



PETERBOROUGH NEW HORIZONS BANDS MINUTES

PNHB Board of Directors Meeting February 20th, 2025 - 1pm-4pm, at St. Lukes Church

In Attendance: Lisa Witherington (Board Secretary), Audrey Keitel (President), Bev Murphy (VP), Phil Pellat, Rieta Weaver, Pat Wade

Zoom: Medda Burnett

Regrets: Kelly Gravelle

Recorded by: Lisa Witherington

1. Conflict of Interest:

- None

2. Chair's Remarks:

- Thank you to Pat for getting the Active Living Fair together
- Thank you to Bev for getting the raffle account set up. We will do a test run with a 50/50 raffle just between the members.
- Thank you Rieta for looking at doing something other than the raffles
- I appreciate this Board for their hard work and we appreciate Audrey and her hard work as well

3. Approval of the minutes.

- Approve January 16th, 2025 Board Meeting Minutes (sent previously)

Motion: Approve the January 16th, 2025 Board Meeting Minutes

Vote: Moved by: Rieta Seconded: Phil All in favour: Passed

4. Conductor's report: (sent previously)

- Surprised by the comment that we shouldn't have changed the schedule mid-season, the Conductors had suggested it.
- Conductor's submitted a recommendation for schedule for Winterlude. Audrey has already done a schedule for Winterlude as tables need to be set up for the potluck following the performances
- Steve is going to set up the percussion the day of Winterlude
- Each band has 30 minutes (set up / play / tear down)
- There was only one concern brought forward about playing times

Medda:

- Conductors are working on getting their music. Sal has his music picked out.
- Sectionals Term 3, Ben will take care of coaches. if one conductor uses the first hour that only leaves minimal time for the second conductor with adding in sectionals. Medda will leave this to the conductor's to work this out and will advise the Board if there is anything we can do to assist



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- Sight Reading - August 2024 minutes - concept of sight reading - using different types of music, about three pieces
- Music pieces, folders are getting full - return music that we are not using to Meeta - return after Winterlude. Medda to let other conductors know about returning pieces they will no longer be playing. Would like to keep music envelopes available for a few weeks to get music returned from those who are missing the first week
- Green band and concerts - each band will have a shorter time. Conductors are leaning towards two conductors; however, the Board is going with the Conductors proposal of one conductor per band for the spring concert. We will see how this concert goes and then make changes if necessary. The Board wants Green Band in the concerts.
- Medda feels that there is not a lot of time lost in changing conductor's during a concert.
- There is also a lot of time in changing percussion so conductors should find the best way to set up percussion for concerts - need to find a way to streamline percussion to save time - Medda will talk to Steve about transitions
- Sectionals for winter term for Jubilee and Allegro - this is a focus of the Board.
- The Conductors will work out who conducts on sectional days.
- Regarding Justin - did he buy music for his bands or for his ensembles? From Meeta, he bought with last year's money, and the issue is, that money was not spent so it was incorporated back into the budget. Meeta believes he purchased more music for ensembles than for band, but the money was allocated for band, not ensembles. Mark and Justin went to Cosmo and did some buying there, but it is believed that they did not spend all their allocated money
- Bill from Christine for \$50 to transpose music, Bev talked to John Topic and he has never heard of the band paying someone to transpose music. Sal had this done for his band. Better person to ask is Meeta. Christine has done this before, creating scores. Sal was given music by Sudbury, but it was missing some parts and the score, Sal asked Christine to write out the parts and create a score. Christine has not charged in the past. This is work that should be paid for; however, it needs to be discussed before it happens. Sal may not have known that there would be a charge for this. Christine may have the software to do this but it appears to be manual work. There needs to be an agreement in place to pay for this type of work before it happens. The Board has agreed to pay her for this but going forward we need to discuss it.

Action Item:

- Audrey to talk to Justin about his allocated money for music
- Audrey to talk to Sal regarding the bill from Christine about music transcription charges.

5. Music Library Committee:

5.1 Inventory List of Music for Insurance

- Has been posted on Google drive - under database folder

5.2

Possible New Location

- Going to PCVS to see the other rooms on February 21st
- Will look at the racks that we have available



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- Thank you Phil for the pictures. The rooms are identical. The rooms are wide open. Would possibly need to cover the bottom windows for privacy. Idea to have banker boxes and everything on shelves
- Do a “chain” to get everything moved from the 3rd floor to the main floor. Have Meeta in the new room. The only heavy item would be the photocopier. May have used the printer company last time to move it and have it re-set up.
- Meeta has been updated that we are going to look at the room tomorrow and then she would be contacted
- The room is about \$100 more a month

6. Schedule

6.1 Winter Term

6.1.1 Winterlude

- Schedule for Winterlude is good

6.2 Spring Term:

- The fee is \$180 for spring term
- Cindy is responsible to notify those who have not paid their membership fees
- Band reps to continue attendance taking. Ben takes attendance in his bands

Action Items:

- Audrey to let band reps know that we would like them to continue taking attendance; however, they do not need to track dues - have a sheet down and members can check off that they are there

6.3 Summer Band:

Action Items:

- Audrey to follow up with James on who will conduct, arrangement with the venue and how much to charge.

