



# PETERBOROUGH NEW HORIZONS BANDS

## MINUTES

### PNHB Board of Directors Meeting November 21, 2024, 1pm-4pm, at St. Lukes Church

**Present:** Bev Murphy, Lisa Witherington (Board Secretary), Rieta Weaver, Phillip Pellat, Audrey Keitel (President/Chair), Pate Wade, Medda (Remotely), James Burrett, Kelly Gravel

**Board Director Regrets:** Cindy Babcock (VP/Treasurer)

**Guests:**

**Meeting Recording by:** Lisa Witherington

**1. Conflict of Interest:**

- None

**2. Chair's Remarks:**

- Thank you to Lisa for taking over for Bev
- Thank you to Bev for taking over the Concert Committee
- Thank you to Cindy getting that review taken care of – it was hours and hours of work

**3. Approval of the October 4, 2024 meeting minutes**

**Motion: Approve the October 4<sup>th</sup>, 2024 meeting minutes.**

**Vote: Moved by: Audrey                      Seconded by: Pat                      All in favour: Passed**

**4. Conductor's report:**

- Main Concert Band Conductor Responsibilities, distributed to the Board and Medda
- Budget is \$500 per conductor for music – ordering music in January/February to hopefully have it in by April – so it can be handed out in September
- Accent on Achievement Conductor scores have not arrived
- Spring Concert is May 30<sup>th</sup>, 2025 at Calvary
- Concert details has been sent out by Sal and re-sent out by James
- December 4<sup>th</sup> is the mini-concert, followed by the AGM
- Plan for Term 2 – Will be discussing the format change and whether to have Winterlude
- Every band is a learning / teaching band
- Switching rehearsal rooms is already a consideration
- Also in the budget is more baffles for the gym
- Commitment to play a concert – need a commitment from players to be at concerts (barring accident or illness) – there are members who go away at the same time every year; however, it is a challenge when this happens



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- Rehearsal length – is on the agenda
- Are all conductors in favour of the shorter rehearsals – yes they are.
- Bev added the fixed schedule to the website and has updated the website calendar with future concert dates, etc.
- For 6 hours in one day, it costs (based on 1 hour first hour rate and all discounts): Auditorium (\$210 + \$120 custodian fee - \$330. Gym \$95. \$235 savings by using the Gym instead. (34 weeks at \$235 = \$7,990 savings)

### Action Items:

- Update Main Concert Band Conductor Responsibilities – Lisa
- PNHB Rehearsal Cancellation Procedure needs updating – Lisa
- contact Jason at Long & McQuaid for the Accent on Achievement - Medda

### 5. Music Library Committee:

- Music for winter term has been requested in October – waiting to hear back from Meeta
- There is a group of people who assist Meeta with this – Trish is the main back up
- Music envelopes are now up to date

### 6. Schedule

#### 6.1 Fall Term

##### 6.1.1 Dec 4 Christmas Social

- 7 bands playing (Lower Brass Ensemble has asked to play)
- All ensembles will be playing 20 minutes – but it is believed that the Green Band and Flute choir and possibly the Lower Brass Ensemble will not be playing for 20 minutes
- Use the area in front of the stage
- Social Committee will set up the fellowship area
- Chairs will need to be turned around for the AGM
- Lunch tables need to be moved for sign in and Board Secretary
- James will set up the sound system and podium
- The Church charges \$120 for chairs to be put away (due to damages – but they are not from only our group)
- Volunteers are needed to help set up (no chairs to be dragged on the carpets)
- Music works is the biggest group – we need 24 chairs
- AGM to start no later than 1:30pm
- Podium and tables need to be put away at the end of the AGM/Concert
- Audrey and Bev are taking care of the sign in tables
- Schedule as follows:
  - 8:30 set up hall (chairs), food tables, coffee, open (Vedra/Jim)
  - 9:00 people arrive
  - 9:15 performances



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12:00 pot luck lunch, set up for AGM (move chairs, tables, audio, podium)  
1:00 AGM sign up, pot luck clean up  
1:30 AGM  
2:30 AGM done (put things away, lock up)  
3:00 lock doors

## Action Items:

- Audrey to inquire which room is the warm up room
- James to arrive at 8:30 to set up sound system and podium
- James to take care of table for Board Secretary
- Audrey and Bev to take care of moving the tables for the AGM sign in.

