

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MINUTES
OCTOBER 9th , 2019**

Present: John Topic, Lorna Devan, Jim Chesher, Cathy Brown-Payne, Angela Con, Al Brunger

Regrets: Lorna Verhulst, Sherri Luff, Brenda Bock

Recording Secretary: Joan Necoloff

1. Conflict of Interest - None

2. Chair's Remarks

John welcomed the new Board members and thanked the continuing members.

The main item of business is to allocate portfolios, and to start a process of a more up-to-date set of responsibilities for Board members.

The lease on the storage room at PCVS has recently been signed. It goes from September to September and we could switch to a room on the 2nd floor if it comes available.

3. Approval of Minutes of the September 11, 2019

MOVED by Lorna Devan and SECONDED by Cathy Brown-Payne that the minutes of September 11th, 2019 be approved with spelling corrected in 4.3CARRIED

4. Conductors' Report – John Knights

John T introduced Jon Knights to the new members and stated that he is the Conductor liaison and brings items to the Board from their meetings.

Jon K reported that the conductor pairings will stay the same as last year. Gord and Jon will do Term 1 in Allegro and Odyssey and Sal and Justin will do Jubilee and Skylark, and in Term 2 will switch. Next year they will stay with the same bands to begin the year and then switch bands for the Winter and Spring terms.

Concert Prep and Discussion – We have a policy that says the concert music must be set 6 weeks before the Concert. This will be done next week. Timing at the concert is always a problem and it's important to stay strictly to 10 minutes per conductor per band. The order of bands playing will be the same as last year, as it was well liked. The Board should reinforce to members that people don't leave before the end of the concert. There was the suggestion that we do 50 -50 draw near the end of the concert to encourage people to stay. Wayne already has a program cover prepared.

5. Treasurer's Report - Report was distributed.

John reviewed the report. We are showing a good balance which is a timing issue since a lot of fees come in at the beginning of the year, but expenses occur gradually throughout the year. Reserve account is doing well.

5.1 Report from Financial Advisor Del Manary - John Topic read Del Manary's letter of review to the board:

1. Roger is doing an excellent job.
2. The investment policy is doing well, although there is risk.
3. Instrument inventory is complete except for some information on pricing.
4. Treasurer's workload is constantly increasing. We may start to use direct deposit.

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BOARD OF DIRECTORS MINUTES
OCTOBER 9th , 2019**

6. Business Arising from the September 11th Meeting

6.1 Grants

Al Brunger summarized the grant situation for new board members. City of Peterborough Grant is \$7000 for 3 years. The first year has been allocated

Federal Seniors Grant was submitted in June but in Sept they told us we are not eligible for \$5000. We would have had to apply in the under \$25,000 category instead.

Peterborough Community Grant – We didn't apply since we did not have a need that fit the grant category.

Ontario Trillium Foundation is due in November. We would need evidence for a project for a large amount of money. We would also need to have an audit done at a cost to us of about \$5000 yearly and there is no guarantee we would get the grant. We don't have a project right now that would be suitable.

6.2 Suggestions for spending our current grant – Discussion

- Subsidizing lessons or other initiatives

We do have some grant money available to us this year and more money coming in March. If we use it to pay the rent of about \$3000, we would have approx. \$4000 left to spend on other things. The grant was originally intended to help add a sixth band or to help restructure the existing bands. John explained why the conductors did not like the master classes in the past. Theory classes were done in the past. We could subsidize private or semi-private lessons offered from Long and McQuaid or another provider. This does need to be decided until next March. Alan will draft a motion for next meeting that will cover the cost of 50% of lessons,

.....**NEXT MTG**

-Soundproofing Living Hope – Since it is not feasible to move anywhere else, we could use some of the grant money for soundproofing at Living Hope. Discussion on Living Hope's plan for the blue room. John will follow-up with Emmy to see if there are any possibilities for Living Hope.

