



# **PETERBOROUGH NEW HORIZONS BANDS**

## **MEETING MINUTES**

### **PNHB Board of Directors Meeting**

### **July 17, 2025 - 1pm-4pm, by Zoom**

**In Attendance:** Audrey Keitel (President), Bev Murphy (Vice President), Rieta Weaver, Phil Panter, Kelly Gravelle, Marcia Johnston, Phil Pellat, Pat Wade

**Regrets:** Lisa Witherington (Board Secretary)

**Meeting Chaired by:** Audrey Keitel (President)

**Meeting Recorded by:** Audrey Keitel (President)

**1. Conflict of Interest:**

- none

**2. Chair's Remarks:**

- Audrey has been very busy over the past month
- Thanks for the research on new policy strategies
- Thanks for everybody regarding Timpanii repairs

**3. Approval of the minutes**

**3.1** Approve June 17th, 2025 Board Meeting Minutes (sent previously)

**Motion:** Approve June 17th, 2025 Board Meeting Minutes (sent previously)

**Moved by:** Kelly G.      **Second:** Marcia J.      **All in favour:** Passed

**4. Conductor's report:**

- Medda - conductors surprised by change - Site reading conductor will also pick 1 piece for concert. Sal proposed idea to Audrey, but it should have been proposed to conductors first. Audrey apologizes for not connecting with Medda.
- No meetings for conductors June, July, August. So nothing else to report.
- Tympanis are repaired. Nick and Phil making parts.
- We are getting Government grant (seniors community grant) A. Teaching how to read music B. More sectionals - divide lower brass C. Mentors - coaches. Extra funds upto \$4700 for this. How would we divide up Low Brass into groupings? Trombones // Baritone + Tuba // Bassoon+Bass clarinet + Bari Sax // Conductors to discuss best approach. Do we need a job application? Run it on Monday to benefit Green Band more? Audrey will send profile of grant application to conductors to review. Second week Sept. start learn to read? Audrey needs to send in outline of program to Government. Mark suggested Thursday for Reading Music? Church Availability? Mark & Justin are busy over summer so may be an issue with getting organized. What about Odyssey Sectionals - aside from the 1 or 2 already planned. May be a change in church for room use - Not set yet.
- Issues with room usage under discussion. Budget issues to negotiate.
- Use storage room for Oboe coaching? May be too small.

**5. Music Library Committee:**



## PETERBOROUGH NEW HORIZONS BANDS

Audrey Received nothing from them. Aug Closed for floor repair? Marcia Got music from Justin and gave to Library. Audrey emailed Mark and no response - assume he has what he needs. Need to verify if Mark is okay with what he has. There have been some issues in past with Justin using band music budget for ensemble. Medda not sure that is correct. They need to use appropriate budgets - Cindy knows. Fall 2024 issue.

### 6. Schedule

- 6.1** Summer Band - update membership policy to include Bens notes - Bev to add note to membership policy about summer band. Conductors need to be part of the process for when someone wants to join a band to ensure balance and no surprises. There was a late comer this year to summer band.

#### **ACTION:**

- ❖ Bev will update the membership policy to include Summer band items.

### **6.2** Fall Term

- 6.2.1** Conductor Format - tweak 17 minutes total - for both conductors. Sight reading conductor to include a piece. Overwhelming positive feedback on last concert format from players and audience. Conductors weren't unanimous about the Fall format.

