

**PETERBOROUGH NEW HORIZONS BAND**  
**Board of Directors Minutes**  
**January 11<sup>th</sup>, 2017**

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

**REGRETS:** Lynn Dragomir

**Ex Officio:** Roger Bresee, Gord Thompson

**Recording Secretary:** Joan Necoloff

**1. Conflict of Interest - None**

**2. Approval of Minutes of December 7<sup>th</sup>, 2016**

**MOVED by Cathy Payne-Brown and SECONDED by Maggie Chambers that the minutes of December 7th, 2016 be approved..... CARRIED**

**3. New Members**

**Moved by Margaret Seabrook and SECONDED by Bob Arnold that PNHB accept into Membership, Joann Trumball, Sarah Fraser, and Mac MacFarlane.....CARRIED**

**4. Reports Updates:**

**Celebration for Canada's 150<sup>th</sup>** – Lorna reported that Sal has been contacted by Terry Guiel regarding this celebration on June 29<sup>th</sup> and would like Odyssey to play from 3pm to 4pm, at Peterborough Square. Gord will try to book a conductor for the occasion and Lorna will do a poll of Odyssey members to see if we can get enough people. The Board agreed and approved this...

**4.1 Conductor Liaison Report – Gord Thompson - Report Pre-distributed**

**Concert Dec 2<sup>nd</sup>** – Order of bands was good and comments were favourable. Length was reasonable but should look at 2hr 15 min. Conductors don't want to do raffles, etc.

**Roster Updates** – Adjustments have been made. Goal is to have 50 maximum in each band.

**Master Classes** – There were some suggestions for improvement i.e. some repetition from our coaching sessions. Three classes have been done, and the other instruments will be completed.

**Small Ensembles** – Not all ensembles are operating. All ensemble treasurers have been educated in the process, and administration is up to the members. Discussion followed on how ensembles operate.

**Toronto New Horizons Band** - Gord has been communicating with their director, Dan Kapp to open some future initiatives. They have an exchange concert on Jan 28<sup>th</sup> with the Guelph band and PNHB members are invited.

**4.2 Treasurer's Report - Roger Bresee – Report Pre-distributed**

Balance sheet and Income Statement distributed. Fiscal year end will show a loss of \$11,000 due to the timing of the grant.

**Insurance** – Roger reported that he has increased our insurance policy limit to \$150,000. Inventory of equipment and instruments should be updated.

**SOCAN** – Payment of \$150 was submitted for the Christmas concert. Roger recommends the payment of SOCAN fees for the Ensembles to start January 2017. If the conductor gets paid we have to pay SOCAN fees. We do approximately 20 gigs a year.

**MOVED by Jack Sisson and SECONDED by Carol Mutton that we follow the PNHB policy that states the PNHB General Fund will cover the SOCAN fees for ensemble events as of January 2017.....CARRIED**

Discussion on copy write laws. We have received different directions from the Government. Our lawyer has made a statement regarding copy write of music and Carol will send a copy to Roger for review and he will report back.....**Roger Bresee**  
Question do we purchase the rights to copy music on purchase?

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**4.3 Social Committee Report – Margaret Seabrook – Report was pre-distributed**

Margaret reported that Joe Uebelacker will do a flash square dance at morning and afternoon breaks next week. Tickets for the square dance will be on sale. There was discussion regarding a special day for either Valentine's Day or St Patrick's Day. The social committee will discuss this.

**4.4 Policies and Procedures – Carol Mutton and Jack Sisson**

Pre-distributed Property and Rental Policy for final review. Jack reviewed the changes and additions. There was discussion on the rental rate, and this should be revisited before Green Band information day. There are no loan agreements at the moment. We need to have a record of where all the instruments are located..... **Revisit**

**MOVED by Maggie Chambers and SECONDED by Cathy Brown-Payne that the changes to the Property and Rental Policy be approved.....CARRIED**

**Membership Policy – Carol Mutton**

Membership Policy has been revised using lawyer recommended language. Carol pointed out Sections 9a and 9b states that the Board investigates the merit of a complaint; members can get council, and references other policies. Section 2 refers to the bylaws regarding dues payment. We have not received an invoice from the lawyer as yet.

**Community Respect Policy – Carol Mutton**

In Section 8 we have added that members cannot photocopy band music. We need to confirm with the conductors who order the music if we can copy.

**MOVED by Carol Mutton and SECONDED by Ruth Mathews that the revised Community Respect Policy be accepted with the deletion of the sentence beginning “unless”.....**

.....**CARRIED**

**Illness and Memorial Policy** has been completed, approved and distributed.

**Sexual Harassment Policy** is separate but will be revised with the same changes to language.

**Deformation Policy** – needs to go to the lawyer before approval.

**Harassment Policy** has been revised using lawyer recommendations and language.

**MOVED by Cathy Brown-Payne and SECONDED by Margaret Seabrook that the Harassment Policy be approved as presented.....CARRIED**

**4.5 Publicity Report – Carol Mutton and Bob Arnold**

An updated report was distributed showing updated and completed tasks. Bob is exploring playing dates in retirement homes. Carol has talked to Green Band regarding recruitment. Devon is scheduled to write a story about her new dog. Radio ads are scheduled for May to promote Information Day.

