



# **PETERBOROUGH NEW HORIZON BANDS**

## **ANNUAL GENERAL MEETING December 3, 2025**

### **Exhibit 1: 2024-2025 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 2024-2025 fiscal year (August 1 2024 – July 31 2025).

**President:** Audrey Kietel

**Vice President / Treasurer Liaison:** Bev Murphy

**Board Secretary, Recording Secretary:** Lisa Witherington

**Board Director:** Pat Wade

**Board Director:** Rieta Weaver

**Board Director:** Phil Pellat

**Board Director:** Kelly Gravelle

**Board Director:** Phil Panter

**Board Director:** Marcia Johnston



# PETERBOROUGH NEW HORIZON BANDS

## ANNUAL GENERAL MEETING December 4, 2024

### AGM MEETING MINUTES

#### 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.

**Present:** See attached sign up list

#### Welcome and Proxy explanation

- Thank you to everyone who has helped out this year at PNHB
- ONCA dictates that a Proxy must be done at AGMs
- Thank you Cindy Babcock for explaining ONCA

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

- PNHB must have 7 to 9 members on the Board

Audrey Keitel – President / Chair

Cindy Babcock – Vice President / Treasurer (Retired December 4, 2024)

Bev Murphy – Board Secretary / Recording Secretary (Retired December 4, 2024)

James Burrett – Board Director (Retired December 4, 2024)

Phil Pellat – Board Director

Kelly Gravel – Board Director

Pat Wade – Board Director

Reita Weaver – Board Director

Lisa Witherington – Board Director

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

Approval of Minutes from the 2023 AGM (Exhibit 2A, 2B)

Motion: Approve the 2023 AGM meeting minutes

Voting: Moved by: James Burrett

Seconded by: Annie Stovell

All in favour: Passed

#### (Exhibit 3) Confirmation of Acts – Pat Wade



## **PETERBOROUGH NEW HORIZON BANDS**

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 statement 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<sup>th</sup>, 2024 at Living Hope Church, Peterborough, Ontario and do hereby consent to the transaction of business which has come before it.

### **Voting**

Moved by: Sue MacLellan

Seconded by: Jackie Jacobson

All in favour: Passed

### **(Exhibit 4) President's Report**

- Audrey read the Key Points from the President's Report to the membership
- The Board is listening to the band members and their concerns re: better acoustics in the gym (baffles), the request to move back to Sanctuary, continuation of sectionals for the new year
- It was also noted that some members are willing to pay extra money to get some of the costs taken care of for band needs (rooms / baffles)
- Coaches got a raise this year, Conductors were given a bonus this year. It has been 8 years since Conductors got a raise.
- Thank you to Pat Wade for advertising the band. We got 30 new members. Pre-pandemic the band had 220 members and we now sit around 180 members
- Bingo fundraising makes a huge difference – Gary Graham and Jenny Ruddle Thank you for your hard work
- Working towards getting Grants. Cindy, Audrey, Alan, have assisted with Grants, but finding Grants are harder to get. Asked the city for \$5000, only got \$1000. Ian Crawford is going to assist Audrey, Alan Brunger will be working on "how to get a grant request noticed"
- Letter to Dave Smith was well received and will He will be taking it forward to the Ontario Government (letter was done because of the new ONCA act)
- Members, please spread the word about PNHB (Facebook, social media or any other way of advertising our organization) Share the word with your friends. Wear a PNHB shirt when you go out – makes a great conversation starter. Pat will be doing t-shirts in January. Thank you, Phil, for modeling your PNHB wear!
- Charitable registered organization and donations are welcome (Canada Helps website)

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

Voting:

Moved by: Ian Crawford

Seconded by: Sue MacLellan

All in favour: Passed

### **(Exhibit 5) Committee Reports**



## PETERBOROUGH NEW HORIZON BANDS

- Audrey referred the membership to the other reports

Motion that the Committee Reports as submitted be accepted

Voting:

