

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
April 12, 2017

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

Ex Officio: Roger Bresee, Gord Thompson

Recording Secretary: Joan Necoloff

1. **Conflict of Interest - None**
2. **Approval of Minutes of March 8th, 2017**

MOVED by Maggie Chambers and SECONDED by Margaret Seabrook that the minutes of March 8th, 2017, be approved..... CARRIED

3. Reports Updates:

3.1 Conductor Liaison - Gord Thompson pre-distributed his April report. Absences are a concern and suggested that some members could switch to a less challenging band instead of retiring outright. Concert prep is ongoing, and Lakeshore Exchange is June 4th.
Celebration for Canada's 150th Anniversary Update – Odyssey will perform a one hour concert on June 29th. Sal and Gord will conduct. Three practices have been scheduled. Since Gord's liaison position is becoming vacant, the conductors have made a list of responsibilities. Gord agreed to continue with the responsibility of unlocking the main doors and alarm for practices.

3.2 Treasurer's Report - Roger Bresee
Membership Dues – 2017 – 2018

MOVED by Carol Mutton and SECONDED by Cathy Brown-Payne that we maintain the annual Green band fees at \$490 and \$405 for Wednesday bands if paid by term, and \$10 less if paid in full.....CARRIED

Financial Control Policy – Distributed completed policy which is ready for binder.
Insurance Renewal this year is \$1820. We have increased our contents insurance.

MOVED by Cathy Brown-Payne and SECONDED by Ruth Mathews that PNHB pay the insurance premium for 2017 – 2018 of \$1820.....CARRIED

MOVED by Carol Mutton and SECONDED by Maggie Chambers that PNHB approve a maximum of \$500 for expenses for Peterborough Canada 150 Anniversary to cover conducting costs and rehearsal room rental on Thursday June 29thCARRIED

Roger reported that our Quickbooks software is no longer compatible with Windows 10 and he recommends we purchase an upgrade version when it comes on sale.

MOVED by Cathy Brown-Payne and SECONDED by Margaret Chambers that Roger purchase an upgrade for Quickbooks when it comes on sale.....CARRIED

3.3 Social Committee Report – Margaret Seabrook – Report was pre-distributed

Meeting for defibrillator training was successful. Spring Concert was a success and almost broke even. Thank you to Margaret for her work.

3.4 Property Committee - Ruth Mathews

Ruth has checked the inventory list with what instruments are here. Some things are missing and might be at The Mount. She is also working on the rental information and will update the records.

PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
April 12, 2017

3.5 Policies and Procedures – Carol Mutton and Jack Sisson

Draft copies of the Communication Policy were pre-distributed. The policy was reviewed and a few clarifications were suggested. Jack and Carol will work with Bev to do some edits for clarification and will bring it back for final approval. Board asked Roger to please convey their thanks to Bev Bresee for her help on this.

Carol reported that four policies have been approved but she is waiting to hear back from our Lawyers. We will need an accommodation policy by next Sept.

3.6 Survey – Jack Sisson

Report was pre-distributed. Surveys will be distributed, completed and returned next week at band. A sampling of people from every band will be interviewed starting May 1st and will be done by the end of May. The survey will be completed by June / July.

3.7 Public Relations – Carol Mutton & Bob Arnold - Report was pre-distributed.

May concert fundraising will go to PRHC Foundation for breast cancer equipment. Carol distributed the cover with the name, as designed by Wayne Mutton and Robert Boudreau.

MOVED by Carol Mutton and SECONDED by Lynn Dragomir that PNH B pay to Robert Boudreau a maximum of up to \$150 for his design on the coverCARRIED

There was discussion on a request received from Dan Kapp of Toronto NHB to share in advertising in the Retired Teacher's Organization quarterly magazine. Roger will clarify where the cheque should go.

MOVED by Ruth Mathews and SECONDED by Bob Arnold that we pay \$100 to Creative Consultant to advertise with Toronto NHB as per the proposal from Dan Kapp.... CARRIED

3.8 Green Band – Lynn Dragomir and Carol Mutton

There was a recruitment meeting on Sunday to work on Green Band day.

3.9 Website – Carol Mutton – Website is done and Harlene is proofing it now. Two people will have edit access, Norma and Wayne. We have paid Site Ground \$192.00 plus domain transfer of \$20.00. Announcement to band members will be next week.

3.10 Concert Manager – Earle Henderson

Report was pre-distributed – Program design, tickets, and band roster are all being worked on.

4. Business Arising from the Minutes

4.1 Update on Copyright – Carol Mutton will talk to lawyer and report back next meeting.

4.2 Lease Renewal for Living Hope – Lorna Verhulst

Our lease renewal rate has been increased this year. We have signed the renewal and the Ensembles have been notified.

5. New Business

5.1 Peterborough Concert Band Request to Borrow Timpani

The Peterborough Concert Band made a request to borrow our timpani for the Canada 150 Anniversary program on June 29th. They will play after us at the Peterborough Square Courtyard. It was agreed to speak to Medda, Gord and Sal and ask them to decide. Lorna will talk to them.

5.2 Sunshine Band Proposal – Earle Henderson

Proposal was pre-distributed to the Board and the information was sent out to the band today. The Sunshine group will need to get their own medical insurance.

MOVED by Jack Sisson and SECONDED by Lynn Dragomir that PNH B approve the Sunshine Band proposal as presented.....CARRIED

**PETERBOROUGH NEW HORIZONS BAND
Board of Directors Minutes
April 12, 2017**

6. Other Business - None

7. Date of Next Meeting – Wednesday, May 17th, 2017 – 4 pm

9. Adjournment

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