

Attending: Andrew Wagstaff, Lorne Canning Smith, David Howe, Linda Towns, David Towns, Kerwin Davison, Conrad Byers, Lori Lynch, Nancy Curleigh, Brenda Wheaton, Don Allison Smith, Helen Tyson

Minutes by Helen Tyson

1. Brenda Wheaton brought the meeting to order shortly after 7 pm. She welcomed the members, remarking that the Band Hall Association has had an exciting year and accomplished a lot, including the new job creation project. Interviews are in progress and hiring should take place in a couple of weeks.

Helen Tyson read last year's minutes (from February 9th, 2008).

**Brenda moved to approve last year's minutes
Don seconded the motion**

2. Michael Fuller (Chairman and CEO) and Krista Wells (Secretary) are in Portugal so Don read a summary of Michael's chairman report. Don thanked Helen Tyson, Lori Lynch and Sheri Bromer for taking over the secretarial duties. Our chair during this very busy winter is Brenda Wheaton.

Summary of Chairman's Report—Michael Fuller, read by Don Allison Smith
(complete version available in separate copy)

A quick glimpse at the highlights of this past year shows the path we are on and the things we've done to bring the vision of this hall closer to reality. Let's break it down into three main areas:

i) Dedicated volunteers worked hard to make the Hall a focal point for the community, with a broad spectrum of events including concerts with local talent, the Parrsboro Citizen's Band, the Sackville Concert Band, the Parrsboro Jazz Ensemble, a classical quartet and others. More and more people are taking advantage of our film series. Thanks to Rod & Helen Tyson and Krista Wells for their work on the films.

ii) Then there is the educational side of the Hall. Last year's beginner players now comprise the Junior Band and soon we hope they will join the Citizen's Band. In November we received a grant from the Nova Scotia Department of Culture to initiate a program of instruction for youth. Timi Levy is running this program very effectively. We are aware of the need for quality programming for the large youth segment of our community and will continue to work in this direction. The Cultural Campus offered workshops in jazz, water colour painting and drama.

iii) So that is the public face of our activities and I'd like to give our volunteers a huge

round of applause. Now let's look at the not so public face of the project.

A strong volunteer base is essential to our success so we've dedicated significant time to the development of our volunteer and membership committee. You've all received, or will shortly receive, the membership and sign-up sheet, so if you're not already involved, please participate.

The Communications Committee, chaired by Andrew Wagstaff, has kept us informed of what's going on at the Hall. This historic building has a wonderful future not only in the town of Parrsboro but the entire region within a 40-mile radius. The completed Hall will house a state-of-the-art performance facility offering many choices for everyone. And everyone must feel welcome and a part of it. We will continue to develop links within the wider community and to enlist people from the surrounding area.

Our treasurer, Linda Towns, along with Fundy Accounting, has done a wonderful job with our book-keeping. Linda has had a lot to do, from grant proposals to daily chores. And we've come out of our year with a healthy bank account.

With respect to those funds specifically designated for capital development, we received two major personal donations from Tom Young (Research Management Associates) and Dick Lemon (Dick's Island Retreat in Five Islands). These two donations, amounting to a total of \$10,000, formed the opening balance of our Capital Account.

We also received a grant from Heritage Trust of Nova Scotia, which helped us buy our movie projector. They have earmarked another \$1,000 for the recently completed repairs on the bell tower. Heritage Trust also contributed the talents of videographer Sue Hutchens, who developed our promotional video (connected to our web site).

If I have had one disappointment this year it has been our inability to meaningfully initiate our capital campaign. Because time is limited we made the decision to concentrate on programming at the Hall, to generate public support, demonstrate that we are moving forward and build a traffic pattern that will be in place when the renovation is finished. We weren't of the mind to "build it and they will come." I believe that our sell-out crowd at the last Variety Show is testament to the success of this approach. But there are support opportunities that we need to take advantage of now. The time is ripe to improve the cultural and tourism infrastructure of Southwest Cumberland. We need to focus on making the physical dream a reality. The processes are in place. We have a strategic plan and a business model. All we are lacking is the **personnel** to effectively mount the campaign.

