

**PETERBOROUGH NEW HORIZONS BAND**  
**Board of Directors Minutes**  
**June 14<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, Lynn Dragomir

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

**Recording Secretary:** Joan Necoloff

**1. Conflict of Interest - None**

**2. Approval of Minutes of May 17<sup>th</sup>, 2017**

**MOVED** by Lynn Dragomir and **SECONDED** by Bob Arnold that the minutes of May 17<sup>th</sup>, 2017 as amended be approved..... **CARRIED**

**3. Reports Updates:**

**3.1 Conductor Liaison Report - Gord Thompson – Distributed Copies**

Scheduling – Gord reviewed the sectional dates and there was discussion on repetitive music, winter fun stuff and spring concert. Odyssey exchange with Lakeshore was successful.

**Annual Ongoing Events** - Theory and counting classes, Winterlude, Lakeshore Band Exchange, Zoo concert and Party and possibly Sunshine Band.

**Initiatives for Future Events**

- Conductor master class – conductors are agreeable
- Rehearsals at Calvary on the Wednesday before the December concert. Earle has already asked Roger to book the December concert for \$1,100.00. No sound man or parking people needed. Roger will get the cost of a pre-concert rehearsal space before deciding.....**Deferred**
- Workshops for Seniors and schools – See Item 5.2
- Section leaders in each band to distribute music and other info to absentees – see Item 5.5
- Commission a piece of music specifically for PNHB by a local Canadian composer. We will ask Justin to see if this is possible.
- Member longevity recognition – band has now reached its 15th year.
- Ottawa NHB exchange never happened. Discussion on PNHB hosting a band camp and invite the Ottawa Band. It was agreed to keep this on the back burner.
- **Music sharing** – Gord reported that there are valuable music scores in limbo either with Liftlock Band or Kawartha Wind Ensemble. A sharing system would be very valuable and save us money.
- **Small ensemble policy** – Members looking after things doesn't always work. Dynamics and Fundamentals are really bands, not small ensembles. There was discussion on a new ensemble formation but would need to have enough people.

Lorna thanked Gord for all his work and meeting attendance. It was all very much appreciated.

**3.2 Treasurer's Report – Roger Bresee - Pre-Distributed Report**

Roger reported that a slight profit is expected in the general fund. Conversely, there will be a significant overall loss (of all funds combined), due to the return of the \$25,000 ESDC grant.

**3.3 Property Committee Report - Ruth Mathews – Pre-distributed report.**

We have 7 instruments rented now at \$25 per month, not including the summer, or \$200 a year. Harlene has agreed to continue to collect the rental money but not the contracts. Suggestion that low brass instruments be offered free to new players to get players interested. We have tubas, baritones, and bassoons available for rent. Ruth has developed a new rental agreement form which shows the serial numbers, and states that maintenance and cleaning is the responsibility of the member. Signed forms should go back to Ruth to document and then to the board secretary. Ruth will send email in August with a list of what instruments are available. She will look after getting the rental forms signed for this year. The current costs are good.

**MOVED** by Lynn Dragomir and **SECONDED** by Jack Sisson that we continue to rent instruments for \$25 per month, however, low brass instruments i.e. tuba, baritone, bassoon and trombone will be made available free for one year, as an incentive to attract new players. This to be reviewed in one year.....**CARRIED**

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**MOVED by Jack Sisson and SECONDED by Lynn Dragomir that Ruth has board approval to purchase a label maker.....CARRIED**

**3.4 Public Relations – Carol Mutton & Bob Arnold – Pre-distributed report**

Carol reported that we need to order more rack cards.

Paper ad or radio ad – We will advertise in August again, before Green Band. There was discussion on last year’s radio ads.

Website – will be a July project. Need to prepare and secure the pages for the minutes and also information to membership on how to access the site.

Community Events section of the Examiner and Peterborough This Week is not being utilized.

We should be in both of these all the time. Bob will look after this.

**MOVED by Carol Mutton and SECONDED By Margaret Seabrook that we run our radio ad on classical music station for up to a maximum of \$500 this year .....CARRIED**

This station also does community listings for free.

**3.5 Social Committee Report – Margaret Seabrook**

This committee was involved with a very successful Green Band Information Day.

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

Jack reported that the Accommodation Policy for illness is still outstanding.

**3.7 Green Band – Lynn Dragomir and Carol Mutton**

Lynn reported that Green Band Information Day was very successful. Thirteen applications were completed and many more were taken home, however, none have been returned. Four members are returning from last year. The final list will go to Mark during the summer. Two people from Summit Terrance who were interested did not come.

