



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes July 4, 2024, at St. Lukes Church

Present: Audrey Keitel (President/Chair), Cindy Babcock (VP/Treasurer), Bev Murphy (Board Secretary), James Burrett, Pat Wade

Board Director Regrets: Gary Graham, Vedra Hill, Rieta Weaver

Guests: none

Guest Regrets: Anne Gilmour, Marcia Johnson, Sue MacLellan, Kelly Gravel

Recording Secretary: Bev Murphy

Conductor Representative: Jon Knights

1. Conflict of Interest: no
2. Chair's Remarks:
Thanks to Bev for all of the document updates and everybody for their participation in discussions.
3. Board changes:
Vedra Hill and Gary Graham are stepping down.
4. Approval of the minutes from the May 24 2024 meeting:
Motion: Approve the May 24th 2024 meeting minutes
Vote: Moved by: Bev Seconded by: James All in favour: passed
5. Conductor's report:
Odyssey has not had sectionals in the past. Conductor contracts started in 2015/16. Sectional used to be 75 mins. Technique means style of music, reading, knowing your instrument. Been a long time before the Conductors and Coaches have had a raise. The current timing of which band Conductors conduct mean they stay the whole day. Discussed a different scenario for the Wednesday Fall and Spring term.
 - Conductor A coaches the first 1 hr. for the morning sectional, Conductor B conducts the other band. Flip the following week.
 - The morning Conductors A & B could do the afternoon sectionals, so their day is 9am to 2pm or if they don't do the afternoon sectionals and leave at noon.
 - Conductor C coaches the first 1 hrs for the afternoon sectional, Conductor D conducts the other band. Flip the following week.
 - Conductors C & D do the morning sectionals, stay all day (free from 10am-1pm) or arrive at 1pm and leave at 4pm.
 - A & B switch with C & D the following term to have different bands and time.



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Discussed a different scenario for the Wednesday Winter term.

- Conductor A does the first 1.5 hrs for Jubilee, Conductor B conducts Allegro. Flip for the next 1.5 hrs. They work 9am to noon.
- Conductor C does the first 1.5 hrs for Skylark, Conductor D conducts Odyssey. Flip for the next 1.5 hrs. They work 1pm to 4pm.

Conductors to discuss amongst themselves on the best arrangement and will inform the Board on what they will be doing.

Summer band is a summer concert band but is not applicable for being in an Ensembles. This is mentioned in the Membership Policy.

We can't do pay as you go because we need to have a firm number of attendees to know all costs will be covered.

6. Lakeshore NHB Exchange Post Review: (RW)

Bev worked with Rieta & Gord to put together a post report.

We approved \$1000 but they only spent \$190 because of the volunteers (Jenny and Priscilla) for moving and helping to set it all up.

Discussed whether we will continue doing these. They are a lot of work and we are short on resources to help. Gord was the key person that took care of this.

Action:

- Bev will send post report to Board
- Audrey will talk to others about the history and value of doing these exchanges, to help decide whether we should continue at this time.
- see communication to members

7. Music Library Committee:

7.1 Digital Music

Not doing it now. Might revisit it in January.

7.2 Scanning existing library

James inquired about renting a scanner and has had no response yet.

8. Schedule.

8.1 Summer Band:

8.1.1 Policy of joining after the deadline

People are just showing up without talking to the Band Rep.

Action: see communication to members

8.2 Fall Term:

8.2.1 2024-2025 Schedule

Discussed if adding 15 or 30 minutes more to sectionals is possible.

Discussed changes to the schedule. No sectionals for Odyssey.

Motion: Approve the 2024-2025 schedule with the changes discussed.

Vote: Moved by: Cindy Seconded by: James All in favour: passed

Action:



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- Bev will add it to the calendar and pass on the dates to the Conductors, especially so Ben can schedule his coaches.
- see communication to members

8.2.2 What needs to be done to be ready for the beginning of the season.

Action:

- James coordinating with Mark about keeping the member lists and rosters current.