## 6.2 Winter Term

### 6.2.1 Conductors / Band schedule

- Possible time change to 2.5 hours
- Will there be a Winterlude? There is a stress factor involved. Concerts give people a chance to practice, but there is feedback that Winterlude is just playing for ourselves. It is informal but gives other bands a chance to listen to each other. This happens at the end of Term 2 – this gives the Green Band a chance to play for others. Winterlude is a more relaxed mini concert.
- The Green Band will be playing in all future concerts. The new Conductor format we will be using should save the time to fit them in. We couldn't use the new format for the November 22<sup>nd</sup>, concert because we were mid-term.
- If we are doing a Winterlude, choose pieces you like (let the Band vote on music choices) which makes it more fun for everyone. Instead of being a performance piece, make it "lighter pieces" (ie Mel Torme, Yellow Submarine)
- There is chat of two conductors in Bands, some like it, some do not as it feels a bit chaotic, but others like the two conductors.
- Friends and family are invited to Winterlude
- Initiate the new Conductor format One conductor will work on Winterlude pieces and the other Conductor will pick pieces for sight reading.

**Motion: To have Winterlude this year.**

**Vote:** Moved by: James                      Seconded by: Bev                      All in favour: **Passed**

## 6.3 Spring Term:

- Conductors in Winter term pairing flip. One Conductor will work on Concert pieces and the other Conductor will pick pieces for sight reading. Only the one Conductor will conduct one band at the concert.

## 6.4 Ensembles:





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## 7.1 Gym acoustics

- Bev, Dave, Audrey, Kelly, Kelly's husband, Rieta and Pat have volunteered to help build baffles
- Max of \$1000 for baffles in the gym to absorb the sound
- Discussion about curtains for the stage – will be expensive as they need to be fire rated
- Audrey to request Wes of Living Hope help us build them.

### Action Plan:

- Audrey to contact Emmy and Wes regarding the baffles and if they are going to put the furniture back on the stage

## 7.2 AGM

- Bev waiting for documents from Cindy
- It was discussed that band etiquette and the code of conduct policy should be mentioned in the beginning part of the meeting as “housekeeping”

### Action Items:

- Bev to contact Cindy in regards to documents for AGM

## 7.3 Break Timing:

- There is not enough time for announcements
- Conductors want a shorter playing time – 2.5 hours

**Motion: To change the playing time from 3 hours to 2.5 hours.**

**Vote:** Moved by: James                      Seconded by: Rieta                      All in favour: **Passed**

### Action Items:

- Bev will initiate topic for board to discuss schedule

## 7.4 Dialogue Committee

- We have had a few meetings – some really good ideas coming forward
- Audrey and Pat taking notes and Audrey will do a full of review and present in in the new year

## 7.5 End of Year Survey review

- The survey 2 years ago was how often do you want to be contacted by survey – once a month with just a few questions – touch base with members
- The once-a-year survey was a longer survey
- Survey once a term would be good as once a month may be too much



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- Don't change things in the middle of the term – Sal
- At the end of the term “question, what did you like / dislike
- At the end of the year a more detailed survey
- Really important questions, more serious issues, the survey should be online as well as a paper copy or if there are only a few questions
- In May 2024, we discussed changing which bands play when on Wednesdays and did a survey. 46 members replied. 60% voted to not changes things so we didn't. Jubilee/Skylark in the morning was popular, and then have Allegro/Odyssey in the afternoon

**Motion: That survey be sent out at the end of each term**

**Vote:** Moved by: James Seconded by: Rieta All in favour: **Passed**

**Action item: We did not assign anyone to create the term surveys**

### 7.6 Inclement weather procedure

- This policy is outdated – Jon and Gord are no longer with the band
- We do not get charged for the rooms if we don't come in and use them
- The policy/process for inclement weather was discussed

### Action Items:

- James to update the PNHB Rehearsal Cancellation Procedure and post in Groups.io for the Board to review

### 7.7 Vacancies

- Concert Manager - Bev is ok doing it for now. Discussion that if we had two people doing it – One for the Fall Term, one to do the Spring Term and then assist where needed

### Action Items:

- Audrey to inform the members of these vacancies: Concert Manager, Advertising Coordinator, Board President, two Board Directors, Grant team

### 7.8 Confirmation Board Directors staying on or resigning after the AGM

- Cindy is stepping down
- James is stepping down
- Bev is staying on until July 31<sup>st</sup> 2025
- Audrey is staying until the 2025 AGM



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## 8. Finances:

### 8.1 Review engagement of accounts

- Cindy gave us the Balance Sheet and Profit and Loss sheets
- Can we request a courtesy discount on what we pay for the Review Engagement papers as they were not delivered to us in the time frame – Should have been in at the end of October and because of this we had to move the AGM
- Because of this, we changed the AGM twice – may lose members as they won't stay after the concert / lunch (we will lose members as they also go away in December)
- This is the first year we've used them, we paid extra and the documents were not provided to us in time

### Action Items:

- Have someone contact who does the Review Engagement documents and see if they will put a credit note on our account – a courtesy discount for the late receipt of the documents which changed the date of the AGM, twice
- Lisa to speak to Audrey regarding who should be the person to contact Baker Tilly regarding a discount

