



# PETERBOROUGH NEW HORIZONS BANDS

## PNHB Board of Directors Meeting Minutes for October 20, 2023 at St Luke's Church

**Present:** John Topic (President, Chair), Gary Graham (VP), Bev Murphy (Board Secretary), Cindy Babcock (Treasurer), James Burrett (Communication), Audrey Keitel, Quentin Day, Jenny Rudell

**Regrets:** none

**Recording Secretary:** Bev Murphy

**Conductor Representative:** n/a

**Portfolios:** (board representatives for these committees)

Publicity – Audrey

Concert – Bev

Property - Quentin

Membership

Social

Fundraising - Bev

**Ongoing Board Committees:**

Budget - Bev, Quentin, Cindy

Dialogue – John, Audrey, Gary

Nominations - Audrey

1. **Conflict of Interest:** none

2. **Approval of the minutes from the September 18 2023 meeting (Sent previously)**

**Comments:** missing Jenny's name. Bev will update and send the updated version to the board.

**Motion:** Approve the revised September 18, 2023 meeting minutes

**Voting:** Moved by: Gary Seconded by: Audrey All in favour: passed

3. **Chair's Remarks**

I invited our two nominees to attend but they could not attend.

Bob Arnold passed away. Was on the board.

Jenny will be resigning from the board but will continue being the Delta Bingo volunteer coordinator.

**Action:**

- Bev will send condolences from PNH B to Bob Arnold's family

4. **Conductor's report (Minutes of Conductor's meeting sent earlier)**

Discussed their comments about sectionals, solutions for the sound system issues and lighting in the auditorium.



# PETERBOROUGH NEW HORIZONS BANDS

Living Hope has set aside cushioned chairs that can be used in Fellowship Hall. They are being stored in first classroom. We are to set them up on Monday for Green band and leave them. After rehearsals on Wednesday some of the chairs are to be put back in the classroom.

Gary raised the issue of having a backup for locking up etc. James volunteered to be the backup for Gary, John and Mark.

## Action:

- John will find out what the Conductors mean by Winter holiday schedule.
- James and Quentin will review audio equipment and price out lighter equipment. Bev has a machine that might help, will bring it to test out.
- John will check with Living Hope and conductors about setting up elsewhere in the auditorium, to maybe help with the lighting and not hear the other band rehearsing as much.

## 5. Finances

### 5.1. Financial update (reports sent previously)

It is very likely that we will go over \$100,000 in income, if Delta Bingo is very successful.

#### Action:

- Cindy and the Board will try to line up an auditor. The appointment of the auditor will probably have to involve another Special Meeting of the members.

### 5.2. Delta Bingo

Cindy needs to set up a separate trust account for this. Need another person for signing authority. James volunteered. We have to pay for things directly from this account.

Delta Bingo needs 2 contacts, and these contacts will need to attend a 30min zoom meeting. James and Gary volunteered to be the contacts. Will schedule the zoom meeting for November.

PTBO concert band has offered to let our PNHB people shadow them at Delta Bingo to get an idea of what is done.

#### Action:

- Cindy will review and decide what will be paid for from the trust account
- James and Gary will schedule/attend the meeting with Delta Bingo
- Jenny has a list of volunteers she will schedule once start dates are known.

### 5.3. Budget Committee

#### Music Library

**Motion:** Approve the spending of \$200 for the paper Meeta needs for the music library

**Voting:** Moved by: Cindy Seconded by: Audrey All in favour: passed

#### Property



# PETERBOROUGH NEW HORIZONS BANDS

Medda and Alan Kelly took an inventory of all equipment. They sent the list to Quentin to update his list. It identified items to fix and replace. Also received an email about the need for new cymbal stands.

**Motion:** Approve giving Property (Quentin) a budget of \$1200 to cover property needs identified and approved by Quentin.

**Comment:** Any future requests for property spending must be directed to Quentin. He will let the board know when more funds are needed.

**Voting:** Moved by: Audrey Seconded by: Cindy All in favour: passed

**Action:**

- Quentin will talk to Medda and Alan about being on his team. He will review the property needs and make the purchases required, within the budget approved.

**Social Committee**

Social Committee cancelled the Hallowe'en dance. The board was not consulted which is okay because no funds were lost.

This has raised a concern that we need to budget funds for each committee, so they are covered for any cancellations like this and would need to consult the board if they go over that budgeted amount. We need to review the Terms of Reference for the committees and decide on a budget for each and directions for major decisions. We really need to have a board member on every committee to be their liaison between the board and them.

