



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for August 31, 2023 at the Quentin Day's residence

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

Over ZOOM: Jenny Rudell

Guests: Nancy Packenham

Regrets: Audrey Keitel (Nominations)

Recording Secretary: Bev Murphy

Conductor Representative: n/a

Ongoing Committees:

Venue – John, Gary

Budget - Bev, Quentin, Cindy

Publicity – Bev, Audrey, Cindy, James

Year end survey – Bev, Quentin, Audrey

ONCA – John, Gary

Dialogue – John, Audrey, Gary

1. **Conflict of Interest:** none

2. **Approval of the minutes from the August 4 2023 meeting (Sent previously)**

Comments: Update minutes to indicate that Quentin will coordinate Calvary storage move to PCVS.

Motion: Approve the August 4, 2023 meeting minutes

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

3. **Chair's Remarks**

AGM. Need brief reports from each area. Have a summary of what was achieved last season. Treasurer will provide year end financial reports after Del Manary has a chance to do his financial review. Thank Everyone many times. New board elected. Need a notice for nominations.

Action:

- John to coordinate AGM

4. **Conductor's report**

No conductor in attendance, but the conductors had met on August 30 and sent the minutes of that meeting to John.

Gord will inform bands about the new seating plan.

Discussed the Sectional schedule (see more on this in the Sectional topic).

Music is being purchased.

Was informed by Calvary that Dec 1 does not work for them and moved it to Dec 8 (see more on this in the Christmas Concert Date/ Concert Venues topic).



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The Conductors will meet at Living Hope on the first Wed of the month (first meeting September 13) at noon. We will schedule our board meetings the following week so we have the Conductor minutes to discuss.

Discussed audio needs.

Suggested that the breaks be a little longer and that a horn/bell/fanfare be sounded so all will know that the break is over.

Motion: Approve the Rosters provided by Mark H.

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

Action:

- John will ask the Conductors
 - to provide the Coaches with sectional session directions
 - to ask each instrument section to assign a section leader. This Leader is to keep track of the parts in music to go over in sectionals.
 - What alternative date/time will work for them for the Christmas concert.
- James found 1 headset mic and will see if there are others and see what we have audio-wise and identify what our needs are.

5. Finances

5.1. Financial Update

Getting member dues by e-transfer.

The PCVS contract expires today. The KPRDSB will send us a new one automatically to be signed and returned to them.

Cindy confirmed with Mark that OK Chorale has folded so will move their funds to the general fund.

Flutes ensemble will be continuing.

Recorder ensemble did meet but not part of PNHB

5.2. Certified resolution for Qtrade Trading Authority

John sent them the paperwork. They are not quick. Cindy has been added as a Trading Authority.

5.3. Delta Bingo

James sent the City signed by law, finance documents and BOD information. Was told they have all information needed.

5.4. Budget Committee

Progressing. Discussed the need to have a budget so we know how much more we need to raise and to monitor that we are keeping our spending within our plans.

Action:

- The 2022-2023 actual income/expense will be finalized in October and Cindy will update the budget report with those values.
- Once last season income/expense is known Bev and Quentin will update what the projected needs are for 2023-2024 and present the report in October-November for approval.



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5.5. Fundraising Committee

Discussed the need for this committee which will oversee the Delta Bingo, Concerts and other fundraising events.

Discussed briefly the venture of providing members with the ability of purchasing gift cards and a portion of that going to the band. This would require someone to administer the sign up and distribution of gift cards. AVGEN is being used by another group successfully. We keep the funds and pay them their share. FUNDSRIPT is another but they keep all of the funds and pay us only at a specific time/criteria.

Another idea is the Giving tree. Members offer services/products for a cost and the funds go to the band.

Action:

- Bev will draft an email to be sent requesting volunteers to join the committee
- Need to keep reminding members about giving charitable donations to PNHB.

5.6. Fee Rebates (PNHB Fee Rebate form sent previously)

Discussed what the process should be.

1. A Member asks Harlene or a Board member about getting a rebate, they are to send the member the new PNHB Fee Rebate Form (on the google drive).
2. The Member is to fill out the form, scan and email to PNHB.MUSIC@GMAIL.COM or give it to a Board member.
3. The Board will review all requests and indicate on the form if it is approved or not.
4. A Board member will give Harlene the processed forms and she will follow her process for doing rebates or inform the person if it was declined. Harlene is to keep the processed forms for the season, in case we need to revisit a request.

Motion: Approve new fee rebate form

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

Action:

- James will remove the section of rebates from the website
- Bev will inform Harlene on what the process will be.
- Bev will upload the new form "PNHB Fee Rebate Form" to the google drive under the folder FORMS

6. Business Arising from the Last Meeting:

6.1. Sectional Schedule (Sectional Schedule sent previously)

Changes are required to the current schedule since Mark wants more sectionals for the Green Band. Discussed alternatives so we can keep within our budget.

