

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS ZOOM MEETING, MAY 13, 2020**

Present: John Topic, Lorna Verhulst, Lorna Devan, Sherri Luff, Brenda Bock, Cathy Brown Payne, Jim Chesher, Angela Con, Roger Breese, JoAnne, David, Alan Brunger

1. Conflict Of Interest – none declared

2. Approval of Minutes of the April 8 Meeting

5.2.2 Correction - Ensemble conductors do not include the names of their members when they submit their invoices.

A correction to 5.2.1. The very last sentence should be “All were in favor of continuing to pay the conductors for April and May.” (Not coaches)

**Cathy Brown Payne moved to accept the minutes from the April 8, 2020 meeting.
Lorna Verhulst seconded the motion.**

All in Favor

Carried

3. Chair’s Remarks

John welcomed David, our new Treasurer as of July 31, 2020 and Jo-Anne, our new Administrative Assistant to the meeting. David is a member of the Board ex-officio and we thought that it would be useful for Jo-Anne to sit in because there are lots of things discussed that might affect her work also.

Dean Pappas held a virtual meeting with a number of arts groups a couple of weeks ago. John joined the meeting. They were mostly concerned with how we might be able to celebrate Canada Day. The feeling is that things will still largely be shut down. One positive piece of news is that the City does not intend to “claw back” any funding.

Alan has followed up with Andrew Pyle, about having to cancel our concert.

4. Conductors Report

Mark has cancelled Summer Band.

He is also in charge of setting the rosters. Most people will stay in the bands that they are currently in.

There is a bit of concern about Green Band. Mark has proposed just continuing with the people currently in Green Band until the December concert. Jon thinks that there should be a band intermediate between Green and Jubilee.

Much depends on whether we can recruit new members or not. Jon’s plan would add an extra band, at least until Christmas. That is an added expense and we might need to find another conductor and extra practice space.

Jon has sent John some ideas about how to manage a return to practices.

Cliff Ballantyne is also involved in these discussions.

It is difficult to make decisions as everything is still very much up in the air.

5. Treasurer's Report - Roger Breese

The cancelling of the spring concert probably cost us between \$3000 and \$5000 in lost revenue.

Jim wondered who knows if people are returning to band in the fall to keep up with where instruments that are being rented are.

Harlene Annett is in charge. Jim and Angela will contact her and ask her to let them know who is not returning to band.

Jim is concerned that people who have instruments rented from PNHB are not paying their fees.

A notice was sent out regarding moving the fees paid in the spring to the fall term

6. On-Going Business

6.1 Spring Concert Beneficiary

Brenda reports that she emailed the Alzheimer Society about the cancellation of the concert. She has not received a response.

6.2 Update on Private Lessons Program

Alan reports that the private lessons are being claimed by 9 people. There is \$100 left. He is deferring the submission of hours until December given the current circumstances.

6.3 Update on Revising Property Management Policy and Forms

Jim and Angela have done quite a bit of work on the form for renting instruments and a letter to be sent out to the members.

Jim reviewed the policy.

#4 –priority to PNHB Bands before Ensembles

#11 Green Band will receive priority for instrument rentals

#10 Practice will be reevaluated in 2018 – this was not done – take this statement out and it will be reevaluated on an as needed basis

Roger stated that some of this policy was set up to comply with the Trillium Grant Fund

#15 Security and maintenance of the PNHB assets will be the responsibility of the Property Manager and the Assistant. Concern about the wording especially with the moving of instruments in and out of the room where they are stored.

Roger commented that we do have insurance to cover the value of the assets. There is also Board of Director's Insurance. The Property Manager isn't a director in all cases. This statement will be removed.

Alan asked if there had been any thefts. No there have not.

Does the person renting the equipment pay before or after the rental occurs? Jim feels that the rental fee should occur at the beginning. Alan suggests that there should be a deposit as well.

Jim is concerned about the care for the instruments.

#13 Who is the cheque made out to for rental? PNHB.

Rental agreements – there are not copies from everyone renting equipment – one should go to the renter and the other one should go to the Property Manager

The length of time will be stipulated on the contract.

Brenda expressed concern as it seems that the renter pays for repairs and also PNHB pays for repairs.

Also a concern was raised about the Trillium Grant and the rules surrounding it regarding fees for rental for 10 months. We currently rent for 8 months.

Roger explained that the policy was part of the compliance for the Trillium Grant. So Roger set up a depreciation account.

We appear to be setting a flat rate rather than rental based on instrument.

Lorna feels that the intent of the organization was never to make a profit on the rental of instruments. The purpose was to pull people in and recover the depreciation and insurance.

Jim will ask Harlene for the letterhead

Alan Brunger moved to accept the revised Property and Rental Policy as discussed on May 13, 2020.

Cathy Brown Payne seconded the motion

All in Favor

Carried

Instrument Loan Agreement Form

Questions were asked about the deductibles on insurance. Roger reported that the insurance deductible is set by us.

Should we have the figure on the form?

