



**Bytown Voices Community Choir**  
A community choir in Ottawa



**Bytown Voices Community Choir  
Annual General Membership by ZOOM,  
7 p.m. June 16, 2020**

**Attendees:** Stephanie Amos, Irene Bakker, Howard Banks, Lyndsay Bolden Gowing, Martha Bowers, Bob Brocklebank, Valerie Bryce, Tammy Chan, Peter Chapman, Barb Clubb, Barry Craven, Nancy Craven, Kerry Coulter, Jim Covert, Rosemary Covert, Judy Fagan, Joan Fearnley, Helen Glover, Elizabeth Gluckstal, Norma Grier, Amelia Grobnic, Wendy Hall, Jackie Huston, Jon Jones, Lena Jones, Nick Mainguy, Kathy Massoud, Isabelle McQue, Jennifer Morpew, Tobe Odell, Mary Pole, Doina Popescu, Charles Pryce, Valerie Pryce, Adam Przednowek, Iona Quinn, Faye Rice Grinberg, Peter Rice, Jo Saunders, Lindsay Setzer, Helen Shaw, Fran Singlehurst, Catherine Smith, Heather Smith, Judy Taylor, Paul Taylor, Chris Thurgur, Wendy Trethway, Tonia Tunnacliffe, John Waddington, Pam Waddington, Sue Wheeler, Mary Heather White, Isabelle Yingling.

**Absent with regrets:** Francis Baker, Carla Klassen.

- 1) **Welcome, Zoom etiquette:** John W. welcomed us to our first ever, ZOOM Annual General Meeting, held during the Covid 19 pandemic, at a time when physical social gatherings are limited to 10 people and maintaining social distances. John explained ZOOM etiquette: personal mics muted until chair calls on us, get on the speakers list by raising hands, holding your name sign, or using the Zoom chat feature. Fran S. & Valerie B. volunteered to spot people wishing to get on the speaker's list and Barb will watch the chat feature. During voting, John W. will call for nays, which are expected to be fewer.
- 2) **Approval of Agenda:** John W. asked if there were any additions to the proposed agenda. There were none. John W. motioned that we accept the agenda as proposed. Jim C. seconded that motion. In voting, there were no, "nays".
- 3) **Approval of Minutes of 2019 AGM:** Valerie B. noted that her name was omitted as an attendee. Barb C. motioned that we accept the minutes as corrected. Heather S. seconded. John W. called the vote. There were no, "nays".
- 4) **Items arising from the minutes:** John W. noted that there were no items arising from the minutes.
- 5) **President's Report:**

We started well in September last year. Our Christmas concert was very well received by our audience, and we had fun getting there. And our first 10 rehearsals of 2020 were fun

and productive. And then the Pandemic struck. Our decision to stop rehearsals in March was the correct one, wrenching though it was.

Our decision in May to not return in September to St Basil's to rehearse or to put on a performance in December was based on a careful review of the data that was available at the time. Our reasons then were:

- 1) Transmission of COVID 19 is primarily by viral particles in water droplets and aerosols that exist in expelled breath.
- 2) Singing is a very effective method of expelling aerosols arising from the lungs and airways; singers are super-spreaders.
- 3) The virus may remain airborne for a while, particularly in spaces where ventilation is insufficient.
- 4) There is no spacing solution for singing groups that would eliminate risk.
- 5) Masks don't provide a safe method of singing.
- 6) At the moment, there is no safe way for choirs to rehearse together.
- 7) There have been serious virus outbreaks reported in a few large choirs.
- 8) Singing in large groups is likely to be one of the last activities that the Ontario Government will allow to restart.

We have looked at much additional information since May. The reasons for our decision are still valid. But we will sing this fall! We have to adapt, we have to learn new skills, and overcome old discomforts – we can and we will!

Joan has been spending a lot of time thinking about the program of activities we can follow in September, and in keeping in touch with what other choirs are doing. She will be telling us about that shortly. And we will meet again in St Basil's to sing together again- you can be sure of that.

I want to thank first Joan and Carla for their musicality, enthusiasm and commitment to our choir which make rehearsals and performing so enjoyable for us all.

I want to thank all the members of the Executive Committee: Faye, Jon, Heather, Valerie, Irene, Barb, Joan, Doina and Kathy for their unstinting support and effort in these difficult times. They have all put in a great deal of time and effort to deal with the strange times we all find ourselves in.

