

**PNHB Board of Directors Meeting  
December 15, 2022 via ZOOM**

**Present:**

John Topic (President, Chair), Bev Murphy (Secretary), Cindy Babcock (Treasurer), James Burrett (Communication), Marlys Kerkman (Publicity), Audrey Keitel (Nominations), Quentin Day (Property), Gary Graham

**Recording Secretary:** Bev Murphy

**Conductor Representative:** Gord Thompson

**Regrets:**

none

**1. Conflict of Interest**

**Acknowledgement:**

We are all paying members so we all have a conflict of interest with regards to the Fee Schedule  
James has a rental instrument

**2. Approval of the minutes from the November 30 2022 meeting (Sent previously)**

**Motion:** Approve the November 30 2022 minutes

**Comment:**

Some items are out of order, it was noted, but we kept to the agenda order.

**Voting:** Moved by: Audrey                      Seconded by: Marlys                      All in favour: passed

**3. Chair's Remarks**

I have indicated some time guidelines on the agenda items in the hope of moving the meeting forward and not go past 9pm.

**4. Conductor's Report**

Gord Thompson attended and had nothing to report. The Conductors are meeting in January.  
Mark H. had relayed he would like green band sectionals to be as usual.

**5. Treasurer's Update**

Cindy had sent the board an email with financial reports. There are reserves for specific fundings like the Instrument reserve is the money collected from rentals and selling instruments. This is used to maintain the instruments and purchase new ones. Discussed that this could also include the cost of storing the instruments too. Our general reserve has been used but is not depleted. Cindy will check if the grant money is still available. She is investigating using Canada Helps to administer donations to the PNHB.

**6. Portfolios.**

**6.1 President and VP**

**Motion:** I would like to call for a formal nomination and vote on the President position.

nominees: John Topic

**Voting:** Moved by: Quentin      Seconded by: Audrey      All in favour: passed

**Motion:** I would like to call for a formal nomination and vote on the VP position.

nominees: Gary

**Voting:** Moved by: James      Seconded by: Quentin      All in favour: passed

## 6.2 Other portfolios

At our last meeting we set up Cindy as Treasurer, Quentin as property manager, and James as Communications director. Marlys has agreed to take on publicity, which will be important as we try to rebuild. Audrey has agreed to take on nominations and to coordinate the Dialogue Committee; we still do have one vacancy on the board.

There will be other jobs that can be shared. For example Bev and I are looking at other venues. We really should have someone working on ONCA compliance, etc.

Discuss the location of board member binders. Bev indicated that the by laws document is not on the website.

The Membership Policy needs to be updated.

## 7. Business Arising from the Last Meeting:

### 7.1 Property Committee Report

Quentin reported these were sold.

- 3 drums for \$200
- Cymbals \$45
- Drummer's seat \$20

4 drums still for sale, advised by Gord and Meeda they are probably only good for parts. If no interest in a week, offer them for free. If no takers, Allen Kelly will sell for scrap. Board was in approval of this.

**Motion:** PNHB maintain ownership of big instruments Bari sax, bassoon, tuba, base clarinet, and Eb clarinet (will refer to these as PNHB instruments)

**Discussion:** maybe get oboe, French horn in future.

**Voting:** Moved by: Quentin      Seconded by: Audrey      All in favour: passed

**Motion:** rent the PNHB instruments for \$20/mth, starting the 2023 Winter term with the exception that if someone in Green/1<sup>st</sup> time wants it, they can use it for free, ie. follow the property rental policy.

**Discussion:** The rental/loan year should perhaps start after information day in May 2023. Keep all year. That way people could practice over the summer.

**Voting:** Moved by: Quentin      Seconded by: Gary      All in favour: passed

**Motion:** Stop loaning or renting the other PNHB instruments. Current renters have to return instrument after concert in February. Explore options of disposing of them.

