



PETERBOROUGH NEW HORIZONS BANDS

MINUTES

PNHB Board of Directors Meeting

January 16, 2025 - 2pm-5pm, at St. Lukes Church

In Attendance: Audrey Keitel (President), Bev Murphy (Vice President), Rieta Weaver, Phil Pellat, Lisa Witherington (Board Secretary), Kelly Gravelle, Pat Wade

Remotely: Medda Burnett

Meeting Recorded by: Lisa Witherington

1. Conflict of Interest:

- None

2. Chair's Remarks:

- Thank Lisa – for your work getting ready for this meeting as well as joining the Dialogue Committee
- Thank Phil – getting instruments online as it is a big job
- Thank Bev – reworking the schedule until we got one that worked – it seems to be going well, only one noted concern, but it is taking a long time to get music handed out during practice

Action Items:

- Audrey to talk to conductors about music handout – Medda has advised that hopefully they will not be handing out a lot of music, possibly before band starts, or one person from each section to get the music, or place it on the chairs.

3. Approval of the minutes

3.1 Approve December 19, 2024 Board Meeting Minutes (sent previously)

Motion: Approve the December 19, 2024 Board Meeting Minutes

Vote: Moved by: Bev Murphy Seconded by: Rieta Weaver All in favour: Passed

4. Conductor's report: (sent previously)

4.1 Winterlude

- Unsure of how much music time each band has to play?
- How long will Winterlude run?
- Winterlude is just the bands (Jubilee, Skylark, Allegro and Odyssey playing. Flutissimo will be asked to play but no other ensembles
- If the timing is 20 minutes – that is a long time for a band to play and a conductor to conduct. If we give them 20 minutes max, it could count in time for movement of people and equipment.
- Meeta has advised that the music Justin ordered was for ensembles and not for the bands he conducts



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- Question as to whether or not Justin has \$1000 or just \$500. Justin's money was given to summer band because he didn't use it. Cindy would know this for sure. It appears to be a "use it" or "lose it" scenario.

4.2 Conductor New Format

- There will be some input, but the pieces are picked by conductors and then members could vote on pieces to play. It still gives members a choice.
- Site Reading – conductors have all morphed over to site-reading
- Sal wants Medda to go through 3-4 pieces in an hour. This week in Odyssey they did 3 pieces. Medda did 2.5 pieces. Justin's philosophy wants to play a new piece, then break it down and learn skills from that one piece. If skills need to be developed, like syncopation, but spending an hour on one piece, some sections sit and have to wait to play. As long as everyone gets to play for a good part of practice, everyone may be happy. Conductors all have a different vision – the goal is to have people playing.
- \$80 - \$100 for music scores – for insurance purposes. (\$80 easier pieces / \$100 for more difficult pieces).
- With the money given to conductors, they can get close to 5 scores
- Reading music – proposed in Grant proposal and has requested money for this (10 lessons Sept – Dec) but also open to the general public, possibly getting more members through community-based involvement. Medda suggested no more than 5 people. At \$80 per hour for a conductor 10 weeks, makes only 5 people not feasible (too costly). Audrey spoke to Sal, Mark and Ben recently regarding the cost per hour. Mark wants this to start in September.
- Green Band playing in all future concerts – concern is that adding them will keep the concert too long. With having only one conductor it will save some time during the concert (Al, Steve and Sal) were speaking about percussion set up and they are looking at a better way of doing this. Extra percussion that won't be used, removed right away. One conductor doing 4 pieces means 2 less pieces, plus no change over. How much time will conductors have for the spring concert? Before each conductor had 10 minutes and the second conductor had 10, so if we look at 15 minutes per band. Green Band may not play for 15 minutes. Agreed upon 15 minutes per conductor and will be set up for Winterlude as well.
- Sectional Jubilee for 2026 – won't be started now, that is why rooms are being offered – Jubilee in the morning could do it after lunch, during lunch, or before 930. They can also do Monday mornings in the 2nd hour when Green band has sectionals. Sectionals may not work (Summer band in the winter – site-reading, is a full sized sectional) – this will be rethought as the band will only have one hour to play, the 2nd conductor won't be working
- Absences are covered internally by conductors – doing all day conducting is exhausting on conductors. If we can get Steve Effer or Mark Hiscox if it is a Wednesday. This will also give us a chance to see how Steve Effer conducts.
- We have a new email for justinhicox74@gmail.com

