



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for March 22, 2024 at St. Lukes Church

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

Regrets: Gary Graham

Recording Secretary: Bev Murphy

Guest: Phil Panter

Conductor Representative: not present but sent minutes and Audrey got clarifications.

1. Conflict of Interest: none

2. Approval of the minutes from the February 23rd 2024 meeting:

Motion: Approve the February 23rd 2024 meeting minutes

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

3. Chair's Remarks:

Thanks for everything that all are doing.

4. Conductor's report (Sent previously):

- Sectionals start March 20 – same format as Term 1
- Identified targets dates and assignments for Spring Concert
- Confirmed coverage for when people are away, like Sal C.
- Winterlude post review. Recommendations will be sent in April. (see board discussion in 7.1 Winterlude post review)
- For next season, suggested switching when bands play (Morning: Allegro and Skylark, Afternoon: Jubilee and Odyssey) and maybe doing a survey so to confirm it will not cause members quitting (see board discussion in 7.4 2024-2025 Schedule & budget needs)
- Recommend booking the Christmas and next Spring concert venue now. (see board discussion in 13. Concert Committee)

5. Lakeshore NHB Exchange Plans: (RW)

Booked for May 26 at Westdale united. Allegro band will be a part of this exchange.

Action:

- Reita will continue coordinating this with Gord.
- Audrey will get the insurance certificate for Rieta

6. Music Library Committee:

6.1 Board Liaison for the Music Library committee.



PETERBOROUGH NEW HORIZONS BANDS

Audrey will be the liaison. She talked to Meeta to clarify what was going on with the digital music.

6.2 Printer at Living Hope:

Bev tested the printer with a USB stick. It has no paper. Board agreed that members, conductors and coaches can use this printer for “one off’s”.

Action:

- Bev will purchase a ream of paper to use at Living Hope.

6.3 Printer at PCVS

Defer to next meeting

6.4 Digitizing music library. (JB)

Did a trial test with music Justin was ordering. Copyright concerns were discussed.

Action:

- James will continue working the process.

6.5 PCVS keys

It is not clear on who all has keys for this storage area. Meeta and Gord say they have keys. John Topic says he gave his key Meeta. Meeta doesn't have it. Maybe Quentin has it.

Action:

- Audrey will investigate

7. Schedule

7.1 Winterlude post review:

Defer to next meeting when we have the Conductors report.

Action:

- Bev will start a post review report with the board comments and add the conductors comments afterwards.

7.2 Spring Term:

7.2.1 Use of Gym at Living Hope:

Sound barriers done and 2 more being made next week by the same volunteers.

Fellowship hall will not be available in April.

All agreed to not use the Sanctuary in April, May and for next season.

All agreed that for the first rehearsal in the gym to use the regular chairs, to verify if the padded chairs are really needed.

Action:

- Audrey or James will ask John Topic to bring his rug to see if it would work for the drums.



PETERBOROUGH NEW HORIZONS BANDS

- Audrey will ask John Topic to negotiate with Living Hope on the room change and removing the need for custodial coverage.

7.3 Summer Band: (JB)

James is the band representative. Conductor, Venue, fee to be charged and timing confirmed. Will have a 'Come to Play' on August 27 for all members or want to be members to come play. Meeta was given a heads up about music needs.

Motion: Approve having a summer band from June to August

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

Action:

- James will get the contract with the venue signed and give Bev it, to file.
- Bev will provide James with a contract for the selected conductor and Audrey to sign
- James and Audrey will sort out with Meeta on the music needs.

7.4 2024-2025 Schedule & budget needs: (JB,AK)

A survey might be handy to know if members like the band time change the conductors suggested.

Action:

- James and Audrey will start working on this. It needs to be done by the end of July, so we have time to negotiate any changes with Living Hope and provide the information needed to calculate the 2024-2025 Budget.

8. Finances: (CB)

8.1 Financial update:

We have enough funds available for expenses, have not used funds in reserves.

8.2 Delta Bingo bank account:

Bank account set up and signees set up. Treasurer plans to use the bingo account funds to pay the rent from, when there is enough to cover it.

8.3 Grants:

8.3.1 Cindy submitted the application for the City grant. It is for 2024, so we might not hear back until late in 2024. Cindy found out that the format may change for next year.

8.3.2 Trillium Grant denied (FYI)

8.3.3 Ontario Senior Community Grant

Audrey and Al B. are working on submitting this application.

8.4 2024-2025 Budget creation: (BM,CB)

Bev and Cindy will start working this.

Discussed how the music ordering worked.

ACTION:



PETERBOROUGH NEW HORIZONS BANDS

- Bev will send an email to each BOD Liaison for committees to find out their budget needs for 2024-2025.

9. Purchase of Trumpet Sound barrier: (CB)

Ordered. Out of stock so may be a while before we get them. Cindy will let the interested parties know.

10. Fundraising:

10.1 Delta Bingo:

Jenny will continue being the coordinator. We have now received payments for January and February.

10.2 Golf Shirts: (VH,PW)

Approved the final design of the logo on the golf shirts. Discussed how much to charge. Will take cash, cheque and e-transfer. Discussed using a website for credit card transactions but don't want to make the shirts cost more because of transaction fees.

