



PETERBOROUGH NEW HORIZONS BANDS

Minutes

PNHB Board of Directors Meeting

August 21st, 2025 - 1pm-4pm, by Zoom

In Attendance: Audrey Keitel (President), Bev Murphy (Vice President), Rieta Weaver, Phil Panter, Kelly Gravelle, Marcia Johnston, Pat Wade, Lisa Witherington (Board Secretary)

Guest: Tori Owen (Office Administrator)

Regrets: Phil Pellat

Meeting Chaired by: Audrey Keitel (President)

Meeting Recorded by: Lisa Witherington (Board Secretary)

1. Conflict of Interest:

- None

2. Chair's Remarks:

- Thank you everyone for keeping on top of things. Newfoundland had no internet but she got it from the top of a mountain.
- Thank you Bev and Pat, thanks everybody.

3. Approval of the minutes.

Approve July 17th, 2025 Board Meeting Minutes (sent previously)

Motion: Approve July 17th, 2025 Board Meeting Minutes (sent previously)

Moved by: Phil Panter **Second:** Pat Wade **All in favour:** Passed

4. Items to discuss with Conductors:

- There has been no meeting yet, they will be meeting Monday, August 25th, 2025
- Mark has rosters pretty much up to date
- Mark was not expecting such an in depth program for the music teaching program
- Audrey just sent out the job description for the music teaching program
- \$80/hour – starts 22nd of September – music teaching program
- Three people are interested in keyboard in Green Band, which is not feasible. Medda will talk to Mark to see if the three keyboard people were approved as there are only two keyboards. There may be only one functioning keyboard. Mark said there are hardly any bass instruments so the keyboard could play the missing parts. It was suggested that Justin coach the keyboards.
- Medda will check with Mark or Justin to see if they would be transposing the music for the keyboard
- Will the keyboard from Green Band move up to the higher bands?
- There is very little music written for keyboards, Sal used an actual keyboard piece for Thriller and Angela played it because she plays the keyboard
- There is no history of having a keyboard in traditional concert bands



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- Nick Gilroy may be unable to coach percussion this season. Audrey reached out to Nick, he has found someone to cover for him until he is able to return from school. Katie Gilroy would be his sub. There would need to be a contract made up for Katie. Nick is going to try to shift some of his classes but will know more shortly
- Format of conductors will be discussed at the August 25th, 2025 – 85% of the members like the new format of one conductor doing the concert and there was time saving with not having to change conductors, plus percussion was set up better
- Once the conductors meet next week, the results of the meeting should be sent to the Board prior to our next Board Meeting in September as we will need to discuss the format prior to the September 8th start

Action Item:

- Audrey to reach out to Nick Gilroy to get Katie Gilroy's email address

5. Music Library Committee:

- All is going well but Audrey has not spoken to Meeta
- One extra box will be required in the storage room for the extra music for the sight reading music
- If we are not going to teach Keyboard lessons, then the keyboards could be taken back to PCVS
- PCVS is jammed and once things go there, they could be there for years (three flights of stairs and things are heavy) There are 2 less drums in the storage room at Living Hope
- Rieta did check to see if we could put hooks on the walls to hang the shields. We are still waiting to hear back from the Living Hope property committee
- We own the shelves, once the drums go under the shelves, we could potentially hang hooks on the shelves for the storage of the shields
- There is a box of masks and supplies from Covid still in storage in Living Hope – it is behind the concert tote
- August 28th Bev and Audrey will be at Living Hope and will check the storage area

Action Items:

- Audrey to contact Meeta to touch base with her regarding storage of music at Living Hope
- Bev to look at the storage space on September 8th at Living Hope

6. Schedule:

6.1 2025-2026 Fall Term:

Green band starts September 8th, other bands start on the September 10th
Green band starts with sectionals and then to the main band format
Audrey and Pat will be at the doors welcoming everyone
Bev will bring the name tags people have requested.
The calendar has been updated

6.1.1 Conductor format

- Medda will be discussing this with the conductors

6.1.2 September Open House

- Read to go



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- Audrey, Pat and Marcia will be at the front doors to welcome people
- Marg Seabrook will be looking after the September Open House