**Action:**

- Discuss Committee Terms of Reference changes at another board meeting.

**6. Business Arising from the Last Meeting:**

**6.1.ONCA (update. Explanation, Revised By-laws, and Special Resolution sent earlier)**  
Exhibits 7a, 7b, and 7c sent previously. These will be part of the documentation for the AGM.

**Motion:** Board to recommend to the membership, that they approve the revised By Law, at the 2023-2024 AGM.

**Voting:** Moved by: James Seconded by: Jenny All in favour: passed

**Motion:** Board to recommend to the membership, that they approve the Special Resolution, at the 2023-2024 AGM.

**Voting:** Moved by: Gary Seconded by: Cindy All in favour: passed

**6.2. AGM (documents sent previously)**

Will schedule the AGM for November 1 at noon, in the Auditorium, at Living Hope.

Reviewed the agenda. Need use of a sound system.

Audrey will take attendance. She will create a sign up form.  
Bev will take minutes.



# PETERBOROUGH NEW HORIZONS BANDS

## Action:

- For the future, we need to develop a process for handling proxy votes. Also decide whether it should be announced at the beginning of the AGM how many are in attendance and that we need at least 25 (if approved) members to have a quorum.
- Audrey will announce at band rehearsals, the need for more board members.

## 6.3. Christmas Concert Date/ Concert Venues

Having the concert Nov 24 means the last week of scheduled rehearsals is after the concert. So will maybe arrange something different that week and have a pot luck.

Having concerts on a weekend are not possible due to the schedule at the church, storing of equipment and the scheduling of the movers.

Status of November 24 concert. Theme is “the Frosty Moon of November”. Ticket sales have started. Advertisements being received and concert program being developed. Posters printed and distributed. Movers booked.

## 6.4. Year End Survey

### Action:

- Bev will send the Year End survey report to the Conductors.
- Bev will create a FAQ document. It will be posted on the website and emailed to the members with information on what we have already done and in the process of doing and include a link to the Year End survey report. All of this will be sent to the board to review and approve via email.

## 6.5. Noon hour rhythm class

The (free to PNHB) course is 6 weeks long. Will do it in the Winter term.

### Action:

- Near the end of year, James will survey the membership to see how many are interested in this workshop.
- Jenny may have some projection equipment we can use.

## 6.6. Calvary Storage

The move of items at Calvary Storage to PCVS is completed.

## 6.7. New Website platform

Still researching

## 7. New Business

### 7.1. COVID

Questions have come up about refunding fees, Halloween tickets, concert tickets, advertising income, etc. Discussed situations and solutions.

**Motion:** update our COVID protocol document

**Comment:** Jenny will update the document.



# PETERBOROUGH NEW HORIZONS BANDS

**Voting:** Moved by: Gary Seconded by: Audrey All in favour: passed

**Motion:** send an email to the membership to remind members of our existing covid protocols.

**Voting:** Moved by: Gary Seconded by: Audrey All in favour: passed

**Action:**

- Bev will send Jenny the current COVID protocol word document
- Jenny will update the COVID protocol and send it to board to review.
- Once the updated COVID protocol is approved by the board, via email, James will add it to website and will email the members with the COVID protocol attached.

## 7.2. Length of practices

Been hearing comments.

**Action:**

- James will develop a survey on this topic. Board will review and approve via email before he sends it to the members.

## 8. AOB

### 8.1. Grant update

**Action:**

- Cindy is working on a Trillium recovery grant we could apply for which we might be able to use in regard to the Website, publicity items (booths, cards, poster, sandwich board).
- Cindy will apply for the City grants when the submission is open. Currently not open.

### 8.2. Conductor contracts

**Action:**

- Audrey got some information on what is in our coach and conductor contracts and the Dialogue committee will be looking at these at their next meeting.

### 8.3. Meeting venue

St. Luke Church has not asked for rent for the board to meet there.

**Motion:** Offer St Luke free advertisement (1/3 size) in the November 24 concert program.

**Voting:** Moved by: James Seconded by: Cindy All in favour: passed

**Action:**

- Bev will let them know and help them with the AD if they would like to go ahead.

## 9. Next Meeting

November 8 at lunch time at Living Hope. Main goal is to assign positions for the new board and handle any urgent business.

## 10. Adjournment

Moved by James



# PETERBOROUGH NEW HORIZONS BANDS