



PETERBOROUGH NEW HORIZONS BANDS

MINUTES

PNHB Board of Directors Meeting

December 19th, 2024 - 1pm-4pm, at St. Lukes Church

In attendance: Lisa Witherington (Board Secretary), Bev Murphy, Phil Pellat, Rieta Weaver, Medda, Audrey Keitel (President/Chair)

Remotely: Pat Wade, Kelly Gravelle

Meeting Recording by: Lisa Witherington

1. Conflict of Interest:

- None

2. Chair's Remarks:

- Thank you to all for making December 4th a success. I have received so many great, positive comments from members and the Conductors.
- Audrey announced that she will be stepping down as President as of the next AGM (2025)

3. Approval of the minutes:

- Approve November 7th, 2024 Board Meeting Minutes (Sent previously)
- Approve November 21st, 2024 Board Meeting Minutes (Sent previously)

Motion: Approve the November 7, 2024 and November 21, 2024 minutes.

Vote: Moved by: Phil Seconded by: Rieta All in favour: passed

4. Conductor's report:

- There was no Conductor's meeting in December 2024
- The Accent on Achievement books for the Conductor's are now in the Storage Room at Living Hope. Mark's book is in rough shape and Jubilee needed a copy. It is Book 1 and Book 3 that were replaced.
- Sal has an idea for Winterlude but this will be discussed at the Conductor's Meeting in January and then Medda will update us after that meeting
- Next Conductor's meeting is on January 8th, 2025
- Band Conductor's are now looking for new music as they were given \$500 for new music purchasing
- There was mention in the Minutes from November 21st, 2024, survey too, that members in the bands would like to have a choice of music they play. The Conductor's have discussed this and would be okay with getting input from the band members (e.g. If the band needs 4 pieces of music to play for a concert, then the conductor can put forward a vote on which pieces the band would like to play).
- The Conductor's would like 2 hours of actual musical practice, and then 30 minutes for break and announcements
- Some discussion was brought forward about how members want to play music all the way through a few times before working on the areas that require more attention. Some



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members feel that some Conductor's stop too frequently and then don't go back to play the piece all the way through after doing correction work

- Audrey advised that she is currently working on the Strategic Plan and is looking to see if we can get the Conductor's a raise. It was mentioned that the Conductor's did receive a very generous bonus at the December 4th, 2024 ensemble concert and AGM.
- Audrey has emailed James about the Cancellation Procedure but has not heard back from James at the time of this meeting

Action Items:

- Reach out to James again to check the status of the Cancellation Procedure – Audrey

5. Music Library Committee:

5.1 Winter Term's Music order:

- Meeta is doing well
- Audrey sent Meeta an email with a check list (to get date deadlines she would like for lists of music from the Conductors. Bev asked for this to put it in our activity calendar), but hasn't heard back from her yet
- Music needs to be ordered by the end of February this way it can be collated prior to the Summer Band
- Meeta showed Audrey a spreadsheet of all music envelopes in storage. Looking for an average cost of a piece of music plus how many pieces of music we have would be handy for insurance.
- Music for the upcoming Winter Term is already sorted and ready

6. Schedule:

6.1 Fall Term

6.1.1 Update on Green Band members with no music reading skills

- Mark likes the idea of music reading skills class but would prefer it to start in September, not in the middle of the season
- Suggestion made to look and see if there are mentors willing to help. Could use a Google sign up sheet with name and instrument, how you think you can help e.g. music reading, instrument practising, and then we can match members together
- Mark used to have mentors sitting with members as they played during practice
- This music reading skills class can be held at Living Hope on Monday's or during the lunch hour on Wednesday's
- The original idea was teaching people how to read music, those with zero experience, doesn't have to involve an instrument at this point, just the music reading, clapping rhythms, etc.
- Separate sectionals were also discussed, one where they would be taught music reading and then would be taught how to play their instrument
- Logistic wise – create a data base where you can write, "I need", and then "I can help". We could set it up as a PNHB mentor email. Then, members could make their own arrangements. There is concern that members do not read emails so a discussion as to doing a link to a spreadsheet on the website



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- The idea of going directly to Green Band to find out what is needed and then take it to the Wednesday bands to see if anyone can help

Action Item:

- Start a discussion in the Groups.io – Audrey
- Investigate mentor sign up on website with James - Bev

6.2 Winter Term:

6.2.1 Approve the Break Schedule:

- The schedule was discussed and was not approved as the Conductor's would like 2 hours of playing time, not inclusive of break and announcements.

