

PETERBOROUGH NEW HORIZONS BAND
Minutes of Board of Directors Meeting
November 9th, 2011

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

In camera discussion

2. Approval of Agenda & Minutes of October 12th, 2011

Moved by Chris Wells and seconded by Fred Sneath that the Agenda and Minutes of October 12th, 2011 be approved as presented..... CARRIED

3. Business Arising

3.1 Workshop on Governance Nov. 24th - Update

Bev Bresee, Fred Sneath, Gail Rowat and John Devan will be attending.

3.2 Charities – Wayne Mutton and John Devan

Wayne reported that Casa De Angela has declined our offer. John reported that Trent Valley Archives Group may be interested in our spring concert. He will speak to Guy Thompson to confirm.

3.3 Band pictures for website – Wayne Mutton

Wayne reported that his previous contact is not interested and would be expensive. He recommends that we approach photographers Frank & Fran Farrell. Wayne will ask them if they will do it.

3.4 Missing Music and Church Keys – Wayne Mutton

Music – Wayne distributed a list of missing music that we have receipts for. He will ask Peter one more time to check if he has any. Bev reported that Susato Variations has been found and suggested that we check with Justin and Mark for Colonel Bogey March.

John Devan reported that since we are storing music in the women's washroom, he has spoken with Bill Robb who offered to build additional shelves above our present music. He will follow with Bill.

Keys – Wayne reported that Bruce Whitney has returned two keys and Peter Ford's has been returned. The church will reallocate them.

4. Board Reports

4.1 Financial Report – Treasurer, Chris Wells

Chris distributed the Balance Sheet and P&L Statement from October 31, 2011. He reviewed the reports and noted that; the rent is higher than anticipated, coaching and conductors line has been separated, and coaching will be overbudget. The accounting fees on the statement are from 2009 – 2010. The invoice for 2010 – 2011 will be received soon.

4.2 Social Report – Update regarding Christmas Party – Margaret Kean

Following a meeting the conductors Margaret conveyed the message that they would like all three bands to play together, using suitable sight reading music, but felt that 1 ½ hours was too long. Discussion followed regarding the mass band concept and integrating of the Green band. The purpose is to allow people to socialize and to hand in their music. The Board agreed that on Dec 7th from 10 – 11:30 we would have a combined band practice including Green band, with sight reading suitable for all, and followed by a Christmas party until 12:45. Margaret will also ensure everyone has name tags.

Margaret later reported an estimate to buy sandwiches and goodies for the party would be too expensive. We will ask the membership to bring finger foods, as before, but will provide platters and large plates instead of individual plates.

Bev noted that the next Board meeting will follow right after this party.

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4.3 Publicity – Update regarding December 2nd Concert – Wayne Mutton
Posters and tickets for the concert were given out today. Walter and Wayne offered to be responsible for the promotion table at the concert. They may set up a second table for a collection of pictures and scrapbooks from Clare Durant. J.J. will also help at the ticket table.

5. New Business

5.1 Annual Plans/Objectives – tabled for next meeting

5.2 Insurance Policy - Clarification of what is covered and what part of policy covers the Directors.

Chris Wells reported that following a review of our insurance coverage the decision was to not change insurance companies, due to a pending legal action which did not go forward. After many months the insurance company confirmed that this action is not covered under the Directors insurance, but would be covered under the Liability. We will change companies on the next renewal date, as we can save up to \$1000.00. Chris passed the file around for the members to read.

5.3 Exemptions from band fees - tabled for next meeting

5.4 Secretary's job description in the by-laws - tabled for next meeting

5.5 Pops Concert - The deposit for the pops concert at Evinrude Centre in June 2012 has been paid. Planning for this event will be done in January, including set up, concert structure, and production management. The goal is to keep it very upbeat. Bev will confirm the date.

5.6 Forwarding of minutes to membership – This issue of board minutes taking too long to reach the membership has been addressed in the past. Discussion followed of our preferences and how other boards handle this issue.

Moved by Gail Rowat and Seconded by John Devan that the meeting agenda be posted on the website prior to the meeting for the membership's reviewCARRIED

5.7 Birch Band Conductors – Chris Wells

Moved by Chris Wells and Seconded by Gail Rowat that a motion of thanks be made to the Birch Band conductors, Justin Hiscock, John Knights, and Gord Thompson for an excellent job this year.