6.1.3 Welcome Back day

- September 17th potluck
- Marg Seabrook and other members of the Social Committee will be looking after the coffee, tea and snacks as Vedra is unavailable

Action Item:

- Bev will contact Marg and discuss the Welcome Back schedule
- Audrey will put it in her members update to wear your name badges and shirts if you have them

6.1.4 AGM

- AGM is December 3rd, 2025 but the email requests have gone out for reports
- Gary suggested as part of the email was to request nominations for Board of Director positions that are available
- Can we also take nominations from the floor? Yes, we can do that during the AGM
- December 3rd will be a social day with the ensembles playing, pot luck and the AGM
- Pat has asked 15 people to see if there is interest in joining the Board. No interest so far but Pat will continue trying

7. Admin:

7.1 Living Hope billing

- Living Hope is proposing that because people are using classrooms that were not being paid for that we should now pay for the full facility. Suggesting \$20 / hour for each class room for the time we are there, it will cost us \$8000 more if we piece mailed the room – there are 63 hours and 6 class rooms if we continue to pay for the rooms on a piecemeal basis. or... if we continue to pay for each room separately...
- They are saying we are not doing things in good faith by using the rooms we are not paying for, so they are asking that we now pay for all the rooms
- Audrey states we are going into negotiations with Living Hope even though our contract isn't up yet.
- Living Hope originally proposed \$30 an hour which would be just under \$8000 a year more, we are going to propose that they reduce it to \$20 per room at \$1260 per week, just under \$6000 that was not budgeted. We can look at seeing how this year goes and renegotiate when the contract is up
- Question raised where the \$6000 / \$8000 is going to come from. Bev is going to redo the budget as she now has Cindy's Treasurer's report. We made \$8000 on investments plus grants, plus we have sold instruments
- With the grants we will need the extra rooms for special sectionals, or if groups want to meet during the two band days
- Tracking will be easier with paying for all rooms
- We are okay to use the Prayer Room for the Flute Group on Monday's. What we make from the Flute Group will give us a little extra money during the year
- Did Dynamics have to move also because Mark St. Church is under renos. Dynamics have not requested space at this time



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- It is suggested that we ask to pay for all rooms except the nursery for easier tracking and good faith use of the rooms
- Nothing will be signed until there is board approval

7.2 Oboe coach room

- Tori spoke in regards to the oboe sectional room – she has used a small office near the washroom that was a really good space, it was warm, had a table, good lighting as she makes reeds during the sectional. Has used the gym as well and the sanctuary space, but it is cold, lighting is poor and there is no table so she needs to bring a lamp, plus pitch is not good while practising, it is not conducive to learning or teaching
- The storage room is not big enough
- Talk to Pastor John to see if the Oboes can use the office; Audrey advises that they don't like us using the office space
- We don't pay for the nursery, talk to Pastor John and see if we can use this space for just Oboe sectional

Action Item:

- Bev and Audrey to talk to Pastor John regarding a space for the oboes, just using the space on the stage, or the nursery or any other space that could be available and get back to Tori

7.3 Flute Gang charge (defer)

7.4 Office Administrator

- Tori Owen was introduced to the Board and welcomed on board
- Her scope of duties will be the “watchdog” for the board and to do reminders of tasks that need to be done this way there is continuity
- Tori will be shown how to do the season spreadsheet (keeper of the spreadsheet) and will work with one of the Board members with the budget
- Bev and Tori are working together, Tori is extremely impressed with what Bev has been doing and how knowledgeable she is
- There is a generic email admin@pnhb.ca which goes to both Tori and Bev at this time and they have set up a gmail account where all admin emails are stored pnhb.pub@gmail.com
- Tori has been shown insurance certificates for the venues so if you need insurance email admin@pnhb.ca
- Tori and Bev meet every Friday until mid October and after that it will be ad hoc

7.5 Voicemail transfers

- The phone number on the website is just a voicemail box which sent messages to James and Bev, it is now being sent to Bev and Tori

