

**PETERBOROUGH NEW HORIZONS BANDS  
BOARD OF DIRECTORS MEETING MINUTES  
AUGUST 14, 2019**

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**Present: Margaret Seabrook, Cathy Brown-Payne, Lorna Devan, John Topic, Al Brunger, Bob Orrett, Brenda Bock, Lorna Verhulst - Past President, Cliff Ballantyne**

**Regrets: Joan Necoloff, Margaret Allen**

**Recording Secretary: Theresa Topic**

1. **Conflict of Interest** - None declared.

**2. Chair's Remarks**

There are three major issues for this meeting:

1. Five new Board members need to be recruited before the AGM.
2. Planning for the AGM must be undertaken.
3. A new Property Manager must be identified following Margaret Allen's resignation from the post.

John Topic has dealt with the renewal of the lease of the third-floor storage room at PCVS. There is a small increase in the rate, but PCVS continues to offer the band a "special" rate. A second-floor room would be easier to access (i.e., fewer stairs) but we have not yet been able to procure one. PNHB has in writing the right of first refusal if a second-floor room becomes available.

Harlene Annett as Membership Coordinator is clarifying the status of members on Leave of Absence. A LOA is good for one year but it can be renewed repeatedly. Harlene has contacted people to learn whether they are returning to the band, extending the LOA, or resigning. Some who resign have the intention of returning when their circumstances change.

**3. Approval of Minutes of the June 3, 2019, Meeting**

Bob Orrett recommended that the report on the Percussion sessions be embedded in the minutes of the June meeting rather than paraphrased. Green Band members look forward to the concerts and enjoy playing. Cliff noted that concert participation is an important part of Green Band members' musical journey and adds to their self confidence.

**Minutes of June 3<sup>rd</sup>, 2019, approved as amended.**

**4. Treasurer's Report (submitted by Roger Bresee)**

**4.1** Some ensembles have good positive balances and Roger suggests that they adjust fees or otherwise bring funds into balance.

**4.2 Allocation of City Grant Funds.**

Roger asks that the Board allocate the \$7000 received from the City of Peterborough in the first year of a 3-year grant. The Board had previously approved \$5000 to purchase music, of which \$2500 was extra one-time funding; that \$2500 will be allocated to the City Grant. PNHB has in the past charged the rental of Living Hope practice space to the city grant and we propose to charge \$3410 rent to the city grant. The remaining \$1090 could provide subsidies to members who otherwise could not pay membership fees (recommendation from meeting of Cathy Brown-Payne, Lorna Devan and John Topic).

**Moved by Cliff Ballantyne and Seconded by Margaret Seabrook that the City of Peterborough grant of \$7000 for 2019 be allocated as follows: \$2500 for purchase of new music, \$3410 for rental of practice space at Living Hope Church, and \$1090 to help subsidize membership fees. ....CARRIED**

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**5. Business Arising from the June 3rd Meeting**

**Property Manager** – There is a need for a new Property Manager was discussed. John Topic reports that there does not seem to be a detailed job description and that there is some ambiguity re: whether the Property Manager needs to be a Board member. Several of the jobs described in the binder for Board members (Concert Manager, Green Band Manager, Membership Committee Chair) also are ambiguous in this regard. The practice has been to have a Board member nominally overseeing some of these positions, but not to require the person fulfilling the position to be a Board member. Documentation on the PNHB website mentions a Property Manager and an Assistant Property Manager.

Discussion ensued re: the extent to which the Property Manager position is onerous. The difficult climb to the third floor PCVS store room was mentioned. In June and September there is much activity relating to instruments owned by PNHB and rented out to members, but the rest of the year is quiet. Keeping track of materials stored at Living Hope Church (e.g., percussion instruments) is ongoing as is checking on status of printer there. Margaret Allen had recommended that two people be assigned to the Property Manager position, one for the morning and one for the afternoon. Ruth Mathews had prepared an inventory of all the equipment owned by PNHB when she was Property Manager. There is no protocol for ensuring that instruments are regularly cleaned and/or maintained.

The possible advantages were discussed of PNHB renting instruments from Bb Music or Gazebo. These instruments could then be rented to band members; subsidies could also be worked into such a system and maintenance of the instruments would not be PNHB responsibility.