Moved by: Sue MacLellan

Seconded by: Jenny Rudell

All in favour: Passed

### **(Exhibit 6) Financial Report and Motions – Cindy Babcock**

- Fiscal year is August 2023 and we signed a contract to return to Living Hope
- Bingo took 6 months of paperwork before we could start, so it began in January 2024
- We currently have a \$3000 profit
- We encountered the new expense of the Engagement Review because of the ONCA Legislation that was enacted this year. ONCA requires an audit is, or if membership agrees then we can do an Engagement Review. The cost of the Engagement Review was \$8500 with Baker Tilly. A full audit is approximately \$15,000. Going forward, the Engagement Review will be about \$7000.
- July 31, 2024 , revenue brought in was \$23, 480. \$4523 from ensembles, \$1900 old fundraising reserve, instrument reserve \$4000, bingo allocated invoices \$3500, general fund \$9000
- Investments were good - \$8000 over the year
- Rental per month – last fiscal year \$10,000 more per year than the naval club. This year is averaging \$3000 less.
- Sanctuary is double the cost of the gym plus a \$125 custodial fee. The gym costs \$95 gym, the sanctuary \$300 plus the \$125 custodial fee (weekly)
- ONCA Legislation – you can decide each year to do an Engagement Review or an audit
- Questions were raised about PNHB giving up our charity status. In order to do this, we would have to give away all of our assets (music, instruments, etc.) and start from scratch), we can still do the Bingo Fundraiser but would have to reapply with just the not for profit status
- Karen – cost of the Engagement Review – is their option to have an independent firm – four requests were sent out and Baker Tilly was the only one who responded back. Baker Tilly does many Engagement Reviews for non-profit / charitable organizations
- We did send a letter to Dave Smith MPP – assistance Finance Minister for Ontario who liked our letter and will present it to Parliament – unsure what will come of that

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

Voting

Moved by: John Topic

Seconded by: Sue MacLellan

All in favour: Passed

Motion: - 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 31<sup>st</sup>, 2024, instead of a full audit.



## **PETERBOROUGH NEW HORIZON BANDS**

Moved by: Sue MacLellan  
Seconded by: Annie Stovell

Motion July 2025 – 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 31<sup>st</sup>, 2025, instead of a full audit.

Moved by: Curtis Bryan  
Seconded: Jenny Rudell

### **Budget Discussion – Bev Murphy**

Budgeted income based on 165 members at full fees – income being \$130,152

There are budgeted funds for baffles to go in the gym – request has been sent to the Church, awaiting a response from the Church

Operating expenses - \$124,800

Currently looking into expanding fundraising

Strategic plan – to try and get more income and do more for the band (i.e. getting sectionals back) (i.e. Ian Crawford will be assisting Audrey with the Strategic Plan)

### **(Exhibit 7) Election of 2024-2025 Board Directors**

- Exhibit 7 read by Audrey
- Looking for nominations for open positions

Motion: to accept the Election of 2024-2025 Board of Directors Exhibit 7 as submitted

Moved by Sue MacLellan  
Seconded: Mary Chesher  
Passed

### **(Exhibit 8) Fee Waivers and Volunteer Recognition**

- Five full waivers are available
- Compassionate waiver – can cover the fee for regular band but not the ensemble bands
- Member must submit a brief request explaining why they need the waiver – no financial documentation needs to be submitted

Volunteer Coordinator  
Music Librarian  
Financial Assistant  
A/R – Glenn Baker  
Admin Assistant



## PETERBOROUGH NEW HORIZON BANDS

Members Manager – Suzzane Gagne  
Communications and Web Master – James Burrett  
Concert Manager – Bev Murphy

Motion – that the Fee Waivers and Volunteer Recognition report be accepted as submitted:

Moved by Jackie Jacobson

Seconded by Pat Wade

Passed

### **Other Business\***

- Jenny Ruddle enjoyed the “Battle of the Bands” today and wants to see it happen again!!!
- Flowers to Norma – to be delivered

### **Adjournment:**

Motion: Move to adjourn the meeting

Vote: Deanna Hawley

All in favour: Passed

PNHB - AGM Sign In Dec 4th , 2024

	Name:	Proxy for:
1	Diana Abraham	
2	Glenn Baker	
3	Lisa Witherington	
4	Lorna Iwan	
5	Bunly Murky	Al Brunger
6	John Topig	
7	Ken Burk	
8	Audrey Keitel	Maria Castiglione
9	Kelly Aravelle	Sharon Dickson
10	Kathleen Hawley	
11	Roger Breesee	
12	James B. Bennett	
13	Ben Breesee	
14	Anne Somers-Mountzoy	
15	Deanna Hardy	
16	Styck Wolf	
17	Binnie Paul	Norma White
18	Doree Finch	
19	Phil Foster	
20	Ricta Weaver	
21	Heather Barker	
22	Melanie Raddy	Karen Moorey
23	W. A. Kemp	
24	Cathy Bredon	Ellen Luck
25	Marilyn Lewis	
26	Judy Carleton	
27	Annie Stovell	Patricia Williams