And I want to thank all the volunteers who make this choir work so well in many different ways: our section and rehearsal leads; Pam Spurway, Lyndsay Bolden Gowing, Faye Rice Grinberg, Barry Craven; Midi files, Paul Taylor; Gmail accounts, Charles Pryce and Barb Clubb; Finance, Iona Quinn; Library help, Lyndsay, Doina, Iona and Kathy; Membership, Barry; Promotion and marketing, Valerie and Chris Thurgur; Concert catering, Kathy; Web Mistress, Rosemary Covert and Barb; Archives, Jo Saunders; Facebook, Rosemary and Barb; and our resident recording engineer, Kevin Burns. Thank you everyone.

## *John Waddington*

President

Discussion: Elizabeth G. thanked Joan F., Carla k., and the executive on behalf of the choir.

6) **Song for The Mira:** After Joan F. led us in a spirited warm up, we sang a choir favorite: *Song for the Mira*. Words and music by Allister MacGillivray. Arranged by Stuart Calvert.

7) **Report from the Director of Music for the 2019/2020 season:**

This past season was off to a roaring start as we celebrated our 20th anniversary. Both programs were based on your survey of favourite music from past seasons and expanded with new challenges. Our fall concert, *Ring the Bells in Celebration*, contained many favourites as well as bell-themed seasonal music. You proved the point that everyone has a *Place in the Choir* as you *Razzle Dazzled* the audience with your *Rhythms of Life!* You explored *Modern Musik* and lined up all your *Ding-a-Ding-a-Dings* in a row!

After that success we got to work on our first orchestral concert. Your progress was right on track and it was promising to be a very special concert. Then everything stopped. I know you have all missed our weekly rehearsals. The weekly communiqués helped to keep us in touch and hopefully you continued to learn with my Q & A's. A big thank you to Carla who wrote the one about keyboard instruments. I would also like to thank your executive who have been most supportive during these very unusual times.

This leads me to discuss the plans for next season. You have no doubt seen the email explaining that our fall season will be online as it is highly unlikely that any community choirs will be able to meet in person. In fact, choral activities are considered a high risk activity. Not only does singing generate aerosols but also the fact that 50+ people are in the same room for 2 hours breathing these aerosols. While the science is not definitive, it is nevertheless extensive. Also, this situation will most likely not change for some time. We simply cannot plan to meet in person in the fall. The only other option is online...

The idea of online choral activities may elicit a vast range of feelings. Some may say: "Yay, I don't have to drive at night" while others may have a deep visceral cry: "Never!!!" Others may remain perplexed wondering how this could possibly work. Online choral activities is not what we signed up for. It does not replace the Tuesday night experience we all love. But some music is better than none. As I write this report the sun is shining, the outdoors are inviting and the garden and a book are calling. It's hard to imagine staying inside for choral activities through a screen. However, things will be quite different in October and November!

My challenge to you is to keep an open mind and stay curious. My own experience with my two teenagers has been revealing. One was open to music online but in the end did not enjoy it and the other resisted but eventually thought it better to have lessons than none and is glad he persevered.

Some of you have probably seen videos of “virtual choirs”. They are indeed quite impressive. But keep in mind that these singers are not singing at the same time. The singers are on their own at home pre-recording their part on their own time and all these recordings are stitched together through the magic of technology. In fact, you may already know that the internet is not instantaneous and the lag makes it impossible for simultaneous singing from different locations. Simultaneous singing online is currently not possible.

If we can't sing together, what will we do? There is no doubt that online choral activities will be different; it's even an opportunity to do something we might not otherwise have considered in the past. Your board and I have discussed a number of ideas but the final proposal will depend on the work of our Ad Hoc Rehearsal Committee.

Here are some ideas we've discussed and will discuss further with the committee this month.

What will be our goal this season?

- Work on our vocal health which contributes to overall health (so important these days)
- Learn some new repertoire
- Enjoy some “singalong”
- Possibility of getting feedback from me on vocal technique
- Produce a virtual choir video

How will our rehearsals unfold?

