



PETERBOROUGH NEW HORIZON BANDS

ANNUAL GENERAL MEETING

December 4, 2024

AGM AGENDA

Our Mission

Peterborough New Horizon Bands members believe that making music together has many cognitive, social and health benefits. Our mission is to provide the opportunity for adults to learn to play a musical instrument in a band setting, without the necessity of previous experience, for the purpose of enjoyment, performance, and community outreach in a nurturing and friendly environment where the premise that “*your best is good enough*” and “*your best keeps getting better*” prevails.

AGENDA

Welcome and Proxy explanation

(Exhibit 1) Introduction of 2023-2024 Board of Directors

(Exhibit 2A, 2B) Approval of Minutes from the November 1, 2023 Annual General Meeting

(Exhibit 3) Confirmation of Acts

(Exhibit 4) President’s Report

(Exhibit 5) Committee Reports

(Exhibit 6) Financial Report and Motions

(Exhibit 7) Election of 2024-2025 Board Directors

(Exhibit 8) Fee Waivers and Volunteer Recognition

Other Business*

Adjournment

*If a member anticipates bringing up an item under “Other Business”, prior notice of the nature of the business would be appreciated. If possible, please send prior notice to new4bev@gmail.com or pnhb.music@gmail.com by **November 30, 2024**.



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Proxy Form for the Annual General Meeting December 4, 2024

I, (member name) _____

of (address) _____

being an active member of Peterborough New Horizons Bands (PNHB), hereby appoint the
another active member of Peterborough New Horizons Bands (PNHB),

(Member Name) _____

as my proxy to attend, speak and vote for me and on my behalf, at the Annual General Meeting of the
Peterborough New Horizons Bands (PNHB), to be held On Date **December 4, 2024** at Living Hope
Church at noon and at any adjournment thereof in the following manner.

_____ Dated _____
Signature of member not attending mmm DD yyyy

I confirm that I am the proxy for only one member,

_____ Dated _____
Signature of member being their proxy mmm DD yyyy

Process:

- Present this form to the PNHB member signing people in at the AGM.
- They will note your name and who you are the proxy for and will give you a coloured card.
- When voting, raise this coloured card to indicate what the member you are the proxy for, vote is. If your vote is the same, raise your other hand as well.
- Return the coloured card at the end of the AGM



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To assist the Proxy person, let them know what your vote would be for these items.

Business to be transacted	For	Against	Abstain
(Exhibit 2) Adoption of the 2023-2024 AGM meeting minutes.			
(Exhibit 3) Adoption of the Confirmation of Acts			
(Exhibit 4) Adoption of the Presidents report			
(Exhibit 5) Adoption of committee reports			
(Exhibit 6) Adoption of Treasurer's report for the business year ending on July 31 2024. Adoption of a Review Engagement instead of an Audit for the business year ending on July 31 2024. Adoption of a Review Engagement instead of an Audit for the business year ending on July 31 2025.			
(Exhibit 7) *Election/ Re-election of the following members as a *governing board member/ trustee of Peterborough New Horizons Bands (PNHB), under our By Laws. <i>Audrey Keitel</i> <i>Beverly Murphy</i> <i>Pat Wade</i> <i>Reita Weaver</i> <i>Phil Pellat</i> <i>Kelly Gravelle</i> <i>Lisa Witherington</i>			
Other Business.			



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Exhibit 1: 2023-2024 Board of Directors

According to the By Laws,

- Board Directors serve for 2 consecutive years up to a maximum of 6 years. They can return after 1 year.
- There must be 7 to 9 people on the Board.

The following people have served in these roles by the end of the 2023-2024 fiscal year (August 2023 – July 2024).

President: Audrey Kietel

Vice-President / Treasurer: Cindy Babcock

Board Secretary, Recording Secretary: Beverly Murphy

Board Director: James Burrett

Board Director: Pat Wade

Board Director: Rieta Weaver

Board Director: Phil Pellat

Board Director: Kelly Gravelle

Board Director: Lisa Witherington



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MINUTES of the ANNUAL GENERAL MEETING November 1, 2023 at Living Hope, Peterborough

Present: see attached sign up list

1. **Welcome** – John Topic welcomed members to the AGM and thanked all for attending. There were 56 members in attendance.

2. **Introduction of the 2022-2023 Board Members (Exhibit 1)**

John Topic: President

Gary Graham: Vice-President, Dialogue Committee

Beverly Murphy: Board Secretary, Recording Secretary

Cindy Babcock: Treasurer

James Burrett: Communications

Quentin Day: Property Management

Audrey Keitel: Publicity, Dialogue Committee

Marlys Kerkman: Publicity (Resigned, February 2023)

Jenny Rudell: Delta Bingo coordinator (Joined, June 2023)

John thanked board members for their work and noted that they were a great group to work with.

3. **Approval of Minutes from the 2022 AGM (Exhibit 2)**

Motion: Approve the 2022 AGM meeting minutes

Voting: Moved by: Annie Stovell Seconded by: Sherri Luff All in favour: passed

4. **Confirmation of Acts (Exhibit 3)**

MOVED by Gary Graham and **SECONDED** by Judy Carlton that all acts, contracts, by-laws, proceedings, elections and payments enacted, made done and taken by the officers and directors of the Corporation since the date of the last Annual General Meeting of the Corporation as set out and referred to in the minutes of the Board of Directors of the Corporation or in the financial statements of the Corporation submitted to this meeting, be the same and hereby ratified and confirmed. Also, we being members of the Corporation, do hereby consent to the holding of this meeting on November 1, 2023 at Living Hope Church, Peterborough, Ontario and do hereby consent to the transaction of business which has come before it.

5. **President's Report (Exhibit 4)**

John read the president's report to the membership.

Motion: that the President report, as presented, be accepted.

Voting: Moved by: Audrey Seconded by: Gary All in favour: passed

6. **Other Reports (Exhibit 5)**

John referred the membership to the other reports.

Motion: that the Other Reports as submitted be accepted.