Total Members Voting by Proxy: 7

PNHB - AGM Sign In Dec 4th , 2024

	Name:	Proxy for:
28	Jan Crawford	Paul King
29	Hanna Goddard	
30	Sue Macpherson	Ruth Mathews
31	<del>Susan Voltery</del>	
32	<del>John King</del>	
33	Janie Sloan	
34	Janie Sloan	
35	Prosser Jones	
36	Pam Martin	
37	Harther Runkel	
38	<del>Karen Spake</del>	Marcia Johnston
39	Colleen White-Godchill	
40	Margaret Glen	
41	Judith Powell	
42	Care Langley	
43	Bruce d'Amellas	
44	Irene Reid	
45	Gary Graham	Mary Kay
46	Philip Pellat	
47	Myrtha Comfort	
48	<del>Paul Hill</del>	
49	W. Rudell	Patricia Redel
50	Evan Thomas	
51	Maizie Chambers	
52	Pat Cray	Brian Kelsey
53	Marlene	
54	Staples	

Total Members Voting by Proxy:

6

PNHB - AGM Sign In Dec 4th , 2024

	Name:	Proxy for:
55	Cindy Babcock	
56	Susan Mellon	
57	Pat Wade	Hellen Riddell
58	Jackie Jacobson	Burley Jacobson
59	Nancy Pakenham	Jane Buis
60	David MacRae	
61	Margaret Seabrook	
62	Mary W. Gey	
63	John Jern	
64	Rosemary Hepher	
65	<del>HS</del>	
66	Berry Huffnwa	
67	Maria Elena	
68	Vedra Hill	
69	Maureen Corrigan	
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85

Total Members Voting by Proxy: 3



# PETERBOROUGH NEW HORIZON BANDS

## ANNUAL GENERAL MEETING December 3, 2025

### EXHIBIT 3: MOTION FOR CONFIRMATION OF ACTS 2024-2025

**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 3, 2025** 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:** \_\_\_\_\_



## PETERBOROUGH NEW HORIZONS BANDS

### EXHIBIT 4 – President’s Report Submitted by: Audrey Keitel

The fiscal year for which this report has been written runs from August 1<sup>st</sup>, 2024 to July 31<sup>st</sup>, 2025; therefore, anything that happened after August 2025 will be part of next year’s report and passed on to your new president.

This past year has been a very successful year!

#### **Membership:**

We saw our membership grow from close to 180 members last year to just under 200 members by August 2025 and it continues to grow. This is due mainly to the continuation of the carefully crafted membership campaign put together by Pat Wade. This campaign included posters, radio ads, Facebook ads, Information Day, Open House, a booth at the Seniors’ Active Living Fair and at the Senior Showcase, an invitation to speak at the Peterborough New Comers Club, an invitation to speak on Devon Wilkins’ Trent Radio show and information shared with the Retired Teachers of Ontario. Our members played a role as well by spreading the word through word of mouth, on their personal Social Media pages and inviting family and friends to “Come Play With Us” the last week of Summer Band and “Bring a Friend to Band” day last September.

#### **Income:**

The increase in membership last year played a role in reducing some of our fiscal worries, it was by no means, however, the only initiative that made a difference in our bottom line.

Our partnership with Delta Bingo in Peterborough was amazingly successful. We sincerely thank Jenny Rudell and Gary Graham for overseeing this initiative as well as every member who trained and took shifts on the floor at the Delta Bingo Hall. This endeavour brought in an astounding \$19,182.00 between August 2024 and August 2025.

We thank Cindy Babock once again for applying for a City of Peterborough Grant where she successfully secured \$1,600.00 to be used for operational costs.

In July 2025, we found out that we were a successful Candidate for the Seniors’ Community Grant which Allan Brunger and myself applied for back in January. The \$4,730.00 which we secured in this grant is earmarked to provide new initiatives such as an Introduction to Musical Notation class, Instrument Specific Coaching particularly for Lower Brass and Percussion Instruments, as well as the cost of the rooms for Small Group mentoring sessions.

