



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes June 1, 2023 at the Navy Club

Present: John Topic (President, Chair), Gary Graham (VP), Bev Murphy (Board Secretary), Cindy Babcock (Treasurer), James Burrett (Communication), Audrey Keitel (Nominations, Dialogue Committee), Quentin Day (Property)

Guests: Jenny Laing and Nancy Pakenham

Recording Secretary: Bev Murphy

Conductor Representative: n/a

Regrets: none

1. **Conflict of Interest:** none

2. **Approval of the minutes from the May 4th meeting (Sent previously)**

Motion: Approve the May 4, 2023 meeting minutes

Voting: Moved by: Cindy Seconded by: Quinten All in favour: passed

3. **Chair's Remarks**

Things have been so busy for the last few weeks that the conductors have not had a chance to meet. So there will not be a conductors' report.

Odyssey performed at Wilmot Creek on Sunday as part of an exchange with the Lakeshore New Horizons Band. \$20/person for bus ride. Had a lovely pot luck. Last time this was done was in 2019. Its our turn next year. Gord coordinates it.

We have as our guests today Jenny Laing and Nancy Pakenham. They provided a short bio to the board. They are free to ask questions during the meeting but are here as guests and observers. At the end of the meeting, they will have more time to bring up questions and concerns.

Action:

- Bev will send cards to David Lloyd, Jon Knights and Heather Thompson's husband, Guy.

4. **Finances**

a. **Financial Update (CB)**

Federal Grant: Community Services Recovery Fund submitted is still awaiting the final decision.



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There is a Trillium grant that is due June 14 for 10k-150k for capital expenses. We could use it for external storage or instruments.

<https://www.otf.ca/our-grants/community-investments-grants/capital-grant>

There is a Help Age Canada for 10K that is due June 23.

<https://helpagecanada.ca/canada/seniors-can/apply/>

Audits cost from \$5000 - \$10,000 might need it in 2024 to be ONCA compliant.

E-transfer is working well.

Delta bingo looking for charity to work the bingo. Min 3 people required. No smoking inside now. Cindy is approved to get more information. It is known that other charities raise a lot of funds doing this.

Action:

- Cindy will find out if an audit is required for the Trillium grant and will let the board know.
- Audrey will submit the grant applications with Quinten and Cindy assisting.
- Cindy will get more information regarding the Delta bingo and will let the board know.
- Bev will coordinate with Cindy and John to get copies of grant and contract documents that can be scanned and put on the shared google drive.
- In August/Sept assign someone to apply for the City grants that are issued in the Fall.
- Cindy will monitor the status of the Federal Grant: Community Services Recovery Fund.

b. Budget Committee (CB, QD, BM)

Action:

- Will meet starting this month. Goal is to create a budget template.

5. Business Arising from the Last Meeting:

a. Venues (JT)

• Grace

John thinks that Grace could be a viable venue, but the survey indicated that people were not happy with it. Basement level sound good. Parking bad. Social Committee loved it. Elevator slow. Upstairs bad sound. Many break out rooms. Nisbett funeral home parking maybe. People responded to survey who weren't there.

• Living Hope (Estimated rental costs distributed previously)

Had 4 bands practice on same day. Break out rooms. Social room. Worked very well in the past. John has had discussions with Living Hope. He sent out their costing proposal. This is a real move forward from their original costing and results from our discussions. It included comparable figures for the Navy Club. Do all on a Wednesday and Green band on Mondays. \$3456/mth roughly. The



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problem is no storage. Property with wood & timpani's do not like the cold. A storage unit we could move would be a better long term solution. There is a location we could have one. Suggest whatever the solution, to get a long term contract with Living Hope.

- **Navy Club**

John has repeatedly asked the city for updates on the other building. Before Christmas, representatives from PCB and PNHB met with them. They promised to start installing acoustic panels, but also warned us that other groups were looking at the property and might want to have access. They suggested that we stake out our times as soon as possible.

Action:

- John, Gary, James and Audrey will continue to work with Living Hope to see if we can find solutions to storage. This might not be possible for the coming year. Delta Bingo income might help with increased costs. In the meantime, John will continue to ask the city for more information about the development plans for the Navy Club.

- b. **Year end survey of members (JB)**

James had sent out a sample survey previously. This survey will help us plan for next season.