**3.8 Concert Manager Report – Lorna Verhulst**

This year we made \$2000 less than last year. Our attendance was 349 compared to 401 last year. Lorna read Earle’s report in which he suggests that we go back to having an intermission with raffles and draws in between, however, in the future, he will not participate. Discussion followed on fundraising and if we would be allowed to do it at Calvary church. Roger will confirm if we can do this. It was suggested that we have one large prize rather than many small ones. Discussion followed on concert length, and lowering our fundraising goals. It was suggested that we have two concerts in the same evening. We will have to decide what to do by Fall .....**September**

**4. Business Arising from the Minutes**

**4.1 Update on New Instrument Rental Agreement – See 3.3**

**4.2 Rental Costs Decided by Board - See 3.3**

**4.3 Rosters** – Mark has completed the rosters and Bev is putting them into chart format.

**5. New Business**

**5.1 Donation to PRHC Foundation** – In the past, most of our supported charities have not sold many tickets. Discussion followed on if we should change our practice on this and it was agreed to decide for next year. Our donation amount has never been based on the charities ticket sales.

**MOVED by Ruth Mathews and SECONDED by Cathy Brown-Payne that PNHB donate \$1000 to PRHC Foundation .....**

**MOVED by Margaret Seabrook and SECONDED by Bob Arnold that the above motion be amended to read....That PNHB donate \$2000 to PRHC Foundation .....CARRIED**

Lorna thanked Carol for doing a good job of promoting the hospital and the concert.

**5.2 Planning for Ontario Seniors Community Grant – Cathy Brown-Payne**

We have received conditional approval for up to \$8000. Summary of our application:

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- **Seniors Music Program** - Cathy distributed and reviewed project information and project costs to form a basic green band for seniors in their retirement homes. Discussion of possible Retirement Homes like Summit Place, St John's, Rubidge Hall, etc. We have been approved for \$3000 for a conductor for the senior classes, and \$4000 for the purchase of instruments i.e. plastic tuba, trombone, euphonium and 3 clarinets, and 3 flutes. This will allow us instruments, music stands and books for 11 seniors. At year end the instruments will come back to us. This will be a great outreach for our band and potentially bring new members. We need to find a location, purchase the instruments and secure a conductor. Gord will communicate this project information to the conductors and will report back. Mentors will be needed from PNHB.

- **Theory Classes** - Approval was given for \$1000 for Theory classes for PNHB members.

- **Guest Conductors** – Approval was given for \$2000 for guest conductors to teach PNHB members or Conductors. Conductors would like a master class if we could get someone to teach them. Gord will take the Grant wording to the conductors to see how they would like to do it. We must use the Grant before March 28, 2018.

**5.3 Castanets** – request from Bev to purchase castanets for the band.

**MOVED BY Cathy Brown-Payne and SECONDED by Lynn Dragomir that Bev be authorized to purchase castanets for approximately \$65.00 plus tax. ....CARRIED**

**5.4 Montana, Kelsey, Boston Pizza Update – Lorna Verhulst**

Lorna reported that we received \$800 for one year, from all restaurants combined. Boston Pizza would like one person to collect the receipts and submit them on line. We will ask for a volunteer at coffee break.

**5.5 Music Librarian – Lorna Verhulst**

Since Reita Weaver will be resigning next year we need to find someone or a team to replace her. We will need to move the photocopier from her basement. Lorna asked the Board to keep people in mind who would be qualified to take on this position. There was a suggestion that each band nominate a rep who would be responsible for their band's music.

**5.6 Storage at the Mount – Lorna Verhulst**

Our license to rent space from the Mount for one more year is under review. Our current agreement at The Mount states that they could give us a 30 day notice to get out. We need a team to head up a search for storage space which must be heated, approx. 15X15 and locked, before June 2018. We are currently paying \$175.00 per month plus a 1.5% increase. It was agreed that team members will be Dirk Verhulst, Maggie Chambers, and Margaret Seabrook. Dirk will take the team to the Mount. We will also need space to the store the photocopier.

**5.7 New Board Members for 2017 – 2018 – Lorna Verhulst**

Margaret Seabrook will stay on the Board but would like a different portfolio. Carol Mutton will stay on the Board but with different responsibilities. Bob Arnold and Jack Sisson will be leaving. Maggie Chambers has not decided as yet. Lorna will send an email to the membership asking for nominations for Board Members.

**5.8 Communication Policy Addendum – Lorna Verhulst and Bev Bresee**

We need to add a sentence to the Communication Policy regarding communication of concerts by independent Groups who have PNHB members in them but may not be run by PNHB members.

**MOVED by Carol Mutton and SECONDED by Maggie Chambers to accept the above amendment to the approved policy as presented.....CARRIED**

**6. Date of Next Meeting** – August 10<sup>th</sup> – 10:30 am at Lorna's home to plan for the AGM  
Scheduled for Wednesday, Sept 27<sup>th</sup>, 2017

**7. Adjournment**

**MOVED by Jack Sisson that the meeting be adjourned.....CARRIED**