

**PNHB Board of Directors Meeting
November 30, 2022 via ZOOM**

Present (board members staying on): John Topic, Quentin Day, Cindy Babcock, Audrey Keitel, James Burrett, Marlys Kerkman

Previous Board members: Lorna Devan, Mary Chesher, Sherri Luff, Angela Con, Alan Brunger

Guest (possible new board members): Gary Graham, Bev Murphy

Recording Secretary: Bev Murphy

Conductor Representative: Jon Knights

Regrets: Lorna Verhulst

1. Conflict of Interest

James has a rental instrument

2. Approval of the minutes from the October 12 meeting

Motion: Approve the October 12 2022 minutes

Voting: Moved by: Lorna Seconded by: Angela All in favour: Passed

3. Chair's Remarks

John welcomed all our new members. He had invited Gary Graham and Bev Murphy to sit in. They might want to join us as Board members. Bev has also volunteered to serve as recording secretary for this meeting.

John will miss our outgoing members, but has good feelings about the new board. He thinks that it should be a congenial group.

4. Conductor's Report

The conductors feel that sectionals are very important for player development. However, they did not work very well during the fall term due to space constraints.

They have consulted among themselves about possible alternatives. They recommend that Green Band sectionals continue as in the fall, but that only two sectionals be held each week for Jubilee and Allegro. This would result in each instrument group having about one sectional per month.

5. Treasurer's Update

We are doing ok money-wise, and have not had to dig into the reserves. Cindy is still getting receipts from others.

Alan will purchase some more masks. We discussed the use of the grant money and timing. Quentin has money for a drum sold. Cindy noted that he should give it to Harlene Annett, because she makes the deposits into the bank account.

Cindy has set up auto deposit and will do a test to see if it would work well.

6. Discussion of Portfolios and Board Roles

The Board is the group that makes decisions and members do not specifically have to be on a committee.

We certainly need to choose a president, vice-president and secretary. The rest can be more fluid. Jobs that have been filled by board members include: helping to post things to the web (meeting minutes, for example), covid protocols, advertising and external relations, grants, major donors, setting fees, surveys and internal feedback, nomination committee etc.

After much discussion on the role of the Board and Recording Secretary, Bev Murphy has indicated her interest in taking on both roles and will consult Sherri on how things are done.

Cindy is ok continuing with the role of Treasurer.

John is ok staying on as President but will be done in 2023, so he asked that the others consider taking on the role, even if it is during this term.

Everyone is to consider whether they will take on the role of VP. James indicated he may consider it.

Quentin is ok continuing with the role of Property Manager.

Motion: Allow Gary and Bev to be on the board starting today.

Voting: Moved by: James Seconded by: Quentin All in favour: Passed

Action: Cindy will do the report to the province about the change in board membership

(We will revisit the selection of officers, and formally vote them into office, at the next meeting.)

7. Business Arising from the Last Meeting:

7.1 Property Committee Report

Some background: Over the summer the Board voted to get out of the rental business, but then immediately also voted to set up a committee to look at our policy about property.

There was a lot of feeling for several years on the Board that we should just have people get instruments from local businesses, which would also then maintain the instruments. But we also have other property other than instruments.

Quinten updated the policy document, and it was distributed and put on the website in November.

Motion: Approve the policy after fixing some minor typos.

Voting: Moved by: Quentin Seconded by: Cindy All in favour: Passed

Action: John/Quinten to fix the typos and re-distribute.

Discussed the future of the instruments owned by PNHB. We should try to have a decision about whether we will rent or loan instruments before the new term, since people with these instruments will need to know.

June 2022 the board decided to stop renting instruments. Very time-consuming administering this. A committee was struck to review what to do with the instruments.

Quinten has created a way to inventory the items. He is still working on the percussion and other non instrument property. There are 29 instruments and 11 tin flutes. Of the 29, 10 are loaned out, 13 are stored at Calvary and 6 are missing.

Quinten talked to previous Property Managers, Conductors and key people to get their input. It was felt important to have bass level instruments available for people at an affordable price. (bari sax, bassoon, tuba, bass clarinet, e-flat alto clarinet) To have a balanced band. These were purchased via a grant.

In the past, the rental was free for one year, to encourage non popular instruments.

Quinten reviewed Long and McQuade fees. A Bari Sax is \$115/month and a trumpet is \$21/mth. Quinten suggests we continue to rent the important instruments, since the rental cost is so high for these items at other places, otherwise no one would want to try to play them. Sell the other instruments, giving those people currently renting the instrument, the option to buy it.

We discussed limiting how long some one can rent or borrow the same instrument; one idea is to give it up after 1 year if another person is waiting for it.

Action: Quinten will investigate if we can sell the instruments since we got them via a grant. We will discuss this further at the next meeting.

8. New Business

8.1 Sectionals:

The conductors have come up with several options. As I understand them, Green Band would continue as is. Jubilee and Allegro might have just three (woodwinds, brass and percussion), or 2 sectionals each week for 4 weeks, or sectionals every fourth week, two at a time.

If have fewer sectionals, change to 1 hour instead of 45 mins.

The current space at the Navy Club does not work like how it was done at Living Hope.

Carting of equipment is an issue and we would prefer a place with adequate parking. There is enough percussion equipment to have it at 2 locations.

Other ideas discussed.

