



**27th Annual General Meeting
Southside Aquatic Centre, Woodstock ON
July 27, 2023 at 7:00pm**

Called to order at 7:01 by Eugena Riehl, President

1. Welcome to the 27th Annual General Meeting

- 10 people present – quorum achieved
- Eugena Riehl welcomed everyone to the meeting, and thanked everyone for attending.

2. Approval of minutes from the 2022 AGM

- It was **moved** by Marja DeBoer Marshall, **seconded** by Darla Manship, that the 2022 AGM Minutes be approved.

Motion Passed

3. President's Update

Present by Eugena Riehl

Welcome to the 27th annual general meeting for the Oxford Winds Community Concert Band. I am happy to announce that we have successfully completed our first in-person full season post pandemic. Thank you for your continued support through the uncertainty of the past few years.

The community support through participation, donations, concert attendance, and community grants has been encouraging as we are well on our way to rebuilding our active organization. We hope to return to all of our regular activities in the upcoming season. I would like to thank our Board of Directors for their hard work this year in planning and implementing our safe return.

4. Proposed Bylaw Amendments

- No bylaw amendments or changes brought forward.

5. Treasurer's Report & Approval of the 2023/2024 Budget

Treasurer's Report – presented by Jamie Fralick

- This was our first full year back after pandemic cancellations. We had a summer, fall and winter program.
- We have to note one change to the posted financial statements: \$120 from the performances revenue section was misallocated in these statements. Revised statements show this item included in the concerts revenue section.
- We budgeted conservatively last year on the revenue side, not knowing how many members would rejoin the band, not counting on a city grant, and not being aggressive with donations, fundraising and concert revenue. Revenue was double what we had budgeted (\$12,600 actual, \$6,100 budget).
- Expenses were also higher than our budget, with some of the extra cost being attributed to the summer program (\$12,877 actual, \$10,900 budget). We did spend some funds on 'one-time' or non-recurring expenses as we had some chair caddies built for our trailer and replenished our shirt inventory.
- The band netted \$1,800 on concerts and \$650 on fundraising. Again, with the band just resuming a normal year, the Board did not budget very aggressively for fundraising or concert profits.
- Our cash position was \$10,645, down just \$275 over last year.
- Donations were received from: Madeleine LaPlante, Eugena Riehl, Jamie Fralick, Kenneth Riehl, Janet Vanderspek, John Riehl, Elizabeth Goble, Graham Nasby, the Foss family and Stephanie Riehl. The Band also received the City of Woodstock grant again this year.
- E-transfer capability continued to be a very popular method of payment for band members this year.

It was **moved** by Kristy Foss, **seconded** by Abby Armstrong, that the Treasurer's Report be accepted as presented.

Motion Passed

2023/2024 Budget – presented by Jamie Fralick

- We are anticipating approximately 25 members at a \$50 registration fee.
- Post pandemic, we hope to build back up our concert attendance as well as resume retirement home performances.
- We have put the conductor honorariums back to 2018-2019 level, with 2 conductors.
- We anticipate some instrument repairs, 2x additional chair caddies, and other items for our trailer.
- Our rehearsal venue line includes the allowance for TVDSB rental but is dependent on any CASS displacement fees this year.
- We assume \$100 expense for social events that will not be recovered from participants.
- We do not anticipate toner expense for copier, but there will be PO Box rental increase under office supplies.
- We hope to reinstate the other expense category for a possible guest conductor this year.
- The lotteries that we ran were for music and instrument repair. If we carry that out, it can be used for equipment cost.

It was **moved** by Kent Boniface, **seconded** by Marja Deboer that the 2023/2024 Budget be approved as presented.