### 8.2 Update on letter and petition to MPP

- Letter was resent to Dave Smith – he said he will take it to his meeting

### 8.3 Financial update

- Cindy sent us all the documents for the meeting today
- Cindy still has some coaching invoices to be received, Nov/Dec rent to be paid, and some concert expenses, but that should be it, other than ensemble expenses until the end of December
- Conductors have been paid their Nov/Dec payments. (They receive a double payment in November historically and don't get paid in Dec)
- Cash flow is good, with \$34k in the general account

### 8.4 Budget

- Bev got clarification on how Living Hope does their billing. We are only \$2000 in the red. Was very conservative on member dues and bingo income, so we are looking good.
- We may not have to delve into investments as our finances are doing ok
- We haven't used the rooms that we budgeted for which hasn't been a cost
- It has been a good year for investments

### Action Items:



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- Audrey will follow up with Living Hope about the 40%
- Kelly would be willing to read through the Living Hope contract

### 8.5 Bonus or raise for conductors

- Last raise was at least 8 years ago
- All coaches got a \$10 dollar raise (\$40 to \$50)
- Conductor is \$7200 / \$800 a month (\$72 / hour)
- Mark and Justin asked for raise for the Ensembles (\$60 now \$80) for 2 hours ensembles \$80 per hour
- Discussion about a Christmas bonus and an end of the year bonus allows us to look at it year by year or term by term.
- \$250 each at Christmas and if we can manage it we will do another \$250 at the end of the year
- Acknowledge that they have not received a raise and this is a bonus as we have some extra funds

**Motion: That we give the Conductors a \$250 bonus in December 2024**

**Vote:** Moved by: Rieta

Seconded by: Phillip

All in favour: **Passed**

### 8.6 Grants

- Audrey went to the Trillium site – they offer 3 grants a year. The grants are for different things. You can apply to all of them. After the 10-year plan, we can look at new initiatives Green Band, Conductors Courses)
- Government is for all new initiatives which is why we may not have received funds
- Part of our Grant application covered the mental and physical health that music brings to its members
- Audrey will put the information out on groups.io and target certain grants and Audrey welcomes working with another Board Member on this

### Action Items:

- Kelly will send Audrey grant information from Trillium and information on other grants she is aware of
- Audrey will work on applying for other grants

## 9. Fundraising:

### 9.1 Delta Bingo

- Committee reports Gary stated that we made \$14,000 (from January to September, averaging \$1400 - \$1500 / month)
- Bingo volunteers – there has been a few going through the training. The Bingo Hall is slow to get back to Jenny
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## 9.2 Other fundraising

- Would like to see the “Giving Tree” started in January. Members of the band would offer an “experience” or “donations” and people would bid on the items and it runs for the term. Ruth was involved in this last year
- 50/50 draw requires a dedicated account to run – do it for a longer time – do we need a new license each time we need a license? Cindy would need the account on the books but she does not want to set up the account.
- We do not currently have a fundraising committee – Phillip would be interesting in assisting in the committee
- Look at doing a supporting member (volunteer) – charge a nominal fee and they don’t need to be a member of the bands – may require a change to the bylaws for non playing members / volunteers
- Check out the Volunteer Peterborough Page

### Action Items:

- Check with Cindy about setting up a dedicated account for the 50/50 draws with two signing officers that are not her – we have no one noted to do this
- Bev has a list of ideas for fundraising she will share on Groupsio
- Bev will check out the volunteer website Phil mentioned
- Audrey to look in to sending out the email Bev drafted asking members to donate
- Audrey will talk to Ian in December regarding Fundraising

## 10. Property Committee:

### 10.1 Instrument sales

- The Marimba is sold

### 10.2 Instrument repairs

#### 10.2.1 Update on the repair of the tympani’s

- Tympani has been taken to Toronto – small things have been fixed but needs to go back in, second one needs to still go

#### 10.2.2 Instrument rentals

- We have instruments to rent in hopes that the member will purchase or rent from Long & McQuaid



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- The idea is we teach you how to play but then we can't bring in other members to try those but if they turn those instruments in, there will not be any players who can move up to the higher bands
- Bassoon, Tuba – not easy to purchase due to costs
- Insurance – Bev emailed and they need a list of all instruments and costs – it is still unsure of what the Insurance Company wants. If a member rents the instrument, then they need to get their own insurance. Helen can not get insurance on her bassoon.

### **Motion:**

**Anyone who is renting an instrument and playing on regular basis that member can continue to rent the instrument unless the instrument is above \$2000**

**Vote:** Moved by: James

Seconded by: Pat

All in favour: **Passed**

### **ACTION:**

Bev to follow up with insurance

Audrey will let Quinten know about motion.

