



# **PETERBOROUGH NEW HORIZONS BANDS**

## **Meeting Minutes**

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

#### **May 15, 2025 - 1pm-4pm, at St. Lukes Church**

**In Attendance:** Bev Murphy (Vice President), Rieta Weaver, Phil Pellat, Phil Panter, Lisa Witherington (Board Secretary)

**By Zoom:** Medda Burnett, Audrey Keitel (President)

**Regrets:** Marcia Johnston, Pat Wade, Kelly Gravell

**Meeting Chaired by:** Bev Murphy (VP)

**Meeting Recorded by:** Lisa Witherington (Board Secretary)

**1. Conflict of Interest:**

- Steve Effer is working for Phil Pellat part time

**2. Chair's Remarks:**

- So thankful for everyone for jumping, thank you, thank you, thank you.
- Thank you to Pat for getting information day organized
- Thank you to the concert committee for all of their hard work

**3. Approval of the minutes.**

- 3.1** Approve April 17<sup>th</sup>, 2025 Board Meeting Minutes (sent previously)

**Motion:** Approve April 17<sup>th</sup>, 2025 Board Meeting Minutes (sent previously)

**Vote:** **Bev Murphy**      **Second:** **Phil Pellat**      **All in favour:** Passed

**4. Conductor's report:**

- Conductors met on May 14<sup>th</sup>, 2025
- Tracking band members – the conductors are going back and forth on this but making good headway
- Band reps need to keep better track of members
- There is a position description for Band Representatives; however, they are not following it. Bev and Lisa are reviewing the policy. Bev and Lisa will be meeting with the band reps and are going to work on the policy
- Band reps need to be well known to their band members
- Conductor Concert Format – Board would like 1 conductor per band, the conductors want to keep their time to 15 minutes but want it split between the 2 conductors. There is a survey going out regarding the Concert Conducting schedule and the Conductors will be updated once results are in - Survey will be approved today
- To balance it out, they will still have one conductor to do sight reading during practices
- June 15<sup>th</sup> is the date to request music
- \$50 to both conductors has been approved at the April 17<sup>th</sup> meeting for the Odyssey special sectional next season



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- Pictures on the big screen – Oh Canada we can have a flag – conductors do not want pictures on the big screen as they feel it could be distracting while conducting. The screen is off to the left, not dead centre, but understand this could be distracting. Pictures could be shown during the band changeovers and not during band play. Two conductors said no to the pictures on the big screen. Audrey suggested doing a quilt collage of pictures of each band to be shown during each band playing. Unsure if we can use pictures of members without their consent. Band members do not sign waivers but this has been discussed in the past. Bev already has pictures to use and will show the conductors the picture idea.
- Mark is working on the rosters; he will try to work on it in June but will have no time to do it in July. Mark was asked how many members would be moving up to Jubilee and would that overwhelm Jubilee and do Jubilee members need to move up to Skylark for band balance

### **ACTION:**

- Audrey will attend the Conductors meeting after the survey results are in, to discuss the topic with them.

### **5. Music Library Committee:**

- Need a policy in regards to lending music to other organizations.
- Firefly has requested to borrow music. This has been done in the past. A lot of the music Firefly play is older.
- If the group is a non-profit charity organization and do not reproduce the music could be the lending policy
- Socan needs to be updated on music we use for concerts, do they need to be updated when we lend out music
- There is no risk to lending to Firefly

**MOTION:** PNHBB will lend out music to organizations that are non-profitable, charitable, not reproduced, and returned.

**Vote:** Phil Pellat

**Second:** Rieta Weaver

**All in favour:** Passed

### **ACTION:**

- Bev will include this policy will into the property policy

### **6. Schedule**

#### **6.1 Spring Term**

- Nothing to report

#### **6.2 Summer Band:**

- Is well on it's way – there are 86 people
- Erin says max capacity of the room is 115 people
- We may need to cap registration in the future to 85-90 people
- James did send out another email that if anyone drops out, then we will take other members

### **ACTION:**

- In the May update Audrey will advise that Summer Band is full
- document the cap for further Summer Bands



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## 6.3 Ensembles:

### 6.3.1 Using Living Hope for rehearsals

- Bev posted on Groups.io asking about the Flute Group using a room at Living Hope
- Schedule wise, using the flat rate it is \$25 to \$30 for an hour and half
- \$30 for an hour and half is a less than using Free Methodist as Free Methodist which is approximately \$35 per hour

**Motion:** Any ensemble that wishes to use a room at Living Hope will be charged \$30 for an hour and half..

**Vote:** Bev Murphy

**Seconded:** Rieta Weaver

**All in favour:** Passed

### Action Item:

- Bev will let Jenny know
- Audrey to let membership know that if an ensemble wants to use a room the cost is \$30 for an hour and half..