Voting: Moved by: Phil Panter Seconded by: Heather Thompson All in favour: passed

7. **Treasurer's Report (Exhibit 6, 6a, 6b, 6c)**



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Cindy explained the reports. Since the Queen's Jubilee concert was canceled, we were allowed to use the grant funds for the items already purchased but returned the rest of the funds. Misc income covers selling instruments, funds for the group to go to Wilmount and income received from the Kelsey donation. Misc expenses covered items like the donation to LAWS and memorials. Grants are being applied for. Costs for rent and paper have gone up. We have a good amount in our investments for reserves. It is anticipated that the Delta Bingo and other fundraising will cover the income needed for this year, with more to spare. The use of e-transfer has been very successful.

Rent is more at Living Hope compared to the Navy Club but we get more. We pay based on the usage of rooms. There are discounts based on various parameters. We encourage people to let their coaches know they cannot attend a sectional, so if nobody is coming we can cancel it and not pay for the coach and room. Let a board member know if you need to use a room for a committee.

Motion: that the Treasurer's Report as submitted be accepted.

Voting: Moved by: Jackie Jacobson Seconded by: Rita Weaver All in favour: passed

Motion: that pursuant to section 148 of the Business Corporations Act, the membership of the PNHBB hereby consent to the exemption of the corporation from Part XII of the Business Corporations Act, regarding the appointment and duties of an auditor in respect of the financial year of Corporation ending July 31st, 2023.

Voting: Moved by: Mary Chesher Seconded by: Jenny Ridell All in favour: passed

Motion: that Del Manary be appointed as our independent financial advisor and overseer for a term to last until the next Annual General Meeting.

Comment: we may need to change this next year because of the total income we will bring in might require us to have a more in depth review engagement.

Voting: Moved by: Audrey Keitel Seconded by: Rene Paul All in favour: passed

8. Amendments to By-Laws and Articles of Incorporation (Exhibits 7a, 7b, and 7c)

See Exhibit 7A for the explanation of why these needed to be revised and the process that was followed.

Referring to Exhibit 7b, the By-Laws. In the By-Laws, the number of for the quorum for the AGM meeting was changed from 3 to 25. With the assistance of Joe Grant of LLF lawyers, the By-Laws and Articles were reviewed to ensure that we are compliant with the ONCA requirements.

Motion: that the Amended By-Laws as submitted be accepted.

Voting: Moved by: Phil Panter Seconded by: Jenny Ridell All in favour: passed

Referring to Exhibit 7c, Special Resolution of the Members of Peterborough New Horizons Bands. The Articles were changed to comply with ONCA.

Motion: that the Amendments to the Articles of Incorporation as submitted be accepted.

Voting: Moved by: Jim Hill Seconded by: Judy Carlton All in favour: passed

9. Election of Directors (Exhibit 8: candidate biographies)

Quentin Day has decided to resign from the Board, but has offered to stay on as Property Manager.

John Topic is finishing the second year of his third consecutive two-year term and is not eligible to continue on the Board.



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Jenny Rudell has also decided to resign but has offered to serve as the Delta Bingo scheduler. James Burrett, Gary Graham, Audrey Keitel and Bev Murphy will enter the second year of their first terms after the AGM.

Cindy Babcock will enter the second full year of her first term after the AGM.

Pat Wade and Brenda May were nominated and acclaimed to the Board beginning November 2, 2023.

There is room for two more members of the Board.

John, Quentin and Jenny were thanked for their service.

10. Fee Waivers and Recognition of Volunteers (Exhibit 9)

John restated Exhibit 9 which explained fee waivers.

11. Other Business

None

12. Adjournment

Moved by Bev Brezee to adjourn the Annual General Meeting

- | | |
|------------------------|------------------------|
| 1 - Stephanie Andersen | 40 - Jo Jacobson |
| 2 - Nancy Pakenham | 41 - Harlene |
| 3 - Alison Voss | 42 - Barb Simone |
| 4 - Margaret Glenn | 43 - Maggie Chapman |
| 5 - Janice Sloan | 44 - Martha LeBlond |
| 6 - Eric Sloan | 45 - Margaret Allen |
| 7 - Garry Brederon | 46 - Diana Abraham |
| 8 - John Andersen | 47 - Sue MacCallan |
| 9 - James Mills | 48 - Debi Duff |
| 10 - Mary Downs | 49 - Medda Burnett |
| 11 - Annie Stovell | 50 - Bob Orrett |
| 12 - Pat Williams | 51 - Thiff Parley |
| 13 - Theresa Topic | 52 - Dan Mause |
| 14 - Judy Carleton | 53 - Margaret Sambrook |
| 15 - Ruth & Anellas | 54 - Audrey Kutz |
| 16 - Pat Wade | 55 - Garry Graham |
| 17 - Ann Durford | 56 - Phil Kellat |
| 18 - Susan G. Munn | 57 - John Topic |
| 19 - James Burnett | 58 |
| 20 - Cindy Babcock | 59 |
| 21 - Jane Landoltz | 60 |
| 22 - Heather Thompson | |
| 23 - Judith Manary | |
| 24 - Joel Manary | |
| 25 - Bill Bleske | |
| 26 - Luntz Jay | |
| 27 - Bev Manary | |
| 28 - Jenny Rudell | |
| 29 - JOHN BIRD | |
| 30 - Brenda May | |
| 31 - Renee Paul | |
| 32 - Jim Hill | |
| 33 - VEDA HILL | |
| 34 - DAUE BIRCH | |
| 35 - Roger Baesee | |
| 36 - Reta Weaver | |
| 37 - Sherrin Luff | |
| 38 - Mary Christell | |
| 39 - | |



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EXHIBIT 3: MOTION FOR CONFIRMATION OF ACTS 2023-2024

MOTION: that all acts, contracts, by-laws, proceedings, elections and payments enacted, made done and taken by the officers and directors of the Corporation since the date of the last Annual General Meeting of the Corporation as set out and referred to in the minutes of the Board of Directors of the Corporation or in the financial statements of the Corporation submitted to this meeting, be the same and hereby ratified and confirmed. Also, we being members of the Corporation, do hereby consent to the holding of this meeting on **December 4, 2024** at Living Hope Church, Peterborough, Ontario and do hereby consent to the transaction of business which has come before it.

MOVED by: _____ **SECONDED by:** _____ **ALL IN FAVOR:** _____



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EXHIBIT 4: PRESIDENT'S REPORT on the 2023-2024 Season

The fiscal year for which this report has been written runs from August 1st, 2023 to July 31st, 2024 therefore anything that happened from August 1 2024 will be part of next year's report.