Action Items:

- Audrey to speak to Steve Effer about filling in for illness



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5. Music Library Committee:

5.1 Inventory List of Music for Insurance

- There is an inventory list and Audrey will put it on the drive
- 1059 scores \$105,900 of music
- Insurance covers music for fire loss, but not for water leaks
- Discussion about putting a tarp over the music boxes as a preventative measure
- PCVS is the size of a classroom, on the 3rd floor. Is there another room on the main floor? Is there another place we can use? Armour Heights Public School?
- \$190 / month at PCVS. Armour Heights is one floor so no stairs. Would a filing cabinet protect them? We would need around 100. (6 scores/drawer, 4 drawer cabinet = 24 scores/cabinet, 45 cabinets)

Action Items:

- Audrey will provide Bev with the music inventory list so she can put it on the google drive.
- Bev will be looking into a new place for the music library to store the music / instruments

6. Schedule

6.1 Winter Term

6.1.1 Approval of the Break Schedule (as posted in Groups.io)

- Received one email asking about a change in timing and it was explained to them and they were fine with that. At the Navy club we only played for 2 hours. We have gone back to that.
- After announcements, have members go back to their bands

Action Item:

- 10 minutes for announcements – as soon as these are over, go back to your seats and get ready

6.1.2 Mentoring

- We have 6 people interested in mentoring – has been passed to Mark to assist those in Green Band.
- One was interested in doing duets (Phil - tuba/ reading, Jenny - flute/duets, Harelene - clarinet, Deb Haig - sax, Catharine Bouchard – oboe)

6.1.3 Winterlude

- Audrey will come up with a schedule (75 minutes in the morning – start at 10am – no rehearsals – pot luck lunch)

Action Items:

- Audrey will book the sax room for practice
- Audrey will set up the order / schedule (will check with Mark for order)
- Audrey - Coordinate Timing for Winterlude. Confirm if Flutissimo will be playing

6.2 Spring Term:



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- Will revisit the sectionals for Jubilee – one week would be just concert conductor, on a non-sectional week both conductors would get to conduct
- 1 conductor works on concert pieces and the other sight reading. In the Spring term there are sectionals, so the 1st hour is used for that and the 2nd hour is used for full band rehearsals. Which conductor does the 2nd hour rehearsal those days?
- Spring term is March-May
- Two weeks before the concert, have a dress-rehearsal in the auditorium for audio quality – cost will be \$300-\$400 total to do this – decided no since we are using the Auditorium while the Fellowship room is being used by Living Hope.
- We will also be out of the Fellowship Hall on Apr 24, May 5, Apr 28 because Living Hope needs to use it. They will only charge us the Fellowship Hall room rate.

Action Items:

- Audrey and Bev will discuss the spring term situation of which conductor conducts on sectional days and discuss what to do with the Conductors and Board.
- Audrey will speak to the conductors and get their opinion

6.3 Summer Band:

6.3.1 Update on Conductor and Coordinator (AK)

- James will do it again – Audrey has not talked to Ben yet – James arranged the conductor before
- Cost last year was \$75 – can we reduce it? – Need to see how many people will be coming out for the Summer Band?

Action items:

- Audrey will check with Ben for Summer Band conductor and let James know the cost may be different

6.4 Ensembles:

- Description of Flutissimo has been put on the website
- Flutissimo meets on Zoom - sometimes they practice at conductor's home

6.5 Non coached classroom use

- Update on Schedule (website / sign-up sheets)
- So far no one has approached Audrey for sign ups
- Set it up with week of (date to date) and link to sign up
- Keep in mind that if a coach can't make it in, we can still use our sectional day to practice
- Bev has set up a spreadsheet for days / times available – it is in the Google Drive

Action Item:

- Audrey to talk to Ben about if a coach can't make it, groups can still practice
- Bev to put spreadsheet on public view



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7. Admin:

7.1 Dialogue Committee

- Audrey will put together a summary from the meetings
- Conductors feel that if there are concerns with the conductors, members need to approach the conductor. If they are uncomfortable, they can speak to the Board.
- It is not wrong to put it in the survey as its not an evaluation or a rating, the survey is confidential and we use the data received for conductor feedback. On the survey having a spot for positive comments and negative comments. We can vet the information we get from the survey. A place for positive and suggestions for improvement
- From the meeting with Justin regarding raises, often get raises, a small raise, every year or every other year. Don't make it a huge raise, just incremental. We would like to do a bonus in May and a raise in September. Amount is not known at this time. A raise will depend on how many members we have.
- Depending on amount of bonus, the raise could be more modest

7.2 End of Year Survey

- We are getting close to having it complete and it could be sent out shortly (February)
- Asking about the change in schedule – it is only 2 weeks into the term and a lot of members are away – this will be put on the end of year survey
- Timing of bands, conductors, sectionals, coaches
- James is willing to put it on the website
- The survey is on groups.io and Bev will make sure it is the updated survey

Action item:

- Bev to put updated version on groups.io

7.3 2025-2026 Schedule Committee

Action:

- Bev and Audrey will begin working on this. Audrey was busy with the grant.

7.4 Strategic plan

Ian Crawford will be running a workshop with us (strategic plan)

7.5 Ontario Business Registry (OBR)

- Bev met up with Roger – updating Directors and Officers – take Cindy off the Directors list and list her as an Officer. Bev is working through the minutes to find out when people started and left
- There is nothing showing in previous minutes showing peoples roles

Action:

- Bev update OBR



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7.6 Canadian Band Association (CBA)

- James paid on his credit card \$50 a year. Gives a band insurance certificate. Bev was able to log into the site.
- The CBA does not give us insurance. Because we are members we get a discount on insurance, but the insurance does not come from CBA

Action Items:

- Audrey to speak to Cindy to see if James has submitted his receipt for payment

7.7 New Horizon IMA Dues (NHIMA)

- James paid for this on his credit card \$25 for two years – gives us access to on line courses, advertises our organization etc.
- You can join as an individual as well to get discounts on courses

Action Plan:

- Audrey will put it in her email for members

7.8 Strategic Plan

Action:

- Bev and Audrey are now working through finances. Should have an update in February
- Audrey and Ian working on the plan. Will schedule a meeting for the Board input.

7.9 Volunteers

- Contact form / registration form – have a section added for volunteers
- The registration form goes to a file – James, Suzanne and Bev get an email alert if someone posts a registration
- Need to come up with a list of what the volunteers could do. One idea would be to have a volunteer take a picture of each instrument. Quentin was not happy having others involved in instruments. Another idea is a digital copy of music, have a volunteer scan the music. Volunteers can help take tickets after the concert starts, and food drive.
- Lisa has developed a letter for the high school, will be sent to Bev to go over – problem with high school students are they are in school during the day
- In regards to scanning music, does music come in digital format? No, it is more money to get a digital copy. It will be a big undertaking

Action item:

- Bev to talk to Suzanne to see if she will coordinate the Volunteers

7.10 Gym Baffles

- Rieta heard it would not happen; Audrey has talked to Emeline, Pastor John and emailed with Wes. They are having a property meeting tomorrow. They were asking about volunteers and if we have money put aside for this. Audrey asked for the update as soon as possible. We offer the money and manpower.
- Would it be better if we play towards the stage instead of facing the wall?



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- The curtains are gone, but we could ask if the church could put them back up. The curtains may belong to a different church.
- It was loud and a trumpet screen was removed from the band. Can we move members instead of purchasing a trumpet screen? Kelly has volunteered her husband to make a trumpet screen

Action Items:

- Rieta to ask the church about the curtains
- Audrey will talk to the conductors about facing the stage and what they think
- Kelly to check and see if they have plexiglass
- Audrey to check to see if she has plexiglass
- Audrey to put it in member email that screens stay with the bands they belong to, including speaking to James
- Audrey to thank Pat Williams for the new screen
- Pat to check on the cost of a plaque/or etching for the donated screen
- Audrey to send a picture to Kelly of the screens

7.11 Socan (Entandem)

- Bev sent them the charity exemption report – if nothing has changed then they don't need it sent in. If nothing changes, we don't need to submit anything.
- Bev will send in a list of what we played and that no changes have been made

7.12 Announcements on Shared Drive

- Bev put a document on the Drive called Announcements – shared document for more timely updates

Action Item:

- Bev to share it on groups.io

7.13 Band Computer

- There was a computer returned to Cindy. It has been put in the storage room. The computer was purchased for the Treasurer. Cindy had to start from scratch as the computer was not returned.
- Discussion to give it to Pat to put pictures on for a slideshow

Action:

- Audrey will put the videos/slideshows she has on the PC.

