



# PETERBOROUGH NEW HORIZONS BANDS MINUTES

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

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

By Zoom: Audrey Keitel (President), Kelly Gravelle

Guests: Phil Panter, Marcia Johnston

Regrets: Medda Burnett (zoom connection wouldn't work)

Meeting recorded by Lisa Witherington - Board Secretary

1. Conflict of Interest: (1:00-1:02)
  - None
2. Chair's Remarks: (1:02-1:10) (AK)
  - Huge thank you to everyone for stepping in while she's been away
3. Approval of the minutes. (1:10-1:15)
  - 3.1 Approve February 20th, 2025 Board Meeting Minutes (sent previously)

**Motion:** Approve the February 20th, 2025 Board Meeting Minutes

**Vote:** Moved by: Pat Wade      **Second:** Reita Weaver      **All in favour:** Passed

4. Conductor's report: (1:15-1:30) (MB) (sent previously)
  - Conductors want to go back to the old way of doing the concerts in November 2025 with both conductors conducting - it was discussed with one conductor for concerts, flows better, easier on members
  - There are pros and cons to both ways but this will increase concert time
  - We can send the comments on the conductors from the survey regarding concerts - conductors have not seen these comments that members like the new format
  - Conductors want more concise information on who is in the band, who collects money - we have band reps, rosters - members manager lets James know when someone is new to the band and then Cindy gets updated and then Mark updates the rosters

Action Items:

- Audrey to send out the personal comments and general comments about the concerts to the conductors to see what members thought about the new format
- Bev will email the conductors regarding rosters and band reps



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## 5. Music Library Committee:

### 5.1 Music Purchasing

Action:

- Audrey going to confirm with Justin - advise Justin that he does not have the \$500 as it went into the Summer Band. Verify if money that was spent on Ensemble instead of Band

### 5.2 Change storage location at PCVS (BM)

- Audrey and Bev went to PCVS and looked at it, from the perspective of space and insurance coverage.
- Board decided there will be no changes made at this time to location. It would cost a lot of money to outfit the alternate room to meet our needs.

## 6. Schedule (1:35-2:05)

### 6.1 Winter Term

#### 6.1.1 Winterlude

- Winterlude was a success and thank you to everyone for your help

### 6.2 Spring Term

- Has started and nothing to be changed
- Dues are still outstanding for some members

### 6.3 Info Day

- Pat spoke to Mark about playing and waiting for time confirmation possibly 11am - 1pm
- Last rehearsal day in May is Info day and Green Band are performing
- suggested Green Band just play at the beginning, so they don't have to stay the whole time.
- Info day is a formal presentation and not a drop in event - this will be put on the flyer

Action Item:

- Talk to Mark to remind him to tell the Green Band that they will be playing at Info Day in May - Pat to take care of this and get the time schedule for the day

### 6.4 Summer Band:

#### 6.3.1 Update on Conductor, Venue booking, fee

- James is coordinating the summer band
- Fee is not yet set

### 6.5 Ensembles:

- It was discussed that we should look at having an Ensembles Liaison as there is a disconnect with the Board and the Ensembles
- There are dedicated people in the Ensembles but they do not update the Board
- When the Ensembles were cancelled last month, Cindy did a lot of work with Audrey on notifying members
- for now Audrey is the liaison

## 7. Admin: (2:05–2:35)

### 7.1 Vacancies



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- Phil Panter and Marcia Johnston have shown interest in joining the Board
- No one has stepped forward to be the property manager or concert manager assistant
- Pat Wade has some interest in being the property manager but distance is an issue. If she could set up a schedule this is something she may like to do. Marcia is also interested in helping Pat with this
- Pat and Reita have advised Bev that they are willing to help out with concert duties, Reita will do announcements at Band and Pat will take care of flowers for the spring concert

### Action Item:

- Bev will send Marcia and Phil the groups.io information as well as documents regarding the Board of Directors
- Bev will update the Ontario Business Registry with our new member(s)

**Motion:** to accept Marcia Johnston and Phil Panter as board directors

**Vote:** **Moved by:** Pat Wade      **Second:** Phil Pellat      **All in favour:** Passed

### 7.2 Dialogue Committee (AK)

- nothing to report

### 7.3 2025-2026 Schedule Committee (AK / BM)

- Bev has updated the schedule
- Discussion on switching date/times Wednesday bands play, from what the results came back in from the Survey. Benefits of doing it - Jubilee and Allegro in the same time slot, limits the number of sectionals they can get.
- Coaches / Conductor's - it gets a bit tricky for the conductors that coach.

**Motion:** To not change the Wednesday schedule

**Vote:** **Moved by:** Pat      **Second:** Phil Pellat      **All in favour:** Passed

### 7.4 Insurance

- When you rent from Long and McQuaid - do you have to put down a damage deposit - but you have to pay everything up front - you have to pay for the instrument rental up front, but unsure about rental insurance

### Action Items:

- Reita will contact Long and McQuaid regarding their rental insurance

### 7.5 Strategic Plan (AK)

- Audrey has not had a chance to talk to Ian yet, he's been away.

