



# PETERBOROUGH NEW HORIZONS BANDS

## PNHB Board of Directors Meeting Minutes for February 23, 2024 at St. Lukes Church

**Present:** Audrey Keitel (President/Chair), Cindy Babcock (VP/Treasurer), Bev Murphy (Board Secretary), Pat Wade, Vedra Hill, James Burrett

**Regrets:** Gary Graham, Rieta Weaver

**Recording Secretary:** Bev Murphy

**Conductor Representative:** not present but sent minutes

1. Conflict of Interest: none

2. Approval of the minutes from the January 26th 2024 meeting:

**Motion:** Approve the January 26th, 2024 meeting minutes

**Voting:** Moved by: Pat      Seconded by: Vedra      All in favour: passed

3. Chair's Remarks:

Thanks to all for keeping things running while away. Please use the discussion forum for her attention instead of email.

4. Conductor's report (Sent previously):

The blue room, gym, will not be used for Winterlude.

Discussed how the roster is maintained and some challenges.

Jim Hill will cover locking up, for when Sal is on vacation.

Rotation. Sal recommends (and agreed by all) that we switch bands and time of the year. In the fall Sal/Justin would direct Jubilee/Skylark and Jon/Gord All/Od. This would put bands on a different rotation/time of year with conductors. We have done this a couple of times in the past. The board sees the merits for this and will keep it in mind when doing the 2024-2025 schedule.

**Action:**

- Audrey will find out if the current roster is current and let people know to pass on changes to [pnhb.music@gmail.com](mailto:pnhb.music@gmail.com), so James can update the master database.

5. Lakeshore NHB Exchange Plans:

Will still proceed with this. Suggested to not have 2 bands play. The venue must allow having a potluck.

**Motion:** Proceed with the Lakeshore NHB Exchange and keep expenses to the maximum of \$300

**Voting:** Moved by: Audrey      Seconded by: Pat      All in favour: passed

**Action:**

- Audrey will let Gord know



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## 6. Music Library Committee:

### 6.1 Digitizing music library.

Discussed how to do this. That a hardcopy of the score would still be needed.

#### Action:

- James will investigate and create a process.
- Since Mark is ordering music now, Audrey will ask about piloting this idea with James.

## 7. Schedule

### 7.1 Winterlude schedule and needs:

9:00	Sal 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 - move FH percussion to Sanctuary again
1:45 – 2:30 pm	Afternoon Performance of 2 bands
2:30pm – 3pm	Take down, clean up

A question was raised on why Green band is not included in playing at Winterlude. Will pursue this next year.

#### Action:

- Audrey will send an email to the members
  - Winterlude. Timing. That family and friends are invited.
  - Spring schedule reminder
  - At the back of Living Hope, parking spots had handicap signs but now they are gone. Will ask members to leave the parking spots close to the doors as if there is a sign.
- Vedra will send an email to remind what is needed for Winterlude.
- James will set up a sound system in the Sanctuary on that day

### 7.2 Use of Gym at Living Hope:

#### 7.2.1 Fellowship hall will not be available in April.

##### Action:

- Audrey or John Topic will ask the Living Hope secretary for the exact dates.

#### 7.2.2 Assist with sound barriers in Gym.



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March 1. Living Hope will provide the materials, some of the board members and spouses will assist with the installation.

**Action:**

- James will find out what we need to bring, what time to be there.

### 7.3 Spring Term:

Starts after Winterlude. March 6. Sectionals start March 20, with none for Odyssey. Discussed when to have breaks and most agreed the Conductors can decide.

**Action:**

- Audrey will send a reminder email about the schedule.

### 7.4 Information Day:

Discussed making the last rehearsal day for Green Band, be the day for this event. Start Information Day after a short break after the rehearsal. Mark H. handles the arrangements for this. The Social Committee, Publicity Committee, Green Band Manager (Members Manager) assist. More advertising is needed. Inform members. Maybe have a sign up sheet at Active Living fair (or poster if one is available by then).

**Action:**

- Audrey will discuss the date and venue with Mark H.
- Bev will take care of the sign up sheet and information for the Fair.

### 7.5 Summer Band:

Ben will conduct. Venue arranged. Will run mid June to Aug. Meeta was given a heads up about music needs, and will keep the fee at \$75, James is the band representative.

**Action:**

- After Winterlude, James will send out a survey to find out how many are interested in summer band and provide information.

## 8. Property Committee:

**8.1** Need more storage to bring more instruments from PCVS, like the timpani and marimba.

**Action:**

- Audrey will talk to Living Hope to see if there is any more storage available, even if we have to pay.

**8.2** Instrument sales

Selling these and initially at this price. Email sent to members February 8 2024. We still have another sound system, these are extras.

Phonic RoadGear 160 amp Price: \$400.00

Yamaha DXR12 Powered speaker/amp Price: \$650.00

**Action:**

- James will let Quinten know he can advertise externally.



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- 8.3** Instrument repairs.  
Drums are being repaired. Some timpani's need to be repaired.

**Action:**

- Vedra will let Quintin know about the timpani issues.

**9.** Finances:

**9.1** Financial update:

Did some GST rebates which brought in funds. So far we still have funds in the bank.

