



# PETERBOROUGH NEW HORIZONS BANDS

## PNHB Board of Directors Meeting Minutes October 4, 2024, 3pm-6pm, at St. Lukes Church

**Present:** Audrey Keitel (President/Chair), Cindy Babcock (VP/Treasurer), Bev Murphy (Board Secretary), James Burrett, Pat Wade, Rieta Weaver, Phil Pellat, Kelly Gravel (remotely),

**Board Director Regrets:** Sue MacLellan

**Guests:** Lisa Witherington (remotely)

**Meeting Recording by:** Bev Murphy

**Conductor Representative:** none

1. Conflict of Interest: none

2. Chair's Remarks: (AK)

Audrey thanked us all for the all the work done to get everything organized for the start of the season. Getting positive comments. This will be Audrey's last season as President.

3. Approval of the minutes.

3.1. Approve August 16 2024 meeting (Sent previously)

**Motion:** Approve the August 16th 2024 meeting minutes

**Vote:** Moved by: Audrey Seconded by: Rieta All in favour: passed

3.2. Approve September 8 2024 meeting (Sent previously)

**Motion:** Approve the September 8th 2024 meeting minutes

**Comment:** Bev will fix part about GB not playing

**Vote:** Moved by: Pat Seconded by: Rieta All in favour: passed

4. Conductor's report: (Sept and Oct minutes sent previously)

Medda will be our Conductors liaison. She is working on providing an updated Conductors responsibilities document.

**Motion:** Hire Peter Hanmore as a Coach for the 2024-2025 season with a probation ending December 6 2024

**Vote:** Moved by: Bev Seconded by: Pat All in favour: passed

John Topic has substituted as a French horn coach.

**ACTION:**

- Audrey will get contract signed by Peter and John and then give to Bev to file.
- Bev will get the conductors responsibilities document from Medda and pass it on to the Board.



# PETERBOROUGH NEW HORIZONS BANDS

## 5. Music Library Committee:

### 5.1. Board Liaison

Ben is the conductor liaison. Audrey liaison for the Board.

Meeta is tracking who used the music last (conductor, band), grade level. She keeps this database on her personal PC. We get copies periodically.

### 5.2. Fall Term

Music committee has asked for more volunteers to help sort music, at Living Hope.

### 5.3. Culling music

Ben and Meeta went through the music and disposed those that were very incomplete.

## 6. Schedule

### 6.1. Come play with us August 27

Ben conducted this day. PNHB paid for this day, not the ensemble. Two people came to the event - one signed up. Suggest doing it again as part of the ensemble but for the last 2 weeks. New people share music.

### 6.2. Open House

Pat and Audrey did it on Monday September 9 and had quite a few new people show up and register. Wednesday had no new people but good to meet seasoned players.

### 6.3. Fall Term:

#### 6.3.1. Band

The conductors are for this term.

Justin and Sal: Skylark Jubilee

Medda and Ben: Allegro Odyssey

Mark: Green

#### 6.3.2. Sectionals

Clarinets & French horns swapped rooms.

Discussed concerns about the low brass sectional being too big.

Phil suggested asking the Wednesday band members to maybe mentor a Green band member.

#### Action:

- Audrey will talk to Ben about the low brass sectional, how to handle green members with no music reading skills and whether we want to include more string instruments (we have no coach for this).
- Audrey will investigate how to suggest mentoring.



## PETERBOROUGH NEW HORIZONS BANDS

### 6.4. Winter Term:

Conductors suggested the format be more like Summer Band.

Audrey talked to Meeta and she would need to know the pieces to get out of the library before Oct 31.

**Motion:** Play a variety of pieces to help with skill and sight reading

**Vote:** Moved by: Pat    Seconded by: Rieta    All in favour: passed

**Action:**

- Audrey will let the Conductors know about the format change and the music deadline.

### 6.5. Spring Term:

Conductors suggested having one conductor in each band focus on preparing music for the concert. They would conduct the band in the concert. The other conductor would work on non-concert music and skills. They would alternate morning and afternoon. One benefit is that the length of the concert would be reduced, with each conductor leading one band for 20 minutes. With 10 minutes between bands, that would give 90 minutes of music, plus announcement and stuff. The bands would have more pieces, more learning and more fun.