Action Item:

- A new schedule will be worked on and then forwarded to Medda to send to the Conductors. Will approve it in GroupsIO, so we can start using it in January - Bev

Winterlude

- Audrey will be coordinating Winterlude
- Green Band will be playing in all concerts going forward

6.3 Spring Term:

6.3.1 During sectionals, full band plays in Fellowship Hall and not Gym

- Audrey has sent an email to Emmy, but still waiting on a response
- One conductor in each band focus on preparing music for the concert.. They would conduct the band in the concert (Winterlude/Spring). The other conductor would work on non-concert music and skills. They would alternate morning and afternoon.

6.4 Summer Band:

Action Item:

- Ask Ben if he will still be doing the Summer Band conducting – Audrey
- Check with James and see if he is still coordinating Summer Band – Audrey

6.5 Ensembles:

- We have a contract for the Free Methodist Church
- Each Conductor spoke about what positions still need filling (e.g. a 4th trombone and clarinet for Swing)

6.6 Non coached classroom use:

- Only on week Green Band has sectionals, which is every other week in the Winter / Spring Terms - check calendar!

Action Item:

- Put out an email advising which weeks rooms can be used on which weeks - Audrey
- Audrey will coordinate the room bookings - Audrey
- Talk to James about some kind of sign up on the website. The schedule would be a part of this. - Bev



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7. Admin:

7.1 Dialogue Committee:

- Audrey met with everyone, except Justin as he forgot about the meeting
- There were a lot of negative comments during the 2023-2024 season, but so far this year, it has been really good
- Mark has been giving a lot of great ideas
- Justin's meeting will be rescheduled for the first week of January, on the Wednesday. Lisa will join Audrey for this meeting

Action Items:

- A discussion thread to be started on Groups.io to discuss the ideas brought forward – Audrey

7.2 End of Year Survey Committee:

- Discussion as to whether we are doing a survey at the end of every term or the end of the year
- Previously, James did bring forward the idea of also having the survey as a paper copy
- If we do End of the Term surveys, would the suggestions be implemented right away? No, the year is already planned and survey responses would be used for the upcoming year with a Fall Term implementation
- Looking for two people to work on the survey and all Board Members need to see the survey before it gets sent out
- Discussion about using some of the same questions as on previous surveys as you get a better picture year after year of what band members would like / not like
- The year end survey should go out earlier, rather than later (February/March) with a disclaimer that we are putting this out early to try and implement changes for the beginning of the Fall term

Action Item:

- Contact James regarding the surveys – Audrey
- Chat to be started in Groups.io with some of the previous survey questions and we can proceed from there – Bev

7.3 2025-2026 Schedule Committee:

- Conductor's meet in January and this will help assist us plan what is needed
- Jubilee would like to have sectionals during the winter term

Action Items:

- Begin work on the 2025-2026 schedule – Audrey and Bev (In January)

7.4 Treasurer Position on the Board:

- Past discussions about the Treasurer position being on the Board has been posted in Groups.io
- Our Bylaws are ambiguous as to whether or not the Treasurer needs to be on the Board
- We are in compliance with ONCA



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- Under ONCA Cindy can be flagged as an officer and not a Board Member
- With no Treasurer attending board meetings, who will Cindy report to so we have information at our Board Meetings

Action Items:

- Touch base with Cindy – Bev will be the Treasurer liaison

7.5 Inclement Weather Policy:

- James was working on the Inclement Weather Policy with the Conductor's but we have not yet heard back from James

Action Items:

- An email has already been sent to James – follow up on this email required – Audrey

7.6 Gym Baffles:

- Renting scaffolding is \$500. Audrey advised that she has scaffolding. but it isn't easy to move
- Budget for baffles is \$1000. If we pay \$500 for scaffolding and \$500 for materials (canvas with batting), we wouldn't have enough to do the 6 – 8 baffles
- There used to be curtains on the stage but they are no longer there

Action Items:

- Look into whether or not the curtains can be put back up on the stage for Wednesday practices – Rieta
- Follow up with Emmy at Living Hope regarding the baffles – Audrey

7.7 Open Board Positions:

Audrey will stay on as President/Chair.
Lisa will replace Bev as Board Secretary
Bev will replace Cindy as VP

8. Finances:

8.1 Assign Finance Liaison

- Bev has taken on the position of Finance Liaison

8.2 Financial update:

- Document was provided prior to our meeting

Funds on hand \$34,000 excluding funds for ensembles

Instrument Rentals \$1140 last season total \$800. Pat and Quentin's efforts are being reflected.