### 7.6 Volunteers

- defer

### 7.7 Gym Baffles

- Baffles will not be done
- Reita spoke to Mike, he has agreed to let us use the screens but unsure where they are now



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- We can make our own, three sections 4x6 - hinged together, three sets - material cost approximately \$300
- Question is where we can store them - three doubles sets would be approximately 24 inches and 4 feet wide, 6 feet tall, two hinges, 3 ½ deep
- If we make them and donate them to the Church, then the church will have to find storage space for them
- Question raised regarding the carpet that was used to put under percussion - unsure what happened to it
- There is a budget for \$1000

**Motion:** Reita to go ahead with the screens and keep the budget to under \$1,000 as long as Living Hope is okay with providing a place to store them at Living Hope

**Vote:** Moved by: Bev                      **Second:** Pat              **All in favour:** Passed

### Action Items:

- Reita to talk to Living Hope to see if there is a space to store the screens
- Reita to talk to Wes regarding insulation for the screens, possibly check the restore, someone in the band may also have insulation that could be donated, also talk to Wes regarding fabric
- Reita to talk to Pastor John regarding the screens
- Reita to look into the cost and getting the screens made
- Audrey to let Cindy know that we will be making the screens

### 7.8 Mid Season Survey Results

- In the summary from Bev, a lot of the concerns brought up in the survey could be resolved by providing the band with information
- April update to include the Mid Season Survey - is it ok to clarify the members responded to in the survey that are already in place and put in the April update
- Suggestion on using red chairs instead of grey ones in the gym as they may absorb the sound
- James has been looking at websites - Choir Genius - may be a better way of communicating announcements and documents, has an automatic set up for doing dues. It is under \$1000 a year for the software. This would make the back office easier
- Decided to not do an end of the year survey, doing the mid-season survey helped with the budget planning
- There was a comment in the survey about the Board not being welcoming - this was a surprise to this Board
- Comments raised about not acknowledging the volunteers - could look at doing an appreciation event, something like a volunteer bbq. Could talk to the social committee, Board would man it, would be just for the volunteers, library, bingo, set up, tear down, band reps, social committee. Audrey makes a huge effort to thank all those volunteering. A pin could be made that shows I'm a volunteer. We could announce all members at the AGM who are volunteers

### Action items:

- Bev to start the survey announcement and Audrey to add it to the April Members Update
- Marcia will be at band early to oversee the red chairs going out instead of the grey chairs
- Bev will update the website on what roles get their fees waived



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- Bev to put the volunteer appreciation topic into groups.io for further discussion and look into pins for the volunteers

### 7.9 Approve contracts to hire Conductors, Coaches and Band Assistant for the 2025-2026 season

- Ramping up with the contracts for the upcoming 2025-2026 season
- Part of Steve Effer's contract is to fill in as a conductor if the need arises

**Motion:** Hire these people for the 2025-2026 Season to Conduct Concert bands and Ensembles, Coach, be a backup Conductor and be a backup Coach

- Sal Castiglione
- Medda Burnett
- Ben Jackson
- Mark Hiscox
- Justin Hiscox

Hire these people for the 2025-2026 Season to Coach and be a backup Coach

- Tori Owen
- John Barrett
- Charmaine Prole
- Trish Murphy
- Peter Hanmore
- Nick Gilroy

Hire Steve Effer for the 2025-2026 Season to be the Band Assistant

**Vote: Moved by:** Bev                      **Second:** Phil Pellat                      **All in favour:** Passed

### 7.10 Office Administrator

- Discussion as to whether or not we hire an office administrator - it can not be Cindy as she is already Treasurer and can't get paid for this position
- Bev is taking care of the office administrator position as well as concert manager and it is too time consuming
- Organizational skills, secretarial admin skills
- Should be announced to the band to see if anyone is interested in taking on this position. If not interested, it can be posted on Indeed.
- This is a paid contract position, unsure how many hours this would encompass. This has been budgeted for \$4000 a year.
- This would be core duties - like room bookings at Living Hope, admin duties

Action Items:

- Bev to draw up an Ad and put it in groups.io for further discussion - this will be put forward to band members first before posting

## 8. Finances: (2:35-2:55)

### 8.1 Financial (BM)

- Bev sent up the report from Cindy. We are doing ok, there are still some outstanding bills, but we haven't touched the reserve
- We have more in the reserve than we should and will need to start spending it



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- We are renegotiating with Living Hope in Spring 2026 and rates will change. They are now charging us the 30 minutes before we come in and 30 minutes after we leave - this is a new charge from Living Hope.
- Dues have not changed since COVID but may need to with increases with Living Hope
- As of Feb 22 \$800 loss on exemptions.
- \$6,170 in reserves for instrument purchases
- \$33,173.05 in the General account

### 8.2 2024-2025 Budget (BM)

- on track

### 8.3 2025-2026 Budget (BM)

- Currently membership fees are \$450 seasonal and if you pay by the term it is \$470
- We budget 5 members dues for exemptions
- Cindy uses Quickbooks at \$80/mth and we have added this into the budget. Discussed paying for it now. We offered Cindy \$500 and she refused it as she felt she couldn't take the money. So those funds will go towards paying for Quickbooks instead.