- Do the groups differently. Part of doing sectionals is to go over sections of music. Too big of a group will leave some just sitting there.
- Online does not work well, conductors don't like to do this.
- Do it at people's homes. There are insurance concerns doing this.
- Other places. Living Hope is out. Calvary were ok but they are not near the Navy Club if we have sectionals and then the full band afterwards.
- Originally was supposed to have access to the other building at Navy Club. Renovation status unknown.
- Most agreed that sectionals are a valuable service to provide but some feel that once a month may not be worthwhile compared to the expense of doing it.
- A suggestion is that Sections meet on their own with the understanding that PNHB is not responsible if anything happens there.

Motion: Continue with Green band sectionals every week.

Voting: Moved by: Cindy Second: Audrey All in Favour: passed

Motion: not have sectionals for Jubilee and Allegro, for Jan-May 2023 on the basis if the only choice is once a month and review this for the Fall 2023 term.

Voting: Moved by: James Second: Quentin All in Favour: passed

Action: continue researching other places and discuss at future meetings

8.2 Fees for Winter/ Spring:

We need to decide on sectionals before we can set fees. But we have to set fees soon.

Question at the AGM about whether we would have separate fees for January, then the rest of term.

Harlene really wants just a single payment, but suggests that anyone who is away for 4 weeks or more (consecutively) be offered a credit. She has also suggested that members may want to

put PNH B fees on their Christmas lists. We would need a time limit on claiming credits, so we aren't tracking it for many years.

Suggested this break down.

Winter: Jan-May (Feb concert as planned, May concert)

Fall: Sept – Nov (back to normal, Dec concert)

Or have this break down.

Winter: Jan-Feb (Feb concert)

Spring: Mar-May (May concert)

Fall: Sept – Nov (back to normal, Dec concert)

Jan-Feb term suggested to allow those who go away those months a reduced rate compared to paying for all of Jan-May. Discussed that it is a lot of administration to collect fees 3 times. That other organizations do not make allowances for Snowbirds. A concern was raised that some people might not sign up at all for Jan-May because they would be away for a good part of it.

Motion: Have a set fee for Jan-May 2023 only and not allow any credits for this term.

Voting: Moved by: James Second: Cindy All in Favour: passed

8.3 Formal Sharing Agreements with Friends in Music and PCB?

We are sharing storage space and equipment with PCB. This was agreed to informally when we moved to the Navy Club. Then Friends in Music also moved there and are also using our drum kit and PCBs stands. Medda thinks that we should have a formal agreement with them.

Mark is conductor for Friends in Music. They use the stands and drum kit. Since they meet Thursday evening it saves us time putting things away. There is some bad feelings from years ago. We are also not getting anything in exchange.

Everything is not labeled or the label not very good. Quentin working on fixing this.

Action: Generally, a formal agreement between other bands is a good idea. Discuss at the next meeting.

8.4 Concert venues and times

On Monday Calvary told John that the May 19th date would not work, but we could do the 26th. Renee Paul (concert manager) and John have also wondered about an afternoon vs evening time slot. That could work better for moving things (both getting movers and getting in and out of the Navy Club). It might mean, though, that people who work would have a hard time attending.

Calvary has a large Christmas Tree on stage for much of November and December. So room will be very tight next December.

Discussed us renting a truck, so the items can be picked up and moved to the location, items put back in truck and stored in the truck until we can get access to the Navy club.

Discussed hiring people to assist. The Navy club does not have easy access, so is more labour intensive.

Action: Discuss at next meeting.

8.5 Communication with members.

Inform them of:

- the new board and roles decided upon
- December 3 concert cancelation
- Jan-May 2023 fees and new credit policy
- Decision on sectionals

9. AOB Any Other Business.

9.1 December 3 Concert

A few of the Swing set group have COVID, including 2 conductors. This has reduced the number of people in each of the bands and has affected Dynamics, Swing set and Fundamentals.

Discussed having other conductors fill in but not enough time for them to learn how things were being played. Having just Music Lab play the concert would not be a very long concert and not look good. The impact of not having the concert is that we will not get the grant money. Cindy checked if the Federal government would make an exception and let us do the concert next year, but they won't. We also do not know all who have COVID and having the concert may spread it further.

Motion: With an abundance of caution, we should cancel the December concert due to the lack of conductors. We regret doing this because of all of the work People have put into organizing this event but we want to keep all healthy.

Voting: Moved by: James Seconded by: Bev All in favour: Passed

Action: John will email the members and let them know. Cindy will return the grant. John will cancel things at Trent and confirm instruments packed for the concert are put back where they belong.

9.2 Lending items to the PTBO Symphony Orchestra:

PTBO Symphony Orch. requested to borrow crash cymbals, glockenspiel, xylophone, bass drum pump etc. for their Dec 10 concert. Quentin reviewed with Medda and we do have the items required.

To lend these items,

- Need access to the Navy club to get the items and return them. Someone has to pay for this access / make the arrangements with the city.
- Need the PSO to supply a certificate of insurance. So if an item is damaged or lost, it can be repaired/replaced by the PSO.
- Need someone to confirm they only take what was agreed upon and all is returned in the expected condition.

Motion: We allow the items to be borrowed if the PSO signs an agreement, provides the certificate of insurance, makes the arrangements with the city regarding the Navy Club access and pays for it and to coordinate with Quentin so he can monitor what is taken and that all is returned.

Voting: Moved by: Quentin Seconded by: James All in favour: Passed

10. Next Meeting: December 14 6:30pm via ZOOM

11. Adjournment:

Moved to adjourn the meeting: moved by Audrey