6.4 Ensembles:

- No ensembles this upcoming Tuesday as Free Methodist has a funeral
- The ensembles will need to find a location if they want to meet on February 25th
- We have insurance at St. James until the end of May. Mark Street Church has an insurance certificate as well

Action Item:

- Audrey to email ensemble reps regarding the loss of location on February 25th

7. Admin:

7.1 Dialogue Committee

- Audrey put the report into groups.io

7.2 2025-2026 Schedule Committee

- Bev and Audrey will continue to work on this
- Also waiting for survey results



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7.3 Strategic Plan

- Has not heard from Ian as he may be on tour performing

7.4 Volunteers

- Being deferred

7.5 Gym Baffles

- Church is not interested in having more baffles put up (this was from Mike)
- Church uses frames and they may be available to us. Taking them and putting them back in the same position - may need to learn how to move them and is more than willing to teach us
- Black curtain under the clock, there are 4 frames holding the curtain in place. It is two sections, we could put them on the stage, drape fabric on them, face the stage and see if the acoustics are better with the frames and fabric.
- It may be difficult to move them so if it works, we may be able to make our own and allow the church to have/use
- Can we put a rod across and then drape the fabric over that - would need to be fire-retardant
- If their frames work, then we could build our own and donate them to the church
- Plexiglass screens that are used to mute the percussion and trumpets are getting some negative feedback and the screens are not for use during concerts

7.6 Band Laptop

- Bag on wheels was purchased to carry the laptop
- Pat will hold on to the laptop at this time

7.7 Living Hope Charges

- Audrey to let Emily (Emeline) know that we need until 4:30 on Wednesday's to clean up and close up

Action item:

- Bev will add the history of the shields to announcements

8. Finances:

8.1 Financial update

- \$53,476 in account

9. Budget

- Bev has started on budget for 2025/2026 season
- Report will be put together
- Conductors need to be given a raise or a bonus at the end of this year. Discussion of a minimum \$200 raise. Give them a \$100 raise every year. They haven't had a raise in 8 years. Should be a substantial first sum and then 4% is \$288. 5% \$360. Close to \$500 is 7%. Give them 7% for the 1/3 of the year and then 7% for next year and then the following year Discussion a bonus and then a salary increase. This raise is not a term increase.
- If members ask, they are told that the conductors got a raise.
- Cindy put a lot of work in doing the Engagement Review and also does our taxes. She gets her membership covered but receives nothing else for her work with PNHB



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- Meeta gets a \$250 honorarium
- The Board is considering looking at what it would cost for a bookkeeper. Phil's bookkeeper charges \$55 per hour - this is extremely reasonable.
- The Board is in favour of paying Cindy what she charges for income tax completion

Motion: Give Cindy a bonus of \$500 for her work with Baker Tilley and the PNHB's taxes

Vote: Motion: Bev Seconded: Rieta All in Favour: Passed

Motion: Raise the Conductor salary to \$855/month starting March 1 2025 which means their salary for the 2025-2026 season is \$7,700 (a 7% raise)

Vote: Motion: Audrey Seconded: Rieta All in Favour: Passed

Action item:

- Bev will talk to Cindy about how to go about giving the raise to the Conductors
- Audrey will talk to Cindy about her \$500 bonus, find out what she charges to complete taxes, and would she prefer it as a donation receipt

9.1 Grants (KG / AK)

9.1.1 United Way Grant

Action Item:

- Audrey to talk to Kelly about the United Way Grant

9.1.2 Trillium Grant

- First one is due in March
- There are three Grants through the year

Action Item:

- Audrey to work on the Trillium Grant - Alan said he would assist as a support
- Audrey to talk to Cindy about the Trillium Grant request from last year

9.2 City of Peterborough Grant

- Cindy hasn't heard back on the Grant

9.3 New Initiatives Government Grant

- Won't hear until March

10. Fundraising:

- Should we start talking about ideas over the summer of ideas we can do for a larger raffle
- Phil has a contact at Haute Goat in Port Hope weekend package ideas
- There is also a theatre in Port Hope
- 15% discount on shirts - gave us a surplus of \$270.13
- Pat has an extra shirt, mens x-large to use as a sample
- Idea that we raffle off t-shirts, ¼ zip sweater, jackets
- Could look at purchasing spit cloths, music folders
- Giving Tree - possibly get it up and running for the spring



