

**PNHB Board of Directors Meeting
October 12, 2022 via ZOOM**

Present: John Topic, Sherri Luff, Angela Con, Mary Chesher, Lorna Devan, Cindy Babcock, Quentin Day, Alan Brunger

Conductor Representative: Jon Knights

Guests: Brenda May, Audrey Keitel, Marlys Kerkman, James Burrett

1. Conflict of Interest: none declared

2. Approval of the Minutes from the September 14 Meeting

These minutes were approved by email as there was a transmission error and everyone did not receive them in time for the meeting.

3. Remarks:

3.1 President Update

Angela Con attended tonight's meeting and advised us that she will be resigning from the Board. She thanked everyone for their support and for the many accomplishments that we have achieved during her time on the Board

3.2 Chairs Remarks

John welcomed our guests who are considering standing for a position on the Board. He informed them that they are there as observers and will have an opportunity to ask questions later in the meeting.

4. Conductor's Report

Jon Knights would like feedback on the location of sectionals as there are spacing issues. He felt that a reminder to wear masks and to arrange yourself so you are distanced would be appropriate to send out to members. Alan suggested that we could promote purchasing bell covers and masks with slits in them. Long and McQuaid do sell them online. John Topic stated that we are talking to the city about improving the acoustics in the large room. Jon Knights suggested we move the concert in December to the end of January. The Jubilee Grant must be used by December 31st so it was suggested we have the Ensembles perform in December playing songs that satisfy the requirements of our grant.

5. Treasurer's Update

Cindy Babcock has assumed the Treasurer's position and has been working hard to update everything and complete the Q Trade adjustment. John Topic requires the Financial Report for the AGM which Cindy is working on. Alan requested information on the amount left in the PPE Grant. There is \$1558 left. We will be delving into the new ONCA regulations for

non-profits in regards to whether we must do an audit or not. Cindy will provide financial reports each meeting.

6. Business Arising from the Last Meeting:

6.1 City, PCVS, and Calvary Contracts

The following contracts have been signed with the City of Peterborough for the Navy Club, the Storage Room at Calvary, and the May 19th Spring Concert at Calvary. The three venues have the Insurance certificates that they need for now.

6.2 Conductor and Coach Contracts (JT; LV) 7:20

All conductor and coach contracts are also signed. Thanks to Lorna V. for preparing most of these.

6.3 Instrument Committee Report

Quentin reported that the smaller instruments have now been moved to Calvary Church. Allan Kelly and Medda Burnett will be asked to look at the percussion instruments to see which ones are still useable. We will need to decide to what to do with the rest of the instruments and whether to repair some of them. Instruments can be taken to B Flat and up to \$300 can be spent on repairs.

6.4 Covid Protocols

Mary reported that an email was sent out giving our members the best information we have available to us so they can make an informed decision. A discussion was held about investigating purchasing Bell Covers and masks to continue to stock PPE. People may wish to purchase a mask with a slit in it so that they can still play their instrument and be masked.

Some concerns were expressed about who is cleaning the floors of the Navy Club. Mary reported that handwashing soap is an issue in the washrooms.

6.4.1 Fee Rebate Policy

Members may request a prorated refund if they choose to sit out the remainder of the first session due to COVID concerns.

6.5 AGM Planning

6.5.1 Progress Report

The whole package is coming along. Theresa Topic will assist John with putting it together. The bios for the Board candidates are needed. Cindy will work on the Financial Report.

6.5.2 New Ontario Not-For Profit Corporation Act

The law goes by the acronym “ONCA.” There are some changes in the not for profit and charitable sectors that do affect us. One example is that we always had Del Manary as Financial Advisor to do an “oversight” of the books. Under the new law, we might need to do a “review engagement”, which would be much more expensive. If our income is under \$100,000, John’s interpretation is that we do not need to do a review engagement.

It was felt we should consult either an accountant or corporate lawyer to make sure that we are compliant. The law was revised in October 2021 and we have 3 years to become compliant.

6.5.3 Shift AGM Date to November 2

If we need to we can postpone it.

7. New Business 8:10

7.1 Questions from Board Candidates

Our guests asked a few questions:

Do we follow Roberts Rules – yes but informally

Who is leaving the Board – Angela Con, Sherri Luff, Allan Brunger, Lorna Devan, Lorna Verhulst, Mary Cheshier

What is a term for a Board member – 2 years for a maximum of 3 terms

What is our Fiscal Year – August 1st to July 31st

Do we have Directors Insurance – yes

7.2 December Concert Update

Calvary was already booked when we started thinking about the concert. To avoid this problem in the spring, we have already booked for a date in May

Sal, Renee and John have looked at St. James and Wenjack Theater at Trent for the concert in December. The space is tight in both places (360 vs 380 capacity; but with 30 players on stage at any time, there is room for about 225 guests. John is working on negotiating a deal. They will consult the conductors and Renee Paul the Concert Manager.

The guests left the meeting

8. IN CAMERA

Angela expressed concern regarding one of the conductors of one of the ensembles. A member reported to her that he was quite harsh with her during the ensemble practise. It has also been reported that the coaching received by this same individual has not been very

effective in Sectionals. It was felt we needed to address the first issue through the harassment policy and the second issue needed to be discussed with Gord Thompson who is in charge of the coaches.

9. AOB

A new Administrative Assistant will be needed

Alan will continue to help as a member and is willing to apply for grants

A joint meeting will be held after the AGM to discuss each Board Member's portfolio and to help the new Board with their decision making.

10. Next Meeting

November 9, 2022 tentatively. Dependent on AGM

11. Adjournment

Cindy Babcock moved to adjourn the meeting