- Excluding ensembles, there is \$34,000 still in the bank; however, there are still some outstanding bills (December rent, ensembles, conductors)
- Rental band equipment brought in \$1141 in rentals – Thank you, Pat.

8.3 Review engagement of accounts



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Action Items:

- Contact Baker Tilley to see if they have sent the Final copy as our document is still stamped with “Draft” and if they will provide us with a Courtesy Discount – Audrey will talk to Cindy about reaching out

8.4 Budget:

- on track

8.5 Grants:

- Al Brunger took the webinar regarding the Aging Ontario Grant.
- Audrey will work on the grant when she returns. The Grant request is due January 8th, 2025
- It is an online form which needs to be linked with our financials, then you can get to the program and after completing the paperwork, you can submit it. Al and Audrey worked on this last year together as well Bev assisted with the final submission.

Action Items:

- Submit the Aging Ontario Grant Information – Audrey and Al to work on this

9. Fundraising:

9.1 Delta Bingo

- Total Bingo this season \$5000

9.2 Giving Tree – who was it that was going to look at doing this?

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- A Giving Tree – members post things they would like to do for a member (motorcycle ride, lawn care service) and the money that is raised goes back to PNHB
- Ruth will run this again in September

Action Items:

- Audrey will begin the giving tree in January

9.3 Shirts:

- Pat will begin offering shirts in the new year and will go to the Green Band and Wednesday’s bands to let them know what is available
- There will be no start up fee this time as we are already established
- We should make approximately \$4 a shirt (as long as the cost of the shirts have not been increased)

9.4 Other Fundraising:

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- Ian and Audrey will send out a letter to individual sponsors after the Strategic Plan is completed
- Raffles require a secondary account – specifically for fundraising (i.e. 50/50 draws, raffles)
- A licence is required for each raffle – you go on line to get your licence which is approved very quickly



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- Cindy advised in earlier meetings that she does not want to open another account for fundraising
- We can do larger fundraising ideas with this account – promote local theatre groups with tickets for shows, Peterborough Pete’s tickets, etc.
- Can we do a 50/50 at our lunches without a licence?
- We could do silent auctions at our concerts
- If we open a secondary account for fundraising, the bookkeeping information for this account would need to be passed along to Cindy for the her bookkeeping records
- We could start a donation board – if someone bequeaths money to the band when someone passes away, we can do the board, a spot on the website, picture of the person, an instrument that gets engraved
- Look for donations and have it specifically allocated (i.e. membership fees, instrument repairs, rentals, etc)
- Pat informed us that a member will be purchasing another trumpet shield – there should be a plaque put on the shield thanking the member for the purchase

Action items:

- Check with Cindy to see if she would go in and open the bank account and the secondary signer on the account could go in and sign as the second signature at a different time (Alterna Bank) – Bev
- Symphony information on bequests from wills – Pat will reach out to the Symphony for their information on this
- Talk to Ian Crawford after he has been to Port Hope and Toronto’s NHBs to see how they raise / fundraise money - Audrey
- Make arrangements for the plague to be put on the shield - Audrey

10. Property Committee:

10.1 Assign a Liaison:

- Rieta has taken on the Liaison position

10.2 Instrument repairs:

- There is money in reserves for instruments
- We need someone to be in charge of maintaining PNHBB owned items and a purchasing plan.

Action Items:

- Add this to the Strategic Plan – adding other needed instruments or/and updating instruments that are tired – Audrey
- Talk to Steve Effer to see if he would take the lead on this - Audrey
- Talk to Steve, to update on percussion instruments, repairs, needed equipment - Audrey

10.2.1 Update on the repair of the timpani’s:

- Unknown at this time – have not heard from Quentin or Pricilla

Action Items:



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- Speak to Steve Effer to update on percussion repairs, – Audrey / Rieta

10.3 Instrument rentals

10.3.1 Update on Ryder for rentals:

- Information provided by insurance.

The assets are under Contents of Every Description (COED) with \$157,500 limit and \$1,000 deductible for an Insured Peril at a Permanent Location.

