



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for July 6, 2023 at the Bev Murphy's residence

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), Jenny Rudell

Guests: Nancy Pakenham

Recording Secretary: Bev Murphy

Conductor Representative: n/a

Regrets: none

1. **Conflict of Interest:** none

2. **Approval of the minutes from the June 1 meeting (Sent previously)**

Motion: Approve the June 1, 2023 meeting minutes

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

3. **Chair's Remarks**

I did not ask a conductor to attend today's meeting, since we have to make major decisions about financing and venues before they can help us plan out the next year. That is why we will be trying to decide about Living Hope today and assess where we are with the bingo proposal.

4. **Finances**

4.1. **Financial Update (Profit / Loss document Sent previously)**

Discussed investments. Dividends should be income. Will look at figures at end of July. We are still dipping into reserves, as expected. Report includes expenses paid now for last year expenses. Discussed whether we should budget for an Auditor, which we are getting close to requiring.

4.2. **Grant update**

4.2.1. Community Services Recovery Fund. Received a nice letter saying we did not get it.

4.2.2. Help Age Canada for 10K that was due June 23. Audrey has submitted it for Green band expenses specifically. Not informed when we should hear back.

<https://helppagecanada.ca/canada/seniors-can/apply/>

Action:



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- Audrey will be informed of results

4.2.3. Community Investment and Project Grant survey from the City of Peterborough. The city is reviewing who they will give grants to which could greatly impact us.

Action:

- Suggested that everyone on the board do the survey
- James send link to members for them to do it too.
<https://www.peterborough.ca/en/city-hall/community-grants.aspx?mid=26312>

4.2.4. Apply for the City grants that are issued in the Fall.

Action:

- Cindy will apply when submissions are open. Not currently open.

4.2.5. Delta Bingo proposal

The survey results indicated members will volunteer to help. Delta knows we are considering it. There will be no set day/time and it requires volunteers for 2 hours. Will need a pool of people to draw from, so volunteers don't get burned out. Hoping to start late August.

Action:

- James will apply for the municipal license ASAP but before July 19
- After James gets the license, he will send a survey to the members to find those that will volunteer and sign up. Get preferred days/times, name, contact information. Send results to Jenny and let Cindy know.
- After the results of the survey are distributed to Jenny
 - Cindy will let Delta Bingo know we are interested and ready to start.
 - Jenny will start coordinating the volunteers.

4.2.6. **Budget Committee**

Ongoing

Action:

- Bev, Cindy and Quentin are targeting to have the report for the board before the August meeting.

5. Business Arising from the Last Meeting:

5.1. Living Hope (cost information sent previously)

Gary and John met with the administrative council last week. They are now offering us Mondays and Wednesdays and year round storage. John tried to do a comparison of



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the cost. This will cost us more. If we commit to LH we might lose access in the future to the NC. Storage will be tight and cost more, but we may have some stuff we don't need. We need to review the different type of combinations for sectionals to maybe find cost savings. Possibly use the national course, get a group rate or have those that attend sectionals pay more. Asked for sound panels in gym, so we could use this space too, which they are agreeable to. Suggested to have the timing of bands so it works for people that are in more than one band.

Will need to firm up details in the contract.

- ask for a long-term commitment (some grants need to see a long term lease)
- firm up access to the old storage area
- use of the kitchen

Action:

- John will continue discussions with LH and get more information and pass it to the board for us to continue discussions about this over email.
- We need to know the Delta bingo is a sure thing, to help cover the extra costs. John will book a ZOOM meeting for July 20 at 11am, to just discuss and decide on whether to sign the contract with LH.

5.2. Year end survey of members (results sent previously)

Comments were very helpful and informative. Our concerts are more like a recital. Maybe have a concert for a specific popular music theme, with other talent.

Motion: Set up a committee to review survey and create a response and action plan from it that we will share with the members.

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

Action:

- James will send results to conductors.
- Quentin, Audrey, Bev will work on the response and action plan

5.3. ONCA (information sent previously)

John and Gary have been using the Default Bylaw, published by the Ontario Ministry of Government and Consumer Services. Then we can use a tool developed by the (CLEO) Canadian Legal Education Organization to adapt it to our needs. Some things HAVE to be included in the by-laws, but for other things we have options.

Membership Categories. Discussed how we define a member. How do we cover for members on Leave of Absence. Maybe use a lawyer to help with this. Will cost it out. Last audit 2012.



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Quorums at the AGM. Currently it is 3. Should we increase this to 10 or 20? How to handle proxy voting. We would have to confirm people are members (right to vote) who attend the meeting or who are voting by proxy. Include to send motions before meeting.

Action:

- John and Gary will continue the review of our BYLAWS and identify changes needed to comply with ONCA

5.4. Social Committee

Margaret Seabrook will stay on as social chair until October. But then she will have to leave for England and will have to be replaced.

Action:

- James to send email to members asking for a new chair to start in August and shadow Margaret.

5.5. Debriefing for May 26 concert (post review sent previously)

See document sent previously that summarized the concert and identified improvements. We made a little over \$4000. Cindy sent \$820.70 To LAWS. Discussed publicising this.

Action:

- James or Cindy will post on Facebook that we donated to LAWS.

5.6. Publicity

5.6.1. Publicity (ideas sent previously)

Discussed other ideas. Maybe advertise the first rehearsal in September as an Open House and have volunteers to guide new people. Continue making PNHB easier to find on the internet.

Action:

- Bev and Audrey will develop a plan for advertising to try to get more members for September
- Cindy will try to get the pamphlets that are at NC. Either bring them to the BBQ in July or pass them on to Bev, so the members at the BBQ can be given them to distribute.
- Bev will talk to James about
 - adding key words like community and amateur for the website, so it is in the list when those words are searched on.
 - Are our videos on YouTube?
 - To send the member information document (after reviewing with others) to members



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- To ask members for volunteers to help with advertising.

5.6.2. Video clips

Audrey sent a couple of versions for the board to review.

Action:

- Audrey will video tape summer band and other people.
- Audrey will create a final version by August that we can use for advertising.

5.6.3. Website

James added online form for registration to the website.

Action:

- James and Bev continue researching new website and people management solutions.

6. New Business.

6.1. Fundraising

Maybe we should look at doing more fundraising like selling cheese and yard sales.

Action:

- Discuss further in September

6.2. Time and date to meet with insurance agent

We have a band specific insurance policy.

Action:

- Quentin will book a meeting with the Insurance agent for August 29 or 30, and let the board know so that those interested can also attend.

6.3. PATH Benefit Concert: ad in the program?

PTBO concert band concert to raise funds for PATH on Oct 15 at the Market Hall.

They had put a half page AD in our concert program. They charge \$100 half page and \$200 full page. If we take out an AD they won't accept Ads from any other band groups.

Motion: Purchase a half page AD for the PTBO Concert Band concert program

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

Action:

- Bev will create AD and send to John to pass on to them.



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6.4. New Ensembles

Action:

- Discuss further in August

7. AOB

7.1. Moving between bands policy.

Gary working on a policy for what members do if they want to move to another band It's a big problem. Members need to be informed of the policy to consult conductors first before making a move after the band rosters are sent out before a term. Reviewing drafts. This will be a separate document and not included in the membership policy.

Action:

- Gary to complete draft to be approved at August meeting, so we can inform the membership before the Fall Term starts.

8. Next Meeting.

The next First Thursday of the month is August 3. Will meet at noon.

Action:

- Bev will see if the construction on Armour will interfere with using St Luke as a meeting place otherwise we can meet at her place.

9. Adjournment

Moved by Audrey