7.14 Vacancies

- Two vacancies on the Board
- Audrey is stepping down after the 2025 AGM

8. Finances:

8.1 Financial update

- Rent is paid from Bingo money
- Do we want profit and loss report for every meeting or every quarter. We would like to know what the accounts have at every Board Meeting as it is helpful to plan things like baffles.



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- We received \$700 in donations from November / December
- Meeta honorarium, Cindy paid this last fall

Action:

- For board meetings Bev will provide how much we have and will send the full report quarterly

8.2 Review engagement of accounts

8.2.1 Courtesy Discount request (BM)

- Such a hard time finding this company to do the review so Cindy feels we should not approach them for the courtesy discount
- Kelly checked with a friend at Grant Thornton what we paid was a decent price

8.2.2 Final Draft of Engagement Review

- Has arrived and is on the google drive
- It was submitted with the grant request

8.3 Budget

- on target
- Bev and Audrey to work on money available for bonus and raises

8.4 Grants

8.4.1 Trillium Grant

Action:

- Audrey to investigate

8.4.2 Aging Ontario Grant

was submitted by Audrey and Al B.

8.4.3 UnitedWay

Bev was wondering if we would qualify

Action:

- Audrey to investigate

8.5 Fundraising:

8.5.1 Delta Bingo

- Doing very well, extra shifts, new years day (7 hours)
- Some shifts are busier than others

8.5.2 Giving Tree

Action Item:

- Harlene and Audrey will be getting together for discussions

8.5.3 Shirts

Sold 32 – received one cheque to go to Cindy

Submitting the order January 17th



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People can still order on their own

Would not do shirts again in January – too close to Christmas, dues, instrument rentals

Action item:

- Bev will add the link to shirts in the members page on the website

8.6 Secondary Bank Account for Raffles

- Bev has done an amazing job creating a sub account called Raffles
- Cindy, Bev, John Topic and Harlene are signees on all 3 accounts (chequing, Bingo and Raffles)
- You need a licence for each unique draw / raffle – turn around time is usually a week
- Buy a seat on the stage with a band, conduct a piece, ring a triangle – fundraising idea – makes it very interactive – silent auction, raffle type ticket
- A randomizer to pick a seat and section and give a small prize – during turn over so people stay in the auditorium instead of wandering out

Action:

- There are rules to raffles and 50/50 draws – Bev will summarize and make a check list

8.7 Information obtained from Symphony regarding will bequeaths

- Pat has an old pamphlet – program ads, benefactors, foundations and trusts
- In each program the Symphony puts out, it has information for donations
- Kelly mentioned about a personal touch that she saw done at a theatre in Sudbury, how people were thanked, people were told about donations, recognition, small things that make a difference, photo opportunities, repetitive thinking of sponsors

Action items:

- Audrey has a contact who is contacting Port Hope and Toronto NHB for how they do fundraising
- Audrey to talk to Ian regarding this

8.8 Webpage Memorial Donations

- \$100 donation put on website – like a tribute wall
- Have a page of supporters put into program and webpage
- Donation box / old tuba and you put money into it

8.9 Gift Cards

- Company will give you a percentage back on gift cards
- AVGen Peterborough Concert Band does this
- They might get upset if we do this as well

Action Items:

- Bev will pull out old notes on this
- Bev will talk to Harlene to see if she wants to spearhead this

9. Property Committee:

9.1 Instrument repairs



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- 9.1.1 Update as to whether or not Steve Effer will be assisting with percussion repairs and required equipment
- Unsure if Quentin got an answer back from Long and McQuaid if they have a “roaming” repair person
 - There is a “flaky” plug and missing the drive band on the vibraphone