Two profitable concerts were organized by the Committee under the leadership of Bev Murphy and assisted by Glenn Baker, Maria Castiglione and also their capable group of volunteers. The November 22<sup>nd</sup>, Getting in the Spirit concert, brought in \$2,535.00 and the May 30<sup>th</sup> Quilt of Harmony concert brought in \$3,872 of which \$430 was donated to Quilts for Cancer.

In September of 2024, we also had our first PNHB “Musical Item garage sale” during lunch hour at Living Hope Church. Although not a huge amount of money was raised for our organization many members did make a personal profit and we all enjoyed the social time.



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The sale of the Marimba, the large Gong and the marching drum, along with our percentage of the receipts from Kelsey's restaurant also added some money to our coffers.

### **Costs**

#### **Pay Raises:**

In September of 2024, our Board voted for a \$10.00 per hour increase for our Coaches raising their fee from \$40.00 per hour to \$50 per hour. At Christmas time, we offered each of our conductors a \$250.00 bonus and in March of last year, we were finally able to offer the Conductors their very much deserved first pay raise in eight years moving their annual salary from \$7,500 to \$7,700.

#### **Contract with Living Hope Church:**

In May of 2025, Living Hope Church indicated that we were not following our contract with them in good faith as members were using classrooms outside of the sectional times. They also asked if we could find a way to make invoicing simpler. Bev and I renegotiated with Living Hope, over the summer and we settled those terms amicably. As a result, we now pay for four classrooms at a cost of \$17.50 per hour for the hours outside of sectionals when we are present at the church on Wednesdays.

#### **Financial Review Costs:**

Once again, I would like to thank Cindy Babcock for the hours she spent filling in the details for Baker Tilly who have recently completed our second financial review in order to satisfy the ONCA regulations which came into effect a year ago. Fees for the financial review last year were \$7000 plus a one time set up fee of \$1500 for a total of \$8500.00. Cost this year should be lower as they will not include the \$1500.00 set up fee.

I would like to report as well, that membership fees of \$450 per year remained the same for the third year in a row and that we were able to offer waivers and partial waivers for 7 people who needed financial assistance.

**Microphones** were purchased for conductors to use in order to be better heard.

A used French Horn and trombone and new timpani heads were purchased as well as several **Sound Shields** to help dampen the volume in different sections.

#### **Personnel Changes over this past year:**

John and Susan Knights both resigned in August of 2024 and Medda Burnett moved from supply conductors to conductor. Steve Effer stepped into Medda's shoes as **Band Assistant** and Peter Hanmore became our Wednesday **Lower Brass Coach**. Medda continues coaching it on Mondays.

Cindy Babcock, Sue MacLellan and James Burrett stepped down from the Board in the 2024-2025 season.

Cindy kept the Officer position of Treasurer. James kept the **Communications Manager** and **Web Master** roles.



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Renee Paul and Norma White stepped down as **Concert Managers** in September 2024 and Bev Murphy stepped into the role.

Phil Panter, Marcia Johnston, Lisa Witherington, Kelly Gravelle, Phil Pellat all joined the board in the 2024-2025 season, thanks to Pat Wade's recruitment skills.

Lisa Witherington stepped in for Bev Murphy as Board Secretary in November 2024 and Bev Murphy stepped in as the VP.

Quentin Day stepped down as **Property Manager** in May 2025 and Pat Wade and Marcia Johnston are now sharing the position.

Bev Murphy stepped down as our **Members Manager** and Suzanne Gagnée stepped in June 2025. Bev continues to be Suzanne's backup for this role.

In 2024, the Board recognized that the very many tasks that Bev Murphy was doing amounted to the role of an Office Administrator and this role was officially created in Dec 2024. In order to be sure that completion of all of the tasks would continue as she steps down, during the summer of 2025, Bev coordinated the creation of the contract position of Office Administrator and Tori Owen was hired to start August 1 2025. This would replace the Administrative Assistant role. Bev is currently training Tori on the tasks to do.

### **Opportunities to Perform and Socialize:**

Bands played in two very successful concerts last year, both of which were followed by post-concert parties at Kelsey's. Bands also performed at Winterlude in February which was followed by a potluck meal.