9. Admin:

9.1 Groups I/O premium version (JB)

JB paid for it and can send in receipt to be reimbursed. Board tried it out and found it more confusing than useful.

Motion: Approve not continuing with the Groups I/O premium version

Vote: Moved by: James Seconded by: Bev All in favour: passed

9.2 End of Year Survey (JB)

Motion: Approve sending the end of year survey to the members

Vote: Moved by: Bev Seconded by: James All in favour: passed

Action:

- James will send the survey to the members.

9.3 2024-2025 Contracts (AK, BM)

All 2024-2025 Contracts for Conductors, Coaches and Band Assistant (Medda) except for Gord (coach, conductor), Katherine Carleton (sub), Charmaine (green, coach) are done.

Action:

- Audrey and Bev will finish off doing the others.



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9.4 Classroom signup procedure (AK, BM)

Decided this season to offer paying for classrooms for sectionals and committees to meet. Not for one person unless approved by the Board. Maybe allow daytime ensembles but they pay us for the room. Booking priority (meeting, section, ensembles).

Sign up form for 4 weeks at a time. Leave the form in the storage room. Whoever uses the room must initial on the form if they actually used it. John Topic can reference the form to know what to tell Living Hope what to charge us for.

Action:

- Audrey to let John Topic know of the process and to let anyone who asks him about using a room to direct them to the form.
- see communication to members

9.5 Approve changing the range of the minimum number of Board Directors from 7-9, to 5-9. We are having a hard time getting volunteers to join the board.

Motion: Approve asking the members at the AGM to approve changing the range of the minimum number of Board Directors from 7-9, to 5-9.

Vote: Moved by: James Seconded by: Bev All in favour: passed

Action:

- Bev will talk to John Topic about how we make this kind of change to the By Laws.

9.6 Vacancies

We have these vacancies.

- a) A/R Coordinator. Cindy Babcock will do most of the role. Will let people know they can use drop box at her house. Bev Murphy will be the A/R Coordinator in a temporary capacity. Harlene will do the part of tracking and contacting the LOA people.

Action:

- Cindy will send an email to the members in August regarding the seasonal fees.

- b) Bingo Liaison.

Action:

- Will see if one of the new board members will take on the Bingo Liaison position.

- c) Band Representatives. It is believed the current people are staying on.

Action:

- Audrey will confirm with them if they will stay on and pass on the position description document.

- d) Concert Manager

- e) PCVS Liaison. John Topic is ready to step down. James has volunteered to step in.

Action:

- James will let John Topic know and get some background information.

- f) Social Committee liaison. Need someone on the Board to be the liaison between the Social Committee and the board.



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Action:

- Will see if a new board member would be interested.
- g) Sunshine band representative/coordinator. Decided to not offer this, since nobody has stepped up to coordinate it.
- h) Garage Sale coordinator.

Action:

- Audrey will coordinate this.

9.7 Approve Document: Conductor Succession procedure updated

Motion: Approve the Document: Conductor Succession procedure

Voting using GroupIO: Moved by: Bev Seconded by: James All in favour: passed

9.8 Approve Document: Band Assistant position description

Motion: Approve the Document: Band Assistant position description

Voting using GroupIO: Moved by: Bev Seconded by: Pat All in favour: passed

9.9 Approve Document: Board President & VP position description

Motion: Approve the Document: Board President & VP position description

Voting using GroupIO: Moved by: Bev Seconded by: James All in favour: passed

9.10 Approve Document: Board Director position description

Motion: Approve the Document: Board Director position description

Vote: Moved by: Bev Seconded by: James All in favour: passed

9.11 Approve Document: Board Secretary position description

Motion: Approve the Document: Board Secretary position description

Vote: Moved by: Bev Seconded by: Audrey All in favour: passed

10. Finances: (CB,BM)

10.1 Financial update

At the beginning of the 2024-2025 season we will roughly have \$14,000 in our account.

Action:

- Audrey will participate with Five Counties when they are presented with our donation from the Spring concert.

10.2 Review engagement of 2023-2024 accounts:

We choose to do the review engagement and maybe have Del do his usual review.