Up until Nov 1st 2023, for six years, PNH B had the honour of being led by our now very capable and caring past president John Topic. I started in this position after that AGM quite surprised to find myself in the position of President as our VP Gary Graham had stepped down due personal reasons. Initially, I accepted to stand in as interim president until a suitable candidate could be found to fill the role. With John Topic's unwavering guidance as past president, however, and the full and amazing support of the Board, in January 2024 I accepted the role of president for the full two-year term.

In the late summer and early fall of 2023, thanks to John Topic and Gary Graham's extensive negotiations with Living Hope Church, we moved from the Navy Club back to this facility. The availability of two areas for full bands to practice simultaneously as well as the use of six classrooms allowed for a return to much of our pre pandemic routines. Green Band practicing on Mondays with sectionals every week in the fall and every other week from January on and all other bands practicing on Wednesdays with a return to sectionals every other week for Jubilee, Allegro, and Skylark in the fall and spring terms.

Given the substantial increase in the cost of rent and a very slow rebound of the number of members after the pandemic (we went from approximately 220 members pre pandemic to 150 last year), the Board was faced with finding creative ways to maintain a balanced budget. Costs were kept to a minimum by removing sectionals for the Odyssey Band and removing winter term sectionals for Jubilee, Allegro and Skylark. Bev and Dave Powell (Bev's Husband) along with myself and members of Living Hope Church built baffles for the Gym to help with the acoustics and in February of 2023, we moved from the Sanctuary to the gym, a room that cost half as much as the Sanctuary and for which there are no additional custodial fees saving us over \$900.00 / month.

In addition to these cost cutting measures, plans were put into place to increase revenue. Under the direction of Pat Wade, a very carefully crafted publicity and membership campaign was launched to promote our organization and our concerts. It was due to her unwavering determinations and along with the help of several volunteers, the following initiatives took place:

- ✓ We held a booth at the Seniors' Show Case and the Seniors Active Living Fairs
- ✓ Ads were placed on Chex radio
- ✓ I was invited to be a guest on Devon Wilkin's Trent Radio program
- ✓ A CHEX Television appearance was made by Gord Thompson



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- ✓ I created a promotional video that was shared on social media
- ✓ Promotional ads were shared on many local Facebook pages
- ✓ Flyers were handed out at the Swing Set performance at the Peterborough Zoo
- ✓ A very well attended Open House was held the last day of Green Band in May.
- ✓ We invited members of the public to Come Play With Us the last day of Summer Band
- ✓ Members spread the word through their own social media pages and also by word of mouth.

All the efforts that were made definitely paid off and this last September PNHB welcomed close to thirty new members. (We now have approximately 180 members.) In addition to all of our efforts that were made to encourage new members, other efforts were put into place to secure funding from the City of Peterborough as well as from the Federal and the Provincial governments. Cindy Babcock applied for a City of Peterborough Grant as well as a Trillium Grant. I applied for the federal Help Age Canada Grant and with the assistance of Alan Brunger, applied for the Aging Ontario Grant. Unfortunately, other than for \$1,000.00 grant that we received from the City of Peterborough, all other grant applications were unsuccessful.

Although we may not have managed to secure a large amount of grant money this year, the application we made last year to the city to work with Delta Bingo proved to be very successful. Under the direction of Gary Graham and Jenny Rudell, Bingo began in the fall of 2023. I cannot thank these two individuals enough for the role they have been playing in keeping this program running smoothly. I also sincerely thank all the members who have trained and taken shifts on the floor at the Delta Bingo Gaming Centre. Thanks to all of their efforts, the money that PNHB raised has exceeded our expectations. The \$9,000.00 raised last season went a long way toward keeping PNHB afloat especially given the unexpected \$8500.00 cost of the financial review mandated by the ONCA (Ontario Not-for-Profit Corporation Act) regulations which were put into place this year.

Members of PNHB have had many opportunities to perform this past year. Two profitable concerts were organized by the very capable Concert Committee led by Renee Paul and Norma White assisted by Bev Murphy and a large group of volunteers. The Frosty Moon concert took place on Nov 24th and the Child In All of Us Concert took place on May 31st. Wayne Mutton created the art for each of these concert programs and his Frosty Moon Painting was auctioned off at the spring concert. Profits from these two events amounted to approximately \$7500.00, \$800.00 of which was donated to Five Counties Children's Centre. Food was also collected for Kawartha Food Share at both events.

A band exchange between Clarington New Horizons Bands and PNHB was organized by Gord Thompson in May. The sharing of music and ideas was greatly appreciated by all who attended.

Swing Set ensemble performed at the Zoo during the summer and several other ensembles performed at retirement residences. Music Works, PNHB's newly formed ensemble, performed for the PNHB Christmas Social.



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A number of personnel changes occurred this past year. Gord Thompson, who had been with PNHB since 2005 retired in May of 2024. A small get-together was held and a video was made to celebrate his contributions to PNHB. Gord departed with a fun portrait of himself painted by Wayne Mutton to remember us by. We were sad to see Gord go and with his retirement, a search for a new conductor took place. Two well qualified candidates presented themselves with Ben Jackson securing the position of new conductor while Medda Burnett secured the position of supply conductor. (As John and Susan Knight resigned in August 2024 - the further personnel changes that have taken place will be highlighted in next year's address.) Last Fall, Margaret Seabrook stepped down from the position of Head of the Social Committee after her numerous years of organizing social events for our organization and Vedra Hill stepped into the position. Last spring, Harlene Annette stepped down from the Position of Members Manager and Accounts Receivable Coordinator, which she had held for more years than any of us can remember. We truly appreciate all that she has done for PNHB over the years and recognize just how huge her shoes are to fill. Last June, Renée Paul and Norma White stepped down from the position of Concert Managers. We truly appreciate the dedication these two ladies have exhibited while striving to make our concerts run smoothly. No replacement had been found for them by July 31st 2024.

Many important initiatives took place in 2023-2024. Bev Murphy, our PNHB secretary, spent countless hours sorting through past documents and collaborating with key members of our organization in order to bring a large portion of our bylaws, terms of references and job descriptions up to date. She also created new ones where there were gaps and uploaded all these documents to our PNHB Members webpage for easy access for all our members.