Our AGM was rescheduled from October 2024 to November of 2024 and then again to December 4<sup>th</sup>, 2024, due to the delay in receiving the final copy of our financial review. We took advantage of this situation to organize a performance put on by all of our ensembles as well as our Green Band which was followed by our Christmas potluck. This initiative proved to be very successful and drew in a record number of members to the AGM despite the snowy day. Casting votes via proxy was also introduced on this day.

Swing Set and Dynamics ensembles performed at numerous retirement residences throughout the year and Music Works ensemble held a free performance at the Free Methodist Church in May.

A small group of volunteers played for our presentation to the Peterborough New Comers Club.

In the Summer, a pot luck lunch was organized at the gazebo at the Peterborough Zoo and although there was no performance, over 70 members gathered weekly to play in Summer Band from June to August 2025.

### **Initiatives:**



## PETERBOROUGH NEW HORIZONS BANDS

We registered our new domain name [www.pnhb.ca](http://www.pnhb.ca) and our new website was created by Bev Murphy and James Burrett using WordPress. From this domain, new generic email addresses were created ([admin@pnhb.ca](mailto:admin@pnhb.ca), [president@pnhb.ca](mailto:president@pnhb.ca), ads...) allowing for a constant email address for each position despite changes in personnel that will occur as times go on.

Thanks to the tireless efforts of Bev Murphy, with the help of Lisa Witherington, numerous policies and procedures were brought up to date and added to the new website for easy reference by all members.

**Surveys** were created to determine members interests and desires. It is thanks to these surveys that our new schedule was put into place where Wednesday practices were reduced from three hours to two and half hours of playing. It was also due to these surveys that a greater emphasis was placed on playing a wider variety of music and that we began having one conductor lead us to the concert while the other worked on musicianship. These surveys also led to fewer sectionals during the winter term while allowing members the opportunity to book a room for practice with one's section if desired.

**A video** was created by Suzanne Gagnée from clips taken of the coaches presenting their instruments during Information Day. This video is available on smugmug via our website and is used by new members to decide which instrument they would like to learn.

The new **Flute Gang** ensemble was created in 2025.

**Band and ensemble** pictures were taken to add to our new website.

Band members donated previously used **Accent on Achievement** books for sale to new members of the band at a price of \$5.00.

The membership approved changes to the wording of our objectives back at the AGM in 2023. Presently, we continue to work with the Lawyers at LLF and we are still waiting for the Charities Directorate of the Canada Revenue Agency to approve the changes our members voted on.

We wrote emails to the Ontario Government asking for a change in the **ONCA regulations** with regards to the Financial Review. We did get some responses but no change so far has been made to the regulation. We will continue to work on this front.

Phil Pellat researched the availability of a new location for our **music library at PCVS** in order to satisfy insurance concerns. With the input of the librarians, we were able to come to a solution which did not necessitate the move. All Music boxes are now covered and well off the floor.

**PNHB band shirts** were ordered by our members thanks to the efforts of Pat Wade.

### **In closing:**

It is important to let you know that Bev Murphy, who is also stepping down as of today, will continue to serve you by continuing the following tasks:

- Train and backup the Office Administrator
- Train and backup Lori Wilson to eventually take on the primary Concert Manager role in 2026-2027.
- Backup the Members Manager, Communication Manager and Webmaster



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- Assist with Publicity
- Participate in the Strategic Plan initiative
- Facilitating improvements to the membership tracking process
- Creating name tags
- Concert AD tracking and collection of funds
- Concert ticket sales
- monitoring of emails sent to [info@pnhb.ca](mailto:info@pnhb.ca)
- banking signee

I have been very fortunate to work with such a hardworking, capable, patient and flexible Board these past several years and I am honoured to have been your president for the last two of those years. I am also very blessed to have worked with such amazing conductors, coaches, treasurer, librarians, Web specialists, committee members, and volunteers on every level including those that pitched in at the spur of the moment to help set up, take down, sell tickets... the list just keeps going on. I have learned so much from you all and have made wonderful friendships at every level of the organization. My choice to step down has simply been due to an overwhelming overload of my schedule at this moment. I will not be backing out of all of my duties. I will continue to serve you as your Past President and will advise the new Board when needed this year. I will also continue to complete the following tasks:

- Initiating a Strategic Plan
- Overseeing the completion of the Senior Community Grant and applying for future grants,
- Assisting with Publicity
- Assisting with the Music Library when needed.

