

**PETERBOROUGH NEW HORIZONS BANDS  
BOARD OF DIRECTORS MEETING, AUGUST 31, 2020**

**Present: Sherri Luff, John Topic, Alan Brunger, Lorna Verhulst, Brenda Bock,  
Cathy Brown Payne, David Lloyd, Joanne McLaren, Lorna Devan**

**Conductor Representative – Jon Knights**

**Regrets: Jim Chesher, Angela Con**

**1. Conflict Of Interest – none declared**

**2. Approval of Minutes of the August 12, Meeting**

**Alan Brunger moved to accept the minutes of the August 12, 2020 meeting**

**Lorna Verhulst seconded the motion**

**All in Favor**

**Carried**

**3. Chair's Remarks**

We have been busy since the last meeting. John thanked Lorna Devan for sending out a great letter to members after our last meeting. We also put together a set of volunteers to do follow up calling after the 2<sup>nd</sup> survey, so we have a full set of responses. The volunteers were Lorna Devan, Lorna Verhulst, Mary Chesher, Deb Haigh, and Margaret Seabrook.

Brenda Bock has been following up with the Covid Protocols. John Topic had an email exchange directly with Dr. Salvaterra. She was aware of Brenda Bock's work with her people.

Alan Brunger has been in touch with Living Hope. Several conductors and John were measuring and spoke directly to the secretary of Living Hope who relayed information from their most recent Council meeting.

The conductors have been working away on seating plans.

**4. Restarting**

**4.1 Safety Protocols – Protocols were sent out with the agenda**

Brenda informed us that questions have arisen from speaking to Matt Faris about whether there would be staggered practises and staggered entrances for different bands, what kind of disinfectant will we be using, how long will the room sit empty and who will sanitize in between

There is a list of disinfectants that have been published and we will chose one of them. Dr. Tom Bell thinks we are doing a pretty good job and on track with our plan for restarting. He suggested shower caps for covering the bells of instruments. He suggested we ask members to get tested every couple of weeks or so.

Jon Knights stated that the conductors will probably use a face shield.

Alan Brunger says some of the research we have received suggests that you wear one mask for the entire practise and have a slit in the mask for playing the instrument, Other research suggests you have two masks, one for when you are playing with the slit in it

while you are seated and one for when you come in, leave the room and leave to go home.

Research has shown that there is not a lot of spillage out of the instruments. We are going to have at least 6 to 8 feet between instruments.

Alan suggests we add that we sanitize our music stands, instrument and chair ourselves.

#### **4.2 Restarting Strategy**

The conductors have done a lot of research on the restarting strategy. The major consideration is the safety of everyone. Small bands are necessary. The rooms at Living Hope have been measured and the sanctuary is large enough. The challenge will be the room by the kitchen and mailbox area. Mark is revamping the roster as each member can only play in one band to begin with. Jubilee and Allegro would meet in the first 90 minutes. Only 25 people in each. Equinox which is a new band of a mixture of levels conducted by Mark. This band could also take in new members as they return at different times. Skylark and Odyssey will be scheduled in the afternoon. These will consist mostly of members already in those bands. There needs to be 30 minutes in between each band. A seating plan will be necessary so everyone knows where they are sitting. The conductors would like to have a middle of September start. The conductors will alternate bands each week rather than half way through the practice.

Green Band will be absorbed by Jubilee.

##### **4.2.1 Information from Living Hope about Janitorial Services, Baffles, Insurance, etc.**

John reports that Living Hope has been asking about our protocols and seems happy with them. They will want copies of our attendance lists.

The acoustic baffles will not be done for this year. They are looking at installing them in 2021. They just don't have the peoplepower to do this with everything else happening.

They want to have waivers from all our members or confirmation from our insurance provider that they will not be sued if someone gets Covid. Jo-Anne McClaren has followed up on this. She reported that the broker said we are covered for Covid. If Living Hope want waivers they will have to let us know. Jo-Anne will be in touch with Living Hope.

##### **4.2.2 Sanitizing**

We will have to do our own sanitizing. The Council does not have the personnel to do that. We can sanitize our own chairs, instruments and stands. We might be able to pay a member or hire someone. John has included this in the costing. Alan found a product online which he will find out more information about. Hard surfaces must be cleaned at least twice a day. Lorna V suggested contacting Service Master to see what their costs are to come and sanitize twice a day. Lorna will call Service Master.