6.3 AGM Debriefing

There were no big issues. We needed a microphone, which the church could supply. Attendance was good. Outgoing Board members were thanked along with the volunteers, but maybe another year more could be done to honour outgoing Board members.

6.4 Copyright and Photocopying - John Topic

In the past we have investigated this issue and compared with what other bands are doing. We are purchasing our music correctly and then doing the copying the same as everyone else. For future use we could include a statement in the membership application that members will return the master music and will not make extra copies. Al will draft the paragraph for the application.

MOVED by Al Brunger and SECONDED by Cathy Brown-Payne that we modify the Membership Application to state that members will return master music and will not make additional copies.....CARRIED

7. Ongoing Business

7.1 Board Portfolios – Discussion

Currently we have several portfolios being handled by band members. Roger is Treasurer and needs some help. Harlene looks after accounts receivable and Membership, Cliff looks after Green Band, Margaret Seabrook looks after Social Committee and works on the Publicity Committee, Meeta Ellison is Music Librarian.

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BOARD OF DIRECTORS MINUTES
OCTOBER 9th , 2019**

Current Board Member Portfolios - who head up committees are:

Lorna Devan – Webmaster, Publicity with Margaret Seabrook

Alan – Grants, and Major Donors

Brenda – Scheduling checklist, and liaison with Beneficiary

Lorna Verhulst – Dialogue Committee

Cathy – Grants, and Dialogue Committee

Financials Portfolio. We need someone to handle fee rebates. We could have a form that gets filled out to make it easier. There is time involved with this: checking with the member and with Harlene; deciding on whether to apply the fees to the next term or write a cheque; making the motion and following up with either Harlene or Roger. AI offered to help with that.

Vacant portfolios are Property Committee, Board Secretary and Policies. New Members need to pick a portfolio. There was discussion and explanation of the Property Portfolio. It could be split between instrument rental and repairs and maintenance. PNHB purchased the instruments with grant money and cannot sell them.

7.1.1 Suggestion that we could form a Volunteer subcommittee to see who is needed where. It would be useful to examine the nature and number of the portfolios for which Board members are responsible. Which jobs need to be done by Board members? Which could be supervised or overseen by a Board member but delegated to a volunteer or fee exempt person.

7.1.2 Portfolio Decision

It was agreed that Sherri Luff will be asked about taking on the Board Secretary job, and Jim Chesher and Angela Con will both take on the Property Portfolio and split up the responsibilities. AI offered his help as well.

8. Other Business

8.1 Purchase/rental of Baritone Sax

Gord has asked if we have a baritone sax available for John Barrett to use on a few pieces in Odyssey. We don't have a sax, but we do have an extra bass clarinet.

8.2 New Horizons International Open House Week March 8-14, 2020

If we are interested, they need to know by Oct 11th. It seems to be a relatively easy thing and Harlene has offered to be the go between. We might have to specify how many players we think that we can accommodate. We should have a Board member on the team with Harlene.

MOVED by AI Brunger and SECONDED by Angela Con that PNHB participate in the New Horizons International Open House week March 8 – 14th, 2020.....CARRIED

8.3 Fundamentals Church Rental

MOVED by Jim Chesher and SECONDED by AI Brunger that we authorize Deb Haigh to act on behalf of PNHB in the matter of renting Peterborough Free Methodist Church for the use of the Fundamentals Ensemble. She is authorized to sign the rental contract on behalf of PNHB.....CARRIED

8.4 Concert Sponsor

AI Brunger will contact Andrew Pyle soon.

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BOARD OF DIRECTORS MINUTES
OCTOBER 9th , 2019**

8.5 PNHB Instruments to Panama

MOVED by Jim Chesher and **SECONDED** by Lorna Devan that we give approval to the Sunshine Band to take the necessary PNHB instruments to Panama. These instruments will be covered by the PNHB insurance policy. **CARRIED**

9. Date of Next Meeting – November 13th, 2019 - 4 PM

10. Adjournment

MOVED by Lorna Devan that the meeting be adjourned..... **CARRIED**