Amended motion

Moved by Walter Dobrew and Seconded by Gail Rowat that a motion of thanks be made to all the conductors and coaches of the Green, Oak and Pine Bands.....CARRIED

Discussion followed of how to thank the conductors and coaches and it was agreed that a public acknowledgement be made at the Christmas concert. Also comment publicly that, as a new band we think our instruction is the best we've ever had. This is a new reorganized year and everyone is working together really well, and the board is really happy.

5.8 Bereavement Policy – Wayne Mutton

Current policy for when a member or spouse passes away, a \$25 donation is made. A Sympathy or Get Well card is sent from the board on behalf of the membership. This policy needs to be changed. Bev read proposed changes submitted by Wayne, and it was agreed to amend the policy at the next meeting. Bev will send \$25 to Canadian Cancer Society in memory of Sal's brother, Antonio.

5.9 Retired Teachers of Ontario - Bev read a letter from Ceris Higgs from the Peterborough group asking us to co-ordinate our activities with theirs. This year there is an unintentional conflict with our Christmas party date. It was agreed that Bev will write and tell her that unfortunately we cannot change this year's date but will send her our calendars from now on with our future dates.

5.10 Website redesign and digital music library – Wayne Mutton

Website Redesign - Wayne reported that Matt Stimpson, a web designer has given us a quote to redesign our website and logo. This could potentially be used as a marketing tool to recoup some of

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the costs. Wayne further reported that James Burnett has offered to submit a proposal, based on a template, which would probably be less costly.

Digital Music Library – Sal Castiglione and John Knight agreed this is a great idea. The band music can be put online for each member to download. This would be an inexpensive way to distribute the music. Sal will talk to James Burnett about this and will report back.

5.11 Green Band manager trainee – tabled for next meeting

5.12 Plans for 10th Anniversary – tabled for next meeting

5.13 Membership Survey – tabled for next meeting

5.14 Mentorship Program - Walter proposed that after Christmas we discuss setting up a mentor program.

6. Other Business

6.1 Letter from TRNHB Member - Bev read a letter from a member of TRNHB who would like to play in Swing Set, for only one band fee. There was discussion regarding the Board policy regarding this issue, i.e. TRNHB members who want to play in PNH's ensembles must pay for both. It was agreed that this issue be tabled for 6 months to further review the policy. Bev will reply to the letter with this information.

6.2 Report from Concert Manager Roger Dunits - Review of plans for the Dec 2nd concert.

- The MC will introduce Bev Bresee, President of the Board in between the performances of the Pine Band and the Green Band, and Bev will then introduce the Board of Directors and do the recognition of the conductors.

- There will be a promotion table and Roger requested that a board member be on hand. Wayne, Walter and Cathy previously offered to look after this.

- 10th Anniversary Sept 2012 - Decisions need to be made regarding what format to use, the location needs to be booked, and the date set.

- Benefit charity concert - There was discussion regarding previous problems with different charities. John reported that Trent Valley Archive Group would like to be our charity and he will ask them to submit a proposal for the May 25th, 2012 concert. TASS has been booked for this concert. It was suggested that we stipulate that they must sell 100 tickets. Appropriate changes need to be made to our benefit charity policy for future concerts.

- Location of concerts – Discussion of changing the location of concerts with consideration of the transporting of our equipment each time. Possible venues discussed were Living Hope, Market Hall, and Calvary Church. TASS charges \$99 per concert or \$300 a year.

- Question regarding whether there is a budget for consumables? Recently two rolling carts have been purchased and other equipment is needed. Discussion followed regarding the best solution for transportation of instruments. It was suggested that each person be responsible for their own instrument including transporting it. A truck would still be necessary for the heavy and awkward instruments. Roger demonstrated a table used for the bells.

- Suggestion that a flow chart be developed showing where members can go from each band level, including ensembles. Green band in particular don't know where they can go.

- Question regarding what would happen to the band's assets if they disband. It was explained that by law all the assets would go to a like charitable organization.

Sal Castiglione joined the meeting

- Discussion regarding concert ticket prices. Tickets will remain at \$8 or 2 for \$15.

- Sal reported from the conductors meeting that they would like him to act as liaison.

7. Date of Next Meeting – Wednesday, December 9th, following the Christmas party approx. 12:45 p.m.

8. Adjournment

Moved by Gail Rowat and seconded by Chris Wells that the meeting be adjourned.....**CARRIED**