

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MEETING, AUGUST 12, 2020
AGENDA**

Present: John Topic, Lorna Verhulst, Angela Con, Brenda Bock, Sherri Luff, Alan Brunger, Lorna Devan, Cathy Brown Payne, Joanne McLaren, David Lloyd

Regrets: Jim Chesher

Conductor Representative: Jon Knight

1. Conflict Of Interest – none declared

2. Approval of Minutes of the July 8, 2020 Meeting

Angela Con moved to accept the minutes distributed.

Lorna Devan seconded the motion

All in Favor

Carried

3. Chair's Remarks

Living Hope will be restarting services on September 20, but they say that we can restart anytime. The province has also moved to Stage 3 and issued guidelines for gatherings. Some of these are specific to music groups. After more than a month with no new cases in the Peterborough area, there was a brief spike of 4 new cases. There are only 3 active cases at present.

So this is a good time to seriously plan for some sort of restart of PNHB.

4. Task Force Report

4.1 Safety Protocols – Sent out

John Topic adapted some Safety Protocols from what Knightshift had put together. These are based on Provincial Guidelines and also lots of other research that applies specifically to musicians.

Some conductors are asking for Plexiglas shields, although these are not specifically required for our situation.

John sent the protocols to a few of our members who have medical expertise. Four people responded. He wants to especially acknowledge Brenda Bock's and Mary Chesher's valuable input. Judy Carleton also provided useful advice, in part informed by Katherine Carleton's experience. Ruth D'Ornellas has also looked at them.

Proper mask wearing was identified as a concern.

John sent these to the Board largely for information. They do provide more details on the protocols we will be following during start up.

Discussion was held which identified some areas of concern.

- Living Hope has been contacted about the janitorial aspect of cleaning and disinfecting. There would be a cost involved.
- Masks should not be worn on the chin as this is not good practise as you can pick up what is on the chin and put it on the face.
- Some inconsistencies have been noticed with mask wearing out in the general public.
- Non-compliance of mask wearing. We must have a policy in place as some members do have breathing difficulties.
- Starting in September given the start of school. Several members babysit their grandchildren.

The plans for KPRDSB states there will be no physical distancing in the classroom and on buses.

Extra money for custodial staff is enough for just one custodian for three schools. This means more exposure to our members.

- There is some evidence that this virus can be transmitted through the air and may come through instruments this way rather than just by droplets. Six feet is not enough if the virus is airborne.
- Problems with the talking that takes place in a group.
- It will be likely that most people will take off their mask and keep it off while they are playing or waiting to play as long as there is physical distancing.
- How long can we stay in a room before we need to leave so the HVAC can have time to replace the air?
- Concern expressed about the fact that there is not a valid treatment. We have a Duty of Care.

We can offer flexibility to people about when they start.

When entering the band practise people could remove their masks once seated unless they had to leave their seat.

4.2 Restarting Strategy

The Task Force (John Topic, Cathy Brown-Payne, Alan Brunger, Lorna Verhulst, Jon Knights) had two meetings at Lorna Verhulst's house. At the time of their second meeting they still did not know when Living Hope would reopen.

They discussed the conditions under which we might restart. They felt that we needed to be specific about those conditions before we could survey members.

They did some estimates of costs. Some members are waiting to hear about the costs before deciding whether to come back.

The Board felt that a survey was needed to know the number of members who may be willing to start again in September. A survey was issued.
The survey indicated from over 100 responses approximately 60 % yes, 15 % undecided, 20 % no

There is concern that the variety of instruments would hamper the style of band we would have.

Jon is not concerned about this.

We enjoy playing together so the bands could play more music rather than concentrating on pieces for a concert which is not likely to happen this year.

Discussion:

Half bands or ensembles?

Can people play in more than one band?

Can they pick a time?

How to divide up the members into groups? This should be one goal of a survey.

Jon Knights will work out the spacing.

Alan Brunger volunteered to liaise with Living Hope church.

John and David Lloyd will work on financials. Harlene Annett needs to be kept aware of membership and fee status.

Lorna Devan volunteered to handle requests for phone follow-ups.

4.3 Surveys

The first survey is still in progress. Another survey will have to be done so we can have a list of names of who will be returning, the band level and the instrument.

