

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

**Wednesday, August 3, 2022**

**Present:** John Topic, Sherri Luff, Lorna Verhulst, Alan Brunger, Cindy Babcock, Quentin Day

**Regrets:** Mary Chesher, Lorna Devan, Jon Knights

1. **Conflict of Interest** – none declared

2. **Approval of June 15, 2022 Minutes**

**Cindy Babcock moved to approve the minutes from the meeting held on June 15, 2022**

**Quentin Day seconded the motion**

There is one spelling mistake #11 it should read bass. Sherri will correct and send these minutes to James

**All in Favor**

**Carried**

3. **Conductors' Report**

The report was emailed out to Board Members for consideration and included in it was the conductors' proposals about rotation of bands, conductor assignments and sectionals.

Discussion was held on this matter and given the variety of conductors and teaching styles it was felt this matter should be further discussed by the Dialogue Committee

After further discussion

**Quentin Day moved to give conductors, within pairings, the option to choose to continue to switch each hour or to alternate weeks for the fall term only.**

**Cindy Babcock seconded the motion**

**All in Favor**

**Carried**

4. **Treasurer's Update**

David Lloyd was unable to attend the meeting.

## **5. Contract with City**

A full schedule of our bands was sent to them. There has been no response yet. Use of the lobby areas, 2 multifunctional rooms and storage room was proposed for sectionals.

With the renovations being completed the space looks much better.

## **6. Dialogue Committee**

The committee worked on the schedule of bands and ensembles and feel that it is workable. Coaches will be contacted for sectionals soon. The 4 upper bands will begin on September 7<sup>th</sup>, 2022 and Green Band will begin on September 11<sup>th</sup>, 2022. Ensembles will begin the second week of September. The concert will be on December 2<sup>nd</sup>.

The Fee Schedule was discussed. Some concern was expressed regarding the fees for Green Band. Possible options to assist with this were discussed with one option being using reserve money to assist and another that would see the equalizing of fees amongst all bands.

If a person plays in two bands there is no cost for the second band. This matter was returned to the Dialogue Committee for further discussion.

## **7. Instrument Committee**

This committee met to discuss the instruments that PNHB owns and how to move forward with their storage, accessibility, leasing of and fees. The committee has developed an Action Plan which includes review and update present policy, prepare an updated version for discussion, put a procedure in place for how instruments are to be managed, review and revise an agreement for people to sign that are leasing instruments, prepare a completed inventory of all instruments, draft and send a request to all members to determine who has instruments owned by PNHB members and determine what instruments are missing.

After this has been completed a motion will be drafted to move instruments to a secure location and to identify an instrument manager and assistant who will be the only ones with access to the instruments with a policy and procedure to back them.

It was discussed that in the interim, until a new policy is in place, all instruments will continue to be loaned to the people who have them currently.

#### **8. COVID Protocols**

Alan suggested using the remaining money in the Grant we received for PPE be spent on masks, N 95 and regular masks

**Cindy Babcock moved to buy masks with the remaining Grant money that was obtained to purchase PPE.**

**Quentin Day seconded the motion**

**All in Favor**

**Carried**

Discussion was held about whether to continue with the 3 vaccine policy we currently have and whether to continue to wear masks.

Mary will be asked to check with Public Health about our situation

#### **9. Jubilee Grant**

Cindy has sent the conductors the information. The Dialogue Committee will discuss this with the Conductors

#### **10. New Business**

Cindy is aware of a baritone saxophone that requires work

**Alan moved that the baritone saxophone should be taken to be fixed**

**Sherri Luff seconded the motion**

**All in Favor**

**Carried**

#### **11. AOB**

Lorna Devan sought approval for a slight increase in the advertising budget. As the amount was small this was approved without a motion.

James, the Communication Manager, informed us that we should be contacting the people who are on our membership list who have not replied if they are returning.

#### **12. Next Meeting**

Monday, August 22, 2022 at 6:30 pm

Cindy Babcock gave her regrets as she will not be able to attend.

**13. Adjournment**

**Alan Brunger moved to adjourn the meeting**