James Burrett, our Webmaster, assisted the members of the Board by setting up PNHB's Groups.io account, a web forum that sorts discussions by topics, saving the Board Members hours of sifting through emails. With his assistance, we made our first attempts at purchasing music digitally and created an end of the year survey for our members, the results of which have guided the Board in making many decisions over this past year.

Meeta Ellison, our head librarian, with the help of Ben Jackson, worked over the summer to complete the inventory of PNHB's list of music, making sure that master sets and scores were complete and that the grade of each piece was added, if possible, as well as the year the piece was last played. She tackled the huge task of figuring out which members were returning to Summer Band and which were new in order to complement music lists for last year's members and provide all necessary pieces for new members to this band. She also survived the challenges that purchasing digital music created and gave feedback to the Board for what to consider prior to further purchases.

With the gradual easing of COVID restrictions, our Social Committee began ramping up their efforts once again over the year. Margaret Seabrook and later Vedra Hill along with their capable committee members, organized several Pot Luck lunches: one to welcome members back in



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September, one at Christmas, one during Winterlude and one for the band exchange. Two additional social events were planned: A Halloween party, which unfortunately had to be cancelled as the COVID risk increased in the month of October, and a very successful Spring Fling. This lively event, held at the Peterborough Curling club, was catered and the music, provided by Night Shift, had us dancing the night away.

Moving forward. Throughout this past year, the Board has been listening to our members.

- ✓ We are aware of the desire to move back to the Sanctuary, a move which will cost approximately \$900.00/month more than the cost of the Gym.
- ✓ We are aware that the acoustics in the Gym are not ideal and that more baffles are needed.
- ✓ We are aware that there is a desire to return sectionals to the winter term
- ✓ We are aware that a number of our members have expressed the willingness to pay more fees in order to achieve some of these goals, but that also we have many members who are on fixed incomes that could not afford a fee increase.
- ✓ We are also PAINFULLY aware that our conductors have not received a pay increase in over 8 years.

The increase in membership and the money from the Bingo has been a blessing this past year but the new ONCA regulations have had a devastating effect on us. Now that Bingo has been established and will be running year round, we are optimistic that there will be even greater returns this coming year. We are also cautiously optimistic that the letter that was written to our MP Dave Smith outlining the cost of the financial review requested under the ONCA regulations and it's affect on our organization, will indeed make it to the Provincial Financial Meeting as he indicated it would and that changes will be made to the ONCA regulations. These two items are a start, but the PNHB Board is not stopping here. We are presently putting together a strategic plan that will span over several years in the hopes of working out ways to achieve some, if not all of the desires I listed above. Not only have we been searching for additional grants, but with the help of Ian Crawford, we will be applying to private organizations for additional funding. We will also continue to promote our organization in the hopes of expanding our membership and we are open to any suggestions our members may have to help us move forward.

In closing. The work that has been done by the Board members, the conductors, the coaches, the committees and the many volunteers this past year is impressive and the camaraderie I sense amongst our members is heart warming. I am truly very proud to be the President of this organization and I look forward to seeing what, as a team, we can achieve next year.

Audrey Keitel
President



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EXHIBIT 5: COMMITTEE REPORTS

Music Library Committee

The previous band year may have been Sept to June, but the addition of Summer Band Term 4 extended the Library role into preparation of 23 music selections from Mark's original list for 63 members.

Summer commitments left, only, an average of 3 Librarian Assistants over 3 days to assist in this undertaking. This music was not to be handed in. The term was a success.

New music came in over July and August. Arrangements were made for access to PCVS to process these pieces.

Each banker box which contained music for 2 bands was replaced with 2 sturdy boxes to reduce the weight and make room for the subtle increase in the number of Conductor requests.

In early December, because there had not been a Music Committee Terms of Reference, one was constructed, as requested, between the holidays and added to the PNHBB web site in late January.

The outline of a Librarian's responsibilities, as learned over the years, was given to Gord Thompson. His feedback from the conductors was very positive. It is, merely, an approach to the multiple components of the job which have been shared and adapted to acquire a successful outcome.

In March digitalization of one conductor's 4 music requests was undertaken. A new approach, always, encounters unforeseen obstacles. This avenue is on hold, possibly, until the new year.

In April, James and Ben began preparing for The Summer Band Term 4.

On May 29th, our last practice, music boxes were taken home for "End of Term" TLC

Our concert, at Calvary was held Friday May 31st. Final music hand-ins were collected.

June 5th, Filing at PCVS was, again, a whirr of activity. Thank you "Team"!

Attention was turned, now, to preparing Summer Band music packages for 74 members. 2023 packages were prepared for new members. Everyone received 12 2024 new pieces plus 5 Digitalized new pieces. Copies were made for those unable to download their music.

June 11th the music was delivered and carried "75" members into 10 weeks of music which finished with an invitation to join in.

July and August dealt with new music arriving to be processed and music boxes being picked up or delivered to the Conductors.



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Ben Jackson offered to help complete a task undertaken during Covid. The Inventory List, now, details that every piece of music has or is missing a Library Envelope, a Master Set and a Score (Original or needing to be downsized) If possible, the grade is there and the year the piece was last played.

Total number of music Library Envelopes prepared for 2023-24 September to May Concert =136 of which 21 were new pieces.

Thank you to great "Team work"!

Meeta Ellison, Head Librarian

Fundraising Committee

Last winter the PNHB joined over fifty local non-profits to participate in fundraising at the Delta Bingo and Gaming Centre. This is done under the City of Peterborough and the Ontario Lottery and Gaming Corp. In return for PNHB members filling volunteer shifts each month at Delta Bingo, we receive a percentage of its monthly income as determined by the City of Peterborough. The volunteers do not work the gaming operations as such. Instead, they act as helpers to assist the staff. The money that PNHB raises through this fundraising has exceeded expectations: \$14,125 so far in the nine months from inception last January to the latest funds earned in September.

Thank you to Cindy Babcock for presenting the idea to the Board. Special appreciation to Jenny Rudell, who does scheduling so that the shifts assigned to us get filled by volunteers --a big job. Finally, the volunteers who do the actual fundraising at Delta Bingo deserve thanks. As of October they are: Diane Abraham, Heather Barker, Maureen Corrigan, Suzanne Gagné, Linda Guilfoil; Deb Haigh; Jim Hill, Marcia Johnston, Audrey Keitel, Marlys Kerkman, Jane Langlotz, Helen Riddell, Jenny Rudell, Annie Stovell and John Topic.