**Motion:** Approve the change suggested above by the Conductors

**Vote:** Moved by: James    Seconded by: Pat    All in favour: passed

### 6.6. Ensembles:

Nobody has stepped up to be the Sunshine band coordinator

### 6.7. Non coached classroom use

Audrey is tracking the room usage at Living Hope, passing this on to Living Hope each week, who then sends an invoice back.

**ACTION:**

- Audrey will verify the invoice she receives from Living Hope is correct and pass it on to Cindy to pay.

## 7. Admin:

### 7.1. Virtual meetings.

Google meet is \$8/mth which does not need software to be loaded on your PC.

Other software we could try, 4by4, techsoup.

**ACTION:**

- James will investigate non profit pricing and other types of software.



# PETERBOROUGH NEW HORIZONS BANDS

## 7.2. Break timing

Heard many comments about the break being too long. So we will change it to this starting Oct 7.

9:00-10:00 band or sectionals

**10:00-10:15 15 min break for both Bands**

10:15-10:20 announcements to both bands in Fellowship Hall (Audrey)

10:20-11:50 band

11:55-1:00 lunch

1:00-2:00 band or sectionals

**2:00-2:15 15 min break for both Bands**

2:15-2:20 announcements to both bands in Fellowship Hall (Bev)

2:20-3:50 band

3:50-4:00 close down

## 7.3. Dialogue Committee

Pat, James, Audrey have volunteered to be on this committee.

### **ACTION:**

- They will schedule meetings with the conductors and provide the board with a report afterwards.

## 7.4. 2024-2025 Area of Responsibilities

### **ACTION:**

- Bev and Audrey will meet and update this document. Will share with the Board afterwards, so they will know who is doing what.

## 7.5. End of Year Survey (Sent previously)

### **ACTION:**

- James will set up a remote meeting on a Thursday.

## 7.6. Vacancies

7.6.1. Band Assistant. Steve Effer has applied.

**Motion:** Hire Steve Effer as our Band Assistant

**Vote:** Moved by: Pat Seconded by: Rieta All in favour: passed

### **ACTION:**

- Audrey will let him know.
- Bev will do up the contract, pass it on to Audrey who will get Steve to sign and then give the contract back to Bev to file.



## PETERBOROUGH NEW HORIZONS BANDS

7.6.2. A/R Coordinator. Glenn Baker (Green Band) has volunteered to take on this role.

**ACTION:**

- Bev will train Glenn with consultation with Cindy.

7.6.3. Concert Manager. Bev Murphy  
Ticket Sales coordinator. Glenn Baker

7.6.4. Publicity Pat Wade

7.6.5. Membership Manager James Burret Pat is stepping down

7.6.6. Bingo Volunteer coordinator Audrey Kietel

7.6.7. Fundamentals Band Rep Sue Macclellan

7.7. Board positions

7.7.1. Bingo Corporate Liaison Audrey

**ACTION:**

- Audrey will let them know that her and Jenny are the contacts and that Gary has stepped down.

7.7.2. Board Secretary

Bev will like to step down from this position and has someone who is interested.

8. Finances: (4:05-4:15) (CB)

8.1. Financial update

Cindy reports that only 10 people have not paid. We have 168 paying members. 2/3<sup>rd</sup> of the band paid by e-transfer. Alterna bank moved to the west end. We will not make any changes to who has signing authority.

8.2. Charity status

It was raised that maybe we could drop the charity status, we would not have to do the review engagement. We cannot. We would have to completely fold and start up to do this. Discussed any way we can get our income to be under \$100,000 but it is just not possible.

We feel that \$100,000 is too low for any non profit organization to run in this economy. We had a hard time finding someone to do the review engagement and it is very costly (over \$7000) which must be done every year. We have not been able to set aside any funds for reserves since 2020.

**ACTION:**

- Audrey will draft a letter to our MPP (Dave Smith) to bring it to his attention that the profit range requiring a review engagement is too low. We are running on a tight budget. Cindy will review the draft letter.



# PETERBOROUGH NEW HORIZONS BANDS

## 8.3. Grants.

There was one but we found out about it too late.

## 8.4. Review engagement of accounts

It has begun for the 2022-2023 and 2023-2024 books. They have been making a lot of inquiries. This will cost us \$8500, \$7000 as the annual fee, plus a one time fee of \$1500 for getting set up (which requires looking through the previous years financials 2022-2023). They will probably be done the end of October.

## 8.5. Budget (sent previously)

The budget works out that we are a little over \$9,000 in the red but we had that last year and didn't have to dip in to the reserves. Not using the auditorium/sanctuary saves us a lot of money.

