



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for December 8, 2023 at St. Lukes Church

Present: Audrey Keitel (President/Chair), Cindy Babcock (VP/Treasurer), James Burrett, Pat Wade, Bev Murphy (Board Secretary), Rieta Weaver, Vedra Hill

Regrets: Gary Graham

Recording Secretary: Bev Murphy

Conductor Representative: n/a

1. Conflict of Interest: none

2. Approval of the minutes from the November 15th meeting (Sent previously)

Motion: Approve the November 15, 2023 meeting minutes

Voting: Moved by: Pat Seconded by: Vedra All in favour: passed

3. Chair's Remarks:

Thanks for all your support, makes being President easier. Cindy will stay on as VP. Concert was great. No negative comments. Thanks to James for trying to get us up to speed technically.

4. Admin:

4.1 Acknowledging new Board members
Welcome to Rieta and Vedra.

4.2 Confirmation of positions, committee liaisons and assignments (2023-2024 Areas of Responsibility sent previously)
Reviewed and updated assignments.

Action:

- Bev updated the 2023-2024 Areas of Responsibility document during the meeting and will send the updated version to the board.
- Audrey will check with John Topic about proxy requirement for next AGM, how membership fees are calculated, the contract with Living Hope. Whether to change the liaison for the KPRDSB and Living Hope to Audrey from John Topic.
- Audrey will send the board the last Dialogue Committee report.
- Rieta to send James (pnhb.music@gmail.com) a reminder to change her email address.
- Bev will do some more research and we will discuss the non board positions at the next meeting.
- See communication for emails being sent to the membership.



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4.3 Discussion Forum and email use

Discussed how to resolve getting lots of emails. Will keep the board group email. Directors will try out the discussion forum.

Action:

- James will schedule a Zoom meeting in January, to assist the board with the use of the discussion forum, Gmail emails and google drive.

4.4 Use of Gym at Living Hope

Fellowship hall will not be available in April. So we will need to use the gym. Space wise it is a better room for playing.

Action:

- James talk to John Topic about using the Gym, where breaks can be held when the Fellowship Hall is not available and where people can eat or drink. And if it is worthwhile doing something about the acoustics.

4.5 Finalize Schedule for Winter term (Sectional Schedule version 7 sent previously) & Music theory course.

For the Winter term the timing is;

9:00am - 10:15 Jubilee / Allegro

10:15am – 10:30am break

10:30am - 11:45 Jubilee / Allegro

11:45am – 1:15pm Music Theory / Lunch break

1:15pm - 2:30pm Skylark / Odyssey

2:30pm – 2:45pm break

2:45pm - 4:00pm Skylark / Odyssey

Green band starts January 8 and the rest of the bands January 10

A survey was sent to all members. 20 people are interested in the Music theory course.

Board approved James purchasing a projector for \$87.

Action:

- Rieta and James will investigate which room would suit for the Music Theory.
 - Maximum safe capacity for the room
 - Cap the number of attendees. Have a waiting list if more want to join later.
 - Where to project the lessons.
 - Set up to start class January 17
- James will find out when the Ensembles will start and update the calendar with that, the Winter term schedule and Winterlude being on March 6
- See communication for emails being sent to membership



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4.6 PNHB Documentation.

4.6.1 **Motion:** Approve updated Social Committee Terms of Reference (sent previously)

Comment: change was to add reference to financial policy and link to a Board liaison.

Voting: Moved by: Bev Seconded by: Audrey All in favour: passed

4.6.2 Google drive

Bev is consolidating all documents on to the pnhb.music@gmail.com google drive.

Each board member does not need to keep a board binder if they are not interested in doing so. Bev will maintain a master binder that will be brought to meetings, so we will have quick access to policies, by laws etc.

Since Bev will be updating a lot of documents, the board approves paying for an ink cartridge for her.

Something to discuss next meeting, is the request from many for ink cartridges. Maybe have a printer at Living Hope to print things?

Action:

- James will send link to drive to all Board members.
- Bev is building the master board binder.
- Board members that have old board minutes can shred them. They are all on the drive.
- Audrey will find out if the Navy Club printer is ours and where is it (at PCVS?)
- See communication for emails being sent to membership.

4.6.3 Update Publicity Committee Terms of Reference
In progress. Discussing with Audrey and Pat.

4.6.4 Create Fundraising Committee Terms of Reference
In progress. Discussing with Gary.

4.6.5 Create Property Committee Terms of Reference
In progress. Discussing with Quentin.

4.6.6 Create Music Library Committee Terms of Reference
In progress. Discussing with Meeta.



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5. Conductor's report follow up: Different set up in Auditorium works better.

6. Finances:

6.1 Financial update. (report sent previously)

Cindy reviewed our current status and so far we have funds to cover things.

Cindy received a donation to the band, thanking John Topic for his hard work.

Motion: Approve giving Meeta \$250 honourarium for the year for her out of pocket expenses maintaining the music library.

Comments: Meeta is doing a wonderful job and deserves to be compensated.

