

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
January 10th 2018

PRESENT: Lorna Verhulst, Cathy Brown-Payne, Ruth Mathews, Carol Mutton, Margaret Seabrook, Lynn Dragomir, John Topic, Cliff Ballantyne

Regrets: Bob Orrett

Ex Officio: Jon Knights, Roger Bresee

Recording Secretary: Joan Necoloff

1. **Conflict of Interest - None**
2. **Approval of Minutes of November 8th, 2017**

MOVED by Lynn Dragomir and SECONDED by John Topic that the minutes of November 8th, 2017, be approved with 3 editsCARRIED

3. Conductor's Report – Jon Knights

Jon reviewed his pre- distributed report.

- Changes to seating plan for all bands – low instruments in the middle
 - Concert review – Oh Canada was taken out of program due to time issues. Decision to keep it in or not is up to the Board. Suggestion that music information be printed in the Program.
- Discussion on holding the concert on Sunday or Saturday afternoons. This would not be good for the church venue. Could have 2 concerts or cut down the number of pieces played by each band.
- Survey Results – The survey showed that some members would like to give feedback on concert choices. Discussion followed on communication with the Conductors regarding music selection in general. We need a vehicle for communication between the conductors and the members. There is no formal process in place right now. There is no intention to take any responsibilities away from the conductors, just a need for better communication.

4. Treasurer's Report – Roger Bresee – Report was Pre-distributed

Roger highlighted his report. – Seniors grant has \$3,355 left over to spend, which has to be spent by the end of March. Could be spent on advertising for the Summit Band concert or new music.

5. Business Arising From Minutes

5.1 Investment Policy - Roger reported that Del Manary has recommended that we invest a portion of our bank balance; however, we don't have a written policy for Investing. Discussion followed on how we should invest the money, including Del's recommendations, term deposits, or Government bonds to be considered. Roger recommends that we have approximately \$40,000 available to invest. John Topic will help Roger draft an investment policy.

5.2 Search Committee

Roger presented a list of tasks that are not related to finances to be delegated to other volunteers. It was suggested that we set up a Search Committee to find volunteers to be trained for key positions. Other areas needing assistance are property evaluations and backup for Harlene etc. We need to have guidelines for Succession planning. A Search committee should include one member from each band but not necessarily a board member. The following Board members will speak to their band members to get a representative. Allegro – Margaret Seabrook, Jubilee – Carol Mutton, Cliff Ballantyne – Skylark, Odyssey – Lorna Verhulst, Green Band – Lynn Dragomir. They will meet briefly to develop guidelines, brainstorm etc.

5.3 PNHB Celebrates 15 years: Margaret Seabrook

Margaret Seabrook reported that the 15th Anniversary Committee is meeting and working on this event. They are planning entertainment, and awards for long term members. They are looking for a venue, maybe Showplace or Nexicom. Tickets will be sold for between \$10 and \$15 and not just for the band. The date will be around May 4th on a Friday night. Discussion followed on entertainment options. We don't want to ask our bands to play. Suggestions of Dixieland band or Celtic band, and maybe have a talent show or a Variety show. Discussion followed on the costs

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of the event. It was agreed that band fees should not be used for the event. There was a suggestion that we need words to the song that Joe Uebelacker is writing for this event. Renee has offered to make a banner for the concert and the event. The committee will be meeting and will submit a list of costs.

6. Reports

The following reports were pre-distributed: the Sunshine Band 2018 Report, Website Update, Spring Concert Beneficiary Report, Public Relations Report, Social Committee Report

7. New Business

7.1 Dialogue Committee - Lorna Verhulst

The committee needs one more board member to sit on this committee with Lorna and Cathy. Lorna explained what this committee does. They have an informal meeting with each conductor held over the noon hour, to facilitate face to face timely communication about PNHB and any issues that may arise. Lorna will be encouraging the conductors to think ahead for these meetings to have any suggestions for the new grant money applications and the timing of adding a new band. John Topic offered to be on this committee.

7.2 Mini Survey Discussion

Discussion regarding the shortening of rehearsal hours, O Canada at the concerts, raffles and draws at concerts, and communication between members and conductors. The Board should make decisions on these topics. The spring survey was overwhelmingly positive and we should accept it.

Rehearsal hours shortening - Board agreed to do nothing about the hours.

Theory & Technique - We will incorporate technique and learning into the first part of rehearsals. We can put this issue on the next survey.

O Canada – Discussion on the change of eliminating this from the concert. We didn't save much time, approximately 3 minutes.

MOVED by Ruth Mathews and SECONDED by Lynn Dragomir that we keep the practice of playing O Canada at the concerts.....CARRIED – 2 votes against.

Raffles, 50/50 and draws at the concerts – Discussion on this issue. We need to have a manager and this doesn't need to take up more time. Board agreed that we do the 50/50 and offer water at the May Concert if there is a volunteer to manage this.

7.3 Membership Dues - Harlene is looking for an easy way to calculate refund of fees, i.e. setting a weekly cost for attending Wednesday band. There is no policy in place. Our Membership policy says that people can apply for a refund to the board. This should be reinforced to the Members. Lorna will send a note to members stating what the policy is now. She will include instrument rental fee rebates as well. Board needs to deal with this on a one on one basis.

Summit Band Members - Cathy Brown-Payne

Question if these members can join PNHB Green Band after their sessions are finished in March or April until June. Discussion followed on if they can come, fee payment, and whether they can keep their instruments and music until after June. Lynn will speak to Mark for his approval before the Board makes a motion. Roger will calculate a weekly fee for this.

MOVED by Cathy Brown-Payne and SECONDED by Cliff Ballantyne to allow the Summit Band to keep their instruments, music, and stands pending Marks approval of them joining the Green Band after March 19th.....CARRIED

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7.4 May Concert Beneficiary - CMHA - John Topic

Canadian Mental Health Association – John as spoken with them and their focus is on their Interlink Choir Program. Wayne will do the program and they will send a speaker to speak briefly at the concert. We will encourage them to sell concert tickets as Beneficiary gets a percentage of the net income.

7.5 Action Plans - Cliff Ballantyne

Reviewed the pre-distributed Action Plan – has to be sent to the coaches.
Suggestion that practice tips be communicated on the website.

7.6 Membership Policy: Carol is working on an addendum regarding special needs circumstancesDEFERRED FEB. MTG

7.7 Winterlude – Usually the end of Feb. Conductors look after all arrangements for the day. Bands play for each other and have lunch.

7.8 Community Respect Policy – Lorna was given permission to send a reminder to members regarding rehearsal decorum. Conductors can also ask for respect. We will encourage conductors to speak up and give gentle reminders.

8. Other Business

9. Date of next meeting - February 14th, 2018

10. Adjournment

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