The Road Forward

We have received support from Service Canada to hire our first employee. CREDA was very helpful in this development. The new Administrator's priority will be the organization and Development of the Capital Campaign. The position is scheduled to begin on April 1 and run for one year. Applications are now being accepted.

We need to grow and diversify the Board of Directors to include skills in capital development, community connections, communications skills, public and corporate knowledge.

We need to establish an endowment fund so that our future is guaranteed and donors know that their funds will benefit the community after their lifetime.

We are beginning a data base to identify volunteers and communicate with members and our potential audience.

We want to expand our activity into the surrounding community to encourage participation.

More and more performance opportunities are becoming available but we need more manpower to take advantage of these.

The Cultural Campus will be expanding. This year it will offer drama, jazz, visual art and playwriting.

We need to focus on volunteer relief and capital development but we will continue with band development programs, with a focus on youth and retirees.

We need a name for the new Hall, which reflects who we are and the community we serve. Suggestions are invited.

In closing, I have truly enjoyed the camaraderie with our wonderful band of directors. We've gone through some growing pains, we've gained the skills of some new members, we've lost a couple and some will finish their term today. To those who have left or will be leaving I want to give you an enormous thank-you for all that you've done. We are far stronger and further along our path because of your input. You will truly be missed and welcomed back at any time. For those of you who are joining us please accept my physically distant welcome. We appreciate your help.

Finally, it is time to advise you that this will be my last term as Chair. I don't think it's healthy for an organization to continue for a long time under one chairmanship; fresh talents and abilities are necessary. I have indicated to the Search Committee that I will stay on as needed.

We have a wonderful opportunity to do something really important for our community. As more people retire here and as our youth become more attuned to the changes and opportunities in the world around them, we will have a facility here to support their growth, health, education and cultural experience.

Questions:

Remark: [from the floor about the need to expand our web site]

Remark: Nancy gave credit to Don for his summary, which she recommended be copied to the Band Hall's web site. (David Towns had the same idea.) **Helen will type up this summary.**

3. 2008 Financial Report—Linda Towns

This year past we focused on developing a budget which reflects our fiscal responsibilities and plans for the future.

The Association has managed to finish the year 2008 with a positive balance of just over \$5,900 in the Operational Account and \$10,595.00 in the Capital Account, having accomplished a number of notable achievements, not the least of which was raising over \$24,000 to support the Hall and the future.

One of our aims this year was debt reduction as we started 2008 with a debt of \$2,398.87 which has been reduced in one year to \$1,564.01. We have instituted a plan which will see the end of this debt by June 2011 without imposing a severe burden on our finances.

Parrsboro Accounting, and Amanda Hirtle, have done a great job of keeping our finances organized and on track.

Nancy moved to accept the 2008 financial report

Lorne seconded the motion

4. 2009 Budget—Linda Towns

Financial Forecast 2009

This year [we] developed our budget which will allow for expanded programme planning and Hall restoration and development in a fiscally responsible manner.

In the process the heads of all committees provided their best estimates of projected costs and revenues for their areas of responsibility such as Advertising, Events, Film etc. Once these figures were factored in the Board sat down with a draft of the budget and after much discussion came up with a budget which reflects the best estimate of financial activity for 2009.

None of the calculations include possible grants from various funding agencies we will be approaching in the coming year to assist with the restoration of the Hall or support an expanded programme of activities at the Hall.

As a charitable organization the Association has developed a budget which is virtually revenue neutral but which allows for continuing support for traditional activities, ongoing renovations to the Hall and expanded programming at the Hall, involving individuals of all ages from the community and surrounding areas.

Hall Expenses

Accounting	2000	
Advertising and Promotion	1700	
Office	700	
Postage	400	
License/Dues/Internet Fees	200	
Bank Charges	50	
Film Society Expenses	1600	
Fundraising:		
Variety Shows	50	
May Concert	50	
Aeolian Singers	250	
Band Day	50	
Band Day Raffle	50	
Golf Tournament	3500	
Flea Market	50	
Oktoberfest	500	
Christmas Concert	200	
Bar and Canteen	500	
Insurance	1300	
Heat	4000	
Utilities	700	
Repair and Maintenance	1000	
Janitorial	350	
Water/sewer	500	
Property Tax	2200	
Snow removal	500	
Cultural Campus		
Youth Music Programme	4050	
Jazz Workshop	()	
Drum		
Theatre	(8720)	
Visual		
Writers		
JC Project Expenses	4500*	
Total		30,950

Band Expenses

Band Master	2000	
Beginner Band Expenses	300	
Band Day	500	
Music	200	
Instr. Repair and Maint.	250	
Debt Reduction	600	
Total		3850

Total Association Expenses:	34,800
Net	+200

* Note: Some JCP expenses included in other budget items (heat utilities, janitorial). This figure reflects the worst case scenario for planning purposes.

