

PNHB Board of Directors Meeting Minutes
January 5, 2022 via ZOOM

Present:

John Topic (President, Chair), Gary Graham (VP), Bev Murphy (Secretary), Cindy Babcock (Treasurer), James Burrett (Communication), Marlys Kerkman (Publicity), Audrey Keitel (Nominations), Quentin Day (Property)

Recording Secretary: Bev Murphy

Conductor Representative: Gord Thompson

Regrets: none

1. Conflict of Interest

Acknowledgement: none for this meeting

2. Approval of the minutes from the December 15th meeting (Sent previously)

Motion: Approve the December 15 2022 minutes

Voting: Moved by: Marlys Seconded by: Gary All in favour: passed

3. Chair's Remarks

I want to wish everyone a Happy New Year. I hope that we can get through the rest of this year without any shutdowns due to covid, burst watermains, or whatever else is lurking out there.

Peter Ford passed away. He was the founder of this group. The members were informed by email. Bev put a condolence on the funeral home website/memory wall.

4. Conductor's Report

Some of the conductors might not always be available so Gord is going to see if others can fill in. He is working out the Sectional timing for Thursdays. Coaches were asked to work on skills and not so much on specific pieces. Will have 2 sectionals/hr on those Thursdays.

Feb 10 Concert.

The Conductors are building the list of music for the Feb Concert program and will let Wayne M. know. Gord will be conducting Jubilee and Skylark. Need to work out schedule and warm up rooms.

ACTION:

1. Gord -remind Coaches
2. Conductors – sectionals timing, concert program

5. Treasurer's Update

Jubilee grant \$ was allowed to be used to pay for expenses incurred.

Cindy working on changing the address on the CRA site

We are close to needing to dip into the reserves, but this won't be a problem since we will be collecting membership fees soon.

Bev informed the group that donations will be advertised more and is working with others to get this implemented.

Cindy has set up Canada Helps for credit card donations. Just needs to do a little tuning. Donations using this website up to Jan 15 will be sent to registered address by cheque. After Jan 15 the direct deposit should be working.

John to send Cindy & Bev the logo, to use on the donation form and Canada Helps.

ACTION:

1. Cindy, James, Bev -co-ord Donation set up & advertisement
2. John – send logo to Bev and Cindy

6. Business Arising from the Last Meeting:

6.1 Sectionals

We were not able to get the sectional dates that we had hoped for. We tried to schedule Jubilee sectionals every other week on Thursday for 7 Thursdays following the Feb. 10 concert. The city has other programming going on, however, so we have now scheduled the sectionals on 7 consecutive Thursdays starting on March 30 and going to May 11.

The NHIMA offers online workshops at a cost. Reading Rhythms Deciphered course currently scheduled. James will forward information to the board.

Motion: Let Allegro know they can join sectionals if they would like.

Comments: The survey on this topic indicated 1/3 Jubilee said no to sectionals and 1/2 Allegro were interested. Board members in Allegro to announce at the March 22 practise about this. John will contact Gord to let the coaches know of this decision.

Voting: Moved by: James Seconded by: Audrey All in favour: passed

ACTION:

1. John – inform Gord about Allegro joining sectionals
2. Board – announce at Allegro March 22

6.2 Formal Sharing Agreements with Friends in Music and PCB?

Friends in Music are not at the Navy club anymore, they have gone to TASS, under a new conductor. So, an agreement with them is no longer required.

PTBO concert band just use the items at the Navy Club. Only on rare occasions do they borrow our items to use offsite. We have benefited from being able to use the PCB music stands. We also share music on occasion. Although there is no formal agreement in place our expectation is that if they break anything, they will fix it.

6.3 Coordination of advertising and publicity

Marlys is chairing the Publicity Committee which will coordinate advertising for what the other committees/people are working on. The committee is stepping up the advertising, to make use of other media.

Feb 10 Concert Status.

- All proceeds will go to the band.
- Discussed the ticket price. For this concert it will be \$10.
- Possibly have a Donation box at door. John will let Renee know.
- Bev is creating a flyer. Cindy will add to Facebook. James will add to website. Bev will print copies of the flyer and have it available for members to take and distribute, Jan 30-Feb 3. 1 Week before concert (Feb 1 roughly) James will email the flyer to the members and ask that Facebook users share the post on the PNHb profile.
- Bev will let Wayne know to add to the Program, how to join and donate.
- Gary has made arrangements for the free Electronic sign by the Zoo Jan 30 to Feb 12. Only allowed to book this once a year for 2 weeks. If no one has booked a time slot , we can book it (fingers crossed it is available for spring concert and information day).

