



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for May 24, 2024 at St. Lukes Church

Present: Audrey Keitel (President/Chair), Cindy Babcock (VP/Treasurer), Bev Murphy (Board Secretary), Vedra Hill, James Burrett, Rieta Weaver, Pat Wade

Regrets: Gary Graham

Recording Secretary: Bev Murphy

Conductor Representative: not present

1. Conflict of Interest: none

2. Approval of the minutes from the April 19 meeting (Sent previously):

Motion: Approve the April 19 2024 meeting minutes

Voting: Moved by: Pat Seconded by: Rieta All in favour: passed

3. Chair's Remarks:

Thanks for all of your work this month.

4. Conductor's report: (Sent previously)

4.1 Discussion on minutes.

4.2 2024-2025 Conductor Area of Responsibilities

Conductors had used an old version. Bev updated it and discussed to Jon the updates.

ACTION:

- Bev will send the board the updated version.

5. Lakeshore NHB Exchange Plans: (RW)

Did not need to get movers. People have volunteered. Social Committee assisting with pot luck. Gord has coordinated set up / take down, getting equipment from Living Hope and back, and all other arrangements. Church has been paid for.

6. Music Library Committee: (3:25-3:35)

6.1 PCVS keys

James has 2 keys, He had made one. One is Gord's.

ACTION:

- James will give one to AK.

6.2 Digital music process.

Tuned process. James printed and gave Meeta the package with the assigned number on it. Will need a backup to help. Aware of Jon's printed needs.



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ACTION:

- James will find someone to be his backup.

6.3 Big printer.

Apparently we have a company in Lindsay who deals with the big photocopier and any new toner/drum cartridges. It's a Konica Minolta. Parts can no longer be guaranteed now. James found a printer to rent at \$50/month. No rush currently, can get service for 4 years. The toner cartridge has been replaced now.

6.4 Scanning existing library

Scan what is being used and not scan music we won't be playing. Would like the music scanned, so if the room the paper copies are stored in is compromised, we don't lose that asset.

ACTION:

- James will investigate the cost of renting a scanner.

7. Schedule. (3:35-3:50)

7.1 Spring Term:

7.1.1 Switching band times survey results (JB)

Results are 60% don't want to change. So not switching.

7.1.2 Use of Fellowship Hall and Gym and not use the Auditorium. Resolved issue with sectionals close by being disturbed. Conductors are ok with it. Going forward we will use these rooms instead.

ACTION:

- Audrey will inform John Topic (Living Hope liaison) about this, so he can let the church know.

7.1.3 Trumpet Sound barrier: (CB)

Still on back order.

7.2 Summer Band: (JB)

All set to go. 76 people have signed. Working out percussion needs.

7.3 2024-2025 Schedule: (AK, BM)

7.3.1 Review report and approve schedule, costs and plans (sent previously)

Need a minimum of 155 full paying members to covers the costs of this schedule. Discussed special events, non sectional rooms, schedule and costs.

Motion: Approve using the proposed schedule for the 2024-2025 budget with the understanding it may be adjusted to fit the final desired budget

Comments:

Cindy offered to organize a Concert that is performed by the Ensembles. She had talked to Mark and Justin about this and they like the idea. She suggests using the Alternatives Church. Parking is okay there. Date TBD, maybe November.



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

8. Admin: (3:50 – 4:05)

8.1 End of Year Survey (JB,AK)

ACTION:

- James will update the Discussion Forum topic, and confirm the link is in there. Board member to provide ideas.

8.2 Conductor Succession Selection Committee (AK, BM, RW)

8.2.1 Mark was considering not being Green Band conductor. Candidates were informed and okay to assist.

8.2.2 Approve recommended new conductor for current opening
46 people did the survey 46, Ben scored higher.
Committee recommends Ben Jackson.
Committee discussed many ways we could provide Medda opportunities to conduct. They recommend if another conductor steps down with the next 12 months, that we hire Medda to replace the conductor stepping down.
In the meanwhile, encourage Medda to maybe conduct an ensemble or substitute for a conductor, so she can get more experience conducting and the band can get used to her style.

Motion: Approve hiring Ben Jackson as a Concert band conductor.

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

ACTION:

- Audrey will check with the Conductors if they keep Medda in mind for substituting.
- Audrey will inform Medda and Ben regarding our decision.
- Audrey will find out from Ben if he plans to continue conducting Music Works and Summer band next season.
- Audrey and Bev will get the contract signed for both
- The Committee will review the Conductor Succession procedure and update with lessons learned from doing this. Bev will coordinate.