Concern was expressed about the washrooms and who will sanitize them.

#### **4.3 Restart Date**

The pieces are starting to come together so a restart date can be set.

**Lorna Verhulst moved that we restart band on September 16, 2020.**

**Brenda Bock seconded the motion.**

**All in Favor**

**Carried**

#### **4.4 Costs of Restarting – Draft Sent Out**

John Topic worked on the numbers. There will be no Green Band, so we will not have to pay rent on Mondays. We had 123 members planning on returning as of Friday, August 28<sup>th</sup>, 2020.

Alan has received information about applying for funds through certain grants.

#### **4.5 Fees for the Fall**

Discussion was held and there were some other amounts that need to be clarified before a fee can be sent.

**Alan Brunger moved that John Topic be given permission to recalculate the amount for fees for the fall of 2020.**

**Lorna Verhulst seconded the motion.**

**All in Favor**

**Carried**

#### **4.5.1 Late Starters**

If people return at a different time the amount they will pay will be prorated.

These people may join a band who have less than 25 people. Allegro and Jubilee have 25 each and will be playing in separate areas of Living Hope. Since only 50 can be in the same space at one time it would be difficult for returning members to join these bands. The Equinox band will be the catch all band with members of various levels playing in it if there is not space in the band the member usually plays in.

#### **4.5.2 Coaches**

John has been asked if we will be charging coaches to play, since there are not sectionals. It was felt that we should not ask them to pay because they will be supporting the bands.

### **5. Treasurer's Report**

The Treasurer's Report was sent out. Del Manary's review resulted in one change. The report was reissued.

### **6. On-going Business**

#### **6.1 Property Management**

John was in contact with Angela and Jim. They decided to wait to do anything more about rental forms and inventory control until things settle down. They will concentrate on making sure the inventory is up to date.

In the meantime though, we did approve the Property Management policy at the last meeting, so that should be signed and dated by the Secretary and added to binders.

## **6.2 Planning for Restarting**

**6.2.1 Volunteers** for greeting tables for registration, screening, sanitizing (unless contracted out), someone to take pictures of the areas we have used at the end of the day.

There will need to be greeters for each of the band time slots. There is a standard form for screening questions. There **have to be** various signs put up about how to wear a mask properly, physical distancing, proper handwashing etc. Living Hope may put these up as they restart.

Registration will take place in the blue room so members will not have to stand out in the weather.

**Alan moved we start the morning session at 9 am.**

**Lorna Verhulst seconded the motion.**

**After discussion it was agreed to table this motion and speak to the conductors as their original plan had the bands starting at 8:30 am**

## **6.2.2 Insurance Waivers**

Jo-Anne has checked with our Insurance broker and is working with Living Hope. If we need to get waivers from all the players, that will be another job for volunteers. We can send out an email message with the waiver form, but we will need to have the actual piece of paper,

## **6.2.3 Enforcing Mask Wearing and Other Protocols**

This has come up at other meetings. Some people cannot wear masks.

Stores are being told not to enforce mask wearing, even though it is required but some are refusing entry.

We have to both respect our members and try to keep everyone safe.

We should have a supply of masks available if a member forgets.

We will be insistent for entry and exit that a mask be worn.

## **6.3 Communication with Members**

We will need to update members again about the status of restarting. We will also need to start recruiting volunteers. Lorna Devan will communicate with members once the fees are set.

## **7. Business Arising from the August 12th Meeting.**

**7.1 Cheque Signing Authorities** - John has been to the bank to fill out the paperwork, David will go in to do the paperwork

**7.2 Trade Account Authority** – David has worked this out with Roger

## **8. Other Business**

### **8.1 Planning for the AGM**

**8.2.1 Date** – end of October TBA

**8.2.2 Board membership and portfolios** – some board members are leaving and people will need to be recruited

**8.2.3 Portfolio reports** – need to be sent to Jo-Anne

### **8.2.4 Ensembles** –

Small ensembles are under the direction of their own director.

It will be up to each one of them to decide when and where ensembles will take place.

The policy states that in order to play in an ensemble the member must play in the larger band.

## **9. Date of Next Meeting**

Sept 9<sup>th</sup> at 2 pm

## **10. Adjournment**

Cathy Brown Payne moved to adjourn the meeting