BSIMA Board Meeting

Wednesday, February 20, 2019; 7:30 pm

Location: Earl Oxford Band Room

PRESENT: President, Tara Somerset; Vice-President, Marina Paddock; Admin. Officer, Myrna Large; CPN Band Director, Anna Penno; VMMA Band Director, Kelsey Demond; Eastside Band Director, Erin Dodds; Westside Band Director, Graydon Cramer;; Westside Rep, Heather Dodds; Eastside Rep, Nancy ; ennon; VMMA Rep, Lorraine Poirier; Fruit Sale Co-ordinator, Melissa Jansen.

REGRETS: Financial Officer, Aaron Gunson; 7th Grade Band Director, Jarrett Fuller CPN Rep, Sue Proudfoot; Communications Officer, Tracey Strang

**MINUTES**

I Approval of Agenda Motion: Lorraine Poirier; 2nd Heather Dodds; Cd.

II Approval of January 16, 2019 Meeting Minutes Motion: Lorraine Poirier;

 2nd Tara Somerset; Cd.

III Financial Report: Aaron Gunson: Myrna Large presented on behalf of Aaron Gunson.

 -Motion to approve Financial Report as presented by Myrna Large; 2nd Lorraine Poirier; Cd.

IV Administrative Officer Report: Myrna Large

V Directors’ Reports

VI **Old Business**

1. Instrument Repair and Cleaning Contract – Tabled to next meeting

 (b) Tara, Aaron and Myrna to attend a BSD Meeting – will attend meeting on April 8. Kelsey Demond will arrange a small ensemble to perform at the meeting.

VII **New Business**

(a) Administrative Officer Contract review & revisions – Set Committee to review

BSIMA will renew contract with Myrna Large for another year, as is. Motion by Heather Dodds, 2nd by Lorraine Poirier. Cd. Myrna Large will prepare the contract for signature at our next meeting.

 (b) Budget preparation - Set Committee to prepare: Aaron Gunson, Tara Somerset, Anna Penno and Myrna Large will have a preliminary budget prepared by next meeting.

 (c) By-Laws and Constitution – Set Committee to Review (does it need review?)

This was discussed, and it was suggested that everyone review the By-Laws, and send any suggestions for changes to Myrna Large before our next meeting. We may need to add something with regards to e-transfers – authorization for admin officer with limits.

VIII Miscellaneous

Erin Dodds, Graydon Cramer and Tara Somerset to meet to come up with a plan for the Nancy Miller Memorial Fund.

IX Adjournment

Next Meeting – April 17, 2019, 7:30 pm at Earl Oxford School

* Minutes recorded by Marina Paddock