Insured Peril example: Fire = Covered,

Wear & Tear = Not Covered

“The Business Interruption including extra expense cover operating expenses and lost income for a set period of time incurred by a company that closes or is unable to operate normally as a result of physical damage to the business property by an insured peril” The limit is \$50,000 with a deductible of \$1,000.

- We require a complete inventory of instruments, including all percussion instruments
- Discussion as to how to apply a value to instruments – is it a cost of a new instrument or replacement value of what we have. Insurance was based on the original purchase price of the instrument
- Our insurance max is \$150,000. We have approximately \$15,000 in music inventory. Our insurance only covers us for fire
- Instrument inventory is kept in the 4th floor at the high school which has a skylight in it – we have no flood or water damage coverage

Action Items:

- Put out a call for someone with an insurance background to guide us – Audrey
- Work with Quentin to make a list of our assets with purchase price that we can provide the insurance company with - Phil

11. Concert Committee:

11.1 2024 Fall Concert Post Review:

- Three businesses have not paid for their ads
- One business states they have paid by e-transfer, but we have been unable to find that payment
- There is definitely a challenge with tracking tickets – Glenn and Lisa tried to track tickets by tracking which band sold tickets – Odyssey sold the most tickets
- Five tickets were counted as going to the concert from the New Canadian Centre – they were given 16 tickets
- The tiered pricing for sponsorship is only for the concerts
- Tracking ticket money is difficult – what we have in our tally is not matching with the bank amount
- Discussion about going back to each band member getting an envelop with their name on it and their two tickets in it, better way at tracking tickets sold and handed back in to individual members, as there are 100 tickets still outstanding



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- We can look at using a separate email for concert ticket sales (e-transfer) to make it easier to find and track payments
- We did save money on the ticket costs/printing, poster printing and programme printing
- We also saved money on the movers and Steve Effer played a huge part in getting everything off the stage quickly which saved a huge amount of time (\$200 in savings)
- Roughly, we made \$2535 in ad sales, \$2145 in ticket sales. Profit was \$2316

Action Items:

- Sent out letters to the businesses that have not paid for their ads – Bev
- Will continue to follow up with delinquent businesses - Bev
- Bev to do a post-concert review for the next meeting - Bev
- Talk to Cindy to see if it is possible for a separate email for e-transfers for concerts – Bev

11.2 Concert Venues

- Costing for the different locations was put out in Groupsio. Schools on weekends are more than what we pay for Calvary. Week days are cheaper but would need special allowance to move equipment in before the time they allow access.
- Looking at using Living Hope for the Fall 2025 concert, we won't use the stage as the floor setup used on December 4th worked very well.
- We could look at doing a Saturday concert because the church is not available on Sunday's
- Some think that a Saturday matinee would not go over well; however, we could look at contacting Senior's buildings and selling tickets there as a lot of retirement communities / senior's residents have busses for their residents

11.3 2025 Spring Concert

11.3.1 Have a Beneficiary?

- Having a spring Beneficiary may help get more sponsors
- Shows that we give back to the community.
- Discussed giving the Beneficiary 10% of net money raised and 10 free tickets that they can sell and keep the proceeds from
- Meeta proposed the Beneficiary being Quilts for Cancer. Pat proposed Community Care. After a discussion, it was decided that the 2025 Beneficiary would be Quilts for Cancer and the 2026 Beneficiary would be Community Care
- With the Beneficiary being Quilts for Cancer, it would be nice if the ticket and programme had a "quilted like front" to it
- Ticket prices will remain the same
- Tiered sponsor rates will be used for the concert
- We will put all sponsors in our programme – the yearly sponsors will be a typed page within the programme and the concert sponsors will be done as usual
- We can only book schools 3 months in advance which puts it very close to the wire to when the concert plans are starting.
- We have booked Calvary for the Spring Concert, but no money has been given and no contract signed



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Motion: that we have a beneficiary for our spring concert, beneficiary being Quilts for Cancer and that they will be given 10% net proceeds from the concert and 10 tickets to sell and keep the proceeds from.