It is worth also saying that I do believe that you have an excellent Group of members representing you in this coming year's Board and I do believe that there are wonderful things to come!



# PETERBOROUGH NEW HORIZONS BANDS

## EXHIBIT 5 – Committee Report

### Webmaster and Communication Manager Report

Submitted by: James Burrett

#### Communications Report

The Open Source Mailman software we use to send out mailings is working well. There are constant problems with people replying to the mailing list instead of sending a direct email to the person concerned but that's an educational issue. We have to restrict the reply address to just the mailing list in order to minimize issues with the spam filters. This has nothing to do with the software but is a "feature" of the internet. The current policy restricts email to only things that members perform or participate in or personal instruments for sale. We have to move Google Groups Mailman at some point as the stand alone Mailman software is no longer supported.

#### Webmaster Report

We registered the new domain name [www.pnhb.ca](http://www.pnhb.ca) in order to develop a new website from scratch using WordPress. This is ongoing. Bev Murphy is assisting. We are using email aliases (forwards) to create "generic" email addresses that will not change and can be used on publications and websites. E.g., [president@pnhb.ca](mailto:president@pnhb.ca) or [webmaster@pnhb.ca](mailto:webmaster@pnhb.ca). All pictures and videos are now stored on the smugmug website [pnhb.smugmug.ca](http://pnhb.smugmug.ca) as we have unlimited storage there. Clicking Photos on the website takes you to smugmug.

#### Fundraising Committee Report

Submitted by Gary Graham

The PNHB continues to participate in charitable gaming, joining many other local non-profits in this form of fundraising at the Delta Bingo and Gaming Centre. This is done under the authority of the Ontario Lottery and Gaming Corporation. In return for our volunteers filling shifts at Delta Bingo that assist the staff, the PNHB receives a part of its revenue through an "association" that runs the local charitable gaming in our region. These shifts are assigned to the PNHB by the association and we do not handle cash or operate the gaming.

Now in its second year, the fundraising continues to be a success because of our volunteers. I'm pleased to report that \$21,390 was raised in the twelve months of 2024 since inception in January. To date, in the first nine months of this year, the total is \$13,030. It is proving to be a significant income for the Bands.

Thank you to the many people who make these great returns possible: Diana Abraham, Heather Barker, Medda Burnett, Suzanne Gagne, Suzanne Gilbert, Gary Graham, Linda Guilfoil, Deb Haigh, Tim Holland, Jim Hill, Marcia Johnston, Audrey Keitel, Jane Langlotz, Karen Mooney, Phil Panter, Helen Riddell, Jenny Rudell, Annie Stovell, Evan Thomas and John Topic.



## PETERBOROUGH NEW HORIZONS BANDS

### Members Manager Report Submitted by Suzanne Gagnè

The following information is from the end of November until the end of May.

We had (according to the directory)

39 Green band members (although many dropped out, we were probably closer to 20)

38 active Jubilee members

47 active Allegro members

42 active Odyssey members

51 active Skylark members

18 potential new members signed up via registration form on our website

7 found out about us through a friend

1 from social media

1 from an event

5 other

4 no response

13 have already joined

5 in Green (at least 2 who joined a second band)

1 in Jubilee

2 in Allegro

4 in Skylark

1 in Odyssey

26 members were on a leave of absence

1 member passed away

We are having a busy start to the 2025-26 season and have had several inquiries and several committed to joining in September.



# PETERBOROUGH NEW HORIZONS BANDS

## Property Management Report Submitted by Quentin Day

PNHB currently maintains an inventory of 40 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 2024/25 fiscal year included:

- Twenty-two PNH B members took advantage of the opportunity to borrow or rent an instrument from PNH B
- Repairs were completed on eight instruments
- We acquired (purchased and donated) 8 instruments (2 trumpets, 2 trombones, 1 French horn, 2 b flat clarinets, 1 bass clarinet)
- We sold a Marimba and a gong

Quentin Day served as our Property Manager until June 2, 2025 when Pat Wade and Marcia Johnstone took over the role.

## Administrative Assistant Submitted by Bev Murphy

The position of Administrative Assistant was assigned in 2024 and was granted full membership fee waiver. This is a report of what was done by the Administrative Assistant for the 2024-2025 season.