8.3 2024-2025 Contracts & honorariums (AK, BM)

8.3.1 Approve contracts for Coaches and Conductors needed for the next season.

Motion: Approve for the 2024-2025 season, hiring these people for,

- **Main concert band Conductor**, possible **Ensemble Conductor**, possible **Coach** and/or **substituting** for any of those roles: Justin Hiscox, Mark Hiscox, Sal Castiglione, Jon Knights and Ben Jackson.
- **Coaches** and substituting for a coach: Nick Gilroy, Medda Burnett, Tori Owen, Trish Murphy, Charmaine Prole, John Barrett, Susan Knights.
- **Substitute as Main concert band or Ensemble Conductors:** Gord Thompson, Medda Burnett
- **Substitute as Coach:** Gord Thompson, Alan Kelly, Katherine Carlton



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- **Band Assistant:** Medda Burnett

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

ACTION:

- Bev will send all the people we would like to hire, the contract and position description documents that are applicable to them. So they can preview.
- Audrey will print the contracts and meet with the people next week, to get them all signed.

8.4 Gord presentation, finalize plans.

Meeta has a poem she'd like to be read. Audrey has created a slide show of pictures of Gord and was supplied a video.

ACTION:

- Audrey will make sure Gord is there at noon on Wednesday.
- Audrey will remind Wayne to bring the framed picture on Wednesday
- Bev will bring the cards.
- Audrey will set up her laptop for people to watch the slideshow and video of Gord.

8.5 Acknowledging volunteers stepping down

This will be done at the AGM

8.6 Approving volunteers taking positions

Since it is hard to get volunteers, we don't need an approval process.

Discussed the A/R Coordinator position. Cindy will do most of these responsibilities. Bev Brezee may not be needed.

Bev suggested all position descriptions should be on the website. It would help people to know if they would like to take on a specific role.

ACTION:

- James will put the position descriptions on the website
- After the position descriptions are on the Website, Audrey will send an email to the membership about vacant positions and reference these documents.

8.7 Treasurer position and renaming the non board position to Financial Assistant.

Discussed this and decided to not change it.

8.8 Posting picture of Board and which band the members are in.

Members have commented that they don't know who we are.

ACTION:

- All board members to send James a headshot, what band we are in and instrument. So he can add this information to the website.

9. Finances: (4:05-4:20)

9.1 Financial update: (CB)

All ok.



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9.2 Grants:

9.2.1 Ontario Senior Community Grant (AK) find out in July

9.3 2024-2025 Membership Fees: (BM)

9.3.1 Approve new fees: Full Season \$450 (\$20 savings). Fall (13 weeks) \$180, Winter \$110 (8 weeks), Spring \$180 (13 weeks)
Currently Full Season \$450 (\$10 savings). Fall \$190, Winter \$110, Spring \$160

Motion: Approve the recommended Membership Fees for 2024-2025

Comments: In the past the Fall term was a little bit more to help cover the influx of expenses at the beginning of the season. But with the Bingo income over the summer, this is no longer a need.

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

ACTION:

- Bev will update the document, put it on the website and send a copy to the board.

9.4 2024-2025 Budget: (BM)

Discuss if it is ok for now to include these items in the budget.

- The concept of allowing a number of classrooms for members to use for meetings and non coached sectionals.
- A Christmas social after the concert
- Discussion Forum fee
- new website
- more baffles in gym
- amount for music, normally \$2500/yr, 1/band per term \$500*5

Discussed whether to not order any new music or reduce the amount. The Conductors need to know their budget now because the order is typically done in the summer so the Music Library committee can make copies etc. before the season starts.

Motion: Approve \$2500 for the Conductors to use for new music for the 2024-2025 season.

Comments: Plans are that all new music order as of now are to be digital (PDF format) when possible. JW Pepper makes the process very simple.

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

ACTION:

- Audrey will let the Conductors know.
- who gets fees waived or reduced for next season. (see 2023-2024 Areas of Responsibilities for current)
keep what we have now
- how many member waivers per term to allow (currently 5) and how much in total will be allowed for reductions for the season (currently no limit). Cindy tracks this. Current values ok.



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ACTION:

- Bev will update the budget and have it ready for approval at the June meeting.

10. Fundraising: (4:20-4:25)

10.1 Delta Bingo: (CB, GG)

A new source of income came in. We are doing very well.

10.2 Golf shirts: (VH, GG, PW)

All shirts distributed except for xlarge. They won't arrive until the end of May.

ACTION:

- When the shirts come in, Vedra will hold on to them, and distribute them in September.
- Audrey will inform the members they can go to Milne signs and use the logo they have on file for other clothing.