Motion: I move that we send out a member survey including questions about preferred genres of music.

Discussion: Conductors are the experts. Most preferred an open question on genres instead.

Voting: Moved by: James Seconded by: no one All in favour: declined

Motion: I move that we send out a member survey including an open ended question on music.

Discussion: Conductors are the experts and gauge pieces on instruments in the band, their skill level and if it works within the concert time frames.

Voting: Moved by: Audrey Seconded by: James All in favour: passed

Action:

- James and Audrey will create a draft survey that the board will approve by email.

- c. **ONCA (GG, JT)**

Gary and John will be looking at this over the summer. John has identified local lawyers who do non-profit law, in case we need help.

- d. **Social Committee (JT)**

Margaret Seabrook planning to resign. The social committee chair was originally a board member. It was a portfolio.



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Action:

- Margaret will still be chair through the summer, but we should try to find a replacement.

e. Recording Secretary (BM)

With two potential new board members, this may be something that one would like to take on otherwise Bev is fine with continuing to do it.

6. New Business

a. Debriefing for concert

The Concert committee will meet this month for a post review and Bev will send the summary report from that meeting to the board afterwards.

But generally, the Concert went very well. We brought in funds. Submission of expenses being finalized. 20% net proceeds goes to LAWS. No tickets handed in at the concert had the LAWS indicator in it, so not sure if they sold any tickets.

Action:

Bev will coordinate a post meeting and ask Renee how much LAWS made on their own.

b. Debriefing for information day

2 new members signed up. It was very well done. We could in the future advertise to members to check it out if they are thinking of trying another instrument.

c. Publicity

Survey responses from the Concert was sent to the board. This will help us know where to spend funds. Suggest we meet to discuss publicity methods in another meeting and report back to board in July what the plan is, for their approval. Audrey also wanted to know if she would be working on a promotional video this summer. Board said yes. Some other ideas discussed briefly.

- Facebook AD (Cindy).
- Bring cards to Zoo performance (Cindy)
- Video target end of July. Put on website, facebook, youtube. 2min max.
- Membership drive meeting over zoom.
- Instagram. Create general account.

Action:

Bev will coordinate a meeting.

d. Summer Priorities (GG, JT)

Identify what we will be working on this summer



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- ONCA compliance
- Concert post review
- budget committee
- Grant applications
- Centralizing documentation
- Website new platform
- Summer Band coordination
- Property management
- Choose a venue at July board meeting, if possible. End of July is probably a firm deadline.
- Determine fees for the 2023-2024 season at August board meeting
- Publicity and membership drive. Initiate plans in August. Like a survey to find out who is coming back and in what band. Send out a welcome back email 1-2 weeks before the September start date and include the Welcome letter.
- start on AGM plans for meeting in October.
- We have the Christmas Concert booked for December 1. We should probably book the Spring Concert in September.

e. New Board Members

Discussed their impression about being on the board. Nancy will continue to be a guest before she decides.

Motion: Move to accept Jenny to join the board

Voting: Moved by: James Seconded by: Bev All in favour: passed

7. AOB

- a. Bev created a Member information document that was sent previously to the board. All agreed that this should be passed on to the membership and new members.
- b. Quentin raised a concern that we are not continuing/completing previous items discussed at meetings.
 - i. A policy on members moving from one band to another.
Action: Gary will work on this.
 - ii. Insurance questions.
Action: Quentin gathering questions to ask agent and then will talk to them.
- c. New website platform. James and Bev are trying one out on trial called www.choirgenius.com which was developed by a Canadian for choirs, so fits our needs. It helps to centralize membership information (reduce time spent keeping the Directory, roster, email list current), website (more user friendly platform), provide ability to sell tickets, built in links to social media, can link to our central documentation and much more.
Action: James and Bev continue with review. Trial ends June 19.



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- d. Music Lab. Sal stepping down. Ask other people to conduct. Follow policy to hire conductors.

Action:

- John and James will see if other conductors would like to start a new ensemble. Recorder ensemble is possible. Intermediate level band could be a good addition.
- e. Summer band. Registrations are going great. Have over 30 people signed up. E-transfer working well too.

Action:

- James coordinate running this band.

8. Next Meeting

The next First Thursday of the month is July 6 Noon – 3pm

Action: Bev will investigate if we can meet at St Luke's church

9. Adjournment

Moved by James