

PETERBOROUGH NEW HORIZONS BAND  
Board of Directors Meeting Minutes  
December 7<sup>th</sup>, 2011

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**PRESENT:** Wayne Mutton, Bev Bresee, Chris Wells, Gail Rowat, Cathy Breedon, John Devan,  
Walter Dobrew, Margaret Kean, Fred Sneath  
Recording Secretary: Joan Necoloff

**1. Conflict of Interest**

Chris Wells and Wayne Mutton declared a conflict of interest for Agenda Item# 7.8.

**2. Approval of Agenda & Minutes of November 9<sup>th</sup>, 2011**

**MOVED by Chris Wells and SECONDED by John Devan that the Agenda and Minutes of November 9<sup>th</sup>, 2011 be approved as presented..... CARRIED**

**3. Presentation From James Burnett - Regarding Internet Services and Web Design**

James presented information on each of the following services which he can provide.

**Digital Music Library** on line which would make the band music distribution more effective. Copyrights are not an issue as long as the library is not open to the public and used for educational purposes. He also proposed the purchasing of a fast scanner to convert our current library, which would be either stand alone or attached to the website.

**Web Site** – Our website needs to be dynamic, utilizing videos and active content. Members would be able to upload pictures to the website or emails with pictures. Emails including attachments can be logged there, and members could post changes. It would be used for surveys and responses that would summarize responses. We would use a template driven format that has a more dynamic entrance which is important. He suggested that we have a small committee to help set it up.

**Email** – Utilizes Mail Man Software which is a free service, and there are no restrictions on it for usefulness. It has good securities which is important. Our present provider is probably Nexicom. The total cost would be \$125.00 a year for digital music library, website design and email.

James rents his web space from an international source. He was thanked for his presentation.

**4. In Camera Discussion**

Gail Rowat tendered her resignation by public letter. A replacement property rep is needed. Margaret Kean agreed to take on the property responsibility in place of social rep. A social rep to replace Margaret can be chosen from the membership as long as there is a board member liaison. Bev will talk to Loretta Horwood to ask her to take on the social rep position in place of Margaret. We need to eventually add two board members, however 7 board members is okay for now.

**5. Business Arising from Minutes**

**5.1 Charities: Trent Valley Archives** – John Devan & Guy Thompson

Guy Thompson from Trent Valley Archives joined the meeting. We have agreed to designate the May 25<sup>th</sup>, 2012 concert as a fundraiser for Trent Valley. Guy Thompson made a presentation about the Archives. They are a depository for historical records from township land, genealogical history, census, family history, library books of local authors, and archival collections of correspondence, newspapers, photographs and maps. They have 400 members, and do not get money from the county or city. Their budget of \$80 – \$90, 000 comes from memberships, donations, and fundraising events. They recently received archives from the Peterborough Examiner from 1847 – 2008 and purchased a school portable classroom for storage. They currently need money for shelving for the new material. The portable also needs heat and proper humidity for the Examiner records which is expensive. They really need a new building for all four regional archives to be in one building, but the county councils are not interested in helping. They are a valuable and important organization that doesn't get much government funding. Publicity at the concert was discussed. Suggestions that we put an insert in the concert flyer; get publicity from the Examiner, and set up an information table outside the door. Someone could make a short presentation at the concert,

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have people in period costumes, and the program could be skewed to Canadian history. We need to discuss this with Justin and Mark. Trent Valley Archives are pleased that the concert would add to their fundraising budget. We expect that they would sell 100 tickets @ \$10. They will receive the amount of total sales less expenses.

**5.2 Band Pictures for Website** – Wayne Mutton

Bill Robb has agreed to take pictures for the website and will replace the old ones. He has good experience and will begin in January.

**5.3 Website Redesign** – Wayne Mutton

Now that we have a photographer, Wayne will do the content with the priority being the recruiting of new members for the green band, using testimonials and pictures. Wayne will ask James Burrett to submit a proposal, using a template and including a breakdown of the cost. We will supply the pictures, our logo and the writing. Wayne will bring in suggested templates for the board to approve.

**5.4 Missing Music** – Wayne Mutton

Wayne has a list and copies of invoices. He will approach Peter over Christmas for any others he might have. It was suggested that we start the process in January to secure the rental of this church. Chris Wells and Bev Bresee will do this.