#### **ACTION:**

- ❖ Audrey will talk to Sal

- 6.2.2** Welcome Back Day - Sept 17. James proposed a Thursday potluck at Zoo? Could be a Weather issue. Include this in survey to select date and idea of location. Attendance at Zoo is far less than attendance at Living Hope. Should we add this to the survey or just decide? Maybe make it a Monday to be more inclusive for Green Band members. May be good to try. Better idea than zoo. Additional Gym Rental for that. Suggest Monday Sept. 15th or following week. Rieta to talk to Vedra today to see if social community is okay with that. Event from 11:30 - 1:00 rental from 11-1:30

#### **ACTION:**

- ❖ Audrey will inform James of our decision

### 7. Admin

- 7.1** Living Hope Billing - Audrey discussed with Paster John that people were using rooms they shouldn't and we were not acting in good faith around usage. What he is proposing would be 3x what we would have normally paid in past for use. Bev has a counter proposal for budget to keep it more reasonable. The proposed amount does not meet the budget. we need to make members aware of what is allowed to be used - and maybe lock rooms. We are not to be eating in fellowship hall - but we do and no mention of it. Leave cases in main room only and not in all the rooms. We only pay for 1 hour of room use not all day. John said he would be glad to sit with us again to try and resolve this. We need to come up with a number that makes sense and is simpler to calculate. Bev will talk to Pastor John about eating and can we book the gym or is it okay to eat in fellowship hall. The church uses that room for eating. Emilie sent an email saying we could NOT eat there. Also going



## PETERBOROUGH NEW HORIZONS BANDS

to discuss where we put cases (Auditorium) and that we are not to use the rooms. Come up with a flat rate to use rooms. She will meet later in August. Audrey will try to be there.

### **ACTION:**

- ❖ Bev and Audrey will discuss and meet with Paster John in August. Target Aug 18.

**7.2** Flute Gang charge - Bev forgot discounts when figuring out charges. So we over estimated, but it is still less than other venues. Wait until Classroom issue is resolved

**7.3** Office Administrator (BM)

**7.3.1** Next steps

Bev emailed contract to Tori - can get signed in September. Audrey will see her in August. She starts August 1. Bev to schedule a meeting and get her going and have a weekly meeting with her.

### **ACTION:**

- ❖ Audrey will meet Tori to get the contract signed
- ❖ Bev will train Tori

**7.3.2** Making Admin Assistant Obsolete (Bevs position)

**Motion:** Make the Administrative Assistant position obsolete because it is being replaced by the Office Administrator position.

**Moved by:** Bev M.     **Second:** Kelly G.     **All in favour:** Passed

**7.4** Special Resolution

We submitted in 2023 to CRA and it was approved at AGM. We got a letter back from CRA to change wording we proposed for the ONCA. Go see on Groups IO - "Contacting Lawyer" post to see attached letter. We don't necessarily like their revision. Keeping seniors Stimulated is a point they missed in there revision. We would have to have all members vote on this again.

### **ACTION:**

- ❖ Bev will review and create a wording the CRA might like. Board to review in Groupsio.

**7.5** Documents

**7.5.1** Membership Policy update approval

This was updated and approved but has not been signed yet. Bev proposes to not get this version signed and do it after the other updates are done and approved.

### **ACTION:**

- ❖ Bev will update Membership Policy with summer band and property information
- ❖ Lisa NOT get the previously approved version signed



## PETERBOROUGH NEW HORIZONS BANDS

Office Administrative position description approval

**Motion:** Approve the changes to the Office Administrative position description

**Moved by:** Bev M.     **Second:** Phil P.     **All in favour:** Passed

7.5.2 Office Administrative contract approval

**Motion:** Approve the Office Administrative contract

**Moved by:** Bev M.     **Second:** Rieta W.     **All in favour:** Passed

7.5.3 Band Representative position description approval

**Motion:** Approve the Band Representative position description

**Moved by:** Bev M.     **Second:** Pat W.     **All in favour:** Passed

7.5.4 2025-2026 Season Fees and Band Information approval

**Motion:** Approve the 2025-2026 Season Fees and Band Information

**Moved by:** Bev M.     **Second:** Phil P.     **All in favour:** Passed

### 7.6 Vacancies

Audrey put not in members email update - no response. Job will be easier with new office admin. It has been easier as good group now who are reliable. Should discuss again in August. Audrey and Bev will be gone after AGM in December, need to recruit 2 new board members in December. We cannot function without a president and secretary. Audrey will add details to next members update and reiterate need.

