



## **ANNUAL REPORT**

**Annual General Meeting: October 4<sup>th</sup>, 2014**

**at Mimico Baptist Church**

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### **President's Report: Mary Bella**

It has been a year of great change for this Choir! We have embarked on a path of stability, independence and hope for growth in the years ahead. Key steps in that process have been: forming a Board of Directors, creating a mission, bylaws and a constitution, creating a budget and financial plan for the coming year, applying for Charitable status, opening a Choir bank account, implementing a fairer pay rate for our professional music staff, raising fees and requesting sponsorships from local businesses.

As you may know, I conducted the Senior Division for 4 and a half years, taking over when the founding director of the choir, Margaret Nealon, became ill in 2010. My two boys have both been in the Choir for the time I have been directing. I stepped down as conductor this past June, but I found I could not simply walk away from this Choir, in which I have invested so much personal time and energy! I am now leading our new Board of Directors as President, with a wonderful group of volunteers who will take us forward. My children are not in the Choir this term, so as a volunteer I am trying hard to delegate more of the administrative responsibility and ensure that other parent volunteers are prepared to take the lead in future seasons.

We have a wonderful new conductor for our Junior Choir, Kim Schemeit, and Jennifer Robinson has taken over as Senior Choir director. Not only are both Kim and Jenn professional musicians, they both live in the immediate area, are personally invested in our community and have children who are or were members of the choir. It is important to us that we keep that community connection, and also that we continue to provide performances as outreach to our community.

We are now paying closer to market rates for both of our conductors and our piano accompanist - in fact, we are paying about half of the going rate for professional musicians. We have raised chorister fees to \$200 a year (with bursaries and sibling discounts available) to cover half of the new operating budget, and the remainder will have to be raised through sponsorships, donations and fundraising. We have applied to the Canada Revenue Agency for Charitable Status and hope to have that in place by January 2015.

I would like to remind choir families that while we have budgeted for a part-time paid Administrator, we do not yet have enough funding to cover that expense. Currently our administration is done on an entirely volunteer basis. That is why it is so important that parents or other family members volunteer where you are able, whether it be for fundraising, sponsorships, concert production, rehearsal supervision, designing programs and posters, or printing and distribution of promotional materials. We especially need lead volunteers to organize a small team of volunteers for each area. We are also in need of new members to fill out our Board of Directors.

If you did not include a volunteer form with your registration, there are sign up lists on the table by the entrance. Please mark a star by your name if you are willing to be a lead volunteer.

Finally, please have patience with us as we grow - with change there may be growing pains. We look forward to an exciting year of music making and community building!

### **Vice-President's Report: John Fraser**

My name is John Fraser and I am the VP of our board. My daughter, Hannah, started singing with the choir last fall and is once again in the Junior Choir. This year my wife has taken on the role of Junior Choir Director, so it is a family affair. We'll have to find a position for our younger daughter to fill.

I have been very happy to serve as Vice-President of MCC's board of directors since last spring. It has been especially interesting and exciting since we voted to become a registered charity. This of course, has taken a bit of work, but I am convinced it is a worthwhile endeavor.

Professionally I have been a music educator for over a decade and I cannot overstate the importance of music education for our children. Even a simple Google search of how learning music affects our children's brain will amaze you. Unfortunately, quality music instruction in our school system is random and inconsistent. After teaching music to thousands of school children in our city, I was very disappointed when I went to my own daughter's first school concert and saw a bunch of unguided kids shouting along to a Cd recording of a terrible pop song. It was soon after that I was looking for quality music education outside of her school. The first time I came to see Hannah sing with the MCC choir, I was convinced that I had found the type of excellent, group musical experience I was looking for. The beauty of collection of well-trained children voices is truly awesome.

Soon after this I volunteered to help with the choir and I learned of the choir's need to expand and change their structure. Key to this change is all of us, the parents. The most important aspect of this help is finding and securing funding for the choir's current expenses and it's future existence. We, the board, have been writing and calling local businesses, but have had little success. Two things that I think will help us find that funding will be, one: having charitable status, and two: finding a choir connection to a business. Many of the applications I filled out for bigger companies asked if I was an employee of the business or knew someone who was. I am certain that using all of our contacts we can secure enough money to keep the finances going far into the future. I have to acknowledge the financial contribution of local realtor, Milana Cizmer, which has gotten us off to a good start for this season.

For those of you who have been to the MCC's concerts before, I know how much you treasure this service in our community. To those of you who have yet to see your child standing shoulder to shoulder with their choir peers, singing like angels, you're in for something very special this year. Thank you.

