



**Annual General Meeting**  
**Thursday, August 20, 2020**  
**7:00 PM**  
**Hosted via ZOOM**

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# BMA Annual General Meeting - Agenda

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## MEETING HOSTED VIA Zoom

<https://us02web.zoom.us/j/83232243376?pwd=K1dJd2czNIJjQmRXNkZiUzFOL2hXQT09>

Meeting ID: 832 3224 3376

Passcode: music

*\*Meeting hosted via ZOOM; please ensure you are muted when not speaking/asking questions\**

1. Welcome & Meeting called to order
2. Motion to pass 2019 AGM Minutes
3. Chair of the Board Report – Rachel Edward
4. Program Director Report – Alex McCune
5. Financial Report – Rovin Karuna
6. Resignation of 2019-2020 Board Members

- Rachel Edward
- Gerda Fandrich
- Ron Fawcett
- Paul Horban
- Rovin Karuna
- Janet Sweeney

7. Newly elected Board Members for 2020-2021 term, with brief introductions

<ul style="list-style-type: none"><li>• Rachel Edward</li><li>• Rovin Karuna</li><li>• Janet Sweeney</li></ul>	<ul style="list-style-type: none"><li>• <i>Currently accepting new nominations and applications for 2020-2021 board members</i></li></ul>
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8. Questions
9. Meeting adjourned

## Copy of Minutes from BMA AGM – July 25, 2019

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### **BMA AGM July 26,2019**

The 6th Annual General Meeting of the Bakerview Music Academy was called to order with 17 persons attending, 7:00 pm at Bakerview Church, by chairperson, Rachel.

**Board members present:** Rachel, Rovin, Janet, Gerda, Ron, Paul

**Absent:** Bruce

**Staff present:** Alex, Bert

1. Minutes from the 2018 AGM were **approved** as read (Rovin/ Ron)

#### **2. Board Chair Report** (Rachel)

- Successful Walkathon fundraiser, with good participation from students, families, staff and board.
- Abbotsford Community Foundation grant was successful
- Welcomed returning Board member (Bruce Havery) and new member. (Ron Fawcett)
- Holda is unable to continue on the board at present due to health concerns. We thank her for her vision and tireless passion to BMA.
- Main goals for 2019-20 a) Review of Board constitution and by-laws; b) Fundraising: more consistent monthly donors/partners (individuals or local businesses). c) New location for our Jr. school in the coming year.
- We are accepting applications for a part time Administrative assistant.

#### **3. Program Directors Report** (Alex)

- Program began with a total of 68 students and concluded with 77; five class teachers and four assistants
- Annual events included Christmas and Spring concerts, Mennonite Heritage Museum and the Abbotsford Music Festival (orchestra division.)
- New strategies have been implemented for improved participation and behaviour in the classroom
- Family groups are continued and considered an important part of the program
- New initiatives: ongoing work to improve poor attendance, disruptive behaviour and lack of home practise.
- Grant from the Abbotsford Community Foundation is being used to provide one-on-one lesson time for more advanced students to keep them motivated.

#### **4. Academy Life Coordinator Report** (Bert)

- Continued work on the BMA Website.

- REMIND is a new App that will be implemented for Staff, students and families to stay in better communication during the school year.
- Margaret Minhas will teach Junior ORFF as well as Senior classes. Chris Savage will return for his second year of violin teaching.
- A new grab-and-go snack will be provided for late-comers.
- Formation of a Social Committee for parents.
- There is a need for volunteers in Senior and Junior programs.(2 class volunteers, and 2 walking school bus volunteers for Mon. And Wed; Jr. Program; 2 class volunteers for Thurs.)

**5. Food Coordinator Report** (Rachel for Katarina).

- Majority of donations come from the generosity of Lepp Farm Market and is much appreciated. There is a need for a few more sources.
- Parental food donations are down
- Request for a Costco card and charge card specifically for BMA.
- A need for two more volunteers for Mondays and Wednesdays.

**6. Financial Report** (Rovin)

- Total Liabilities & Equity (June 30,2019) \$150,931
- Total Revenue (July 1,2018 - June 30, 2019) \$147,121
- Total Expenses (July 1, 2018 - June 30,2019 \$152,589
- Projected Total Expenses (July 1,2019 - June 30,2020 \$146,000
- Motion to accept financial Report as presented.Passed (Ron/Peter Horban)

**7.** Resignation of present board members and appointment of Board members for the coming year. Rachel, Gerda, Ron, Rovin, Janet,Paul & Bruce appointed to BMA Board for 2019-20.

