



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes November 7, 2024, 10am-10:40am, Google Meet

Present: Audrey Keitel (President/Chair), Bev Murphy (Board Secretary), James Burrett, Pat Wade, Phil Pellat, Kelly Gravelle

Board Director Regrets: Cindy Babcock (VP/Treasurer), Lisa Witherington, Rieta Weaver

Meeting Recording by: Bev Murphy

1) Dates

Motion: Reschedule the AGM to November 27 2024

Comments: Review engagement report not received. AGM on November 20 would disrupt the last rehearsal before the concert.

Vote: Moved by: Audrey Seconded by: Bev All in favour: passed

Kelly confirmed we have 15 months after the last AGM (Jan), that we must have another. So we are not in any violation having the AGM later this year.

The AGM will now be Wednesday November 27, noon to 1pm.

November 16 send notice and all documents to members

November 23 deadline for members to submit more to add to the agenda

Will end the morning rehearsal at 11:30, to allow time for people to sign-in.

ACTION:

- Bev will relay to Cindy to ask Baker Tilly to have the final report in by Nov 13.
- Audrey will let the conductors know their time will be cut short that day
- Audrey will book the Sanctuary and ask if we really need to pay for moving chairs back, since we won't be moving them.
- Bev will change the date in all of the document

2) Set up for AGM

- Audrey and I will sign folks in. Audrey has already purchased the proxy cards.
- Lisa will take minutes
- James will take care of the podium and microphone.
- James will take care of a table and chair for Lisa
- Audrey and Bev will take care of the tables and chairs at the entrance for sign in.
- Pat will direct people to enter only in one place to get signed in.

3) AGM documents that still need to be filled in.

ACTION:

- Bev is waiting for the Presidents Report from Audrey and all of the financial reports/motions from Cindy.
- Suggested Cindy explain the difference between audit and review engagement.



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- 4) AGM documents I think these are done but would like a confirmation. Audrey has looked over these documents and they look complete.
 - a. Notice of AGM
 - b. EXHIBIT 1-2023-2024 BOARD MEMBERS
 - c. EXHIBIT 2A-2023-11-1 AGM minutes
 - d. EXHIBIT 3-Confirmation of Acts
 - e. EXHIBIT 5-Committee Reports
 - f. EXHIBIT 9-Election of 2024-2025 Board Directors
 - g. EXHIBIT 10-Fee Waivers and Volunteer Recognition

- 5) To keep the meeting moving, need people to volunteer to move and second motions. Please indicate which ones you don't mind doing.
 - A) (Exhibit 2) Adoption of the 2023-2024 AGM meeting minutes. **James.**
 - B) (Exhibit 3) Adoption of the Confirmation of Acts. **Pat**
 - C) (Exhibit 4) Adoption of the Presidents report. **Bev**
 - D) (Exhibit 5) Adoption of committee reports. **Audrey**
 - E) (Exhibit 6) Adoption of Treasurer report for the business year ending on July 31 2024. **Phil**
 - F) (Exhibit 7) Adoption of the Review Engagement report. **Bev**
 - G) (Exhibit 8) Adoption of doing a Review Engagement for the 2024-2025 Financial Motions. Not complete. Defer

- 6) AOB
Will have a small group play before the concert, 6:30pm – 6:50pm

- 7) Adjournment
Audrey moved to adjourn.