Mimico Children's Choir  
 AGM Summary  
 Year over Year Comparison with Actuals

01-Oct-14

	<b>2013-2014</b> Actuals	<b>2014-2015</b> Budget	<b>2014-2015</b> Actuals To Date	<b>Notes:</b>
<b>Income</b>				
Registration Fees	2,780	6,000 <sup>1</sup>	4,400 <sup>2</sup>	73% of goal today
Concert Collections/Donations	692	500		
Fundraising/Gifts	580	6,000	2,300 <sup>3</sup>	38% of Fundraising Goal - \$2,000 from Milana Cizmar
Performance Honorariums	500			
<b>Total Revenue</b>	<u>4,552</u>	<u>12,500</u>	<u>6,700</u>	
<b>Expenses</b>				
Music Director - Senior	1,000	3,500 <sup>4</sup>	300	2014/2015 Budget (\$75/wk x 35 weeks)
Music Director - Junior	1,000	1,750 <sup>4</sup>	300	2014/2015 Budget (\$75/wk x 35 weeks)
Managing Director	-	2,000 <sup>4</sup>		2014/2015 Budget (\$20/h x 10h/month)
Pianist	530	1,400 <sup>4</sup>	75	2014/2015 Budget (\$25/wk x 35 weeks)
Conductor (honorariums)	-	-	-	
Photography (honorariums)	150	-	-	
Insurance	-	750	-	
Snacks, events, supplies, misc.	821	700	-	
Bank Fees	-	-	169	BMO Bank fees (not budgeted)
Church/Hall Rental	-	300	-	
Music Supplies	64	300	60	
Choirs Ontario Fees	100	100	-	
<b>Total Expenses</b>	<u>3,666</u>	<u>10,800</u>	<u>904</u>	
<b>Net Income</b>	886	1,700	5,796	

**Notes:**

- 1) Increase in fees (\$100->\$200) and choir expansion responsible for gains
- 2) Ongoing collection - expect \$1,000+ additional funds
- 3) Need to find 1-2 other key sponsors to bridge gap of \$3,700
- 4) Continued volunteer support was unsustainable in long-term. Modest wage to secure and retain professional music and admin staff.

With expected expense rate of \$1,350 /month for 8 months, current Income sustains choir for 5 of 8 months.

### Senior Choir Director's Report : Jennifer Robinson

Here we are 4 weeks in already! The Choir is shaping up nicely and I think everyone is enjoying themselves! I am excited and a little nervous to move up and lead the Senior group this year. It brings with it new challenges and great rewards. It is wonderful to see many new faces this year and to be reaching farther afield than the John English school community. I am thrilled that many of our older girls have returned this year. I appreciate their strong, confident voices and have also noticed them interacting more with the younger Juniors during snack time – very sweet.

We seem to have settled at 32 members and are now evenly split between the two divisions. We had originally felt that grade 4's new to a choir would stay in the Junior divisions until Christmas, but now feel that balancing the number of children in each group and challenging them (the Gr.4's) more is a better way to go! This past week was their first upstairs and I think they did great!

We always begin rehearsals with a stretch and breathing warm-up and vocal exercises that will improve tone and breath management as well vowel shapes and diction. I have been preparing song sheets with their vocal line and texts and creating folders for the Senior choristers to use at rehearsal. This week we talked a bit about how to hold the folder and still be able to look at the conductor as well as making sure they understood how to follow the music. As we start to get the fall / Christmas repertoire under our belts, I will try to add a bit more rhythm and sight reading skills to the line-up.

We are very grateful for the return of Tanya Paradowski our fabulous pianist. She is a very dedicated young lady! Until this week we have been spending almost half of the time both groups together (warm-up and our round, then split, then join up to put together what we have learned apart). We have jumped right in to singing in parts and it is going quite well. This week I was on my own as Tanya stayed and played for the Juniors. Teaching parts is quite challenging and without piano back-up near impossible (I hope to get better at this!) If anyone knows a high school student looking for some volunteer hours or a senior looking for somewhere to play piano, we would appreciate their help. Even if it is every other week! (plunking out melodies would help tremendously, they would not need to learn full accompaniments)

Currently, I continue to prepare and serve snack each week. Through Mary's efforts (one of MANY!), we have acquired a non-choir volunteer, Karen, who will likely take this task over. We also have a parent volunteer who will share this and the clean-up duty.

Finally, I would like to acknowledge the dedication and hard work of Mary Bella. Her vision and past experience is leading us capably and smoothly into this new and exciting phase of Mimico Children's Choir. Please know that we are grateful for all you are doing!