7.6 Sound shields

- We were going to hold off on sound shields as no one has asked for them but there are now three extra ones at Free Methodist Church which may need to be moved to Living Hope
- Three have been delivered to us but James got 10 in total
- If we want to part with some of the shields, the symphony is looking for some
- Tori advises that shields could be used even if not asked for as it saves hearing
- James wanted them for Skylark for drums and trumpets



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- It is going to be tight in the storage room with all the additional shields, especially when the timpani gets returned
- Right now the extra shields are at Free Methodist and the question was raised if they could remain there

Action Items:

- See how many shields we need after the first week of band starting and then look at doing a donation to KYO
- Reita to follow up with the property committee at Living Hope regarding the hooks for the shields

7.7 2025-2026 Areas of Responsibilities

- Bev has put together a document to who is doing what, who has keys, etc.
- Tori and Lisa have both been shown the document and Tori will contact Lisa if things need to be addressed
- Its in the Board folder on the Drive
- Living Hope keys can not be loaned out as the keyholders have signed agreements in regards to the keys
- Responsibilities will need to change after the AGM in December

7.8 Special Resolution to change Incorp. Objectives (BM)

- In Groups.io – for our charitable status the CRA has a list of what our objectives are
- When we apply for grants there is wording that needs to be in the Incorp documents
- Waiting for the CRA and our Lawyer to get back to us
- After December this will need to be done by another Board member, suggestion of Kelly taking this over as she is a lawyer

Action Items:

- Bev to follow up with the lawyer
- Bev to talk to Kelly regarding the Incorp and discussions with the lawyer

7.9 Vacancies

- As of December Bev and Audrey are stepping down (President and Vice President)
- According to our By Laws, we must have 7-9 members on the Board, which needs to have assigned: President, Vice President, Board Secretary and a Treasurer Liaison
- Discussed it should be a Board member who has been on the Board for a while which is easier than someone new coming in as it can't be someone who joins new and doesn't know how the Board operates, the learning curve is a lot
- Bev and Audrey will be assisting new board members with the roles
- Pat is looking after Board recruitment
- The past president was in place for 6 years (John Topic) and the person before John is no longer in the band. John has been asked if he was interested and due to personal reasons, he is unable to take it over
- Audrey does a lot as president that could be delegated to other Board members
- There are position descriptions for President, VP, Board Secretary and Board Director on the website.



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- This current Board handles their positions very well, are super efficient and have been moving in the right direction
- There is concern about dealing with “fires” with members and that can’t be delegated, it is up to the President to deal with that
- The President should be aware of what is going on with all levels, including ensembles; however, members are good at doing updates to the President and there is a lot of positivity with a positive outlook. Taking time to respond to “fires” works well.
- Audrey is hoping to have these vacancies addressed before the AGM
- Has anyone thought about Angela becoming president again
- Kelly may be interested in the President position, but she is still working fulltime and does travel, due to the legislation we need a president

Action Items:

- Board members to look over the president, vice president and secretary job description to see if there is anyone interested in taking on the President role
- Pat to email with Angela to see if she is interested in the president role again

8. Finances: (BM)

- \$33,000 currently in account and \$80,000 in investments
- Financial report was sent out prior to the meeting
- Our financial status is really good
- Grant from the city, bingo revenue, investments are doing well
- \$8000 between the Grant and investments
- Sold instruments, rental instruments and t-shirts which brought in extra revenue
- Cindy will be talking to Grant Tilley regarding the Financial Review very soon – will be around \$8000 for this audit. Cindy was given full viewing access to the Treasurer folder on the Drive, she is unable to edit documents

9. Fundraising:

9.1 Grants (reports, nominations)

- Audrey has put together a job description for the musical notation teaching – was sent to James August 21st and should be sent to all members. Wednesday, August 27th is the deadline and interviews will be done quickly as lessons start September 22nd until December 1st, 2025
- Posters will go out as this is for the public as well as PNHB members – the radio ad and poster cost will be covered by the Grant
- If Justin is the only one interested in this, is there an extra \$20 on top of the \$80 that we are willing to pay him, but it is believed that there will other interest than just Justin
- Audrey has to keep track of all monies spent for the Grant
- Classes would start with everyone and then detailed classes for treble / bass clef classes would be held
- Odyssey doesn’t have sectionals so the classrooms could be used in the afternoon – things hinge on what happens with Living Hope on August 28th