**8.** Meeting adjourned.

**Recording Secretary / Janet Sweeney**

## Chair of the Board Report – Rachel Edward

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At the close of the 2019/2020 Board Year, I find myself grateful and inspired by the enthusiasm and resilience that many of our students/parents, staff, donors, and board members showed through what were some very unforeseen events.

Personally, I'd prefer not to highlight the challenges we've all faced due to the COVID-19 pandemic, but, the reality is that we've all been affected, probably more than we care to admit, and the same is true for BMA.

We started the 2019 school year off strong, with good strong curriculum and staff in place, and from a board perspective, more time for us to focus on the big picture in reviewing and modifying our bylaws, focusing on fundraising strategies to grow our donor base and impact in the community. These were exciting and challenging conversations that lead us to some clear breakthroughs for the Academy.

And then... we saw a decline in student attendance, and amidst the concern, recognized that the students leaving and the students staying, simply had a different focus in the time they spent after school and so we moved forward with plans to increase our application process for the Fall of 2020.

And then... Spring Break and the requirements to "Stay Home" due to COVID-19. This was by far something unexpected, and while we discussed ways to keep the academy running, the Board came to the conclusion that for everyone's safety we would end the year early and as such close our doors on March 28, 2020 – keeping our Program Director, Alex McCune, and Administrative Assistant, Karen Murphy Corr, on reduced part time wages to keep up with the administrative side of the academy and to stay current and create possible plans for re-opening for the Fall 2020 school year.

And again, I express gratitude for the flexibility, "can do attitudes," and patience of all our staff waiting on the sidelines as we've worked with current protocol guidelines both from the local government as well from the staff at Bakerview Church, where we run our academy, to ensure we've covered all bases in order to run a safe program for the coming year.

While there is still much uncertainty in the days/weeks/months to come, and while we will all be required to be flexible, I am extremely encouraged that we have found a way to run at a reduced capacity this coming year and keep the academy life alive and well for the community we serve!

Our immediate goals for the year ahead will be to find 1-3 new nominees to serve on the Board of Directors, and to work with municipal, provincial, federal, and private programs applying for grants and donations, in addition to working through some donation campaigns for individuals.

We completely understand that with the uncertainty we've been living in, that volunteering time, and donating funds isn't something that everyone can do, but we do invite you to consider others who, during these times, have been blessed with an abundance of time and resources and consider connecting them to the work of BMA. We are more than happy to converse with any interested parties.

In closing, all I can do is continue to express gratitude for those that have directly, and in-directly, kept BMA alive and moving forward during a time such as this. The encouragement that comes from this, the family I see being

built withing BMA proves to me that in the darkest of times, music can be a light that brings change, hope, and kindness.

Sincerely,

Rachel Edward

## Program Director Report – Alex McCune

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Year in review: 2019-2020

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### *Numbers*

We started the year with a total of 70 students: 55 at BMA Sr. and 15 at BMA Jr. During the first month, BMA Sr. added 4 more applicants. These totals are lower numbers by about 10-20 than in years past, which led us to plan for more recruitment this year. As before we offered three classes: choir, Orff, and instrument, our instruments being violin, viola, and cello. In a few cases our violin/viola teachers ran two small classes simultaneously for students progressing at different rates. We were lucky to have enough personnel to be so particular!

### *Class structure*

BMA Sr. students are divided according to instruction level into three classes: A, B, and C, which rotate through the three class subjects. On Thursdays, we finish the program time with group orchestra rehearsals. This year our orchestra rehearsed split into two groups, playing occasionally together. BMA Sr. has run for our entire seven years of operation from our space in Bakerview Church.

BMA Jr. students are divided into two groups: the younger “Mozarts” and the older “Beethovens”. They do not begin instruments until BMA Sr., so we teach choir and Orff in two periods simultaneously and then trade classes. BMA Jr. ran our first three years in space provided by The Life Centre on Monday and Wednesday afternoons. This coming year we were planning to condense operations and run both programs out of Bakerview Church. Unfortunately, due to COVID-19, we were forced to cancel BMA Jr. for this next Academy season.

Instrument numbers at BMA Sr. were close to balanced this year with 35 violins, 4 violas, and 16 cellos. Cello numbers sat a little high, nearly 30% of our total, but this was to correct a previous imbalance.

