

BSIMA Board Meeting
Wednesday, October 19, 2022 7:30 p.m.
Location: Earl Oxford Music Room

Meeting Minutes

(recorded by Monique Snow)

PRESENT: President, Shawn Heise; Vice-President, Cosmin Badea Admin. Officer, Melissa Jansen; CPN Band Director, Janine Waines; Grade 7 Band Director, Brooklyn Friesen; Eastside Band Director, Erin Dodds; VMMA Band Director, Meaghan Graham; VMMA Rep, Monique Snow; Westside Band Director, Graydon Cramer; Eastside Rep, Ginger Hunter; Alexander School Music Director, Kelsey Brown; Westside Rep, Rochelle Johnson; CPN Rep, John Jansen

Regrets: ; Financial Officer, Iryna Mikhno; Communication Officer, Leo Hernandez:

I Introductions

II Approval of Agenda

Motion made to approve the agenda as presented by: Ginger Hunter
2nd by: John Jansen CD

III Approval of June 15, 2022 Meeting Minutes

Motion made to approve the meeting minutes as presented by: Cosmin Badea, 2nd by: Rochelle Johnson CD

IV Financial Report – Iryna Mikhno – Sends her regrets – Reports submitted

Motion to approve Financial Report as presented: Iryna Mikhno
2nd by: Cosmin Badea CD

V Administrative Officer’s Report – Melissa Jansen – as presented

VI Band Directors’ Reports – as presented

VII Old Business

- Nancy Miller Fund

o Review how things went last year

Last year felt very rushed, Maybe was a little late as people were already applying for camps

Cheques were made to kids that didn’t have chequing accounts

This year, within the next couple of months perhaps February, the committee can meet to discuss timeframe going forward to get the forms out to the students

- Any Changes needed to the process
 - Meeting sooner to iron out the process for application
 - It was tricky to follow up afterward with what the students used it for so maybe reporting back to us would be helpful
 - Providing a proof of registration could be provided before we send out cheques
 - Choosing less students so we could give more of a scholarship and a consideration to the amounts given

Action Item: Committee will report at February meeting regarding timelines

- Stolen Drum Set
 - Do we need to purchase a new set
 - Anna was able to go through her home insurance policy to receive funds toward the drums and when we receive more details, we will decide whether we need to purchase one
 - Does BSIMA need to acquire insurance
 - At the time being, insurance may not be needed
 - We will send an inquiry to the school division regarding whether they are covered during trips
- Zoom Account – do we need to continue to pay for an account
 - No, we will not pay for the zoom account at this time, we will review it as needed in the future

VIII New Business

a) Changes to bank signing officers

MOTION MADE TO MAKE THE FOLLOWING CHANGES TO BRANDON SCHOOLS INSTRUMENT MUSIC ASSOCIATION BANK ACCOUNT # 8553547 AT WESTOBA CREDIT UNION:

Please remove the following from the account:

Sue Proudfoot
Tatyana Guskova

Please add the following to the account:

Shawn Heise as President
Iryna Mikhno as Financial Officer

The signers on the account will be as follows:

President: Shawn Heise
Vice President: Cosmin Badea
Financial Officer: Iryna Mikhno
Administrative Officer: Melissa Jansen

By: Ginger Hunter 2nd by: Cosmin Badea CD

b) Summer Instrument Purchase Report

CPN was supposed to receive two tenor saxophones but received trombones instead. If they are keeping them, CPN will need barcodes for the trombones

VMMA ordered a bassoon, but the invoice is made out to VMMA, instead of BSIMA

c) Enrollment & Initial Instrument Usage Report

Everything is going well and only a couple left that haven't paid

E-transfers are a bit tough to know who has paid when the parents don't indicate who the student is

In the long run, e-transfers are preferred as it eliminates our NSF charges

d) Discussion on any concerns with the instrument cleaning process

Brent was to check barcodes, but the Band Directors found lots that weren't working (some were faded, or missing entirely) It is in the contract for Brent to notify BSIMA regarding barcodes that are needed.

Better communication to Brent regarding instruments that are returned after cleaning as they were being dropped off at the wrong schools

Repairs to instruments are to go back to Brent if they aren't working after instrument was cleaned

e) AGM Debrief

Very quick meeting, lots of people volunteered for the vacant positions

It went much smoother than it was when we hosted a zoom AGM

For future AGM's we can make it clear as to how the meeting runs regarding making motions, voting and the importance of what this means to the organization and its operation

f) Outside of BSD instrument rentals -clearer direction of how to deal with these

It is becoming more common that we receive these requests from other programs. To date there currently is not a by-law that indicates anything regarding this issue

We will continue on as we have been with the Directors bringing the requests forward to the council as needs arise.

Oak Lake school is looking to rent two French horns while theirs are getting fixed.

Any retired instruments are at the discretion of the Band Director. Let BSIMA know and they will be taken out of inventory

- g) Directors copy of the instrument usage forms – do these need to be kept for 7 years

No, you do not need to keep the instrument usage forms.

- h) Vice President needs to step down – Cosmin has accepted to step back into the role

Cosmin Badea to fill the position of Vice President for BSIMA as appointed

IX Miscellaneous

Nothing to add

X Adjournment

Shawn Heise motioned to adjourn the meeting at 9:00 am.

Next Meeting: Wednesday, November 16, 2022 – 7:30 pm
Location: Earl Oxford