### **Junior Choir Director's Report: Kim Schemeit**

I am very pleased to have taken over the responsibilities of Junior Choir Director of the Mimico Children's Choir. Choral music and singing in choirs was a big part of my childhood, it shaped my musical upbringing and helped me become who I am today. I feel a profound responsibility in furthering quality music education in our community.

The Junior choir has about 16 children enrolled and we've had a great start to the year. We start each rehearsal with some vocal exercises that teach the children how to use their singing voice. I include solfege, hand signs with each rehearsal to teach pitch and use body movements to explore beat and rhythm. Words to the different songs are written on chart paper and students are given the chance to choral read. I often teach the songs using the rote method so the younger students who are not yet able to read can participate. Children are taught proper posture while singing and proper behaviour is stressed.

The choir is currently working towards two performance opportunities this fall. We have started learning our Christmas repertoire and I am excited to have the children perform for you. We are also looking at the possibility in attending a choral festival this year, where the children would be able to hear other choirs sing and we will all have the opportunity to work with an experienced choral clinician.

I look forward to a fun and positive year of singing.



## Mimico Children's Choir

### Constitution

1. The name of the Choir is "Mimico Children's Choir" (hereafter referred to as "the Choir")
2. The purposes of the Choir are:
  - a) to maintain a high standard of choral music education for children and youth and performance through a diverse repertoire encompassing a range of classical, sacred, musical theatre, folk, popular and contemporary music.
  - b) to ensure quality choral music education is available to all income levels in our community.
  - c) to promote and enhance public interest in and appreciation of choral music.
  - d) to foster goodwill and community spirit through musical performances to various audiences at community events.
3. The Choir shall be carried on without purpose of financial gain for its members and any profits or other accretions shall be used to promote the aforesaid objectives. This clause shall not be altered.
4. In the event of the dissolution or winding up of the Choir, all of its remaining assets, after payment of liabilities shall be distributed to one or more charitable organizations in Canada registered as a Canadian charitable organization under the Income Tax Act of Canada. This paragraph shall not be altered.

### Bylaws of Mimico Children's Choir

#### PART 1 - INTERPRETATION

1. In these Bylaws the following definitions apply:
  - a) "Choir Member" means a person who is accepted as a Member of the Choir
  - b) "Voting Member" means a current Board member or a parent of a current member of the Choir
  - c) "Director" means anyone who is elected to the Board
  - d) "Conductor" means the conductor of the Choir
  - e) "Choir" means Mimico Children's Choir
  - f) "Registered Address" means the address of record, and includes e-mail

#### PART 2 - MEMBERSHIP

- 2.1 The voting "Membership" is comprised of the parents or official guardians of current Choir Members.
  - The Choir Conductors may audition new members and may refuse admittance to any child based on behaviour or maturity.

2.2 The Conductor may expel or suspend a Choir Member if :

- in the opinion of the Directors and the Music Director a Choir Member's attendance, conduct or deportment is unsatisfactory or not in the best interests of the Choir,
- the Choir Member refuses or neglects to conform to the rules of the Choir, or
- the Choir Member is more than six months in arrears with respect to the payment of choir fees (provided the family member has not requested bursary)

### **PART 3 - MEETINGS OF THE BOARD OF DIRECTORS**

3.1 Meetings of the Board of Directors will be held at the call of the President as needed.

3.2 An Annual General Meeting shall be held in each calendar year, and not more than 4 months after the fiscal year end of the Choir (June 30).

3.3 For the purposes of the Annual General Meeting, voting members are parents or official guardians of children currently in the choir.

### **PART 4 - PROCEEDINGS AT GENERAL MEETINGS**

4.1 The quorum for the transaction of business at a General Meeting is 5 voting members.

4.2 Meetings will be conducted according to Robert's Rules of Order.

### **PART 5 – DIRECTORS AND OFFICERS**

5.1 The Choir will be run by a Board of Directors. The number of Directors will not be less than 3 and not more than 11.

5.2 The Board will nominate new directors, and their appointment will be ratified by majority vote at the Annual General Meeting.

5.2 No election of a person to the Board will be valid unless the person has agreed to stand for election.

5.3 The Directors will, as soon as reasonably practical after the Annual General Meeting, appoint from among the Directors a President, Vice-President, Secretary, and Treasurer.

5.4 The Directors may also appoint the following:

- Key Parent Volunteer Coordinators: Lead Coordinator, Rehearsals, Registration, Concert Production, Choir Promotion, Snack Prep & Serving, Clean up

These positions may be recruited and appointed from among the Directors or from the parent body at large.

5.5 The Directors may at any time, appoint a Director to fill a vacancy on the Board, provided that the term of any Director so appointed will terminate when the term of the former Director would otherwise have terminated.