Gary Graham, Bingo Liaison



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Concert Committee

The Fall Concert was on Friday November 24 2023 at Calvary at 7pm. The theme was “The Frosty Moon of November”. Wayne Mutton auctioned his picture. Collected food donations that were given to the Kawartha Food Bank. Hollow Woods Recorder Consort did the pre-entertainment. Profit was roughly \$4,711.

The Spring Concert was on Friday May 31 2024 at Calvary at 7pm. The theme was “The Child in All of us”. Donated roughly \$800 to Five Counties Children’s Centre. Hollow Woods Recorder Consort did the pre-entertainment. Profit was roughly over \$2,953. We still had a problem with it being too warm in the auditorium. 165 tickets were handed in at the door. We had 32 ‘pages’ for the program, 8 with program information, 24 for Ads. Program printing costs went up a lot this year. Some Advertisers included comments regarding the beneficiary. Five Counties was very engaged. They posted the concert on their website, had a table at the concert and had a speaker at the concert.

It takes the whole ‘village’ to organize these concerts, a big thank you to all members for selling tickets, getting advertisement and taking on other duties. A special thanks to our Concert Managers Renee de Paul and Norma White and the concert committee Bev Murphy (ADs/Welcome desk), Wayne Mutton (Artist), Pat Wade (Publicity), John Topic (Movers), Tom Bell, Audrey Kietel, Vedra Hill.

Social Committee

I send out a big thank you to the volunteers who worked on the Social Committee this past year. Without them, there’d be no social activities. These people are Mary Chesher, Trish Murphy, Jacqui Jacobson, Heather Thompson, Lorna Devan, Gayle Hutchinson, Margaret Seabrook and Kim Bryan, Debi Duff.

Since Covid has eased, we’ve enjoyed running more events and are happy to be back at Living Hope.

We’d love to see new social committee members. It’s not a big commitment; you can be involved as little or as much as one cares to be. If you are interested in joining us, please email me at jhill@nexicom.net

The dates below are what we hosted this past year.

- September 27th, 2023 Welcome- back Potluck
- November 29th, 2023 Christmas Potluck
- February 28th, 2024 Winterlude potluck
- April 12th, 2024 Spring Fling – catered.
- May 26th, 2024 Band Exchange potluck

Thanks very much,
Vedra Hill Social Committee Chair



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Membership Committee

At the start of the 2023-24 band year we were still recovering from member losses due to COVID. Many were still reluctant to return to crowded rooms and no masks. As a result, to the best of my knowledge, we only had 164 active members and 38 still on leave. The on leave number was rather high and many of those names were people who hadn't been in a band even a few years before Covid.

Over the 2023-24 year, in addition to new Green band members, there were 2 new players who joined the upper bands. Through many emails and other communication 14 LOA names were eliminated who had quit the band. Note about half of those were very sad to leave but it was due to health issues. At least 5 quit as they had moved up to Peterborough Concert Band. We lost 2 members who passed away during the year.

Over the winter a number of our players go south and some chose not to return in the Spring term so that lowered our numbers for June, 2024. By then we had 145 active members and 35 still on an LOA. Over the summer at least 6 of our on leave people returned to play in Summer Band. It's tricky to get accurate numbers of active players as some leave without telling anyone and then some come back and don't tell us.

The 2024-25 year looks promising with a nice increase in our membership including a really good-sized Green Band with lots of new people and a few new people in the upper bands too. I am aware of at least 9 LOAs who returned in September.

Submitted by Harlene Annett

A bit more information. from Pat Wade:

I started helping with the Membership job in the spring of 2024. It has been a flurry of activity, for sure. We now have 178 active band members!

A huge thank you goes out to Harlene for all of her guidance. A big thank you goes out to James Burrett and Mark Hiscox as well for frequently keeping each band roster, the band directory and the band group email list up to date. Many thanks to the band reps and Cindy Babcock too for updating me about the many member changes that have happened since the spring!



PETERBOROUGH NEW HORIZON BANDS

Publicity Committee

I took over the band publicity job as of December, 2023. Bev Murphy was a huge help getting me started with a long meeting and printed records outlining what initiatives have been done in the past as well as past expenditures. Thank you, Bev!

The main goals for our publicity efforts are spreading awareness and information about the PNHB for new, potential members to join and also to advertise our concerts. I tried some old, some new, some small and some bigger ways to get the word out and most were quite successful! I spent \$1 421.00 including all the BINGO signs, aprons, heat transfers and polo shirt set up costs of the \$1 500.00 budget which runs from August 1 to July 31 of each year.

A big thanks goes out to Bev Murphy who has answered a lot of questions and given me ongoing guidance, plus Audrey Keitel, James Barrett, Cindy Babcock, Cathy Breedon, Gary Graham, Vedra Hill, Jane Barnes, Marcia Johnston, Meeta Ellison, Trish Murphy, John Topic, Judy Carleton, Mark Hiscox and the Green Band for all of their support!

If I've missed anyone my sincere apologies.

Pat Wade, Chair

Property Committee

PNHB currently maintains an inventory of 27 instruments which are available for loan or rent. The organization also owns and maintains a significant inventory of percussion instruments, keyboards, sound equipment, etc. available for our use by our concert bands.

Highlights of our property management activities during the 2023 fiscal year included:

- nineteen PNHB members took advantage of the opportunity to borrow or rent an instrument from PNHB.
- repairs were completed on 6 instruments including a tuba, bassoon, 2 b flat clarinets, base clarinet, baritone sax.
- we purchased a portable PA system, drummers seat, 2 new snare drum stands, cymbal boom stand, parts to repair a 2nd cymbal boom stand, drum heads for one drum kit.
- we sold a Yamaha powered speaker/amp and a Phonic Road Gear amp which we had not used for several years

Quentin Day currently serves as our Property Manager. Medda Burnett, and Allan Kelly assisted with purchase and management of percussion equipment, James Burrett assisted with purchase and management PA system.

Submitted by: Quentin Day

2023-2024 YEAR –END TREASURER’S REPORT

The following financial statements are enclosed, included in the Engagement Review Report from Baker Tilly.