[Brief discussion of budget items]

Lori moved that the 2009 budget be accepted
Sheri seconded the motion

Brenda & Linda signed the budget

Approval of bank signers: Krista Wells, Michael Fuller, Don Allison Smith, Conrad Byers and Linda Towns (for the time being)

Andrew Wagstaff moved that the list of bank signers be approved
Lorne seconded the motion

Linda moved that Fundy Shore Accounting be approved as the Association's book-keeper

Sheri seconded the motion

[unanimous]

5. Membership Report—Brenda Wheaton

2008 was another successful year for our “Save the Hall” project. We can clearly see our vision in action. We had membership forms at all our functions at the “Hall” and around the area and we were able to register another 35 new members who are most interested in this project and are anxious to see it to completion. Our total membership to date is approximately 671.

This year the Membership Committee is asking for an increase in the membership fee, raising it from \$5 to \$10, which is in keeping with other organizations in the area and less than most. Our Committee needs more volunteers and we are asking you to consider coming on board with us. As we all know the enormity of this project, the more volunteers we can encourage to join us, the easier the job for all involved.

In order to obtain government funding and attract corporate donors we need proof of a strong, dedicated and hardworking community. We are most appreciative of any donation and tax receipts will be issued to all donors.

A newsletter mail-out which included the membership form has been completed. In early spring we shall follow up on this via ‘phone and/or e-mail. Forming a ‘phone campaign committee for this project would alleviate the pressure on the few who are currently

“doing it all.”

Thank you for your continuing and loyal support.

Respectfully submitted,
Brenda Wheaton (Membership Chair)

Questions:

Helen: Are we getting volunteers from outside of Parrsboro?

Response (Nancy): We're working on it.

Response (Brenda): Rena's from up the shore.

6. Communications Committee Report—Andrew Wagstaff

Andrew felt that Michael covered all the necessary points in his Chairman's report.

7. Band Report (Classics by the Sea)—David Howe

The Junior Band is still going. Timi Levy's group will be going for another three weeks. There will be a concert in May [3rd], and Band Day [July 26th].

Classics by the Sea is June 26, 27 & 28. There will be four concerts: an organ recital on the evening of June 26th in the United Church; Christine McLeod (singer) and a harpist in the afternoon of June 27th, in the Anglican church; Timi Levy on the evening of the 27th, at the United Church; and The Dulcianas on the afternoon of the 28th at the Anglican Church. The financial arrangements will be done through the Band Hall Association but will be completely separate. There will be a separate account with Amanda [at Fundy Accounting]. The [Band Hall's] fund-raising co-ordinator will be asked to answer the 'phone for ticket sales. A provincial grant has been applied for (\$2,500 for festival advertising which, at most, will cover 50% of the costs). The rest must be raised. There are opportunities for corporate sponsorship. There will be ticket sales. Please spread the word about the series. We will submit a financial account to the treasurer when all is done. This is an experiment (for this year) to see if it will fly here, and so to give it its best chance we hope to advertise extensively. There are small places with successful music festivals like this one. There is a town in Wales, much smaller than Parrsboro, where Pavaroti has sung. The performances are held in circus tents.

Questions:

Brenda: You should use our e-mail list. Our web site should have a link and we'll probably have 5000 brochures out with the Ship's Company Theatre. We're happy to be part of this. In years to come you will be using the Hall.

David Howe: Michael has said the person you hire will be able to answer 'phone for our ticket sales.

Brenda: When do you expect 'phone calls to begin?

David Howe: The mail-out will be in April.

Brenda: We will have hired someone by then. Will you take Visa?

David Howe: Can you take Visa?

Brenda: No.

David Howe: Then we won't.

General discussion: PayPal and the possibility of using Visa in the future.