- Singers will be in the comfort of their own home and will connect to the rehearsal via a meeting platform (most likely Zoom unless something better comes up).
- All singers' microphones will start muted and you will only hear the conductor or whoever is leading your session.
- Rehearsals will take place at least once a week at the usual time. It's important to have a consistent routine. The possibility of adding another timeslot could be considered. In other words, splitting the rehearsal time over two days to avoid Zoom fatigue.
- Each session will last no more than an hour at a time from the perspective of the singer. Note that some rehearsals may occur at staggered times (different times for each section of the choir)
- There will be a range of activities including a warm-up every week. Different rehearsals may focus on certain aspects of a piece (such as the style and historical background) or focus more on vocal technique.
- Your singing will be accompanied by either live piano or pre-recorded tracks (piano and/or vocal tracks).

I hope you are beginning to get excited and inspired.  
But we are not quite done yet... these ideas will need some effort.

What will we need to make it work?

- An open mind, a willingness to learn, courage, and enthusiasm
- A good internet connection at home.
- A device with a video camera and microphone (laptops and smartphones have these). It is possible to connect by phone as well.

- Online choral resources. The choir may consider purchasing access to some rehearsal supports such as readymade rehearsal tracks (with the vocal line sung by a singer)
- **And most importantly, we need your help!**

There is much work to be done to research and test these ideas as well as come up with other ideas. This cannot be done solely by me; it must be a group effort. This is why we are creating our Ad Hoc Rehearsal committee. Some of you have already volunteered but we need a few more! A couple of tech-savvy individuals would be most welcome as well.

We can do this together!

*Joan Fearnley*

Director of Music

Joan F moved acceptance of her report, seconded by Jenny Morphew for receipt.

Discussion: It was noted that Joan was not always audible during our singing

- 8) **Finance Report 2019-2020:** The treasurer, Jon Jones spoke to his report on the following page.

<b>BYTOWN VOICES FINANCIAL STATEMENT 2019-2020</b>			
<b>June 05, 2019 - June 04, 2020</b>			
<b>OPENING BALANCE at June 05, 2019</b>			<b>\$14,668</b>
		<b>FALL</b>	<b>SPRING</b>
<b>INCOME</b>			
	Registrations	\$6,460	\$6,505
	Ticket Sales	\$5,661	\$0
	Friends	\$75	\$0
	Concert CD Sales	\$270	\$5
	Sponsorships	\$50	\$25
	Donations	\$17	\$0
	Fund Raising	\$2,534	\$875
	Performance Fees	\$125	\$0
	Miscellaneous	\$128	\$0
<b>TOTAL INCOME</b>		<b>\$15,320</b>	<b>\$7,410</b>
<b>EXPENSES</b>			
	Director fees	\$3,079	\$3,951 *1
	Accompanist fees	\$1,683	\$1,666
	Soloist/instrumentalist fees	\$300	\$0
	Section leader fees	\$0	\$0
	Space rental	\$1,550	\$975
	Liability Insurance	\$135	\$0
	SOCAN Fees	\$115	\$0
	Purchase of Music	\$1,623	\$648
	Concert expenses	\$706	\$81
	Vocal Workshop	\$0	\$0
	Website/domain	\$0	\$94
	Gifts for director/accomp	\$166	\$0
	Honoraria	\$0	\$140
	Piano tuning	\$316	\$0
	Bank fees	\$0	\$0
	Concert CD expenses	\$97	\$0
	Refreshments	\$0	\$0
	Donations	\$0	\$675
	Audio system	\$0	\$497
	Advertising	\$0	\$0
	Stationery, mailing costs	\$0	\$10
	Photography	\$226	\$0
	Misc.	\$0	\$114
<b>TOTAL EXPENSES</b>		<b>\$9,996</b>	<b>\$8,851</b>
<b>EXCESS OF INCOME OVER EXPENSES</b>		<b>\$5,324</b>	<b>-\$1,441</b>
<b>CLOSING BALANCE at June 04, 2020</b>			<b>\$18,552</b>
*1 Includes back payment relating to meeting attendance for previous years			

## 9) Other Reports:

- a) **Membership:** Membership levels have been excellent for both sessions this year. For the fall session there were 68 members, consisting of 25 sopranos, 29 altos, 8 tenors and 6 basses. For the winter/spring session there were 69 members, consisting of 26 sopranos, 26 altos, 10 tenors and 7 basses.

Overall numbers have continued to trend upwards. For 2018-19 numbers were in the low 60's (63 for the fall and 61 for the winter). This year membership has been in the high 60's. In addition, this was the first time in a number of years that we saw more members register for the winter session than for the fall session. This may have been due, at least in part, to the special programme we were to sing for the 20<sup>th</sup> anniversary concert.

