

**PETERBOROUGH NEW HORIZONS BANDS
BOARD OF DIRECTORS MEETING, JULY 8, 2020**

Present: John Topic, Lorna Verhulst, Lorna Devan, Roger Bresee, Cathy Brown Payne, Brenda Bock, Sherri Luff, Jim Chesher, Alan Brunger

Conductor Representative: Jon Knight

Regrets: David Lloyd, Jo Anne McLaren

1. Conflict Of Interest – none declared

2. Approval of Minutes of the June 10 Meeting

One correction. The donation we authorized under 7.2 was to the NFHS for research at the University of Colorado on bands and Covid-19. (Not to New Horizons International.)

Lorna Devan moved to accept the revised June 10, 2020 minutes

Lorna Verhulst seconded the motion

All in Favor

Carried

3. Chair's Remarks

There are a few motions to pass. We will continue to think about strategies for restarting the bands. In Peterborough we may be close to entering Stage 3 and we still have about two months before our normal start date.

This is probably Roger's last meeting with us as Treasurer. There will be other chances to thank him for his exceptional service, but I want to take this opportunity to say how much PNHB owes him. I have relied on him more than I should in terms of what his job description is. He has been a font of wisdom, knowledge and common sense. PNHB Board of Directors sincerely thanked him for his service.

Joanne is unable to attend this meeting. We send sincere condolences to her for the loss of her son in law.

4. Conductor's Report

We welcomed Jon to our meeting to discuss some ideas about restarting. John and Jon have been emailing back and forth about reopening.

Jon believes we would need a gathering size of 25 to operate band with a distance plan in place. Most of the research right now states that the 2 metre distance would be appropriate. It would be a good idea to halve the bands and operate for half the time to allow everyone to play. We still need to be cautious about the facility and have a best practices model that people would see before they come back. Jon has sent John a description of how to distance 25 people. We could also have two facilities Living Hope and Free Methodist and we could operate as usual but with half the band being in one location and half being in the other location. The bad part of it is spreading the people

out and the conductors out. It would also be more expensive perhaps. The conductors would be willing to conduct full time. There are many details to be worked out. The two facilities may involve moving percussion back and forth. There may be storage at Free Methodist.

The amount of time spent in the facility is important.

The air space and HVAC system would have to be checked out.

The best practices model may involve screening at the door or by email. Each person would have to be tracked with phone numbers to have contact tracing in place. You could take attendance each week. We could have a list of all the band members who could check off that they were present each time.

Disinfecting would be a concern in between bands. How and who would be responsible for that? Will Living Hope be responsible for that?

John has also had talks with Trish Murphy, who is wanting more ensemble work. Horns are used to this, but he is not sure about other instruments (although: flutissimo, clairinaires, and saxes have their ensembles). There are also groups like Brass Choir. But how much would this cost? Do we have the proper music?

Jon responded that if the gathering size stays the same this might be an option. The issues would be whether we have the spaces to gather, the cost, having large groups and the whole spacing issue. It is really too early to have a strategy. By August we do need a plan.

Do we need a task force to work on this? Most members believe it is too early to decide and we need to make decisions based on what the Health Officials say. We should meet as soon as the gathering size changes.

A plan needs to be out to people by mid-August so people have time to consider their options. Perhaps a poll needs to be sent out.

A dialogue committee is already set up and running. A meeting should be called as soon as we hear something has changed.

5. Treasurer's Report

Roger Bresee sent out the report via email.

Roger feels there won't be that many bills if we don't start up. We would still have to pay insurance even if we aren't operating. We can suspend the conductor's contracts if needed.

6. On-Going Business

6.1 Update on Private Lessons program

Alan Brunger reported that the funds have all been allocated but not used. There is another person that asked for a subsidy if all of the funds are not used. That person will be able to be compensated if there are funds left over.

6.2 Update on Revising Property Management Policy and Forms

The minutes from the last meeting indicated that Jim and Angela were going to look at the rental policy documents again. We also decided to wait until August to try to contact members to track down people with rental instruments.

