

**PETERBOROUGH NEW HORIZONS BAND**  
**Board of Directors Minutes**  
**February 14<sup>th</sup>, 2018**

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**PRESENT:** Lorna Verhulst, Cathy Brown-Payne, Carol Mutton, Margaret Seabrook, Lynn Dragomir, John Topic, Cliff Ballantyne, Bob Orrett

**Regrets:** Ruth Mathews, Roger Bresee

**Ex Officio:** Gord Thompson for Jon Knights

**Recording Secretary:** Joan Necoloff

1. **Conflict of Interest - None**
2. **Approval of Minutes of January 10<sup>th</sup>, 2018**

**MOVED by Cathy Brown-Payne and SECONDED by Lynn Dragomir that the minutes of January 10<sup>th</sup>, 2018 be approved with an amendment to change wording of 7.2 to “We will incorporate technique and learning into the first part of rehearsals. ....CARRIED**

3. **Conductor’s Report – Gord Thompson-** Reviewed the pre- distributed report.  
**Winterlude Update –** Bands arrive at 9 am and set up chairs for two bands facing each other. Use the first ½ hour to warm up bands, break at 10:05. Social Committee will look after lunch 11:45 to 1 pm, Skylark and Odyssey to line up first for food. Afternoon bands to warm up by 12:45 pm. Gord will get Jon to send out a notice to the membership with times and instructions.  
**Survey Goal – Input on Concert Pieces by Members**  
**Action plan will be submitted to the Board.....FOLLOW-UP**  
**Librarian Photo Copying Issues –** Rieta will be retiring as librarian next year and plans need to be made to cover all she does. Rieta reported that currently we buy 1 package of music which doesn’t contain enough parts for the entire band. We only photocopy enough to make up what is needed. We have band reps that could be responsible for the photocopying. Discussion followed on ways we could cut back on photocopying, such as purchasing two sets of music, and who will do the photocopying. Decision needs to be made on the cost of music. Lorna will ask Roger and see how he feels about this..... **DEFERRED TO MARCH**  
**Technique and Theory Days –** The Green Band are using Accent on Achievement and the conductors are discussing starting theory in all bands as of Sept 2018. Discussion on offering theory days outside of band days, i.e. we could offer an eight week theory course for Green or Jubilee Bands once a year. Mark would like to do this again and maybe could start in the Fall  
.....**FOLLOW-UP**

4. **Treasurer’s Report – Report was Pre-distributed**  
Investment Policy – John Topic reviewed the draft policy which is very complete. Investments from different accounts will not be co-mingled, which means that only funds from the general reserve will be invested. The board will approve all investments, based on this policy. The policy should be reviewed every 5 years. Peterborough Credit Union has our funds now. Roger will check out their products.

**MOVED by John Topic and SECONDED by Margaret Seabrook that the Investment Policy and Procedure as presented be accepted.....CARRIED**

5. **Business Arising From Minutes**
  - 5.1 **Update on Investment Policy – Roger Bresee and John Topic**  
– see Item #4

- 5.2 **15<sup>th</sup> Anniversary Update – Margaret Seabrook**
  - The Personal Touch has been booked for May 4<sup>th</sup> for the Anniversary Event. Start time will be 7 pm and cost \$15.
  - We could use Winterlude to kick start the advertising. A “save the date” invite will be sent out to the membership.

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- John Devan will organize the formal part of the evening and will send out invites to city officials. He will be the MC and organize the speeches, and recognition of original members.
- Committee would like to get outside entertainment depending on cost, and the type of reception will also depend on cost. Will not be potluck. Maybe have sandwiches or just cake.
- Committee needs help with publicity and to print tickets. Eighty people replied to the survey.
- Joe Uebelacker is writing a song in honour of the 15<sup>th</sup> celebration. The plan is that all Bands will play his song at the June concert, and it was agreed Joe should conduct it. Logistics of how to get the whole band with stands to play together was discussed. We will further discuss this with Joe.....**FOLLOW-UP**

**5.3 Action Plan – Cliff Ballantyne & Bob Orrett**

**Home Practice Package** was given to Gord to distribute to the coaches, and Cliff will resend to the Board. Remaining actions don't need a plan as they are decisions. Discussion on whether we reinstate sectionals for the winter term, and on the number of members who don't go away and miss the sectionals. There was a suggestion that we spread them out and add 2 more days which would cost \$3600. Lorna will ask Roger to confirm costs and impact.

**Water Sales & Raffles at the Concert.** Previously, volunteers sold the water and 50/50 tickets at a table outside the sanctuary. Earl looked after this before....we will ask him to do this again.

**5.4 Update on June Concert Beneficiary for CMHA – John Topic**

John reported that CMHA will send a speaker and they will sell tickets. We should start working on the program. Wayne will contact them to get more information.

**6. Reports to Board**

Reports were pre-distributed from Public Relations Committee, Social Committee, Sunshine Band, and Green Band.

**6.1 Green Band Mentoring** agenda has been set. Mark has specific numbers of what he wants. Lynn will send out an email to ask for mentors so Mark can finish.

**6.2 Grants** – We have applied for a City of Peterborough Community Betterment award.

**7. New Business**

**7.1 Winter Term Sectionals for 2019** - see Item 5.3

**7.2 Revised Position Description**

a) Accounts Receivable Co-Ordinator and Band Rep, b) Web assistant c) Administrative Assistant d) Rogers' other duties. These have been pre-distributed for the Board's review.

**7.3 June Concert Overview**

Board approved the French Horns will play in the lobby. Water sales or 50/50 – See Item 5.3

**7.4 Band Exchange with Bowmanville**

Will be on Sunday, June 4<sup>th</sup> at Living Hope with Odyssey Band and Bowmanville Band. We are hosting, both bands will play and then eat together. Gord is looking after this.

**7.5 Portfolio Review**

Lorna reviewed and confirmed each board member's portfolio. John Topic will be part of the Dialogue Committee.

**8. Other Business**

**8.1 CPR Refresher** course will take place on April 7<sup>th</sup>. Emmy and Margaret Seabrook will attend.

**9. Date of Next Meeting - March 14<sup>th</sup>, 2018 – 4 pm**

**10. Adjournment**

**MOVED** by Cliff Ballantyne that the meeting be adjourned.....**CARRIED**