One side will have this message:

LEARN TO PLAY MUSIC
nhbPeterborough.com

Other side will have this message:

PHNB CONCERT FEB 10
CALVARY CHURCH 7PM

Future Ideas/Plan:

- Maybe have Ticket price be a minimum donation of \$10 or pay as much as you can
- Bev will create a general Pamphlet that is targeted to be ready for distribution before the spring concert, if not earlier.
- Tic toc. Maybe we should have account there.
- Investigate doing concerts like at the Mall or the Farmers Market and advertise the band (join, donate, attend events). Target organizations like the Retired teachers dinners. Tag along with information sessions. Places where we can approach upcoming retirees.

ACTION:

1. Publicity Com -coordinate concert advertising.

6.4 Concert Venues and Times.

Again, we started to talk about this two weeks ago.

6.4.1 Feb 10 Concert.

The most immediate concern is getting the program and advertising organized for Feb. 10. John has contacted Renee, Wayne, Norma White and Harlene. The Publicity group has contacted them to provide advertising assistance.

James sent out an email to members to indicate if they will be at the concert. James has already received responses.

Ticket sales.

The process is;

- The Band Reps give 2 tickets in an envelope to all members to sell.
- The member puts \$ in envelope and returns it back. Or returns the ticket.

It was suggested to give the members the form to request to advertise in the Program. James said he can email the form to the members instead. He will coordinate with Wayne.

Discussed if there is a better way of handling tickets, maybe on the internet. Audrey to investigate.

Board members to ask at practise, for volunteers to help with concert ticket sales and also collecting advertising money, since the Band Reps will be busy collecting fees.

Equipment move.

Not easy for volunteers to move the equipment from the Navy Club to Calvary and then back again. So John has made arrangements with Seniors Relocation Services to do the move. They charge \$135/hr + taxes. It takes about 1hr, 1 way to do the move and set up at the church. Medda and Allan Kelly will coordinate the move. John is waiting to hear if the timing of when the movers need access to the Navy Club and the church is ok.

The plan for the day is:

- Fri Feb 10
 - 3pm movers pack up at Navy Club, bring to Church and set up
 - 6pm band members to arrive and warm up
 - 7-9:30 Concert. Each band playing for 20 mins.
- Sat Feb 11

- 10am movers move things back

ACTION:

1. James – provide survey results
2. Publicity Com -coordinate concert advertising.
3. James – email form to get advertisement for the concert program, to the members
4. Board – ask at each band for a volunteer to handle ticket sales
5. John – coordinate moving of equipment

6.4.2 Next year's Christmas concert.

Calvary decorates the stage around December 1 and then there is less room for the bands. The date they do this and the size of the decorations are not the same every year. We may have to schedule future concerts before the first weekend in December or after the first week of January. We have to book a place soon because the dates go fast. Alternate places like the George Street and Murray street churches were suggested.

ACTION:

1. Renee and Norma -investigate other venues. John will help and a conductor should be involved

6.4.3 Calvary may not be available for us to use in the future

Calvary has been up for sale for a while now and may not be available for our use in the long term. So we might need to check out something like the Selwyn Outreach Center, so we have alternates identified. A conductor should be asked to help evaluate any alternate venue.

ACTION:

1. Renee and Norma -investigate other venues. John will help and a conductor should be involved

6.4.4 Communication with members

Nothing to inform the members of, besides what was already indicated previously.

7. New Business

7.1 Membership Policy Review

This came up when we were discussing fees and whether we should allow people who would be away for 4 consecutive weeks or more to apply for a rebate. Decided to strike a committee to take a look at the membership policy. Gary will lead and talk to the

other people involved in membership. John, Bev and Audrey have volunteered to be on the committee.

ACTION:

1. Gary, Bev, Audrey – meet as a committee to discuss

7.2 Member Feedback

Need a way to formally make comments. Perhaps a feedback/suggestion form on the website. Discussed whether these are to be anonymous or must provide email address. Will table this for a future discussion.

8. AOB

8.1 COVID Protocols

Discussed whether to change our current protocols and leave as is for now and review this in April, 2023. John will update the document emailed to the members previously and email it to the members. James will then add this to the website.

ACTION:

1. John – will email members
2. James – put COVID protocols on members page of website

9. Next Meeting

February 2nd 6:30pm Audrey out of town but will join if the internet is sufficient

10. Adjournment

Motion Audrey