bookings
- Send all dietary restrictions and final details to Jackson's Point
- Run OPHB!

Actions to be Undertaken by the Board

- None

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Director's Report

Capital Region Wind Band Symposium

Simone Gendron

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

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

Discussion Items for the Board

Ashbury has the ability to Livestream. Should we offer this as a virtual option or go for a more reliable “recorded then released later” option? If yes, do we charge an additional fee or should this be free with the virtual membership?

Ashbury only allows fully vaccinated visitors on campus (only the very first two doses or equivalent are required). I am hoping this is not a problem as long as we advertise it that way? We have zero rental fees and they will also provide us with food, so it is a great venue for an unbeatable price.

Standard Report

Actions Undertaken Since the Previous Meeting

Meetings with Colleen to formalize and finalize all aspects of the symposium.

All info sent to Ari to add to website.

L&M sponsorship is confirmed.

Confirmation from Ashbury that venue will be free as well as food provided.

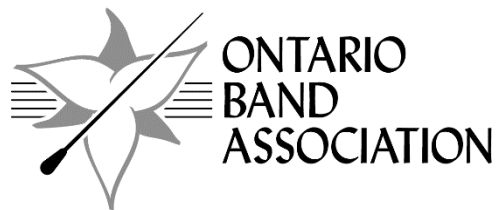
Actions to be Undertaken by the Director

- send contract to Colleen
- promote event
- contact Andria regarding L&M sponsorship.
- Contact our Musical Director to confirm there will be enough room on the stage.

Actions to be Undertaken by the Board

none

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Director's Report

York Wind Conductors' Symposium

Matthew Peter

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

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

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- with Bill Thomas, we booked Danielle Gaudry as the 2023 clinician as Emily Threinen and Travis Cross both have previous commitments
- this year, event will be free to all current OBA members as most of the costs will be covered by the York University SERC grant which we applied through Bill Thomas two years ago
- 2024 clinician will be Travis Cross
- 2025 clinician will be Tonya Mitchell-Spradlin

Actions to be Undertaken by the Director

- book flights and hotels
- forward info/registration form, etc. to be put up on OBA website

Actions to be Undertaken by the Board

nil



ONTARIO
BAND
ASSOCIATION

Director's Report

Provincial Band Festival

Mark Caswell

October 19, 2022

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

<i>Event Date:</i>	February 13 th – February 16 th , 2023
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Ontario Provincial Band Festival

- We have found a new location for the festival – the Chinese Cultural Centre of Toronto
- enjoyed a couple of visits/tours with Michael Grit of the CCCT, along with Pratik and Andria (on the 2nd visit)
- this new location has a massive storage area, a beautiful stage and several other breakout spaces to provide warmup rooms, clinic rooms and a food service area
- the new space requires we move back to our early format (pre-2013 festival) with one stage

- have requested several changes to our online registration process (Meera)
- happy to have Jessica Puskar shadowing the event this year
- have booked five adjudicators for now ... need to see how many bands register

That is all for now!

Best – Mark

Actions to be Undertaken by the Director

So many things still to do:

- Promote the festival, so much promotion to do!!!
 - Register (hopefully) 130 + bands
 - Produce the performance schedule
 - Find volunteers
 - Arrange a food manager & a food plan
 - Etc ...
-

Actions to be Undertaken by the Board

- Meera working to get the online registration ready to go ... hoping to have it open this week 😊

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Director's Report

Laurier Honour Band

Troy Jones

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

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

Discussion Items for the Board

Should I start / what are the thoughts about looking into an alternate venue for this year? Do we wait for Laurier to confirm?

Standard Report

Actions Undertaken Since the Previous Meeting

- Regular contact with Josh Manuel (Dean's Office) at Laurier
 - Dean / Laurier is supportive and want the program to run - on the dates listed above
 - Problem that is arising is the major renovation that is currently underway at Laurier and timelines for them are apparently not clear
 - Currently in a holding pattern for clarity on a solution from them - if the space will be available or not
-

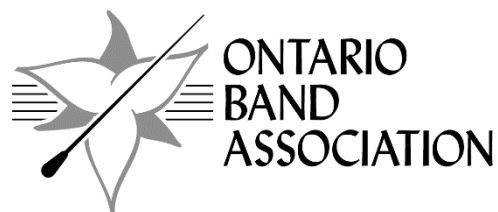
Actions to be Undertaken by the Director

- Try and get clarity / solidify the venue
 - Once that happens, begin promotion, finalize contract with Colin Clark, catering, etc
-

Actions to be Undertaken by the Board

- Discussion of alternate venue for the year to begin process of building the band.

