

PNHB Board of Directors Meeting Minutes

February 2, 2023 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

none

2. Approval of the minutes from the January 5th meeting (Sent previously)

Motion: Approve the January 5 meeting minutes

Comment:

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

3. Chair's Remarks

Although I have been out of circulation a bit, it seems to me that concert preparations are going well.

4. Conductor's Report

Getting ready for the concert. Music for program sent to Concert Managers. A challenge getting a complete list of who is playing. Meeta has a plan for collecting music from this term and distributing the music for the next term. Confirmed it was ok to let Allegro join sectionals in March. Gord acknowledged that the group keeping the music organized are doing a great job.

A question was raised about how the contract deals with someone covering for another conductor or if the practice is cancelled. The contracts specify that if one conductor replaces another for a practice, they work out the compensation between them. They either get paid directly or trade leaves. Sal and Gord are going with John to look at Grace United to see if it fits our needs.

Action:

1. John & Conductors – check out Grace United.
2. James – send the email again to members to assist with putting away music no longer in use.

5. Treasurer's Update (Reports circulated previously)

Discussed how instrument funds are to be managed.

In going through old documents it was realized that the 3 year city grant was from 2019-2021, not 2022 as was originally told. Since I can't change financial statements for 2020-2021, on paper I applied the funds to 2022 - we did actually use the money on the same items (rent and conductor fees) in 2021. We missed out

on applying for both the 2022 and 2023 city grants, since those years were so disrupted by covid, it would have been difficult to use a city grant in those years. Will make sure we apply for 2024 when the applications come out in the fall.

6. Business Arising from the Last Meeting:

6.1 Sale of Instruments (Information circulated previously)

Trillium Grant: We were to depreciate the instruments over 10 years. That would take us to March, 2023. After looking at the inventory and what we plan to keep, there is nothing to sell that was purchased by this grant.

Seniors Grant: Started March 31, 2018. Specifies that we should not sell (or lease) any asset worth more than \$1000 at the time of purchase. It seems that the \$1000 figure applies to any individual instrument, rather than the whole group of instruments purchased in 2018.

Previously the Board had decided to sell some instruments because it was a burden to maintain. Plus there is a cost to store the inventory, repairs and insurance.

Need a formal process and a strong person to manage the instrument rentals and inventory. Make use of E-transfers and post dated cheques.

Senior program at Summit Terrace was successful. (Cathy Brown-Payne) Whistles. Find out from Justin/Mark if they see a need for them.

Need to look at some of the horns to see if they are worth keeping.

Motion: Delay selling instruments until we see how the implementation of the updated property policy is working

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

ACTION:

1. Quentin – enforce the updated property policy. Assess some of the instruments to see if they are usable.
2. Quentin - Whistles. Find out from Justin/Mark if they see a need for them-

6.2 Membership Policy Review.

Draft of revised version was sent out. Comments are being processed. Will review next meeting.

6.3 Coordination of advertising and publicity

6.3.1 Feb 10 Concert

Masks purchased, so some are available at the concert.

The Concert Manager and the Publicity committee worked together to advertise the concert and the organization. Summary of what was done.

- ✓ Advertisement used: e-sign by the Zoo, newspaper articles (Herald, Examiner), Trent radio interview on 92.7 Feb 6 11:30, Feb 9 2:30pm, 96.7 radio ads, flyer

posted (eg. Library, Maars Music)/put on Facebook/emailed to members/printed for members, websites advertising events and groups updated.

- ✓ Concert Mgrs: took care of the venue, volunteers, ticket creation and sales, decided on the theme, created forms and flyers for ad sales, got ads for the program, program creation & printing.

Eventbrite for ticket sales was not ready in time but we will try it for the next concert.

6.3.2 General Publicity

Publicity committee will continue to look for other ways to advertise and promote.

After the concert Bev will arrange a meeting with the Concert Managers, Publicity committee and others that are interested in helping, to clarify roles and responsibilities and start working on the next events.

Discussed doing promotional events like at Peterborough Square, the Library or the mall. This is something an ensemble can do like Swing set or dynamics, not a band. Since these would not be paying jobs we would need to pay the conductor for doing this. Need to review this further.

ACTION:

1. Bev – schedule meeting with the Concert Managers and Publicity committee

7. New Business

7.1 Grants (information circulated previously)

Discussed and decided to apply for the Provincial and Federal grants. John prepared a summary of the guidelines and potential strategy for each proposal.

Quentin proposed the idea of the PNHb having a Scholarship. Funds from other grants cannot help with this because grants are term limited and cannot be used to build an endowment.

ACTION:

1. Cindy will apply with John for the Provincial and Federal grants. Audrey to assist.

7.2 Google Drive to back up documents

Currently PDF versions of some of the documents are on a usb stick. No original versions of organizational documents were passed on to the Board Secretary. These may be in a personal Dropbox (Roger or David). There is a concern the USB stick could be lost.

Motion: To simplify storage and sharing of organizational documentation, Bev proposes that we save the originals and final publicized versions, in google under the pnhb.music@gmail.com account and use the USB stick as an alternate backup. All of these documents will be shared with the board members.

Voting: Moved by: Bev

Seconded by: James

All in favour: passed

ACTION:

1. Bev (James assisting) – create and upload documents to Google.
2. John, James – research who has original versions.

7.3 Spring Concert Beneficiary

Back in 2019, we had selected Alzheimer's as the beneficiary. Do we go back to them or select another organization. There are guidelines. We can open up this process to the membership, but the Board makes the final decision. Capacity to sell tickets is one criteria. The beneficiary keeps all the ticket money that they generate and gets 20% of the net income from the concert. Discuss at the next meeting.

ACTION:

1. John – find out if Alzheimer's was notified that they had been selected and see if they are still interested.

7.4 Calling Snow Days

Need a formal policy on who can cancel a practice and what the criteria is.

Motion: Conductors call it within 2 hours before the practice. If both conductors call it and no other Conductor is able to cover, the practice is cancelled. They will let James know and he will let the membership know.

Comment: We still pay rent and conductors if a practice is cancelled. What happens if the venue is not available?

Voting: Moved by: James

Seconded by: Bev

All in favour: passed

ACTION:

1. John – clarify with the city if we still pay the rent if the city does not allow us in the building.

7.5 Fee waivers

We have 5 fee waivers available for hardship cases and 10 for volunteers. To discuss at the next meeting.

7.6 Pamphlet/card costs

A general promotional card was created but Renee found 180 old ones. Discussed whether to print new ones or make labels to cover the outdated information on the old cards. Decided to use the old cards and generic contact information.

8. AOB

8.1 Staples Preferred Customer.

Bev signed up PNHb. We just need to tell Staples we are a preferred customer and the email of pnhb.music@gmail.com, and we could get some discounts (like 10% off). Board informed of the password for the Staples account if they order items online.

9. Next Meeting: March 2, 2023

10. Adjournment: Moved by Marlys