

Peterborough New Horizons Band
Minutes of Board Directors Meeting
August 31st, 2011 @ 1 p.m.

Present: Dirk Verhulst, Gail Rowat, Wayne Mutton, Bev Bresee, Harlene Annett, Chris Wells, Bill Robb

Regrets: Frank Malloy

1. The meeting opened with a review of the June 9, 2011 and August 11, 2011 minutes. **Moved** by Gail Rowat, **Seconded** by Harlene Annett that both sets of minutes be approved. Carried.
2. Business Arising: Gail reported that the PNHB tuba that was being rented will be returned and will be inspected upon its return.
3. A personnel issue was discussed.
4. Opening Day September 7:
 - a. A list of music missing from our library was distributed. Some titles were removed because they were accounted for. Wayne and Dirk will continue to look into this matter.
 - b. Contracts to be completed for instrument rental need to be arranged. **Decision:** Gail will ask Frank for a copy of the Instrument Rental contract for future use.
 - c. Updating PNHB website: **Decision:** Wayne will contact Lynn Allan to see if she is interested in redesigning our website. If not he will contact other website designers Board members suggested.
 - d. Coffee and refreshments: Gail, Wayne, Lorna and Dirk will organize the morning break and Moureen Bliss will do the afternoon. **Decision:** BOD members will bring treats for September 7. **Decision:** Wayne will give a “Welcome Back” speech at both coffee breaks.
 - e. Tympani repair: Chris will write a cheque for the repairs and Wayne will deliver it.
 - f. Status of Music from CDHS: 1000 sets of music are available. **Moved** by Dirk Verhulst, **Seconded** by Gail Rowat that the PNHB offer to rent this music at a cost of \$100.00 for the coming band year. Carried.
 - g. Advertisement for the Recording Secretary and Concert Manager. **Decision:** the Recording Secretary volunteer will be exempted from paying dues for the coming band year. **Decision:** Bev will contact Sal re: a job description of the Concert Manager position followed by issuing an email asking for volunteers for both roles. **Decision:** Wayne will make a verbal appeal at coffee break for volunteers for these roles.
 - h. Wayne will be contacting Pro-Tect locksmiths re: changing the locks on the music library and instruments door. The work will be paid by the PNHB.
 - i. Dirk will create a “Welcome Back” sign on a whiteboard for September 7.

5. Annual General Meeting (September 28):

- a. Draft of the Annual report should contain the Confirmation of Acts as listed below:
 - i. approving the actions of the Board of the previous year – *N.B.* A motion needs to be made regarding this
 - ii. an exemption from the audit
 - iii. appointing an individual to carry out a financial review

Decision: Dirk will verify if these three items are in the Confirmation of Acts and Gail will forward to Dirk a sample of the Confirmation of Acts from the PSO.

- b. Treasurer's Report: the following should be contained in the report and the following motions be made by the Treasurer:
 - i. Acceptance of the financial report
 - ii. the choosing of a financial auditor
 - iii. payment of bills

Gail pointed out the following:

- the Confirmation of Acts must be moved earlier in the agenda *and* it must be asked three times if there are any motions from the floor.
 - nominations from the floor are called for after the presentation of the slate of candidates which the BOD will present. This is a requirement under the Act as a means of ensuring all members have a chance to stand for election.
- c. Bev will prepare and send out notices for the AGM. Notices will be sent out September 14.
 - d. All individual reports for the Annual Report have been completed.
 - e. The Annual Report will be compiled by Wayne and Dirk.
 - f. A Slate of Candidates is being readied for the consideration of the membership. **Decision:** Board members will continue to contact members to see if they are interested in running for a seat on the Board.
Decision: Wayne will address members at coffee break re: nominating members to run.
 - g. Dirk and Wayne will prepare candidate profiles, ballots and attendance logs.
 - h. Handbook for new Board members: Bev will prepare the handbook and include the PNHB Request for Payment or Reimbursement form, Standing Committee and Job Responsibilities information.

6. Do at the Zoo Two (September 18)

- a. Individuals are needed to man the donation table. **Decision:** Wayne to ask at coffee breaks for volunteers.
- b. Tim Rowat will set up the sound system.

- c. Jack Sisson said people making donations will be issued a tax receipt if he is given names and addresses.
 - d. Amount and Source of Honorarium for Conductors: **Decision:** Chris Dickson Trio, Justin and Mark Hiscox will receive an honorarium. Monies to come from Firefly Band (for the trio), Swing Set (for Justin) and Dynamics (for Mark).
7. Charities: **Moved** by Gail Rowat, **Seconded** by Wayne Mutton that Casa de Angela be the recipient of funds raised at our Spring concert. Carried. A decision regarding support of the K-H Children's Foundation will be made by the incoming Board. **Decision:** Wayne will contact the spokesperson for the foundation and let them know of our decision.
 8. Green Band: 37 people have signed up. 7 are present members either learning a new instrument or receiving additional instruction on their present instrument. **Decision:** Wayne and Bev will be there September 12 to introduce themselves to the new recruits.
 9. School Trips: Lorna Verhulst has spoken with Joe Tompkins at the KPRDSB regarding the band presenting Performance Workshops at various schools between November 2011 and May 2012 at a cost of \$50.00 per presentation. Lorna has emailed Mr. Tompkins a description of the Workshop that he can forward to schools.
 10. Kawartha Strings: Auriel Creighton is not interested in having the KS join the PNHB.
 11. Donation of French Horn from Mary Lamon: **Decision:** Bev will contact Claire Durand regarding having memorial wording engraved on the instrument. The instrument would then be available for rental to band members.
 12. Various volunteers will be recognized at the September 28 Board meeting for their contribution to the PNHB.
 13. Meeting with Conductors September 7 @ noon: BOD members are asked to attend this meeting. Bring your lunch.
 14. **Moved** by Dirk Verhulst, **Seconded** by Bill Robb that the March Social be cancelled in lieu of the Band Cruise and/or organizing another event. Carried. **Decision:** Dirk will contact the Evinrude Center and cancel our reservation.
 15. It was **moved** by Chris Wells and **seconded** by Bill Robb that the meeting be adjourned. Carried.