

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
October 12th, 2016

PRESENT: Lorna Verhulst, Cathy Brown-Payne, Margaret Seabrook, Jack Sisson, Bob Arnold, Lynn Dragomir, Ruth Mathews, Maggie Chambers, Carol Mutton

Regrets: Roger Bresee, Gord Thompson

Recording Secretary: Joan Necoloff

Lorna welcomed new Board member Lynn Dragomir to the meeting and thanked all Board members for a very successful AGM.

1. Conflict of Interest - none

2. Election of President, Vice-President, Secretary, and Appointment of Treasurer

President – Ruth nominated Lorna to be President this year. Lorna accepted and the Board unanimously agreed.

Vice-President – Bob nominated Cathy Brown-Payne to be Vice-President this year. Cathy accepted and the Board unanimously agreed.

Secretary – Maggie Chambers has agreed to be Secretary this year, and the Board unanimously agreed.

MOVED by Jack Sisson and SECONDED by Maggie Chambers that the Board appoint Roger Bresee as Treasurer for the 2016 -2017 year.....CARRIED

3. Portfolio Positions

Each position was discussed and the following was agreed:

- Social Committee - Margaret Seabrook, with help from Ruth Mathews when possible. There is a social committee currently in place.
- Grants – Cathy Brown-Payne will continue from last year.
- Dialogue Committee - Pres, VP + Jack Sisson. This committee meets with the conductors regularly.
- Public Relations & Publicity – Carol Mutton and Bob Arnold
- Policies and Procedures – Jack Sisson and Carol Mutton
- Concert Manager – Earle Henderson
- Fundraising – Ruth Mathews - This role might expand this year.
- Green Band Manager - Lynn Dragomir offered to be Green Band manager and Carol Mutton agreed to help her. Lynn has the job description and Mark has been informed. She will go to Green Band and introduce herself.

4. Approval of Minutes of September 21, 2016

MOVED by Carol Mutton and SECONDED by Margaret Seabrook that the minutes of August 15, 2016 be approved with one correction..... CARRIED

5. Reports

5.1 Treasurers Report - Roger pre-distributed his report to be reviewed in his absence.

The report explains that our balance is high right now due to timing, and also that adjustments will be made when the grant money is received. The necessary year end government filings and changing of Board members will be done. Roger will also file for the HST rebate. He recommends that the cheque signatures stay the same for this year and the Board agreed. It was suggested that the Board look at succession planning for the Treasurer's position.

MOVED by Jack Sisson and SECONDED by Cathy Brown-Payne that the September 2016 financial report be approved as submitted.....CARRIED.

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
October 12th, 2016

5.2 Conductor Co-Ordinator Report – Lorna

Lorna reviewed Gord's report in his absence.

Winterlude Proposal – Board and conductors have worked on this event and have agreed.

March 1st – will be an internal concert during normal rehearsal times. Each band will play 2 pieces. Ensembles, member groups, and possibly conductor groups will play. This event is meant to be a good time. Format will be;

- 9:30 am – 11:30 bands 1 and 2 will play 2 pieces each.
- Small ensembles play while bands are moving
- 11:30 – 1:30 pot luck lunch
- 1:30 – 3:00 bands 3, 4, and 5 will play 2 pieces each

5.3 Social Committee Report – Margaret Seabrook – Update on October Halloween Party

The social committee is working on this event, and Margaret will ask for more help to set up etc.

Concert Manager Report - Ruth read a report outlining the final arrangements for the Halloween Party. The hall will be opened by 2:30 pm for set up. The order will be Clarinaires, FUNdamentals, break for pot luck, followed by Dynamics and Swing Set. There was discussion regarding the lack of involvement and communication with the social committee.

5.4 Publicity Report - Bob Arnold and Carol Mutton

A planning meeting will be scheduled with people involved with publicity, ie. website, facebook, photography, to confirm everyone's roles.

