



PETERBOROUGH NEW HORIZONS BANDS

PNHB Board of Directors Meeting Minutes for April 19, 2024 at St. Lukes Church

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

Regrets: Gary Graham, Pat Wade

Recording Secretary: Bev Murphy

Conductor Representative: not present

1. Conflict of Interest: none

2. Approval of the minutes from the March 22nd meeting (Sent previously):

Motion: Approve the March 22nd 2024 meeting minutes

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

3. Chair's Remarks:

Great job on the Spring Fling, shirts sold well. Appreciate all that everyone does.

4. Conductor's report: don't have one for this meeting, they are having their meeting later this month.

5. Lakeshore NHB Exchange Plans: (RW)

Scheduled for May 26, at Westdale church, has Insurance Certificate. Will assemble a committee to make food arrangements. Need to hire movers to move the drum equipment there and back, which causes more funds to be needed.

Motion: Add \$700 more to the current budget to cover new, found costs totally a budget of \$1000

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

Note for future exchanges, the groups planning this should create a plan and budget before hand so the requirements are better known. Knowing how much this is, we probably would have deferred to do it next year. Board agreed to extra funds because we were already committed.

6. Music Library Committee:

6.1 Printer at PCVS

James will coordinate with Meeta when to use it.

6.2 Music Library

We have a lot of music in our library. We should archive or dispose of the ones we don't use.

Action:

- Audrey will ask the Conductors try more pieces to weed out the bad ones.



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- Audrey will ask the Music Committee to track when a piece is used and maybe write the information also on the envelope the piece is in.

6.3 Digitizing music library. (JB)

Positive feedback. James suggested we purchase a scanner, so the existing music can be digitized. This would save us money because the members will print the copies they need instead of us.

Action:

- James will create a process to get the library number put on the music and address other concerns Meeta has.
- Bev will add a scanner to the budget wish list.

6.4 PCVS keys (JB)

Action:

- James has Gord's key. Will find out if he needs it back to pass on to another Conductor.
- Audrey will talk to Meeta about the other key

7. Schedule

7.1 Winterlude post review

Action:

- Bev working on the report. Waiting for a report from Conductors.
- Audrey is creating a video of the event to post on the website

7.2 Spring Term:

7.2.1 Use of Gym at Living Hope: (AK)

Working ok. Rieta suggested we use the padded chairs.

Once available, if we use the Fellowship Hall instead of the Auditorium, need to check if we have enough padded chairs for both rooms. Suggested to use rug at the back of the band under the drum equipment.

Audrey was asked by Living Hope, if we could provide funds to make more baffles. We will need to see if this will fit our budget.



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Action:

- Bev will add the cost of baffles to the budget, to see if we can afford to do this next season.
- Audrey will add these items to her May newsletter
 - On May 1, use the padded chairs in the gym and put the rug under the drum section.
 - On May 1, use a combination of the leftover padded chairs and non padded chairs in Fellowship Hall. Set up the band facing the kitchen. This will be a test to see if the sound from either band is too interruptive.
 - K send an email to use padded next week. Concerned about noise. Try first week of may. Face other direction. Use plastic in FH LH asked for us to fund more baffles. Can't right now.

7.2.2 Trumpet Sound barrier: (CB)
No word and they have been paid for.

Action:

- Cindy will followup

7.3 Summer Band: (JB)

An AD was put in PTBO examiner and sent to the Friends in Music mailing list. Already had non PNHB people sign up. Already have 60 people signed up. Discussed when the deadline for payment should be.

FIM concert April 25 7pm, in theatre.
60 people have signed up.

Action:

- James will send an email to those that have signed up that payment is due by May 10 and update the website with more information.

7.4 2024-2025 Schedule: (AK)

Discussed the merits of the band flip the Conductors suggested. Agreed to keep the schedule roughly the same as this year.

Agreed upon these Start dates for the next season:

Sept 9 Green band

Sept 11 all other bands

Jan 6 2025 Green band

Jan 8 2025 all other bands.

Action:

- James will draft a survey regarding if people like the idea of flipping when bands rehearse and work with Audrey before sending it out.
- Audrey and Bev will meet to discuss the Schedule model document which helps identify the cost of sectionals and bands, which helps identify the best fit for what we can afford.



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8. Admin:

8.1 PNHB phone number: (JB)

James spent \$1.25 to set up a possible new phone number 705-201-2216 for PNHB. If you call it you will hear the PNHB greeting and when you leave a message it will send that recording by email to everyone in the distribution list.

