



PETERBOROUGH NEW HORIZONS BANDS

MINUTES

PNHB Board of Directors Meeting April 17, 2025 - 1pm-4pm, at St. Lukes Church

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

By Zoom: Kelly Gravelle, Medda Burnett

Regrets: Lisa Witherington (Board Secretary)

Meeting recorded by: Bev Murphy (Vice President)

1. Conflict of Interest: none

2. Chair's Remarks: (AK)

- Audrey thanked the BOD for their great support

3. Approval of the minutes.

3.1 Approve March 20th, 2025 Board Meeting Minutes (sent previously)

Motion: Approve the March 20th, 2025 Board Meeting Minutes with the corrections identified

Things to fix: 5.2 specify PCVS so no confusion on which storage room is being discussed.

Vote: Pat **Second:** Marcia **All in favour:** Passed

4. Conductor's report: (sent previously) (MB)

- Medda had tried to use ZOOM to join the last meeting but it would not work
- Most music that has been ordered has come in.
- Conductors are not keen with the new format and having only one Conductor for the concert. Board would like to know why? BOD likes it. Discussed doing a specific survey.

ACTION:

- Bev will create a survey to ask the membership which format their prefer. BOD will discuss and approve format of question(s) and then Bev will have James help get the survey to the members. Deadline June.
- Audrey will attend the Conductors meeting after the survey results are in, to discuss the topic with them.

5. Music Library Committee: (AK)

- Justin understands process now.
- Summer Band. Big job assembling the music for those attending. Ben has Audrey's keys to PCVS and he will create packages.



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ACTION:

- Audrey will talk to Ben and James regarding ideas to improve the process. Like asking people who do not plan to return, to hand in their music.
- Audrey will talk to Meeta about providing the membership with instructions what to do about copied versions, how to tell which music is for what conductor etc.

6. 2024-2025 Schedule:

6.1 Spring Term

- Bev brought up the idea of having the bands rehearse in the Auditorium the last rehearsals before the concert. Estimated cost would be \$390 more. Board decided not worth it this time but might be beneficial before the Fall concert because it will be that room that we perform in.
- The file with the Announcements is working well. Jenny will replace Bev and do the announcements Wednesday afternoons.
- Some members have paid dues twice. In the future, we should only collect for that term and not a combination of terms eg. Not winter & spring at the beginning of the winter term. Just winter term fees. Cindy to issue refunds.

6.2 Info Day: (PW)

- 11am start, not a drop in, no refreshments seeing we can only eat in the gym.

ACTION:

- Pat will create a poster. Then will send it to Bev (to put on website) and James (to put on Facebook). Pat will use this to advertise on other websites.
- Pat will create smaller information forms to distribute also.

6.3 Summer Band: (AK)

James has informed the membership about summer band.

6.4 Ensembles: (AK)

Nothing needed.

7. Admin:

7.1 Vacancies

Pat and Marcia will do the Property Manager job to replace Quentin. They will arrange training with Quentin.

7.2 2025-2026 Schedule Committee (AK / BM)

7.2.1 Odyssey special sectional

One of the changes is to add a special sectional for Odyssey whereby the band is split in 2. One group uses the Auditorium and the other half stays in the Gym (Skylark would be in the Fellowship hall). There will be one session in the Fall and another in the Spring terms. Ben will need to talk to the Conductors about this to confirm they are ok with this idea but he wanted to know if the extra pay was ok with the BOD before Ben talks to them. This would be a different 'program' than what the Conductors normally do. Since this is a special sectional, instead of using Coaches,



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2 Conductors will be doing it instead. Should we pay the Conductors an extra \$50 each/hr (like a coach) for them doing this?

Motion: Approve paying the Conductors who do a special sectional for Odyssey \$50/hr
Vote: Pat **Second:** Marcia **All in favour:** Passed

7.2.2 2025-2026 Schedule approval

- The schedule created will cost roughly \$4,000 more than what we bring in with dues. But the Board agreed we can use the reserves to cover this.
- See the 2025-2026 Schedule proposal document for the schedule. Key items are more sectionals for Green Band and Jubilee, sectionals for Odyssey. Schedule was created keeping in mind how the room discounts work per week.
- Bev has reviewed the schedule with Ben and he approves it.

Vote: Approve the 2025-2026 Schedule

Motion: Bev **Second:** Reita **All in favour:** Passed

ACTION:

- Bev will inform Ben the BOD has approved paying the Conductors who do the special Odyssey sectional next season. She will find out if the bigger classroom would work instead of using the Auditorium for this.
- Bev will post the schedule on the website.
- Audrey will inform the members of the new schedule in June.

