



PETERBOROUGH NEW HORIZONS BANDS

MEETING MINUTES

PNHB Board of Directors Meeting

June 19, 2025 - 1pm-4pm, by Zoom

In Attendance: Lisa Witherington (Board Secretary), Bev Murphy (Vice President), Rieta Weaver, Phil Panter, Kelly Gravelle, Marcia Johnston, Audrey Keitel (President)

Regrets: Phil Pellat, Pat Wade

Meeting Chaired by: Audrey Keitel (President)

Meeting Recorded by: Lisa Witherington (Board Secretary)

1. Conflict of Interest:

- Office Administrator - Lisa is one of the applicants and this will be discussed IN CAMERA at the completion of the meeting

2. Chair's Remarks:

- The concert was phenomenal. Bev, you did an excellent job.
- Senior showcase yesterday, people were commenting on the concert and how good it was
- Limiting songs per group was a good idea
- Great turn out for the concert
- The Beneficiary sold raffle tickets for a quilt. In the past some beneficiaries didn't even want to set up a table at the concert
- The Seniors showcase went very well. Filled two pages and two names of interested people

3. Approval of the minutes

3.1 Approve May 15th, 2025 Board Meeting Minutes (sent previously)

Motion: Approve May 15th, 2025 Board Meeting Minutes (sent previously)

Moved by: Audrey Keitel **Second:** Bev Murphy **All in favour:** Passed

4. Conductor's report:

- Conductors did not have a meeting in June
- Audrey will try to meet with the conductors at their next meeting to talk about work distribution/division

5. Music Library Committee:

- Meeta has done a wonderful job. Collecting music for the conductors for next term
- Question raised if Mark has purchased music, it is unknown. Justin has purchased music
- Summer band was approved for \$500

Action Item:

- ❖ Audrey will email Mark to confirm if he purchased music and will email Justin to get his music to Meeta



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6. Schedule

6.1 Summer Band:

- There are over 80 people in summer band. Lots of people and lots of fun. There are three Green Band members (sax and two trumpets) who have been coming out and doing well.

6.1.1 Exemption policy

- 5 times \$475 for members - does this include summer band or do we need to set aside a new block of exemptions for summer band
- Audrey talked to James and advised him that people need to apply for the exemption and members are being asked what they can afford to pay.
- There is no policy for exemptions for summer band
- We need to continue to ask people what they can afford to pay when members ask for an exemption

Motion: Policy for summer band is that they have a budget of \$375 to allot for reductions/exemption in fees.

Moved by: Bev Murphy **Second:** Marcia Johnston **All in favour:** Passed

IN CAMERA Exemptions

6.2 Ensembles:

6.2.1 Flute Gang room usage

- Will this change because of the new billing from Living Hope?
- Before we change billing for Flute Gang, we need to work out costs with Living Hope

6.3 2025-2026 Fall Term:

6.3.1 Conductor format

- Audrey wants to sit down with the conductors to discuss the division of duties for the upcoming Fall Term
- The concert went beautifully with only one conductor and that the pieces didn't go over the allotted time; however, the conductors feel that the sight reading conductor is not getting the same respect / seriousness and feel that the conductor who works on the concert is getting more time
- Sal is suggesting that one piece is from the sight-reading conductor and can be taken to the concert
- There was more talking during sight-reading, the one conductor was not really seen, sight-reading is helpful, helps get back to basics, sight-reading conductor does one sight-reading piece that goes to the concert
- The goal is to keep the concert the same as the spring 2025 concert as it ran very well
- Bev commented that maybe this format just needs more time for everyone to get used to it. It was only used for 5 months and it didn't seem settled.

Action Item:

- ❖ Audrey to speak to Medda to see if Audrey can go to the next conductor's meeting



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6.3.2 Registration

- Lisa and Bev have been talking to James to see how we can get everyone registered for the next season. Hoping to send an email out in July to the members to see who is coming back / changing bands so it can be relayed to Mark
- Will this be done each term? After Christmas there are changes that happen (Green Band members moving to Jubilee, etc)
- New Office Administrator will print off the band list, give to the Band Reps and they will have members check off their name on attendance and then the Office Admin person will contact those members who have not been attending
- There is a policy for moving bands during the season

Action Item:

- ❖ Bev and Lisa will continue their discussions with others. The Board will be sent any surveys that will be sent out, to approve, before sending them to the members.

