

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
November 14th, 2018

PRESENT: Cathy Brown-Payne, Margaret Seabrook, John Topic, Bob Orrett, Cliff Ballantyne, Al Brunger, Margaret Allen, Brenda Bock, Lorna Devan

Past President: Lorna Verhulst

Ex Official: Jon Knights

Regrets: Roger Bresee

Recording Secretary: Joan Necoloff

1. Conflict of Interest - None

2. Approval of Minutes of October 10th and November 7th 2017 Meetings

MOVED by Margaret Allen and SECONDED by Cathy Brown-Payne that the minutes of October 10th, 2018 be approved.....CARRIED

3. Business Arising

3.1 PNHB Accommodation Policy – John Topic sent an email to NHIMA asking if they have an accommodation policy for disabled people that they could share, and they responded they will reply soon but have not as yet.

3.2 Practice Tips – Bob, Cliff, and John

Bob suggested that we ask good players how they practice and then share with each other. Cliff and Margaret have practice tips that were developed but not distributed. Margaret Seabrook has a list of tips from Sal that she will give to John Topic. Cliff will resend it to the Board and after approval, will post it on the website and send it to the membership by Member email.

3.3 Speakers for University Women and Learning in Leisure

The dates are confirmed University Women's Club on October 23rd at 7:30 pm – Clarinaires will play and Harlene is speaking.

Learning and Leisure on November 20th at 1 pm – at Bakers Hill. Fundamentals are playing and there is no speaker. They will take promo information.

3.4. Progress re: Christmas Concert Planning

Media Relations – Lorna and Margaret report that all promo for the concert is out in the press. Heather sent an email to the Board asking for direction with what to say between playing at the concert. Andrew Pyle can speak without movement. Heather should say thank you to many volunteers, including thanks to Earle Henderson. Suggestion that bands could be given 15 minutes to play instead of 20 minutes, and could possibly move the start time to 6 pm instead of 7 pm, however, Green Band need time to rehearse before the concert.

MOVED by Bob Orrett and SECONDED by Al Brunger that we drop the playing of O Canada for this concert CARRIED 6 for 3 against

3.5 Website

John Topic talked with Norma regarding the website, and she sent him the software manual.

Lorna Devan is meeting with Norma next week to look at the software.

3.6 Method Book Specific to Each Instrument – Jon asked for Board authorization for members to buy their own method books, specific to their instrument, beginning in January. Discussion on free books and tutorials that is available on the web.

There are three choices; include this issue on the next survey, wait until we have new bands in place or go ahead now. Discussion followed on what to do. In the fall the sectionals were restructured to include theory. Green band didn't get through the first book of Accent on Achievement but moved onto Book 2. Need to allow more time to use it. John will talk to Gord about books.

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3.7 Rack Cards location - Will ask the membership at break where they are.

4. Board Reports

Reports were submitted from Publicity Committee, Social Committee, and Dialogue Committee.

4.1 Treasurer's Report

- Check list of tasks to be completed for Board Secretary

Filing of government forms – There is a calendar which lists dates of things that need to be done. This list was given to Margaret Seabrook.

- Position of Concert Manager – This position should have authorization to sign the contract for the May concert. A updated Concert Manager position description is needed. A sub-committee was created to do this of Al Brunger, John Topic, and Brenda Bock.

- Approval of Financial Controls Policy - Roger had pre-distributed a draft copy and John reviewed it

MOVED by Margaret Seabrook and SECONDED BY Margaret Allen that the Financial Controls policy be approved as presented.....CARRIED

4.2 Dialogue Committee Report

Create concert “played list” digital and hard copy. Rieta has done this for the past 5 years and will send out to conductors.

4.3 Percussionists Meeting – Bob, John, Margaret A were involved in this meeting. Discussion points were, changes to the sectional format, half of sectional time should be technique, skill levels are wide range, having more than one coach would be a solution. It was suggested that percussion instruments could be grouped together. Some people want to specialize and some want to learn all instruments. Priority is that half of each sectional contain technique. This should be passed onto the coach. John asked Bob to draft an outline of a request to the coach for John to send on.

5. New Business

5.1 Peterborough City Grant - Cathy and Allan are working on Grants. Cathy will ask the city for a 3 year grant to start a new band. Cathy also talked to Louise, at the Seniors Secretariat and is still hopeful that we will get a grant but no word as yet.

5.2 Communications Policy - Pre-distributed

Discussed the communication draft policy, in particular 15.0 regarding email lists being the property of PNHB. Security and privacy issues need to be clarified. A Sub-Committee was formed to sort this out made up of John Topic, Lorna Verhulst and Cliff will help.

5.3 CPR/AED Recertification – Margaret Seabrook

The Board previously agreed to pay for training as first aiders for two members of each band. Discussion followed and the motion was made as follows.

MOVED by Bob Orrett and SECONDED by Cathy Brown-Payne that PNHB cover the cost of 5 new members to be CPR/AED certified and 5 members to be recertified up to \$600. If there is lots of interest we will consider paying the ½ price for others.....CARRIED

5.4 Beneficiary for Spring Concert

Previously we sent out applications to several places. We have a form for applicants to provide information. There is no rush but we need get started. John asked for a Volunteer to look after this. We could decide on just one or two or more to send applications to. The beneficiary keeps the sale of their tickets plus 20% of the profits. We could maybe include an environment group.

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6. Other Business

6.1 Passing of Les Henwood

MOVED by Cliff Ballantyne and SECONDED by Margaret Allen that PNHB will send a donation of \$100 to Canadian Diabetes Assoc. in memory of Les Henwood.....CARRIED

Bev will send a note of condolence to the family.

6.2 Margaret Allen requested a key to the percussion room. Only 2 conductors have keys. John will talk to Mark and Gord and get her a key.

6.3 Budgeting – The financial information in the Treasurer’s reports is not easy to understand. There was a request that Roger come to a meeting soon to answer financial questions. Maybe at a lunchtime meeting.

6.8 Charity Book - Cathy ordered a book that has a complete listing of foundations that make grants to charities.

MOVED by Cliff Ballantyne and SECONDED by Bob Orrett that PNHB approve the cost of the book at \$149.95.....CARRIED

7. Date of Next Meeting - December 5th, 2018 2:30 pm after pot luck

8. Adjournment

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