

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

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

**Regrets:** Sherri Luff

**Recording Secretary:** Theresa Topic

**1. Conflict of Interest**

None declared.

**2. Chair's Remarks**

The chair noted the short time available for the meeting and advised members to focus on discussion of finances with Roger Bresee. Two items under "Other Business" require action. The list of matters being worked on will be reviewed, and the date for the next meeting will be decided.

Harlene Annett has reported that we will clear about \$6100 from the Christmas concert. This is a good return on PNHB efforts.

**3. Approval of Minutes of the December 4, 2019, Meeting**

**Moved: Cathy Brown-Payne, Seconded: Lorna Devan**

**No corrections or amendments. Approved.**

**4. Treasurer's Report (Roger Bresee)**

**4.1 Understanding Treasurer's Reports**

Questions had arisen re: how to read the treasurer's reports. Roger explained the difference between the balance sheet and the income statement. The balance sheet includes all assets. The income statement details the income that has come in to PNHB.

Lorna Devan inquired whether the Reserves for Fundraising and for Instruments could be folded into the General Fund rather than tracked separate. Roger explained the historical reasons for each fund. PNHB has raised money in the past by offering services (e.g., selling plants and flowers). People have donated to PNHB. Past discussions have

determined that that fund should be kept separate. The Fundraising account balance in December was \$1261 (plus \$13,000 invested in the Q-trade account). The \$153 income to the fund August to December comes from sources like Kelsey's and other restaurants; PNHB receives funds (10% of bill) when members write PNHB on the receipt.

The "Instrument" reserve arises from a Trillium Foundation grant. To receive the grant, PNHB was required to set up a loan policy, to depreciate instruments, and to set up an account to replace instruments as they wore out. If we applied again to Trillium Foundation they might want to know whether PNHB had followed through with these conditions.

Roger noted that the Fundraising reserve could be folded into the General Account, but that it would be wise to check the terms of the Trillium grant before folding the Instrument fund into the General Account.

Roger explained that funds can be withdrawn at any time from the General Fund since PNHB operates without a budget. There is currently \$48,000 in the General Fund, but this will go down over the fiscal year. This fund earns no interest since it is frequently drawn on, but \$51,800 is currently invested with Q-trade. The Q-trade account has earned about 9% per annum since we started it, which is much better than any GIC. The invested funds have a possibility of loss. They could be a useful reserve if the band had to change locales. Discussion ensued re: local attempts to build a music venue that would serve various groups. The group considering building is looking at land and has a developer.

## **4.2 Job Descriptions and Search Procedure**

Roger Bresee was asked his recommendations re: changes to the Treasurer position and how the portfolio could be made less onerous. His concerns include the Property Inventory (which is now being updated) and Succession planning (now underway). Jim Cheshier noted that management of insurance could be assigned to another person. The band works through a broker, the policy is renewed annually, and there tends to be little change. There should be some discussion of insurance at the Board level, e.g., of directors' liability insurance, and Sunshine Band. RB is working to identify things that someone else could do.

In Roger's report administrative tasks are identified that could be hired off to individuals who are comfortable with computers and are willing to send in forms in a timely manner.

## **5. Business Arising from the December 4th Meeting**

### **5.1 Reminders of Ongoing Matters**

\*Al Brunger and Cathy Brown-Payne are designing an application procedure for private lessons. We should try to schedule a start to this trial early in the Spring term

\*Angela Con to check on rhythm classes. This could be a summer activity, so less rush.

\*Al Brunger and John Topic are designing a form to be used to request rebates of dues.

\*Follow-up RE 100 Women: John Topic and Jim Chesher have spoken with Cindy Babcock and given her Cathy Brown-Payne and Alan Brunger's names as our grants people. The PNHB name has gone into their "hat". If our name is one of 3 pulled, a band representative is called in to give a 3 minute pitch for funding. One of the three names/groups will be chosen for funding.

\* A beneficiary for proceeds of the Spring Concert should be identified soon. Brenda Bock has been in contact with PARD which provides therapy by horseback riding. They must make a request in writing. People with suggestions for other potential beneficiaries should pass names on to Brenda. The Board will discuss at the February meeting. The recipient must be a registered charity.

\*John will check with Ensemble Treasurers about facilitating communication between them.

## **6. Other Business**

### **6.1 LOA with Permission to Continue in OK Chorale.**

#### **Motion:**

**PNHB will allow an exemption to the Small Ensembles Policy to allow a member to continue singing in the OK Chorale while on Leave of Absence from, and not participating in, Jubilee band. This exemption will last for the duration of her LOA unless the LOA extends beyond June 30, 2020.**

**Moved: Cathy Brown-Payne, Seconded: Lorna Devan.**

**Passed**

### **6.2 Request for Fee Rebate.**

#### **Motion:**

**That a refund in the amount of \$225 be authorized for a member for Winter and Spring term fees. This is the full amount of the fees paid minus \$20 for issuing the refund cheque.**

**Moved: Jim Chesher, Seconded: Al Brunger**

**Approved.**

### **6.3 Other Business**

Jim Chesher explained difficulties with arranging a drum set for the Sunshine Band to take to Panama. The Sunshine Band seeks to purchase an electronic drum kit. Kits on Kijiji are priced at about \$500. There is some extra cash in Sunshine Band funds but it might be reasonable for PNHB to purchase and have available such a drum kit. This would be useful for subsequent Sunshine Bands, and for other applications as well. It is going to cost \$250 to insure the glockenspiel for the trip.

**Motion:**

**That PNHB buy an electronic drum kit not exceeding \$600, funded by instrument reserve fund.**

**Moved: Lorna Verhulst, Seconded: Angela Con**

**Approved.**

### **7. Date of Next Meeting**

The next meeting will be held on February 12.  
Lorna Devan will be absent.

### **8. Adjournment**

Meeting adjourned at 12:55.