

**BSIMA Board Meeting**  
**Wednesday, March 20, 2024 7:30 p.m.**  
**Location: Earl Oxford Music Room**

**Meeting Minutes**  
(recorded by Melissa Jansen)

PRESENT: Vice-President, Chris Desormeau; Financial Officer, Iryna Mikhno; Admin Officer, Melissa Jansen; Westside Band Director, Graydon Cramer; Eastside Band Director, Erin Dodds; Eastside Rep, Teresa Slon; Alexander School Music Director, Kelsey Brown; VMMA Band Director, Meaghan Graham; CPN Rep, Dawn Middleton

Regrets: Grade 7 Band Director, Brooklyn Friesen; CPN Band Director, Anna Penno; Westside Rep, Hannah Seitter; VMMA Rep, Monique Snow, Communication Officer, Leo Hernandez

I Approval of March 20, 2024 Agenda

Motion made by: Iryna Mikhno  
2<sup>nd</sup> by: Dawn Middleton  
Cd

II Approval of January 17, 2024 Meeting Minutes

Motion made by: Dawn Middleton  
2<sup>nd</sup> by: Iryna Mihno  
Cd

III Approval of January/February 2024, Financial Report

Motion made by: Iryna Mikhno  
2<sup>nd</sup> by: Dawn Middleton  
Cd

IV Administrative Officer's Report – Melissa Jansen – as presented.

V Band Directors' Reports – as presented.

VI Old Business

a) Billing for Christian Heritage School – Cheque received.

- b) Summer Instrument Purchase Follow-up – Melissa will follow up with the high school directors to make sure they have received all the instruments.
  
- c) Instrument Usage Report Review – discussed in Administrative Officer’s report.
  
- d) Highschool Small Instrument Data – Review Survey – Everybody thought the survey was good and it is ready to send out to the families.
  
- e) BSD Funding Request – Funding was received, and the school division sent the contract to be signed. Melissa will make sure it is ok for Chris to sign the contract as acting president. Then she will get the contract signed and send back to the division.

## VII New Business

- a) Instrument Cleaning- Meaghan brought it to the committee’s attention that there could be a possibility our instruments are not getting cleaned as thoroughly as we thought they were. She had to take her trumpet to get fixed at St. John’s and they informed her that her trumpet was not clean. This was shocking as it is cleaned every year through Brent. She got approval from her principle to take a few more instrument in personally and get St. John’s to look at them and walk her through what is not being cleaned properly. It was really shocking to her. After a great discussion about this the committee decided that all unused/unplayed horns currently at the schools would be sent to St. John’s to get cleaned. Further discussion will be made with Brent when he get back at the beginning of May.

Motion to send all unplay/unused horns currently at the schools to St. Johns to get cleaned.

Motion Made by: Dawn Middleton  
Seconded by: Teresa Slon  
Cd.

- b) Administrative Officer Contact – Sub Committee report – Table to April’s meeting.

- c) Budget prep - Sub Committee report – Budget was discussed, and changes were made. Budget will approve tabled to April’s meeting
  
- d) By-Laws Review & Constitution Review – Sub Committee report – Tabled to April’s meeting.
  
- e) Rental of Timpani – Decision was made to not rent the timpani’s to Brandon Community Orchestra. Melissa will send a response to them.
  
- f) Charms merge to TimeCut – tabled to April’s meeting

VIII Miscellaneous

IX Adjournment - at 9:20 pm

Next Meeting: Wednesday, April 17, 2024 – 7:30 pm  
Location: Earl Oxford