



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes August 16, 2024, at St. Lukes Church

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

Board Director Regrets: Rieta Weaver

Guests: Marcia Johnson, Sue MacLellan (remotely)

Guest Regrets: Anne Gilmour, Kelly Gravel, Phil Pellat

Meeting Recording by: Bev Murphy

Conductor Representative: none

1. Conflict of Interest:
none

2. Chair's Remarks:
Welcome to Marcia and Sue.

3. Board changes:
We have 3 people interested in joining the board. Gary had said he would stay on until we have enough people. So with Gary stepping down, we will have 9 people on the board.

Motion: Approve Phil Pellat becoming a PNH B Board Director as of now

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

Motion: Approve Kelly Gravel becoming a PNH B Board Director as of now

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

Motion: Approve Sue MacLellan becoming PNH B Board Director as of now

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

ACTION:

- Audrey will thank Gary for his service and staying on and that we are at full complement now.

4. Approval of the minutes from the July 4 2024 meeting (Sent previously):

Motion: Approve the July 4th 2024 meeting minutes

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



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5. Conductor's report: none

6. Music Library Committee:

- 6.1 Scanning existing library (renting, team, timing) (JB)
Defer discussion until we have the funds to do this.

7. Schedule.

7.1 Summer Band

Very popular this year. Maybe look in to having 2 bands next summer.
Need to make it clear that you pay for the season and not ad hoc.
See if Sal or Medda would be interested in conducting.

ACTION:

- James will ask in a survey if the members would be ok with 2 summer bands.

7.2 Come play with us August 27

James has posted this on Facebook profile as an event. The music used for summer band will be shared with whomever joins in.

ACTION:

- James will add to the Facebook event that others can come just to observe and that it is free.

7.3 Fall Term:

7.3.1 2024-2025 Schedule (Sent previously)

Bev has received the sectionals dates from Ben.

In the future, the Board calculates how many sectionals per band per term we can afford and have the Conductor Coach co-ordinator (Ben) set the dates. They are to inform the Board before the season/term starts, so this information can be communicated to the members.

7.3.2 What needs to be done to be ready for it.

James and Cindy confirmed the Ensembles are ready to go.

Jon Knight will not be coaching trumpets. Charmaine Prole will fill in.

James, Mark and Pat are working on updating the band rosters.

Band Representatives have been contacted. Sue MacLellan will take on for Skylark. Helen will be away the start of the Fall term, so Sue will fill in until Helen (Green band) comes back.

ACTION:

- Audrey will contact the people who open and close Living Hope, to confirm they will still do it and have keys/code. Update the 2024-2025 Areas of Responsibility for who is doing this.
- Audrey will ask John Topic or Rieta to let Living Hope know our start dates
- Audrey will coordinate the classroom signup
- Audrey will do the Wednesday morning bands announcements.
- Bev will do the Wednesday afternoon bands announcements.



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- Audrey will find someone to do the Green Band announcements.
- Audrey will confirm what the Social Committees plans are for the Fall term.

7.4 Ensembles

7.4.1 Venue contracts

For Free Methodist the dates and times are already reserved for the fall. We set it up at the same time as we set up Summer Band dates and times. Also James made sure that the storage fees were paid without a break. We have a credit of one day from May 28.

Dynamics are at Mark Street United. We don't have an official contract with them, as Susan just talks to the secretary, and they invoice us after we've used it.

ACTION:

- James will ask Erin (Free Methodist) to send us a contract.
- James will ask Mark and Ben and Justin if they're okay with September 10th start.

7.4.2 Dates and Times

Start September 10 and end date is usually before the concert.

Fundamentals 10:30-12

Swing Set 12:30-2

Music Works 2:30-4

Dynamics start September 13 and end date TBD, based on booked performances.

7.4.3 Ensemble band representatives

Fundamentals James B.

Swing Set Cindy B.

Music Works Audrey K.

Dynamics Sue Mellow

7.5 Sunshine band

This is an ensemble. Earl H. has volunteered to help organize it for 2026. He has a suggestion on where to perform.

ACTION:

- Audrey will ask members for someone to volunteer to coordinate this.

8. Admin:

8.1 Non concert band

James was approached by a few members about this. Much discussion amongst the Board. Conductors were consulted and they did not like the idea.

Motion: do a survey of members to find out if they would like a dedicated band that does not do a concert. Same fee, can play in concert bands too.



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Comments: Passed with the understanding that the survey question needs to be worded clearly. Note in survey that this will not happen this year. Bev declined because she feels the board needs to discuss if this style of band is even possible financially or organizationally. If the member can only play in the non concert band it might reduce the numbers such that we can't have the different levels of experience for 3-4 concert bands. James thinks knowing how many members are interested in the non concert band will help us make our decision.

