

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
November 9th 2016

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

Ex Officio: Roger Bresee, Gord Thompson

Recording Secretary: Joan Necoloff

1. **Conflict of Interest - none**

2. **Approval of Minutes of October 12th, 2016**

MOVED by Maggie Chambers and SECONDED by Margaret Seabrook that the minutes of October 12th, 2016 be approved..... CARRIED

3. **Reports Updates**

Bob Arnold – reported on Toronto New Horizons Band who performed with along with a church choir. There were over 40 people and they presented a slide show of a veteran’s journey. Bob spoke to the director and asked if he would be interested in an exchange with our band or other New Horizon Bands. Good contact to have for the future.

3.1 Membership – Lorna Verhulst

We have 202 active members, and 16 on leave for a total of 218. Harlene is expecting that 6 of the 16 will come back after Christmas and 5 more might be back after that.

3.2 Conductor Liaison Report – Gord Thompson

Concert Selections have been finalized but not the order. Mark and Justin have to leave early that night. The order of bands playing will be Jubilee, Odyssey, Green Band, Allegro, and Skylark.

Master Classes – Dates for classes are confirmed. Clarinaires on Nov 24th, Saxophone on Dec 5th and Trumpet on Dec 5th. We will pay for lunches and travel for the clinicians.

Rosters – Working on balancing Allegro and Skylark bands. Gord will encourage some Allegro members to move to Skylark.

Christmas Social on Dec 7th – Will introduce the January music.

Schedule will be morning 9:30 to 11:30 - lunch 1½ hours - music lab will play at lunch time Afternoon - 1 to 3. It was suggested that Gord ask Mark and Justin to perform their clapping song.

Coaches Meeting - Discussion regarding more emphasis on learning to play the instrument and music, skills like dynamics, expression, counting and timing techniques. Gord asked if the website could be used to supply helpful links.

Lakeshore Band Exchange is scheduled for June 4th, Odyssey will represent us, and Jon and Gord will co-conduct.

Music Lending Proposal – Gord had pre-distributed proposal to the board for discussion. His rationale is to save PNHB money on music purchases. This proposal is to have a borrowing and lending library jointly with other local bands. Each band would need a library list and a librarian to create a tracking system. Gord would like to have a meeting with other band librarians to fact find. Discussion followed on this proposal.

Some of our band music may have originally belonged to Kawartha Wind Symphony and Peterborough Concert Band but it is hard to tell since some music has multiple ownership stamps on it. We currently have a lot of music to share and we have a lending policy in place that allows lenders to keep the music short term. Some schools don’t have concert bands anymore and could have music to spare.

Discussion on borrowing or lending older music that may not have complete pieces, or may not be returned with complete pieces. We have the most music of any local band. Maybe we could charge for lending. There was a suggestion that we pair up with only the Peterborough Concert Band and see how it goes.

Organization for January and February 2017 – There will be no sectionals in January and February. Winterlude is scheduled for March 1, 2017. We will play familiar music. Discussion

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followed on sectionals for low brass since there appears to be some question about which instrument players attend which sectional i.e. bass clarinet, trombones, baritones, tubas, string bass, bassoon and percussion. This will be re-examined before the winter term.....**DEC MTG.**

3.3 Treasurer's Report - Roger Bresee – Nothing to report other than his pre-distributed financials. He was thanked for including the Government charity remittance form.

3.4 Social Committee Report – Margaret Seabrook – pre-distributed her report. Earle has sent out information regarding the auction being held at the social. Social Committee should suggest any other events they would like to have.

3.5 Publicity Report – Carol Arnold and Bob Arnold - Minutes of Public Relations Meeting were pre-distributed. There was discussion regarding a fundraising calendar and a yearly plan is being worked on. Bob reported that the Clarinaires are playing for 5 Counties Winterfest and the sign at the zoo has only one panel now so we need to shorten our message.

3.6 Property Report – Ruth Mathews – Bill Robb is responsible for property and has a sign out sheet for anything that is being borrowed. All equipment must be returned by 9 am on the next band day. The small tympani needs to be repaired. Ruth will inquire if Long and McQuade can fix it. A drum tuner is needed for the drums. The cost would be \$100 – \$150.

MOVED by Cathy Brown-Payne and SECONDED by Carol Mutton that we approve funds for bigger tool boxes, a small step ladder, and a drum tuner.....CARRIED

Ruth will check with Medda to see if Peterborough Concert Band will lend us a tympani for a small fee. It was agreed we will look at our present Equipment Policy and make sure the above information is included.....**POLICY CTTTE**

The storage room is an ongoing problem. Bill will use masking tape to mark where the equipment should go. Bill, Earle and Rieta have keys to The Mount storage. Gord will remind conductors to put away equipment after each use. The podium is not used anymore and could be stored at The Mount. There should be an inventory list that is accessible to all. Lorna asked Ruth if she will be Assistant Property Manager to assist and back up Bill Robb and she agreed.