6.3.3 Open House (Sept 8, 10)

- Pat did both days last year. Wednesday mostly for new people joining the Wednesday bands
- Audrey will help out with afternoon on the Wednesday

6.3.4 Welcome Back potluck (Sept 17)

- We won't need the gym for the full 7 hours, only 4 hours required

Action Item:

- ❖ Audrey to book Living Hope for the potluck - we will need the gym for the food

6.3.5 Garage Sale (Sept 17)

- Last year people did make some money doing the garage sale during the welcome back potluck
- It isn't a lot of work to put it together, we need permission from the church, tables set up and members need to stay with their booth. Money did not come back to PNHB
- Garage Sale will be put on hold

7. Admin:

7.1 Vacancies

- No one has come forward to take over President
- Jubilee Band Rep - Mary Kay has shown interest in doing this position - Lisa will notify Mary Kay
- Sue McLelland and Helen Ridell are going to share Green Band as Band Reps, Sue is doing Skylark and Allegro and Heather is going Odyssey

Action Item:

- ❖ Audrey to put in her members email that we are still looking for a President for the Board
- ❖ Lisa to email Mary Kay to let her know that she has been approved for Band Rep for Jubilee
- ❖ Lisa will create a "2025-2026 Areas of Responsibilities" and make these changes. She will also inform James to update the website.

7.2 2025-2026 Schedule Committee



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7.2.1 use of auditorium instead of gym

- It will cost more money to use the auditorium but we are good to do this financially
- Bev has let the conductors and coaches know that we will be using the auditorium. She has put the new schedule on the website and updated the website calendar.

7.3 Strategic Plan

- Audrey has emailed Ian but has not heard back from him

Action Item:

- ❖ Audrey to email Ian again

7.4 Gym Baffles

- No gym baffles

7.5 Sound Shields

- Audrey has not heard from any members except James regarding sound shields
- Odyssey members feel that things are good with what we have
- Sound Shields are on hold for now and will be revisited in September
- asked if we can put hooks in the wall for the shields but no one has gotten back to Rieta; however, there is someone else she is now going to work with to help get answers

Action Item:

- ❖ Reita to find out about putting holes in the storage room wall

7.6 Office Administrator

- Phil Panter and Bev have a recommendation but deferred to the end of the meeting, so Lisa can leave.

Motion: Approve of offering Tori Owen the position of Office Administrator

Moved by: Bev Murphy **Second:** Audrey Keitel **All in favour:** Passed

Action Item:

- ❖ Bev will make the offer to Tori and inform the others.
- ❖ Bev will create the contract for the position

7.7 AGM

- Emails went out to committees to write their reports for the AGM
- First week of December as we need to wait for the auditor's report and it worked with having the social and the ensembles playing
- We will do the same format as the November 2024 AGM (ensembles, potluck, AGM)
- The audit should be done in time for the December AGM, last year we had the "draft" copy to send out

Action Item:

- ❖ Lisa to send out an email reminder to the committees

7.8 PCVS



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- Bev gave her key to Pat and Marcia has Quentin's key and Ben has Audrey's key
- Remaining on the third floor, tablecloths were made and sewn together and the music is covered
- Pat and Marcia went there and it is crowded and they are making the area work
- Justin in meeting Marcia on Monday to get the red drum, he will be returning the keyboard and Marcia will ask him to bring his music as well to leave at PCVS

Action Item:

- ❖ Marcia to contact Justin to bring his music to PCVS
- ❖ Lisa will update "2025-2026 Areas of Responsibilities" with who has keys

7.9 May Survey

(from survey report) Most members prefer the one conductor preparing for the concert while the other works on sight reading (As we began doing in January 2025)

37% not respond + 32% the change + 13% no preference = 82%

37% not respond + 18% no change + 13% no preference = 68%

Not respond	65	37%
One conductor preparing for the concert while the other works on sight reading (As we began doing in January 2025)	56	32%
Both conductors for each band prepare for, and conduct at, both main concerts (as in past years)	31	18%
No Preference	23	13%

- Conductors Format - based on the numbers we will stay with the new format - there was only 5 months of the new format. Each band gets 15 minutes at the concert, change it to 17 minutes per band and use a piece of music from sight-reading.