### *Staff and volunteers*

This Academy season we ran our program with five teachers and four assistants. Violin/viola was led by Mrs. Beth and Mr. Chris, cello by Mrs. Ruthanne, Orff by Mrs. Margaret, and choir by me, Mr. McCune. Mr. Van Liempt was our assistant choir teacher, and Miss Sanne, Miss Anna and Miss Mikaela were our assistant strings teachers. I’d like to thank Mr. Van Liempt and Mrs. Margaret especially for pulling double duty at BMA Sr. *and* BMA Jr. For Mrs. Margaret, this meant she taught four days every week! We were also helped by our team of invaluable volunteers from the community. Volunteers, thank you. This program simply could not run without your work.

Mrs. Katarina was our kitchen coordinator this year, running our food program to keep everyone fed and energized. A team of five volunteers helped her prepare snacks and set tables to make a welcoming atmosphere for our students.

Finally, I was joined on the administration side this year by two great professionals: Mrs. Karen, our able administrator, whose work you have all seen in our new and growing online presence, and by Mr. Bert, our wise, kind, and hard-working Academy Life Coordinator. The Academy Life Coordinator was a transitional position,



helping us for nearly two years while we explored how to make our program more relational and community-focused. Mr. Bert's time at BMA is over but we all remember him fondly and have benefited from his lessons. Mr. Bert, thank you so much!

### ***Events***

Our students played in several events in our community this year. Besides our big concert at Christmas time, BMA students played at:

- Mennonite Heritage Museum's Christmas Market
- Abbotsford Hospice Society's Christmas Tree Lighting (with our mayor and MP in attendance)
- Bakerview Church's Community Christmas Dinner

Cancelled opportunities in our spring semester included:

- An invitation to Tabor Court
- The annual Abbotsford Music Festival
- Unconfirmed but promising discussions with Sevenoaks Mall, High Street Mall, and The Reach art gallery

### ***New initiatives: successes and areas for improvement***

This year we gave a set of student expectations intended to improve student results and engagement. We told our students and families at the start of the year our high expectations for attendance, engagement in class time, and home practice. We want to give the message that BMA, while free to join, is a demanding program that needs time and commitment. We want our students and families to be sure they are ready to give a lot to the program.

A major result of these new expectations was a higher number of dropouts during the year. While this may sound concerning, I believe that it's a positive effect. Students that had a schedule too busy to fully participate in BMA realized quickly (often from our polite reminders about missed attendance) that they were not able to fulfill their commitment to the program, and withdrew. This meant a lower number of participants in the program, but much more consistent attendance and progress for those who remained. Now we have a higher ratio of returning students than ever before. Our numbers, by March, had dropped at BMA Sr. from 55 to 42. 40 of these students are now returning. The other effects of better commitment from students are less tangible: easier teaching, more consistent progress, and a stronger community feeling in our Academy.

Now we can see that our program attracts many new students, but not every applicant is able to participate consistently. What this tells me is that we should look for more new applicants each year than we have before, while also warning them about the demanding nature of our program. We want BMA to have a big impact in the lives of our students! For them to benefit from what we offer, they need to be present and engaged.

The Abbotsford Community Foundation funded another new initiative this year. We hired a larger staff for teaching strings, and used teachers and assistants to give many of our students regular one-to-one lesson times during the program hours. One-to-one instruction is the gold standard for helping an instrumentalist progress. We were very glad we could do this, and the results have been good.

### ***Year cancellation***

Our teaching year came to an abrupt close at the end of March. During spring break, it became clear that the COVID-19 pandemic was taking on a very serious nature, and our board of directors followed the example of the schools and cancelled the remaining BMA season.

### **Looking ahead: 2020-2021**

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#### ***Numbers***

Our upcoming year will have many challenges, but we can regroup and benefit from it. We'll run small classes and a simplified schedule. This can be an opportunity to spend more time with students and build skills more personally.

50 students are returning: 40 previous BMA Sr. students, and 10 "graduates" from BMA Jr. who were ready to move up. 7 BMA Jr. students intended to return, and we turned down a few young applicants. We received only 7 new applications for BMA Sr. this year, much lower than usual, likely due to the pandemic. We were not able to reach out for new students through any of our usual areas.

Planned student numbers are currently 56, limited by space restrictions for COVID-19 safety. We have split students into two groups, attending only Tuesday or only Thursday. The full number of about 28 will never be in the same room together. Individual classes will be groups of 10 or less.

#### ***Class structure***

We'll still be able to run our usual three blocks: instrument, Orff, and choir. Orchestra is impossible, as is a communal snack time. We plan to provide snacks in classrooms, safely distanced and in small numbers. Staff and volunteers will help students observe safe distancing while moving between classes. The timing of the program will not change: drop-off at 2:30, classes at 3:00, and pick-up at 5:15.

