

**PETERBOROUGH NEW HORIZONS BANDS  
BOARD MEETING MINUTES  
SEPTEMBER 11<sup>TH</sup>, 2019**

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Present: Margaret Seabrook, Cathy Brown-Payne, Lorna Devan, John Topic, Bob Orrett,  
Brenda Bock, Cliff Ballantyne  
Regrets: Alan Brunger  
Past President: Lorna Verhulst  
Recording Secretary: Joan Necoloff

**1. Conflict of Interest - None**

**2. Chair's Remarks**

We now have three candidates for the Board: Sherri Luff, Jim Chesher and Angela Con. We still need a property manager but will wait until the new board is in place. I also wanted to announce, with regret, that Joan will be retiring as recording secretary in the New Year. We should start looking for someone to take over this important position. Joan has volunteered to help train a replacement. This is a fee-exempt position.

**3. Approval of Minutes of the August 14, 2019**

**Amendment made to 5.7 – announcement times should be 10.35 am and 2.35 pm.**

**MOVED by Lorna Devan and SECONDED by Margaret Seabrook that the minutes of August 14<sup>th</sup>, 2019 be approved with the above amendment.....CARRIED**

**4. Conductors' Report – Jon Knights**

The Conductors meeting was today, so minutes will go out later. John Topic attended regarding the copying issue. Justin, Sal, and Mark will be away for the same 2 weeks in January. The sectionals should be scheduled around their vacations; those dates will be available in the minutes of the conductors' meeting.

**4.1 Music availability** – Meeta sent a letter to John T and Jon K regarding the issue of changing the dates for when music is due to her. It should be ordered by June 1<sup>st</sup>. The earlier dates will be put into the conductor's contracts, in the section on the Conductor's responsibilities. Green Band is an exception, since we often don't have firm numbers until September. The Green Band music should be ordered by September 21.

**5. Treasurer's Report – John Topic**

The financial report was pre-distributed by Roger. The investment account has produced a quite reasonable return this year .....61/2%. The treasurers of the ensembles have been approached regarding the size of their accounts.

**6. Business Arising from the August 14<sup>th</sup>, 2019 Meeting**

**6.1 Grants - Federal New Horizons Seniors Grant – John Topic for Alan Brunger**

Alan prepared his proposal to purchase instruments for approx. \$4500. We received an acknowledgment from the program that they have received our application and that we might hear the outcome in the New Year.

Then, just Monday, John received an email saying that we were ineligible for the under \$5000 grants and needed to apply to the under \$25,000 category. John has been unable to contact the officer. It's all up in the air right now.

**6.2. Community Foundation of Greater Peterborough - John Topic for Alan Brunger**

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Alan attended an information session about their program and has provided some notes. People donate money to the Foundation and it can be applied to their designated purpose. This year the focus is on creating connections within the community. Maximum is \$5000, but they also seem to invite suggestions for smaller amounts. Due Sept 27th. Do we have any grant ideas to apply for? Discussion on this followed with suggestions i.e. a group that deals with disabilities, could do student mentoring, like the Summit initiative, or subsidize new members who are unable to pay. We make lots of connections with the community through our concerts. Are we interested in putting together a proposal for a program at a school, and/or subsidize new people or private lessons instead of master classes? Progress report would be needed for June 2020, so we may not have enough time to develop some of these ideas. John will pass this on to Alan.

**6.3 Communication Policy: Part 1 – Lorna Devan**

James and Norma have sent us part of a communications policy. This is not a real policy but they propose some changes to existing practice:

1. A single email address for anyone looking for information about our organization:  
[info@nhbpeterborough.com](mailto:info@nhbpeterborough.com)
2. Register the name pnhb.ca as our domain name.
3. A single telephone number for voice mail for the organization – send to an authorize person by email.

Discussion on who the person should be to speak to for information on bands, instruments etc. No decision.