Action Items:

- Audrey and her husband will take the tympanis out for repairs – there is a tympani at PCVS that doesn’t work. We don’t have room at Living Hope for another tympani. Depending on what needs to be fixed, it may be fixed the same day. Two tympanis need to be repaired
- Audrey to talk to Steve Effer
- Phil to pick up a new plug and see if he can get an “o”ring for the drive band

9.2 Instrument rentals

9.2.1 Update on Ryder for rentals (BM)

We are not covered for lent out instruments

Instruments have to be in our possession

Some members insurance will not cover loaned / rented equipment (bassoon / tuba)

Our deductible is \$1000 – would we make a claim on this?

Is there anything in the contract for loaned / rented equipment that they are responsible

James did find a separate insurance company that will deal with insurance

Can we save money changing the deductible – up the deductible – will that help us build up money

The other is the rental contract has a liability clause – and we can address it on a case-by-case basis

How many people with rented instruments have outside insurance? Quentin should have this information.

Should we ask members for a damage deposit?

Action Items:

- Audrey to find out from Quentin how many rented instruments have outside insurance
- Bev to find information regarding insurance company that James mentioned
- Bev to check with insurance company to ensure we have enough coverage for all of our assets

9.2.2 Update on list of instruments / replacement costs (PP)

- Trish has requested a used in good condition French Horn for a Green Band member
- Justin mentioned a Tuba and a Baritone Sax
- There is a list online and a percussion spreadsheet, and a binder that Quentin has and then an online list that Quentin started. Phil has now updated this and there is a “master list”. The percussion list was difficult because of all the smaller pieces that go with percussion
- Quentin has mentioned that some instruments have been sold
- There needs to be a “master list” and do an actual inventory with the list to confirm what exists and doesn’t exist – Phil has a working list to work from



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- Medda would be a good person to go through the percussion list and instruments

Action Item:

- Phil to speak to Medda and ask if she would be willing to go through the percussion list and help price out pieces
- Phil to speak to Quentin about what instruments have been sold
- Phil to provide Bev with an inventory list with replacement costs, so this can be given to the insurance company and to make sure we have enough insurance.

10. Concert Committee:

10.1 2024 Fall Concert – post review has been sent previously

10.1.1 Update on outstanding Ad revenue
One ad is outstanding \$100 – Tom Hyland Remax

10.2 2025 Spring Concert

- Beneficiary Quilts for Cancer are very happy to be our beneficiary
- Will have a table and raffle one of their quilts
- We could do a 50/50 amongst ourselves
- Donation box

10.3 2025 Fall Concert

Action:

- Bev will get quote from Living Hope

11. Publicity and Recruitment Committee:

11.1 Video Feature

Rieta's niece wants to come here to do a feature. She would like to do it after she is done her current assignment

11.2 Active Living Fair

Pat is on top of this for March 4th

11.3 Information Day May 26 2025

Will start working at this after March

12. Social Committee:

12.1 Kelsey's drop in night

Action Item:

- Audrey to talk to Social Committee about the Kelsey's nights

12.2 Update on how the Kelsey's fundraising money back details came to be

Action Item:

- Audrey to talk to Harlene



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12.3 Update on other businesses joining Kelsey's in the money back fundraiser (Shoeless Joes, One Eyed Jack, Boston Pizza)

Waiting on this until we hear from Harlene

13. Membership Committee:

14. AOB:

14.1 Living Hope charges

- The charge was on the ½ hour – we were not charged for the custodian on December 4th, 2024
- We did get a discount of 40% - \$705 (fellowship hall, auditorium) – first hour full, then 50% and then 40% deduction

14.2 A/R Coordinator position

went ahead with it when Harlene left. Cindy had made other arrangements for monies. Should we make this position obsolete?

Motion: That the A/R Coordinator position become obsolete

Vote: Moved by: Bev Murphy Seconded by: Pat Wade All in favour: Passed

14.3 Keyboards

- From Quentin they own two keyboards

Action:

- Bev to check with Justin and whether one was stored at the FM church

15. Next Meetings:

February 20th, 2025 from 1pm – 4pm in the Fellowship Room at St. Lukes

16. Adjournment:

Rieta