



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for January 26, 2024 at St. Lukes Church

Present: Audrey Keitel (President/Chair), Cindy Babcock (VP/Treasurer), Bev Murphy (Board Secretary), Pat Wade (called in), Rieta Weaver, Vedra Hill

Regrets: Gary Graham, James Burrett

Recording Secretary: Bev Murphy

Conductor Representative: Jon Knight (called in)

1. Conflict of Interest: some board members may be interested in purchasing some of the equipment we might sell
2. Approval of the minutes from the December 8th meeting:
Motion: Approve the December 8, 2023 meeting minutes
Voting: Moved by: Audrey Seconded by: Vedra All in favour: passed
3. Chair's Remarks:
Confirmed the Spring Term starts March 6. Thanks for covering things while Audrey was out of the country. Remember to stay respectful of others.
4. Conductor's report: (report sent previously which included the minutes for August 30, Oct 4, Nov 1, January 10)
 - 4.1 Vacations:
The Conductors will work out coverage for when Sal and Gord are away.
 - 4.2 Sectionals: Conductors would like them longer, 15-25 mins. Need 1 more room for an instrument for Wednesday bands. Board decided we cannot change the sectional time this season, due to funding.

Action:
 - Audrey will talk to John Topic about the extra room needed.
 - Audrey will remind the membership to let their coach and Gord know if they are not coming to sectional. So if all are not attending, it can be cancelled and we don't pay for the room and coach. Gord is to be included because he tracks the rooms used. Gord should be letting Cindy know if a coach was not needed.
 - 4.3 Property: need more storage to bring more instruments from PCVS, like the timpani. Conductors agree that the gong can be sold.

Action:

- Audrey will talk to Quentin about the timpani at Living Hope that needs to be repaired



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4.4 Band Rehearsal Cancellation Procedure was documented by James and the Conductors are okay with it. This document will be referred to in the Communication and Privacy Policy.

(over email)

Motion: Approve the Band Rehearsal Cancellation Procedure

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

4.5 Digitizing music library. Conductors propose “all music be ordered centrally so that only one person is involved in the online buying, downloading and storage of digital scores of music.” <https://www.jwpepper.com/sheet-music/eprint-digital-sheet-music.jsp> is a good website to get music but there are other places, so we should develop a list of places to check out for the best price. Propose to start with new music being purchased and have a committee to scan and save pieces from the music library. A process needs to be developed for purchasing, saving, backing up and distribution of the music. James had mentioned previously he might be interested in working on this. Pat knows of some groups that do this. Jon uses the APP Fourscore to save music he has scanned. The project of scanning existing music will take a long time to complete but in the end, it might simplify the Music Library Committee’s tasks and reduce our storage needs.

Action:

- Jon will send a list of sites they commonly use.
- Audrey will talk to James about heading up this project/committee
- Cindy will remind Mark and Justin to purchase music they have been budgeted for.

4.6 Winterlude schedule and needs.

Jon provided the schedule used previously. The agreed we didn’t need to use the gym and decided on this schedule instead.

9:00	Gord to open door for Social Committee only
9:45 – 10:15 am	Member arrival - do not arrive before this time. Set up for two bands – 1 perc. in Sanctuary Set up one band with perc. in Fellowship Hall (FH)
10:15 – 11:00 am	Morning bands – warm up and run through One band in Sanctuary and the other in the FH
11:00 – 11:15 am	Break – move FH percussion to Sanctuary
11:15 – 12:00 am	Morning performance of 2 bands
12:00 – 1:00 am	Lunch- move perc back to FH
1:00 – 1:30 pm	Afternoon bands – warm up and run through One band in Sanctuary and the other in the FH
1:30 - 1:45 pm	Break and move FH percussion to Sanctuary again
1:45 – 2:30 pm	Afternoon Performance of 2 bands
2:30pm – 3pm	Take down and go home

Action:

- Audrey will confirm the slight changes to the schedule with the conductors. Once confirmed she will let the members know.



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5. Lakeshore NHB Exchange Plans:

Our turn to host. Need someone to coordinate organizing it with Gord. Odyssey participated last year. Some suggested Dynamics might be a good candidate for this year.

Action:

- Rieta will talk to Gord about which band will be hosting this time. Once this is known she will ask for a representative from that band to coordinate this event with Gord.

6. Music Library Committee:

Meeta provided the draft and Bev put it in standard format. Meeta approved it.

Motion: Approve the newly created Music Library Committee Terms of Reference

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

7. Schedule:

7.1 Winter term:

7.1.1 Green Band Sectionals

Cannot add more sectionals, too costly. We could have been more communicative about the winter schedule. Inexperienced people should join in September. Those starting later should be informed of scheduling because we tend to reduce the Green Band sectionals in the Winter term.

Action:

- Audrey & Pat will chat to discuss plans

7.1.2 Music theory course:

Going well. Attendance on site is 20-25 people but suspect others are doing it at home.