There was a previous discussion regarding Green Band percussion members buying their own equipment but there was no notification to members. We will need a motion at the next meeting to address new incoming percussion players buying their own kit. Ruth will confer with Joe and Gord to create the list.....**DEC MTG**

3.7 Dialogue Committee – Lorna Verhulst - We don't currently have a protocol for balancing the bands. Discussion followed and Gord suggested we leave it as it.

3.8 Concert Manager and Party Report – Earle Henderson – Reports were pre-distributed. Tickets are printed for the concert, and organization of the evening has been completed. The Halloween party was a huge success with total attendance of 134.

3.9 Policies and Procedures Report – Jack Sisson and Carol Mutton have set a date to meet to revisit their plan to review the PNHB policies and will report back to the Board at the next meeting about outstanding policies, a schedule and timeframe for completion and roll-out to the membership.

3.10 Grants Committee – Cathy Brown-Payne – Seniors Grant money has been received. MPP Jeff Leal has been invited to our December concert.

4. Business Arising From Minutes:

4.1 (a) Green Band Report /Update – Lynn and Carol pre-distributed their report. They attended the Oct 24th band rehearsal and introduced themselves and their roles.

(b) Green Band Manager Position Description – Position description needs to be reviewed and approved..... **DEC MTG.**

It was suggested that at our concert the Conductors should announce that the Green Band has coaches and mentors sitting in for support.

4.2 Survey Team – Jack Sisson – Pre-distributed Survey Interview Suggestions and Survey Suggestions. The survey committee will meet early next year. We can have up to five key areas.

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Jack outlined that the interview procedure would be that each Board member would interview 3 or 4 members. It would be voluntary and at random, and would be completed by the end of May. Jack asked if the Board wants the interviews done after the survey. The board is agreeable to doing the interviews. Questions will be supplied. There was a question regarding a survey on the conductors. This would have to be separate.

4.3 Benefit Concert Criteria – Carol Mutton - Carol pre-distributed a draft copy of the criteria. Discussion followed on our previous approach and discussion on criteria for evaluation, and our expectations. A few adjustments were made and this criterion was accepted. We should post this on the website with our deadline so that members are aware. We have four requests for this year. Peterborough Hospital Foundation, Mental Health Society, MS Society and Living Hope church.

MOVED by Jack Sisson and SECONDED by Cathy Brown-Payne that PNHB adopt the Concert Beneficiary Selection Guidelines as amended above, to begin for the 2017 spring concert.CARRIED

4.4 Concert Beneficiary for Living Hope Raise the Roof Fund - December 2nd

Lorna distributed a letter from Emmy at Living Hope Church asking to be considered as a recipient for the PNHB benefit concert. We don't usually do a benefit concert in December, however Lorna is suggesting that this year the board select an amount of money for Raise the Roof Fund for Living Hope church. Since they are our landlords, it would be a favourable thing to do. They might sell tickets for us, but this is a strings free donation. The amount of \$1,000 was discussed.

MOVED by Carol Mutton and SECONDED by Lynn Dragomir that PNHB make a donation of \$1000 to Living Hope Church toward their Raise the Roof project and encourage them to ask their members to attend our concert.....CARRIED

MOTION AMENDMENT – MOVED by Margaret Seabrook and SECONDED by Maggie Chambers that we make the donation to Living Hope church \$2000CARRIED

5. New Business

5.1 Letter to Members, re Living Hope hours – no feedback was received

5.2 Concert Photographer – The Duffs both came to the publicity meeting and are willing to take pictures. It was suggested that we do a payment for service for Barry Duff.

5.3 Web Page Updates – We need pictures of each ensemble and each band. Carol reported that some website updates have been done but it needs to be modernized. Lynn Allen does not want to do this and prefers that someone else would maintain it. Carol will confirm if she will continue for this year and will send out a call for someone to take this on. We could possibly look for a Sir Sandford student to do it.

5.4 Photo Directory – Photo directory companies are too expensive. Possibly we could hire Barry Duff, at a reduced rate to do a directory. It could be on-line. Pictures should include members with their instruments. We will talk to Barry about taking on all these responsibilities, i.e. bands, ensembles, and individuals. Total would probably be 4 days of his time. Lorna will email him and see if he is interested in coming to us with a proposal including costs, for Board approval.

5.5 Flutissimo at December Concert wants to play in the lobby. - Approved

5.6 Email Announcements – Discussion – Lorna

Are there restrictions on organizations who can make announcements on the website i.e. MS fundraising. Current criteria are that someone has to be a member. Do we do registered charities as well? Currently, Bev uses her judgement. It was agreed to make no changes.

5.7 Rhema Christian School Request from Samantha– Music teacher is requesting that we share our musicians with the school. Lorna will pass all the details to Bev at Fundamentals to follow up and see what comes of it.

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6. OTHER BUSINESS

6.1 Theory workshop is going very well. Mark is offering part two after Christmas.

6.2 Performing Arts Lakefield. – Feb 17th 2017 - Duo Percussion is coming to the area. Bill Robb thinks they may give a free workshop to our percussion players.....**DEC MTG.**

7. Date of Next Meeting - Wednesday December 7th – 3 pm

8. Adjournment

MOVED by Ruth Mathews that the meeting be adjourned.....CARRIED