## 6.4 2025-2026 Fall Term:

### 6.4.1 Registration

#### Action Item:

- Bev and Lisa will work on improving the process

### 6.4.2 Open House

- Will be worked on during the summer

### 6.4.3 Welcome Back potluck

- Welcome back PotLuck did not happen last year but we will have one this year
- Pot Luck will happen on the 2<sup>nd</sup> week of September
- Will also do a garage sale that day as well with music related items
- Will need to budget the Gym for the food
- There are extra Accent of Achievement books which are \$5 and can be sold at the garage sale as well
- In August put out a call out for donations of Accent of Achievement books that can also be sold at the garage sale

### Action Items:

- Rieta to contact Vedra regarding the potluck
- Audrey to contact Living Hope to book the gym
- Audrey to put in her members email for May that if anyone has an Accent of Achievement book that they are willing to donate to Green Band members to bring it to the last practice in May

## 7. Admin:

### 7.1 Vacancies

- Debbie Duff, Historian, has left the band. She will be giving Audrey some photo books that she has in her possession. These books should be kept at PCVS



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- Are we going to look for a new Historian? With photos online, we do not need to do hardcopies; therefore we do not need to fill the historian position
- We need someone to film / take photos during the concert to put pictures on SmugMug
- Regarding the president's position – this will be put into the May members email that we are looking for someone to fill the President's Position. It will be noted that anyone who steps up will be mentored through it and that the Board works as a team

### Action Items:

- Audrey to put in the May members email that we are looking to fill a band photographer position
- Audrey will put in the May members email that we are looking at filling the President's position for 2025

### 7.2 OBR (BM)

- Bev updated the Ontario Business Registry with the new Board members

### 7.3 2025-2026 Schedule Committee

- We use 3 hours in the morning and afternoon for each rehearsal and 1 hour for lunch, totally 7 hours. Are we being charged for lunch hours at Living Hope?

### Action Item:

- Audrey to check to see what hours we are paying for on Wednesdays (start to end time and if it encompasses lunch)
- Reita will check with Living Hope to see if we can eat lunch in the Fellowship Hall on Wednesday
- Bev will add the welcome back potluck to the schedule
- Audrey to update Bev on the hours of usage at Living Hope, so the new schedule and costs can be updated.
- Audrey to put in the May members email what day bands start on in September and what the fees will be

### 7.4 Strategic Plan

- Audrey has not seen Ian at any practices

#### **ACTION:**

- Audrey will email Ian regarding the Strategic Plan

### 7.5 Gym Baffles

- Reita has not heard back yet.



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- Audrey and Reita spoke about the free-standing baffles, that we are making enough money that we may go back to the auditorium, Reita will go back to Living Hope and see what their building committee said about it
- Reita also talked to them about putting up hooks

### Action Items:

- Reita to talk to Living Hope regarding the free-standing baffles and the hooks to hang the stands on

### 7.6 Sound Shields

- Audrey emailed Justin regarding the shields and what they are used for and that they would not be used for concerts
- The only person so far who has asked for shields so far has been James. The shields do get moved around based on needs.
- Question raised, do we need more shields?
- It has taken a while to get this sorted, instead of making them, maybe we should purchase them
- Bev will ask members at band practice on May 22<sup>nd</sup> to see if more shields are requested / required

### Action Items:

- Bev to ask members in other bands if shields are required
- Reita will also ask members if shields are needed

### 7.7 Insurance

- Has been paid for next season and waiver certificates have been sent to all venues that are used
- Coverage was kept at the same rate

### 7.8 Volunteer appreciation (BM)

- Talk of pins in the past but the volunteers will be recognized at the AGM
- There are tons of people in PNHB that volunteer in some way or another

### Action Items:

- Next potluck 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.

### 7.9 Office Administrator (BM)

- We need to put together a committee that will be doing the interviewing
- Bev should be on this committee as she is currently doing this job
- We should have 2 or 3 members sit on the committee
- Phil Panter will sit on the committee with Bev
- Job would start in August 1, giving the person time to be trained

### Action Items:



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- Bev is currently working on the position and is creating a procedure document
- Audrey to include the job posting in the May update
- Bev and Phil Panter will receive and conduct interviews

## 7.10 AGM

### Action items:

- Lisa will email all of the committee chairs to get their updates
- Audrey will begin working on her Presidents Report
- Get reports from committees. Deadline July 31 2025..

