

**PETERBOROUGH NEW HORIZONS BANDS  
BOARD OF DIRECTORS MEETING, APRIL 8, 2020**

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

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

**2. Approval of Minutes of the March 11, Meeting**

**Alan Brunger moved to approve the minutes of the March 11, 2020 meeting**

**Angela Con seconded the motion**

**All in Favor**

**Carried**

**3. Chair’s Remarks**

These are interesting times as we are having our first virtual meeting via Zoom  
We made some interesting decisions at our last meeting, such as authorizing the final Wednesday practice to be held at Calvary Church and hiring a new percussion coach, that now seem irrelevant.

**4. Decision to Cancel, or not, Remainder of Term**

After discussion and given the circumstances we find ourselves in and the many cancellations we are hearing about into this summer

**Angela Con moved to cancel the rest of this term, the final concert and the Green Band information Day**

**Alan seconded the motion**

**All in Favor**

**Carried**

Discussion about the Green Band Information Day. It could possibly be held as soon as we are given the go ahead by Public Health to have meetings again.

**5. Treasurer’s Report - Roger Bresee**

**5.1 Search for Replacements for the Treasurer and Administrative Assistant**

We have appointed Jo-Anne McLaren as the Administrative Assistant by an email vote.

David Lloyd is willing to take on the Treasurer’s job.

Roger will continue in the role until the end of the fiscal year – July 31st and will assist David during the transition.

**Alan Brunger moved to appoint Jo-Anne McLaren as the Administrative Assistant and David Lloyd as the Treasurer**

**Cathy Brown Payne seconded the motion**

**All in Favor**

**Carried**

## **5.2 Financial Implications**

### **5.2.1 Conductors and Coaches**

All were in favor of continuing to pay the conductors for April and May. Coaches will not be paid. All have received information regarding CERB.

### **5.2.2 Ensembles**

Ensemble leaders have been paid for March. Each Ensemble leader will have to decide how to deal with April and May but perhaps Ensemble Conductors will be eligible for CERB funding.

All Ensemble leaders are required to submit an invoice in order to receive payment.

### **5.2.3 How to Handle Rebates**

After discussion it was agreed that the monies collected for this term could be applied to the fall term but anyone who really wants the rebate could request a cheque. The rebate for Wednesday band would be \$127.50 and for Green Band \$123.25. There is a standard fee of \$20 to issue a cheque, which would be deducted from the rebate if a cheque is requested.

**Alan Brunger moved to allow members to apply the fee paid for the Spring Term to the Fall Term of 2020 and that if a request for a rebate occurs a \$20 fee will be applied to the rebate before disbursement of the cheque.**

**Brenda Bock seconded the motion**

**All in Favor**

**Carried**

Harlene Annett is aware of the members who have not paid their spring term fees.

### **5.2.3 Music Budget**

After discussion it was felt that Meeta would not have the opportunity to get the music ready given PCVS is closed. The conductors could use this time to scout out new music but we would ask that they not spend the money they have been assigned yet. The money will not be taken away but we are asking them to please wait until we determine what will happen in the fall.

## **6. Business Arising from the March 11th Meeting**

### **6.1 Reserve Investments and Not for Profits**

Concern still regarding not for profit and the rules for having investments. We agreed to table this discussion for another meeting.

### **6.2 Spring Concert Beneficiary**

The Alzheimer Society will be our beneficiary for next year as our Spring Concert will not be taking place.

### **6.3 Coordination with Calvary Church**

Norma White will contact Calvary Church to let them know we will not be using their facilities for a practise or the concert. We will ask them to apply our deposit to next year's **concert**.

### **6.4 Update on Private Lessons Program**

It was agreed that this program will continue and the and the schedule of lessons can be extended until it is deemed safe to continue.

### **6.5 Update on Revising Property Management Policy and Forms**

.Jim Chesher has reviewed the policy and will provide a draft of the rewrite of this policy. He will also provide a revised form for a person to apply to rent an instrument or PNHB equipment. He is still trying to account for the all the instruments that are rented, that rent has been paid and that instruments are being serviced each year. Records of that being done needs to be followed up on and provided to the Property Managers. It was also felt that when an instrument is taken in and looked at an appraisal should also occur. A receipt indicating this has been done should be given to the Property Managers. It was felt it is time to have a discussion about whether we should be in the business of renting out instruments. Perhaps we could help with rental costs as opposed to renting them the instrument. Green Band may require assistance for the rental as they may not want to buy an instrument in case it is not the instrument for them. Roger cautioned to be careful about selling Trillium Grant purchases of instruments.

### **6.6 Update on Card for Les Smith's Family**

An email has been sent to the activity director at Royal Gardens but she has not responded with an address as of yet.

## **7. Other Business**

Summer Band is not a PNHB Ensemble. It is coordinated by Mark Hiscox and is run independently.

Alan asked a question of Roger about an expense to do with the grant provided to us by the City of Peterborough. The grant was received in the previous fiscal year but the expenses occur in the next fiscal year. It is just a timing thing.

**Alan Brunger moved that the grant money be used in the following way \$1 000 for private lessons, \$1 500 for the music budget, \$3 500 for Living Hope rental and \$1 000 for fee subsidies.**

**Lorna Devan seconded the motion**

**All in Favor**

**Carried**

Winterlude follow- up will be discussed at our next meeting

**8. Date of Next Meeting – May 13<sup>th</sup> – probably a virtual meeting 2 pm – invite new Administrative Assistant and the Treasurer**

**9. Adjournment**

**Angela Con moved to adjourn the meeting**

**All were in favor**