7.2 Spring term:

7.2.1 Use of Gym at Living Hope:

Fellowship hall will not be available in April. So we will need to use the gym. It is ok to consume food in that room. We would still have access to the kitchen.

Action from previous meeting:

- Audrey will find out what the exact dates are for when the Fellowship Hall is not available.

7.2.2 Schedule:

Spring term starts March 6. The last day for the music theory course is March 13. Was suggested we reduce the time for lunch. Rooms are rented by the hour. James had tried to set up a schedule but it needed more discussion. We need to clarify sectionals for Odyssey.

Action:

- Audrey will talk to James about working out the schedule for the Spring Term and once decided will communicate this to the membership before the end of February (including the fact that we are in the gym in April). Maybe do a survey for Odyssey to see if they want sectionals.



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7.3 Summer term.

We need to confirm this is ready to go. James is the band representative.

- Payment process, Harlene's involvement.
- Contract with conductor, Ben.
- Contract for rehearsal location.
- Insurance certificate for rehearsal location.
- Timing of when Music Librarian told of music needs.
- How much will the Fee be.

Action:

- Audrey will coordinate this.

8. Finances: (4:05-4:10)

8.1 Financial update: (CB)

\$30,000 in the general account. We will be using reserves. Have had donations come in, exceeding what was donated last year. So our publicity efforts are paying off.

8.2 Grants: (CB)

8.2.1 Cindy submitted the application for the City grant. It is for 2024, so we might not hear back until March.

9. Fundraising:

9.1 Delta Bingo: (CB, GG)

Officially had done 1 bingo shift. We probably won't have anymore shifts until April.

Action:

- Audrey will talk to Jenny on how she is doing getting volunteers to work shifts.

9.2 Bank Account (CB)

Cindy decided to use RBC for the bingo account because the credit union was not getting back to her. Bev and Cindy went the RBC to set up the account, to discover RBC scheduled them with a Personal financial advisor and we really should be talking to a Business financial advisor. We would need to engage a Lawyer, probably to notarize documents, and RBC needs to know who our lawyer is. Bev emailed Joe Grant who helped us with ONCA and waiting for a response. We probably won't be ready to accept funds for the end of January. We need to officially agree that Cindy, Bev and Rieta have signing authority for this account.

Motion: We the PNHB board authorize Cynthia Ann Babcock, Beverly Jean Murphy and Rieta Weaver as authorized signatures for our Lottery Trust account at RBC.

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

Action:

- Cindy will continue coordinating the set up for the required bank account.

9.3 Golf shirts. (VH, GG, PW)

We have been searching for black golf shirts suitable to have the PNHB logo stitched on and selling to all band members who ordered one. The Bingo people can wear them at Bingo, but these shirts



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would be suitable to wear on stage at our concerts or anywhere. Board agreed for this group to coordinate getting and selling these golf shirts.

Action:

- Suggested to work with James to send a survey to get an idea of how many people might be interested and maybe using the survey platform to take orders.
- Discuss with Cindy on the best way of handling the funds. E-transfer is not favourable.

10. Admin:

10.1 SOCAN now called Entandem: (BM)

This is the organization we pay royalties to for the use of the music. Bev has been working with them to catch up for 2023. We have been exempted in the past, so Bev is working on getting us exempted again. The concert fee is based on the gross ticket sales.

10.2 Confirmation of positions.

10.2.1 Bev suggested the board keep the document “2023-2024 Areas of Responsibility” handy because it identifies who is taking care of what.

Action:

- Bev will send the link for the 2023-2024 Areas of Responsibility document to the board.

10.2.2 We don't have anyone doing all the tasks described in the “Green Band Manager Position Description”. Harlene and Helen do some of it. The name of the position is misleading because it deals with all members and not just the Green band.

Action:

- Pat and Bev will work on what to do about the Green Band Manager position.

10.3 Volunteer Appreciation (VH, BM):

Bev suggested we purchase a cake to have at Winterlude, to thank and recognize all our volunteers. All were in agreement.

Action:

- Vedra will get the cake. Suggested Independent has good cakes.

10.4 Discussion Forum and email use:

Defer to next meeting.

Action from previous meeting:

- James will schedule a Zoom meeting in January, to assist the board with the use of the discussion forum, Gmail emails and google drive.

10.5 Printing:

Many requests for ink cartridges.

Action:

- Audrey will find out if there is a printer at Living Hope.



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10.6 Board Documents

10.6.1 The “PNHB Board Organizational Information” document was created by Bev to track key information that needs to be passed on to future boards. Please let Bev know of any information that should be added to this document. This will help us avoid missing items the board needs to do.

10.6.2 Bev has also created a document to track tasks that need to be done during a season, called “2023-2024 PNHB Activity Calendar” She uses this to remind the board when something needs to be started.

11. Property Committee:

11.1 Quentin assisted creating this new document and approved it.

Motion: Approve the newly created Property Committee Terms of Reference

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

11.2 Property.

The marimba was found. Discussed whether we should sell this too, since we don't have room for it at Living Hope, which means we are not using. Decided to defer this decision.

