



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for November 15, 2023 at Living Hope

Present: Audrey Keitel (President/Chair), Cindy Babcock (VP/Treasurer), James Burrett, Pat Wade

Guests / Potential Board members: Reita Weaver, Jane Darling, Philip Pellat, Vedra Hill, Jane Langlotz

Remotely: Bev Murphy (Board Secretary)

Regrets: Gary Graham

Recording Secretary: Bev Murphy

Conductor Representative: n/a

1. **Conflict of Interest:** none

2. **Approval of the minutes from the November 8 2023 meeting (Sent previously)**

Motion: Approve the November 8, 2023 meeting minutes

Voting: Moved by: Cindy Seconded by: Pat All in favour: passed

3. **Chair's Remarks**

In the past there were too many emails amongst board members. Don't send to everyone if not really needed.

Discussed reintroduction of the discussion forum instead of trying to discuss things over email.

Action:

- James will set up the discussion forum for us to try

4. **Administration**

4.1. Board recruitment / Nominations

Thank you to Pat for getting potential board members so quickly.

Welcome to our guests. Let us know if you have any questions or would like to be a board member once you see how things work.

4.2. Board meetings.

Discussed whether lunch hour meetings will work.

Motion: To have our board meetings for 3 hours at a different time

Comment: to meet at St Luke 3-6pm once a month

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

Action:

- Bev will get the St Luke contract signed by Audrey, to give to St. Luke. Will ask them about eating in the room, if the wifi can be improved and let them know the date of our next meeting.



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4.3. AGM.

Minutes will be sent as part of the exhibits for the next AGM.

4.4. Scheduling.

4.4.1. Length of rehearsals (survey results sent previously)

Survey Summary: 50% 2hr 45m rehearsals 20m break

The schedule for January will also change because the music theory is 1hr 30m long.

Motion: To change the timing to 2hrs 45mins for rehearsals and a 20 min break to start in January

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

Action:

- Audrey will let John know and talk to him about the April schedule when the Fellowship hall will not be available.
- James will send an email to the membership to inform them of the survey results and what was decided to do.

5. Concert Committee

AD Submissions are now closed. Maria needs time to finalize the program.

There are a few businesses we are still waiting for funds from. From my calculation we have brought in \$1305. The major sponsor has not paid yet, so when they and the others missing pay we would bring \$2565 from advertisements.

Total expenses not known because invoices are still coming in but the funds from the advertisements will cover what is expected.

Eventbrite updated to sell tickets online

Tickets distributed and being returned starting this week.

The helpers for the Welcome area, Clean up and Stage Exit usher are signed up.

Audio/video recording is arranged. Debi and her husband will do it.

Renee is working on the stage needs and purchased vests for the stage ushers.

Wayne is doing a silent auction for his painting.

Hollow Wood has been hired to play before the concert begins.

Audrey has engaged the publicity.

Movers are booked. John Topic coordinating the move of equipment there and back.

Renee has started negotiating for a Spring concert date with Selwyn Outreach.

6. Conductor's report follow up

Winterlude - Wednesday Feb. 28 2024. Bands play for each other. Two bands in the morning and two in the afternoon. Other bands come to listen.

Winter holiday schedule – something for the conductors to work out amongst themselves

James has purchased a small PA system for the band to try out. Quentin has enough funds to cover this in his budget if it works out. If this does work out, maybe we can sell the big system.

Found a dimmer switch in the Auditorium to help with the lighting.

Nov 29 plans. Conductors to send Term 2/3 music lists to Meeta early this month.



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9:30-10:00 music collection with old band

10:00-11:30 = 45 minutes for each conductor in new band and sight read new music. No break

11:30 – 11:50 music works play for 20 mins

11:30-1:00 pot luck lunch by Social Committee (extended for extra cheer)

1:00-1:30 music collection with afternoon old bands

1:30-3:00 = 45 minutes for each conductor in new band

3:00 go home.

Action:

- James and Quentin will test out the new system with the wireless speakers at the Nov 29 event.
- Future: sell the old system if the new system works out
- Set up group will try setting up the band in a different location in the Auditorium on Nov 22.

7. Finances

7.1. Financial Update

Paying conductor fees and other invoices

7.2. Grants

Action:

- Cindy to monitor status of Trillium Grant submission (covers for 2 years). Should hear in March 2024.
- Cindy will submit the application for the City grant. The deadline is Dec 6 2023.

7.3. Budget

Gary provided information beforehand regarding the Social Committee thoughts on a budget.

Action:

- Bev will review Terms of Reference for Committees and add a line about committees needing to get approval from the board if they incur any expenses they cannot cover. The updated documents will be emailed and approved via email. Members will be informed of the update and the documents distributed.

8. Fundraising

8.1. Delta Bingo

Cindy did not hear back from the Credit Union so will set up an account with Royal Bank.

Jenny will replace James as a primary contact alongside Gary Graham.

Action:

- The primary contacts are coordinating the meeting/training with Delta Bingo

9. Membership Committee

Harlene stepping down from collecting dues and Bev Bresee will be taking over starting January.

10. New Business none

11. AOB none



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12. Next Meeting

Friday December 8 2023 at St Luke's Church from 3pm to 6pm. Will start the meeting once the others from rehearsals arrive. 566 Armour Rd, Peterborough, ON K9H 1Z1 Parking in back. Go through the back door. Wait if locked, Bev will keep checking it. Armour road closed from the church down to Hunter. There is a Road Closed sign at Armour & Parkhill but you can still drive on that section of Armour to the church.

13. Adjournment

Moved by Cindy