#### **ACTION:**

- ❖ Audrey will add details to next month member's update.

### 8. Finance

**8.1** Status - Bev has access to accounts - 33k+ in general account. 1.7K+ from Bingo

**8.2** Grants - Not trying for trillium but we did get one grant. Audrey to get plan done and to Gov for this grant. On Groups IO May have an issue with room cost. We can't charge for the courses if it is grant funded. Maybe move classes to across the Street to Free Methodist as lower room cost \$35/hr. That fits proposal. Or discuss with John 2 rooms used weekly not 1. We need to negotiate a middle ground fee for use per season. We try to negotiate Living hope or go across street

#### **ACTION:**

- ❖ Audrey will work on the plan the grant was based on.

### 9. Fundraising

**9.1** Delta Bingo

**9.2** Raffles - Chase The Ace

- Audrey has Gov. information on this from Ontario. Sell Cards monthly. Bev mentioned we don't need to do fundraising now - can do this down the road. There are other ideas but they are small fundraisers and time consuming.

**9.3** Grants



# PETERBOROUGH NEW HORIZONS BANDS

Grant stuff online from Audrey \$35/room for grant.

## **ACTION:**

- ❖ Marcia will go on July 28th for meeting with Dave Smith office for grant. (Chung)

## **10. Property Committee**

### **10.1 Instruments for sale**

- Gong sold - timpani may have a buyer when repaired (same buyer as Gong)

### **10.2 Instrument repairs**

Going well Marcia and Pat - Some items Sold and some loaned - Insurance is an issue. Must have insurance or pay more or a damage deposit. Green Band Loan first year. Can we change membership fee to include instrument. Long + McQuade charges more. Our rental fees have been much higher. Someone has already paid dues so we need to resolve this. The risk isn't really that high as it has rarely been an issue in past. Damage deposit + Term rental fee. Put this on groups IO - need to resolve quickly by Monday. Waive Eva Horn Rental Terms 1+2 - (Amended motion) or for until end of school date - Pat Proposed to waive Kelly seconded all in favour. She attached rental form from website. Appendix 2 of property policy approved 2 years ago. Needs to be updated. Bev and Marcia to meet to review policy and forms.

## **11. Concert committee - nothing to report**

## **12. Publicity and Recruitment**

### **12.1 Open House**

September 8th + 10th Open House - all good with marketing Zoo sign, FB ads, Radio, etc...  
Grant proposal - publicity requirements Rieta can help if given specific job.

### **12.2 Presentations**

Newcomer club presentation was good. Propose we have a small ensemble with a short repertoire to give presentations to other service clubs. Bev to look at this.

## **13. Social Committee**

### **ACTION:**

- ❖ Rieta to talk to Vedra about Mondays (Coffee/Tea), Open House plans, Welcome back plans

## **14. Communication**

### **14.1 New Website [pnhb.ca](http://pnhb.ca)** Bev and James are working in it

### **14.2 emails [pnhb.ca](http://pnhb.ca) new domain**

-can only go to 1 email address. Still works for many of the contacts we need instead of using personal emails and names.

**Motion:** Approve the use of generic emails for key roles

**Moved by:** Bev M.    **Second:** Kelly G.    **All in favour:** Passed

## **15. Membership Committee**

### **15.1 Membership tracking - 7 questions** Bev Moves that what is on Groups IO is ready to send to members Rieta seconds. Name Tags Suzanne to create list for Earl - Audrey will email Earl



## **PETERBOROUGH NEW HORIZONS BANDS**

to make sure he is okay continuing to do them. Pat asked about adding question - if you would like to borrow an instrument or planning to return one let us know. Bev will work on question. Please return any instruments you will not be using. Pat moved and Kelly seconds All in favour. For pre-registration survey/email question.

**16.**AOB - none

**17.**Next Meetings:

August 21st, 2025 from 1pm – 4pm by ZOOM

**18.**Adjournment:

- Adjourned by: Audrey moved - Second Rieta