7.3 Strategic Plan (AK)

- Audrey talked to Ian now he is back

ACTION:

- Audrey and Ian will make plans on how to proceed.

7.4 Gym Baffles (RW)

ACTION:

- Before proceeding Reita needs to get the Living Hope building committee's approval to store the baffles and take them as a donation?
- Reita will investigate what happened to the carpet John Topic brought in

7.5 Office Administrator (BM)

Bev created a job posting for the Board to review on GroupsIO. Discussed the duties. Lisa is interested in the job. Agreed this person should report to the President.

Vote: Approve to proceed with informing the membership of the Office Administrator job posting

Comment: Update document to remove bingo liaison and add other duties as BOD needs

Motion: Bev **Second:** Reita **All in favour:** Passed

ACTION:



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- Bev will update the job posting. Post it on GroupsIO. Send email to membership regarding the posting.

7.6 2025-2026 Contracts

7.6.1 Conductors

Bev sent Audrey contracts and position descriptions for the Conductors.

ACTION:

- Audrey will pass on the Contract and Position Description(s) to each Conductor to review.
- Audrey will print the pages that indicate what each person is doing with the signing page and collect signatures from each.
- Once all signed, Audrey will give Bev the pages.
- Bev will scan the pages and upload the scanned copies to the google drive.
- Bev will give the original signed copies to Lisa to file.

7.6.2 Coaches

Bev sent Audrey contracts and position descriptions for the Coaches.

ACTION:

- Audrey will pass on the Contract and Position Description(s) to each Coach to review.
- Audrey will print the pages that indicate what each person is doing with the signing page and collect signatures from each.
- Once all signed, Audrey will give Bev the pages.
- Bev will scan the pages and upload the scanned copies to the google drive.
- Bev will give the original signed copies to Lisa to file.

7.6.3 Others

Summer band Conductor

Motion: Approve hiring Ben Jackson for Summer Conductor for \$80/hr

Vote: Moved by: Bev **Second:** Phil Pellat **All in favour:** Passed

Backup Coach

Motion: Approve hiring John Topic as backup Coach for 2025-2026

Vote: Moved by: Bev **Second:** Pat **All in favour:** Passed

Band Assistant

Motion: Approve hiring Steve Effer for Band Assistant/Concert or Ensemble Conductor/back up concert or ensemble conductor/backup coach for 2025-2026

Vote: Moved by: Bev **Second:** Phil Panter **All in favour:** Passed

Other backups

Motion: Approve hiring Gord Thompson as backup Coach & Conductor for 2025-2026

Vote: Moved by: Bev **Second:** Reita **All in favour:** Passed

ACTION:



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- Audrey will pass on the Contract and Position Description(s) to each to review.
- Audrey will print the pages that indicate what each person is doing with the signing page and collect signatures from each.
- Once all signed, Audrey will give Bev the pages.
- Bev will scan the pages and upload the scanned copies to the google drive.
- Bev will give the original signed copies to Lisa to file.

8. Finances:

8.1 Financial (BM)

- Waiting on Music purchase invoices
- Waiting on March rent invoice.
- Insurance invoice will be coming in the next month or so as well.
- Cindy had a look at the investments and they were still slightly above, having increased by \$5K from July 31 to Jan 31, and then decreasing by \$4K since then due to the stock markets, putting them at \$1K more than they were as of July 31, but I expect they will drop more in the next month, and who knows what the markets will bring!
- \$6,170 in reserves for instrument purchases
- \$32,928.14 in the General account, so no sign that we need to dip in to reserves.

ACTION:

- Bev will talk to Alterna about a 'purchase' card Phil Panter told us about. And then discuss with Cindy about a solution for renewal type of purchases that are currently being paid by other people and they get reimbursed.

8.2 2024-2025 Budget (BM)

On track. We received more for receipted donations (\$2,144.81) compared to last season (\$905). Our publicity efforts are paying off.

8.3 2025-2026 Budget (BM)

8.3.1 \$500 for Summer band music.

- Since summer band is like a concert band, they should get the same budget as concert bands for music. The BOD agreed to add this to the budget.

8.3.2 Motion to change the seasonal rate for 2025-2026 from \$450 to \$460

- Decided to not do this at this time. The membership dues will remain the same. We have enough in reserves to cover us.

ACTION:

- Audrey will inform the membership in the May update that dues will not change.

8.3.3 Other key roles like Bingo Liaison, Property Manager, Social Committee chair and Publicity committee chair are not being compensated, and what they do is key to the organization. So the proposal is to have 3 levels of compensation which is based on the amount of committed time each role requires.



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- Board discussed this concern and have agreed with the concept.