## 7.11 2025-2026 Contracts

Bev updated and sent Audrey the contracts to sign and the applicable position description previously. Below is a chart outlining who are getting contracts.

### ACTION:

- Audrey is working on this. Target to complete May 28. To give Bev the signed pages to scan and save on the google drive.

### 7.11.1 Conductors

The chart reflects the roles of each Conductor, Coach

NAME	ROLE
Sal Castiglione	Conductor, backup Conductor, Ensemble Conductor, backup Ensemble Conductor, Coach, backup Coach
Medda Burnett	Conductor, backup Conductor, Ensemble Conductor, backup Ensemble Conductor, Coach, backup Coach
Ben Jackson	Conductor, backup Conductor, Ensemble Conductor, backup Ensemble Conductor, Coach, backup Coach, Summer Band Conductor
Justin Hiscox	Conductor, backup Conductor, Ensemble Conductor, backup Ensemble Conductor, Coach, backup Coach
Mark Hiscox	Conductor, backup Conductor, Ensemble Conductor, backup Ensemble Conductor, Coach, backup Coach

### 7.11.2 Coaches

NAME	ROLE
Charmaine Prole	Coach, backup Conductor
John Barrett	Coach, backup Conductor
Tori Owen	Coach, backup Conductor
Trish Murphy	Coach, backup Conductor
Nick Gilroy	Coach, backup Conductor



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Peter Hanmore	Coach, backup Conductor
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## 7.11.3 Others

Steve Effer	Band Assistant, Conductor, backup Conductor, Ensemble Conductor, backup Ensemble Conductor, Coach, backup Coach
John Topic	backup Coach
Gord Thompson	Backup Conductor, backup Coach

## 8. Finances:

### 8.1 Financial

- Currently in the account is \$43,932.97
- Summer band fees are coming in
- Conductor’s salaries and May rent still need to be paid
- If the Auditorium is used for 6 hours it is \$330 more per week. Bev will work this amount into the budget for next year. If we move into the auditorium we may not need to buy more baffles. We can not afford to use the auditorium for the full year
- Gary Graham was approved his Fee Waiver for Bingo Volunteering. He was thankful
- Bev spoke to the bank about a purchase card / credit card but is still waiting to hear back
- \$89.60 in the Bingo account

### 8.2 2024-2025 Budget

- Nothing to update at this time

### 8.3 2025-2026 Budget

### 8.4 Action Item:

- Bev will update the budget using the auditorium amounts

### 8.5 Instrument rentals will remain at \$20 per month.

### 8.6 Changed budget items to approve

**Motion:** These are the changes from what was budgeted this season, to be approved.

- Office Administrator \$4000 a year.
- Music \$3000 which will include \$500 for the summer band.
- music transposing and lost pieces \$200
- Social Committee \$500.
- Property Manager \$1500 for instrument repairs.

**Vote: Moved:** Bev Murphy **Second:** Audrey Keitel **All in favour:** Passed

### 8.7 Role fee waivers

- Fee Waivers – if the member doesn’t want to use the Fee Waiver, they do not need to accept it
- If the position is shared, they are to discuss how to share the reduction between them



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**Motion:** That we approve the new system of fee waivers that will be documented in the Membership Policy, starting September 2025.

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

### Action Items:

- Audrey to put in the May members email the breakdown of fee waivers
- Bev to update the Membership Policy

### 8.8 General

- Should start negotiations with Living Hope starting in January 2026 for the 2027 year

### 8.9 Grants

#### 8.9.1 United Way Grant

- No update at this time

#### 8.9.2 Trillium Grant

- Will not be able to do anything until July

#### 8.9.3 New Initiatives Government Grant

- No response to this grant at this time

### 8.10 Audit or review

- Audrey sent an email to Dave Smith to advise that we haven't heard from them and we should be able to waive financial review and audit; however, the website says differently. Asked for official documentation from Dave Smith's office.

#### **ACTION:**

- Audrey to follow up.

## 9. Fundraising:

### 9.1 Delta Bingo

- Thank you email received from Gary Graham regarding Fee Waiver for work with Jenny Ruddell on Bingos

### 9.2 Raffles

- 50/50 draws to only make \$50 is a lot of work for a small payout
- 4 principal officers, fill out the form for the licence, then someone to run the event to sell tickets
- Talk of a progressive 50/50, arms length tickets for \$10
- At the spring concert we have a beneficiary but we could look at doing a 50/50 draw at our Christmas concert
- We can look at places to donate larger prizes
- We can look at silent auctions – possibly of doing one at our welcome back potluck
- This item to be tabled to a later day as conversation was raised as to why are we looking to raise money when we don't need to at this time

