

**PNHB Board of Directors Meeting
September 14, 2022 via ZOOM**

Present: John Topic, Lorna Verhulst, Lorna Devan, Mary Chesher, Quentin Day, Cindy Babcock, Alan Brunger, Sherri Luff

1. Conflict of Interest – Quentin Day declared that he is a member of Calvary Church congregation and on their Board

2. Approval of the Minutes from the August 22nd Meeting

Mary moved to approve the minutes from the August 22nd, 2022 meeting

Lorna Devan seconded the motion

All in Favor

Carried

3. Remarks

3.1 President Update

Angela Con is playing in the bands again. She indicated she might be able to resume the presidency in November or December.

3.2 Chairs Remarks

Renee Paul is our Concert Manager and has been in contact with Calvary Church and they are already booked for December 2nd. We are working on an alternate date.

4. Conductor's Report

There is no conductors' report this week. They have done what they needed to do, though, to get us started.

5. Treasurer's Update

David Lloyd was unable to attend the meeting

6. Business Arising from the Last Meeting:

6.1 City Contract

We still don't have an actual contract. The city seems to be really behind on this but this is not unusual. The last communication from them was that they hoped to have one for us by the end of September. The rates have been negotiated verbally, however, so when the contract comes in, it will have to be checked to make sure that we are getting the rate we negotiated. The rates we have been quoted are very good.

6.2 Conductor and Coach Contracts

Lorna Verhulst had prepared contracts for coaches and conductors some time ago, but we had to wait until after the latest survey to be sure that we would be able to field five bands and have at least some sectionals. Now that we have that information, John Topic has been getting the coaches and conductors to sign the contracts. There has been no change in the rate of pay.

6.3 Instrument Committee Report (Sent previously) In Camera

“Whereas the Instrument Committee have concluded that the present arrangement for storing PNHB instruments and musical equipment at PCVS does not adequately serve our needs and the Committee have reviewed alternative storage options and costs, it is hereby moved by Alan Brunger that PNHB rent storage space at Calvary Pentecostal Church and move the instruments and musical equipment from PCVS to that new location. “ “

Lorna Devan seconded the motion

Discussion was held and concerns were expressed that we would be paying half again as much as we are paying for storage at the Navy Club for what would essentially be dead storage space. Mary Chesher explained that there is no implication that anyone would actually take the instruments but there is wide spread concern about who should be managing the dispersal and return of the instruments. Moving it to Calvary gives us the chance to sort the instruments out and to weed out the instruments that are no longer of use. The Committee has had discussions with many members and there are many notes in the binder of information about how the instruments have been handled in the past and that the management of the instruments has been an ongoing issue. We do not know where many of our instruments are. There must be some control over the instruments and we must make the storage of our instruments efficient. This is one way to move forward and to get organized about how we want to manage our instruments. The PCVS arrangement is inefficient and will be less cluttered if the instruments are moved out of the room there.

**All in Favor
Carried**

In regards to the recent motion stating PNHB is getting out of the rental business, it was clarified that before the Instrument Committee can make any recommendation on whether to continue renting instruments we have to organize what we have. Instruments at this time can be loaned. We will revisit renting or charging fees for

using instruments at a later date once we have reviewed the policy and understand what instruments we have.

6.4 Members Attending Meetings

A discussion was held about the appropriateness of members who are not on the Board of Directors attending meetings. The Not for Profit Act will be reviewed to determine if this is the case. Members can bring their concerns to the Board and could be invited to a Board Meeting if it was deemed appropriate by the Board.

6.5 COVID Protocols

Mary Chesher reported that she has been at all the rehearsals this week. She still has to check a few members' vaccination status. She put up signs for passive screening and has sent out the protocol. Volunteers will not be standing at the door checking for screening. If a bi-valent vaccine is available we could review our protocols to include this vaccine. She will clarify about whether two vaccines are required before getting the bivalent vaccine. It is clear that the efficacy of the vaccinations drops off rapidly after a few months.

6.4 Nomination Committee Report

Alan Brunger is working on this. There are 4 vacancies Lorna Verhulst, Lorna Devan, Sherri Luff and Mary Chesher. There may be one more vacancy but that has not been confirmed. Alan has 1 nominee and another possible one. Alan is also concerned about succession planning for the presidency. Perhaps an email communication about our need would be appropriate. Our bylaws require that we put out a call for directors, two members in good standing are required to nominate the person, and the person must accept the nomination. . Our bylaws should be placed on the website. Sherri Luff will send our current bylaws to the Board of Directors.

6.5 AGM Planning

6.5.1 Progress Report

John Topic has been receiving information from both board members and our volunteers to be included in the AGM package.

6.5.2 October Meeting

For the AGM the Secretary of the Board must provide formal written notice within 10 days of the meeting. Nominees for the Board must send in a formal biography. The AGM will be October 19, 2022 unless more time is required to submit all documentation required. We have until January to have an AGM.

Discussion was held about what must be discussed and voted upon at the AGM.

7. New Business

7.1 Fee Waiver

A member has requested a fee waiver. We have five fee waivers available to us and lately we have been charging them against a grant from the city.

Lorna Devan moved that we wave this members fees

Cindy Babcock seconded the motion

All in Favor

Carried

7.2 Medda Burnett Stipend

Medda is paid a stipend for involvement in the bands.

Mary Chesher moved to increase the stipend for Medda Burnett because she is also assuming the responsibilities of Mr. Ubelaker.

Cindy Babcock seconded the motion

All in Favor

Carried

7.3 Librarian Compensation

Mary Chesher brought up this item as right now the Librarian gets her fees waived. She would like to offer Meeta transportation costs due to the number of times she must come into Peterborough from Ennismore to perform Librarian duties.

Mary Chesher moved to provide Meeta Ellison with transportation costs of \$250 per year.

Lorna Verhulst seconded the motion.

All in Favor

Carried

8. AOB

Quentin Day asked about what the next steps are with the instruments. Quentin will ask Calvary to send a contract to John Topic.

One of our former members has passed away. Sherri Luff has sent a card to Lawrence Carroza's family..

The sound in the big room and the hallways etc is not the best at the Navy Club. We are going to need acoustic panels. The Peterborough Concert Band and New Horizons have made a proposal to install these to the City.

Lorna Devan moved that John Topic has authorization to enter discussions with the City about having acoustic panels installed and to offer to pay up to \$1 000 towards that.

Mary Chesher seconded the motion

All in Favor

Carried

Alan will buy more PPE before the grant expires. We will buy more masks. Mary Chesher will speak with Alan about this.

John Topic and Harlene Annett have signing authority so a cheque can be authorized for payment of this.

Quentin Day wondered if some of that money could be spent on instrument covers to prevent the spread of aerosol droplets. Alan felt this was reasonable. It was suggested Alan could communicate with members about who wants one.

9. Next Meeting

October 5th, 2022

10. Adjournment – Lorna Verhulst moved to adjourn the meeting.