10.3 "Garage Sale"

It was suggested we set aside a day that members can bring in MUSICAL articles to sell to their fellow members. They can keep the funds or donate to the band. Suggested we do this sometime in September, at noon-1pm. Set up tables for each person to manage their articles.

ACTION:

- At the July board meeting, decide on a date. In August, Audrey to send an email to the members informing them of the date etc. Cindy update Facebook group of it also.

11. Property Committee: (4:25-4:30)

11.1 Policy review, re Green Band getting priority over rental instruments (Property Policy sent previously) Pat reviewed the policy and has a clearer understanding of it.

11.2 Instrument sales (JB)

Timpani and Marimba at PCVS.

ACTION:

- Audrey will ask the Conductors what they suggest. She will inform the Property Manager (Quentin) if an item is to be sold, so he can engage his process.

11.3 Instrument repairs. (VH)

The percussion equipment need repairs.

ACTION:

- Pat and Cindy will investigate places that will fix timpanis.

12. Communication: (4:30-4:40)

12.1 Issues with PA speakers (JB)

1 broken, 1 doesn't always work, pins are bent.



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ACTION:

- Audrey will talk to Justin about using his mic or bring it in, so others can use it.
- James will research if there are better ones and how much. Will let Bev know so this can be included in the budget. Won't order anything new until needed in September.

12.2 New website: (JB)

Not enough time to have the invoicing part ready for September.

Bev suggests even if we don't use the invoicing part, there are other functions a new website offers that our current one would require more coding to do. So we should still proceed with the conversion.

ACTION:

- Our trial period has expired with Harmony. James has others he would like to research before proceeding.

12.3 Newsletters / Announcements (AK)

James has added Audrey's email to members to the website. Might keep a few previous versions. All like the format. Acknowledge people don't read it.

13. Concert Committee: (4:40-4:45) (BM)

13.1 Spring May 31 Concert

Coming together. Did very well with getting advertising for the concert program. A lot more pages than the previous concert. The cost of printing increased considerably. Maria checked with Staples and DOSS still has better pricing.

It was suggested for the next concert, to have a QR code link to the PDF of the concert program. Might be able to reduce the number of copies made.

ACTION:

- Audrey and Bev will investigate the QR code.

13.2 Future bookings

ACTION:

- Bev will work with Renee on booking Calvary for the next 2 concerts.

13.3 Concert Committee Terms of Reference and Concert Committee Position Descriptions

Will put on discussion forum to get approval.

14. Publicity and Recruitment Committee: (4:45-4:50) (PW)

Info Day. Dropped off more posters. Legion, Lawn bowling, Activity Haven, Facebook, Retirement home, other bands 5 counties, Living Hope etc.

Audrey did Trent radio

15. Social Committee: (4:50-4:55) (VH)

All ready for Info Day and the Band exchange.

16. Membership Committee: (4:55-5:25) (BM)



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16.1 Approve Members Manager Position Description replacing the Green Band Manager position (sent previously)

Motion: Approve Members Manager Position Description replacing the Green Band Manager position

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

ACTION:

- James to update website to change Green Band Manager to Members Manager.
- Audrey to introduce this 'new' position in her next email and that Pat is doing it for now but a volunteer is needed.

16.2 Approve Recruitment procedure (sent previously)
This is the procedure that the Members Manager follows.

Motion: Approve the Recruitment procedure for now, knowing it will be tuned as Pat does the role.

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

16.3 Approve Membership Committee Terms of Reference (sent previously)
Defer, since the A/R Coordinator position is being reviewed.

16.4 Approve Membership Policy (sent previously)

Motion: Approve the Membership Policy and making the Waiver for Parental Supervision being a separate document. Information from the Subsidization of Dues policy has been included, making the Subsidization of Dues policy obsolete.

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

16.5 Fee exemption (sample form sent previously)
When an email is received regarding an exemption, not all information is provided. Discussed whether a form should be used and decided that only the board will use the form as a guide on what to get from the person.

ACTION:

- Bev will add the information needed from the form as an appendix in the membership policy.

17.AOB: (5:25-5:55)

17.1 Document: Band Assistant position description.
This is the current position Medda has. Bev has been working with her to create this document. Once done, it will be posted on the Discussion Forum for approval.

17.2 Baton. Question asked during interviews. Do we provide one? No, Conductors buy their own

18.Next Meeting: (5:55-5:59)

June 13 time TBD



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ACTION:

- Bev will check with the church on what time works best.

19. Adjournment: (5:59-6:00)