The deductible is \$500.

It was decided the deductible statement be removed.

Cathy feels that most of the instruments have been bought with grants or members have donated them.

Alan feels that we should promote the instruments we have to attract more members.

Concerns were expressed again about whether we should continue in the rental business for instruments.

Concerns were also expressed about the maintenance of the instruments. Who pays for them to be fixed? It is the renter.

A receipt should be provided yearly to prove that maintenance has been done.

The vote on the form will take place at the next meeting

The letter has been drafted to send out to the members.

The form and new Policy revisions will be incorporated into Board members' binders.

7. Business Arising From the April 8th meeting.

7.1 Winterlude Follow-up

Discussion tabled until a later date.

7.2 Planning for Restarting

It is difficult to make a plan for restarting given the current state of emergency and restrictions in place.

Jon Knights is forwarding information about how professional orchestras are handling this. They are setting up plexiglass screens, separating wind musicians by 2 metres, and using risers so that back rows are blowing over, not on, the front rows. This would be difficult for us to afford and store. We could possibly cut each band in half and shorten the playing time for each band. This of course depends on the numbers that can gather.

How to handle Green Band recruiting and what to do with current Green Band members was discussed. Cliff and the conductors, but especially Mark, are working on this. The latest plan is to have current members continue until Christmas, then move them to Jubilee. Meanwhile, recruit in the fall and start a new Green Band, with practices two days a week, in January. They would have almost as much practice by May as a regular Green Band.

Another possibility could be ZOOM meetings of the band. Angela mentioned Click Track for Sectionals.

Lorna feels we need to communicate with our members regularly and ask them to offer suggestions. We are still here and will do everything we can do to get us up and running. John will prepare a letter to the members.

The AGM notice has to be sent to the members 10 days in advance. Sherri will check on the criteria. Ontario Corporations Act should be checked.

8. Other Business

8.1 Conductor and Coach Contracts

IN CAMERA

All the conductors have agreed to extend their contracts. Contracts from 5 of 12 coaches have been returned.

8.2 Illness and Memorial Policy

Sherri reviewed the current Illness and Memorial Policy. She suggests that we clarify if it is just going to be immediate family as defined by spouse and children that we provide a donation for. The board agreed that this may extend to other family members depending on the circumstances. This will be done through Board Approval.

She also suggests that the policy should read flowers or donation up to \$100 rather than having to get board approval each time as it could be up to one month before a donation could be made.

Alan Brunger moved to change the wording of the Illness and Memorial Policy to read flowers and/or donation not to exceed \$100 and to extend beyond the immediate family for donation at the discretion of the Board.

Brenda Bock seconded the motion.

All in Favor

Carried

8.3 Secretary Job Description

Sherri brought forth some questions regarding the secretary role. In the past it appeared in the documentation that the secretary did a number of jobs that require clarification if the secretary is to continue doing them.

After Discussion:

Seal of the Corporation – Sherri will ask Harlene if she is aware of its location

Sherri will also investigate where the Letters Patent are and the application to become a registered charity

Negotiation of the Rental Contract for the Rehearsal Facility – John Topic and Lorna Verhulst

Notice of Change in October – Joanne – Administrative Assistant

Submission of Registered Charity Form – David – Treasurer and Joanne – Administrative Assistant

Submission of Charitable Exemption for Christmas and Spring Concerts – Joanne – Administrative Assistant

Insurance Renewal – Joanne – Administrative Assistant

Joanne asked if she could contact Maggie Chambers who previously did this job for assistance. Definitely.

Roger stated that the Insurance has already been renewed but Joanne should contact them PCVS requires a certificate of Insurance which can be sent by email.

8.4 Information on Trillium Grant

It might be useful to enter this information in the minutes as a way of updating our collective memory.

The instruments purchased with the Trillium Grant Money from August 5, 2013 to July 30, 2014 included:

Bass Clarinet, Tuba, Marimba, Congo, Baritone Sax x 2, Rolands, Bongos, Snare Drum, Stand for Gong, Alto Clarinets x 2, Bassoons x 2, Bass Drums x 2, Concert Toms x 2, Tom Tom, Bar Percussion x 2, Drum Stick Holder, 18 inch suspended cymbal, and Crash Cymbals all from B flat music

Roger will send out the spreadsheet of what was bought with the Trillium Grant to clarify if we have accounted for all the instruments.

8.5 Surveys

James would like to update information from the 2017 survey. James will be in contact with us with information regarding the survey. We may want to also use the survey as a way of starting up the bands in the fall if we are allowed.

AOB

Megan Standring is one of the renters and has passed away. Her husband has contacted Mary Kay and will return the instrument.

Lorna D. asked about the loss of revenue from our concert. Is there anything that we can apply to because of our loss of income? At this point John feels there is not. We will keep an eye on this.

Coaches and conductors have been informed about CERB

9. Date of Next Meeting

June 10th – 2 pm

10. Adjournment – 4:35 pm. Moved by Cathy Brown Payne