## 8.6. Bonus or raise for conductors and coaches

We will decide on whether to give the Conductors a raise or bonus at the next meeting. Audrey found that a lot of people would not coach for what we pay them. Discussed increasing this pay.

**Motion:** Raise the coach salary to \$50 per hour starting as of Oct 1 2024

**Vote:** Moved by: James Seconded by: Pat All in favour: passed

## 8.7. AGM

We will put a pin in for Wednesday November 13 at noon at Living Hope. This means we need to have the agenda and supporting documents sent to the members before November 2 (10 days before).

Bev has asked committee chairs for their reports.

### **ACTION:**

- Bev and Audrey will get ready with the agenda and reports, so we can send the announcement once the review engagement is done.

## 9. Fundraising:

### 9.1. Delta Bingo

Nobody was able to attend the Kawartha Bingo Sponsor's Asso. 2024 annual general meeting on Wed., Sept. 25th at 6 pm via zoom.

We could use more volunteers.

### 9.2. Garage Sale

This went well. Funds are still coming in. We accumulated some Accent on Achievement books that we can sell.

### 9.3. Giving Tree

Audrey find out more about this.



# PETERBOROUGH NEW HORIZONS BANDS

## 9.4. Shirts

Pat is considering offering the purchase of more black shirts with our logo. Let folks know how to get other colours or other types of shirts.

## 10. Property Committee:

### 10.1. Instrument sales

Marimba at PCVS. Sold for \$3700. These funds will be put into the Instrument reserves.

### 10.2. Instrument repairs

Priscilla and Quentin are coordinating getting this done for the timpanis.

### 10.3. Instrument rentals.

Bev asked the insurance company if we are insured if an instrument is rented and we are not.

#### **ACTION:**

- Bev will investigate how much a ryder would be.

## 11. Communication: (JB)

### 11.1. PA speakers and headsets

The mics were really needed in the auditorium. Now only Sal is using the mics. Will store the rest in the storage room. Will pursue further if the members complain.

### 11.2. Website

#### **ACTION:**

- Audrey will take Medda's picture next week for James to add to the website with Medda's bio.
- James will continue creating a smugmug page for our coach which will be linked to from our website.

## 12. Concert Committee:

### 12.1. Paper survey asking evening or afternoon concert.

Discussed whether we need a survey on this. Will defer to next meeting.

### 12.2. Fall Concert

#### 12.2.1. Date, time and location

At Calvary it costs us roughly \$1600, which includes the cost of hiring movers. Audrey got an initial quote from Living Hope of \$1800. Bev and Rieta provided Living Hope with our needs in more details and items that needed to be clarified. Living Hope was going to charge more for any more things they would need to do. We would need to have volunteers to move heavy and awkward risers, rent dollies and move lots of chairs around. Suspect the number of attendees and band members in the audience and with the use of the risers taking up seating space, may limit how many tickets we can sell. Just not feasible.

Given that we must start organizing the concert, we will use Calvary on November 22 at 7pm.



# PETERBOROUGH NEW HORIZONS BANDS

## ACTION:

- Bev will engage the concert committee.

### 12.2.2. Format

The Conductors suggested Green band not play this concert since the time they have to prepare is very short.

Here are the details for the concert.

- Theme is “Getting in the Spirit”
- No pre entertainment
- Food donations to food bank
- Keep ticket and AD prices the same
- Hire the movers

## ACTION:

- Pat will investigate how to get a license to do a 50/50 draw and how much it costs.
- Bev will let Conductors\committee know the plan first and then will send out an email to the members.

### 12.2.3. What to do the week of November 25 and December 2

November 25 .The bands can hand in their music. Some Winter term music can be handed out and tried. The Conductors will use their Winter term rotation.

December 2. Green band practice on the Monday but are invited to come on the Wednesday too for a Christmas social. Have the Ensembles perform. Pot luck. And any other things the Social Committee suggests.

## ACTION:

- Audrey will let the Conductors and Meeta about the plan.
- Rieta will let the Social Committee about the plan

### 12.3. Winterlude

Board agrees with Mark that the Green Band plays at this event.

### 12.4. Spring Concert

Calvary a/c has not been great these last 2 concerts. So really don't want to go there. Other possibilities are Adam Scott or TASS May 30 in the evening or May 25 in the afternoon. The Concert Manager (Bev) will provide the board with more details before the end of the season.