- 1) Statement of Financial Position (Balance Sheet) as of the fiscal year end (July 31, 2023)
- 2) Statement of Operations and Changes in Net Assets (Income Statement) for the fiscal year (August 1, 2022 – July 31, 2023)
- 3) Statement of Cash Flows

Balance Sheet:

At year end, our credit union (Alterna) balance was \$23480, comprised of \$4523 in Ensembles money, the Fundraising Reserve of \$1922, Instrument Reserve of \$4186, and Bingo Funds of \$3573. The year end balance in the General Fund was \$9276. There is \$8500 payable to Baker Tilly for the mandatory Engagement Review under the Ontario Non-Profit Corporation Act (ONCA) new rules.

Income Statement:

The overall net gain was \$3087, through very conservative spending through the year, along with high investment profit, and new Bingo Revenue.

Investment Performance:

In June 2018, PNHB transferred \$50000 from the credit union account to a QTrade Investor Online Brokerage. It should be noted that although the Portfolio is relatively low risk, it is subject to market valuations and does experience both increases and decreases in value. Overall, the investment is valued at \$73380 as of July 31, 2023, which includes an increase of \$8360 since the year prior.

Submitted by Cindy Babcock

Motions

The members will be asked to move the following motions:

MOVED by _____ and **SECONDED** by _____ that the Treasurer’s Report as submitted be accepted _____

MOVED by _____ and **SECONDED** by _____ that, pursuant to section 76 of the Ontario Not For Profit Corporations Act, the membership of the PNHB hereby consent under Extraordinary Resolution to having an Engagement Review completed in respect of the financial year of Corporation ending July 31st, 2024, instead of a full audit.

Accepted _____

MOVED by _____ and SECONDED by _____
that, pursuant to section 76 of the Ontario Not For Profit Corporations Act, the
membership of the PNHB hereby consent under Extraordinary Resolution to having an
Engagement Review completed in respect of the financial year of Corporation ending
July 31st, 2025, instead of a full audit.

Accepted _____

FINANCIAL STATEMENTS OF

**PETERBOROUGH NEW HORIZONS
BANDS**

July 31, 2024

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the members of
Peterborough New Horizons Bands

We have reviewed the accompanying financial statements of Peterborough New Horizons Bands that comprise the statement of financial position as at July 31, 2024, and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, Peterborough New Horizons Bands derives revenue from concerts and fundraising and donations, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the the records of Peterborough New Horizons Bands. Therefore, we were unable to determine whether any adjustments might have been found necessary with respect to revenue, excess revenue over expenses, and cash flows from operations for the years ended July 31, 2024 and 2023, current assets as at July 31, 2024 and 2023 and August 1, 2022, and net assets as at August 1 and July 31 for both the 2024 and 2023 year ends. Our conclusion on the financial statements as at and for the year ended July 31, 2024 was modified accordingly because of the possible effects of this limitation in scope.

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT, continued

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Peterborough New Horizons Bands as at July 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
November 27, 2024

Draft - November 13, 2024

PETERBOROUGH NEW HORIZONS BANDS
STATEMENT OF FINANCIAL POSITION
As at July 31, 2024

	2024 \$	2023 \$	August 1, 2022 \$
ASSETS			
Current assets			
Cash	23,480	20,713	39,616
Marketable securities (note 4)	73,380	65,020	60,546
Accounts receivable	1,330	-	-
Prepaid expenses	1,953	2,154	2,001
HST receivable	1,361	2,823	1,010
	101,504	90,710	103,173
Equipment (note 5)	-	-	4,367
	101,504	90,710	107,540
LIABILITIES AND NET ASSETS			
Current liabilities			
Accounts payable and accrued liabilities	8,500	-	870
Deferred revenue	-	793	5,658
	8,500	793	6,528
Net assets	93,004	89,917	101,012
	101,504	90,710	107,540

The accompanying notes are an integral part of these financial statements

PETERBOROUGH NEW HORIZONS BANDS
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
For the year ended July 31, 2024

	2024	2023
	\$	\$
Revenues		
Memberships	73,574	65,195
Ensembles	20,908	17,513
Concerts	16,126	11,833
Bingo	10,974	-
Investment income (note 4)	8,360	4,473
Miscellaneous	2,489	436
Fundraising and donations	1,387	205
Grants	1,000	626
Instrument rentals	820	350
	<u>135,638</u>	<u>100,631</u>
Expenses		
Conducting and coaching	51,800	54,800
Rent	28,880	17,842
Ensembles	21,807	18,007
Professional fees	8,500	-
Concerts	7,379	6,325
Music	3,824	2,313
Insurance	2,501	2,192
Miscellaneous	2,392	1,668
Office	1,966	1,440
Instrument and equipment purchases	1,785	22
Advertising	1,286	1,382
Donations	940	1,021
Instrument maintenance	441	617
Amortization	-	4,367
	<u>133,501</u>	<u>111,996</u>
Excess (deficiency) of revenues over expenses before undernoted item	2,137	(11,365)
Other income		
Gain on sale of equipment	950	270
Excess (deficiency) of revenues over expenses for the year	3,087	(11,095)
Net assets - beginning of year	89,917	101,012
Net assets - end of year	<u>93,004</u>	<u>89,917</u>

The accompanying notes are an integral part of these financial statements

PETERBOROUGH NEW HORIZONS BANDS
STATEMENT OF CASH FLOWS
For the year ended July 31, 2024

	2024	2023
	\$	\$
CASH PROVIDED FROM (USED FOR)		
Operating activities		
Excess (deficiency) of revenues over expenses for the year	3,087	(11,095)
Items not affecting cash		
Amortization of equipment	-	4,367
Gain on sale of equipment	(950)	(270)
Unrealized gain on marketable securities	(6,779)	(3,323)
	(4,642)	(10,321)
Change in non-cash working capital items		
Increase in marketable securities	(1,581)	(1,151)
Increase in accounts receivable	(1,330)	-
Decrease (increase) in prepaid expenses	201	(153)
Decrease (increase) in HST receivable	1,462	(1,813)
Increase (decrease) in accounts payable and accrued liabilities	8,500	(870)
Decrease in deferred revenue	(793)	(4,865)
	1,817	(19,173)
Investing activity		
Proceeds on disposal of equipment	950	270
Increase (decrease) in cash	2,767	(18,903)
Cash - beginning of year	20,713	39,616
Cash - end of year	23,480	20,713

The accompanying notes are an integral part of these financial statements

PETERBOROUGH NEW HORIZONS BANDS
NOTES TO THE FINANCIAL STATEMENTS
For the year ended July 31, 2024

1. NATURE OF OPERATIONS

Peterborough New Horizons Bands was incorporated on December 5, 2006 without share capital under the provisions of the Ontario Not-for-Profit Corporations Act. The organization was formed to provide seniors with opportunity to learn how to play a musical instrument and experience the benefits of ongoing learning, community, outreach through performances, social interaction, and improved health. The organization is a registered charity under the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

(a) Revenue recognition

Memberships are recognized in the year to which the membership relates.