**4.6 Grants - Cathy Brown-Payne**

Cathy reported that the Community Grant Application for the City of Peterborough was delivered on January 6th, 2017. We have applied for \$5000 to go toward our operating costs. The due date for the Seniors Grant is March. We will discuss this at the February meeting.....**February Mtg.**

**4.7 Green Band Report – Carol Mutton and Lynn Dragomir**

Carol and Lynn will welcome the 3 new members, and collect the fees. Green Band Information Day is Monday, May 29<sup>th</sup> 2017 and planning will start for this.

**Green Band Information Welcome Package** – Carol went through the package and updated the logo. She will complete the breakdown of fees on page two. The discount for paying yearly is \$15.

**4.8 Property Report - Ruth Mathews**

Ruth reported she has a list of rental instruments, and new purchased instruments from the grant. The small tympani has not been fixed as yet. Bill and Joe are working on this. Ruth is working on the inventory and will bring a new list to the next meeting. We cannot sell any instruments bought

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with the Trillium Grant.

**4.10 Survey Committee - Jack Sisson**

This committee have formulated a plan, have key topics and determined 5 areas for questions. They will meet again in a month. By mid-April they will be ready to start the interviews and will have a summarized report by the end of term.

**5. Business Arising from the Minutes**

**5.1 Membership Dues Letter Update – Lorna Verhulst** - The procedure is fine.

**5.3 Website Update – Carol Mutton**

Carol had sent an email to the membership asking for suggestions of people who could revamp our website at a low cost. There were two suggestions, James Burnett and Norma White. Norma has developed a website in the past. She has agreed to do our website, with James help and Lynn Allen will be a backup when transferring information over. Norma has created an attractive website (for no charge) that we can use as a tool and will launch very soon. Carol will send the link to board members for suggestions and for board approval. There will be a member's only section, to post board minutes and policies. After the launch we need to decide who will be webmaster.

**5.4 Photography – Lorna and Carol**

Criteria has been set for selecting a photographer and was pre-distributed. The 6 steps were reviewed and discussed. Carol has consulted with a commercial photographer for things to consider. Costs can be \$250 per day up to \$1000 and use of a studio would be additional. A portrait should take 10 minutes and we could ask for a flat rate. We should consider the logistics, processing, possible volunteer assistance and that we could issue a tax receipt for some costs. Discussion followed on this issue:

- do we have to pay someone or could a member do it? We could send an email to see if we have a qualified volunteer in the membership.
- do we need professional pictures on the website?
- Ruth reported that she has a contact, Brian Johnson who is a professional photographer who would do member photos for members to purchase. He would do each band photo for free and provide a CD, if he receives total orders of more than \$300; otherwise he would charge \$300.
- We want our website to look good. We need to confirm that people don't object to their picture on the website.

Lorna has asked Barry Duff to submit a proposal to include the pictures that are required. His pictures have been very good in the past. We have some questions for him and feel he has underestimated the time it will take. Is there a cost for retakes? Advertising for a volunteer photographer to the membership is a good idea. Carol will get a third quote by February, and we will revisit it then. .... **FEBRUARY**

**5.5 Concert Program and Advertising Assistant.....DEFERRED**

**6. New Business**

**6.1 Memorial Donation for John MacKelvie - Lorna Verhulst**

**MOVED by Margaret Seabrook and SECONDED by Ruth Mathews that a donation of \$100.00 be sent to the Lakefield Animal Shelter in memory of John MacKelvie.....CARRIED**

**6.2 Communications – Weather Cancellations during Bev's Vacation**

Discussion on the need for a new person. It was agreed to ask Gord to do it. Lorna will ask Gord and Bev has agreed to show him how to do it before she goes on vacation.

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**6.3 Joe Ubelacker's - Proposal for Percussion and Brass training**

There would be no cost for Joe to be the leader, only for room rental. Dates for workshops are Feb 6<sup>th</sup> or Feb 13<sup>th</sup> – 1 – 4 pm for percussion and March 6<sup>th</sup> or 13<sup>th</sup> for all brass. Joe will do the advertising. Lorna will check with the church for room rental available.

**MOVED by Ruth Mathews and SECONDED by Cathy Brown-Payne to approve two workshops, that PNHB will pay for room rental, and incidental music costs.....CARRIED**

**6.6 Concert Ticket Procedure – Submitted by Earle Henderson**

Concert Ticket Procedure and Schedule was pre-distributed for approval. It was suggested that Wayne could design the tickets that will tie in with the program cover. He could give Earle the artwork for him to make tickets. Carol will ask Wayne if he will do this, and Lorna will speak to Earle. We might need to extend the timelines.

Raffles and 50/50 's will be discussed before the next concert.....**APRIL**

**7. Other Business**

**7.1 Ontario Trillium Foundation .....DEFERRED**

**7.2 Possible Fundraiser – band shirts.....DEFERRED**

**8. Date of Next Meeting – Wednesday, February 8<sup>th</sup> 2017 – 4pm**

**9. Adjournment**

**MOVED by Maggie Chambers that the meeting be adjourned.....CARRIED**