



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes May 4, 2023 at the Navy Club

Present: John Topic (President, Chair), Gary Graham (VP), Bev Murphy (Board Secretary), Cindy Babcock (Treasurer), James Burrett (Communication), Audrey Keitel (Nominations, Dialogue Committee), Quentin Day (Property)

Recording Secretary: Bev Murphy

Conductor Representative: Jon Knights

Regrets: none

1. Conflict of Interest:

none

2. Approval of the minutes from the April 6th meeting (Sent previously)

Motion: Approve the April 6, 2023 meeting minutes

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

3. Chair's Remarks (JT)

I think that you all are doing very well and have found your niches on the board.

4. Conductor's Report (JK)

We have 160 members.

We are lacking in some sections like trumpets. We need to balance the bands for September.

Sectionals on Thursdays is not working. Few people are showing up and its hard on the coaches / conductors to be at band multiple days of the week. We need a better solution. Need to promote the NHB sessions and provide links to other learning.

The Conductors really appreciate Meeta and her team's efforts for keeping the music library organized.

Liftlock NHB still has some of our music, while we have the scores. We should try to get these piece back.

There needs to be a policy about people moving from one band to another. Mark sets up the rosters in late summer and one of the criteria he uses is balancing the instrumentation between bands. If someone moves from one band to another, the balance is thrown off. People cannot just move from one band to another. We need a policy and members need to know the policy for moving to other bands. Maybe have a sign off form so both conductors and Mark know.

We also need to standardize band seating. Conductors will develop 2 layouts, one with three rows and one with 3.5 rows. Conductors will send the layout for September.



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Concert stage seating a challenge.

No text description of the concert pieces will appear in the program. Justin / Medda will prepare a list of all the percussion needed to be moved to Cavalry for the concert. Music order and list needed to be sent to Maria before May 12.

Would like the length of rehearsals to be 2.5 hrs.

Need a dialogue committee meeting in August, so September items can be addressed in time.

Need survey to know what band and instrument people will be doing before August to help build roster, to give to Mark to build bands.

No update on the Wilmot Creek exchange.

Action:

- James will investigate using a conductor stage.
- Quinten will find out if Calvary has smaller chairs, need 36-40

5. Finances

5.1 Financial Update (CB)

It is estimated that we will have \$4000 at the end of the month. So not dipping into the reserves.

5.2 Budgeting for 2023-2024 (QD)

It is hard to anticipate all possible expenditures: will we need a shipping container for storage; another drum kit for Green band? Fees should be calculated to cover known/predictable expenditures. Reserves should be preserved for unexpected expenditures.

Motion: Create a budget committee to create a budget template

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

Cindy, Bev and Quinten have volunteered to be on the committee. Their first meeting will be in June.

6. Business Arising from the Last Meeting:

6.1 Concert preparations (BM, JT)

Current Status:

Venue sent insurance certificate. Tickets are being distributed to members and LAWS. Eventbrite set up. Decided to not have a group playing before the concert. Masks will be on hand but not required. Concert flyer available and the concert is being publicized. Advertisements for the program being solicited and the program being created. Poster and guidelines for getting advertisements available and being circulated. MC Heather Thompson is preparing. Movement of equipment has been arranged. Renee is coordinating the set up at Calvary and did go with Sal to review



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the stage set up. Considering doing a silent auction since L&M has donated something. Trying to figure out how to do reserved seating.

Board discussion:

John has tape for reserved seating.

Discussed video taping the concert, might cost \$75. Because we are using SMUGMUG we can use HD recordings. Prefer a maximum of 3 people to video tape. If we got raw footage from several angles of the concert, we could edit it into smaller sections for various purposes.

We paid for a technician at the February concert, so maybe they can tape the audio through the sound system.

Would be great if we could video tape Information Day. Could have it on Youtube and our website for publicity.

Action:

- Bev will let Renee know John has tape.
- Quinten will ask about filming/recording at Calvary.
- James will ask members for volunteers or suggestions on people to videotape.

6.2 Document Archiving project update (BM): No update. Busy with concert.

6.3 Venues (JT, JB, QD)

6.3.1 Grace.

Grace Board has resigned and the National Commission of the United Church has taken over. Grace was not favoured in the survey of members. Parking, sound and stairs were the key issues.

6.3.2 Living Hope

Discussing with them but not hopeful. No storage there. Rent might be more because of possible government regulations.

6.3.3 Navy Club

John will push for an update on the other building

6.3.4 Other places suggested in survey: Westdale, Murray Street, Synagogue, Sherbrooke Heights Alliance, Christian Victory, Calvary, etc.

James, Quinten and John have been investigating. A lot of them are either already booked or we would disturb other groups there. Will continue investigating.

6.4 Summer Band (JB)

Survey indicated there was a strong interest in a summer band. Need a Conductor. Mark not sure if he is available. We should follow our policy regarding hiring a conductor.



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Motion: Ok for James to proceed with booking a location to hold summer band

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

Motion: Will consider this as a concert band, so all are PNHB members and covered by our insurance and fees calculated to help with our other costs and not be treated like an ensemble financially.

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

6.5 ONCA (GG, JT): On hold for now.

7. New Business

7.1 Clarinets for sale (JT, QD)

Harlene was approached by a relative of a former member who has two clarinets to sell. We do not buy instruments that are not those we want to promote (see policy). Just let members know they are available.

7.2 Social Committee (JT)

Margaret Seabrook is stepping down as chair of the committee. She had hoped that someone else on the committee would step up to replace her, but no one has come forward.

Action: James to send email to members to ask for a volunteer to chair the social committee.

7.3 Conductor Training and Reviews (CB)

Conductor evaluated? PCB has done this. Can use same list.

Motion: Not do a conductor evaluation from members

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

Do an End of Year survey? Ask how the board is doing. Why people do not volunteer to be on the board?

Motion: Formulate an end of the year survey for the board to approve later

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

Action: James to prepare a survey for the next meeting.

7.4 Supporting PATH through our email list (JT)

The Peterborough Concert Band is doing a benefit concert in the fall for PATH. They would like us to use our email list to ask our members to donate to support PATH. We will let the membership know about the concert only.

Action: James to send email to members to inform them of the concert.



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7.5 Board Vacancies (Reminder)

No success yet.

Action: James to send email to members to recruit board members.

8. **AOB:** none

9. **Next Meeting:** June 1

Action: John will see if we can do it earlier that day, like 10 or 11am

10. **Adjournment:** Moved by Audrey