Lisa will update the Property Policy

### **10.3 Instrument lending to other groups**

**Motion: Instruments will only be rented to other groups as long as it is approved by the Board**

**Vote:** Moved by: James

Seconded by: Rieta

All in favour: **Passed**

## **11. Communication:**

### **11.1 Website**

- Bev is coordinating taking pictures to refresh what is on the website
- James is using Smug Mug for pictures or videos that change often (Coaches are the only thing on Smug Mug right now) Every time a photo needs to be changed, it is easier for those to upload themselves.

### **Action Items:**

- Bev will reach out to Medda to let the conductors know that she will be taking band pictures

## **12. Concert Committee:**

### **12.1 Fall Concert**

- Bev talked to Sal about doing the survey at the concert – based on days and times for the next concert if Friday night doesn't work – Sal thinks a Sunday is a better choice and to not worry about a survey
- Calvary is booked for the spring



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- Don't worry about a survey and do it on a Sunday afternoon. Bev, John Topic and Sal will check out other venues
- 4 businesses have not paid for the advertising – two of which are in the mail (Mail Strike)
- We made \$2535 in ad revenue
- Bev will be investigating new tiering system for Ads for the next concert.
- Kelly is willing to assist with looking over contracts (cancellation policy with Calvary)

### Action Items:

- Bev will reach out and look at other venues for concerts
- Bev is looking for someone to assist her with the tiering structure for the spring concert for advertising
- Kelly to review the Calvary contract

### 13. Publicity and Recruitment Committee:

- Thanks to Pat for her work on this – it has been shared on Facebook
- We got 1 or 2 new members from radio ads
- We did get 30 new people this year
- We will definitely need to continue working on this for next year
- We do an open house and info day – Mark is good to do May 26 with the green band
- We advertise once a year on the PTBO Zoo board – for info day
- Concert was advertised on 96.7
- Cogeco also put it up – was quite a lot of work to track down
- Rieta's niece works for Cogeco – discussion of asking her to come and do a video feature on the bands
- Pat to reach out to Chex about advertising us / feature on the band
- Pat will continue to work on Publicity
- Peterborough New Comers Club – email has been sent to her and Audrey has not yet heard back – Audrey will go and speak to them in January/February once a date is set
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### Action Items:

- Rieta to talk to her niece about doing video features of the band
- Pat to reach out to Chex about advertising us / feature on the band

### 14. Social Committee:

- Vedra is good for December 4<sup>th</sup>
- Question about getting together at the beginning of the year
- Survey only wanted one potluck a term – we can do a welcome potluck at the beginning of the Winter term / Spring term
- Is the potluck an event? Or is it a social?



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- Welcome back potluck in the new year
- Evening out at Kelsey's – a gathering – not organized – idea for first Monday of the Month
- \$160 has been budgeted for the social committee

### Action Items:

- Let the Social Committee know we would like them to do a welcome back potluck in January - Audrey
- Let the Social Committee know there is interested in doing a once-a-month night at Kelsey's as a get together for those who are interested - Audrey

### 15. Membership Committee:

#### 15.1 Membership registration

- Pat and James have both stepped down from the Members Manager position
- Audrey found out that Suzanne Gagne that she is interested in the position
- Suzanne Gagne, drummer from Jubilee – has offered to see if she can be the members rep to meet with the new members – Member Manager
- Possible 4 new members
- Question as to whether Oscar has been attending – he was there on Monday – Audrey emailed Oscar but he has not responded
- Bev will train Suzanne regarding Bingo (for the Members Manager role)
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### Action Items:

- **Bev will contact Suzanne Gagne to train her on the position of Member's Manager position**

### Action Items:

#### Audrey to follow up again with Oscar

### 16. AOB:

#### 16.1 Shirts

- Question by Jenny to Pat regarding shirts
- Pat would like to do this in the new year and offer options if members want to go to the website
- Others have gone out and done their own as well
- Pat can come to green band in the morning (early) and Audrey can also do the Green Band

### 17. Emails / announcements to the members:

- Board nominations for the AGM (2 openings)
- Please leave Living Hope promptly



## **PETERBOROUGH NEW HORIZONS BANDS**

- You must get the approval of the conductor of the band you are leaving and the band you are going to before moving to another band. Let Mark Hiscox and pnhb.music@gmail.com know if you are making this change.
- Updated schedule document (mention upcoming dates)
- Inclement weather procedure
- Explain what ensembles we have, cost, location, requirements.
- Email pnhb.music@gmail.com if your contact information has changed.

### **18. Next Meetings:**

December 19, 2024 from 1pm – 4pm

January 16, 2025 from 1pm – 4pm

### **19. Adjournment:**

Moved by Bev