

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MEETING, JUNE 10, 2020**

Present: John Topic, Lorna Devan, Roger Bresee, Sherri Luff, Brenda Bock, Alan Brunger, Lorna Verhulst, Jim Chesher, Cathy Brown Payne, Angela Con, David Lloyd, Jo Anne McLaren

1. Conflict Of Interest – none declared

2. Approval of Minutes of the May 13 Meeting

Alan Brunger moved to accept the minutes of the May 13, 2020 meeting

Lorna Devan seconded the motion

Correct spelling of Roger's last name to Bresee

All in Favor

Motion Carried

3. Chair's Remarks

Many of the items on the agenda are for information and discussion rather than action. Because of the pandemic, discussion and information are critical but some actions will not be able to be taken until August.

Dean Pappas hosted a cultural, heritage and arts group meeting online. They were wanting to know what we were planning to do next and what our three year plan is to get back on track again. Meetings will be held every three or four weeks. This is a Task Force from the City of Peterborough.

4. Conductors' Report

A report from conductors was not received. Usually they would meet on the first Wednesday of the month and then have their report to us for our meeting on the second Wednesday. But due to Covid 19 a meeting did not take place.

5. Treasurer's Report

Roger Bresee has provided useful figures on the fee credits for the fall. This will allow us to transfer the amount already paid by members to the dues payable account next fall. The transition to the new treasurer is going well. Signatories will be David Lloyd, Harlene Annett and John Topic.

Alan inquired about the grant expenses. Roger explained that it is expenses used from the City of Peterborough grant.

Jim went to B Flat Music to pick up two instruments. They want to know who to send the invoice to. It should be sent to the treasurer. David Lloyd 137 Grassy Road Omemece, Ontario K0L 2W0 or md.lloyd@hotmail.ca

6. On-Going Business

6.1 Spring Concert Beneficiary

Brenda Bock reported that the Alzheimer Society has not been in contact. May be because of the pandemic and their office may not be open.

6.2 Update on Private Lessons Program

Harlene Annett has co-signed a couple of cheques, so some people have been using the money.

6.3 Update on Revising Property Management Policy and Forms

At our last meeting we did approve some parts of this package, but we need to vote on approving the rental form at this meeting. All three documents have been redone so that they are consistent with each other and in line with the discussion at the last meeting.

Property and Rental Policy Document

Discussion about who is to collect the money. Should the money be going to the person collecting the rental agreement?

Payment confirmation is new and we will be giving out receipts. This is an important part of the system as it is an extra way of tracking.

It was felt that we should have e-transfer payments where you automatically get a receipt or we should use cheques that are post dated

Roger is not sure how this information gets into Quick Books.

David says that there are different levels of security in Quick Books. So passwords can be changed. But he would have to investigate this. He uses a square at his farm.

There are about 20 people who are renting equipment that Jim and Angela are aware of so the number of people may be small enough that we may not have to be concerned about this.

The title of the person who is supposed to be collecting the money should be added. It was felt that it should be the Assistant Property Manager as if you involve too many people it spreads out who knows what is going on.

The Property Manager will ensure the renter gets the equipment.

It was agreed that Angela and Jim will look at this document again and we can vote on it next meeting.

There is still concern about why we are in the rental business of equipment. It was felt by a few that we should only provide rental to the Green Band. We could also consider rent to own. We will have to look at the Trillium Grant instruments to see if we could do rent to own. Or we could assist with rental agreements with Long and McCuaig or B Flat. This will be discussed further at another meeting.

Notice to Members Regarding Instrument Rentals

It was felt that this letter should be sent out to members later in August.

The contact should be one person. Angela Con has agreed to be that person. This will be discussed further at another meeting.

6.4 Update on Conductor and Coaches Contracts

Signed copies of contracts from two conductors still need to be received, but all have agreed verbally with the changes. There are no fee increases.

Coaches have not objected to the contracts, but only a few have gotten signed copies in. Again, there are no fee increases.

Both of the above are likely due to the circumstances we find ourselves in.

7. Business Arising From the May 13 Meeting.

7.1 Planning for Restarting

There are still lots of unknown factors. Living Hope is hoping to be able to reopen for services during the summer.

Discussion was held about start up in September and what that will that look like. Will we need hand sanitizing stations? Will we be able to accommodate sectionals? Should we try to arrive through one door and exit through another? If we split bands in half, can we allow members to have a say in which band they play in? Will people feel comfortable about returning? Should conductors and coaches and percussionists wear masks? It is difficult to address these until we receive word about the numbers that can meet. We will also have to outline our protective safety measures that we are taking as well as Living Hope's.