Motion Passed

6. 2023/2024 Season Schedule

- Stephanie Riehl presented the tentative event schedule for the season, which follows a pre-pandemic framework.
- We have decided to coincide our registration date with a tentative Recreation and Leisure event hosted by the City of Woodstock, if this event runs this year. Other registrations would be done virtually.
- Our usual booking through Thames Valley District School Board for CASS has been requested. We do not expect to hear the final decision until September. Alternative venues have been explored, but would be more costly.
- A larger venue for the holiday concert has been proposed, only if we are able to hold a dress rehearsal at the venue. We found that St. David's United Church may be too small for our concerts with larger audiences.
- Extended holiday break has been scheduled to account for any changes to membership and music selection.
- The Social Committee has decided to only host two larger events (holiday and spring) this season, due to lack of interest and participation in three events last year.
- A reminder that all events, dates, and locations planned are tentative, and are subject to change or cancelled at the discretion of the Board of Directors and based on venue availability. Similar to last season, the schedules will not be made public on the website until we have more clarity and certainty about dates and venues as we move forward.

Stephanie fielded questions from the attendees about the schedules, which she answered. None led to any changes required to the schedules.

Moved by Jamie Fralick, **seconded** by Marja DeBoer Marshall, to accept the draft 2023/2024 schedules as circulated and presented.

Motion Passed

7. Music Director's Report

Stephanie Riehl reported:

- To start our 26th season, we resumed in-person rehearsals in May 2022 with about 15 musicians. Rehearsals were held outdoors at Pittock Park in Woodstock and the group rehearsed selections including a mix of classical and popular music. We did not end up having a public performance with this group, but it was a fun and casual setting for members to resume playing together after a hiatus for the pandemic and members were very happy to be able to make music in-person again.
- Indoor rehearsals resumed in September 2022 with the Breeze, Intermediate and Senior groups. Due to low membership numbers and the uncertainty of possible pandemic

cancellations, Stephanie Riehl conducted all three groups this season. We did not receive enough registrations to run the Chamber Ensemble during the year.

- The Oxford Breeze novice band ran from September 2022 to June 2023. Membership in this group was down from pre pandemic levels, ending the season with 12 members (down from 18 members in 2020). The Breeze rehearsed weekly and worked on 5 holiday pieces in the first half of the season and 5 adventure-themed scores for our spring concerts while focusing on basic musical concepts, reading music, and playing as a group.
- The Oxford Winds intermediate group also ran from September 2022 to June 2023. Membership in this group was also down from pre pandemic levels, ending the season with 18 members (down from 30 members in 2020). This group worked on a total of 10 songs throughout the season. The Winds continued to work on balance, intonation, and precision while playing a variety of musical styles.
- The Senior Winds ran from September 2022 to June 2023. Membership in this group was down from pre pandemic levels, ending the season with 18 members (down from 25 members in 2020). They also worked on 10 pieces throughout the season at the advanced band level.
- Performances by the Breeze, Winds, and Senior Winds this season included: our annual *Christmas with the Winds* concert (we did not feature any guests this year, due to the uncertainty of the season), our *Adventures with the Winds* Spring concert (where we resumed our adventure music theme that we were not able to finalize and perform in 2020), and our outdoor concert hosted by the Woodstock Public Library. We did not have any performances at any retirement homes this year. All performances were well attended and band and audience members were happy to return to in-person performances.
- Though we were unable to offer our usual opportunities for members to work on their skills, such as sectionals and guest conductors, band members worked hard over this season as they re-acquainted themselves with playing and performing as a group after a 2-year hiatus. We hope to offer additional opportunities for members to improve their musicality and technique again in the future.
- Stephanie was very happy with the progress of the bands this year but hopes we can recruit more members for next season. The bands were missing full instrumental sections this year, which made music selection and performance difficult. This can also cause a strain on musicians by not being able to double on parts or by having to cover multiple parts. Our members came together in a big way this year and rose to the challenge, but missing instrumental sections may mean scaling back the difficulty of pieces in the future.
- Overall, band and community members were so happy to be back to in-person musical activities this year, some even brought to tears. All of our ensembles had another successful performance season and all members of the organization should again be very proud this year!

