



# PETERBOROUGH NEW HORIZONS BANDS

## PNHB Board of Directors Meeting Minutes for August 4, 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), Quentin Day (Property)

**Over ZOOM:** Jenny Rudell, Audrey Keitel (Nominations),

**Guests:** Nancy Pakenham

**Recording Secretary:** Bev Murphy

**Conductor Representative:** Gord Thompson

**Regrets:** none

### 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:** we all pay dues

2. **Approval of the minutes from the July 6 and July 27 meeting (Sent previously)**

**Motion:** Approve the July 6, 2023 meeting minutes

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

**Motion:** Approve the July 27, 2023 meeting minutes

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

3. **Chair's Remarks**

Lots to do before September. Hearing that previous members are coming back.

4. **Conductor's report (response to year end survey from Gord sent previously)**

Lots to be done from their perspective to get things ready.

Music, its their choice.

Concerts. Suggest having a concert at the end of each term including the end of the summer term. Winter term being Winterlude (bands and ensembles play for the group, potluck). Simple version.

Been invited by Ottawa NHB to do an exchange like the Wilmot Creek one.



# PETERBOROUGH NEW HORIZONS BANDS

Sectionals. James talked to Diane about registering the sight reading & rhythm course at a group discount. She is investigating. Very good course. She is open to being contacted afterwards. We have many different skill levels. Maybe add rhythm and counting to coaching. Do as a whole band instead of by instrument. Discussed various scenarios (See Gord's notes)

Band practises will now be 3 hours, with a break for socializing.

Will have 5 break out rooms for green band. Depending on how we organize sectionals, we may not use all of them.

Seating plan. Created a standard for all bands (do for concerts too). Need to enforce not moving around.

## **Action:**

Dialogue committee will meet in August to solidify plans for the new season.

## **5. Finances**

### **5.1. Financial Update**

Will move funds from brass choir to general fund. Delaying doing this for Music lab and the Clarinaires until more is known.

#### **Action:**

- Cindy will ask Mark if he will be doing Ok Chorale. If he's not, will move its funds to the general fund.
- John will find out if the Flutissimo group is being run as an ensemble or just something on their own. If they are not an ensemble, will move its funds to the general fund.

### **5.2. Certified resolution for Qtrade Trading Authority (sent previously)**

Need to add Cindy so she can be our representative.

**Motion:** Add Cynthia Ann Babcock as an authorized trading representative for our corporate Qtrade account by passing the Certified Resolution on Qtrade form 320.13.

**Voting:** Moved by: Bev Seconded by: James All in favour: passed

### **5.3. Delta Bingo**

Application for the municipal license submitted at no fee. Probably won't know if we got it until September.

Thanks to Cindy, James and Jenny for working on this. 25 people have indicated they will volunteer.

#### **Action:**

James to monitor information from City



# PETERBOROUGH NEW HORIZONS BANDS

## 5.4. Fund scrip

Defer to new business fundraising committee

## 5.5. Budget Committee

### 5.5.1. Need to finalize budget

2022/2023 year end was July 31. So just getting final figures for last season to help project the needs for this season. Defer to next meeting

#### **Action:**

Bev, Quentin and Cindy will meet to finalize the 2023/2024 budget, so it can be reviewed and approved.

### 5.5.2. Need to set fees

Green will start Sept 11 and the others on Sept 13.

Cindy is ready to accept e-transfers for membership dues.

last year rates were

fall \$190

winter \$110

Spring \$160

**Total \$460 \$450 charged if full season paid upfront**

Summer \$75 (not included in full season)

**Motion:** set the dues to be the same as last year

**Comments:** since we are limiting the budget for coaching/conducting to be the same as last year, we need to see if what the conductors come up with will work. Will revisit in 2024/2025.

**Voting:** Moved by: Bev Seconded by: Cindy All in favour: passed

#### **Action:**

John will announce the start date, fees, schedule and include the Welcome letter.

## 6. Business Arising from the Last Meeting:

### 6.1. Living Hope

Contract signed and membership informed. John will be tracking room usage and billing with LH. We can use the socializing area for meetings.