As for the upcoming year we will be in uncharted territory, but I hope to be able to report healthy membership numbers at next year's AGM.

Just a reminder regarding contact details. If contact details change, particularly your email address, please let me know so that I can update the relevant contact lists. My email address is [charles.pryce@sympatico.ca](mailto:charles.pryce@sympatico.ca) .

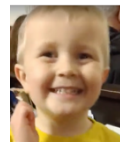
*Charles Pryce*

Membership  
June 12<sup>th</sup> 2020

Discussion: Charles stated that he is in regular contact with members who don't have internet.

- b) **Music Librarian ( verbal):** Irene Bakker, music librarian, reported that all the choir's music has been moved into 2 file cabinets at St Basil's. As those cabinets are full & 4 boxes of music remain to be filed an additional cabinet will need to be purchased. She encouraged us to erase our music markings before return and to call her if we encounter problems with return.

- c) **Concert Coordinator Report June 2020:** At this point, looking back in time, our last Christmas Concert seems a far-away memory, something almost surreal. It was however, a success; all the bells were rung in celebration amidst our large audience. Our voices sounded crystal-clear (as always!) warming up the freezing hall. And as always, our great volunteers turned up in large numbers to make sure everything runs smoothly every step of the way. I thank them all, again.



*A young concert fan dancing to Razzle Dazzle*

We were then getting ready for our 20<sup>th</sup> Anniversary Concert and the first one with an orchestra. Our Executive had worked diligently for more than two months to prepare this special event. On the second week of March, I remember I had just booked an

appointment with the Woodroffe Church Administration to visit their premises and see what the set-up is there so I can move on with the planning. Two days after, the lockdown came in effect. There came a period of much uncertainty, when we all tried to make sense of what was happening, make predictions on the near or farther future. So, at the first Council meeting when it was decided that the season will be cancelled, I found myself a Concert Coordinator without much to coordinate.

Thus, I think you will all understand that I gladly welcomed the idea of an Ad-Hoc Committee to oversee and plan for our future activities as a choir, and I also volunteered to be a part of it. Making music the virtual way is not likely everyone's piece of cake – I know for sure it isn't mine! But I would welcome the regular rehearsal time come Fall, even shorter and yes, on-line sessions. I would like to look into a range of singing activities, different teaching and learning techniques; maybe using different materials and props, and I would like to work on my vocal technique in this new way.

Please consider joining this group, whether you have a bit of technical expertise, organizational skills, more musical experience, some teaching experience, or just because you want to try a new approach to singing. I look forward to working with you during the summer months!

*Doína Popescu*

BV Choir Concert Coordinator 2019-2020

- d) Outreach Report:** Each season, it is our tradition to perform an outreach concert in a seniors residence or long term care facility on the Tuesday following the end of season concert. The program is a shortened version of the seasonal concert program.

For Outreach in December 2019 we sang at the Retirement Home Revera Windsor Park on Hunt Club. There was a mix up with the venue in terms of where in the building we would sing, but it got settled and the concert was much appreciated by the residents.

We celebrated the end of our fall session at Ritz on the Canal restaurant with most of the choir and a number of guests in attendance.

In terms of the reception for the December choir concert, we had a good number of volunteers. There was a large crowd and we are realizing that there are too many people for the size of the reception area. This will have to be addressed as an issue but also within the parameters of what will be allowed in the new post-pandemic normal.

*Kathy Massoud*

Outreach and Post Concert Reception Coordinator



e) **Publicity and Marketing Report for Fall 2019 and Spring 2020:** Our team (Rosemary Covert, Barb Clubb and I) worked together to promote the December 8th, 2019 concert. Notices were put into the Ottawa Citizen, on-line musical sites, a few community newspapers, St. Basil's, Trinity and the Basilica and CKCU radio. The concert poster was sent out to about 350 people on the Mailing List. Choir members were encouraged to put up posters in their communities. Some advance notice of the 20th anniversary concert planned for April 26th, 2020 had been in The Citizen and notices were available at the December Concert.