This costs 85 cents per month plus 0.009 cents per minute. Estimate we would spend no more than \$20 for a year. That way we are not tied to a personal number.

Currently, have set it up for the Members Manager and backup to get the emails.

We won't replace or put stickers on the current rack cards, which have Harlene's phone number but any new advertisement will have the new number on it.

Motion: Approve purchasing this voicemail for PNHB

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

Action:

- James will update the website with the new phone number.
- James or Cindy will update our Facebook page with the new phone number.
- Bev will let Harlene know she can direct people to the new phone number.
- Audrey will inform the members in the May newsletter about the new phone number.

8.2 PNHB mailing address (JB)

James researched having a PO Box and it costs \$205/year so we can get away from using a personal address.

Action:

- Bev will add this to the budget wish list.

8.3 Historical Archive: (JB)

Took pictures of old programs and they have been put it on smugmug.

8.4 End of Year Survey (last report sent previously) (JB,AK)

Last seasons report included recommendations for the next year end survey.

Action:

- James will send the board a draft version for us to review and discuss

8.5 Conductor Succession Selection Committee

Audrey, Bev and Reita are on the committee. Suggested to do a survey of how the members liked the candidate that auditioned.

Action:

- Audrey will schedule when our first meeting will be. Maybe do it over zoom.

8.6 Conductor remuneration method (JB)

Defer to October.



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8.7 Tracking room usage

Members are making arrangements with John Topic, regarding booking classrooms.

Action:

- This process needs to be reviewed because the board has not approved this expense. Audrey will talk to John about it.

9. Finances:

9.1 Financial update: (CB)
\$22,000 cash on hand.

9.2 Grants:

- 9.2.1 City grant. Received \$1000 that we can use for the general fund
- 9.2.2 Ontario Senior Community Grant (AK) find out in July
- 9.2.3 Other grants. No others are known at this time.

9.3 2024-2025 Budget: (BM)

Action:

- Bev will continue working on this budget with Cindy.

10. Fundraising:

10.1 Delta Bingo: (CB, GG)

Doing great, keeping shifts, funds coming in. A new venture has been introduced that does not require volunteers but we benefit from financially. Cindy has been contacted regarding the banking needs.

10.2 Golf shirts: (VH, GG, PW)

Over 60 ordered, so will make some money from this, since the order was so big.

ACTION:

- Vedra will ask Milne signs if individuals can order items with the template already created.

11. Property Committee:

11.1 Instrument sales (JB)

11.1.1 Timpani at PCVS

ACTION:

- Audrey will ask the Conductors what they suggest.

11.1.2 Marimba at PCVS.

ACTION:

- Audrey will ask the Conductors what they suggest.

11.2 Instrument repairs. (VH)

ACTION:

- Audrey will review what needs to be done.



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12. Concert Committee:

12.1 Spring May 31 Concert (BM)

Plans progressing. Got around 15 advertisers lined up. Tickets sales start soon. Concert is being advertised. Hollow Woods has been lined up to perform before the concert. Heather Thompson will be the MC.

Norma White will step down from being a Concert Manager at the end of this concert.

ACTION:

- Bev will create/update the Concert manager position description.

13. Publicity and Recruitment Committee: (PW)

13.1 Pat sent this update below.

Thanks to Bev, James and others for their assistance.

Info. Day/Concert posted on our website and our 2 FB pages

Invited 4 retirement residences to come to concert

Finalized all Seniors' Showcase registration, dropped forms off to Shelby at the CoC

Printed and handed out 1/2 page Info. Day flyers and concert flyers

Finally got some free WOLF, Breeze, Global/CHEX promotion via Presley

Waiting to hear back from Oldies radio/PtboToday.ca, KawarthaNOWCommunity

Posted Info. Day and concert on many Ptbo. and area FB pages, including community-based ones and music ones

Talked to Friends in Music re: they post our concert, we post theirs on Members Only FB page, contacted PCB about the same – pending

Took rack cards and concert poster to the Ptbo. Bridge Club, possible French Horn player there, need to call her back

Have contacted City Hall about putting Info. Day and concert info. on their website

ACTION:

- Pat will proceed with other plans
- Reita will see in the Information Day poster can be put on the Church bulletin.

13.2 General

Discussed that we do announcements at break time.