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Director's Report

Capital Region Elementary Honour Band

Lani Sommers

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

<i>Event Date:</i>	Spring 2023 - End of April/Early May
<i>(next milestone)</i>	

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Reached out to Ashbury about potential dates at the end of April/Early May
 - Reached out to Jean-Francois Fauteux about conducting - he was supposed to conduct in 2020 before the shutdown
 - Deposited donations into the RBC account
-

Actions to be Undertaken by the Director

- Confirm dates
 - Confirm conductor
 - Decide on Honour band set up this year (Grade 1 - 1.5 instead of 2? Include grade 8/9)
-

Actions to be Undertaken by the Board

nil

Board Meeting
Wednesday October 19 2022



Director's Report

Western Intermediate Honour Band

Matthew Rodnick

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

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

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Hosted successful event
- 76 total participants from across the province. This year, recruitment was a challenge given the span of time between the previous event and now and encouraging teachers to nominate students. However, the committee is happy with the resulting numbers given the challenges of the registration period occurring over the first five weeks of the school year.
- We still have payments to process and will provide a full financial update at the next meeting.
- Huge thank you to Colleen Richardson and Shawn Chabot for their outstanding support of the event.
- Thank you to Ari for promoting the event.
- Thanks to Western for being an outstanding partner and providing us access to their faculty and facilities.

Actions to be Undertaken by the Director

- Finish paying invoices

Actions to be Undertaken by the Board

Board Meeting
Wednesday October 19 2022



Director's Report

York Beginning Band Symposium

Danielle Kolenko

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

<i>Event Date:</i>	October 1, 2022
<i>(next milestone)</i>	

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

Completed any lingering email requests and loose ends (receipts, certificates)
Ensured cost tracking and budget sheet were complete
Reviewed feedback forms- parking unclear, signs needed for main floor. Campus map in the packages doesn't seem to be very helpful. Otherwise, delegates were very happy with the event.

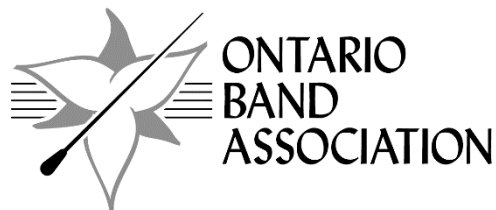
Actions to be Undertaken by the Director

nil

Actions to be Undertaken by the Board

I just wanted to say a big thank you to everyone that helped- Andria, Alicia, Pratik, Jen, Ari. The event was a huge success and couldn't have run so smoothly without you. This event wouldn't have been possible without Shashi. Thank you for the immense amount of preparation you put into the event Shashi.

Board Meeting
Wednesday October 19 2022



POR Report

Communications Co-ordinator

Ari Mohindra

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

“nil”

Standard Report

Actions Undertaken Since the Previous Meeting

- Created comms materials (social media/website/jotforms) for IHB + PBF,
- Edited Bandology/OBA advocacy initiative documents for Dec-June months
- Created October MMI
- Attended socials strategy meeting with Angela

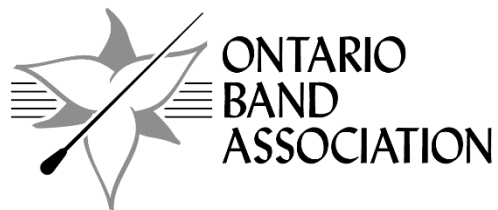
Actions to be Undertaken by the Director

- Finish adding French translations to website
- Finish comms and social media strategies
- Continue maintaining social media channels
- Continue updating website
- Attend comms strategy meeting with Shashi, Angela, Lynn + Matt (to be scheduled)

Actions to be Undertaken by the Board

Please continue to share OBA event posts with your personal/professional social media networks and feel free to make use of and invite your colleagues to the new community Facebook group! Additionally, please make use of the new #comms-tasks-2022 channel when providing me with tasks – instructions can be found pinned to the channel. Thx!

Board Meeting
Wednesday October 19 2022



POR Report

Elementary Music Education Advocate

Sarah Arcand

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Continuation of final edits of “Advocating for your Band Program” with Simone, Ari and Bandology
 - Began collection of 2022/2023 sterilizing and cleaning protocols for band programs
-
-

Actions to be Undertaken by the Director

nil

Actions to be Undertaken by the Board

nil

Board Meeting
Wednesday October 19 2022



POR Report

OBA/CBA-ON Liaison

Pratik Gandhi

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

Nil.

Standard Report

Actions Undertaken Since the Previous Meeting

- Attended and assisted with BBS at York University
- Reviewed PBF materials for distribution to OBA members
- Assisted OPHB director with various tasks in preparation for the 2022 OPHB, including:
 - Organizing sheet music and parts assignments
 - Organizing percussion equipment

Actions to be Undertaken by the Director

- Attend final concert of CBA band weekend
- Attend and assist with OPHB week

Actions to be Undertaken by the Board

Nil.