5.6 Director will cease to hold office at any time before the expiry of the Director's term forthwith upon the Director's: notifying the Chair of their resignation; or removal from office by Special Resolution

5.7 A Director may not be remunerated for being or acting as such, but the Choir will reimburse a Director for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Choir.

### **PART 6 - PROCEEDINGS OF DIRECTORS**

6.1 The Board of Directors will meet at the call of the President.

- 6.2 The quorum for a Board meeting will be more than half of the number of current Directors.
- 6.3 All Board Meetings will be chaired by the President or their delegate.
- 6.4 The Directors may delegate any, but not all, of their powers to one or more committees.
- 6.5 The quorum of a Committee Meeting will be set out in the Terms of Reference for that Committee
- 6.6 All Committees must report the business conducted at Committee Meetings to the Board at the next Board meeting following a Committee Meeting.
- 6.7 Any question arising at a Board or Committee Meeting will be decided by a majority of votes.
- 6.8 In case of an equality of votes the Chair will have the deciding vote.

Notwithstanding any other provision of these Bylaws, a Resolution in writing signed by all the Directors, or by all the members of a Committee of the Board, and placed with the minutes of the Directors is as valid and effective as if regularly passed at a duly constituted meeting of the Directors or the Committee.

## **PART 7 - DUTIES OF OFFICERS**

- 7.1 The President, or delegate, will preside at every General meeting and meeting of the Directors.
- 7.2 The President is the Chief Executive Officer of the Choir and will supervise the other Officers in the execution of their duties.
- 7.3 The Vice-President will, in the absence or incapacity of the President, carry out the duties of the President.
- 7.4 The Secretary will:
- record the proceedings of the Board Meetings and shall submit the minutes to the Board for approval,
  - maintain and keep a file of the Board's correspondence, maintain the Board's records, have custody of the common seal of the Choir, if any, and
  - report on the register of Members in co-ordination with the Choir administrator(s)
- 7.5 In the absence of the Secretary, the Directors will appoint another person to act as Secretary of the meeting.
- 7.6 The Treasurer will
- maintain all financial records necessary to comply with the Choir Act and all applicable taxation or other statutes, and
  - provide financial statements to the Board at each Board meeting.
  - make deposits and write cheques on behalf of the choir. Cheques will require signature of at least 2 signing officers. There will be two other signing officers who may substitute for the Treasurer if the Treasurer is not available to perform his/her duties.

## **PART 8 – MUSIC & ADMINISTRATIVE STAFF**

- 8.1 Choir staff shall be appointed by a majority vote of the Directors.
- 8.2 Choir staff may be appointed for a subsequent term or terms.
- 8.3 Choir staff may receive weekly or monthly payment, the amount of which shall be decided by the Directors.
- 8.4 A Conductor or another representative of the music staff shall attend all Board meetings.

8.5 The Choir administrator or manager (if there is one) shall attend all Board meetings.

8.6 Music and administrative staff may serve as Directors but may not vote on matters concerning their own tenure.

8.7 The responsibilities of the Conductors will be set out in a role description, which shall be agreed upon by the Conductors and the Board, and which will be reviewed regularly, but not less than once every two years.

8.8 The Conductors shall consult with the Directors regarding the venue and the dates for all performances and the amounts, if any, to be paid to soloists or instrumentalists, or any other major expenses arising from a proposed concert from time to time and the decision of the Directors shall be final.

8.9 The Conductors may recommend to the Board the appointment of a Music Assistant and/or Accompanist; the decision of the Directors shall be final.

## **PART – 9 INVESTMENTS AND BORROWING**

9.1 The Choir may invest such portion of its capital that the Directors determine is not immediately required in furtherance of its constitutional purposes in any security in which a trustee is by law entitled to invest.

9.2 The Choir shall not borrow money.

## **PART 10 - AUDITOR**

10.1 The Directors may, at their discretion, appoint an auditor to audit the financial statements of the Choir

10.2 An auditor may be removed by Ordinary Resolution.

10.3 An auditor will promptly be informed in writing of his appointment or removal.

10.4 No director and no employee of the Choir may be an auditor of the Choir.

## **PART 11 - BYLAWS**

11.1 Each Member is entitled to, and the Choir will on request provide to them without charge, a copy of the Constitution and Bylaws of the Choir.

11.2 These Bylaws may not be amended except by Special Resolution

11.3 Notice of any General Meeting at which it is proposed to amend these Bylaws shall give notice of that fact and summarize the proposed amendment(s).

**PASSED by the Mimico Children's Choir Board of Directors at a meeting held on June 7, 2014.**

**RATIFIED by unanimous vote at the Mimico Children's Choir's Annual General Meeting on October 4, 2014.**