ACTION:

- Vedra, Pat and James will work on the process of how the ordering will work

11. Property Committee:

11.1 Need more storage to bring more instruments from PCVS, like the timpani and marimba. No room at Living Hope for big items.

Action:

- Audrey will talk to others if selling the timpani that is at PCVS is viable.

11.2 Instrument sales

Sold both of these;

- Phonic RoadGear 160 amp Price
- Yamaha DXR12 Powered speaker/amp Price

11.3 Instrument repairs.

Phil explained the condition of the drums. He and Priscilla provided the BOD with a report.

Action:

- Board to review report and determine next steps.

12. Concert Committee:

12.1 Spring Concert (BM)

No down payment and contract needed at Calgary. The insurance certificate they have is good to May 31 2024. All approved having a group play before the concert. Discussed whether to offer a reduced price for senior places. Majority agreed it was not necessary.

12.2 Concert Beneficiary

Discussed the value of having a Beneficiary. Asked others why we did this and it was just always done. We have not seen any value doing this. In the past, the beneficiary is not



PETERBOROUGH NEW HORIZONS BANDS

selling tickets and we give them funds we really can use. Plus, this might reduce our chances of getting grants.

Motion: Approve not having a Beneficiary for concerts starting 2025

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

Action:

- Audrey will let the Concert Managers know.

12.3 Concert Beneficiary proposals for 2024-2025

Action:

- Pat will let those she brought in know.
- Bev will let those that have submitted proposals know we are not doing it anymore.

12.4 December Concert (BM)

Booking of Calvary now. Calvary wants to book it in June.

12.5 2025 Spring Concert (BM)

Booking of Calvary now. Calvary wants to book later.

13. Publicity Committee: (PW)

Active Living Fair, March 5, was a great success. Pat has booked us for the Seniors Showcase on June 18. Information Day poster created and advertisement proceeding. Concert advertisement proceeding. Pat is keeping a tally of where new members are hearing about us, to get an idea what is working. Other ways of advertising was discussed.

14. Social Committee:

14.1 Spring Fling (VH)

Social Committee have sold enough tickets to cover costs.

Action:

- Vedra will send email to members to provide target dates and who to get tickets from

15. Membership Committee:

15.1 Information Day

May 27, after Green Band rehearsal from 11am to 1pm. Poster created and posted on our website.

15.2 Fee rebate decision

Discuss how to handle rebates, refunds, credits and waivers for fees.
Defer to a separate meeting

15.3 Membership Policy under review: (BM)

Defer to a separate meeting

15.4 Membership database procedure under review (BM)

Defer to a separate meeting



PETERBOROUGH NEW HORIZONS BANDS

16. Communication:

16.1 Approve the updated Communication and Privacy Policy (sent previously) (JB, BM)

Motion: Approve the updated Communication and Privacy Policy

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

16.2 New website proposal (JB, BM)

Recommending we convert to another website. We trialed <https://www.harmonysite.com/> and it met our needs. Means more funds needed in the 2024-2025 budget. Our current site is a programming language not commonly known, does not have pre programmed features like tickets sales and forms. The HarmonySite language is wordpress which is common and it comes with many built in functions. More information will be provided at the next meeting.

17. PNHB Documentation:

17.1 Approve the updated Conductor Succession Procedure (sent previously) (AK, PW, JB)

Motion: Approve the updated Conductor Succession Procedure

Comments; Moved the skill requirements to the position description. Clarified what internal means and added missing steps.

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

17.2 Approve the updated Board Secretary Position Description (sent previously) (BM)

Motion: Approve the updated Board Secretary Position Description which replaces the Recording Secretary position description and Illness and Memorial Policy.

Comments: Will create an Administrative Assistant position instead to replace the waived Recording Secretary position. This will cover the extra responsibilities Bev is doing. All agreed with this idea.

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

17.3 Approve the updated Members Manager Position Description (sent previously) (BM, PW)
Defer. More discussion is needed.

17.4 Conductor and Coach contracts under review (BM)

The current contracts are many pages and need clarification. The coach and conductor contracts are the same except for a few parts, so suggested we just have one contract for all. All agreed. Bev is currently reviewing the revised contract with Jon Knight.

Bev will create a separate contract for the summer band, that is to be approved in DF, so we can expedite getting the Summer band arrangements moving.

18. Historical Archive:

Defer to next meeting

19. Sunshine Band: (5:45 -5:50) (BM)

We need someone to coordinate this and it does take a long time to arrange.



PETERBOROUGH NEW HORIZONS BANDS

Action:

- James to send a survey to see if there are enough people interested in doing this and asking for people to coordinate it.

20. End of Year Survey (5:50 - 5:55) (last report sent previously) (JB,AK)

James and Audrey will be working on this starting in April.

21. AOB:

21.1 Music library

We have a lot of music in our library. We should archive or dispose of the ones we don't use. Defer to next meeting.

22. Next Board Meetings:

April 19, we will not have a conductors report because they won't be meeting until April 24.

May 17

June 14

23. Adjournment:

Move by Vedra