Action Item:

- Pat to send Audrey the radio ad so she can revamp it for the musical notation class



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9.2 Delta Bingo

- The last update from Gary was showing that Bingo Revenue is doing well. Marcia is involved with Bingo and is on the Board

10. Property Committee: (PW/MJ)

10.1 Documents: Property policy, procedures and forms (PW/MJ/BM)

- Bev provided the Board with a summary of all of the major changes addressed
- The new Property Policy was posted in Groups.io – as changes have been made, if they can't get personal insurance they will have to pay \$5 a month more. If some members can't, or don't choose to, get personal insurance to cover their PNHB-owned **rental** instruments they will have to pay \$5 a month more for their rental instrument; \$25.00 a month instead of \$20.00 a month. The instruments we **loan** out are covered by the band's insurance.
- It was decided that if someone comes to Green Band and wants to borrow an instrument that is being rented, we will not take it from a current renter to give to the new Green Band member.
- Pricilla has home owners' insurance on the bassoon, but it may be better to pay \$5 a month to PNHB to cover the bassoon – she has insurance because of her business
- It was decided that if someone comes to green band and wants an instrument that is being rented, we will not take it from a renter to give to a Green Band member

Motion: Approve the updated “Property and Rental policy” and associated form “Equipment-Instrument Rental-Loan Agreement form”, which will replace the previous policy and the 2 appendixes forms

Motion by: Bev Murphy **Seconded by** Rieta Weaver **All in favour:** Passed

10.2 Instrument Rentals/Loans:

- Under accessibility – renting an instrument for free is accessibility for Grant writing
- At the time of the meeting, there were not a lot of requests for instruments for green band
- PCVS is open now from 830-1430 but is closed August 29th

Action Items:

- Audrey to contact Isaac for him to return his Tuba
- Audrey to update members that the rental policy has changed as well as Cindy needs to know
- Pat will send the email to Audrey for her review

10.3 Instruments for Sale

- We have sold some instruments – unsure if the sound systems have been sold, and the timpani head hasn't sold yet, may look at donating it somewhere
- Justin has received the red drum but has not paid the \$100 for it, it is possible that he asked Cindy to take it out of his pay

Action Item:

- Audrey will email Justin to ask about the \$100 and if it was deducted from his pay



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10.4 Instrument Repairs

- There is an instrument reserve from the selling / renting of instruments
- No tympani heads have been received from Long & McQuaid, they will notify Cindy when they come in. Pat has emailed Cindy to see if she can get an update on the tympani heads
- One foot on the tympani has been fixed
- Once the drums are put back together we will have to tune them as best as we can

10.5 Instrument Purchases:

- There is no oboe in the instrument library. Audrey asked Tori to keep her ears open to see if anyone is selling an oboe. Intermediate level oboes are good for all levels as student oboes do not have all the keys. Tori believes an intermediate level oboe would cost \$5000-\$6000. Brand, material, playable would change the cost factors

11. Concert Committee: (BM)

- Lori Wilson will be trained by Bev on Concert Manager.
- Bev will do the concert in November while she starts training Lori
- Bev will remain as part of the concert committee

12. Publicity and Recruitment Committee: (PW)

- There is a lot of publicity right now (radio, zoo sign, Examiner, paid Facebook ads) and we may get members from the Open House
- Our rosters are very large for each band this year and space could be an issue – we may have to look at a maximum and possibly slow down our recruitment; however, if we don't do the recruitment, where do we get members for the Green Band from
- In the past, you could only be in up to 2 bands and there has been talk in the past about adding another band (pre Covid)
- With an additional band it would give the green band another band to move to
- 42 people in seats for the stage, and then percussion behind – we are maxing out at 48 and Mark should be notified
- Not everyone plays in the concerts
- This will be further discussed with the conductors and the Publicity and Recruitment Committee

