



# PETERBOROUGH NEW HORIZONS BANDS

## PNHB Board of Directors Meeting Minutes April 6, 2023 at the Navy Club

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

**Recording Secretary:** Bev Murphy

**Conductor Representative:** Gord Thompson

**Regrets:** none

### 1. Conflict of Interest:

none

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

**Motion:** Approve the March 2, 2023 meeting minutes

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

### 3. Chair's Remarks (JT)

Nice to meet in person.

### 4. Conductor's Report (GT) (Sent previously)

James will take the lead on cancelling rehearsals.

Discussed movement between bands. Will define a baseline (minimum and maximum) on the type and number of instruments in each band. Member should make request to move to both Conductors (Mark has final decision) and need a guideline on what the deadline is to move.

The Conductors decide on the music to play.

If we can afford it, they would like sectionals for 4 bands.

Music. Not share with other groups.

Rehearsal seating will be changed in September.

Parking at Grace may still be the main problem. Car pooling and shuttle service are two ideas.

James asked about the Conductors suggesting courses.

May 28, Noon-6:30pm having an event with the Lakeshore NHB. Thinking of getting a bus.

Gord will find out the cost of the bus. Discussed if PNHb to pay for the bus or just the people taking the bus, since not all band members are invited to play.



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## Action:

- Conductors to send music list to Maria C. not Wayne.
- John will send email to members about cancellations for the week of April 10. Refer them to check website calendar.

## 5. Treasurer's Update (CB)

### 5.1 Financial Update

Will maybe hear about the Community grant sometime early summer.  
Tax reporting. Submission being processed.

### 5.2 Concert Accounting (JT from Harlene Annett)

#### Income

Ticket income	\$2605.00
Program ads	<u>\$2700.00</u>
Total income	<b>\$5305.00</b>

#### Expenses

Church rental/sound tech	\$1115.00
Radio ads	\$ 367.25
Equipment movers	\$ 495.78
Program/poster printing	\$ 882.69
Renee Paul - plants, etc.	<u>\$ 429.48</u>
Total expenses	<b>\$3290.20</b>

Concert profit **\$2014.27**

## 6. Business Arising from the Last Meeting:

### 6.1 Dialogue Committee Report (AK, JT) (sent previously)

The Conductors really miss the socializing of the band.  
Suggested at maybe the Welcome back party to recognize long time members and volunteers. Discussed the choice of music.

James is coordinating the Summer band. Thinking of payment being monthly instead pay as you play.

James is coordinating summer BBQ at the Zoo. Suggested August 20 to be one of the dates because that is when the Swingset group is playing there.

Action:



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- James will ask the Conductors if they would find it helpful to know what type of music members would like to play in the bands. If the Conductors are agreeable, James will send the board the survey template to review. We approve survey at next meeting.
- James will do a survey to get an idea of how many members will partake in the Summer Band and summer BBQ.

## 6.2 Document Archiving project update (BM)

Ongoing.

Looking for the seal.

**Action:** Bev will send group letterhead template.

## 6.3 Spring Concert Beneficiary (JT)

We had two very good applications, one from the Lakefield Animal Welfare Society (LAWS) and the other from the Five Counties Children Center. We decided to go with LAWS this year and Five Counties next year. Both have been notified. So next year we do not need to go through this process, but we do need to remember that we have offered the concert to Five Counties and start to work with them in the new year. Both were quite positive about their ability to sell tickets.

## 6.4 Global News (AK)

(Topic is actually Publicity which is discussed as part of the Concert).

Audrey sent letter to them to see if they would advertise for us. Not heard back. Will follow up.

## 6.5 ONCA (GG, JT)

Under review by Gary and John. Targeting to confirm that our bylaws are ok. Next is accounting.

## 6.6 Grace Visit Preparations (JT)

John has been coordinating the movement of equipment. Roger Dunits will bring his drum kit for Allegro and Medda will bring a PNHB drum kit from the Navy Club. We have recruited PCB to move the kit to her car on Tuesday night after practice. Jon Knights and Gord Thompson will provide small sound systems for the conductors.

The chair of the Grace Board has been very welcoming, and the pastor Andrew Mcpherson has been also.

Our social committee will provide light refreshments.



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Parking. There is a 3 hour limit on the street. If we change to this location may need to encourage car pooling and set up a shuttle service.

Key people at Living Hope have changed. So Cindy and John will see if they will allow us back.

Discussed insurance certificate, Grace hasn't asked for one yet.

**Action:** John to call City to see if we tell them about the parking at Grace, they will bypass ticketing cars with PNHB letter or something like that.

## 7. New Business.

### 7.1 Music Budget for 2023-2024 (JT)

The conductors are requesting \$2500 to buy music for next year. This is what they got last year. Ensembles pay for their own.

**Motion:** Approve spending \$2,500 for music for next year.

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

### 7.2 Concert Preparations (BM, JT)

Bev is facilitating meetings with **Concert Managers** etc. Have had 2 meetings. Next meeting May 1.

- Concert plans are on target.
- Renee is the key contact for the LAWS
- Venue arrangements almost done.
- MC signed up.
- Theme is "Concert for cool cats and dogs".
- Artwork started.
- Moving equipment plans engaged.
- Tickets. Price now \$15 a person, children 10 years old and under are free. Tickets being created.
- Will use Eventbrite but not push advertising for this, since we are paying the service fee. Using it more for advertising.
- Ticket sales. Changing the method slightly on how tickets are handled with band members to reduce the workload the Concert Managers had.
- Created a sub group for **Ads** and Bev facilitated that meeting.
  - Changed cost of Ads for 3 sizes. Will have a poster/application form for members to use as a guide on what information to get and who gets what. Will have it on our website.
  - Bev will maintain a list that will be shared with this group of what businesses have been contacted and who the PNHB person



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contact is. Trying to avoid having several people approach the same business.

- May go for more pet oriented businesses to link with Beneficiary. Give February concert businesses a break.

**Publicity.** Audrey and Bev engaging plans of advertising both events on websites, Facebook, TV, newspapers, flyer, e-sign and radio (different than previous). Will have a Media survey at concert, so we can gauge what works.

Should we have players in the lobby who are not PNHB members. In the past we have limited the lobby entertainment to PHNB groups. OK Chorale and Flutissimo have done it a number of times. A horn group, Bells Up, also played, but we no longer have that group. Instead we have Hornucopia, which played at the opening potluck in the Fall, but that group has people from outside PNHB as well as PNHB players. There is also Clarintella. And Norma White knows of a violin group. (NOTE: PNHB does not use violins at all). Need clarification of our policy. Will discuss this at next meeting.

## **Action:**

1. Cindy will let people know who were turned down, that our COVID protocols have been loosened.
2. Bev will send Cindy a pdf of the advertising card.
3. Cindy will put Card on facebook.
4. Audrey will see about setting up an event in Eventbrite for a free event.
5. John will send board the policy regarding other groups playing at our events.

## **7.3 Board Vacancies**

We must keep looking for members to add to the Board.

**8. AOB:** none

**9. Next Meeting:** May 4 in person 1pm.

**10. Adjournment:** Moved by: Audrey