Moved by Colin Crouse, **seconded** by Jamie Fralick, that the Music Director's Report be accepted as presented.

Motion Passed

8. Correspondence

- No correspondence received.

9. Board of Directors and Executive Elections

Eugena Riehl opened the Elections discussion.

The meeting was turned over to Stephanie Riehl as Scrutineer.

Board Members whose term has expired as of this AGM: Darla Manship, Eugena Riehl.

Board Members moving into their second term: Abby Armstrong, Kristy Foss, Jamie Fralick, Kent Boniface, Marja Deboer Marshall. No action needed, this is for information only.

Nominations for Board Members (2 year term)

- Darla Manship and Eugena Riehl. Each nominee was asked to give a brief summary about themselves.

**Darla Manship and Eugena Riehl were each elected for a two-year term, with confidence.
One abstention.**

- Eugena Riehl will automatically continue in her role as President as she is one year into the two-year term.

Nominations for Treasurer (2 year term)

- Jamie Fralick

Jamie Fralick was elected as Treasurer for a two-year term, with confidence.

Nominations for Vice President (2 year term)

- Kent Boniface

Kent Boniface was elected as Vice President for a two-year term, with confidence.

The Scrutineer (Stephanie Riehl) passed the meeting back to Eugena Riehl.

Welcome to the New Board

Eugena Riehl thanked Stephanie Riehl for running the Elections and welcomed the new Board members.

10. Committee Reports

Eugena Riehl reported:

a) Marketing – Kent, Darla, Madeleine

- The marketing committee was able to slowly return to normal activities during our first year back in-person.
- A small budget was put toward a boosted Facebook post for the *Christmas with the Winds* concert at a total of \$61.41. In total, the ad reached 2,068 people with 4,650 total impressions.
- Ticketscene was utilized for our *Adventures with the Winds* concert in May 2023. Tickets were available for \$10 each. 11 tickets were sold in this manner, for gross sales of \$110. Net sales were \$86.46 with \$23.54 in fees being paid to Ticketscene.
- Facebook posts were used more heavily this year to promote our Spring *Adventures with the Winds* concert to good success. A total of 4 posts were made ahead of the concert that gathered a reach of 2,685 people over 2,942 total impressions.
- Our Spring *Adventures with the Winds* concert was promoted in the free section of What's On Woodstock and a press release for the Spring outdoor concert at the Woodstock Public Library was provided to HeartFM, but was not published. We hope to work with local news outlets to utilize more press releases in the next season.

b) Fundraising - Kristy, Marja

- Two fundraisers were held over the 2022-2023 season.
- Chocolate smoothies from Rheo Thompson were once again sold by Band members prior to the holiday concert, as well as at the holiday concert. The remainder of the smoothies were sold by Golspie Dairy. The price of the Mint Smoothies has gone up, so it is recommended that the price at which the Smoothies are sold in future should also increase.
- Coffee from Streets Ahead, a local Coffee Roaster, was sold by Band Members prior to the Spring concert. It was a positive experience and raised some needed funds for the Band.

c) Asset Management – Jamie, Gena, Steph

- We continued to use STOR-IT storage facility this year to store our equipment and music indoors as well as park our trailer outdoors. All music, instruments, and equipment stored have been inventoried, sorted, and categorized.
- The Band continues to own about 15 instruments that are available for members to borrow, including the addition of a clarinet donated to our group. Some minor instrument repairs were required this year and completed by Music Aid.
- Our tympani were again borrowed throughout the year by members performing with various other community groups. Donations were received for use of the drums.