### 12.5. Ensemble Concert

Cindy has deferred organizing a Concert that is performed by the Ensembles to the spring. This would be an event where tickets are sold.





# PETERBOROUGH NEW HORIZONS BANDS

## 13. Publicity and Recruitment Committee:

Zoo sign, radio ads did bring people in, Facebook AD generated a lot of inquiries.  
Board agreed to put an AD in the Peterborough concert band concert program for \$50  
Will not do an AD in the PAL concert program.

## 14. Social Committee:

Rieta W. will be the board social committee liaison.

### **ACTION:**

- Rieta will let the SC chair know the board plans and find out what they plan to do this season. Then let the board know.

## 15. Membership Committee:

### 15.1. Membership registration (PW)

Pat did an excellent job of engaging new members. We have a lot of new members. It has been challenging because people are staying, moving to other bands or not coming. Complicated because Mark's roster and the PNHB directory both need to be kept current. James will take over from now. Decided to stop contacting people on LOA.

**15.2. Motion:** Only the President, Board Secretary and Treasurer need to approve membership dues exceptions as long as they keep the number of waived and the amount of reduced within the agreed upon numbers and values.

**Vote:** Moved by: Rieta    Seconded by: James    All in favour: passed

## 16. AOB:

### 16.1. Board Director changes.

Sue Macclelland has resigned from the board.  
Lisa Witherington would like to join the board.

**Motion:** to vote Lisa Witherington on to the board and accept Sue's resignation

**Vote:** Moved by: Rieta    Seconded by: James    All in favour: passed

### **ACTION:**

- Bev will let Sue know.
- Lisa has an interest in taking on the Board Secretary position and Bev is fine with stepping down. Bev will slowly train Lisa on what to do and will step down once Lisa is ready.

### 16.2. Shields

These were received at the end of the last season.

### **ACTION:**

- Audrey will put one together on Monday and see if we have any storage concerns.
- Pat will let the Odyssey band know to set them up

### 16.3. More baffles for the Living Hope gym

We will have to defer paying for this since we have given the coaches a raise.



## PETERBOROUGH NEW HORIZONS BANDS

### 16.4. Parade

We have been asked if a band or ensemble would play in a parade for free. Cold is not good for the instruments. We decline.

#### **ACTION:**

- Audrey will let them know.

### 16.5. Treasurer

#### **ACTION:**

- We need to find out if the Treasurer must be on the board.

### 17. Emails to send to the members.

- We have changed the break time starting this week.
  - for sectionals & band be ready to start at 9:00/1:00
  - break is at 10:00/2:00 and come to the Fellowship Hall for announcements at that time
  - start back to your seats at 10:20/2:20 after the announcements
- Conductor Stand. Ask for volunteer to fix it.
- Don't park on the grass at the back of Living Hope
- Only return original music copies and put in the associated conductors box
- Need a couple of volunteers to help sort music at Living Hope
- Bev being the Concert Manager
- Glen Baker A/R Coordinator
- Sue stepping down and Lisa on the board.
- Let Audrey know if want to use a classroom
- Fees for the season and for the term
- Jenny's Flute group
- We have Accent for Achievement books for sale or donation.
- Tell coach if not showing up for sectionals
- Tell conductor if not available to play at the concert.
- We need volunteers for Bingo. Explain what is involved and how much we get (last year just under \$10,000)
- Need someone to coordinate other fundraising ventures.
- If take chairs from other places put back afterwards
- Explain what ensembles we have, cost, location, requirements.
- Email [pnhb.music@gmail.com](mailto:pnhb.music@gmail.com) if your contact information has changed.
- You must get the approval of the conductor of the band you are leaving and the band you are going to before moving to another band. Let Mark Hiscox and [pnhb.music@gmail.com](mailto:pnhb.music@gmail.com) know if you are making this change.
- Let James Burrett know if you don't use email, so other arrangements can be made to keep you informed
- Please leave Living Hope promptly so our band volunteers can lock up and go home.

### 18. Next Meetings:

Conductors meet typically on the first Wednesday of the month.

St Luke Church is available Thurs or Fri. Need to find another location if not on those days.



## PETERBOROUGH NEW HORIZONS BANDS

Thursday Nov 21 1pm-4pm (Phil may not be able to attend)  
Dec 19 1pm-4pm

### **ACTION:**

- Bev will confirm with St. Lukes that we can meet at those dates/times.

### **19. Adjournment:**

Moved by James