For the Property Manager position an active go-to person is needed. There are intermittent discussions about whether and how to divest the band of equipment that is not needed or is sub-standard.

**5.1.1 Review of Instruments in Storage**

Instruments in storage include at least 3 flutes, 1 bassoon, 1 clarinet, 1 French Horn, and 2 bass drums. Decisions should be made about whether these instruments will be fixed up, scrapped, or donated to some other institution. Shaping recommendations will be a responsibility of the new Property Manager. Board members noted that there is also a very old baritone in rough shape, additional flutes, and several alto clarinets. Cliff is storing a tuba, a plastic trumpet, a French horn, and a euphonium. These are of potential interest to Green Band members.

The new Property Manager has three different areas of concern:

1. rental of instruments to band members
2. ensuring that instruments are maintained
3. recommendation re: whether the band should rent instruments rather than buy.

In addition, there is ongoing need for oversight of usage of the photocopier.

The portfolio may require two persons and a Board member overseeing. The job description needs to be rewritten. Moving instruments (especially percussion) to the concert site twice a year was discussed. This responsibility is included in the Property Manager job description, but has been handled by Medda Burnett recently. John will discuss with Medda whether oversight of instrument transport is considered to be part of her portfolio.

**5.2 Grants:**

**5.2.1 Federal New Horizons Seniors Grant**

Al Brunger submitted an application in June to the federal New Horizons Seniors Grant. He does not expect to hear back for some time. The maximum grant is in the \$5000 range. Al

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consulted with Bb Music who advised that \$4700 would cover cost of 5 instruments (bassoon, tuba, tenor sax, baritone sax, French horn). These could also be rented and it may not be the best idea to buy and rent out these instruments. Percussion equipment must be purchased and kept on site. Al was thanked for submitting the application for the grant.

Further discussion ensued of what instruments are owned by PNHB. Cliff Ballantyne has some, anticipating Green Band interest; he is sending out emails to those with an interest in Green Band advising what instruments are on hand. Some instruments are stored at PCVS. Mary Kaye has one. Brenda has two bassoons. No one is responsible for ensuring that instruments get needed maintenance. It is good to have a range of instruments present for the Green Band Info Day in June to pique the interest of potential players.

**5.2.2 Metasoft**

Metasoft is a service that suggests potential grant possibilities to organizations like PNHB. A person from Metasoft approached Cathy Brown-Payne by phone, uninvited. Cathy advised that she would notify the Board of the contact. It is a rather expensive service, \$3900 for the first year of a contract. They can get up to \$60,000 (or will take a minimum search of \$60,000?). Board members were not interested in pursuing the contact.

**5.3 Board Renewal**

Five Board members are nearing the end of their 2-year terms; new members must be found to replace those who have served for six years and those who do not wish to stand again. There was discussion of individuals who might be interested in serving on the Board. Some have been approached and have declined.

Past Board members are eligible to serve after one year away. Lorna Verhulst indicated her willingness to stand for Board membership again. Cathy Brown-Payne noted that she had begun her term well into the year and thus could be considered a member for several months more until her 6 years are completed.

Candidates for Board membership need to submit bios by Sept 1 for inclusion in documents being sent out for the AGM. Three new candidates are needed given that Cathy's third term is still in progress and Lorna Verhulst will stand for re-election.

Margaret Seabrook's Board membership is ending but she will stay with the Social Committee; a Board member will need to be named as liaison to the Social Committee. Margaret was thanked for her continued service in this important portfolio. Cliff Ballantyne is coming off the Board but will continue as Green Band coordinator. He was thanked for his service.

**5.4 Extra Workshops and Practice Sessions**

There was discussion of the value of having workshops and master classes for PNHB members, and the possibility of Long and McQuaid providing practice space to groups wishing to practice together. Rental of Long and McQuaid space would be an additional cost above fees. Some instrument groups (e.g., French horns) get together regularly at members' homes to practice and find it worthwhile. Bob Orrett noted that the percussion session held last year was very valuable, and could be repeated.

Band members benefit from sessions with external experts. The visit by 2 external conductors in 2017 was much appreciated. A master class may cost about \$600 for a full day session, but

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band members learn much from the experience. Next year some of the city grant might be allocated to subsidizing of master classes.

