

**BSIMA Board Meeting**  
**Wednesday, November 16, 2022 7:30 p.m.**  
**Location: Earl Oxford Music Room**

**Meeting Minutes**

(recorded by Monique Snow)

PRESENT: Vice-President, Cosmin BadeaAdmin; Financial Officer, Iryna Mikhno; 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, Jenny Stephens; Alexander School Music Director, Kelsey Brown; Westside Rep, Rochelle Johnson;

Regrets: Communication Officer, Leo Hernandez; CPN Rep, Dawn Middleton

- I Introductions
- II Approval of Agenda  
Motion made to approve the agenda as presented by : Jenny Stevens  
2<sup>nd</sup> by: Monique Snow, CD
- III Approval of October, 2022 Meeting Minutes  
Motion made to approve the minutes as presented by: Jenny Stevens  
2<sup>nd</sup> by Shawn Heise, CD
- IV Financial Report – Iryna Mikhno  
Motion to approve Financial Report as presented by: Iryna Mikhno  
2<sup>nd</sup> by: Shawn Heise, CD
- V Administrative Officer’s Report – Melissa Jansen – as presented
- VI Band Directors’ Reports – as presented
- VII Old Business
  - a) Nancy Miller Fund – Action Plan – Sub committee will meet and report back to BSIMA committee at Feb. Meeting
  - b) Stolen Marching Drum Set – Update – Anna’s e-mail  
Settlement was made with insurance company \$1,715.22 U.S. funds that she will receive for the drums  
Please see attached email for recommendations that Anna has made.  
She recommends that the harnesses and sticks are replaced using the funds

- c) Summer Instrument Purchase Report
  - Rec'd an invoice from the division for instruments that have already been rec'd. CPN received their Tenor Sax and Bass Trombone. They are still waiting on the 3 instrument cases only. Meaghan is still waiting on the Bassoon.
- d) Instrument Usage Report
  - Talked about in the Administrative Officer's Report

## VIII New Business

- a) Set BSIMA instrument usage fees for the 2023/24 school and summer period
  - Current fees are \$125.00 for the school year and \$25.00 for summer rentals.  
Admin recommends that we keep the current rental fees as is
  - Motion to maintain the instrument rental fees – Jenny Stevens ; 2<sup>nd</sup> by Monique Snow, CD
- b) Program per capita tallies:
  - Will be determined once we know program November report card #'s
  - Each program will get a certain % of \$26,800.00
    - For example, if WSB had 30% of the total number of students they would get 30% of \$26,800.00 = \$8,040.00
    - We gave Alexander \$500.00 of this money to help them purchase things needed for this program. Do we want to do this again?  
Motion to allocate \$500.00 to the Alexander band program – Jenny Stevens 2<sup>nd</sup> Cosmin Badae, CD
  - This money is for each of the programs to use as they see fit.
- c) Percussion & Instrument Care Kit allotment
  - Will be determined once we know program November report card #'s
  - Percussion - \$2,400.00/4 programs = \$600.00 each
  - Instrument Care – receipts are submitted by the band directors

Each instrument rental has a portion of the rental going to the care kit allotment. Melissa will continue to monitor the budget line item and update the directors accordingly
- d) Grant request changes to BSD, re: Instrument purchase for the following school year & Registration fee grant
  - Do we want to increase the amounts we ask for? If so what is it?  
Recommendation to increase the amount that we ask for to cover the cost of inflation. Meaghan will contact St. John music to see what the

increase of price will be on the four most purchased instruments to average out how much those prices have increased. Currently we ask for \$29,800.00 for summer instrument purchases has been this amount for the past 4 years prior to that it was \$29,100.00 and the year before that was \$27,500.00

- Currently we ask for \$60/student for the Registration Preplacement fund. 2018-2019 request was \$50.00. 2019-2020 changed to \$60.00. Directors are recommending that this amount is sufficient.

(Motion to be made for the above items as soon as we have the amount that we are asking for)

- Once we have our November Report card numbers from each program, I will prepare the letter with Shawn and we will get it to the division office by December 1<sup>st</sup>.

- e) Discuss Communication Officer position  
Graydon and Brooklyn will reach out to Leo Hernandez to see if he is still interested in the position

IX Miscellaneous

X Adjournment  
Motion to adjourn the meeting made by Cosmin 8:42pm

Next Meeting: Wednesday February 15, 2023 – 7:30 pm  
Location: Earl Oxford Music Room