A major task this season was our insurance coverage. The following was done:

- Got the regular and AD HOC Venue insurance certificates from our broker and passed them on to the venue liaison or venue contact
- Reviewed with the Board and Property Manager, that our current insurance policy covers all of our needs. To do this, the Head Music Librarian provided how many music scores we have (1,059) and after doing an inventory, the Property Manager provided the value of all assets
- Worked with the Insurance company to help the Board get a better understanding of our insurance coverage especially regarding us renting instruments to members
- Sent the insurance Broker the list of Board Directors after every change.

Assisted with the newly created Proxy process used at the AGM in December of 2024

Confirm our membership and subscriptions are being kept current. For example:

- Renewed our CBA membership so we can get the BANDSURE certificate to qualify for the insurance we get
- Followed up on that our membership of the NHIMA was current

Converted a number of PNH B documents to the standard format and worked with those responsible, creating missing documents or updating the current documents or improving processes and documenting it.



## **PETERBOROUGH NEW HORIZONS BANDS**

### **Administrative Assistant Report Continued:**

Continued following up on the special resolution to change our Charity objectives with CRA that was approved in 2023 by the members.

Coordinated with Entandem to get approval to not have to pay royalties for the music we performed at our concerts.

Got access (with help from others) and got acquainted with the Ontario Business Registry (OBR) and got it caught up with information on all Board Directors and Officers. In doing so, created a historical spreadsheet of all Board Directors and Officers.

Investigated renting a different room at PCVS so members do not have to climb to the top floor to our current room. The Board decided to not change things because of the increased cost of the new room and equipment we would need to purchase (e.g. tables, filing cabinets).

Created the contracts needed for the next season and coordinated with the President and Board Secretary to get them signed before the end of May 2025.

Create the required documentation and assist with the hiring of an Office Administrator to take over the Administrative Assistants duties. Prepare to train the person hired.

The Administrative Assistant position will become obsolete August 1, 2025 when the new Office Administrator starts.

### **Publicity Report** Submitted by Pat Wade

#### **Events:**

- Open House (September, first Green Band rehearsal) – very well attended!
- Concert 1 (end of November)
- Active Living Fair at Activity Haven (March)
- Peterborough Newcomers' Club at The Mount (April), organized by Bev and Audrey
- Info Day (May, last Green Band rehearsal) – very well attended!
- Concert 2 (end of May)
- Senior Showcase at SSFC Wellness Centre (June)

#### **Rack Cards distributed through the community:**

- Trent U, music stores, Mapleridge Seniors' Centre, The Legion, Lawn Bowling Club, Library, BINGO, The Bridge Club, Condos by Calvary Church



# PETERBOROUGH NEW HORIZONS BANDS

## Publicity Report Continued:

### PNHB polo shirts:

- 2 orders so far, another order will be placed in October, 2025

### Ads:

- PNHB website, Public Facebook page, Members only Facebook page
- Various local Facebook pagers, thanks for assisting Audrey
- Peterborough Concert Band, Friends in Music
- Examiner, thanks to Joanne Culley
- City of Peterborough
- Retired Teachers of Ontario
- Paid Facebook ads, thank you Cindy
- Zoo sign – late August / first week of September
- Cogeco PSA
- Oldies Radio 96.7 ad
- Living Hope Church, thanks Rieta

Posters / flyers were printed for players and their friends / family

Budget: \$1500 from August 1, 2024 – July 31, 2025  
\$1200 was spent which includes \$300 for the website

### Social Committee Submitted by Vedra Hill

The 2024-2025 season was quite a year. We did a Christmas potluck, Winterlude and a post-concert party at Kelsey's. This year is looking to be a busier year with a possible Spring Fling as we are starting to talk about one.

### Librarian Report Submitted by Meeta L. Ellison

Preparation for the 2024-2025 PNH B season began throughout July and August. 99 Library Envelopes were prepared for the 9 Conductor practice sessions for Term 1. Green Band worked out of AA1, so only Christmas music would be requested later.

The unexpected resignation of 1 Conductor and 1 Coach stepping into this position required some music request changes to be made for the new Conductor. Playing another Conductor's music choices is not always feasible.

The use of Drop Boxes for hand-in music and making copies in respect for PNH B music has received such positive support by the membership. On site, at Living Hope, the focus to keep the LEs in score



## **PETERBOROUGH NEW HORIZONS BANDS**

order and to file hand-in music sheets shortly after they were placed in the Drop Boxes proved to be a great asset to reducing time required for "End of Term Care" when the music boxes were taken home.