6. Business Arising From Minutes:

6.1 Theory Class Update – Lorna

Mark has 25 people signed up from all bands. Classes are 1 hr for 6 weeks and started on Oct 18th. Each person has to buy the Method book for \$22.50 plus the class is \$22.50 for total of \$45. PNHB has agreed to pay the class fees for new Green Band members. Mark will be offering classes again after Christmas. Margaret agreed to pick up the cheques from this class.

6.2 December 7th Organization of the Day – Lorna

This day has been added to the schedule because of band cancellation on Oct 19th.

Discussion followed and it was suggested that it be a fun day, maybe combining the bands, and that ensembles should play. Alternative timing options were:

- 9 – 11 fun stuff, pot luck lunch for 2 hours then 1:00 – 3 pm or
- later morning 9:30 – 11:30 and pot luck lunch for 1 hour and then 12:30 - 2:30 or
- combine bands in the morning, then pot luck lunch, and then home.

Small ensembles could play at lunch, however lunch should not be longer than 1 - 1 ½ hours. It was agreed that Music Lab and Flutissimo be asked to play as they are not playing at the October party. The Green Band will be invited. Lorna will take these suggestions back to the conductors for further consideration. next meeting.

6.3 Seniors' Grant Update – Cathy Brown-Payne

Cathy is following up and we should have the seniors grant money within a month

6.4 Meeting with Conductors re: Small Ensemble Policy – Cathy Brown-Payne

This meeting with conductors to review the policy hasn't happened yet.

6.5 Master Classes – Lorna

Classes will be offered for trumpet, sax and clarinets, and will be organized by the respective coaches/conductors. Hopefully classes will be completed by mid-December. The grant money must be spent by mid-February.

6.6 Survey Team Update - Jack Sisson

Jack reported no action as yet. He will speak with Jon about the ideal number for a planning committee as well as determine the format for the survey process. All Board members should review the information package Jon distributed in the spring concerning surveys. Margaret Seabrook will be added to the list of committee members. Jack will talk to Jon before the next meeting and follow up.....next meeting

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
October 12th, 2016

6.7 Sponsor for December Concert – Andrew Pyle of Scotia Wealth Management

Thanks to Earle Henderson for securing Andrew Pyle to sponsor the December concert. In the past, he has sponsored other bands for \$2000. He might also be willing to be an ongoing sponsor. Ruth will ask Earle to clarify and the amount of the sponsorship.

6.8 May Benefit Concert – Lorna

Roger had distributed a chart of our past history of charities and amounts. There was a suggestion that we consider Living Hope our beneficiary this May as they need \$210,000 to replace the roof. This would be a nice gesture and we could issue a tax receipt. Discussion followed on the need to develop criteria for how the Board decides on a charity. Carol agreed to draft criteria and send it to the board to be discussed at the next meeting.....**Next Meeting**

Bob Arnold distributed an article on new programs for adults from Canadian Mental Health. We have never done a benefit concert in December but we could consider this.

7. New Business

7.1 How to set PNHB Fees for 2017- 2018

Lorna will ask Roger for his options/recommendations for follow up in February

7.2 NHB Toronto Invite – Invite was sent to members. The Board will encourage people to go.

7.3 Photo Directory – Previous research determined that this is not a viable project for fundraising due to the cost and time involved. Suggestion that we create our own in house, or add names to the band pictures on the website.....**Next Year**

7.4 New Initiatives - Margaret Seabrook

There will be a refresher course on the defibrillator for members. Margaret will set up a date.

7.5 Carol Mutton - Christmas Program

Wayne needs to start working on the program soon. We need a title for the concert first and then the artwork. Lorna will send an email to the members asking for names. There was a suggestion that our band does a flash mob event at Lansdowne Mall. This could be a good idea for a fun promotion.

8. Date of Next Meeting - November 9th, 2016

9. Adjournment

MOVED by Bob Arnold that the meeting be adjourned.....CARRIED