- d) Transportation – Jamie, Chris
- The Committee was busier this year, now that the COVID pandemic restrictions have eased, and concerts have resumed.
 - The trailer was used effectively for the concerts we held for Christmas and in the Spring at St. David's and the Woodstock Library. Thanks to all the band members who pitched in helping unload, set-up, take-down and reloading equipment into the trailer.
 - Jamie volunteered his truck again this year to move the trailer and transport smaller items for concerts and practices when needed.
 - For concerts in the upcoming season, we could use more volunteers to help load the trailer and vehicles leading to and after our concerts at STOR-IT.
- e) Food – Marja, Darla
- The decision was made to not provide refreshments in the form of food and drink at the Christmas and Spring concerts due to COVID concerns. Complimentary bottled water was offered at the Christmas Concert, but most concertgoers chose not to take any.
- f) Social – Marja, Gena, Kristy
- The Holiday Dinner at East Side Mario's was well attended, a larger venue will be proposed for the 2023-2024 season to better accommodate all who wish to attend. A Winter Social was not held. A Spring Social was proposed but not held due to a lack of interest by Band Members.
- g) Gift – Darla
- The gift committee was responsible for sending cards and gifts on behalf of the band, which included sympathy cards, thank you cards, and congratulations cards.
- h) Clothing – Abby, Steph
- As in-person performances resumed this season, we had several members in need of new uniform shirts. Shirts were ordered from WSC again, including some extras to keep on hand. Supplier prices have gone up since our last order in 2019, which did require a small increase in price for our members to \$35 per shirt.
- i) Music Selection – Steph, Gena
- Music selection was a challenge this year, especially for our Fall session, due to late registrations, small membership numbers in all of our groups, and difficult instrumentation as we were missing some instrument sections this season.
 - Due to a tighter music budget, we had to rely on our pre-existing music library for most of our concert pieces. While this was beneficial to ease back into playing music together, it did not present much excitement or challenge for some of our returning members for our holiday concert.
 - Our November concert featured a mix of popular and traditional holiday music. For our Spring concert, we resumed the adventure theme we were not able to finalize and perform in 2020, though had to make some changes based on instrumentation. Audience members enjoyed the variety of pieces chosen.

j) Scheduling/Venue – Steph, Ron

- We resumed running weekly rehearsals in the CASS music room this season. When we were not able to use this room, we were able to book Southside Public School instead, which worked well for our smaller groups this year.
- An application for rental for a rehearsal space at CASS in the Fall has been submitted and is awaiting approval from the school board.
- We performed both of our main indoor concerts at St. David’s United Church in Woodstock this season, which worked well. The church members have been very accommodating to our group. A consideration for next season will be whether to hold our holiday concert at a larger venue with more audience seating capacity.

k) Selection Committee - Steph, Gena, Kent

- Stephanie Riehl had stepped in as interim conductor for the Breeze due to the uncertainty of the last few years and whether we would be able to run full seasons during the pandemic. The Board intends to fill this position with a separate Breeze conductor for the upcoming season.
- The selection committee has started the planning and did a preliminary campaign for applications. Because no applications were received by the initial deadline, a paid advertising approach will be pursued next to hopefully recruit some candidates to audition for the group in September.

l) Conductor Reviews - Gena, Kent, Jamie, Kristy

- 15 members submitted the online conductor reviews this season for Stephanie. All results were positive and Stephanie has been asked to resume her position as conductor of the Intermediate and Senior Winds, as well as Music Director for the upcoming season. She has agreed to continue with these duties and the Board looks forward to working with her again for the 2023-2024 season.

11. New Business

- No new business was brought forward.

12. Confirming Resolution

Moved by Stephanie Riehl, **seconded** by Marja DeBoer Marshall that all acts, by-laws, proceedings, appointments, elections, contracts and payments enacted, made, done and taken by the Directors and Officers of the Oxford Winds Community Concert Band from July 24, 2022 to present, are hereby approved and confirmed.

Motion Passed

13. Adjournment

Moved by Stephanie Riehl, **seconded** by Jamie Fralick, that the meeting be adjourned.

Motion Passed

Meeting Adjourned at 7:59pm.

/kf