Voting: Moved by: Cindy Seconded by: Rieta All in favour: passed

Action:

- Cindy will pay Meeta now
- Bev will send a thank you card to Judy Carlton.

6.2 Grants. Cindy submitted the application for the City grant. It is for 2024, so we might not hear back until late in 2024.

6.3 Budget Committee.

Bev reported that the Bingo was budgeted to bring in \$12,600 this season at \$1,400/mth starting in November. Now we will not start until March, so will bring in a minimum of \$7,000. Might get other assignments to fill in for others, which will bring in more. Plus, we now have been told of expenses to get the bingo going, which was not budgeted for. So may need to go to reserves in the Spring Term.

7. Fundraising:

7.1 Delta Bingo

Gary and Jenny attended the meeting with Delta Bingo.

The schedule for March, April and May comes out in February, which we will be added to. We missed the last schedule.

Delta Bingo was asked about insurance and they said their insurance would cover our people.

We have a locker to store coats in and to keep the posters, rack cards and vests at the Delta bingo. Volunteers don't have to be wearing the same thing (one using a vest with our logo and the other a golf shirt with our logo is ok). Can wear anything under the vest.

Gary, Bev, Pat and Vedra have been meeting to get the items the Delta Bingo requires we have before we can volunteer. These are the items and the plans;

1. Golf shirts: Decided to not make this a Bingo requirement but as a separate fundraiser. Members buy Shirts with logo for personal use (general, bingo, concerts, camps etc.) Decided on black, since that is the colour we wear at concerts. Target no more than \$40. Round up cost to fundraise a little and not deal with cents.
2. Name tags: volunteers to use the band name tags but we will purchase plastic sleeves with pins, to cover anyone not having one. Roughly \$20



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3. Posters: Need 2 posters for the Bingo. 2"x3". Recommend getting 3 so we can use one at trade shows and Ensemble performances. 3 posters, roughly \$122
4. Vests: All volunteers must wear a shirt with a collar or a vest with the Charity name on it. Decided to go with black smocks, so we have something on hand for those who do not want a logo'd golf shirt or don't have one. 4 smocks, roughly \$60
5. Logo: We've received quotes from a few local businesses. Embroidered logos are very expensive. Most recommended the 'iron on' style. 4 logos for the 4 smocks \$90

Board approved the spending of (\$20+\$122+\$60+\$90) \$292.00 to get the Bingo started.

Action:

- Cindy will set up the required bank account now because we may need it soon.
- Bev will send the board the designs for the poster and logo that will be used.

8. Concert Committee.

Bev reported on the financials for the concert.

Receipts still being processed, so these numbers are not final.

Income \$6602 Expense: \$2753 Raised: \$3849

Action:

- Bev will report on the financials at the next meeting
- Bev will follow up with Renee regarding the date and location for the Spring concert and will find out who is the liaison for talking to our Benefactor for the concert. Five Counties Children Center.

9. Publicity Committee.

Bev is meeting with Pat to hand over the Publicity Chair position to her.

10. Membership Committee.

When Bev Bresee takes over in September 2024, she will track and coordinate the collection of dues. Harlene will continue doing the bank deposits and we can continue to use her address and phone number as ours.

Discussed the value of tracking on a shared spreadsheet and the current challenges.

11. Communications Committee.

11.1 Privacy Policy

Concerns regarding member private information being available for all members to see.

Action:

- James and Bev will create one.

11.2 Sound system

Some liked the hands free mics. Headset & hearing aids conflict. Sanitation concerns. (\$10-\$20) Clip ons not close enough to work. Can get mic for each Conductor instead of sharing them.

James is keeping Quentin informed



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Board approved \$147 for each sound system and \$10-\$20 for each Conductor's own mic.

Once it is confirmed the new system works for all, we will discuss selling the old system

Action:

- James will submit to be reimbursed for the equipment he has/will purchase.

11.3 Instruments and other equipment.

There might be other items at people's homes (like maybe a marimba)

Action:

- Audrey will talk to Quentin about this.
- See communication for emails being sent to membership

11.4 Website

James & Bev are doing a trail on a product called Harmony. We need a product with a better website interface and people management.

11.5 Communication

Send out a few emails instead of one very long one. Audrey will create and Bev will review.

11.5.1 To all members;

- Send list of who the board members are.
- Remind about moving amongst bands policy
- Email to membership regarding Winter schedule, start date, timing, Music theory course (no sectionals this term) and fees.
- Be careful moving equipment, coffee stains, spit rags
- Stay home if sick not just COVID but also with other ailments.
- To let Quentin know if they have PNHB equipment or instruments at home, so we can keep track of where everything is.

11.5.2 To all Committee Chairs and relevant people

- Remind that John Topic must be informed if a committee wants to use a room for a meeting. How we are charged.
- If they have old board minutes, they can be shredded. They are all on the drive.

12. Next Meeting: Friday January 26 3pm-6pm at St Luke

13. Adjournment: Moved by Bev