***Can we get some clarification as to what falls under “Mailing”.***

Mostly new cheques, as we have recently switched to a new bank account. Other Mailing expenses are:

* Shipping (delivery fees)
* Envelopes
* Stamps

***Who have been your sponsors, historically speaking?***

Last year, MMB had no sponsors. In the 2018-19 year, our sponsors were Long & McQuade (reeds) and Pinks ($500).

***How will you use your surplus in the coming years (considering a fully online school year)?***

Mostly instrument purchases. Some approximate pricing for estimated instrument purchases for the next couple years are as follows:

* Sousaphone, 1-2 @ 1’500 USD + S&H + applicable taxes,
* Snare drums, 2-4 @ 500 CAD + tax,
* Baritone Sax, 1 @ 5’000 CAD + tax,
* Trumpets, 3-5 @ 800 CAD + tax,
* Mellophones, 2 @ 750 USD + S&H + import taxes,
* Baritones, 2 @ 750 USD + S&H + import taxes,
* Trombones, 2 @ 900 CAD  + tax,

Which totals approx. 16’000 to 21’000 CAD + S&H + applicable taxes.

Additional large costs include uniforms (which cost ~$200 ea.), and for our group to be completely accessible, we are attempting to expand our inventory to carry as wide a range of sizes as possible.

***In the PPT presentation, you mention that you need $200 for a virtual social. Could you provide a more elaborate breakdown of how these funds will be allocated for a virtual social?***

The $200 is allocated not for any one particular social, but instead for any costs that may arise relating to any socials throughout the year. A few examples of these costs are:

* Jackbox games
* Discord Nitro, for the MMB Discord server

***Can you give us more information on the part-time person you hired to help manage your organization.***

The new part-time role with MMB is the Music and Education Director. The position is to be held by someone experienced in the performing arts and musical ensembles, both from the performer and educator side. (This position is not to be held by a student). Their responsibilities include:

* Putting together an instructional staff\*
* Creating lesson plans for each Band rehearsal, and communicating that to the instructional staff
* Instructing the Band at rehearsals, and events where necessary
* Organizing the events schedule\*
* Coordinating with and representing the Band to other third parties, for example:
  + McMaster Athletics & Recreation Department
  + McMaster School of the Arts

\*in conjunction with the Administrative and Operations Directors

These tasks were all previously handled by the Executive Team, mostly by the Administrative Director.

***If a staff/executive member of your organization needed to be reimbursed, who would sign the cheque?***

Signing authority lies with the Administrative, Operations, and Finance Directors. Our account is one-to-sign, so any one of the three signing authorities would sign the cheque. Typically, that signee is the Finance Director.

A previous version of this document listed our account as two-to-sign. That was true before this year, however due to the transition of our bank account being atypical this summer, when we sent the previous version of this documents, we had not been informed that this change had been made.