**Discussion:** only 2 being rented. February might to be too tight of a deadline.

**Amend:** for current renters to return or purchase them after the May concert,

**Voting:** Moved by: Quentin                      Seconded by: James                      All in favour: passed

**Motion:** For instruments purchased with a Grant, if allowed to sell the instruments, at current market value for used instruments, sell to current users, then members, then public.

**Discussion:** Cindy will help find the grant information

**Voting:** Moved by: Quentin                      Seconded by: Audrey                      All in favour: passed

**Motion:** For instruments NOT purchased with a Grant, sell them at current market value for used instruments, sell to current users, then members, then public.

**Discussion:**

**Voting:** Moved by: Quentin                      Seconded by: Cindy                      All in favour: passed

**Motion:** For instruments purchased with a Grant, if not allowed to sell them, we can donate them to another organization like ours.

**Discussion:** Suggested Kawartha Youth Orchestra, Sterling musical library

**Voting:** Moved by: Quentin                      Seconded by: Audrey                      All in favour: passed

## 7.2 Sectionals

The conductors are unanimous about not having Jubilee sectionals until after the Feb. 10 concert. And also stopping them a bit before the May 26<sup>th</sup> concert. So that saves some money and has been incorporated into the spreadsheets.

Continue Green sectionals. Jubilee would be more than once a month.

The issue is what to do with Jubilee? Do we want sectionals for Jubilee on Thursdays or not?

**Motion:** have Jubilee sectionals after the Feb concert

**Discussion:** There was some discussion as to whether upper band members can join jubilee sectional if they wish. Some felt that it might not work too well.

**Voting:** Moved by: James                      Seconded by: Quentin                      All in favour: passed

## 7.3 Fees for Winter/ Spring (spreadsheets sent earlier)

Many discussions on this topic. Previous term was a mess, Navy Club water main problem and renovation, allowing credits. Concerned covid is still a risk causing concerts to be canceled and not having that revenue to depend on. Only 140 paying members now. Suggested we try to keep the total yearly fee at \$450. Really don't want to have more members leave.

**Motion:** keep the fees to a total of \$450 for the 2022-2023 season

**Voting:** Moved by: Quentin                      Seconded by: James                      All in favour: passed

**Motion:** we will continue with the traditional January-February Winter term and the March-May Spring term. Members who pay for Winter and Spring terms together will receive a slight discount. The winter term fee will be \$110 and the Spring term fee will be \$160 (a total of \$270). If both terms are paid at once, the total owing will be \$260. \$260 for the Jan-May, \$450 for the year.

**Discussion:** Cindy is ok if we need to use reserve funds.

**Voting:** Moved by: Marlys      Seconded by: Gary      All in favour: passed

#### **7.4 Formal Sharing Agreements with Friends in Music and PCB?**

Will include this on the agenda for the next meeting

#### **7.5 Concert Venues and Times**

Will include this on the agenda for the next meeting

#### **7.6 Communication with members.**

Inform them of the 2023 fees.

### **8. New Business**

8.1 Dialogue committee. Need to set up meeting with conductors. Audrey, Gary and John will be on this committee

### **9. AOB**

#### **9.1 Use of e-transfer**

Cindy has set up e-transfer but would like to use it for a small audience like an ensemble, to test out the process. Tricky knowing who paid. Discussed need for paper receipts. Is good for receiving cash and it was helpful in keeping track of who had paid when we shut down in March 2020.

#### **9.2 Publicity**

Marlys will get the committee together to work on publicity to draw in more members. Need to assign an amount for the Advertising budget.

**Motion:** Set aside \$1,000 for advertising for Jan-May 2023.

**Voting:** Moved by James      Seconded by: : Marlys      All in favour: passed

### **10. Next Meeting.**

Jan 5 6:30pm Agreed to generally book the first Thursday of every month for meeting, making exceptions as needed.

### **11. Adjournment.**

**Moved to adjourn the meeting:** Audrey