Quentin sent the board an email below.

“Based on my research I propose the following prices for the used equipment

- Yamaha amp - \$650
- Road Gear amp - \$ 400
- Sabian Gong - \$425

If the Board is okay with this I will proceed - offering them first to PNHB Band members, coaches, conductors and if they don't sell within 3 weeks, offer them to the general public. I would suggest the Board give me approval to negotiate a price within 80% of these amounts without coming back to the Board for approval.”

Motion: Approve selling of the amps and gong, within the time periods and conditions requested.

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

12. Concert Committee:

12.1 Concert Beneficiary documents

Updated the PNHB Concert Beneficiary Selection guideline to include more information and created the PNHB Concert Beneficiary Selection Proposal form.

Motion: Approve updated PNHB Concert Beneficiary Selection guideline and newly created PNHB Concert Beneficiary Selection Proposal form.

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

12.2 Concert Beneficiary

Discussed the value of having a Beneficiary. Most don't sell tickets and 20% of our proceeds seems high. Defer for future discussion.



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Action:

- Audrey will get more historical information on why this was done.

12.3 Concert Beneficiary proposals for 2024-2025

Pat has a proposal but will defer submitting it until after it is decided if we continue with the current methods.

12.4 Spring Concert.

Sal, John T and Rene have been searching for a venue trying different day / time slots. They visited Wenjack Theatre (Trent) and St. James United, neither are ideal but we are pencilled in for May 31st with both places. St. James has the better stage, but Wenjack has better everything else, including parking. Rene will still try Calvary after Feb. 15 when rental arrangements will have been settled. Renovations may make it impossible to welcome the public there. That week the Concert Managers will make the final decision about May 31st.

Board discussed other venues like Lakefield College, TASS and PCVS.

Action:

- Bev will pass on these venue suggestions to Rene.

13. Social Committee.

Spring social 1st week of April , Friday night. Looking at booking the Stonehouse and having appetizers and entertainment. Tickets will be sold to cover all costs, the board cannot supplement this event.

Action:

- Vedra will talk to James about doing a survey on how many people are comfortable attending this type of event. This will help to decide if the event can be afforded while keeping the ticket price reasonable.

14. Publicity Committee:

14.1 Updated the Publicity Recruitment Committee Terms of Reference to be more current. Updates were reviewed and approved by Pat.

Motion: Approve the updated Publicity Recruitment Committee Terms of Reference

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

14.2 Active Living event March 5.

Pat / Bev have accepted the invite to attend this 'trade show'. There is no cost. Need to coordinate getting volunteers to help that day. The show is at Activity Haven.

Action:

- Pat will coordinate this.



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15. Membership Committee.

15.1 Positions with fee waivers (report and policies sent previously)

15.1.1 Clarify if board members holding these positions still qualify for the fee waiver. Yes, they qualify because they are being recognized for that position and not the board position.

15.1.2 Recording Secretary Position

Discussed that it seemed odd that a non board member record the minutes of board meetings.

Motion: Approve dropping the Recording Secretary position and having the Board Secretary also perform those duties.

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

15.2 Membership main database: Defer to the next meeting.

The whole process of maintaining this database needs to be reviewed because the upkeep of the main membership database has become overbearing. Strike a group or person, to sit down with the stakeholders and develop improvements to the process.

This database is used for building the rosters, provide contact information, track fee collection, track LOA/fees waived/fees reduced/fees rebated and it could do so much more.

15.3 Membership Policy

Bev will update this policy to include the list of positions that have their fees waived, clarify what happens if they are also a board member and to merge the Subsidization of Dues Policy with it. In the future, we need to discuss more clarity on the waiving of fees.

16. Communication:

16.1 Calendar update (see Schedule: Spring Term)

16.2 Communication and Privacy Policy.

Bev found a draft copy that provided more information, so her and James are incorporating it with the existing policy and will also include privacy related items. The Band Rehearsal Cancellation Procedure document will be referred to in this document.

17. AOB:

17.1 Masks and hand sanitizer.

We received these items from a grant and we have lots.

Action:

- The board was ok with Bev offering the membership some masks, so to reduce the storage area used.
- Rieta will find out if Living Hope can use one of the large refill containers of hand sanitizer.

17.2 Rieta reported that all chairs were put away on Wednesday. Skylark was told to leave 20 chairs out and they were left out when Bev left. So not sure if it was PNH B that put them all away.



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Action:

- Audrey will send a reminder to the membership to not put all chairs away.

18. Other emails Audrey to send out.

To all Committee Chairs and relevant people. Remind that John Topic must be informed if a committee wants to use a room for a meeting. Explain how we are charged.

19. Next Meeting.

Bev will be away Feb 11-18 and Rieta Feb 13-27

Next Meeting is on Feb 23 at 3pm at St. Luke's (Rieta was ok missing this meeting)

20. Adjournment: Moved by Rieta