

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MINUTES
DECEMBER 4th, 2019**

Present: John Topic, Lorna Devan, Jim Chesher, Cathy Brown-Payne, Al Brunger, Lorna Verhulst, Brenda Bock, Sherri Luff, Angela Con

**Regrets: Roger Bresee, Ex-Officio,
Recording Secretary, Joan Necoloff**

1. Conflict of Interest - None

2. Chair's Remarks

The search for a new Treasurer is still ongoing. We may need to focus more intensely on that in the new year. We are talking to a few people.

3. Approval of Minutes of the November 13, 2019 Meeting

MOVED by Lorna Devan and SECONDED by Jim Chesher that the minutes of November 13th, 2019 be approved.....CARRIED

4. Conductors' Report – John Topic for Jon Knights

The conductors did not have a meeting this month so there is nothing to report.

5. Treasurer's Report - John Topic for Roger Bresee

5.1 Treasurer's Report and Government Filings

Roger has circulated the Treasurer's report and copies of some of the charitable status reports for the Government. The filings regarding Charitable status is an example of the kind of job that Roger would like to see handled by someone other than the Treasurer.

5.2 Ensemble Reports – John Topic for Roger Bresee

Roger has recently sent reports to each of the ensemble treasurers showing their balances; he copied these to John. There were nine separate emails with one report in each, so John did not forward these to all the board members.

This is another example of the amount of work Roger does. All the ensembles are doing fine financially. A few have sizeable balances that should result in fee reductions. (Flutissimo, Fundamentals, Swing Set, e.g.). John will consult with their treasurers about this and to see if they would like to have a group email network address so that they could consult easily with each other.

Discussion followed regarding the financial reporting which some board members are finding confusing, i.e. current operating/current assets. John will invite Roger to come to a lunch meeting to explain the financials in early January either the 8th or 15th. John will get back to the Board with the date.

6. Business Arising from the November 13th Meeting

6.1 Follow-up on Conductors report: ideas for spending grant money.

Last meeting Jon suggested that the grant money could be spent on music or on lessons or more equipment. Music money might best be spent at the Jubilee level; their focus on equipment is still in the low range instruments and perhaps percussion.

6.2 Subsidizing Lessons for Members, Theory or Rhythm – Angela Con, Al Brunger

Sal has submitted a proposal that would be 20 lessons each for 20 members = 400 lessons @ \$40 per lesson which could be as much as \$16,000. We would need a separate grant for this at a future time. We had earlier discussed a more modest proposal.

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MINUTES
DECEMBER 4th, 2019**

IN CAMERA - There was discussion regarding offering classes which would be part Theory and part Rhythm. Discussion followed on where we would find available coaches. Maybe we should limit the offer to Green, Jubilee, and Allegro bands. We could find coaches from our upper band members. This should also be an incentive for the lower bands. We could do this on a trial basis at first. This could then lead to Sal's proposal.

MOVED by AL Brunger and SECONDED by Lorna Devan that PNHb will set aside \$1000 from the Peterborough City Grant in order to pay for half the cost of instrument coaching for individual members, or for small groups (2 -3 players) in a joint session, up to a maximum of \$100 per member or group. Members will apply to the PNHb board, in advance for the subsidy, including the name, hourly rate of pay and experience of the proposed coach. Funds will be disbursed on a "first come" basis.....CARRIED

There was discussion on the motion, regarding how much demand we might have, and how much more grant money we could use. We will need an application form to include name of applicant, name of coach, experience, dates, etc. Al and Cathy Brown-Payne have agreed to look after this. There should also be a follow-up to see if was useful and if we want to do this again. We will need a list of available coaches.

Grant money could also be used for either counting or rhythm classes. We could use percussion instruments for training. Mark has previously conducted counting classes and may do another class again. Angela will speak to Mark about more training.

6.3 Form for Processing rebates for Members - Al Brunger

Al is working on this form to make it more formal. He read the form which includes the information we need to do the calculation. John will review it again and bring it back for approval.

6.4 IN CAMERA Search for New Treasurer - John Topic

Roger has spoken to Norm Hobb and Jim Hill but neither have committed. Also, James Burrett is doing a spreadsheet and has offered to help. John will follow-up with these three people over the break. We need a person to look after; insurance issues such as getting insurance certificate copies for venues, completing forms for government tax payments, and accounting and payments to SOCAN. Maggie is currently working on these, but someone needs to take over after this year. Roger is spending 7 hours a week on all these tasks. We need a total of three people to split up all the work. Harlene is also doing the money collecting and depositing. We should do an announcement to ask for more people to help.