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10.1 Delta Bingo

- Nothing at this time

10.2 Raffles

- Bev will continue working on this - will call the city to get questions answered including tear-away tickets
- A trial run for a week to see how this works will be organized

10.3 Port Hope and Toronto NHB updates on their fundraising

- waiting on Ian who is currently away

11. Property Committee:

- Quentin is stepping down at the end of this term, earlier if we can find someone to take over his position

Action Item:

- Bev and Lisa to work on a Property Manager position description

11.1 Instrument repairs

Coach for French Horn had requested the horn to be serviced and the band member took care of this. Quentin didn't have any information

11.2 Instrument rentals

- nothing to report

11.3 Update on list of instruments / replacement costs

- Completed by Phil and he has updated the spreadsheet

Action Item:

- Bev to ask Quentin for access to his spreadsheet

11.4 Update on list of instruments sold

- Quentin should have a complete list of instruments sold

11.5 Instrument purchases

- Quentin to be advised to purchase Sue McLelland's trombone
- Quentin is taking the old French Horn to his repair person and will be looking into what to do with the old French Horn - possibly a trade to a different type of instrument - Quentin has a \$1200 budget to get instruments fixed
- This is the first time purchasing a new instrument with this Board
- When we get information for a request for instruments or repairs, Quentin or property manager needs to be notified after the Board decides to look into an instrument
- Sue McLelland is selling her trombone - advise Quentin to purchase it

Action Item:

- Rieta will notify Quentin that he has the money to purchase the trombone



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11.6 Insurance (move to Admin)

- Currently paying \$2500 for a year in insurance
- With the new numbers quote on \$312,000 worth of assets will be an increase of \$770 more in insurance per year
- If the instruments are not in our possession, they are not covered by our insurance
- Changing the deductible does not change the amount of insurance we pay
- Percussion details are more difficult to confirm the inventory. Need to take a few hours and more volunteers to go through the instruments and the spreadsheet and clean up the spreadsheet for a more accurate account of what we have, also do a picture inventory
- Steve Effer may be able to assist with this inventory process
- Rieta has volunteered to assist

Action Items:

- Bev to look at this further and determine what amount of coverage we will need
- Audrey to talk to Steve Effer about assisting with inventory of percussion
- Audrey and Rieta to start inventorying the percussion on a Monday morning
- Audrey to update Quentin that they will be beginning inventory on the percussion
- Rieta will notify Quentin that he has the money to purchase the trombone

12. Concert Committee:

12.1 2025 Spring Concert

- Maria has come up with a poster for the concert
- Finishing touches will be put on and then sent to the committee for approval
- Flute gang doing pre-entertainment
- Calvary (Cameron Bell for Rentals) has received our insurance information

- Friday, May 30th, 2025 - evening concert
- Tickets to be made are \$59.95 plus HST for 350, one sided, non tear-away tickets

12.2 2025 Fall Concert

- Living Hope confirmed we are booked for November 28th, 2025, for the Fall Concert.

13. Publicity and Recruitment Committee:

- 18 members reached out to help at the Active Living Fair
- Video to be put on a thumb drive. Will use the band laptop at the event
- Newcomers Club - hasn't been decided who is going to play - James is going to check to see how big the room is - once we know the size of the room. First choice is swingset

Action Items:

- Bev to talk to James about the size of the room for the Newcomers Club
- Audrey will talk to Justin about conducting at the Newcomers Club

13.1 Video Feature

- Rieta's niece not available at this time as she is working full time on elections until June but wants to do a promotional video for us when she becomes available



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14. Social Committee:

14.1 Kelsey's drop in night

- Social committee doesn't want to run this
- Doesn't mean that we can not do this - the board can pick a date, let people know, doesn't need to be an evening event

14.2 Update on how the Kelsey's fundraising money back details came to be

- Cathy in Skylark - made the arrangement with Kelsey's in the past
- Part of the deal, full page ad in the concert program was the original deal
- Cathy sent an email to Wayne, but it is now Maria who does the program

14.3 Update on other businesses joining Kelsey's in the money back fundraiser (Shoeless Joes, One Eyed Jack, Boston Pizza)

Action Item:

- Bev to talk to Maria regarding the ad for Kelsey's
- Pat will talk to One Eyed Jacks for our November concert and deal like Kelsey's 10% of bill

15. Membership Committee: (3:35-3:40) (LW)

Nothing to report

16. AOB:

- There is one week in April when the band needs to use the auditorium

Action Item:

- Audrey to talk to Brian about bringing his dog to band as it is not a service dog and he can not bring the dog

17. Next Meetings:

- March 20th, 2025 from 1pm – 4pm in the Fellowship Room

18. Adjournment:

- Motion to Adjourn: Rieta