David Howe: Probably we'd just need to take bookings.

Brenda: David, get the band members signed up for us, please.

General discussion: size and acoustics of the United and Anglican Churches; acoustics at the Hall, which will be improved by the renovations.

General discussion: advertising, the Band Hall Association's involvement, the submission of a simple financial statement after the concerts.

Brenda: Thank you, David

8. Events Committee Report—Lori Lynch

Committee members: Nancy Curleigh, Brenda Wheaton, Krista Odlin, Sheri Bromer, Rena Kossatz, Lori Lynch, Helen Tyson

We had a very active year in 2008 continuing with our regular annual events and adding some special events. We started off with our Variety Show in February which features lots of local talent and is proving to be one of our most popular events with the local audience.

In May for our annual May Day Concert we were treated to the sounds of Disney as performed by the Parrsboro Citizen's Band. In June we had our first Flea Market/Bake Sale which proved to be a modest success.

Band Day was July 27th under clear skies and was well attended.

Our biggest fundraiser, the Bernie Burke Memorial Golf Tournament, was held in August, organized by Brenda and family and a bevy of volunteers.

Oktoberfest at the Hall is now an event that people anticipate and is growing each year. It is a wonderful night of music, dancing and fun.

In December we had our annual Christmas Concert featuring many local musical talents and the Band.

We also hosted a number of special events: Halifax String Quartet featuring Jennifer Bentley, the Sackville Community Band Concert in November and the Nova Scotia Heritage Trust AGM in May.

We also raised funds through 50/50 draws, ticket sales on lobster donated for Band Day and ticket sales on a beautiful print donated by Arlen Collins.

The community is beginning to use the Hall for other events as people become more aware of its revitalized presence: for birthday parties with films, large meetings, and our

usual partnerships with Ship's Company for their rehearsals and Drama Camp.

Thanks go out to all the volunteers who have put in hours of time and energy into making these events so successful, from those who clean and prepare the building, to those who do the advertising, promotion and organizing, to those who show up on show night to take tickets and prepare refreshments. A true community effort.

9. Summary of Film Society Report—Helen Tyson

(complete version available in separate copy)

Since the last AGM we have sold tickets for 32 different films, and Amanda (Fundy Shore Accounting) tells me we are solidly in the black. The projection equipment is fully paid for and Krista Wells and Michael Fuller saved us a lot of money by building our 9' x 16' screen. It's a nuisance to move but it's serving us very well.

Nowadays, our major expense is our annual licensing fee and I'd like to spend a few minutes explaining this, as it's at the core of our operations.

Owing a film does not confer the right to show it in public, so it's essential to have a licensing agreement. But licenses usually run about \$200-\$250 per film. At these rates, we'd be spending over \$6,400/year just to show our films. And that doesn't include the cost of a film or the shipping to get it here.

Criterionpic provides bulk licensing to not-for-profit organizations and they're the company we've been using. Krista Wells managed to get us a good deal with Criterionpic: \$900.50/year—which we pay in December—which gives us the right to show any picture they list on their website: www.criterionpic.com <<http://www.criterionpic.com/>>. Criterionpic offers thousands of films, so if there are films you'd like to see, do please let us know. Most of the films we've shown recently—and all the Friday films we've shown so far this year—have been requests.

We have been experimenting with different days and times and pricing structures, trying to accommodate as many people as possible. Since January we've been showing films on the second and fourth Fridays and Saturdays of each month. The 8 pm Friday films are \$8, or 10 for \$60 with a film pass, which is good until you finish a pass. So if you have un-used portions of your pass after the end of April, please hang onto the pass and use it for the May-August films. The 7 pm youth-oriented Saturday films are \$5 for everyone.

So far, 4.35 times as many people come to the Friday showings as to the Saturday films. We're not sure why this is but we're open to suggestions.

Since January, we have been counting the concession separately from admission so on films alone we have made slightly over \$400 in profit in 2 ½ months. Averaging all eight films we've shown so far in 2009, we're making a profit of about \$50 per showing. More realistically, though, the Friday films make about 2/3 of our profit.

