

# ST. FRANCIS MUSIC SOCIETY

## MEETING MINUTES – November 4, 2020

A meeting of the St. Francis Music Society was held on-line through Zoom, Wednesday November 4<sup>th</sup>, 2020. Darlene Senger, President, presided over the meeting. Jurgen Hartloper (Secretary) recorded the minutes.

**In Attendance:** Darlene Senger, Brigida Battistessa, Renee Swarz, Valerie Zajac, Andrew Springett, Anne Ang-Becker, Jurgen Hartloper  
**Regrets:** Deb Soares, Roberta Lee

### **1. Call to Order: 7:05 pm**

### **2. Opening Prayer: All**

### **3. Minutes of Previous Meeting:**

- a. Revision to Item 8 (c) Expenses to date:
  - i. PPE expenses of \$2,173.00, consisting of musicians' masks, bell covers, and puppy pads.
  - ii. Commitment to Ironwood of \$500.00
  - ~~iii. Bell covers; \$1800.00~~
  - iv. Insurance; \$860.00
- b. Motion to accept revised previous meeting's minutes; made by Jurgen H., seconded by Valerie Z., **Carried.**

### **4. Today's Meeting Agenda;**

- a. Motion to adopt proposed agenda made by Jurgen H., seconded by Andrew S., **Carried.**

### **5. Correspondence:** none to report.

### **6. Music Director's Report:**

- a. Brigida reported that the students continue to safely make music, and that the classes are going well considering the circumstances. The Band Room is not being used, practices are being held in the main gym.
- b. The band and choir has been re-invited to take part in the Canadian National Music Festival, which will be held virtually in the spring. Entrance fee is \$500.00. This event will also serve as the band's Spring Concert.
- c. The Christmas concert will be run as a live-stream event on December 9<sup>th</sup>.
  - i. The concert will run from 4:00 to 6:30pm. Sound check to start at 2:15pm.
  - ii. The Jazz Band and Choir will be first up, performing in the Cafeteria, followed by the Concert Band performing in the gymnasium.
  - iii. There will be a brief intermission between acts to allow the bands to transition. Darlene will be making a presentation during the intermission.
  - iv. Joey has once again agreed to serve as M.C.

- v. Discussion regarding gifts for clinicians and volunteers; Darlene noted it was important to continue this tradition. It was agreed that Andrew would place an order for chocolates and Darlene and Brigida would coordinate handing them out.
  - 1. A budget was discussed, moved by Andrew S. to allocate \$200 for gifts, seconded by Valerie Z., **Carried**.
- vi. Provision of a pizza dinner for the band and choir was discussed. It was concluded that logistics and safety concerns over-ride this idea, students will have to bring their own food if they need to eat prior to the concert.

#### **7. President's Report:**

- a. Darlene introduced the idea to create a video which would introduce the Society to all band parents. All board members are requested to provide a brief bio, photo, description of their role, and an inspirational statement about their commitment to the Society. It is intended that this video be posted to the Society website. Her request is that the information be sent in by end of November.
- b. The goal for Purdys sales - an amount ranging from \$18,000 to \$20,000 was discussed. Andrew suggested that Band families/students aim for \$175 per band member as a target. Brigida noted she will send email reminders to band families indicating this.

#### **8. Treasurer's Report:**

- a. Recent payments made;
  - i. Extra bell covers - \$465
  - ii. Ironwood donation - \$500
  - iii. Insurance premium - \$860
  - iv. Website renewal - \$156.
- b. An updated budget has been distributed. Expenses to date this year - \$4135.00. There has been no income to date, normally by this time uniform fees would have been deposited. The chequing account balance is approximately \$9400.
- c. Darlene and Jurgen were added as signatories to the bank account. Valerie has offered to be added as well, which can be done in the future if needed.
- d. Renee has prepared the annual GST rebate paperwork, and the year-end tax return is in progress.
- e. Renee noted that there may need to be a year-end Society report prepared by Darlene. Darlene to contact Derek Cook for guidance on this.

#### **9. Fundraising Report:**

- a. Purdys fundraising;
  - i. Andrew noted that sales are at \$4500 as of today's meeting.
  - ii. Delivery to the school is scheduled for Dec. 7<sup>th</sup>. Andrew offered to be on site to receive the shipment and ensure it is delivered as close to the band room as possible.
  - iii. Darlene and Renee offered to assist with sorting on Dec. 8<sup>th</sup>, to be done in the Choir Room. Anne will send out a volunteer call for 8 people to help with this, from 6-9pm. Brigida will supply PPE.

- iv. Andrew & Darlene offered to organize the distribution on Dec. 9<sup>th</sup>, to run from 5-7:30pm. Another call for 6 volunteers will be needed.
- v. Brigida noted that these plans all fall within the school's covid security protocol.
- b. An incentive/participation reward for Purdys sales was discussed. It was agreed to purchase 3 gift card draw prizes, Andrew to source these.
  - i. A budget was discussed, moved by Anne B. to allocate \$75, seconded by Renee S., **Carried.**
- c. Valerie updated the idea of making a unique guitar and raising funds by raffling it off (which was supported by the Board at the previous meeting). The intention is to start building it in the spring, and have it ready for the fall.

**10. Webmaster Report:**

- a. The website is hardly getting any hits, needs to be promoted more. It was suggested that the Society's mission statement be posted to the website.

**11. Volunteer Coordinator Report:**

- a. There will be a call for volunteers to help sort Purdys chocolates, as noted above.

**12. Adjournment**

- a. There will not be a meeting in December. The next SFMS Board meeting is scheduled for January 20, 2021.
- b. The meeting was adjourned at 9:05 pm.