At the same time we can update the directory.

Those who don't respond to the second survey should be contacted directly.

The Task Force will continue to discuss and make up the second survey.

There is concern under what circumstances to cancel band. It was felt that if numbers start to spike in Peterborough's Health System that it would result in a shutdown.

This would have to be discussed when there is an increase and a decision made.

Peterborough has been pretty lucky as there have been very few cases.

Keep our eye on the schools to see what is happening.

The survey questions will be emailed to the Board for consideration before it is sent out.

We need this information to set a cost for being a band member.

We also need to let people know that we are staying right on top of things.

Conductors will follow up on whether a shield would be appropriate in front of the conductor rather than a mask and the selection of the music.

Lorna D asked us and the conductors to consider if there is any interest in pursuing a ZOOM Program for those that would like to play but are uncomfortable doing it in person.

5. Treasurer's Report

The year-end report was sent out by Roger Breese. Del Manary will be reviewing it before the AGM.

6. On-going Business

6.1 Update on Revising the Property Management Policy and Forms.

The latest version was sent out. Angela Con spoke about the policy and feels that it is good and takes into account all of the concerns that have been discussed.

Lorna Devan moved to accept the revised property management policy.

Alan Brunger seconded the motion.

Brenda wondered about flexibility during this time.

Since we are still so unsure of what will happen this year, we will try to be flexible.

All in Favor

Carried

6.2 Planning for Restarting

This was discussed earlier.

6.2.1 Communication with Living Hope about Janitorial services, baffles, and HVAC

Alan has agreed to work with Living Hope to negotiate the service they can provide for us regarding janitorial service, baffles, HVAC (air exchange rate, is there a heppa filter?), set up etc.

There will be an additional fee if Living Hope is willing to do this.

If we wait until Living Hope opens they will already have procedures in place which may include enhanced janitorial services.

6.2.2 Hand Sanitizer Stations

2 Purell stations would cost about \$300. These are stands and dispensers on ULINE. The cartridges are 1.2 liters and cost about \$60 each in bulk.

It was felt it would be cheaper to buy a large bottle from Costco or Canadian Tire and fill up smaller bottles of hand sanitizer.

Also we should have some masks on hand in case people forget.

Brenda will work with Mary Chesher and Cathy Therrien to see what we need.

Someone should be at the door reminding people to wear a mask and check off name.

It is about \$100 for a 30 x 60 inch piece of Plexiglas which would do 2 conductors or each conductor could use a face shield.

Perhaps members might be more comfortable with a shield rather than a mask. Brenda Bock will try to follow up on this to see if face shields would be acceptable replacements for masks.

Will Living Hope have Plexiglas? Alan will inquire.

6.2.3 Ensembles

PNHB has a policy regarding Ensembles. The Board will continue to implement the policy we have in place which states that in order to be a member of an Ensemble you must be a member of the band.

6.3 Communication With Members - Thanks to Lorna Devan for sending out the last communication on behalf of the Board.

LOA are appropriate at this time. They may not be saying NO to the Band but rather NO to coming back at this time.

Lorna will send out another communication after this meeting.

7. Business Arising From the July 8 Meeting.

7.1 Cheque Signing Authorities – David and John will be added as signing authorities. The paperwork has already been sent to the Credit Union.

7.2 Qtrade Account Authority – David has agreed to take on this role. The transfer is in process.

8. Other Business

8.1 Death of Cam Trudel – Sherri has sent a card to his family

8.2 Planning for the AGM – normally we would be planning for this meeting. The State of Emergency has ended so we will need to hold one within 90 days. Part of preparing for the AGM is putting together reports on each of your portfolios during the past fiscal year. This information should be sent to Joanne. The AGM could be done by ZOOM.

9. AOB

9.1 Grant Application – Provincial funding called Resilient Communities Fund operated by the Trillium Foundation is available. It allows Not for Profit organizations to apply to help to get through this phase. Alan Brunger will be working on this.

9.2 Date of Reopening – still under discussion

10. Date of Next Meeting – August 31, 2020 at 2 pm

11. Adjournment - Lorna Devan moved to adjourn