Action Item:

- ❖ Audrey to talk to Medda - conductors are going to have 17 minutes for the concert and if they want to use one short piece of music from sight-reading conductor

7.10 2025-2026 Contracts

- All have been received except from Gord's which we will get in September

7.11 Honorarium for St. Lukes

- Bev had suggested we give an Honorarium to St. Lukes as we do not pay to use the space



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- We used to pay the Navy Club \$60
- St. Lukes lets us use their space for the Board Meetings - we use their water, hydro, internet
- Free Methodist is \$35 / hour
- \$300 a year is the request

Motion: That we provide St Lukes an Honorarium of \$300 per year for the use of their facility for Board Meetings.

Moved by: Rieta Weaver **Second:** Phil Panter **All in favour:** Passed

8. Finances:

8.1 Financial

- \$407.46 in Bingo Account
- \$22,377.11 in General Fund
- Bills outstanding - rent Living Hope for storage, PCVS storage - there will be no need to dip into reserves
- Bev has been talking to Emiline, she is setting fees in clusters instead of room usage totals
- Room usage varies depending on what is going on. Bev is proposing, after doing the math, we can advise Emiline that it is too complicated and we will pay \$7200 a month and we will use the rooms that we need (Using the auditorium will be more, using the gym will be less).
- \$7200 / month, then the 50% discount because we are there more than a month, plus 40% because we use more than 40 hours
- Calculate what we spent last year divided by 10 months
- Our contract with Living Hope is not up until next year

Action Item:

- ❖ Bev and Audrey to continue to speak about this after the Board Meeting
- ❖ Audrey to contact Emiline to see if they can meet in person to discuss

8.1.1 Credit card

- Bev talked to Cindy and she is not keen on the idea and she is the Treasurer and would like things to be kept the way they are

8.2 2025-2026 Budget

8.2.1 use of auditorium instead of gym

- May need to use the reserves with using the auditorium, it will not hurt us financially and members prefer to use the auditorium over the gym

8.3 Grants

(in camera) We suspect we are not getting grants because of how much we have in reserves. So for the 2025-2026 season we will only apply to the City of Peterborough and maybe the Trillium.

Action Item:

- ❖ Audrey to talk to John Topic regarding previous grant requests and the funding we had in reserves
- ❖ Audrey to talk to Cindy about moving forward with grant requests



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8.4 Audit or review

- It was voted on at the last AGM that we would be doing the review

9. Fundraising:

9.1 Delta Bingo

- All is good. Nothing to report at this time

9.2 Raffles / Chase the Ace

- Mapleridge fundraiser using a licence through the city and they do a Chase the Ace. You purchase a card for \$5 and every week a card is pulled. It is a 50/50. If you hit the Ace, you get more money
- Is this something we would like to do on a Wednesday? This would be just done with the membership. With this it is limited and so is revenue
- Concerned raffles are a lot of work for little gain (I forgot to mention this but I had proposed a raffle at the Welcome back day but the Social Comm declined, too much work)

Action Item:

- ❖ Audrey to research how Chase the Ace is played

10. Property Committee:

10.1 Instruments for Sale

- Emails have been sent out regarding instruments for sale
- Lent out instruments are covered for insurance
- African Drum - most want to keep the drum - Board agrees to keep it
- Gong - Board agrees to sell
- Red Drum - sold to Justin for \$100
- Yamaha 34" timpani and timpani head - Board agrees to sell
- Roland Keyboard (from Justin) - will be decided when returned and assessed
- More information needed about the second Roland Keyboard

Motion: PNHB will sell the Gong, Red Drum, Yamhama 34.5" timpani and 33" timpani head.

Moved by: Audrey Keitel **Second:** Rieta Weaver **All in favour:** Passed

10.2 Instrument Repairs

- Head on the timpanis need to be repaired and Phil Panter got some estimates
- Estimates could exceed the budgeted amount of \$1000
- Replacement heads, depending on make, remo heads \$1200 for full set of replacement, Evans are under \$1000
- There is a tuning gage issue with one of the timpanis
- Manufacturers recommend that heads should be changed every season / every two seasons - this is why we run into issues with the heads of the drum being stretched out
- There is over \$8000 in reserve for instruments
- Quentin would come to the board and ask about repairs if over the amount budgeted
- The board agrees to replace/repair the timpani heads
- Pat and Marcia are meeting next week and will discuss timelines
- Two bassoons also require repair
- Will do timpani's and then look at other instruments



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- \$2000 for timpani heads, and if other instruments need repair then come to the board with estimates

Motion: Marcia or Pat are to go ahead and purchase the heads for the timpanis up to \$2000.