**MOVED by Bob Orrett and SECONDED by Cliff Ballantyne that we authorize and approve, James and Norma to set up a single email address for the organization, purchasing a domain name for a cost of up to \$75.00. ....CARRIE**

There is a new Saxophone ensemble being set up under the leadership of Mark, who will be meeting at Long and McQuaid.

**6.4 Status of Summer Band – John Topic - Information**

Due to the very large Summer Band, Meeta's workload was increased significantly. John discussed this with Mark. Summer Band is not really a New Horizons ensemble. It is independent but serves a useful purpose for our organization. It is open to non-PNHB members and might serve as a recruiting tool. Mark has 30 music pieces which he can recycle over the next few years, so will not need any more music copying for a long time. The question is whether in future our Music Librarian should have extra work because of Summer Band; alternatively, whether there ought to be some compensation for the work and use of our library.

**6.5 Preparation for the AGM - John Topic**

We have all the reports and the bios of nominees. Roger Bresee and Maggie Chambers are working on putting all the material together in the Annual Report. John will send the President's report to board members before the meeting. The following was decided for the meeting: John will call for seconders from the floor, but if none comes forward, we have listed a backup.

- A. Approval of Minutes - Cliff Ballantyne and Seconded Cathy Brown-Payne
- B. Confirmation of Acts - Lorna Devan and Seconded by Brenda Bock
- C. Accept all the reports – Margaret Seabrook and Bob Orrett

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D. Treasurer Report

- Accept the Treasurers report – Roger and Seconded by Lorna Devan.
- Dispense with having an auditor - Roger and Seconded by Margaret Seabrook
- Appoint Del Manary as advisor. – Roger and Seconded by Cliff Ballantyne

**7. Other Business**

**7.1 Aligning Green Band and Wednesday Band fees for Winter and Spring Terms.**

Green Band fees are \$5 less than Wednesday bands in both the winter and spring terms. Suggestion that we could lower Fall term \$10 and raise Winter and Spring term for Green Band. This would be adopting the 2017-2018 fee schedule (unless fees had to be increased for some reason) and would apply to the next full band year (2020-2021)

**MOVED by Cliff Ballantyne and SECONDED by Cathy Brown-Payne that we adopt the fees schedule for 2017- 2018 for Wednesday Bands, which would align the fees for both bands in the winter and spring terms. This would apply for 2020-2021 unless fees had to be increased. The principal, however, is to align the winter and spring Green Band fees with those of the Wednesday bands; the fall Green Band fee may have to be higher in order to cover overall costs for that Band. ....CARRIED**

**7.2 Copyright and Photocopying – John Topic**

This issue was brought up at the conductors' meeting. John talked with Meeta about what we are currently doing. We are purchasing a complete copy of the music and only copying for our own purposes. We sometimes make a backup master copy for the coaches. We could buy an extra score for \$10 or an extra part for \$4. What we are doing is reasonable. This issue has come up regularly in the past. Roger is afraid that we are not legal. Carol Mutton researched this in depth in the past, and concluded that it is a grey area, but we are only making the number of copies needed for our use. Carol had consulted with a lawyer on this. John will get more information on this and report back. We are covered with SOCAN for fees.

**7.3 Property Report – Cliff Ballantyne**

Cliff is looking after the property manager responsibilities for now. He is doing the rental fees for now, but we are not servicing our instruments. He has the binder from Margaret Allen. Discussion on instrument repairs and invoicing. If we get repair bills from members who rent, Cliff will pass them on to the Board for a decision. We should be only renting instruments that are in good working order, therefore we probably should pay repair bills. If people keep instruments over the Summer we cannot bring them in for repairs. If an instrument is rented in bad condition, then we will cover the repairs. Maybe a repair deposit on rental would be a good idea. We are looking for a new property manager.

**8. Date of Next Meeting – Wednesday, October 9<sup>th</sup>, 2019**

**9. Adjournment**

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