On March 20th the Glebe Report published an article by BV member Bob Brocklebank about the choir's origins and the upcoming *Gloria* concert. Unfortunately the editor had to insert a last minute note that the concert was cancelled due to the coronavirus! So without a concert there has been no publicity this spring apart whatever is on the website. A message has been sent to our audience and supporters via our mailing list explaining that we will be back as soon as it is safe and feasible to sing in public again.

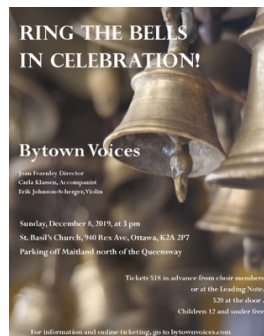
*Valerie Bryce*

Publicity and Marketing Lead

June 9, 2020

**December concert poster**  
***Ring the Bells in Celebration !***

**April concert poster – *Gloria!***



Posters designed by BV Member Rosemary Covert

f) **Communications Report 2019-2020:** Communications includes the website, the Google account for electronic files and email, social media, some elements of concert promotion and concert recordings. The communications team is Barb Clubb Rosemary Covert with Valerie Bryce representing publicity and marketing.

**Website:** the website is hosted on the Yola platform and managed by Barb Clubb with assistance from Rosemary Covert. We try to keep it current with frequent updates. A major objective has been to increase the visitor count by making it more attractive and easy to navigate but avoiding the expenses of a professional web designer. One of our supporter-donors, Miriam Bloom, a professional designer and illustrator, reviewed the website and provided very valuable design advice. We reduced the colour choices and

increased design consistency. We have also continued to re-organize the content back-files on the YOLA platform to make it easier to find things quickly.

Another objective has been to improve the “For Members” section of the website. The index was reorganized and simplified and the “Home Practice Files” sub-page was re-ordered so that the practice tools - MIDI, YouTube, weblinks etc were grouped together for each piece on the program rather than by type of file. This page was particularly well used, probable because people realized they did not have to download all the files to their own devices or computers, thus saving storage space.

The website had a total of 691 visitors since our concert in December, with 77% of those being new visitors. In comparison, last year, a normal year when we actually had a concert with all the traffic that brings in, the site had 858 visitors, which means this term’s drop was only about 20%—quite amazing considering the circumstances, especially since we’d expect that member-generated traffic would be much lower this term, what with less need to access the practice file page. The “about-the-choir” page and the “contact us” page were two of the top performing pages.

We were alerted to an instance of an old membership list that could be found on the internet, a problem that we were able to resolve with the help of our resident tech guru, Paul Taylor. Yola does not seem to be able to password protect the pdf membership files that we had been posting in the “For members” area, even though the section and as a whole and each sub-file are password protected. So from now on, members will be provided with an electronic copy of the current membership contact information that they can print and keep in their music bag, or keep an e-copy on their computers. Updates will be issued periodically.

An additional achievement was setting up a system to enable online ticket sales. We went with a system called Simplyx, a Canadian social impact company based in Montreal. It is free to join and the Simplyx platform has three main applications: online ticket sales; online fundraising (even if you are not a registered charity) and volunteer management. The online ticket sales app was installed on our website in time for tickets sales for the “Ring the Bells” concert and 21 tickets were sold that way. Just before the COVID-19 hit, we were in the process of installing the fundraising app. This work was suspended for the time being. The unique element of Simplyx is that they do not charge for being a member or using their applications. For online tickets, purchasers are asked to leave a “tip” but that is entirely optional.

**Google Drive - our database:** Because Bytown Voices uses Gmail as its email system, we also have access to a Google drive. In the past year we have continued to re-organize and repopulate the e-file structure of the drive so that all of our official documents and photos are available electronically, are easily accessible for executive members, and exist in one place as much as possible. This is a work in progress.

**Google Email:** Some executive members have direct access to the email system as part of their position. From time to time members send in items to [bytownvoices@gmail.com](mailto:bytownvoices@gmail.com) that they would like distributed to the rest of the choir; however that is not always clear. If you want something sent to all members, please preface the item at the top of your email with **“PLEASE SEND TO ALL MEMBERS”** .

**Social Media:** Facebook remains a valuable communications tool for not-for-profits such as Bytown Voices. Our first post in September announcing the concert in December reached 596 people and the December post reached 356. We have been investigating how it could be used more effectively to broaden our audience reach. To get even more coverage, choir members who are on FB themselves are encouraged to share the BV post, which can be done for free. This would increase the choir’s reach as well as remind all our friends, family and acquaintances about the event.

