

**PETERBOROUGH NEW HORIZONS BANDS  
BOARD OF DIRECTORS MEETING, MARCH 11, 2020**

**Present:** Brenda Bock, Cathy Brown -Payne, Alan Brunger, Jim Chesher, Angela Con, Sherri Luff, John Topic, Lorna Verhuslt

**Guest:** Jon Knight

**Regrets:** Lorna Devan

Meeting Called to Order 4:12 pm

**1. Conflict Of Interest – none declared**

**2. Approval of Minutes of the February 12, Meeting**

**Cathy Brown Payne motioned to accept the minutes as emailed out previously. Jim Chesher seconded the motion.**

**All in Favor**

**Carried**

**3. Chair's Remarks**

A member has suggested that we have all four bands play in the morning at Winterlude, have our potluck and go home.

**4. Conductors' Report (Jon Knight)**

The conductors just met at lunch, so there is no written report. Jon has agreed to bring us up to date verbally.

Winterlude went well.

The conductors would like to see the morning run as it did this year. 12 – 1 would be Lunch. No practise for the afternoon bands and they perform right after lunch.

The conductors like the bands to take turns playing rather than one band playing all their songs and then the next.

Percussion needs to be set up for easy transport from the blue room to the sanctuary

The Conductors would appreciate it if people would not recruit for other organizations (Peterborough Concert Band) on Wednesday's.

Must let people know what is going to be played in the concert 6 weeks out.

Must let Metta now what will be played by June 1, 2020.

**Discussion regarding recruitment concerns which were expressed by the Conductors.**

It was decided that a gentle reminder be sent out to only use the Directory as a means of communicating with members about business related to PNHB at the beginning of each year

**5. Treasurer's Report**

**5.1 Search for replacements for Treasurer and Administrative Assistant**

James Burrett has offered to help by setting up a spreadsheet that could accommodate multiple users.

**Some thoughts:**

We may have to contract accounting services. [At \$40/hr, 7 hrs/week, = \$14,000]

We might be able to convince a large firm to do some work pro bono

We should probably still have a board member as Treasurer.

Can we separate Accounts Payable from the other jobs

It was suggested that we have a meeting with Roger Breese, Norm Hobb, Jim Hill, Cindy Babcock and Del Manary so we could brainstorm about the situation. Participation in the meeting does not mean that they were volunteering for any part of the job. Next Wednesday or the following Wednesday.

**5.2 Investment Strategy**

Roger suggested buying \$10,000 in shares as the market is down.

After discussion it was decided that we do not do anything at this point.

It was also suggested that we check on the Not for Profit legislation regarding the rules and regulations

**6. Business Arising from the February 12th Meeting**

**6.1 Winterlude review**

After hearing Jon Knight's thoughts on this and after being asked by members about doing all bands in the morning it was decided that the Board would consider this further and discuss at the next meeting.

**6.2 May 27<sup>th</sup> Practice at Calvary**

Norma has checked on availability of Calvary church. We could rent the sanctuary for the day (9:00 to 3:00 or possibly 3:30) for \$500. We would not have to pay for Living Hope that day (\$290), so it would cost us an additional \$210.

We would have to move equipment on Tuesday afternoon before 4:00 pm. Metta will not be available to help. That also means that we will need to rent a truck on Tuesday and then again on Friday. We can leave percussion set up on the sanctuary stage until the concert.

**Jim Chesher motioned to have the May 27<sup>th</sup> practise at Calvary Church.**

**Seconded by Angela Con.**

**All in Favor**

**Carried**

**6.3. Percussion Coach**

The conductors have recommended that Nick Gilroy be hired to coach Wednesday band percussion. This would allow Mark and Justin to focus on low brass and Metta to split between

bassoons and mallet percussion. This adds \$100 to each day of sectionals. There are 10 sectionals in the spring term, so that is \$1000 for the remainder of the year. There are 22 sectionals in a full year, so that adds \$2200 to the budget.

**Cathy Brown Payne motioned to hire Nick Gilroy as the percussion coach for the Wednesday bands.**

**Jim Chesher seconded the motion**

**All in Favor**

**Carried**

#### **6.4 Rhythm Classes**

This will be considered for next year

#### **6.5 Spring Concert Beneficiary**

An email has been sent to the Alzheimer's Society. Brenda will follow up with a phone call.

#### **6.6 Update on Private Lessons Program**

Alan has received quite a few applications. The \$1000 has been used so it has been a successful undertaking.

When this wraps up we will do a review of the program and will also try to find out whether others might have been interested.

#### **6.7 Request for Exemption from Small Ensembles Policy Rescinded**

The request motioned and accepted in the previous minutes has been withdrawn

#### **6.8 New Horizons International Exchange Week**

We had one guest come to play with Odyssey today. She may join us in the fall.

Thank you to Harlene Annett for organizing this.

### **7. Other Business**

#### **7.1 Donation in Memory of Les Smith**

Royal Gardens has donated \$50 to PNHB in memory of Les Smith, in lieu of flowers.

Wife, Edna, is now living in Toronto. Community Alternative Funeral Home may have contact information or Royal Gardens. Sherri will try to find out information to send a sympathy card and a thank you.

#### **7.2 Discussion of Property Management Policy**

The Policy is in the PNHB binder. An inventory has been done at PCVS. An inventory needs to be done here. Some items do not have numbers on them. Jim is still trying to come up with a list of people who have PNHB equipment. A standard operating procedure needs to be set up. Some equipment is missing. A price per month needs to be set and outlined in the procedure.

We need to see if there is a labeller. The forms to be filled out by the Property Manager and when the instrument is given to the renter then it can be signed. Jim would like to redo the form to include the cost of the equipment and that they are responsible for repairs and damage. Information regarding the waiving of fees for the instrument for one year needs to be clearer. Information about when the instrument is due should be shown. We need to also be aware that the maintenance and repairs have been done. Another possibility is to provide a deposit and then they get it back when they turn the instrument back in.

### **7.3 Set Music Budget for Next Year**

We had authorized \$500 per conductor for 2018-19, then \$1000 per conductor in 2019-20, with \$2500 of that amount coming from the city grant. We are using \$1000 from the City grant for the private lessons project already. Also, Roger notes that dues revenues are down over \$1000 this year.

After discussion:

**Cathy Brown Payne motioned that we allow each conductor \$800 for the purchase of sheet music. Of that money \$1500 will be used from the City grant.**

**Brenda Bock seconded the motion.**

**All in Favor**

**Carried**

### **7.4 Progress on Multi-purpose Room Sound Proofing**

Bob Orrett has offered to be a liaison between us and their renovation committee.

### **7.5 Any Other Business**

Cliff Ballantyne is trying to get us into a Show Case which is a senior's event to take place on June 17th. We would have to pay in order to set up an information table.

**Alan Brunger motioned to spend up to \$100 to participate in the Show Case Senior's event.**

**Angela Con seconded the motion**

**All in Favor**

**Carried**

**7. Date of Next Meeting: The normal date would be April 8.**

## **8. Adjournment**

**Alan Brunger motioned to adjourn the meeting**