ACTION:

- Audrey will inform the members in the May newsletter that all announcements will be handled this way and invite committee chairs to participate or if anybody has events, not in direct competition with PNHB, they would like the membership to know about.

14. Social Committee: (VH)

14.1 Spring Fling

Made money. Well received. Lots of fun. Lots of work. James will take care of the zoo picnics.

15. Membership Committee: (BM)

15.1 Membership database procedure under review

Defer until we know more of the new website plans



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- 15.2** Discuss the updated Members Manager Position Description (sent previously)
The Members Manager position replaces the Green Band Manager. James, Pat and Bev have developed a process that is more streamlined. See the document posted in the discussion forum on how this process works. It will take advantage of the new voicemail and a new registration form on our website. The Members Manager will track and get the new member engaged and introduced.

ACTION:

- Pat will take on the role of Members Manager and Bev will be her backup. They will work the process and fine tune it. Once done, the document will be updated and approved and the search for other people to take on these roles will proceed. Since we have the fair and Info Day coming up soon, we want to make sure potential members don't get missed.

- 15.3** Member Fee or Band Exemptions to approve
Lots of discussions on this in the discussion forum. There is concern the policy is not being followed.

ACTION:

- Bev will update the Membership Policy to change the section on waiver, reductions and refunds, that the board will review each request on a case-by-case basis. All requests to be sent to pnhb.music@gmail.com, which will be forwarded to the Audrey.



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16. Communication:

16.1 Discussion Forum tips (BM)

Use of hashtags. #closed locks the topic so no further updates can be done. #needsapproval requires immediate attention. Try to keep to one topic in a topic. To keep a topic active, update it.

16.2 Purchase of tablets (JB)

At least 2 tablets. To be used at fairs etc. for new registrations, updating information on website database, selling tickets, merchandise, advertising etc.,
For now, people can use their own device.

ACTION:

- Bev will add 2 tablets to the budget wish list.

16.3 New website proposal (JB)

Was able to renew trial of Harmony website. Database has been loaded with the current members. Will like the Board members to logon and try it, so they can provide input on what their observations are.
The cost of implementing this is \$250 until we phase out our use of A2 Hosting.

ACTION:

- James will work on getting everyone logged in. Will send an email on what things to try. Will set up a Zoom call to demonstrate how it works.
- James will create a plan on how plans to test and implement this new website.
- Bev will continue assisting James.

17. PNHB Documentation: (BM)

17.1 Approve the updated Conductor-Coach model contract (sent previously)

The main changes were to remove the position description and make it a separate document, add a probation period for new contractors and add items that were being done and just weren't in the document. This model covers all situations.
Jon Knight assisted with the updates for this document.

Motion: Approve the updated Conductor-Coach model contract

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

17.2 Approve making Conductor-Coach Remuneration Policy 2012-12-12 obsolete

Motion: Approve making Conductor-Coach Remuneration Policy 2012-12-12 obsolete

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

17.3 Approve the Main Concert Band Conductor Position Description (sent previously)

Took this out of the current model conductor contract and added other parts missing that were in other documents. Added items that were being done and just weren't in the document.

Jon Knight assisted with the updates for this document.



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Motion: Approve the Main Concert Band Conductor Position Description

Amendment: remove the part about needing a degree and insert prefer previous experience.

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

- 17.4** Approve the Ensemble-Summer Band Conductor Position Description (sent previously)
This is new. Copied the main band conductor position description and took out the parts that did not apply.
Ben reviewed this and had no concerns.

Motion: Approve the Ensemble-Summer Band Conductor Position Description

Amendment: remove the part about needing a degree and insert prefer previous experience.

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

- 17.5** Approve the updated Coach Position Description (sent previously) (BM)
Took this out of the current model coach contract and added other parts missing that were in other documents. Added items that were being done and just weren't in the document.
Minor updates.

Motion: Approve the updated Coach Position Description

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

18. AOB:

18.1 Administrative Assistant

The document for this position was approved last month and Audrey wanted to make it official that Bev is doing this role and the fees are waived starting next season.

Motion: Approve that the Administrative Assistant position can have their fees waived

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

18.2 REMI camp

Discussed whether our members should be encouraged to attend. Decided since this camp is not sanctioned by New Horizons Music International (NHMI) (who we are a member of) and is a competitor, we won't.

19. Next Meetings:

May 24 so we aren't meeting before the long weekend.

June 14

20. Adjournment:

Moved by Cindy