

**PETERBOROUGH NEW HORIZONS BAND  
BOARD OF DIRECTORS MINUTES  
APRIL 10<sup>TH</sup>, 2019**

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Present: Cathy Brown-Payne, Margaret Seabrook, John Topic, Cliff Ballantyne, Al Brunger, Margaret Allen, Brenda Bock, Bob Orrett, Lorna Devan  
Past President: Lorna Verhulst  
Recording Secretary: Joan Necoloff

**1. Conflict Of Interest - None**

**2. Chair's Remarks**

Thank you to Bob for the testimonials that he has procured for us from members. This is a really good idea that fosters thinking and talking about practicing. Thank you to the Social Committee and Margaret Seabrook for the Spring Fling. It really is amazing to hear all the ensembles play, have a great supper, and interesting games. Also the Dialogue committee will start to negotiate the contracts with coaches and conductors soon.

**3. Approval of Minutes of the March 13<sup>th</sup>, 2019 Meeting**

**MOVED by Cliff Ballantyne and SECONDED by Cathy Brown-Payne that the minutes of March 13<sup>th</sup>, 2019 be approved.....CARRIED**

**4. Conductors Report – Gord Thompson**

Gord reported from the last meeting with the Conductors. They talked about restructuring and are all up to speed now. They are now looking at abilities and contacting members.

- Conductor assignments will be the same next year.
- Coaches are asked to encourage members to establish tone – the sessions are working well.
- Band exchange next year was planned. Mark will set the date and use Dynamics. We will host.
- Suggested that there be a meeting of percussion coaches to establish what to do as the percussion sections grow. A policy is needed regarding the use of the drum kits. It was agreed that Mark, Gord, and Bob Orrett will set policy then call a group meeting.

**5. Financial Report – Roger pre-distributed his report**

**5.1 Music Budget** – Last year's budget allowed \$500 per conductor for new music. Suggestion since there is restructuring with Jubilee and Green Bands, more new music is needed for them. We do have some grant money we can use for this. Discussion followed on possibly delegating the money differently to each band.

**MOVED by Cliff Ballantyne and SECONDED by Bob Orrett that PNH B approve a music budget of \$5,000 for this year. The increase is due to the restructuring and to be given to the conductors to distribute at their discretion. ....CARRIED**

**5.2 Valuation of the instrument and equipment inventories.**

Roger needs this list up to date for review before the AGM. Margaret Allen is working on keeping it up to date. We have not added anything new this year. Discussion on needed repairs to instruments, which should be done when needed. After the concert we could ask people who are renting instruments if their instrument needs repair. Margaret will contact Roger to find out what information he is looking for regarding valuations.

**5.3 Roger** would like to have next year's schedule to calculate dues by term..... Deferred to May meeting.

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**6. Business Arising from the March 13<sup>th</sup> Meeting**

**6.1 Lakeshore Exchange Bus**

**MOVED by Bob Orrett and SECONDED by Margaret Seabrook that we authorize a further amount of approx. \$112.00 to cover the cost of the bus for the exchange .....CARRIED**

**6.2 Update Documents on the Website.**

Roger had raised some issues about documents on the web or missing from the website. The Financial Control Policy 2018, and Cheque Request Form have been uploaded but not the Sample Invoice. The Procedure for Claiming Expenses will be taken down. The Beneficiary Application Form has been put on the site. Discussion followed on information to be protected on the website. It was agreed that pictures with names on the website are protected, but the minutes and policies are open.

**MOVED by Lorna Devan and SECONDED by Cathy Brown-Payne that PNHB agree to keep all the website sections open except for pictures with names on them.....CARRIED**

**7. Ongoing Business**

**7.1 Restructuring - John Topic**

Tentative rosters for next year will be distributed in the next few weeks. Rehearsal times will not change this year and consideration of reducing practices hours will be discussed after restructuring.

**7.2 Concert Managers**

**MOVED by Al Brunger and SECONDED by Margaret Allen that Renee Paul and Norma White be appointed as concert co-managers, and become eligible for a fee exception starting in the spring term, 2019.....CARRIED**

**7.3 Update on Concert Policies - John Topic - Discussion on procedures for the upcoming concert.**

- Water Sales – Discussion followed on previous decision of no water sales and other options of providing water. It was agreed that people can bring their own containers and there are fountains in the church, or people can bring their own water. This can be printed on the back of the tickets.
- Singing of O Canada - Agreed to not sing at concert.
- Statement regarding Indigenous territories at the concert – Agreed to not do this at the concert but statement to be included in the concert program.

**MOVED by Lorna Devan and SECONDED by Margaret Seabrook that a statement of acknowledgment of indigenous territories be included in the concert program .....CARRIED**

- Archives – Debbie Duff brings our archives to the concert for display.
- Brenda will ask Angela to speak briefly on behalf of this year's beneficiary MS.

Brenda will take the above information and develop a concert policy for future concerts. John Topic will pass this information onto the Concert Co-Managers.

**7.4 Financial and Social Master Schedule Checklist – John Topic**

**Additions to List**

- In July of each year, we need to check on LOA's. LOA's are usually for 1 year so we should confirm each year. It was agreed to ask Harlene to make the list of LOA's and to also make the calls.
- Update roster information about a month before each concert. It was agreed to put a paper copy out

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at break for people to check off before Christmas and Spring concerts. This is on the web but not everyone sees it.

- Reminder that coach and conductor contracts need to be negotiated annually – April or earlier
- Renew the Living Hope rental agreement. Lorna V will get info.

**7.5 City Grant - Discussion**

Suggestions for use of the grant money:

- to subsidize some low income members
- to keep fees at current level
- to help with summer band
- to develop a new ensemble that plays just for fun.

**8. Other Business**

**8.1 Grant Application Opportunities:**

- Shoreline Casino – has a program to support local communities. The non-profits application is simple and they will donate or sponsor \$3000 - \$4000. There is no deadline. Discussion on whether it would be ethical to take money from Shoreline and agreed to not apply at this time.
- Trillium Foundation – We have until mid-June to apply for an annual capital grant. We need to decide what specifically to ask for. This is a capital grant so could not be used for adding a new band.
- New Instruments – We asked for money for instruments last time. We can ask again, but it would involve a lot of research for submission. We need a list of 4 or 5 instruments, then get pricing from Long and McQuade. A bari sax is needed at a cost of \$4-\$5000, a bassoon, and a tenor sax. Suggestions that we could purchase needed saxophones and rent them out if we had people who would rent them. Agreed to ask the membership what instruments they think are required and who would want what. Conductors should be asked as well. Cliff agreed to draft an email to the membership asking which instruments they would like us to purchase if we get the grant.

**Other Suggestions**

- Direct money to pay the rent, or purchase theory classes, which has been done twice before.
- Additional money for new music to help with the new levels in restructuring. The conductors will need to be consulted on this.
- Money to subsidize more people who cannot pay.

**8.2 Sunshine Band Proposal – John Topic**

**MOVED by Margaret Seabrook and SECONDED by Lorna Devan that PNHB approve the Sunshine Band Trip 2020 as per the proposal presented .....CARRIED**

**8.3 Donation in memory of Werner Bergen**

**MOVED by Brenda Bock and SECONDED by Margaret Seabrook that PNHB make a donation of \$100 to the TASS music program in memory of Werner Bergen .....CARRIED**

**9. Date of Next Meeting - May 8<sup>th</sup> , 2019 - 4 pm**

**10. MOVED by Cliff Ballantyne that the meeting be adjourned.....CARRIED**