### **5.5 Survey on Band Practice Hours**

A wide range of opinions was expressed by respondents to the survey carried out in the spring re: preferences for the length of rehearsals. The results indicate that 61% of band members are happy with the length of band practice (3 hours), while others would like to cut the break to 15 minutes and trim ½ hour from practice. There was discussion of options for those who are tired before the end of the 3 hour session (leave early, play in one band, take short breaks).

There is disparity between those who find the social interaction at break time stimulating, and those who are eager to resume practice quickly. There is no set structure to the break period. It would be helpful for members to know announcements will occur at a specific time, and that there will be a cue to return to seats and be ready to play (e.g., a bell).

We will continue now with the 3 hour practices. John will review with conductors at the September meeting the recommendation that announcements take place at 10:35 in the morning and 2:35 in the afternoon, and that players are expected to be in their seats ready to play at 10:45 / 2:45.

After reviewing the survey results with conductors the survey results will be sent out to all members.

## **6. Ongoing Business**

### **6.1 Musicians in Foyer**

There was consideration of a request that more advanced musicians who are not PNHB members be brought in to play in the foyer before concerts. Board members agreed that the purpose of the concerts is to showcase the playing of PNHB ensembles. John Topic will discuss this matter with the person who raised it.

### **6.2 New Ensembles**

In the spring Justin Hiscox had suggested that new ensembles be set up, specifically a Dixieland group, Conch Shell Choir, and Pop Chorale group.

## **7. Other Business**

### **7.1 Couple's Discount**

After much discussion it was decided to offer a 10% discount on fall fees to couples when both members are joining for the first time.

**MOVED by Al Brunger and SECONDED by Bob Orrett that a 10% discount be offered on fall term dues for members of a couple in Green Band in their novice year.....CARRIED**

### **7.2 North York New Horizons Band request for by-laws**

The North York New Horizons Band has requested a copy of PNHB by-laws. No objection to the request, John Topic to follow through.

### **7.3 Preparations for AGM**

The preparations necessary for the Sept. 25 AGM were discussed. John Topic is grateful for Lorna Verhulst's excellent notes on previous AGMs.

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The President's Report should include matters such as thanks to volunteers and update on the number of members in the band. The Treasurer's Report will provide information on the financial status of the organization. Each Portfolio Manager should submit their report to John Topic who will give it to Roger Bresee to compile. It is best if reports are submitted by Sept. 1 so that there is enough time to assemble and send out the package of information to members.

Margaret Seabrook will send out a notice to all members advising of the date, time and place of the AGM. John will send her the template. The notice goes out by email with some hard copies available to those who do not use email; those hard copies should be available at breaks on Wednesdays prior to the meeting.

The package will include the biographical statements from potential new members of the Board. Lorna Verhulst will submit a bio as she is standing for the Board again. Cathy Brown Payne is completing her term and does not need to submit a bio.

**7.4 Other Business**

**7.4.1 Information about band members**

Al Brunger asked about available information on members of PNHB and of the Board. It would be useful to know how long a person has been a member of PNHB, whether he/she has a history of volunteering, or has served on the Board. A list of previous Board members would be useful. Past occupational history might also be useful; this information is not solicited, but is often known by other band members.

**7.4.2 Printer for Meeta Ellison**

John Topic advised that Meeta Ellison has asked to be provided with a printer/copier so that she is able to complete some tasks at home. Discussion ensued re: best type of printer for the task and cost of cartridges.

**MOVED by Bob Orrett and Seconded by Lorna Devan that Meeta Ellison be allotted up to \$600 to purchase an appropriate printer with advice from Jeff Hopkins (manager, Staples)  
.....CARRIED**

**7.4.3 Status of Summer Band**

The very large size of Summer Band this year has meant additional work for Meeta Ellison. Is Summer Band an official PNHB band? Discussion ensued. It is not an "official" band, but provides considerable benefit to PNHB. Much of the music distributed to those attending is "recycled" (i.e., players already have it) and new pieces are collected at summer end and can be re-used in other bands. John Topic will discuss with Mark Hiscox the impact on volunteers of the success of Summer Band.

**7.4.4 Sympathy Card**

Lorna Devan sent a card to Tish Oesterbrook on behalf of PNHB expressing condolences on the death of John who had been a member of New Horizons in past years.

**8. Date of Next Meeting**

The next Board meeting will be held on September 11, 2019. The AGM is scheduled for September 25 2019.

**9. Adjournment**