

**PETERBOROUGH NEW HORIZONS BANDS  
BOARD OF DIRECTORS MINUTES  
NOVEMBER 13<sup>th</sup>, 2019**

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**Present: John Topic, Lorna Devan, Jim Chesher, Cathy Brown-Payne, Angela Con, Al Brunger, Lorna Verhulst, Sherri Luff,**  
**Regrets: Brenda Bock, Roger Bresee, Ex-Officio**  
**Recording Secretary – Joan Necoloff**

**1. Conflict of Interest**

**2. Chair's Remarks**

New board member Sherri Luff was welcomed to the meeting. We sorted out the major board portfolio assignments at the last meeting. A thank you to the new members who are already hard at work on their portfolios.

Thanks to Medda Burnett for cleaning out and reorganizing the storeroom at Living Hope. In September we authorized up to \$600 for a printer for Meeta. We worked with Jeff Hopkins to get a good price from Staples, but Meeta found that it did not have the capacity for large copies. She is continuing to work with Jeff on that.

Harlene Annett is continuing to work with New Horizons International to welcome potential visitors to our group during the week of March 8-14, 2020.

**3. Approval of Minutes of the October 9, 2019 Meeting**

**MOVED by Lorna Devan and SECONDED by Cathy Brown-Payne that the minutes of October 9<sup>th</sup>, 2019 be approved .....CARRIED**

**4. Conductors' Report – Jon Knights**

Jon read his report from the conductor's meeting. The information for the concert set up have been finalized. Jubilee and Allegro will bring their stands.

Dec 4<sup>th</sup> - Rehearsal and Potluck – This is Wednesday after the concert. Set up starts at 9:30 am, then morning rehearsal, potluck lunch and then switch for afternoon rehearsals.

Grants – Board had asked conductors for ideas. Their list would be additional equipment and music. As well, they suggest private lessons, but a proposal of the cost and length would have to be worked out. Sal is working on a proposal. Discussion followed on the Boards ideas, with Jon's input. Al read his proposal for Jon's information.

Music Library currently is good for Skylark and Odyssey bands. Music for Jubilee and Green bands are still not good. Discussion with Jon on the process for purchasing and handling new music. Music listings could be sent out electronically for members to download. We can talk to Meeta about doing this.

**5. Treasurer's Report - Report was distributed**

**5.1 Motions to appoint the officers of the Corporation**

We need to formally appoint President, Board VP, Secretary and Treasurer of the Corporation. These positions are reported to the Ontario Government annually.

**MOVED by Al Brunger and SECONDED by Jim Chesher that John Topic be appointed as President of PNHB.....CARRIED**

**MOVED by Angela Con and SECONDED by Sherri Luff that Cathy Brown-Payne be appointed as Vice-President of PNHB.....CARRIED**

**MOVED by Jim Chesher and SECONDED by Angela Con that Sherri Luff be appointed as Secretary of the Board of PNHB.....CARRIED**

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**MOVED by Lorna Verhulst and SECONDED by Lorna Devan that Roger Bresee be appointed as Treasurer of PNHB.....CARRIED**

**6. Business Arising from the September 11<sup>th</sup>, 2019 Meeting**

**6.1 Subsidizing Lessons for Members**

Alan is working on a detailed proposal. The conductors mentioned this also in their last meeting. They are thinking of a full year of lessons, however the Board were thinking more about a session or two.

**6.2 Copyright Statement on Membership Application Form - Alan Brunger**

Alan produced a draft of this statement, which will be added to the membership application form and signed by the new member. Current members will be asked to sign the form yearly. This can be made available for members to sign in the band breaks. This statement should also be posted on the website.