Can start move on August 29. Equipment will have to be moved and shelves built.

There will be some expense for movers and materials. Shelves at the Navy Club are ours. Medda, Alan, hired movers and board members will help.

Navy Club informed we are leaving and will need access to move our things.

#### **Action:**

John will coordinate the move.



# PETERBOROUGH NEW HORIZONS BANDS

John will inform members later of Living Hope Church requirements like;

- No taping of notes or decorations (nothing that leaves a mark)
- Don't use stove. No candles. Don't use dishes.
- Do own set up, put back the way it was afterwards

## 6.2. Band balance policy

Gary has done a great job on this. We have to realize that it is aspirational, and we will need to remind members frequently of the rules and why they are in place. Mark Hiscox is the roster coordinator.

**Motion:** pass policy and will review it after the first term

**Comments:**

The policy does not indicate if this is different at the beginning of a season. Discussed the process.

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

## 6.3. ONCA

We have engaged LLF Lawyers to help us on this and have already received some useful advice. The cost is \$1200. They may become ongoing sponsors of our concerts through program ads. We had done some preliminary work on the by-laws, so the fee is a discounted fee.

**Action:**

John and Gary continue working on this.

## 6.4. Grants

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

Found another grant. Deadline is Sept 14. Has some odd requirements so may take time to apply,

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

Board members not available to do this application. Need a grant committee to work on this with a board member being the facilitator or chair.

**Action:**

John will see if Alan can help.

In the fall, Cindy will apply for the City grants when the submission is open.



# PETERBOROUGH NEW HORIZONS BANDS

## 6.5. Social Committee

They are planning a pot luck for Sept 20 And a hallowe'en dance. They may need some funding to help with the dance.

### **Action:**

John will send a message asking for someone to take over the chair of this committee. Cindy will talk to Earl about creating name tags for members to wear.

## 6.6. Video clips

Sent updated version for the green band.

### **Action:**

James to swap on website and facebook to share.

## 6.7. Insurance update (insurance broker/agent responses to questions sent previously)

From the Living Hope contract Section 4 I

“The renter assumes all responsibility and liability, for all persons onsite for this rental. Living Hope is not liable for any injury or damage obtained on the premises.”

We are concerned that our current insurance policy does not cover us for this liability.

Quentin waiting for all board members to respond to what was received from the broker/agent. Looks like there are some liabilities we are not covered for.

Brings up questions on whether we need to do anything regarding cyber risks and privacy concerns.

**Motion:** Create a waiver for all members to sign when they pay their dues, to indicate they agree to follow our By Laws and Policies, and waiving us from liability responsibilities.

**Comments:** Need to find out how others handle this. Tabling this motion.

### **Action:**

- Quentin will put together our subsequent questions and pass it on to the broker/agent. Maybe show them the Living Hope clause, to see if we are interpreting this right. Get a rough estimate on items we may need to add. The responses from them have not been quick.
- Later, decide who will investigate/create a waiver if it is required.

## 7. New Business

### 7.1. New Ensembles

#### **Action:**

Defer to next meeting.

### 7.2. Publicity plans (BM)



# PETERBOROUGH NEW HORIZONS BANDS

Committee making plans to get new members for September. Trying to keep it within our budget.

**Action:**

Now that start dates are known, the committee will engage the publicity.

### 7.3. Fundraising committee?

**Action:**

Defer to next meeting.

### 7.4. Calvary Storage?

The storage at PCVS has been organized such that we could move what is at Calvary there and reduce our storage costs. We need to give Calvary 3 months notice.

**Action:**

- John will give Calvary notice.
- Quentin will coordinate the move and how to organize things at PCVS.

## 8. AOB

### 8.1. COVID.

Should we reiterate our policy? No. It's business as usual, we follow the Peterborough Public Health guidelines.

### 8.2. Learning and Leisure

**Action:**

Defer to next meeting.

## 9. Next Meeting

August 31 9am location is at Quentins place

## 10. Adjournment

Moved by James