**5.5 Letter to Jane Darling** – Bev Bresee

Bev replied to her letter, telling her that the Board will be discussing the Small Ensemble Policy in April 2012.

**5.6 Flow Chart Indicating Band Organization** – Bev Bresee

Roger suggested that we do a flow chart for the band members showing all the different ensembles and groups available. It was agreed that this needs to be in consultation with the conductors. Bev will ask Sal how we can go forward with this.

**5.7 Digital Music Library** – Bev Bresee

Bev reported that the conductors have been contacted and she will contact James.

**5.8 Donation in Memory of Antonio Castiglione** –

Bev reported that she sent a \$25 donation to Canadian Cancer Society in memory of Sal's brother and a card to the family from the Board of Directors.

**5.9 Governance Workshop Report** – Four issues were discussed.

1. Transparency – Audited statements should go on the website with the auditors' permission
2. Our mandate is to benefit society in general, socially, mentally, etc. It was suggested that we get testimonials from Roy Ernst and from a few others members.
3. The CRA has to be informed of any changes to the board. We have to make sure we are following the provincial guidelines.
4. A not-for-profit act is coming into effect in 2012 which will have new guidelines. We will have 3 years to implement the changes.

**6. Board Reports**

**6.1 Financial Report** – Treasurer, Chris Wells

There is no formal report until the end of the quarter. Chris referred to "accrual compared to budget". At the beginning the coaching budget was not correct. With the dues collected so far and an estimate of more to come, the revenue is reasonably on track. Expenses are \$2000 short for conductors, and since coaching

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was based on 33 weeks instead of 35 we will be over budget for coaching. Rent budget is within \$500. Total shortfall compared to budget is \$7500, which is not an accurate figure. We are doing well. Balance sheet and profit and loss – were passed around for review. Bev mentioned that in the past we paid Mark and Justin an additional \$100 for concerts. Now that we have 5 conductors, we can't afford to do this for all 5, therefore concerts should be considered included in their pay. Bev agreed to approach Mark and Justin and tell them that we can't afford the additional \$100 anymore and hope they are agreeable. If this is not acceptable then Bev will bring it back to the board for further discussion.

**MOVED by Chris Wells and SECONDED by Wayne Mutton to accept the financial report..CARRIED**

**6.2 Social Report – Margaret Kean**

Margaret reported a huge turnout today for the Christmas party. There was lots of very good food and lots of eager helpers. Not everyone had nametags.

**6.3 Publicity – Wayne Mutton**

Wayne needs to form a Publicity Committee. Next concert we will need more programs. We only paid \$30 for programs due to the advertising. There was a suggestion that confirmation of band names should be done by the band rep.

**7. New Business**

**7.1 Conflict of Interest Policy- Bev Bresse**

Bev read the Conflict of Interest policy #2. Cathy Breedon will be bringing a draft proposal of the revised Conflict of Interest Policy to the board next meeting.

**MOVED by Margaret Kean and SECONDED by Walter Dobrew that we amend, enlarge and clarify #2 of the Conflict of Interest Policy. Change to include “acting sitting board members shall be disqualified from sitting on the board if they enter into conflict of interest situations”. .....CARRIED**

**7.2 Annual Plans/Objectives – discussion, application, revision – Bev Bresse**

**The PNHN Annual Plan was** distributed and changes and comments were made as follows:

Objective 2. This is a new one.

Objective 3. This is a transparency issue.

Objective 4. Fred Sneath will meet with Bill Robb in the spring to continue work on the Trillium Grant application since the original was turned down .

Objective 7. Change wording to “Recruit band reps for each band”, and Lead changed to band members. First Bev will speak to the conductors to see if they want band reps. Suggestion was made that each band will appoint 3 people to become reps which will ensure better communication. It was agreed this is a good idea, and there was further discussion on how to get the best people. We could ask the conductors for their suggestions for band reps.

Objective 8. Eliminate “trip to TSO”. Hannaford Brass Weekend, Pops Concert and Info Day is for all members. It will be April 15<sup>th</sup> – 17<sup>th</sup>. Suggestion was made that we support more local concerts and band associations, in places like Lindsay, Port Hope, and Cobourg.

Objective10. The lead person will be Margaret Kean.

Objective11. Change wording to “Review our current property and recommend purchases as needed.”

Discussion regarding the purchase of new music and instruments is determined by the board. We need to put a policy into place early next year.

