

**PETERBOROUGH NEW HORIZONS BAND**  
**Board of Directors Minutes**  
**February 20<sup>th</sup>, 2019**

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**PRESENT:** Cathy Brown-Payne, Margaret Seabrook, John Topic, Cliff Ballantyne, Al Brunger, Margaret Allen, Brenda Bock, Margaret Seabrook

**Past President:** Lorna Verhulst

**Regrets:** Bob Orrett, Lorna Devan

**Recording Secretary:** Joan Necoloff

**1. Conflict Of Interest - None**

**2. Chair's Remarks John Topic**

This should be a short meeting due to the weather. Gord will do the Conductors report in place of Jon.

**3. Approval of Minutes of the January 30<sup>th</sup>, 2019 meeting**

**MOVED** by Cliff Ballantyne and **SECONDED** by Margaret Seabrook that the minutes of January 30<sup>th</sup>, 2019 be approved with minor changes .....**CARRIED**

**4. Conductors Report - Gord Thompson**

Winterlude schedule as distributed was approved. – Date is Feb 27<sup>th</sup>. The set-up will be the same as last year, two bands facing each other. Set up will take place between 9:00 and 9:30, then warm up and run through from 9:30 to 10:00. The morning performance will be from 10:30 to 11:30, followed by lunch. Afternoon bands will warm up from 12:45 to 12:55. The afternoon performance will be from 1:00 to 2:00, followed by a rehearsal from 2:15 to 3:00. Jon will make sure it goes as planned.

Margaret Seabrook will send an email to members asking for volunteers to set up the room for two bands, extend a welcome to Green Band people, and what food to bring.

In case of a snow day it will be cancelled. New term starts March 6<sup>th</sup>, 2019.

**5. Treasurers Report - Pre-Distributed Information item**

Cheque signing authority has been given to Roger Bresee, Margaret Allen, John Topic, Bill Robb, and Harlene Annett. Two signatures are needed on a cheque.

**6. Business Arising**

**6.1 Social Committee Margaret Seabrook** – Discussion on rack cards.

Spring Social on Apr 5<sup>th</sup> at Personal Touch is being planned. All five ensembles will play, so should start early.

**6.2 Password protection for the website: Discussion**

Norma and James would both like to open up the website more. Most band photographs are on Facebook anyway. Members gave their permission to publish their professional picture when they were taken. They could be given an option to delete their picture. Green band and ensemble pics are out of date.

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**6.3 Fee Waivers and refunds for Communication Manager and Music Librarian**  
**MOVED by Cliff Ballantyne and SECONDED by Cathy Brown-Payne that the Music Librarian, and Communications Manager, be given fee waivers for as long as they hold their positions and that both be refunded winter term fees .....CARRIED**

**7. Ongoing Business**

**7.1 Restructuring and Survey - John, Lorna V. Cathy, and Margaret A.**

Next steps:

1. Sharing the current survey - It was agreed that we should share the survey with conductors and coaches first and then the members after.
2. Set up consultation with conductors to get more input and develop the new roster. Conductors will all return by week of March 2<sup>nd</sup>.
3. Introduce the restructuring - A letter to go out explaining how skills levels will be determined and giving more explanation of how bands are "graded". Coaches and conductors will make the recommendation as to what level people are at.
4. When we have final plans in place, we could have a lunch meeting with members, coaches and conductors.

Discussion of what will happen if we get the City of Peterborough grant. We will need a backup plan if this happens.

**7.2 Concert Manager - Al, Brenda and John**

Draft Job Description that was suggested by the Committee was circulated. We need to approve the job description and start posting this by email ASAP. We should put a two week limit on responses. Discussion continued on the necessity of finding two people who are compatible and can work together as a team. The Committee will look at the responses and decide.

**Moved by Al Brunger and SECONDED by Margaret Seabrook that we approve the Concert Manager job description as presented. ....CARRIED**

**7.3 Update Communications - John Topic**

- **Calendar on Line** - James is using Google Calendar for the monthly calendar. This calendar should list the ensemble gigs, sectionals, etc. This is a new format for the calendar and is a learning curve. We should remind people that it's available.
- **Rosters/directories** - James will update these.

**7.4 Beneficiary for Spring Concert - Brenda Bock**

Applications have been sent to two charities but no updates as yet. They have until the 28<sup>h</sup> of February to reply. We will decide in March.

**7.5 Checklist – Margaret Seabrook & Brenda Bock**

If anyone has any dates for the master calendar, please give them to Brenda. She will be responsible for the calendar.

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**8. Other Business - none**

**9. Date of Next Meeting - Wednesday, March 13<sup>th</sup>, 2019**

**10. Adjournment**

**MOVED by Margaret Seabrook that the meeting be adjourned.....CARRIED**