**Mailing List:** Bytown Voices uses a free email marketing platform called MailChimp to send out a limited number of electronic messages about our two annual concerts. Our MailChimp subscriber list is standing at 362. The names have all come from choir members, and recipients can easily unsubscribe themselves if they no longer want to receive our emails. The email advertising the December concert had an “open rate” of 57% (compared to 46% for our peers), and only 4 people unsubscribed. This means that people are reading our email notices and we are not losing many subscribers. Over the next 12 months, this program could also be used to let people know when we are back to our usual level of activity and future concerts. Please send any new names of your family, friends and loved ones, complete with email address, to Barbara Clubb [barbclubb@gmail.com](mailto:barbclubb@gmail.com) or Rosemary Covert, [rjcovert@sympatico.ca](mailto:rjcovert@sympatico.ca) to add to the mailing list. Be sure to ask their permission first.

**Communicating during COVID-19:** When the COVID-19 lockdown occurred and gathering in person was no longer possible it was deemed important to establish alternate channels for communication with members. From the middle of March until April 28 a weekly email “Connect with BV” was sent to members each Tuesday at the time when an actual practice would have taken place. After April 28 the schedule was reduced to monthly. Thanks to the members and non-member friends who provided the content.

The executive committee began meeting first by teleconference and then switched to ZOOM (much less expensive). The executive also took the decision to hold the June 16 AGM on ZOOM.

**Special Project:** The list of members, by season, for our first 20 years since December 1999 is in the final proofing stage.

**Concert recordings:** Since the Spring of 2013, all our concerts have been recorded by volunteer Kevin Burns. The recording becomes a permanent audio record of our performances. The master recording of the complete event (speeches, coughs and all) is

added to our official archives after each concert. Kevin uses the master file to create CDs for members which we sell for \$5/CD covering supplies and printing. Any profit goes into the choir coffers and helps fund supplies for the next recording. Barb Clubb creates the CD insert, listing the concert program and the choir members, using the concert poster as the basis for the graphic. The CD is distributed at our outreach concert following the main concert. Because Bytown Voices does not purchase copyright permission to make the music publicly available for sale, the distribution of the CD is restricted to members and our guest performers for educational and archival purposes only. A concert snippet of parts of the pieces performed is also created for use on the website. This year, due to COVID-19, only one CD “*Ring the Bells in Celebration*” was produced.

*Barb Clubb* and *Rosemary Covert*

- g) Archivist’s Report 2019 – 2020:** All’s good on the archival front. The archive’s storage room did not flood this year (as it did during my second term ). The box continues to be dry and wrapped in a green plastic garbage bag - at least I think that is the archives box and not last week’s garbage. Because we had only half a year of BV, I am not totally exhausted by my numerous and demanding archival duties.

The files are physically housed in the condo of the Archivist. The files are in order ( in my inimitable fashion). The current archivist, me, has completed four years in this exalted position and is willing to continue for the following choir year.

*Jo Saunders*

Archivist

- 10) Plans for the 2020-2021 Season - discussion:** John W. led the discussion. The membership agreed with the plan to form an Ad Hoc Rehearsal Committee, to facilitate the actual development of our Fall ‘20 Online Season. A member suggested a poll of committee members regarding the night of the committee meeting.
- 11) Ad Hoc Rehearsal Committee (John Waddington):** I asked you all recently for 10 volunteers to meet with Joan to form an Ad Hoc Rehearsal Committee. The Committee will brainstorm and test the various practical suggestions that Joan is making for regular Tuesday singing activities and projects. These ideas need to be refined and tested. So far we have ten volunteers but there is still room for more if you would like to join the committee:

Peter Chapman  
Donna Lougheed  
Pam Waddington  
Judy Fagan

Lyndsay Bolden Gowing  
Tammy Chan  
Doina Popescu

Mary Pole  
Martha Bowers  
Jon Jones

The Ad Hoc Rehearsal Committee will be meeting with Joan over the summer for planning and testing and in the fall to provide feedback and help with modifications.  
Thank you all for your responses.

*John Waddington*

President

Discussion: Lyndsay Bolden Gowing's online teaching experience with 1/3 of her previous clients, was noted as an asset. John W. asked for nominations from the floor. Amelia Grobnic, Valerie Bryce & Iona Quinn agreed to join the committee. John W. also encouraged other "tech savvy" folks to join. Jon J. will chair this committee.