Action Item:

- Audrey to talk to other New Horizons Bands to see their model of their members

13. Social Committee: (RW)

Action Item:

- Bev will contact Rieta regarding the schedule to coordinate with Vedra
- Bev will share the schedule with Pastor John on Aug 28 and will also ask about eating in the Church (potlucks, lunches and tea/coffee for the open house)

14. Communication and Website:

- James and Bev have been working on the new website but it is still in the progress stage
- Emails will be sent by Bev when things are close to be ported over



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- The new website fresh and bright
- There is no password protected area on the new site
- Rieta was on the new site and it required her to take a picture of her face– pnhb.ca
- The new emails are associated with the new website

Action Item:

- Bev to talk to James regarding the photo required by the new site

15. Membership Committee: (LW/BM)

15.1 Document: Membership Policy

- We will add Fundraising Chair to the exemptions, even though we currently do not have a Fundraising Chair

Motion: To approve the updated Membership Policy as written

Moved By: Bev Murphy **Seconded by** Rieta Weaver **All in favour:** Passed

Motion that we add the Fundraising Chair to the key role waivers

Moved By: Bev Murphy **Seconded by** Rieta Weaver **All in favour:** Passed

Action Item:

- Bev to ask James to create a Leave of Absence form

15.2 Membership tracking

- An email was sent out in July to the key stakeholders which helped identify some improvements with our processes
- Received confirmation that 6 people are not returning and most are health reasons, some didn't like the music selected/lack of challenge
- In the past James would have on the directory if people were on a leave of absence, Tori is now being added to the tracking of members
- If members can not make it in they should notify their section leader / band rep / conductor to let them know that members will be away
- Harlene has been in touch with members in the past
- The members manager is geared to deal with the new members
- James to create a form for those who are taking a leave and have it accessible on the website and then Tori can keep track of that information
- The Process is that Band Roster sheets will be printed and attendance taken for the first two weeks to see who is coming and then Tori can contact members who have not been attending. Once information is known it will be passed on to others.

15.3 Name tags

- Bev is taking care of the name tags this year and is looking for extra supplies (currently has 15 lanyards and a bunch of clip-ons)
- Bev has gotten all of Earl's equipment for name tags

Action Items:

- Bev to check in the supply room at Living Hope for name tags



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15.4 (IN CAMERA) Exemption Requests

16.AOB:

16.1 Non-PNHB members joining ensembles

- Aiden (tenor sax) wants to join Swing Set but is a full time dr still and the question is being raised if he can join an ensemble
- The ensemble doesn't pay for insurance as it is covered by the PNHB band
- There is one woman who plays only in the flute ensemble but it is an online ensemble
- Membership policy states they just have to ask the Board for a waiver to play in an ensemble
- On the exemption form, he could fill out that he wants an exemption from the band and only wants to play in Swing Set
- Kelly advised that she pays for Jubilee but can't make it and she pays the dues to be in the Flute Gang
- Rieta feels that you lose fellowship if people just join an ensemble (people who don't play in the concerts, attend potlucks)
- We should look at each individual case regarding the exemption request

Motion: That if Justin approves a tenor sax for Swing Set, Aiden will be able to join the Swing Set Ensemble and not have to pay to be in a PNHB concert bands.

Moved by: Pat Wade

Seconded By: Kelly Gravelle

All in favour: Passed

Action Item:

- Audrey will contact Justin to see if there is space in Swing Set for Aiden (tenor sax) to join

16.2 Zoom contract

- Our contract ends in November. Google has Google meeting and if we purchase workspace it is a lot less money than paying for Zoom.
- Bev will put this topic in Groups.io and possibly try the new format

17.Next Meetings:

September 25th, 2025 from 1pm – 4pm at St. Luke's

Action Item:

- Bev will email St. Luke's to ensure we have a meeting space for September 25th

18.Adjournment:

Motion to adjourn by: Phil Panter