**9.2** Delta Bingo bank account:

Account set up. Cindy, Harlene, Bev, John Topic are the signees now, the others have been removed. Have this many people because cheques & E-transfers need 2 signatures. Funds in the bingo account must be spent by cheque.

**9.3** Grants:

Cindy monitoring. Nothing to report.

**10.** Fundraising:

**10.1** Delta Bingo:

Jenny will continue being the coordinator. We received our first payment of over \$1400.

**10.2** Play suggestion:

A fundraising idea was suggested but we cannot pursue it at this time

**Action:**

- Bev will let Maureen know.

**11.** Golf shirts:

Discussed sizing and logo. Will only take cheque or cash. When ready James sends a survey to get an idea of how many people might be interested and maybe using the survey platform to take orders.

**Action:**

- Pat and Vedra are coordinating this.

**12.** Concert Committee:

**12.1** Spring Concert

Renee, John T. and Sal have been on the hunt for other locations. Adam Scott is a good alternative to Calvary, is less expensive, but does require us to supply our own sound system. Discussed it might be a good venue for the December concert. Calvary confirmed today we can go there for the Spring Concert. Suggested the date is put on the concert program.

**Action:**

- Bev will find out about the deposit for Calvary, contract and insurance.



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## 12.2 Concert Beneficiary

Discussed the value of having a Beneficiary.

### **Action:**

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

## 12.3 Concert Beneficiary proposals for 2024-2025

Future proposals have been submitted. Defer.

## 13. Publicity Committee:

Pat and team have done a great job of updating websites, facebook groups and posting rack cards in the community. Arrangements for Active Living Fair, March 5, are done.

## 14. Admin:

### 14.1 SOCAN now called Entandem:

We are exempted from paying. For future events, unless something changes in how the concerts are presented that would be considered a commercial activity; e.g paying performers, there is no need to submit tariff 4A1 reports. For ease of administration, all concerts hosted in a given year can be listed on the same charitable exemption questionnaire.

### 14.2 Trumpet Sound barrier:

Clarinet like the barriers. The barrier will fold up, so they are easy to store. We need 2. Long and McQuade sells them for roughly \$240 each. If purchased it will come out of property fund. Conductors are ok with them.

**Motion:** Proceed with the purchase of two sound barriers

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

### 14.3 Printer at Living Hope:

In storage.

### **Action:**

- Audrey will see if it works. And will let the conductors know that members can use it for "one of" printing needs.

### 14.4 Historical Archive:

Gord gave items he had to Harlene, which may have been passed on to Debi. But before that James took pictures of the items.

Pat noticed that the same pieces have been played consecutively at concerts, not necessarily by the same bands. Since we have so many pieces, would prefer this no be done.

### **Action:**

- James will create a folder to save these historical items to.
- Pat/Harlene will make a list of pieces played to confirm not being repeated and share this information with the Conductors.



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### 14.5 AGM proxy:

A proxy process is required re our By Laws. Discussed how this should be done. Need a paper copy created. Can only be a Proxy for 1 person. Indicate on the sign up list if they are a proxy too and the name of the other person. They keep the proxy form to vote for both. Hand in at the end.

Can't have an AGM until after the financial engagement review is completed.

#### **Action:**

- Bev will create a proxy form, sign in and document the process.

### 14.6 KPRDSB / Living Hope liaison:

John Topic will continue being the liaison for both, Audrey would need to sign contracts.

### 15. Social Committee:

#### 15.1 Spring Fling

Will have tickets to sell at Winterlude. Discussed reimbursement for making tickets.

### 16. Communication:

16.1 Backup for handling equipment. Conductors take some parts home to charge.

16.2 Discussion Forum and email use. Forum working well.

### 17. PNHB Documentation:

#### 17.1 Standards.

All file names will include the date they were approved.

Discussed which documents need what type of signatures to indicate they were approved by the board.

By Laws, Policies, Terms of Reference, Position Descriptions, Contracts will be dated and signed by the President and Board Secretary.

Procedures, Reports will be dated and indicate who/whom last updated it.

Forms will have a date & the Board Secretary initials.

Board Meeting minutes will be dated and once on the website indicates it was approved.

Bev will archive the really old doc that is on the google drive, after all current documents are identified.

#### 17.2 Succession Procedure

Discussed clarifying what is in this document.

#### **Action:**

- Bev will update with the changes discussed and send them to the board to be approved.

#### 17.3 Conductor and Coach contracts.

Bev started reviewing contracts to be current and complete, with the Dialogue Committee.

#### 17.4 Code of Conduct Policy

**Motion:** Approve the revised Code of Conduct Policy and make the Community Respect policy obsolete

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



## **PETERBOROUGH NEW HORIZONS BANDS**

### **18. AOB and upcoming tasks:**

#### **18.1 2024-2025 Schedule**

See Conductor comments. We will be striking a group to create this schedule starting in March.

#### **18.2 End of Season Survey**

We will be striking a group to create a standard year end survey starting in March.

### **19. Next Board Meetings:**

March 22

April 19

May 17

June 14

### **20. Adjournment:**

Move by Vedra