Moved by: Audrey Keitel

Second: Rieta Weaver

All in favour: passed

11. Concert Committee:

11.1 2024-2025 Spring Concert

- Post review was sent out by email
- Round \$430 to the Beneficiary
- Used all the tickets and all the programs
- It was a very well done concert and still receiving compliments from the public
- The slide show photos were nice
- It was great having all the volunteers helping at the concert

Action Item:

- ❖ Bev to ask Cindy to send \$430 to Quilts for Cancer

11.2 2025-2026 Fall Concert

- Living Hope has been booked for the fall concert - November 28th, 2025

(from Property)

- Living Hope seating is 690 per square footage. Normally, there are close to 400 chairs in the auditorium
- We would have to change the seating to accommodate guests at a concert
- 150 parking spaces

Action Item:

- ❖ Audrey to talk to Mark regarding Green Band playing in the Fall Concert

12. Publicity and Recruitment Committee:

12.1 Info Day

- Information Day went very well and there was a really good show of interest of people joining Green Band (moved from open house)
- Info day went really well, there was a great turn out
- Suzanne took video of it and it is currently on You Tube
- James uploaded the video to the Facebook page

Action Item:

- ❖ Audrey to ask Suzanne to pass along a thumb drive to James so it can be uploaded to Smug Mug

12.2 Senior Showcase June 18

- This went very well. Thank you Phil and volunteers who helped with it
- Two pages plus two extra names of interested people
- Suzanne has started sending out emails and the link to the PNHB page of coaches talking about the instruments



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12.3 New Season advertising

- Publicity has \$1000 and has only spent just over \$700
- We will have it on Facebook and the zoo sign in August
- Approached about having a booth at Del Crary Park for Canada Day 2025 but not given enough time to organize it.

Action Item:

- ❖ Audrey to email Pat about the Council for Persons with Disabilities
- ❖ Pat needs to make a note for the contact to have a Booth at Del Crary Park for Canada Day 2026

12.4 September Open House

- This will be advertised on the Zoo Sign, radio ad and Facebook

12.5 Radio Ad for August

- Pat asked if the Board thought doing the radio again is worthwhile. The cost for the ad is approximately \$350 and it gets our name out there. The Board agreed it is a good idea.

Action Item:

- ❖ Lisa to let Pat know that she can put in a radio ad and advertise the September Open House

13. Social Committee:

Action Item:

- ❖ Rieta will inform Vedra about the Welcome Back Pot Luck on September 17th, the Christmas Social on December 3rd and Winterlude on February 25 2026 (as per the approved 2025-2026 Schedule).

14. Membership Committee:

14.1 Band Representatives

- Lisa and Bev met with the Band Reps and sent them the updated Band Rep position
- This meeting went very well, lots of good ideas

14.2 Membership tracking

- Currently working with Bev, James and Lisa and the Band Reps to make this process easier
- The current idea is
 - to send a survey to the members in July to confirm if they are coming back. Mark will finalize the band rosters in August.
 - Just before the first rehearsal in September the Office Adm will print the band rosters and give it to the Band Reps. For the first 2 rehearsals the Band Reps will get people to check off their name and note corrections to be made. After the 2nd rehearsal the Office Admin will collect the marked band rosters. The Office Admin will pass on information that needs to be changed to the Treasurer (Cindy), Members Manager (Suzanne), Communications Manager (James) and Roster Coordinator (Mark). The Office Admin will try to contact those people not checked off and pass any updates to the same people. This will be repeated for each term following.



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14.3 (IN CAMERA) Exemption Requests

15.AOB: (3:40-3:50)

15.1 Evening rehearsal band

- GroupsIO by Pat regarding evening band - this would compete with Friends of Music
- Has there been a request for an evening band? NHB was started years ago for retired/seniors which is why it is during the day
- Possibly put this question on a survey as a non-concert band for an evening band
- We would need to find a place/conductor/coaching/non-coaching - it would be a Friends of Music level band - we would also need to transport instruments (except Free Methodist as they have a drum kit)
- An evening group is not seen as needed at this time but can be revisited and is on groups.io for further discussion

15.2 Membership limit

- Discussed our membership limit (stage capacity). On stage we have 48 people plus equipment (5*48=240 and we have roughly 20 people playing in more than one band, so 220 is our limit, we had 180 members last season.)

15.3 Membership Policy

- Bev will put the updated Membership Policy on groups.io, regarding what happens if someone has more than one key role, how the dues reduction works.

16.Next Meetings:

July 17th, 2025 from 1pm – 4pm by ZOOM

17.Adjournment:

- Adjourned by: Bev Murphy