6.5 Access to Music Library Catalogue - John Topic

Angela and Alan asked about having access to the digital catalogue of our music in the library. John has written Meeta, but the library catalogue is not ready for copying yet.

6.6 Sectional Conflict

At the last meeting there was a motion tabled to reschedule the January 29th sectionals to January 15th. Unfortunately, Mark, Justin and Sal will all be on vacation, so it was decided to leave the schedule as is.

MOVED by Sherri Luff and SECONDED by Angela Con that we don't reschedule the January sectionals CARRIED

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MINUTES
DECEMBER 4th, 2019**

7. Ongoing Business

7.1 Concert Debriefing - John Topic

Everything went well. There were not enough seats and extra chairs were brought in. John has asked Norma and Renee to change the contract at Calvary to include “for up to 700 seats” for the next concert. They will also monitor ticket sales to get a better estimate of the number of seats needed. Thanks to Mike Con for supplying the water. The service was great. Moving of large instruments went well. The music was great, including the OK Chorale. We had lots of advertising. A few tickets were given to Calvary and to Living Hope, which was a good gesture. It was agreed that for the next concert we should supply a pair of tickets to anyone who buys a half page ad. In the parking lot, there were not enough disabled spaces, and one of the attendants was very rude. This will be reported to Norma and Renee for them to report to Calvary Church.

MOVED by Al Brunger and SECONDED by Sherri Luff that PNHB will pay \$50 to the conductor of OK Chorale for the concert performance.....CARRIED.

7.1.1 IN CAMERA - Pyle Group Donation - Al Brunger

John congratulated Alan on a great job dealing with Andrew Pyle. Andrew let us know at the last minute that he would not attend but his daughter came in his place. Andrew usually gives us \$1000 but gave \$2000 this time. Alan will follow up on this donation. Thank you notes have been sent to Andrew and his daughter.

7.2 Instruments for Panama Trip – Angela Con and Jim Chesher

Roger needed valuations of the instruments going to Panama for insurance purposes which has been looked after. Thank you to the property mangers for good work.

7.3 Inventory of instruments

Angela and Jim are working on this and it’s moving ahead well.

7.4 Website update – John Topic

Norma White reports that she has started a new section on our website under Internal for “Learning”. She has gathered a variety of information i.e. notes from Jon Knights on the trumpet, tips on playing, material from Gord on musicianship and practicing; and the tips that our own players have given Bob Orrett. Discussion on whether we need a Board member assigned to Learning, and it was decided that we don’t need to do this right now. Maybe in the New Year we can send a reminder to the band to read the website.

7.5 IN CAMERA Dialogue Report – John Topic, Lorna Verhulst, Cathy Brown-Payne, an Al Brunger

Notes from the Dialogue meeting were distributed. Mark might focus his music budget on Jubilee music since this is where the need is. Everyone is very happy. It was suggested that we have Sing-Along’s at the concerts. Conductors don’t like spending so much time on concert pieces.

Discussion on input from members to the Conductors regarding music selection, and how each conductor’s handles this. At the meeting, the conductors were vague about soliciting input. It is in their contract. Conductors should discuss this with their bands and explain their choices. We should trust the conductors. It was decided to ask the conductors at the next Dialogue Committee meeting to keep it in mind to ask members what they prefer.

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MINUTES
DECEMBER 4th, 2019**

8. Other Business

8.1 IN CAMERA – New Recruit – Angela has spoken to a person who would like to join our Band in September but has financial needs. She would need subsidizing and an instrument as well. Angela will ask her to request in writing that she needs a subsidy. There is a total of five subsidies available. We do have a clarinet available.

8.2 IN CAMERA – Fundraising Opportunity - Cathy Brown- Payne

A band member Cindy Babcock belongs to a Charity group 100 Women of Peterborough. She explained that each member contributes \$100 to the pot quarterly and community charities apply for the money. Three groups are picked each year and asked to make a presentation. The winner is drawn to win \$10,000. We could submit our name to apply for the money.

9. Date of Next Meeting – either January 8th or January 15 depending on Roger's schedule. John will advise which date.

10. Adjournment

MOVED by Cathy Brown-Payne that the meeting be adjourned.....CARRIED