It needs to be done before the AGM. Cindy has left messages with a few agencies to find someone to do it. No response yet.

We would need the members to vote at the AGM to approve doing a review engagement instead of an audit for 2023-2024 and 2024-2025 seasons.

10.3 New Grants:

No word on other. A new grant is available. Due in Aug. Seniors Community grant.

Action:



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- Audrey and Cindy will work on the Seniors Healthy Living grant.

10.4 Trumpet Sound barrier:

Got them the day of the concert. Conductors do not want to use them at the concert. Will use for rehearsals. Stored at Living Hope in the boxes. Future storage might be a concern.

10.5 2024-2025 Budget (sent previously):

10.5.1 Discuss timing of purchases

- a) Scanner \$1000. Will purchase when team is organized and process created.
- b) Baffles \$1000. Will purchase Nov/Dec, when cash flow is available
- c) Po box \$280. Decided not to purchase.
- d) Groups I/O premium version. Decided not to purchase.
- e) Fixing instruments \$1000
- f) New website. Decided not to purchase.

10.5.2 Approve Budget

Cindy informed the board that we could spend some of our funds in reserves because we have more than 50% of our expenses in reserves.

Motion: Approve the 2024-2025 Budget with the changes discussed.

Vote: Moved by: Bev Seconded by: Cindy All in favour: passed

Action:

- Bev will send the Board a copy of the report with the changes discussed.

11. Fundraising:

11.1 Delta Bingo: (CB, GG)

We are getting into a good routine of shifts and bringing in funds. Need more volunteers so team does not get burned out.

Action: see communication to members

12. Property Committee:

12.1 Instrument sales

Action:

- Quentin Day is looking into selling the marimba.
- Audrey will talk to the Conductors on whether we should sell the gong or any other instruments we cannot accommodate for.

12.2 New instruments.

Will ask for this in grants.

12.3 Instrument repairs.

A plan has been developed regarding getting the timpani's fixed.



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- a) Phil Panter, Odyssey, (panterph@nexicom.net) sent a summary of the problems to the Board. He has offered to help - moving the drums out of the cupboard, knowing what drums, what problem areas. Will take pictures. Needs to know when he can get in to Living Hope.
- b) Phil will send the pictures to Dan at Woodshed Percussion: Daniel Morphy <dan@woodshed-percussion.com>
- c) Phil will arrange for a date to transport the drums to Toronto (west end) for repair. Dan said he might be able to do the repairs while someone waited, depending on available parts.

Action:

- Audrey will let Quentin know he has \$1000 for his budget for repairs.
- Quentin will coordinate with Phil on getting the repairs done and the equipment put back in storage.

13. Communication: (JB)

13.1 PA speakers and headsets

Found how pairing works. Pin is bent on one of the devices. 3 out of the 4 are working ok. Will purchase another one which will cost \$150-\$350.

13.2 Pictures on website:

Cleanup.

Action:

- James and Bev will update the website.
 - remove the very old band and ensemble pictures
 - add a picture and bio for Ben.
 - Add the documents just approved.
 - Only keep 3 years of board meeting minutes on the website

14. Concert Committee: (BM)

14.1 Spring May 31 Concert Post Review

Donated \$739.81 to Five Counties. Made \$2953.13 on the concert. Ticket sales were down.

Action:

- Bev will send the report to the board.

14.2 Fall Concert

14.2.1 Booking

Audrey has sent emails to Calvary with no response. Cindy recommends we insist on getting a contract. Aiming for Nov 22 or 29 so we can avoid the stage being crowded with Christmas decorations.

Action:

- Audrey will continue trying to book Calvary



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14.3 Spring Concert

14.3.1 Booking

Audrey has sent emails to Calvary with no response. Aiming for May 30. Jon asked to try to make sure the A/C is working better for that concert.

Action:

- Audrey will continue trying to book Calvary

14.3.2 Beneficiary

We had agreed before to not continue with beneficiaries. For the last Spring Concert, the Advertisers seemed to take out Ads because of the beneficiary. Bev suggested we reduce the tickets given to the beneficiary from 50 to 4 and reduce the percentage to donate from 20% to 10%.