**MOVED by AI Brunger and SECONDED by Lorna Devan that the following statement be added to the Membership Application Form in the Membership Policy**

**"The sheet music used by Peterborough New Horizons Bands (PNHB) has been purchased from the publisher for band use only and is protected by copyright. By signing here, you agree to return all sheet music that is distributed in the band practices to PNHB. You also agree to make only one copy for your own purpose, before returning the music." .....CARRIED**

**6.3 Form for Request for Rebates for Members – Alan Brunger**

Alan has produced a draft of this form and is still working on it. It will include reason for rebate request, and how many practices they attended. We will use our formula to complete the calculations.....**NEXT MEETING**

**6.4 Renovations at Living Hope - John Topic**

John has talked to Emmy who says the Church has a group working on ideas for soundproofing the Blue Room. They find the room loud also. It is a multi-purpose room, so they must accommodate all users. Cost is also a factor. John mentioned to her that we might be able to help. The lighting in the Sanctuary will be upgraded during the second week of December.

**7. Ongoing Business**

**7.1 Preparations for concert**

Renee, Norma and Wayne are looking after the preparations. Lorna Devan is working on publicity. Alan has been in touch with Andrew Pyle. Angela will look after the water. Last spring Renee and Norma gave a few tickets to the Calvary Church people and a few of them attended. John suggested that we give a few to Living Hope also. John suggested that maybe next year we consider providing a pair of tickets to full page or ½ page advertisers for the future concerts. This would be very good public relations.

**7.2 Publicity Report - Lorna Devan**

- Sponsorship letter and package were sent out to 4 media organizations in late October. Two have responded but no one has asked to meet with us.
- Media information was sent out to 14 organizations. Four emails were rejected and will be resubmitted if possible.

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- Interview of Green Band members preparing for their first concert was set up with Examiner reporter for Ashburnham Ward. Hopefully this will be published shortly.

**7.3 Inventory of Instruments**

Evaluation of instruments going to Panama is needed for the insurance company. Angela compared values from 2012 and has updated the list. Sherri Luff will send this to Roger. The original Inventory list was given to Jim and Angela, but they need to find out where these instruments are located. Medda can help with percussion instruments located at Living Hope. Rental information is not up to date and will take some time to complete.

**MOVED by Cathy Brown-Payne and SECONDED by Al Brunger that the bass drum from Living Hope storage will be given to a school in need. ....CARRIED**  
Angela Con will look after this.

**7.4 Personal Touch Banquet Hall - Report from Margaret Seabrook**

Because there are difficulties with some members with mobility issues at Personal Touch banquet hall, the social committee is meeting today to begin looking for other venues which are more easily accessible. I should point out that the lack of elevator is the responsibility of the landlord and not Kevin Sendel who leases the property.  
Social Committee - The Christmas potluck lunch will be held on Dec 4<sup>th</sup>.

**8. Other Business**

**8.1 Mark Street United Church Rental**

**MOVED by Cathy Brown Payne and SECONDED by Jim Chesher that the Board authorizes Susan Mellow, as Treasurer of the Dynamics ensemble, to enter into a rental agreement between the ensemble and Mark Street United Church for practice space .....CARRIED**

**8.2 Do Board members want access to the music library portfolio?**

There is a spread sheet of the music library and its all catalogued. We can have it sent to any Board members who would like to have it. Meeta would send a digital copy.

**8.3 Other business**

Sectional Conflict with Panama Trip - Jan 29/ 2020 is a sectional day for some band members who will be away in Panama. There is a request that the date be moved so members will not miss a sectional. Sectional schedule is based on last year and there are 2 sectionals per band in January and February.

**MOVED by Sherri Luff and SECONDED by Angela Conn that we approve moving the Jubilee and Skylark January sectional to January 15<sup>th</sup>, and Allegro and Odyssey to January 22<sup>nd</sup>, contingent on consultation with the conductors and coaches and their availability .....TABLED**

Bob Orrett has djumbai drums for sale if anyone is interested.

**9. Date of Next Meeting - Dec. 4<sup>th</sup> after potluck - approx. 3 pm.**

**10. Adjournment**

**MOVED by Alan Brunger that the meeting be adjourned.....CARRIED**