There are concerns about having one coach for one person, not very cost effective.

Action:

- James will send a survey to the Odyssey players asking if they would be okay if no sectionals were provided for them this Fall.



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- Dialogue Committee to discuss the results of the survey and create new schedule and approve it before the season starts.

6.2. ONCA

John and Gary talking to the lawyer. We used the model by-law, so we are compliant.

The Lawyer raised concerns:

- regarding the definition of our organization not mentioning music specifically. If we changed this, we would need to send it to the Charities Directorate.
- Our description of a member not being clear. Suggested we charge a fee to be a member of the corporation. Those that don't pay this fee are only using our services. Need to find out if we would need to charge HST in that case. How would we handle people like Coaches who are in the band but don't pay fees.

Lawyer will re-draft the by-laws following the discussion with John and Gary.

Action:

- John and Gary will continue working on this.
- John/Cindy will find out if HST needs to be paid in that situation.

6.3. Grant update

Help Age Canada for 10K. No update.

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

Found another grant. Deadline is Sept 14. Cindy looked at the criteria and discovered it doesn't apply to our organization/needs. So not applying.

<https://www.canada.ca/en/employment-social-development/programs/new-horizons-seniors.html>

Action:

- Cindy found 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). She will submit the application.
- Cindy will apply for the City grants when the submission is open.

6.4. Social Committee

Margaret Seabrook will stay on as chair for now. Mary Chesher will be at the Open House with refreshments.

Earl sent an email to members about name tags and he will create tags for those who requested.

6.5. Publicity

Implemented advertising to get more members with:

- Website community events (including those for our target area radio stations)
- 96.7 Oldies website community events and may be announced on the radio under community events the 3 days before September 11.
- TV: Cogeco Yourtv community events listing on cable & website
- TV: Gord on morning tv show
- Facebook: various community event groups, our profile page and members group.



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- Facebook: AD will run until Sept 9, max cost \$60
- Google: AD, will run until Sept 15, max cost \$20
- Posters distributed at Ensemble events.
- Newspaper: 2 articles in Peterborough Examiner and This week.

Saw more visits to our website on the day of Gord being TV and when the newspaper articles came out. Received inquiries from the Facebook AD. Got a new member who just did a basic search in Google.

Swing set will be at Elmhurst Sept 12 and will distribute posters.

Decided to use the free ZOO e-sign for Information Day in May

Need more cards. Bev got quote from DOSS

\$300 cards (200 double sided color 1/3 page cards is approx \$170 plus tax, 400 would be about \$260)

Publicity Plans for 2023/2024:

\$200 for table at Senior Showcase in June 2024

\$100 facebook ads

\$100 google ads

\$300 cards

\$700 TOTAL

Action:

- Bev will send James email for volunteers to join committee.
- Bev will send Cindy card PDF, so she can get a quote from Vistaprint.

6.6. Insurance update

Quentin and James discussed more with the insurance representative and they changed their comment, so members are covered by this policy if they get hurt. We are covered for general PNHB operations.

Conductors and Coaches are not covered by our insurance. But the contract we have with them might waive us from that responsibility.

Identified that we need to purchase extra coverage for events like a dance.

Given what is in the Living Hope contract we signed, it is still not clear that we have the coverage they are expecting us to have. This contract reviewable in year 3 (2025).

Action:

- John will send LH our policy and find out if it covers what they expect.

7. New Business

7.1. New Ensembles

Motion: Approve having a new ensemble at the Jubilee/Allegro level if there are enough people to make it sustainable.

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

7.2. Noon hour rhythm class



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James has made arrangements so we can do a web based workshop for free from the International group.

Action:

- James will find out how long the sessions are and what the technical needs are.
- James will survey the membership to see how many are interested in this workshop.

7.3. Conductor contracts (Sample sent previously)

Deferred to next meeting.

7.4. Privacy policy (Communication Policy sent previously)

Deferred to next meeting.

7.5. Christmas Concert Date/ Concert Venues

Dec 8 for the Christmas concert might not work for some of the Conductors. A group checked out the Selwyn Outreach Center to see if this venue would suit us better. Can fit 380 people on the main floor and more in the balcony. The stage is better than Calvary. Their fees are less than Calvary. There is a concern that the stage at Selwynn would be filled with decorations at Christmas time. Discussed alternatives like move the date to November or do a matinee show on a Sunday instead.

Action:

- John will continue reviewing the date and where with the group of conductors and Concert Manager.

8. AOB

8.1. Calendar website update

Discussed the process for updating the calendar that is on the website with the band, sectional and ensemble schedule.

Action:

- After John finalizes the schedule he will provide the information to James, so he can update the calendar.

8.2. Calvary Storage

John informed Calvary about us leaving. Last payment will be in October or November.

Action:

- Quentin will coordinate how to organize things at PCVS and coordinate the actual move.

9. Next Meeting

September 18 at noon at Living Hope.

10. Adjournment

Moved by Cindy



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