Board Meeting
Wednesday October 19 2022



Liaison Report

Regional Liaison (Near North)

Mary Thornton

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

Nil

Standard Report

Actions Undertaken Since the Previous Meeting

Started planning a 7/8 camp for April 28th 2022. This will be on a teacher PD day, with a concert the next day. This will be in conjunction with Nipissing University. It is a pilot project through Extended Learning as we look towards a weeklong camp for the summer of 2023 or 2024. We may ask OBA to be part of the financial aspect of the camp, but it is early days yet and a budget has not been struck. Right now, we are working on the planning aspect and having some music teachers begin released from their PD Days to participate in the workshops and rehearsals. A draft of the 1 ½ days has been done. At this point we are only looking to the North Bay and surrounding areas for participants for the April 28th event. If this goes well with this pilot, we are planning on expanding the summer camp to other areas within the Near North region.

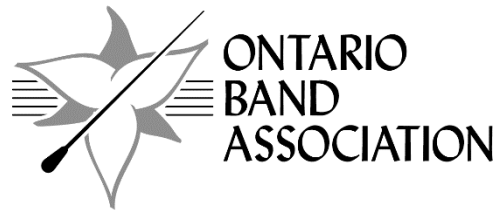
Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Nil

Board Meeting
Wednesday October 19 2022



Liaison Report

Regional Liaison (Golden Horseshoe)

Alecia Blackman

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

Nil

Standard Report

Actions Undertaken Since the Previous Meeting

- Worked with Colin Clarke and several other individuals with the HWDSB to talk about GHMF implementation/planning this year.

Actions to be Undertaken by the Director

Nil

Actions to be Undertaken by the Board

Nil

Board Meeting
Wednesday October 19 2022



Liaison Report

Regional Liaison (Central)

Nikole Valkanas & Jennifer Cresswell

Submit in electronic format to the SECRETARY by Monday, October 17, 2022.

Discussion Items for the Board

NIL

Standard Report

Actions Undertaken Since the Previous Meeting

- Friends of the OBA project - launch date OMEA tentative. Spoke to Lynn about the site and OMEA launch
 - We will need one volunteer from each board and each panel.
 - Spoke to Ari about web and media
 - Spoke to Dan/Andria about membership and incentives.
 - Intentions are to launch at OMEA with a website and sign up sheet, and some sort of flyer/poster.
 - [google doc](#)
-

Actions to be Undertaken by the Director

nil

Actions to be Undertaken by the Board

nil

Ratified: November 3, 2017

Expires: AGM, 2022

revised November 2021

PART 1

PREAMBLE

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

PART 2

ADMINISTRATION

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

PART 3

RECRUITMENT

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

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

PART 4 INTERVIEWING AND/OR SELECTING VOLUNTEERS

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

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

PART 5 ORIENTATION AND TRAINING

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

PART 6 CREATION OF PERMANENT POSITIONS

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

PART 7 ELIMINATION OF POSITIONS

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

PART 8 POSITION PROFILES

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

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

PART 9 PERFORMANCE EVALUATIONS

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

PART 10 HOLIDAYS

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

PART 11 VACATION LEAVE

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

PART 12 SICK LEAVE

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

PART 13 PARENTAL LEAVE

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

PART 14 DISCIPLINE AND DISMISSALS

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

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

PART 15 PERSONNEL FILES

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

The Ontario Band Association
REPORTS/FINAL REPORTS PROCEDURE

Ratified: **November 3, 2017**

Expires: **AGM, November 2022**

PART 1
PURPOSE

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

PART 2
SCOPE

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

PART 3
STYLE AND CONTENT

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

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

PART 4 FORMAT

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

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

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

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

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

PART 5 NON-COMPLIANCE

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

PART 6 DEADLINES

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

PART 7 PROCESS OF APPROVAL

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

**Ontario Band Association
TRAVEL POLICY**

Ratified: **November 3, 2017**

Expires: **AGM, November 2022**

**PART 1
APPLICATION**

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

**PART 2
GENERAL GUIDELINES**

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

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

PART 3 GUIDELINES FOR TRANSPORTATION EXPENSES

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

PART 4 GUIDELINES FOR ACCOMMODATION AND MEAL EXPENSES

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

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

PART 5 GUIDELINES FOR OBA REPRESENTATIVES

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

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

PART 6 TRAVEL EXPENSES

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

PART 7 APPROVALS AND RESPONSIBILITIES

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

**APPENDIX A
TO OBA TRAVEL POLICY**

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

\$50.00 (thirty-five dollars).

The following is a general guideline:

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

Key Terms:

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