

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
December 7th 2016

PRESENT: Lorna Verhulst, Cathy Brown-Payne, Jack Sisson, Bob Arnold, Lynn Dragomir, Ruth Mathews, Maggie Chambers, Carol Mutton

REGRETS: Margaret Seabrook, Gord Thompson

Ex Officio: Roger Bresee

Recording Secretary: Joan Necoloff

1. Conflict of Interest – Roger Bresee declared a conflict with 4.1.

2. Approval of Minutes of November 9th, 2016

MOVED by Cathy Brown-Payne and SECONDED by Bob Arnold that the minutes of November 9th, 2016 be approved..... CARRIED

3. Reports Updates

3.1 Conductor Liaison Report – No report

Lorna reported that the Master Classes were a success.

3.2 Treasurer's Report - Roger Bresee

Roger reviewed a Membership Dues Process which had been pre-distributed. This process will be used to calculate the dues each term, and is dependent on how many in each band, how many overlap in more than one band, and number of rehearsal hours. Every year is different due to numbers.

MOVED by Carol Mutton and SECONDED by Maggie Chambers to adopt this Membership Dues Process to be incorporated into our membership policy. We will wait until April to do thisCARRIED

Property and Rental Policy – Roger Bresee

Roger pre-distributed his review of our current Property and Rental Policy, with some suggestions for needed updates. Roger reported that we currently have \$60,000 property insurance but this should be increased.

MOVED by Cathy Brown-Payne and SECONDED by Carol Mutton that Roger meet with our insurance representative to increase our coverage appropriately.....CARRIED

3.3 Social Committee Report – Margaret Seabrook - Report was pre-distributed.

Margaret has booked Jan 27th, 2017 for a square dance and has asked Joe Uebelacker to call. The price will be \$10 and food will be munchies. The Board gave approval for this plan.

3.4 Publicity Report – Carol Mutton and Bob Arnold - Report was pre-distributed

Photography - Barry Duff has been doing photography for us, however he cannot access our website as he is not a member. It was agreed to give him access so he can post his photos.

Website – Carol will send email to membership asking for suggestions for updates for our website and for someone to manage our website.

Bob reported that he attended a Peterborough Hospice meeting. They have a huge fundraising campaign going on and would like to use our ensembles.

3.5 Concert Manager Report – Earle Henderson via Lorna

Earle would like the Board to repeat their discussion on having raffles and silent auctions at the concert, and also on cutting back the length of time of the concert.....**deferred Feb meeting**

He is also working on a new ticketing procedure and will make recommendations in January for printing, design, and distribution of tickets.

3.6 Grants - Cathy Brown-Payne - see 5.1 below

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3.7 Policies and Procedures – Jack Sisson & Carol Mutton

Property and Rental Policy was pre-distributed. These policies were combined and a few changes made. We need to add grant submission wording that we will have a long term capital maintenance account showing the cost of instruments minus repair costs, and an average \$1000 in reserve for this. Discussion followed on who has the list of rentals, and where is the paper trail. Bill Robb is property manager. Ruth will look into this. She will see if Harlene or Bev Bresee has the list.

It was agreed to add to the policy “that we will add an instrument reserve account to capture income from instrument rentals less the cost of repairs. It would then be available to replace instruments in the future, and the amount of the reserve to be reviewed every 5 years. Also add “our sheet music as an asset number and librarian maintenance. Jack will revise the policy and bring it back for final approval.

Illness and Memorial Policy – no change has been made to this policy. It was reformatted. No dollar amount is mentioned for purchase of flowers which should also include flowers for spouse or immediate family.

MOVED by Carol Mutton and SECONDED by Ruth Mathews that the Illness and Memorial Policy be approved as presented.....CARRIED.

Policy Review Update – Carol Mutton

Carol will bring all updated policies to the meeting next month for approval. The lawyer has reviewed them and updates are being made. The Communication Policy will be ready in April.

3.8 Property Report - Ruth Mathews

Ruth reported that she has not received a list of equipment from Bill Robb as yet. She has a list of items to be purchased by Green Band percussion members i.e. snare drum, practice pad, sticks and metronome. Ruth will ensure the purchase of tool boxes and sticks as previously approved. A new wind chime will be needed eventually. The tympani’s will be repaired. Ruth asked if we can sell old instruments that were purchased with the Grant.

3.9 Green Band Report – Carol Mutton and Lynn Dragomir – Report was pre-distributed

There are no current issues. Lynn spoke to Mark and let him know that she and Carol are available to him. Carol and Lynn were there to encourage the Green Band at the concert.

4. Business Arising from the Minutes

4.1 Photography

Barry Duff has been approached for his services. He is interested and will send a proposal to us by January for board approval. We know the range that is appropriate. There was a suggestion that we open up requests to the membership. We can do this later if necessary.

5. New Business

5.1 Grants – Cathy Brown-Payne and Lorna Verhulst

A wish list is needed for all three grants, Seniors, City of Peterborough, an Trillium. The grant applications are due soon, so the Board is being asked to brainstorm for things that we should ask for. Consider our future needs i.e. storage, band size, expanded programs, road trips, etc. There are 3 levels of grants, City of Peterborough, \$3,000, Ontario Seniors max \$8,000 and Trillium Grant for which we can apply again, possibly for big ticket items i.e. truck, or storage container. Other suggestions were made; storage bins, storage equipment for the Mount, band shirts, continue to apply for rehearsal costs and conductor costs, everyday costs, master classes, financial subsidies, more community outreach i.e. New Canadian memberships, equipment repairs. Recruitment should let people know they can get subsidies.

5.2 Concert Program and Advertising Assistantdeferred to January

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6. Other Business

Bev Bresee will be invited to come in January and give a short history with regard to our music and other key events.

7. Date of Next Meeting – Wednesday, January 11, 2017 – 4pm

8. Adjournment

MOVED by Jack Sisson that the meeting be adjourned.....CARRIED