#### ***Staff and volunteers***

With such a small program we cannot have any of our usual paid assistants, and will rely only on our teachers and a few volunteers. Staff numbers must be low to fit our program safely into the space at Bakerview Church. Mrs. Beth, Mr. Chris, and Mrs. Ruthanne will continue our strings program. Mrs. Margaret returns for Orff, and Mr. Van Liempt will teach choir this year. With Mrs. Karen and myself, we have room for only five volunteers in the building at any time. If snack is allowed, it will be prepared ahead of time, possibly in another place.

#### ***Health practices for COVID-19***

We're in dialogue with Bakerview Church to make sure we can run our program safely with their own use of the building. We'll have plenty of hand sanitizer and staff will frequently disinfect equipment; all staff, volunteers, and students will wear the cotton face masks we are providing, currently in production by Mrs. Margaret's very generous mother-in-law. We are marking the masks with each person's name and we will wash them after every use. Distancing rules will be in effect in classrooms, and some hallways may have tape to show one-way travel.

Mrs. Karen and I are keeping up with all safety guidelines from BC Health and the Ministry of Education. We will make sure BMA is a safe place as we all weather this pandemic!

Currently, we have no plans for any live concerts. We're considering making a video concert each semester. Our list of important dates is very short:

- Classes start **Tuesday, Sep 15** or **Thursday, Sep 17**
- Last class day before Christmas break is **Tuesday, December 15**
- Classes resume on **January 12 and 14**
- Spring break is from **March 15-26**, so we'll miss four days (two weeks) of classes
- Last class day for the year is **May 25**

Our public situation may improve by January. If that happens, we'll look into enlarging the program again. For now, we're planning to stay small and safe.

We're still in need of three once-per-week volunteers. If you're interested and available, please contact me or Mrs. Karen for more details: [info@bakerviewmusic.ca](mailto:info@bakerviewmusic.ca)

Sincerely,

Alexander McCune

**Financial Report – Rovin Karuna**

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*\*\*\*Refer to attached Appendices\*\*\**

**2020/2021 Elected Board Members**

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Member Introductions for:

- Rachel Edward

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- Rovin Karuna

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- Janet Sweeney

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- Other:

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## BMA Board & Staff Contact List – 2020/2021

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|---|--|
| 1. Edward, Rachel<br><i>Board Member</i>      | 604-316-9017<br><a href="mailto:rachel.martens@gmail.com">rachel.martens@gmail.com</a>     |
| 2. Karuna, Rovin<br><i>Treasurer</i>          | 604-751-2086<br><a href="mailto:hirovin@gmail.com">hirovin@gmail.com</a>                   |
| 3. Murphy Corr, Karen<br><i>Administrator</i> | 778-245-8515<br><a href="mailto:info@bakerviewmusic.ca">info@bakerviewmusic.ca</a>         |
| 4. Sweeney, Janet<br><i>Board Member</i>      | 604-856-7765<br><a href="mailto:mjsweeney@shaw.ca">mjsweeney@shaw.ca</a>                   |
| 5. McCune, Alex<br><i>Program Director</i>    | 778-980-8157<br><a href="mailto:director@bakerviewmusic.ca">director@bakerviewmusic.ca</a> |

## Appendix 2: Financial Statements

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## Appendix 2: Donation Form

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Thank you for your support!

Name

\_\_\_\_\_

Mailing Address

(Street) \_\_\_\_\_

City, Prov., Postal Code

\_\_\_\_\_

Phone number

\_\_\_\_\_

Email

\_\_\_\_\_

Monthly donation

I want to invest in BMA with a monthly gift of:

\$10 \$25 \$50 \$100 Other \_\_\_\_\_

One time donation

I want to invest in BMA with a one time gift of:

\$10 \$25 \$50 \$100 Other \_\_\_\_\_

Payment options

Online

*(Please visit [bakerviewmusic.ca](http://bakerviewmusic.ca) to make your donation)*

Cheque enclosed

Cash enclosed

I'm interested in leaving a legacy gift

*(Please email [info@bakerviewmusic.ca](mailto:info@bakerviewmusic.ca))*

CHARITABLE REGISTRATION NO. 819795139 RR0001

*Donations over \$20 will receive a tax receipt*

**REMINDER:** We are now set up to receive online donations through Pay-Pal at

<http://bakerviewmusic.ca/donate-now/>

*With your choice of recurring monthly donations or one-time donations.*



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