

PETERBOROUGH NEW HORIZONS BAND
Minutes of Board of Directors Meeting
October 12th, 2011

PRESENT: Wayne Mutton, Bev Bresee, Chris Wells, Gail Rowat, Dirk Verhulst, Harlene Annett, Bill Robb
New Directors: Cathy Breedon, John Devan, Walter Dobrew, Margaret Kean, Fred Sneath
Recording Secretary: Joan Necoloff

1. Guests – Cruise Update
Bill Robb reported for Glenn and Gwen McMullen on the progress of the Cruise event.
 - There are 34 bookings so far, 21 registered for the cruise band which is still short a few players.
 - This event is financially self sufficient.

2. Conflict of Interest Declarations
Wayne Mutton explained to new members when a conflict would occur at a meeting i.e. financial, staffing issue, etc. There were none declared.

3. Approval of Agenda & Minutes of Sept 14th, 2011
 - Minutes from the AGM are on line.
 - Item #12 on agenda will be moved to the November meeting, for the new board to address.
 - Additions to agenda Item #12. a) Photo day for the website b) Address a query regarding lag time between board meetings and posting of the minutes on the website c) mallets and percussion boxes.
 - Minutes of Sept 14th, 2011. Item 6 correction – year should read 2011

Moved by Gail Rowat and seconded by Fred Sneath that the Agenda and Minutes of Sept. 14th 2011 be approved as presented, with the above additions and correction..... Carried.

5. Business Arising
 - a) Missing music – Wayne Mutton is working with Peter Ford to return approx. 15 pieces of music.
 - b) Keys – Rieta Weaver has a key and Wayne Mutton will get keys from Bruce Whitney. After some discussion it was suggested that we set up a key list.

6. Board Handbooks – Bev Bresee reviewed the Board Handbook and noted that a new form has been added to be used for reimbursement of funds spent by board members. Forms are to be given to Chris Wells before reimbursement.

Section 1 - Bylaws - Board was encouraged to read the bylaws and in particular the responsibilities of board members.

Section 2 - Board Policies – Board was encouraged to read through the policies to become familiar with all policies. It was pointed out that there is a policy for ensembles and four policies have recently been revised.

Section 3 – Responsibilities of the Board members – This section includes Responsibilities of Board Members, Job Descriptions and Terms of References for each Committee. There are Standing Committees and Ad Hoc Committees which deal with special issues. All decisions of these Committees must come to the full Board for approval. Discussion followed regarding the work and changes that went into the job descriptions before approval. All coaches have contracts and job

descriptions, copies of which are included in the handbook. There was a suggestion that job descriptions be reviewed on an annual basis. Any verbal contract should be followed up by a written contract.

7. Chronology – Wayne Mutton and Dirk Verhulst

A chronology has been completed starting from the date of incorporation. As per our lawyers instruction this document will be treated as confidential and only board members will be allowed to read it in the presence of another board member. A copy will be kept by the Secretary of the Board.

8. Board Elections – Dirk Verhulst

Dirk explained the election procedure and a majority vote is required.

Moved by Chris Wells and seconded by John Devan that Bev Bresee be nominated for the position of President. No other nominations were presented. Carried

Bev accepted the position and Wayne welcomed her as the new President.

Moved by Wayne Hutton and seconded by Gail Rowat that John Devan be nominated for the position of Vice President. No other nominations were presented. Carried

9. Areas of Responsibility for 2011 – 2012 – Wayne Mutton and Dirk Verhulst

Jon Knights came into the meeting to report on a recent coaches/conductors meeting. He stated that the minutes will be sent out to board members. There was a question regarding who can make decisions regarding the procedure at band concerts. It was agreed that they can make their own decisions.

The areas of responsibility were discussed and Dirk asked for volunteers for each area.

Secretary of the Board – Bev noted that the responsibilities are outlined in the job description section of the board manual Cathy Breedon agreed to take this position.

Treasurer of the Board – Chris Wells volunteered to continue in this position. Harlene Arnett will continue to collect fees and make the bank deposit.

Membership – Green Band Management – Harlene Arnett will continue. Margaret Kean agreed to assist Harlene.

Publicity & Recruitment – Wayne Mutton and Walter Dobrew agreed to work together on this.

Property Management – Gail Rowat

Grants – Fred Sneath agreed to Chair this committee and Bill Robb will help

Library – Rieta Weaver

Social – Christmas party is the priority right now. Margaret Kean, Gail Rowat and Wayne Mutton will work together.

Concert Manager – John Devan will chair this committee and Margaret Kean and Wayne Mutton will help.

Sponsorship & Charitable contributions – to be decided

10. Calendar of Events of 2011- 2012 – Bev Bresee and Dirk Verhulst

Calendar is on the website, available to everyone.

11. Reports

11.1 Financial Reports – Chris Wells

Chris distributed 2 financial reports, a Balance Sheet and a Profit and Loss Statement which outlines

the income and expenses from Aug 1st until present. The coaching and rent costs were higher than expected, however there is a GIC in place which allows us flexibility.

The signing officers at the bank need to be changed. It was agreed that the signing officers will be Bev, Chris, Gail and Harlene. Chris will do the paper work to get this done.

An account review is being worked on. There was a question regarding instrument rental. Gail will ensure we have up to date contracts.

Lloyds of London our insurance company have confirmed that our Directors and Officers insurance do not cover slander. This needs to be further addressed.

11.0 Membership / Green Band / Names - Harlene Annett

Green band has 40 people. 10 are from other bands and 30 are new members.

Total in all Bands = 155 125 in other bands and 30 in green. This total may go up as some members have not returned as yet.

Band Names - Bev reported that Birch and Oak bands want to change their names. There are 8 – 10 potential names for each band. It was agreed the Bev will send the final lists to Cathy for Oak band and Margaret for Birch band to be distributed to their bands. They need to be returned to Bev as soon as possible. Each member gets only once choice.

12. For Future Consideration/discussion/decisions – Moved to November meeting

13. Other Business

Governance workshop - Gail Rowat reported there is a Governance workshop available on Nov. 24th in Peterborough. It is operated by the Government and will deal with changes to Bylaws and how to behave as a non-profit. It's recommended that as many people as possible attend. Gail will post this information and Bev will register those members interested in attending.

John Devan – Trent Valley Archives wants to sponsor our spring concert, however there was a resolution in August agreeing to support Casa De Angela.

Moved by John Devan and seconded by Wayne Mutton that a vote of thanks be expressed to the outgoing board members. Carried

14. Adjournment - Meeting was adjourned.

15. Date of next meeting – November 9th, 2011 – 4 pm