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

Action Items:

- Contact Meeta about beneficiary – Bev
- Contact Karen Mackie who is in artist regarding programme cover / ticket / poster artwork – Bev

11.4 2025 Fall Concert

- Discussion on where to hold the concert – will look at Living Hope and cost involved

Action items:

- Contact Living Hope to get the cost of the Auditorium (excluding stage) – Bev

12. Publicity and Recruitment Committee: (PW)

- The Peterborough Zoo sign is booked for August
- Rieta's niece will be doing a video feature for us that will be played on CHEX
- Booking a table at the Active Living Fair in March 2025
- Pat will work with the Members Manager on coordinating the Info Day on May 26 2025 and the Open House on September 8/10 2025

ACTION:

- In January, Rieta's niece Melissa will work with Pat to do a promotional video- she works for Rogers, and the advertising promotional will be featured on CHEX

13. Social Committee:

- We would like to see a "Welcome Back" potluck in September 2025, not in January when we return from fall break into winter term
- Vedra said "no" to evening events like dances
- Potlucks are good every three months – so a welcome back one in September, and our regular ones in December at the end of Term 1, then one in Term 2 and Term 3
- Discussed having a Kelsey's restaurant night once a month, nothing formal, a drop in from say 6pm to 9pm, as we do get money back from Kelsey's when we write PNHB on the back of our receipts

Action items:

- Talk to Vedra (Social Committee) about having someone at the Friday night Kelsey's drop in as someone from the committee should be at Kelsey's on the drop-in day . Also update the Facebook page to advertise the event - Audrey
- Talk to Harlene about the details of the fundraising money back from Kelsey's – Audrey
- Check with other bars in the area and see if they will do the same as Kelsey's (restaurants like One Eyed Jacks, Shoeless Joes) - Audrey
- James was going to ask Boston Pizza - follow up Audrey?



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14. Membership Committee:

14.1 (IN CAMERA) Exemption Requests

15. AOB:

15.1 Strategic Plan

- Strategic Plan – Audrey and Ian Crawford are currently working on our 5-year plan
- Once this is completed, a full day meeting will be required to go through the plan details. This meeting should include key stakeholders (Quentin, Meeta, Conductor's)

ACTION:

- Reach out to Ian Crawford for a meeting date to go over the strategic plan – time from 10am – 3pm – Audrey

15.2 OBR

- The Ontario Business Registry has not been updated since 2022 and we are having difficulty finding the forms to update it. You can't get through with Service Ontario and Service Ontario directs you to the website. We require a Form 1 change when there has been a change to the Board of Director.

ACTION:

- Talk to others for assistance - Bev

15.3 CBA

- We are a member of the Canadian Band Association (CBA) at a cost of \$50/year. We do get discounted insurance and perks. A member was paying for the CBA but has since left; therefore, we need to reapply

ACTION:

- James assisting with application - Bev

15.4 NHIMA

- Our NHIMA dues have not been paid yet

ACTION:

- James assisting with application - Bev

15.5 GroupsIO admin

- Bev advised she is now the administrator of Groupsio since James is no longer on the board.

ACTION:

- Bev to check on Groups.io to confirm that James and Cindy are off the group

15.6 Volunteers

- Part of our organization are volunteers who enjoy assisting (i.e. Bev's husband who assists at the concerts). To join Peterborough Volunteer website, it is a minimum of \$50 a year. They have under 2000 people on the website, is it worth \$50. We are looking for volunteers to help in the music library, concert helpers to assist Pat with the front desk and food drive donations



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Action Items:

- Bev to talk to James about a sign up form on the website for volunteers.
- Bev to update the Facebook page looking for volunteers and Audrey will post it to neighbouring areas
- Lisa to put it out to high school guidance counsellors for high school students who require their 40 hours for graduation
- Bev to put this in Groups.io for further discussion

15.7 Lost and Found items

- Lost and Found items will be put out for the first two weeks of January and then donated??
- Rieta will take care of Wednesday's Lost and Found
- Glenn and Lisa will take of Green Band's Lost and Found on Monday's

16. Emails / Announcements to the Members:

- Start date, fees
- Band hours
- Board nominations – looking for two members
- Living Hope and leaving promptly
- Switching of Bands policy
- Inclement weather procedure
- Non-coached room usage
- Videos of ensembles
- Mentoring
- Year end donations – found on the website under donations
- Message about Pat contacting members about ordering shirts in January
- Put out a call for someone with an insurance background to guide us

17. Next Meetings:

January 16, 2025 from 1pm – 4pm – St. Lukes Church – Fellowship Room

18. Adjournment:

Lisa moved to adjourn.