Jim asked about who was responsible for the servicing of the instrument. On the form that renters sign it is the renter's responsibility. Each renter should receive a copy of their signed form so that the renter knows what their responsibilities are.

John suggests making all the changes necessary to the form and policy and bring it to the Board for approval. Jim and Angela have all the information in order to make the best recommendations possible.

Rental agreements will renew in September.

6.3 Community Organizations Grant

Alan put a considerable amount of work into this. It was a complicated procedure. Alan reports that he did apply on the basis that we had a senior's group that needed support to carry on. We did not receive the grant.

There will be more opportunities to apply for grants.

6.4 Planning for Restarting

Can we restart if we are still limited to gatherings of groups of 10 or fewer?

When should we start to poll members about their willingness to come back?

Will we have to ban the traditional break and socializing?

Should we try to poll members about different options (half bands; ensembles; sectionals, length of time)?

We need to have some sort of plan by mid-August, but it is too soon to have a firm plan today.

The start-up in September will be with the existing Green Band. We may start a new green band in January and the existing Green Band in September may be moved into Jubilee.

Contact should be made with Free Methodist to see if they are available to rent.

We do need to make the effort to offer something. We would have to refund if we could not offer an option for restarting in the fall. The Dialogue Committee should meet. Lorna Verhulst, John Topic, Alan Brunger, and Cathy Brown-Payne are on that committee.

We need to have some indication of what half time band would cost as coaches still need to be paid and we may need to rent two spaces.

6.5 Communication with Members

We should continue to communicate with members. We are discussing ways to reopen in September but we require more information. Lorna Devan volunteered to prepare a communication with the membership.

7. Business Arising From the June 10 Meeting.

7.1 Cheque Signing Authorities

Lorna Verhulst moved to approve the cheque signing authorities for PNHB. They will be David, Harlene Annett, John Topic and Roger Bresee.

Jim Chesher seconded the motion

We will delete Bill Robb from the authorized list.

All in Favor

Carried

7.2 Motion to Approve QTrade Account Authority PNHB operates one or more accounts with Qtrade Investor ("Qtrade"). All transactions for PNHB's account(s) shall be effected and controlled with respect to settlement and all other matters pursuant to the terms and conditions of Qtrade's agreements with PNHB governing such account(s), which agreement(s) have been duly executed by PNHB and are hereby ratified and confirmed.

David Lloyd has agreed to take on the Qtrade account.

Cathy Brown Payne moved to authorize David Lloyd to manage the QTrade account and to remove Roger Bresee from that position.

Lorna Devan seconded the motion.

All in Favor

Carried

7.3 Donation to University of Colorado Research Program

John made the donation as instructed at our last meeting. Katherine Carleton was a help in connecting John with the accounts receivable person. John used his US \$ Visa card and then Roger reimbursed **him**.

7.4 Rental Agreement with Living Hope

John signed this and dropped it off. He added a note that we were very interested in having the acoustic baffling installed. He has also followed up asking for any updates on their plans for the baffling or for restarting.

The information has been passed on to the Board of Directors of Living Hope.

They have postponed starting services until September.

8. Other Business

8.1 Receipt of Music from Peterborough Concert Band

Sal sent an email with a list of music that the conductors have picked up for free from the PCB. There are about 14 items.

Jim Chesher moved to thank Peterborough Concert Band for their donation of music to PNHB.

Brenda Bock seconded the motion.

All in Favor

Carried

Sherrri will send a thank you note to PCB on behalf of the Board. This can be sent to Diana Abrahams, who also plays with us.

John mentioned that last year we loaned them our copy of Elizabethan Serenade. So this is a mutually beneficial arrangement.

Lorna Devan asked if the Dialogue Committee could send a list of questions to us for a questionnaire prior to our next meeting.

Members of the Board should give any feedback on this to the Dialogue Committee

9. Date of Next Meeting

August 12th, 2020

10. Adjournment

Cathy Brown Payne moved to adjourn the meeting