Ensembles consists of ensemble membership fees and performance fees that are recognized in the year to which the membership relates or the date of the performance.

Concert revenue is recognized on the date of the concert performance.

Bingo, grants and investment income are recognized as earned.

Fundraising and donations, instrument rentals and miscellaneous revenue is recognized as revenue when received.

(b) Equipment

Equipment consists of musical instruments recorded at cost. The organization provides for amortization using the straight-line method designed to amortize the cost of the equipment over their estimated useful lives. The expected useful life of the equipment is 10 years.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are amortization of equipment and accrued liabilities.

PETERBOROUGH NEW HORIZONS BANDS
NOTES TO THE FINANCIAL STATEMENTS
For the year ended July 31, 2024

2. **SIGNIFICANT ACCOUNTING POLICIES, continued**

(d) *Income taxes*

The organization is a registered charitable organization under s149 of the Income Tax Act and, as such is exempt from income taxes.

(e) *Contributed services*

Volunteers contribute a significant number of hours to assist in the organization's activities. While these services benefit the organization considerably, a reasonable estimate of their amount and fair value cannot be made and, accordingly, these contributed services are not recognized in the financial statements.

(f) *Financial instruments*

(i) *Measurement of financial instruments*

The organization initially measures its financial assets and liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The organization subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in excess (deficiency) of revenues over expenses in the period incurred.

Financial assets measured at amortized cost on a straight line basis include cash and accounts receivable.

Financial liabilities measured at amortized cost on a straight-line basis include accounts payable and accrued liabilities.

Financial assets measured at fair value include marketable securities.

(ii) *Impairment*

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in excess (deficiency) of revenues over expenses. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess (deficiency) of revenues over expenses.

PETERBOROUGH NEW HORIZONS BANDS
NOTES TO THE FINANCIAL STATEMENTS
For the year ended July 31, 2024

2. SIGNIFICANT ACCOUNTING POLICIES, continued

(f) *Financial instruments, continued*

(iii) *Transaction costs*

Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in statement of operations in the period incurred. Transaction costs related to financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in net income over the life of the instrument using the straight-line method.

3. IMPACT OF THE CHANGE IN THE BASIS OF ACCOUNTING

The organization has elected to apply the standards in Part III of the CPA Canada Handbook for not-for-profit organizations in accordance with Canadian accounting standards for non-profit organizations.

These financial statements are the first financial statements for which the entity has applied Canadian Accounting Standards for Not-for-profit organizations hereafter referred to as "ASNPO".

The financial statements for the year ended July 31, 2024 were prepared in accordance with the accounting principles and provisions set out in FIRST-TIME ADOPTION, Section 1500, for first-time adopters of this basis of accounting.

The impact of adopting these standards was accounted for in net assets at August 1, 2022.

PETERBOROUGH NEW HORIZONS BANDS
NOTES TO THE FINANCIAL STATEMENTS
For the year ended July 31, 2024

3. **IMPACT OF THE CHANGE IN THE BASIS OF ACCOUNTING, continued**

(a) *Opening statement of financial position at August 1, 2022:*

	As previously reported \$	Effects of transition \$	As restated \$
ASSETS			
Current assets			
Cash	39,616	-	39,616
Marketable securities	60,546	-	60,546
Prepaid expenses	2,001	-	2,001
HST receivable	1,010	-	1,010
	103,173	-	103,173
Equipment	4,367	-	4,367
	107,540	-	107,540
LIABILITIES AND NET ASSETS			
Current liabilities			
Accounts payable	870	-	870
Deferred revenue	1,658	4,000	5,658
	2,528	4,000	6,528
Net Assets			
Net assets	105,012	(4,000)	101,012
	107,540	-	107,540

PETERBOROUGH NEW HORIZONS BANDS
NOTES TO THE FINANCIAL STATEMENTS
For the year ended July 31, 2024

3. **IMPACT OF THE CHANGE IN THE BASIS OF ACCOUNTING, continued**

(b) *Statement of financial position at July 31, 2023:*

	As previously reported \$	Effects of transition \$	As restated \$
ASSETS			
Current assets			
Cash	20,713	-	20,713
Marketable securities	65,020	-	65,020
Prepaid expenses	2,154	-	2,154
HST receivable	2,823	-	2,823
	<u>90,710</u>	<u>-</u>	<u>90,710</u>
LIABILITIES AND NET ASSETS			
Current liabilities			
Deferred revenue	793	-	793
Net Assets			
Net assets	89,917	-	89,917
	<u>90,710</u>	<u>-</u>	<u>90,710</u>

(c) *Income statement and changes in changes in net assets, for the year ended July 31, 2023:*

	As previously reported \$	Effects of transition \$	As restated \$
Revenues	96,901	4,000	100,901
Expenses	111,996	-	111,996
Excess (deficiency) of revenues over expenses before other income	(15,095)	4,000	(11,095)
Excess (deficiency) of revenues over expenses	(15,095)	4,000	(11,095)
Net assets - beginning of year	105,012	(4,000)	101,012
Net assets - end of year	<u>89,917</u>	<u>-</u>	<u>89,917</u>

PETERBOROUGH NEW HORIZONS BANDS
NOTES TO THE FINANCIAL STATEMENTS
For the year ended July 31, 2024

4. MARKETABLE SECURITIES

Marketable securities consists of the following:

	2024 \$	2023 \$	August 1, 2022 \$
Marketable securities - cost	50,000	50,000	50,000
Cash	8,598	7,017	5,867
Unrealized gains	14,782	8,003	4,679
	<u>73,380</u>	<u>65,020</u>	<u>60,546</u>

During the year, the organization received \$1,581 (2023 - \$1,151) in dividends and had unrealized gains of \$6,779 (2023 - \$3,323).