Vote: Moved by: James Seconded by: Pat Vote: Bev declined, Cindy abstained, all else agreed, passed.

ACTION:

- James will post the survey wording on the discussion forum so we can assist in fine tuning on how to ask the question. Once all satisfied, do the survey.

8.2 Our Mission (BM)

Bev suggests that we post/have a mission for the organization. It is implied but not documented any where. Here is one to start with,

“Provide the opportunity for seniors and others to enhance their lives through learning how to play a musical instrument. This opportunity provides benefits of ongoing learning, community, outreach through performances, social interaction and improved health. This is achieved by regular rehearsals, musical coaching, ensembles and performances through the year.

Our motto is "Your best is good enough....and your best keeps getting better."

ACTION:

- Bev will add a topic to the discussion for the Board to fine tune this. Once approved, it will be posted on our website and on Facebook.

8.3 End of Year Survey (Sent previously) (JB)

Like last year we got a lot of good information from this survey. It will take a long time to discuss some of the suggestions. So we will meet just to discuss this. Discussed whether to share the results with all members. Decided to only share the graphs, so the comments can be private.

ACTION:

- James will create a document of just the graphs and post it on the website.
- Audrey will attach the document to the member email she will be sending out.
- Audrey will book a classroom for the Board to meet on September 25 at noon.

8.4 Vacancies

A/R Coord – Bev will fill in until a permanent person steps up. This will give us a chance to confirm there are no problems with the process with Cindy doing most of it.

Concert Mgr

Ticket Sales coordinator – needs this volunteer by October to help with the Fall Concert.

Publicity – Pat is stepping down. Need a volunteer now



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Bingo volunteers – need at the most 20 volunteers pre time period.

Bingo Volunteer Coordinator – Audrey will assist Jenny to give her a break. Maybe set up a bingo email they can share. Audrey will talk to Jenny about how to make this easier.

8.5 Board Vacancies

With the 3 voted in at the meeting. We are at the maximum.

Social Committee liaison – need a board director to volunteer

8.6 Changing By Laws re # of directors (AK)

Decided not to do this.

8.7 AGM (BM)

Proxy process. Confirmed with board we will use the process of people putting up a card for their proxy to vote. We cannot schedule a date until the review engagement is completed.

ACTION:

- Bev will document and prepare things for the proxy process.
- Bev will ask the committee chairs and people with key roles to start working on their reports for the AGM.

9. Finances: (CB)

9.1 Financial update

Reports for 2023-2024 are not ready to be produced. We will use our reserves for any funds needed.

9.2 Charity status

Cindy thinks we won't need a review engagement done if we were not a charity. However, being a charity does have some benefits.

ACTION:

- Audrey will draft a letter to our MPP (Dave Smith) to bring it to his attention that the profit range requiring a review engagement is too low. We are running on a tight budget. Cindy will review the draft letter.
- Cindy will talk to Del and Baker Tilly about our charity status.

9.3 Review engagement of accounts:

Cindy found Baker Tilly to do the review engagement. They quoted \$7000 as the annual fee, plus a one time fee of \$1500 for getting set up (which requires looking through the previous years financials 2022-2023).

Motion: Approve hiring Baker Tilly to do a review engagement for 2023-2024

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

9.4 New Grants:

Didn't get the last one submitted and the other one we were looking at, did not fit for us.

10. Fundraising:

2024-8-16 Board meeting minutes (web).docx

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10.1 Delta Bingo: (CB,GG)

Gary submitted the following on Bingo earnings.

\$1,427.88	earned in Jan
725.33	earned in Feb
1,952.46	earned in Mar
2,603.55	earned in Apr
1,452.00	earned in May
1,428.19	earned in June

\$9,589.41 TOTAL in six months
Ave \$1598/mth

Multiplying that total by 2 equals
\$19,180 estimated total for one year.

Audrey did the liaison training and a few things have changed. There was a situation where someone didn't show up for their shift and they or their partner did not called in a backup. We got penalized for this. Audrey found out that if we get 3 'black marks' in 6 months, we will be booted out.

ACTION:

- Audrey will talk to Jenny about sharing the bingo volunteer coordinator position to give her some relief. Using a shared email might help with this.
- Audrey will talk to Jenny about having a better process for contacting backups.

11. Property Committee:

11.1 Instrument sales

11.1.1 Marimba at PCVS. Quentin needs a place to set it up, take pictures and show potential buyers. Do it maybe in September

11.2 Instrument repairs

We have a contact to repair the timpani's but need to get them to him.

