

## **BSIMA Annual events/duties 2022-2023**

### **August**

- Order Band Instrument Usage forms and any other forms as required
- Review of Financials; Close Prior Year in QB; Make Arrangements to have reviewed by outside party
- Meet with executive if necessary
- Make sure inventory is up to date – co-ordinate with person cleaning instruments – ones that need new barcodes, etc.
- Put Incoming Students into Charms – Get class lists from Educators

### **September**

- Band Program Instrument usage forms to Band Programs - (Admin Officer to assist with the distribution and collection of BSIMA Instrument usage Agreement forms and monies)
- Admin Officer to pick up forms from Band Programs, enter into Charms and deposit instrument usage payments.
- Put the charges through for students using BSIMA instruments.
- Band Programs Annual Meetings: - Admin Officer to be present to assist with collection of forms.
  - Brandon West Side Parents –
  - East Side Band Parents –
  - Vincent Massey Music Association –
  - Crocus Plains/Neelin Parents –
- **BSIMA Annual General Meeting – September 16th 7:00 p.m. (Westside);**
- **BSIMA Board Meeting – September 16th (right after Annual General Meeting)**
- Update bank signing officers and make changes in directors and officers through MB Companies office (send info to update to our Lawyers)

### **October**

- Payment deadline for BSIMA Instrument usage fee - **October 15<sup>th</sup>**
- Obtain list of all students with unpaid instrument usages from Charms and co-ordinate with educators which students have own instrument or are no longer in band.
- 1<sup>st</sup> Letters sent out to parents of students with unpaid instrument usage fees
- Request per capita money from BSD. With request, BSD needs copy of annual return, copy of annual meeting minutes, and copy of year end financial statements – when monies are received – pay to individual programs (November Report Card #'s) based on each program's percent of student total (budget x % = amount paid to program)
- **BSIMA Board Meeting – 3<sup>rd</sup> Wednesday, Oct. 21<sup>th</sup> @ 7:30pm (Place: Earl Oxford School)**
  - Instrument purchase report & review
  - Enrollment & initial Instrument Usage Report

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## **November**

- Follow up with BSD with regard to invoice for Instrument Purchases – with deduction for grant
- Pay per capita money to individual programs (based on November Report Card #'s)
- Pay out Percussion Allotment and Care Kit Allotment
- Deadline for BSIMA policy & Program information updates to be sent to BSD for Middle Years Band Program registration packages – **by Dec. 1**
- **BSIMA Board Meeting – 3<sup>rd</sup> Wednesday, November 18<sup>th</sup> @ 7:30pm (Place: Earl Oxford School)**
  - Set BSIMA instrument usage fees for next school year (regular session & summer)
  - Instrument Usage report review
  - Program per capita tallies
  - Percussion and Instrument Care Kit allotments
  - Grant request changes to BSD, re: Instrument purchases for the following school year & Registration fee grant; & BSIMA Policy info updates for BSD (Must be at BSD office by Dec 1)
- Instrument usage payment deadlines for “Late payment 1<sup>st</sup> notice” students
- Grant cheques for National Honor Band students: Cover registration fees

## **December**

- Grant request deadline to BSD re: Instrument purchase funds & registration fee grant for the following school year – **December 1<sup>st</sup>**
- Program Christmas Concerts
- **NO MEETING IN DECEMBER**

## **January**

- **Prepare T4A's for admin contracts and other payments**
- **BSIMA Board Meeting – 3<sup>rd</sup> Wednesday, January 20<sup>th</sup> @ 7:30pm (Place: Earl Oxford School)**
  - Determine cleaning & repair contract for end of School year - review
  - BSD Funding Request – status report
  - Music Monday Funding

## **February**

- **BSIMA Board Meeting – 3<sup>rd</sup> Wednesday, February 17<sup>th</sup> @ 7:30pm (Place: Earl Oxford School)**
  - Fruit sale Planning – set review & planning committees for coming year (if required)
  - Administrative Officer Contract review & revisions – set Committee to review
  - Budget prep - set Committee to prepare
  - By-laws Review and Constitution Review – Set Committee

# **BSIMA Annual events/duties 2022-2023**

## **March**

- **BSIMA Board Meeting – 3<sup>rd</sup> Wednesday, March 17th @7:30pm (Place: Earl Oxford School) (only if needed)**
  - Administrative Officer Contract review & revisions – recommendations to the Board
  - Fruit Sale Contract – review and revisions – recommendations to the Board
  - Review By-laws & Constitution as requested & required
  - Fruit sale planning & review status report
  - BSD Budget Committee status report

## **April**

- **BSIMA Board Meeting – 3<sup>rd</sup> Wednesday, April 21st @ 7:30pm (Place: Earl Oxford School)**
  - Set Instrument purchase contract (decide on purchasing agent for BSIMA)
  - President to send letter to BSD naming appointed BSIMA Instrument Purchase Agent for coming year
  - Finalize & approve Admin Officer Contract & job description for next fiscal year
  - Fruit Sale Review & planning Committee reports - fall recommendations & prep ???
- Renew Contract with BSD for coming year
- Renew Contract with Administrative Officer
- Make sure Corporation Renewal Documents are received and updated. (Donald Legal)

## **May**

- **BSIMA Board Meeting – 3<sup>rd</sup> Wednesday, May 19th @ 7:30pm (Place: Earl Oxford School)**
  - Finalize & approve next fiscal year budget
  - Approve Admin Officer Committee recommendation for offer for A.O. Contract & Fruit Sale Coordinator Contract for next fiscal year
- Review & update Annual Events & Duties – President & Administrative Officer
- Fruit Sale Committee organizing process (IF REQUIRED)
  - Determine & approve Fruit sale contracts for fall
  - Finalize Distribution Centre location
  - Approve any proposed By-law revisions
  - Set AGM date & location; Set BSIMA calendar for following year, including Board meeting dates, special events
  - Year end report prep
- Determine & set Instrument purchases for coming year – Instrumental Music Educators
- Program year end Concerts

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### **June - Aug**

- **BSIMA Board June Wind-up – date to be determined (Place: To be determined)**
- Instrument purchasing list finalized by Instrumental Music Educators by **June 30<sup>th</sup>**
  - Admin Officer to get quotes and send request to BSD by 15<sup>th</sup> of July
- Check CHARMS for any unreturned instruments and report to Music Educators by **last week of June**
- Program schools to rotate hosting AGM
- Update /maintain musical instrument Inventory in conjunction with the Instrumental Music Educators and the Contracted Cleaning Technician
- Instrument Repair & Cleaning
- Print out CHARMS year-end reports and close out school year
- Fruit Sale organizing for fall sale ??
- Preparation for & completion of the annual review and/or audit of the organization's financial records
- AGM & Annual Report preparation