5. EQUIPMENT

	Cost \$	Accumulated amortization \$	2024 Net book value \$	2023 Net book value \$	August 1, 2022 Net book value \$
Instruments	45,040	45,040	-	-	4,367

6. COMMITMENTS

Subsequent to year end, the organization entered into commitments with the Peterborough Free Methodist Church for practice space, and the Kawartha Pine Ridge District School Board for storage space. Timing of the committed payments are detailed below:

	\$
2025	3,986
2026	187
	<u>4,173</u>

PETERBOROUGH NEW HORIZONS BANDS
NOTES TO THE FINANCIAL STATEMENTS
For the year ended July 31, 2024

7. FINANCIAL INSTRUMENTS

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

(a) Liquidity risk

The organization does have a liquidity risk in the accounts payable and accrued liabilities of \$8,500 (2023 - \$nil, 2022 - \$870). Liquidity risk is the risk that the organization cannot repay its obligations when they become due to its creditors. The organization reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due and closely monitors cash balances, cash inflows and cash outflows. In the opinion of management the liquidity risk exposure to the organization is low and is not material.

(b) Market risk

The organization's investments in marketable securities expose the organization to market risk since these equity investments are subject to price fluctuations in the open market.

It is management's opinion that the organization is not exposed to other significant risks arising from its financial instruments.

Draft - November 15, 2023



PETERBOROUGH NEW HORIZON BANDS

ANNUAL GENERAL MEETING December 4, 2024

EXHIBIT 7: ELECTION OF 2024-2025 BOARD DIRECTORS

According to the By Laws,

- Board Directors serve for 2 consecutive years up to a maximum of 6 years. They can return after 1 year.
- There must be 7 to 9 people on the Board.

Eight members of the current PNHB Board have decided to stay on:

- Audrey Keitel
- Bev Murphy
- Pat Wade
- Rieta Weaver
- Phil Pellat
- Kelly Gravelle
- Lisa Witherington

Cindy Babcock has decided to resign from the Board, but will maintain the officer position of Treasurer.

James Burrett has decided to resign from the Board, but will maintain the officer positions of Communications Manager and Webmaster.

There is currently nobody nominated for the vacant positions.

These directors resigned during the 2023-2024 term.

- Brenda May resigned November 2023
- Gary Graham resigned August 2024
- Vedra Hill resigned August 2024
- Sue Maclellan September 2024

This will be these directors' 2nd term of office.

- Pat Wade started November 2023
- Rieta Weaver started November 2023
- Phil Pellat started September 2024
- Kelly Gravelle started September 2024
- Lisa Witherington started October 2024

This will be these directors' 3rd term of office.

- Audrey Kietel started October 2022
- Beverly Murphy started November 2022



PETERBOROUGH NEW HORIZON BANDS

ANNUAL GENERAL MEETING December 4, 2024

EXHIBIT 8: FEE WAIVERS AND VOLUNTEER RECOGNITION

Previous Boards have established two different categories of fee waivers that the Board may grant.

Compassionate Waivers:

Compassionate waivers are based on need and we allow up to five per year. This category of waiver can cover the fees for the regular bands, but not fees for ensemble membership. Applicants must submit a brief request for the waiver explaining the grounds on which a waiver is requested, but applicants do not have to submit any financial documentation. Separate applications must be made every year.

Waivers in Recognition of Volunteer Activities:

In the interest of transparency, but also as a recognition of their valued service, the Board has compiled a list of volunteer positions that are eligible to have their annual membership fees waived. Despite the offer of a fee waiver, some of the volunteers still choose to pay their fees. Ontario law and PNHB By-laws do not allow Board members to receive any compensation for their duties as Board Directors.

The volunteer positions that are eligible for fee waivers are:

- Music Librarian Treasurer
- Financial Advisor
- Accounts Receivable Coordinator
- Administrative Assistant
- Communications Coordinator
- Members Manager
- Concert Manager
- Webmaster

The individuals who currently hold some of these positions have already been mentioned and it has been noted that in many cases, other volunteers are helping them out. Please refer to the reports that they have submitted in Exhibit 5 to see the names of your colleagues who are helping to run this organization simply from the desire to help out. The position descriptions are on our website members page.



PETERBOROUGH NEW HORIZON BANDS

NOTICE OF ANNUAL GENERAL MEETING

Take Notice that the annual meeting of the members of Peterborough New Horizon Bands will be held at Living Hope Church on **December 4, 2024**. **It will begin after the social pot luck lunch. Please arrive no later than 1pm** to sign in. The purpose of the AGM is:

- a) Receiving, considering, and approving the financial statement for the past fiscal year and all transactions reflected thereby.
- b) Electing Directors. Any member in good standing with the Corporation may stand for election or re-election as a Director provided that, by not less than one week before the Annual General Meeting, the Secretary has received the written nomination of such member executed by at least two members in good standing of the Corporation, together with the written consent of the member to serve as a Director.
- c) To receive and approve the Annual Report and the various committee reports.
- d) Transacting such business as may properly come before this meeting.

As a member of PNHB you have the benefit of a vote at the PNHB Annual General meeting.

According to our By Laws, we need at least 25 people to attend the AGM to pass any motions.

PNHB is a Not-for-profit organization with registered charity status through Canada Revenue Agency (CRA) we now must abide by the Ontario Not-for-Profit Act's (ONCA) regulations which have recently been put into place by the Ontario government.

As per our By Laws, we must have a process for members to provide their vote by proxy. This means if you cannot attend the AGM, you can assign another member to vote on your behalf. A member can only be a proxy for 1 member. The proxy form to fill out is attached. Bring the filled out and signed form to the AGM to qualify.

The AGM Agenda and other supporting documents are also attached. Contact the Board Secretary, new4bev@gmail.com, if you need a printed copy. If you would like anything to be added to the AGM Agenda, please email the Board Secretary, new4bev@gmail.com **before November 30, 2024**.

Thank you,

Dated: **November 22, 2024**

On behalf of the Board of Directors,

Board Secretary, Beverly Murphy