ACTION:

- Audrey will ask Phil Panter to work with Quentin and coordinate getting this done.

11.3 Instrument rentals. (Property Policy sent previously)

Defer.

12. Communication: (JB)

12.1 PA speakers and headsets

James purchased a new unit with 2 headsets, invoiced submitted.

Have enough for the start of the season

Need to set up an area to charge the devices at Living Hope.

ACTION:



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- Audrey will ask the Conductors to use the headsets because do have a problem hearing them. The Conductors that use the new headsets are to leave them at Living Hope in an area to be charged.

12.2 Pictures on website.

Discussed updates to the website. Posting the Coach's pictures and bios will show we have talented people and maybe help them with getting people to tutor.

ACTION:

- James will ask Ben for a picture of him and his bio, to put on the website. He will do the same for the coaches.
- James will remove Gord from the website

13. Concert Committee:

13.1 Fall and Spring Concert

Calvary still has not returned Audrey's calls.

Discussed maybe having 2 bands and some ensembles play the Fall concert and 3 bands for the Spring concert to help reduce the length of the concerts. Defer for further discussions.

ACTION:

- Audrey will book Adam Scott for Dec 6 and May 30 6pm-11pm. She will verify if the auditorium has A/C and let them know we need 2 classrooms to use as green rooms. She will cancel the booking if Calvary can be booked instead.

13.2 Winterlude Concert

Invite people, ask for donation. Defer.

13.3 Ensembles

Cindy offered to organize a Concert that is performed by the Ensembles. She had talked to Mark and Justin about this and they like the idea. She suggests using the Alternatives Church. Parking is okay there. Date TBD, maybe Spring instead.

14. Publicity and Recruitment Committee:

14.1 General

Pat reported the following.

We have a fair amount of Publicity happening this month:

- Zoo sign
- Examiner article (twice)
- Radio ads on Oldies 96.7 (16)
- Our website
- our private members' FB page
- James can you please post on our public FB page?
- Cindy is doing the FB ads (cost unknown at this time)
- Open House Sept. 9 and 11 at Living Hope



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- Living Hope congregation notice via Rieta

I think it's enough, especially if you just saw the #s in each band in my Members' report!
I will report on the Publicity budget in another email.

14.2 Come play with us August 27

James has posted an event to Facebook for this. Summer band people will share their music.

ACTION:

- James will add to the event that others are welcomed to come and observe.

14.3 Open House plans

Pat, Audrey and Earl will be there.
JB add event on FB, CB paid Ad.

ACTION:

- James will add a Facebook event.
- Cindy will run a Facebook AD.

15. Social Committee:

15.1 Need a board liaison

Defer

16. Membership Committee:

16.1 Membership registration (PW)

Pat's been working very hard on Members, both new and returning, with some assistance from Bev and James. Below are her comments.

Mark has worked very hard on getting the rosters as complete as he can at this time.
The bands are BIG and I feel sure some others will join before our start up dates: Monday Sept. 9th and Wed. Sept. 11th!

I have contacted the band reps and asked them, just to be sure, if they are all ok to stay on for 24/25.

Right now we have:

Green	39
Jubilee	50
Allegro	52
Skylark	47
Odyssey	42

I hope it's not too many!??

Earle is making name tags for the 2 first rehearsals now. I thought it would be very welcoming if they were ready to go asap!



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Pat will be at the first Green Band day as well as the first upper bands day (am and pm) early to set up an Open House table with the name tags, copied info. sheets for new players (even though I did ask them to read what was on the website), etc. Earle says he's always there on Green Day too, which I didn't know. More BoDs helping out on both days would be appreciated. It will be busy!

I have a list for each band rep., as well.

ACTION:

- James will cover for Bev and Pat Aug 23-31 and contact any new registrations

17.AOB:

17.1 Suggestion box.

ACTION:

- Audrey will tell the members to contact a board member.

17.2 Need to break up sectionals better. Currently some instruments are in sections that don't play the same music.

ACTION:

- Audrey will talk to Ben.

18. Emails to send to the members

- Name tags
- regarding volunteer needs for committees
- remind members about Band Balancing policy
- classroom sign up
- Fees
- Fall Term schedule and special events
- Leave wheelchair parking available for those that really need it, even if there is no sign
- Inform Coach and Ben if not coming to sectionals (coach/room cancelled to save \$)
- Complaints. Talk to BOD not conductors
- Email 'general' if contact information changes

19. Next Meeting:

Sept 12 but requesting it change to Sept 26
Will discuss in groups io

20. Adjournment:

Bev