



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes March 2, 2023 via ZOOM

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

Recording Secretary: Bev Murphy

Conductor Representative: Jon Knights

Regrets: none

1. Conflict of Interest

none

2. Approval of the minutes from the February 2nd meeting (Sent previously)

Motion: Approve the February 2 2023 meeting minutes

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

3. Chair's Remarks

Marlys K. had to resigned; she found that she just had too much on her schedule.

4. Conductor's Report

Reviewed the Conductors meeting minutes received earlier.

Asked for a budget of \$2500 for music.

Discussed that there was less room on the stage at Calvary and some people had a hard time seeing the Conductor. The Conductors are considering a different shape for the arrangement of the bands.

Discussed that we need a policy regarding people moving between bands. Currently people inform the Conductor but the conductors feel that they cannot say no. Suggested that people only change at beginning of the term. Mark H. sets the roster. The moving around really affects the balance of the bands. So depending on our enrollment we might need to consider having fewer bands. Dialogue committee will work on this.

Regarding the procedure of who cancels a rehearsal. The Conductors do not want to make the decision. If weather is bad, they will let James know whether they can make it or not 2 hours before the practice. They will try to make sure someone is there. Roads might be ok in the city but bad out in the county. They suggest the board should inform members the roads are bad, so don't come if they are not comfortable driving. John mentioned he asked the city what their cancellation process is and has not heard back. James will make



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the call based on conductor availability. Board to let the members know to check their emails right up to leaving the house just in case a rehearsal is cancelled.

Discussed Grace United church venue. Do a trial run at Grace with an ensemble or maybe the Odyssey band and have pot luck afterwards. Get an idea of the sound levels and member input. Parking there is a concern. Carpooling is an option.

Board asked about Sectional timing starting on March 30. Gord is working on it.

Action Items:

1. Dialogue Committee to meet and discuss issues and provide solutions.
2. Gord creates Sectional schedule

5. Treasurer's Update

5.1 Financial Update (material sent out previously)

Currently we are in the positive but forecasting shows we will need to dip in to the reserves, which was approved previously.

Regarding the Feb 10 Concert. We made close to half of what is normally earned.

There were less tickets sold than usual, less brought in on advertising, we have fewer members (down around 70 people) and the cost of things has gone up considerably.

5.2 Grants

Cindy submitted the forms for the Federal Grant: Community Services Recovery Fund. It is being reviewed by the Canadian Red Cross. Might hear back in May. One request was for funds to purchase music stands which will be useful at Grace.

6. Business Arising from the Last Meeting:

6.1 Membership Policy Review (material sent out previously)

Motion: Approve the revised Membership Policy document

Comment:

The document will be edited to follow the standard format and these minor changes done.

In Appendix A, fix the referral to Appendix A to be B.

In Appendix C, change 'criteria' to 'guidelines' in the second header and the first sentence of that section.

Friendly amendment Motion: Approve the document with the minor changes

Voting: Moved by: Gary Seconded by: James All in favour: passed



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Action Items:

1. Bev will make changes and have Gary review before it is signed, publicized, and archived.

6.2 Document Archiving project update.

Bev is gathering all documentation and will create digital versions for the ones in effect. These will be saved on the Google drive belonging to PNHB.music@gmail.com. Under the folder "Board-Private-Shared". James has set this up, so let him know if you can't access it. On the google drive there are folders for each type of document.

All documents on the USB stick received from the previous Board Secretary are on the Google drive. All documents on the website have been uploaded too. Documents in Bev's Board binder not on the USB stick or on the web, have been scanned and uploaded. So the Google drive has all current documentation.

Bev proposed having a standard format for documentation like a letterhead, signature for both the President and Secretary and revision history.

James uploaded all documentation provided by a previous board member that was on a personal Dropbox. Bev will review this.

Bev suggested that a new page be created on the PNHB website for Organizational documentation, so the member page is not so busy. The breakdown be like this.
Member page - policies, forms, by laws, procedures and guidelines
Org Doc page - committees, position descriptions, minutes
James will look in to this.

Action Items:

1. Bev continue gathering and organizing documents
2. James investigate website changes

6.3 Spring Concert Beneficiary

Alzheimers Society has decided that they cannot handle this. They have problems selling tickets and have a major event scheduled for Saturday May 27.

There are guidelines that should be in your binders. One criteria is the ability to sell tickets. John will send us a copy of the criteria. He is not sure if it is complete, he only has page 1.

We need to find another beneficiary and we need to do that soon.

James willing to send a survey to members.



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Action Items:

1. John will send email to members for suggestions

6.4 Dialogue Committee

This committee is the conduit between the membership and conductors.

Audrey taking the lead. Where to meet? John will ask if the office at the Navy club can be used.

Items to discuss:

1. Timing for future concerts
2. Choice of music.
3. Members moving around

Action Items:

1. John will send Bev a copy of the Dialogue Committee Terms of Reference to archive and maybe put on the website.
2. John will investigate meeting at the Navy Club
3. Audrey/John will schedule a meeting.

7. New Business 8:00

7.1 Covid Protocols (Some information circulated previously)

Lots of email discussions on what to do next.

Suggested change of start date.

Motion: Accept the proposal attached.

Comment: Quentin requested that the minutes record his opposition to the motion. His rationale for opposing: He believes based on the current advice provided by Peterborough Public Health Unit that the changes to the COVID protocol approved by the Board do not demonstrate sufficient diligence in attempting to mitigate the risk that an outbreak of COVID among the membership could jeopardize the organization's ability to adequately prepare for and put on public performances which is one of the organization's key objectives.

Voting: Moved by: Gary Seconded by: James All in favour: passed

Action Items:

1. John will send email to inform members.
2. Bev and John will meet to sign document and archive it

7.2 Surveys and other issues of the digital age;

Email discussions getting really busy. We have done surveys for years for fact finding.

Action Items:



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1. James will research Digital voting.

7.3 ONCA

Gary has volunteered to lead this over the summer. John is very happy to volunteer to help and provide access to resources. We might well be able to do this in house, but if we need legal advice, we will have to come back to the board to get funding for it.

7.4 Grace United Church

Gord, Sal, Margaret, and John went down a couple of weeks ago. We are all happy with the facility. We could go back to our Living Hope schedules. There is space for sectionals, two bands at a time, potlucks, storage. There is an elevator at entrance level.

Must put stuff away at end of the day. Would only need it for Mon and Wed only. Haven't discussed Ensembles use, yet.

The only problem is parking. They have about 26 spaces and then there is on street parking. On street alternates 1st to 15th and end of month. No pay.

We could encourage car pooling. Possible shuttle service. Ask people to allow spots close to the church for others with issues walking a long distance.

Navy club was supposed to include the other building but it will not be ready until probably 2025.

Rent being discussed. Paying roughly \$540/week at Navy Club (includes sectionals)

Considering having a band or ensemble play there, to test out sound levels and introduce members to the space.

Board approved moving ahead on using this facility starting in September 2023.

7.5 Board Vacancies

We have two vacancies. If you want to nominate someone, pass the name to Audrey. She will be able to vet the candidate gently and confidentially.

7.6 May Concert.

Meeting being arranged by Bev.

8. AOB

none



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9. Next Meeting;

April 6 2023 6:30pm (Cindy will be absent)

10. Adjournment:

Moved by: Audrey