The oil tank that heats the Hall was filled last fall and it's still a bit over half full. In addition to the films, it was used for Oktoberfest, the Isaac and Blewett concert, the Variety Show, the Xmas concert, last night's Board of Trade AGM, a showing of the documentary *Cottonland* and a free showing of a Christmas-time movie, so the cost of heating the hall for a single film must be quite low. (Incidentally, this year we're moving the free film to the night of the Christmas tree lighting so people can just walk up to the hall after the festivities. This was Brenda Wheaton's suggestion.)

I would like to thank the other members of the Film Society: Krista Wells (without whom we would have no film society at all), Krista Odlin, Lori Lynch, Sheri Bromer, Rena Kossatz and Don Allison Smith. Patricia Burke copes with garbage, re-cycling and removal of the snow up to the steps. Kerwin Davison put up the outdoor lights and David Towns makes and puts out the sandwich board sign at the corner of King and Main streets.

The sandwich board is one of our main forms of advertising but we also put up posters, send out e-mails and make radio announcements. Word of mouth is one of our best forms of advertising so do please tell people about the films.
[Announcement of film titles for March 13 & 14.]

Thank you.
Helen Tyson

Question (Nancy Curleigh): Should we be announcing the films in the churches?

Response (Helen Tyson): I've been wondering about that but there is an issue with language and content in some of our films and I don't want to offend anyone.

Comment (Nancy): I've been announcing just the times of the films.

Question (Brenda Wheaton): And we will be showing *Slumdog Millionaire*?

Response (Helen): Yes. We want to start the next season [on May 8th] with *Slumdog Millionaire* and to celebrate this extraordinary film there will be pot luck Indian food—I think ahead of the show, from 6:30 to 7:30 pm. So if anyone has recipes for samosas, pakoras, nan...

10. Presentation of 2009 Slate of Directors for Approval—Brenda Wheaton

Linda Towns will be stepping down as Treasurer. Andrew Wagstaff, Colin Curleigh, Kyle Dinaut, Rena Kossatz and Karen Dickinson will also be stepping down.

Brenda presented the 2009 Slate of Directors for approval:

Michael Fuller, Chair [no contest]

Krista Wells, Secretary & Vice Treasurer [no contest]

Brenda Wheaton, Membership [no contest]

Don Allison, Co-Chair Membership [no contest]

Lori Lynch, Events [no contest]

Con Byers, Facilities [no contest]

Dr. David Howe, Band Rep [no contest]

Directors at large: Pam Halstead, Keith Graham, Linda Towns (until March 15th) [no contest]

Nominations from the floor or volunteers for the board? [none]

Nominations from the floor or volunteers for Treasurer & Vice Chair? [none]

Questions:

Lori how many do we need on the board?

Response (Brenda) We have 10 now; we can have 15.

Lori: We really need a Treasurer

Don: It would be good to have another five.

Sheri moved to approve the ten directors

David Howe seconded the motion

Brenda: We will have to continue looking for a Treasurer. We need a Vice Chair by the end of the year. We could take turns if we have to. Any nominations? [none] We'll continue looking.

Questions:

Nancy: Can we get a Youth Rep? Sandra Morris would be great.

Remarks:

Don: Con & I intend to go into the schools—especially grades 10 & 11—to see if there's any interest. We'll also try to get a teacher on board.

Brenda thanked everyone, especially Linda Towns for doing the books and reports for so many years. She also thanked Kerwin Davison and Con Byers for such a great job looking after the Hall.

Remarks:

David Howe: We're going to have to address town taxes before renovations go ahead. Taxes will be assessed on the cost of the building.

Response (Brenda): The Vice Chair had 12 or 13 meetings with town hall in 2007. There was good rapport. We did get a small town grant and they are very supportive.

David Howe: **The town will be thinking about next year's budget in May so if the Association wants to ask for a tax reduction it should be done before then.**

Questions:

Helen: Have you got this year's assessment?

Response (Brenda): It went straight to Amanda.

Con: Are there records of those discussions? Something we might build on?

Response (David Howe): I don't remember seeing them.

Response (Brenda): Colin did do a report around October, 2007.

Remarks:

Linda: We should make a donation to the radio station.
Response (Nancy): We have done so a couple of times.

**Linda Towns moved that we make a donation to the radio station on behalf of the
Band Hall Association
David Towns seconded the motion**

Brenda adjourned the meeting