ACTION:

- Bev will update GroupsIO with the changes discussed, for the BOD to approve.
- If this is approved in time in GroupsIO, Audrey will inform the membership in the May update.

1.1 Grants (KG / AK)

- 1.1.1 United Way Grant (KG)
defer
- 1.1.2 Trillium Grant (AK)
Opens in July 25 and closes Aug 20
- 1.1.3 City of Peterborough Grant (CB)
We got \$1,600
- 1.1.4 New Initiatives Government Grant (AK)
Not heard

ACTION:

- Audrey will check

2. Fundraising:

- 2.1 Delta Bingo**
Nothing needed

3. Property Committee: (RW)

- Marcia and Pat will get training from Quentin.
- Discuss some gaps and issue in our process like renting over the summer, insurance.

ACTION:

- Bev and Marcia will review the Property policy and rental form to bring it up to date and improve upon the rental policy. Deadline to be approved by the BOD before August.

4. Concert Committee: (BM)

- 4.1 2025 Spring Concert**
All going well. Nothing needed.

5. Publicity and Recruitment Committee: (PW)

- 5.1 Video Feature (RW)**
Defer

5.2 Newcomers Club

- Audrey thanked Bev for filling in for her when needed. The presentation went very well. Trish, Phil Pellat, James, Jenny, Diana, Bev and Audrey presented. Pat helped with the publicity table and took a video.

6. Social Committee: (RW)



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- Discussed what we think the members want.

ACTION:

- Bev will talk to Vedra. Will create question(s) to add to the survey on the Conductor format.

7. Membership Committee: (LW)

- 7.1 Report on recruitment (BM)
Nothing to report

7.2 **(IN CAMERA)** Exemption Requests

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

8.1 Audit or review

- Audrey and Cindy having emails exchanges with Dave Smith's office. What they claim for us to do is in contradiction to the ONCA documentation. They said we can get the members to ok to go back to what we used to do. But ONCA directs its either an audit or review.
- Audrey had sent the letter to Dave Piccini but never heard from him.

ACTION:

- Audrey will contact Dave Smith's office and have them give us a signed document from someone in authority (Dave Smith might not have the legal authority) that we don't need to do an audit or review, or some agreement that we only need to do one every 5 years.

8.2 Insurance

- Coming up for renewal in May. Any changes to make?

ACTION:

- Bev will check whether we should increase our coverage and how much it would cost for the increase. We suspect it hasn't been changed in a long time and things cost more now.

8.3 Volunteer appreciation

Bev investigated how much pins would cost with Phil Pellat's assistance. So far it's \$4 to \$5 per pin for 250 pins. The pins are conversation starters, name recognition. Most of the BOD would not wear them. So dropping this idea.

Pat started putting a list together of everybody who have volunteered this season. It is a very long list.

ACTION:

- Next pot luck or at the AGM, Audrey will ask people to stand who have helped in different areas, for all to see who volunteers and thank them.
- Audrey will attach the list of Volunteer names to the April update.

8.4 Band Rep Coordinator liaison

A Band Rep. was asking who they report to. BOD discussed this and thought it is the Members Manager.



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Note: BOD talked about asking Suzanne being the coordinator for the Band Reps. But it was realized after the meeting, that it is the duty of the Board Secretary, which in the By Laws states "keep a roll of the names and addresses of all members".

So the Membership committee chair is the Board Secretary (that's why Bev was doing it before) and the committee members are the Members Manager (Suzanne), all 5 Band Representatives, Communication Manager (James), Treasurer (Cindy) and Band Roster coordinator (Mark). All of these people contribute to keeping the roll of members current.

ACTION:

- Bev will talk to the Band Reps and train Lisa
- Bev will make a note that a Band Rep package be assembled for the start of the season.

8.5 PNHB anniversary

Come Dec 2026, it will be our 20th anniversary since being incorporated. 24 years for being together. Bev informed Vedra.

ACTION:

- All Board members to think of ways to celebrate

8.6 Sound Shields

Sal is trying a new layout for the concert bands, having the percussion in the middle of the band. So this might require the shields to be used at the concert. However, we don't know if we need more.

ACTION:

- Audrey will check to see how shields are being used and whether we need more.

8.7 Name tags

Discussed the value of having name tags and encouraging people to wear them. Not sure if Earl wants to continue doing them for new people. He is away a lot.

ACTION:

- Audrey will ask Earl if he wants to keep doing it. If not, ask Suzanne if she can and get supplies and graphics from Earl.

9. Next Meetings: (3:55-3:58)

May 15th, 2025 from 1pm – 4pm in the Fellowship Room

Pat & Marcia not available

10. Adjournment: (3:58-4:00)

Pat