7.1.1 Rent Increase and Fees

A spread sheet was sent out with the agenda. The suggested fee increases are in line with some of the other venues we have rented for performances or use.

Concern was expressed about whether we will need a fee increase. Given our circumstances for the fall term, Green Band may only be practicing on Mondays, so that is only \$15 a week more than Spring Term this year. Wednesday bands would be \$35 a week more. Ensembles will have to cover their own rents.

Still that is \$50/week more that this past spring term. There are 13 weeks in the fall term; 8 in winter; and 13 in spring. Depending on what happens with Green Band the increase will amount to around \$1700, but it might be more.

Again it is difficult to determine the fee increases given the structure that there may be for the bands and sectionals next year and whether all people will return. The biggest impact will be whether we can meet as a full band.

7.1.2 Blue Room Baffling

Kaes Vanderkooy from Living Hope stated that they do plan to add baffling to the Blue room. He indicated that they would like us to sign the rental agreement before going ahead however. They will consult technical people on this. Maars Music was suggested. Mark Hiscox feels Maars had done an excellent job at another church venue. Kaes said

that they will consider consulting with Maars but they had also worked in the past with a technician from Toronto. It was felt that as long as they were getting some advice we would leave it their hands.

7.1.3 Janitorial Surcharge

There is an extra janitorial service charge. It was questioned if this involved having to sanitize the whole building after every use, for example. But they are just concerned with things like chairs not being put back in place, dishes in the sink, doors left ajar, etc.

John Topic told him that he had talked to Emmy about these things in the past and that often it was the fault of some other group.

Still we are going to have to be careful if we do not want to get extra charges. We may want to see if there would be a volunteer or group of volunteers who would make sure that everything is where it should be at the end of each band day. John has been doing the lockup most Wednesdays, and we have not had any problems to his knowledge. He has not been checking the kitchen area and sectional rooms, though. Perhaps people could take pictures to show that it has been done.

Alan Brunger moved that we move forward with the rental increase as suggested by Living Hope.

Lorna Devan seconded the motion.

Jim expressed concern that if a number of people don't come back then we may have to increase fees.

But if fewer people come back then we would be using the space less which may offset the cost.

It is a pay as you use agreement. We do have money in reserve for these types of situations.

John will ask Kyse to move forward with the baffling.

All in Favor

Carried

7.2 Communication with Members

Lorna Verhulst noted how important communication with members is.

After our last meeting, John sent out an email to all members and had a positive reaction from several. We need to keep communication open and not decide too soon about whether we are opening. Perhaps a poll of the membership about how comfortable they are feeling about reopening and to ask their suggestions of what they would need in place for a safe reopening at Living Hope. Perhaps we could do this in August when we may have a strategy for reopening.

Angela was willing to send a letter out to the membership.

James Burrett had also sent out a link about a coalition of groups, including New Horizons International that is working on studying how to best restart bands and choirs. We could join the group with just a small donation, or simply monitor their results.

Alan Brunger moved that we take \$200 from the City of Peterborough Grant and donate to NFHS for research at the University of Colorado on bands and Covid-19 to receive information on how best to restart bands.

Angela Con seconded the motion.

The \$200 will come from the Rehearsal Space part of that fund.

All in Favor

Carried

7.3 AGM and the Ontario Corporations Act

During the state of emergency virtual meetings are acceptable.

If an AGM fell within that emergency period then the AGM must be held within 90 days of the end of the emergency period.

7.4 Community Organizations Grant

Lorna Devan had asked about any grants to replace lost income. Soon after our last meeting there was an announcement about community grants.

Federal money is being allocated through the United Way that we could apply for. Cathy, Alan, and John have been discussing this. They need our total source of income and our expenses. Their reporting guidelines don't match our fiscal year.

Alan is proposing applying for a grant of \$4 000.

There may be other grants we could apply for.

Jim Chesher moved to allow Alan to proceed with applying for this grant.

Alan Brunger seconded the motion.

All in Favor

Carried

8. Other Business

8.1 Summer Executive Authority

Depending on what we decide about when our next meeting might be, it might be useful for John to have summer executive authority. He sees this as a way to do something quickly if necessary. He would consult at least some members of the Board.

Discussion was held about the need for a meeting in July. It was agreed we will meet by Zoom

A sympathy card has been sent to the family of Megan Standring and Clare Hemmings. A donation in Megan's memory has been made to the Tourette's Syndrome Foundation of Canada.

9. Date of Next Meeting

July 8th at 2 pm

10. Alan Brunger moved to adjourn