

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 30, 2019**

PRESENT:

Margaret Allen, Cliff Ballantyne, Brenda Bock, Cathy Brown-Payne, Lorna Devan, Bob Orrett,
Margaret Seabrook, John Topic
Past President: Lorna Verhulst
Regrets: Alan Brunger
Guest: Jon Knights
Recording Secretary: T. Topic
Conductor Liaison: J. Knights

1. Conflict of Interest - None declared.

2. Approval of Minutes of the January 9 Meeting

Error in date of the next meeting: January 23 rather than Feb. 23.

**Motion to approve minutes as corrected. Moved: Margaret Seabrook, Second: Lorna Devan.
Motion approved.**

3. Chair's Remarks

The regular recording secretary, Joan Necoloff, is ill. T. Topic has volunteered to take minutes. The main item of business for this meeting is to draft survey questions and advance the restructuring plan for bands. There are also matters to deal with relating to the resignations of Earle Henderson and Bev Breese. They fulfilled many responsibilities and the band needs volunteers to carry on those functions.

Harlene advises that all the concert monies have been received. The final figures are: income \$7928; expenses \$2114.61; net \$5813.39. This is a typical amount to net from the concert.

4. Conductors Report (Jon Knights)

Jon Knights reviewed minutes of the conductors' meeting held Jan. 9, 2019. The concert order for May has been decided; Green Band will lead off. The Christmas concert ran too long. The more advanced bands tend to play longer pieces. The band times must be adhered to more strictly, i.e., 10 minutes per conductor per band. The conductors in general are speaking less than they used to, but considerable time is taken up by bands moving on and off the stage. The ideal length of time for a concert is around 90 minutes. Two hours is a stretch. Some people come to hear a specific band and then leave. An attempt was made once to have two bands on stage at the same time but it was not successful. An intermission adds too much time to the evening.

The timing for Winterlude will be determined at the conductors' meeting next week.

The best means of bringing matters to the Board were discussed. The Board takes conductors' opinions seriously and pays attention to recommendations from their group. The dialogue committee also plays an important role.

5. Business Arising from the December 5 Meeting

Bob Orrett noted that there had been talk of getting testimonials from accomplished players to inspire others in PNHB. Is he to go ahead with this? Yes.

6. Ongoing Business

6.1 Restructuring and Survey

In response to the recent email about band restructuring people have been approaching Board members and speaking with them about potential plans. J. Topic explained that the cost of adding a sixth band might be somewhat lower than Roger Breese's estimate; a lower cost could be achieved if rehearsal time was shorter and there were no sectionals. Still the price tag is substantial. The current best choice to meet needs expressed by band members is to restructure existing bands rather than adding a sixth band.

We need to follow up with a survey soon to get member feedback. J. Topic had sent out potential questions last week and Board members provided feedback. James Burrett recommends that the survey be simple and that the Board consider what information it is trying to solicit. Costs using Survey Monkey would be minimal. Discussion followed.

6.2 Concert Manager (AB, BB, JT members of committee)

Earle Henderson has provided a list of tasks associated with the Concert Manager position, set out in chronological order. Things that need to be done 3 months before the spring concert are done (e.g., booking of Calvary, payment of deposit). J. Topic will check in with Andrew Pyle, advise him of the date of concert. Now we must ensure that items with 2- month timeline are completed.

There are three major jobs coming up:

1. Program. The theme for the concert must be set. This decision is dependent on the beneficiary selected for the May concert. Brenda has contacted MS and Alzheimers societies and given them applications. MS has completed theirs. Wayne Mutton will work on the program art once the beneficiary is identified. There will need to be coordination of ad sales.
2. Tickets. The tickets need to be printed. They do not need to have the theme and program art work included, though that was a good touch for the winter concert. The tickets must be printed, then distributed in envelopes for each band member to sell. Money from ticket sales can be done by existing band reps – those who collect dues.
3. Set up for the concert itself (and take down). Tasks involved include coordination with staff at Calvary, truck rental and driver (Steve Kemp in past), coordination of the move of percussion over to Calvary, Green Band practice. Earle Henderson was very persuasive in enlisting volunteers from Green Band. Someone will need to coordinate with the beneficiaries of the concert. Do we want to book Kelsey's for a gathering after the concert? Open concept is best; many people enjoy the gathering. The Social Committee will meet next week and discuss its role in the concert planning and execution. J. Topic requests that they make the room reservation at Kelsey's.

Motion: Proposal that two volunteers be sought as concert managers and each will have their fees waived.

Moved: Margaret Seabrook, Second Cathy Brown Payne. Passed.

A request for volunteers/candidates will go out soon. Ideally the pair selected would learn the ropes and manage multiple concerts.

6.3 Communications

Bev Breese fulfilled many responsibilities as Communications Director beyond running the email system. She put out a monthly calendar and maintained rosters and directories.

James Burrett is happy to do the email job for now but would eventually like a couple of volunteers to help. He is working on rosters and directories using Bev's files as a starting point. If he is to prepare the monthly calendar that goes out to members, conductors and ensemble heads etc. should be advised to send messages to him. Communications Director has fees waived. James should be notified of this.

Motion: Give James Burrett the option of having fees waived from January 1, 2019 on in recognition of his role as Communications Manager.

Moved: Lorna Devan. Seconded: Cliff Ballantyne. Passed.

6.4 Calendar Checklist (MS, BB)

There was discussion of Roger Breese's checklist/timeline of things that need to be done relating to PNHB finances, charitable status, etc. This checklist had been prepared at the urging of Del Manary to ensure that the Board is aware of a timeline for steps that need to be taken each year. Discussion ensued re: whether to merge it with the Concert calendar. It was decided to keep it separate.

7. Other Business

7.1 Password protection of web site.

J. Topic inquired whether a password should be necessary for members to access the PNHB website. If there is no password protection, anyone can view documents like minutes of Board meetings. While that is not a problem, the availability of photos from events would be a concern to some members. The policy will be left as is.

7.2. Co-signing authority for PNHB cheques

Roger Breese and Harlene Annett sign most cheques for PNHB but it will be useful to have a third authorized signer if needed. John Topic has volunteered to be third co-signer. Margaret Allen with be fourth co-signer. Each will have to sign documents at the Credit Union.

8. Date of Next Meeting

Next meeting of Board will be Feb. 20, 2019. Lorna Devan and Bob Orrett will be away.

9. Adjournment

Motion to adjourn. Cliff Ballantyne. - Approved.