Action:

- Will defer deciding and discuss this in the fall.

14.4 Document: Concert Committee Terms of Reference

Motion: Approve the Document: Concert Committee Terms of Reference

Voting using GroupIO: Moved by: Bev Seconded by: Pat All in favour: passed

14.5 Document: Concert Committee Position Descriptions

Motion: Approve the Document: Concert Committee Position Descriptions

Voting using GroupIO: Moved by: Bev Seconded by: Pat All in favour: passed

15. Publicity and Recruitment Committee:

15.1 Membership Drive

Got a few registrations at the Sr Showcase. Have a good number of new members for the Green band.

15.2 Open House plans

The ZOO sign has been signed up for. Pat has funds in her budget, so will look into doing radio Ads and will work with Cindy to do the usual Facebook Advertising.

16. Social Committee:

Action:

- Bev will ask Vedra (Social Committee chair) to send an email in September to let the members know about the coffee they provide.

17. Membership Committee: (BM)

17.1 Approve dropping use of receipts

The Board agrees we don't need to use receipts for receiving cash and cheques.

17.2 Approve Document: Band Representative position description

Motion: Approve the Document: Band Representative position description

Vote: Moved by: Bev Seconded by: Audrey All in favour: passed



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17.3 Approve Document: A/R Coordinator position description

Motion: Approve the Document: A/R Coordinator position description

Vote: Moved by: Bev Seconded by: James All in favour: passed

17.4 Approve Document: Membership Committee Terms of Reference

Motion: Approve the Document: Membership Committee Terms of Reference

Vote: Moved by: Bev Seconded by: Audrey All in favour: passed

17.5 Approve Document: Membership Policy and making the Subsidization of Member Dues policy obsolete

The information in the obsolete document is in the updated Membership policy.

Motion: Approve the Document: Membership Policy and making the Subsidization of Member Dues policy obsolete

Vote: Moved by: Bev Seconded by: James All in favour: passed

17.6 Approve waiving the membership fee for the Bingo Volunteer Coordinator

This is a key role that is bringing in a lot funds we need.

Motion: Approve waiving the membership fee for the Bingo Volunteer Coordinator

Vote: Moved by: Audrey Seconded by: James All in favour: passed

Action:

- Audrey will let Jenny know.

18.AOB:

18.1 Winterlude

The Board will discuss making this a concert and invite the public to attend. Pay by donation.

Action:

- Board will discuss this further in Groups I/O.

18.2 Come play with us

Have set aside Aug 27 for this. Ben has agreed to conduct. All can join. Might get new members. Use summer music and share.

Action:

- Board will discuss this further in Groups I/O.

19. Communications to members:

19.1 Send these in one email:

- Volunteers needed for these positions and that the position descriptions are on the website member page.
 - Ticket Sales coordinator, see Concert Committee position descriptions
 - Publicity team, see Publicity and Recruitment Terms of Reference.
- If nobody has stepped up, ask for a volunteer for the Concert Manager position



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- That position descriptions are on the website members page
- Remind that we will only send emails for selling items that only band members have. Members can post selling friend and family items on our group Facebook page.
- Ask to inform pnhb.music@gmail.com if not returning.
- Inform the members we have the trumpet barriers for rehearsals.
- Inform members only those who have already registered can join the Summer Band. We don't have spare music.
- Need Bingo volunteers. The more volunteers we have the less shifts each will have to work. Contact Jenny Ruddell.
- Inform the members about how the non coached classroom use will work.
- Inform the members of the Fall season schedule.
 - Green band start date is Sept 9, Wednesday bands Sept 11.
 - That the calendar on the website member page has been updated with the season schedule.
 - That the document outlining the season dates is on the website too.

20. Next Meetings:

Aug 16 1-4pm, Sept 12 1-4pm.

Action:

- Bev will confirm the venue is available.

21. Adjournment: Cindy