## **12) Budget Estimates and Fees for 2020 Fall Season (Jon Jones):**

We are planning for an uncertain fall session. Nevertheless, we should develop an estimate of our financial expectations for September to December 2020. We will have to set a registration fee based on our Music Director's program which will continue to develop over the summer and fall. These budget estimates will change as a result. The budget outlined below is based on a number of assumptions I have made based on Joan's current plans. It provides a beginning to our financial discussion, which will continue.

We have not attempted to develop a financial estimate for the Jan 2021 session, as the uncertainties are too great.

The assumptions I have made in developing this first draft are :

1. I have based it on a normal season length starting Sept 8 and ending Dec 8.
2. There will be some sectional practicing, using one or two additional people to lead sectional rehearsals. Additional costs for extra leaders are included in "Director and Musician Fees".
3. Carla's fees for providing accompaniment tracks are separated out from the above and she would be paid for this at her normal fee.
4. Music purchases are assumed to be 1/3 of the normal season's expense.
5. There are a few software tools that may be needed, so I have put a \$500 lump sum for this.
6. Six months of a single Zoom account is included.
7. I have ballparked registrations at 50 registrants for a \$70 fee.

I stress that these are assumptions, all of which will undoubtedly change as the season's plans develop.

I thank Iona Quinn very much for her work as Assistant Treasurer.

*Jon Jones*

Treasurer, Bytown Voices

The draft Fall 2020 Budget (version 3) follows:

Bytown Voices Budget Fall 2020		Version 3		
		FALL 2020 BUDGET	BALANCE	REMARKS
June 5, 2020			\$18,552	
INCOME				
	Registrations	\$3,500		50 at \$70
	Friends	\$0		
	Donations	\$0		
	Fund Raising	\$0		
	Miscellaneous	\$0		
TOTAL INCOME		\$3,500		
EXPENSES				
	Director & Musician fees	\$3,064		
	Music Director back fees payable	\$886		
	Accompanist fees	\$392		8 hours
	Space rental	\$150		Music library
	Purchase of Music	\$400		
	Donations	\$0		
	Advertising	\$100		
	Stationery, mailing	\$20		
	Web-based learning support	\$500		
	Zoom	\$136		6 months @ \$20/month + tax
TOTAL EXPENSES		\$5,648		
EXCESS OF INCOME OVER EXPENSES		-\$2,148		
December 31, 2020			\$16,404	

Start date:  
Final practice date

08-Sep-20  
08-Dec-20

### 13) Nominations/ Elections for Bytown Voices Executive Committee, 2020-21 (John Waddington)

I am pleased to advise all BV members that all the current members of the Executive Committee have agreed to serve for another year, given the extent of the changes to our choir that we have had to introduce to deal with the Covid-19 pandemic, and the fact that changes will continue to be necessary.

We have concluded, however, that we should include a second Vice President on the Committee to ensure there will be some continuity for the future, particularly for the position of the President.

Notwithstanding this, if a choir member wishes to stand for any position on the Executive Committee, please let the BV Secretary, Heather Smith ([xhmsmithx@gmail.com](mailto:xhmsmithx@gmail.com)) know as soon as possible. An election will then be held for the position.

Current members of the Executive Committee are:

President	<i>John Waddington</i>
1 <sup>st</sup> Vice President	<i>Faye Grinberg Rice</i>
2 <sup>nd</sup> Vice President	Nominations required
Treasurer	<i>Jon Jones</i>
Secretary	<i>Heather Smith</i>
Publicity and Marketing	<i>Valerie Bryce</i>
Music Librarian	<i>Irene Bakker</i>
Membership	<i>Charles Pryce</i>
Past President	<i>Barbara Clubb</i>
Director of Music	<i>Joan Fearnley**</i>
Concert Coordination	<i>Doina Popescu**</i>
Outreach Events	<i>Kathy Massoud **</i>

\*\* non-voting

*John Waddington*

President

Discussion: John W. encouraged members to stand for nomination, especially in the position of 2nd Vice President. No nominations were received from the floor.

- 14) Other Business:** John W. asked if there was any other business. Seeing none, he adjourned the meeting at 8:37 pm.

Submitted by

*Heather Smith*

Secretary