Objective13. See 7.10

Objective14. Form a Social Committee to include board members and Loretta Horwood.

Objective15. Form a Publicity Committee to include Wayne Mutton and Walter Dobrew.

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Bev will rework this Annual Plan after the board reps are appointed and will redistribute it early next year.

**7.3 Instrument Rental Form and Rental Rates**

Bev distributed the form and asked for approval. Fee is \$25 monthly for any instrument. There is a previous motion that rental rate should be 80% of the Long and McQuade price. Margaret will talk to Harlene who has records of who is renting what, and the location of the completed rental forms. Bev will ask Dirk to confirm the rental rate of 80% from Long and McQuade. It was suggested the form should include an indemnity clause. The rental form will be reviewed again at the January meeting.

**7.4 In Camera Discussion**

**7.5 Secretary's job description in the by-laws**

Bev referred the job description in the board manual and discussion followed. Agreed to change "he to he/she".

**7.6 Catch Up Band and Mentorship Program – Proposed by Sal Castiglione**

Proposal outline was distributed for review. Discussion of this program followed. It was agreed that this is a very good idea especially for people who go south and need to catch up. Mentors would not be paid.

**MOVED by Chris Wells and SECONDED by John Devan, that a Catch Up Band be established by Sal Castiglione and will be self sufficient and self supporting.....CARRIED**

**7.7 Bereavement Policy – Wayne Mutton**

Bev read the proposed policy that Wayne submitted. Discussion followed and the policy was accepted.

**MOVED by Wayne Mutton and SECONDED by Cathy Breedon, that a donation of \$25 will be made on behalf of the Board for band members, and spouses. Band members are strongly encouraged to make individual donations.....CARRIED**

**7.8 In Camera Discussion**

**7.9 Green Band Manager Trainee – Bev Breese**

Bev referred to the job responsibilities section in the Board Manual, under the areas of responsibility. Issue of why the Green Band manager and the concert manager have to be members of the board. It was suggested we change the wording to "responsible to the board". After much discussion it was agreed that we add a separate page stating that specific positions do not have to be members of the Board but have to report to a designated board member. It will be applied to these positions; publicity, social, concert mgr, green band manager, and property manager. We need to assign a specific board name for each position. Bev will do a list of names of people in these positions and which board member they are responsible to, and bring it back to board for review.

**7.10 Plans for 10<sup>th</sup> Anniversary – John Devan**

John distributed a handout outlining his draft plans for the Anniversary Weekend. Friday would be a benefit band concert. Saturday would be a luncheon with a large number of people invited; i.e. press, politicians, community leaders, etc. Special tables will be set up for 15 charter members, past and present conductors, press etc. Sunday would be an outdoor party possibly at the zoo. Publicity should include a public message of what we have done for the community over the past 10 years. John would like to draft an outline of the plan for the membership to let them know. A budget will be needed for the luncheon. Plans include selling a weekend pass for all functions maybe \$25. We should not have a problem getting

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sponsors. John asked for ideas for venues to be sent to him by email. The board agreed to give John permission to go ahead with this plan.

**7.11 Membership Survey** – Bev Breese

It was decided not to do another one this year.

**7.12 Request Regarding Email** – Bev Bresse

A Trent River band member has left Trent River and wants to return to PNHB in the Fall. They requested that we include them in our email mailings. Approval was given.

**7.13 Scheduling Change for 2012**

Discussion on issue of eliminating the Christmas party next year and then have the band start back one week earlier in January.

**7.14 Evening PNHB Group** – John Knights would like to start a group for people who work all day, students and existing members. It was agreed we will ask him to submit a proposal including fees.

**8. Other Business**

Concert Review - Suggestion that for the next concert we give out free tickets to CHEX TV and Cruise radio. We should also look into posting promotional material in the Public Library show case display.

Green Band - Issue of Green band having only 2 hours per session instead of 3 hours like the other bands.

Bev will talk to Sal and ask him to answer,

Christmas Party was great, however at the combined band session; the music was too hard for Pine and Green bands. Bev will send an email to everyone that we will address this next year.

**9. Date of Next Meeting** – Wednesday, January 18<sup>th</sup>, 2012

**10. Adjournment**

**MOVED by Walter Dobrew SECONDED by Wayne Mutton that the meeting be adjourned....CARRIED**