**Motion:** to pay for quickbooks at \$80 a month beginning January 2025

**Vote: Moved by:** Bev                      **Second:** Marcia              **All in favour:** Passed

#### Action Items:

- Bev to talk to Cindy regarding invoicing her cost for Quickbooks

### 8.4 Grants (KG / AK)

#### 8.4.1 United Way Grant

- Kelly has not yet looked in the United Way Grant but will look into this

#### 8.4.2 Trillium Grant

- Building structures was March did not apply to us
- July one is for "seed" money - Audrey will begin working on this one

#### 8.4.3 City of Peterborough Grant

- Cindy applied to Peterborough Grant and she has not heard back from them yet

#### 8.4.4 New Initiatives Government Grant

- Audrey has not yet heard anything regarding this Grant

## 9. Fundraising: (2:55-3:00)

### 9.1 Delta Bingo (BM)

- Bingo is doing very well

### 9.2 Raffles (BM)

- On hold due to concert

### 9.3 Giving Tree (AK)

- Deferred at this time

### 9.4 Gift Cards (BM)

- Currently on hold



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- Will revisit this in the fall

### 9.5 Port Hope and Toronto NHB updates on their fundraising (AK)

- Audrey has not heard back from Ian

### 10. Property Committee: (3:00-3:10) (RW)

#### 10.1 Instrument repairs

- The tympanis need to be looked at - Audrey talked to Phil and they seem ok but we need to release the tension - this has been passed on to Steve

#### 10.2 Instrument rentals

- nothing to report

#### 10.3 Instrument purchases

- We do have Sue's trombone and 2 stands.
- Quentin was told to get rid of the french horn, received \$100 credit and was offered a trumpet, trombone and a sax. It would be helpful to have someone look at the sax. Cindy feels the sax is not a good brand. We would like to purchase the two trumpets, not the sax, the amount of purchase should change.

#### Action items:

Audrey to email Quentin to let him know that he can purchase the two trumpets and trombone and not the sax

### 11. Concert Committee: (3:15-3:25) (BM)

#### 11.1 2025 Spring Concert

- Posters are printed and tickets are printed
- Announcements next week to try and draw more advertising
- Tickets will be given out to the bands next week
- Beneficiary is engaged, may speak, will have their own raffle for a quilt

#### 11.2 Ensemble Concert

- Discussed doing an Ensemble concert.

### 12. Publicity and Recruitment Committee: (3:25-3:30) (PW)

#### 12.1 Active Living Fair (PW)

- Pat was there and it was a nice full room, visited all the booths, great vibe, well attended, really successful, people took literature, there was some interest. There were 4 volunteers for the day, and there was no cost
- Computer is up and running now with pictures on it from the website

#### 12.2 Senior Showcase

- There is an upcoming show in June, costs \$140, Suzanne is interested in helping, can get a booth with power, Pat is unavailable for this date. If no one steps up, then we will pass on it this year

#### Action Items:

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- Bev will add to announcements for others to help coordinate the Senior Showcase.

### 12.3 Video Feature (RW)

- defer

### 13. Social Committee: (3:30-3:35) (RW)

- Update on other businesses joining Kelsey's in the money back fundraiser (Shoeless Joes, One Eyed Jack, Boston Pizza) (PW)
- Social Committee wants to know what the expectations are of the social committee. They wanted to do a trivia day and needed money for the room, food, and they were advised to put a budget together. They canceled the idea.
- They do great with the Potlucks. Zoo picnics in the summer and once a term potluck seems reasonable
- Halloween parties used to be well attended, ensembles played, there was dancing
- Social Committee should put out a survey as to what the members want

#### Action Items:

- Bev to talk to Vedra regarding a survey for what the members want from the social committee with distinction from potlucks and social events

### 14. Membership Committee: (3:35-3:40) (LW)

#### 14.1 Report on recruitment (BM)

- nothing to report.

#### Action items:

- Audrey to send out emails to Isaac, Holli, Oscar and Glenn regarding rebate requests

### 15. AOB: (3:40-3:50)

#### 15.1 shelf

- Black resin shelf needs some work and Bev's husband thinks he will be able to fix it, he will come out on Wednesday to see if he can fix it. We do have a back up shelf if needed

#### 15.2 NewComers Club Presentation

- Bev is currently working on this in Audrey's absence. Will do more of an info day Jenny, Harlene, Audrey, Trish, Diana, James, Bev will showcase their instruments, testimonials - have a computer playing a video, asked for a table to put flyers on, computer - April 16th, 6:30pm - 9:30pm at The Mount - Phil will bring a percussion instrument, Phil Pellat is interested in bringing his tuba. Pat will pass on the publicity items to Bev (1545 Monaghan Rd - The Mount)

### 16. Next Meetings: (3:55-3:58)

April 17th, 2025 from 1pm – 4pm in the Fellowship Room

### 17. Adjournment: (3:58-4:00)

Move to adjourn: Reita