### Action Items:

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- Bev to look on the government website to see what rules are around silent auctions

## 10. Property Committee:

- Bev has begun looking at the policy and Pat and Marcia have met with Quentin

### **ACTION:**

- Issue raised about insurance and Bev will look into this
- Bev, Marcia and Pat to update Property Policy

## 11. Concert Committee: (3:15-3:25) (BM)

### 11.1 2025 Spring Concert

- 28 ads have been sold
- \$2615 brought in for ADs
- Ticket sales are going well - \$1700 in ticket money so far
- Budget estimate will be giving our beneficiary \$170
- Quilts of Cancer will have a table and a quilt raffle at our event
- Ten free tickets were also given out to them
- Maria is almost done the program – it looks really good so far
- Free tickets have been given to coaches not playing in a band, Harlene has been given 8 for major advertiser, new Canadian centre got 6, St Lukes get 4 tickets and Calvary gets 4 tickets, harmony advertiser Trent Valley Honda getting 2, as well. Tickets have been marked on the back with where they have gone.
- There are still tickets available to be sold at the door
- Jenny has been helping Bev and doing announcements to assist

### **Action Items:**

- Audrey to let band members know that they should take a program at the concert as it is a really nice keepsake with lots of band pictures

## 12. Publicity and Recruitment Committee:

### 12.1 Video Feature

- Reita's niece is still very busy – will look at this for the fall

### 12.2 Info Day

- Mark has not emailed Audrey or Pat back for Info Day regarding coaches
- Audrey has shared our Info Day with all our local areas on Facebook
- The Newcomers Club gave us a \$75 honorarium for our attendance at their function. We may have two new members from them in the fall.

### **Action Items:**

- Reita will talk to Mark Tuesday at Swing Set if the coaches are set for Info Day and update Audrey

### 12.3 Senior Showcase at the Wellness Centre



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Pat has this ready to go – she is looking for one more person to assist – June 18<sup>th</sup> from 11-130 – Phil Panter will assist

### Action Items:

- Phil Panter will email Pat to let her know that he will be filling this shift

### 12.4 September Open House

- To be discussed at our next meeting

### 13. Social Committee:

- They met on Wednesday and they have given their ok to the survey questions
- The money brought in for coffee covers their expenses
- We have lost a few members this year, want to know if they could put a memorial comment in the Concert Program

### Action Item:

- Audrey to put in her president's notes about members who have passed away
- Bev to check with Maria to see if she has a space in the program
- Bev to check to see if Heather who MC's the concert can mention it as well at the concert

### 14. Membership Committee:

#### 14.1 New members

Suzanne got a few registrations this month (4) and is doing a wonderful job

#### 14.2 Band Rep Coordinator liaison

- Bev and Lisa talking about an attendance binder to assist with keeping the rosters up to date – are you here, do you have a name tag / need a name tag
- Linda in Allegro is stepping down

### Action Item:

- Bev and Lisa to go over the Band Representative Position Description and make recommendations on how to improve the process of tracking members.
- Lisa to find out if the current Band Reps will stay on

#### 14.3 Name tags

- Audrey made the name tags when Earl was away

#### 14.4 (IN CAMERA) Exemption Requests

### 15. AOB:

#### 15.1 May Survey questions

Bev consulted the Social Committee and board on what questions to put in the survey.

**Motion:** Send the survey out as posted in Groups.io

**Vote:** Bev Murphy **Second:** Rieta Weaver **All in favour:** Passed



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## ACTION:

- Bev will ask James to send Survey out May 16<sup>th</sup>

## 15.2 Communication

### 15.2.1 Website

We are missing coach pictures for the website and bios but will tackle this over the summer in the creation of the new website.

### 15.2.2 New board email address

James has set up an email [board@pnhb.ca](mailto:board@pnhb.ca) it is a part of the new website we are looking at it. This new email address goes directly to Board members and bypasses the communications manager. Bev is going to do some tests runs with the new email address. Once this is tested, we will give it to the membership to use.

Phil Pellat sent out a test email – came from the sender not from the [board@pnhb.ca](mailto:board@pnhb.ca) address

### Action Items:

- Bev will do some test runs with the new email address

## 16. Next Meetings:

**Summer (June, July and August) meetings will be done by Zoom.** Zoom invites will be sent out prior to the meeting.

June 19<sup>th</sup>, 2025 from 1pm – 4pm by Zoom

Regrets: Phil Pellat, Audrey Keitel

### Action Items:

- Lisa will find out if we will have enough people for a quorum that day

## 17. Adjournment: Adjourned at 3pm by Lisa Witherington