

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MEETING, SEPTEMBER 15, 2021**

Present: John Topic, Sherri Luff, Lorna Verhulst, Lorna Devan, Mary Chesher, Alan Brunger, David Lloyd, Joanne McLaren

Regrets: Angela Con

Conductor Representative: Jon Knights

1. Conflict of Interest – none declared

2. Approval of Minutes of the August 25th Meeting

Mary Chesher moved to accept the minutes as emailed to the Board of Directors for the August 25, 2021 meeting.

Lorna Devan seconded the motion

All in Favor

Carried

3. Chair's Remarks

Things are moving along very well. Right now, the big worry is that the Covid numbers will go up and the province will put more stringent restrictions in place.

One thing not put on the agenda is the possibility of getting a post office box as an official address. John consulted with Harlene about this (because her house is the official address) and she felt that it would be more trouble than it is worth. She gets very little posted mail, perhaps 3-4 items per year at most.

4. Conductors' Report - Circulated Previously

Jon wanted to discuss two things: What are some of the things that we need to deal with the first day in the room?

Handing out of music – the conductor will not hand out the music.

There will be tables at the front with the music by section. Plastic gloves, Lysol wipes and sanitizer will be available. One person can collect the music for the section and pass it out.

We will have to make sure that there are tables there. We will need 5 or 6.

When each member walks in everyone will know where they are sitting. The map of the arrangement will be sent out to each member. Each row needs to be marked and they will use Centre Left and Centre Right to direct people.

Podium to stand on is needed for the conductor.

Question: Can we set up on Monday and leave until Wednesday? The city may do the set up for us. Need to find out.

Can we get in an hour ahead of time? This needs to be checked out

Submitting the vaccine record ahead of time via email would definitely save time.

James is printing off the rosters and they should have the names, phone numbers with columns that state the date so people can check off if they are here or not

The only time we would have to rearrange or shut down will be based on provincial restrictions.

Masks are required but bell covers are not but would be a good idea.

Another foot is necessary in front the trombones

Mark Hiscox did a great job on the Rosters

5. Treasurer's Report

5.1 Update from the Treasurer

David shared the report which updated our grants, conductor expenses, donations, and expenses.

There have not been many expenses.

Balance Sheet shows very little change. The only change was the addition of grant money and some expenditures such as Insurance.

Members can allocate their funds that they have in unearned revenue towards their fees beginning November 1st, 2021

John Topic will work with David to assist in setting a fee schedule.

5.2 Upgrade to Insurance

The city requires \$5 million commercial liability insurance and we only had \$2 million. The upgrade will cost us about \$165 this year.

Lorna Devan moved to increase PNHBS's insurance from \$2 million commercial liability to \$5 million commercial liability insurance to satisfy the City of Peterborough requirements.

Mary Chesher seconded the motion.

All in Favor

Carried

Alan stated that this additional cost could be allocated to the New Horizons for Seniors Grant?

5.3 Allocation of Stipends to Accounts

Alan has informed us that only part of the Conductors' stipends for September can be charged to the New Horizons for Seniors Grant. We can charge \$240 each to the NHFS grant and \$210 needs to be charged to general funds.

Amendment to Motion from August 25th, 2021 Meeting

Alan Brunger moved to amend the motion made in regards to the Conductors'

Stipends from the August 25th meeting, \$240 will be taken from the New Horizons for Seniors Grant and \$210 will be taken from general funds.

David Lloyd seconded the motion

All in Favor

Carried

5.4 Moving Costs

We had a motion at the last meeting to authorize Lorna V. and John to negotiate the moving costs. The quote is about \$1120. That is for two people for 6 hours and the truck. It could be a bit more or less depending on the amount of time it takes to make the move.

Alan reported that the cost can be charged to the NHFS grant.

Alan will also check on cleaning costs being recovered from this grant as well. He will

also ask about extending the deadline for reporting the expenditures from the grant. Alan has concerns with where the allocation to pay Medda is coming from. He would like it to come from another fund. It can be allocated to the general fund. Alan will check on this.

The motion should also read May 31st, 2022.

6. Business Arising from the August 25th Meeting.

6.1 Meeting with City Re Contract

Lorna and John had a good talk with Kelly from the City of Peterborough.

It is not clear how fast renovations are taking place.

There is no ATV yet to help move equipment or people.

The city will take care of maintenance and snow removal.

The city may do the setting set up for us on Monday and Wednesday's.

We are firming up the schedule for use of the building.

We will have to pay HST but we can claim this back.

Our contract right now is month by month as we work through all the details.

6.2 Update on Covid Protocols

We need to send the protocol to members ahead of time. Mary reported that the local numbers are increasing (54 confirmed cases) and over 500 close contacts. Vaccination rates for our area is 76.7%. We are paused at Step 3 guidelines. Mary sent Kelly from the City the Covid Protocol that she has developed. The City will not be providing sanitizing stations, markings on the floor, or sanitizing chairs in between. Signage will need to be put up that the City provided. Ventilation is provided and has been passed by City building inspectors. Kelly's office is at the Wellness Centre and Mary will attempt to touch base with her in person.

Mary feels we need the following supplies: Large hand sanitizer bottles, Lysol wipes, masks, nitrile gloves, pens or pencils, pylons.

For the first week Mary will attend both days to see if there are changes that are needed to the process.

Alan Brunger moved to allow Mary Chesher to purchase the necessary PPE and supplies required to follow the Covid Protocol up to a value of \$1000.

Lorna Devan seconded the motion

All in Favor

Carried

This can be charged to the NHFS

Helen Gatt has volunteered to help with Equinox.

The website link for vaccination certificate will be sent ahead of time.

6.3 Update on Moving Plans

Medda Burnett, Allan Kelly, Earle Henderson, and possibly Tom Bell will help with the move. This is mainly to coordinate the movers. This will take place at 9 am Wednesday, September 22, 2021.

Since the storerooms are not available yet we will just pile things in a corner of the large

hall. For security reasons, there will only be three groups using the space at first: PNHB, Concert Band and Electric City Swing.

6.4 Communication with Members

The following needs to be communicated with the members:

Send vaccination certificate to Mary ahead of time

Reminder of startup dates and to check roster.

Covid Protocol

Procedure for Day 1

Handing out of music and sitting down procedures

Protocol for Instruments – right to your chair, unpack at chair and keep case at chair

Coats will need to be taken to chairs for now.

7. Other Business

7.1 AGM Meeting

7.1.1 Set Date

We need to give 10 days' notice. The AGM, must be held within a year and a bit. Last year we had it the end of October. We could shorten all the bands on Wednesday to be able to host it at the Navy Club on October, 27, 2021.

7.1.2 Set Format

We would need to get people to register in advance and then try to take attendance during the meeting. Could be by ZOOM if we need to but the preference is not to.

7.1.3 Start on Agenda

John suggests that we make this a very abbreviated meeting which would include the President's report, Treasurer's report, and vote on new board members.

7.2 Nominating Committee and Ensembles

The nominating committee is meeting September 16th and will report back at the next meeting.

Ensembles are planning to begin rehearsals during the week after Thanksgiving.

7.2.1 Fees and Fee Waivers

Lorna Devan moved that we waive a member's fee for band and pay the Flutissimo fee.

Seconded by Al Brunger

All in Favor

Carried.

There was discussion that conductors may request additional payment for conducting extra sessions.

Regarding the issuing of cheques, it was decided to leave things as they are and deal with modifications if they arise.

After discussion it was decided that bell covers were optional.

Lorna Devan moved to adjourn the meeting.

Next meeting will be held on Wed. October 13, 4:00p.m.-6:30.p.m at the Navy Club.