Our concert was a week earlier than usual because of renovations being done at Calvary Church. This remaining practice day was allocated to the ensembles and final collection of all Term 1 Music. Because of this final practice day following the concert, music was not handed in after the concert. These music boxes were taken home for "End of Term Care" with the filing day scheduled for December 9<sup>th</sup>.

This particular filing day had an added challenge. Because sight reading was a new approach for Terms 2, 3, much of this Term 1 music was being requested for Terms 2, 3. "End of Term Care" was still required and a second topping up was necessary for the Band change.

Terms 2, 3, began January 6 and 8. 146 Library Envelopes were topped up for the 5 Conductors providing music for sight reading, Winterlude and the Spring concert. An attempt was made to collect sight reading music once it was sitting idle, hoping to reduce the Librarian Assistant's work load in May. Both Conductors and membership were very supportive of this mission. Thank you!

Dealing with the volume of music is still requiring adjustments for less paper shuffling. Drop Boxes were, once again, at the Concert and taken home for "End of Term Care" with the rest of the Term music. \*\* The specific concert music Les (Library Envelopes) will be at future concerts as backups in readiness for any unforeseen occurrence.

Filing Date was June 4<sup>th</sup>. 7 Librarian Assistants plus one volunteer was able to file. Those unable to come to PCVS did their part at home and delivered their music so it arrived at PCVS.

PCVS provided 5 tables. This allowed for pre-sorting the music, by number and specific row, outside the room. Filing was done with less congestion and disruption. Once again, there was a large amount of loose music to be filed.

For almost 2 hours the only sound one could hear was the rustle of paper. The concentration and focus was something you had to see to believe. It was "Teamwork" at its best.

In order to guarantee that the music inventory will be protected from any future water damage, in spite of the Sky Light's being closed in; the music boxes have been covered in such a way that the covers are just folded back for easy access to the Banker Boxes

- There are 6 rows of music Library Envelopes (88 Banker Boxes)
- 1 row of Master Sets (16 Banker Boxes) and 1 row of extra scores (16 small Boxes)

Being able to safeguard the music enabled the Library to meet insurance specifications and to remain in room 304 at PCVS. The 65 stairs continue to meet with resistance. Only the Librarian Assistants who are able to manage the stairs come to the Library. A few various aspects of the work are able to be done at home or on site at Living Hope. Some still prefer to make the trips on 2 Filing Days. There is a "job well done" feeling at the conclusion of each Term.

Before each term, the membership is requested to respect the PNHB music which is provided for their use. The result has been overwhelming. The value of each conductor's music box, once \$500 to



## PETERBOROUGH NEW HORIZONS BANDS

\$1000 is now, roughly \$900 plus. The shelf in the storage room with 9 music boxes is very valuable inventory. Now consider what is in Room 304 at PCVS!

This space is shared with the Instrument and Social Committees as well as Archives and Administration papers. Trials and tribulations are dealt with to ensure all participants are respected.

27 new members for Summer Band required 2023 and '24 music packages containing 40 pieces. (Specific Instrument music). This undertaking began in April and was completed by mid-May. Several Summer Band members lent their packages which made composing these new packages much easier. 4 new pieces were ordered for Summer Band in Digital format and will be received later for processing into the PNHB inventory.

Presently, Conductor music requests and their new music purchases for 2025-26 are being prepared (85 so far for September).

From September until filing Day on June 4<sup>th</sup>, 13 Band Librarian Assistants demonstrated the value of great "Team Work"!

Thank you!!



## PETERBOROUGH NEW HORIZON BANDS

### ANNUAL GENERAL MEETING December 3, 2025

#### EXHIBIT 6: TREASURER'S REPORT & MOTIONS

The following financial statements are enclosed, included in the Engagement Review Report from Baker Tilly. All have side by side comparisons from the prior year.

- 1) Statement of Financial Position (Balance Sheet) as of the fiscal year end (July 31, 2025)
- 2) Statement of Changes in Net Assets as of fiscal year end (July 31, 2025)
- 3) Statement of Operations (Income Statement) for the fiscal year (August 1, 2024 – July 31, 2025)
- 4) Statement of Cash Flows as of fiscal year end (July 31, 2025)

#### **Balance Sheet:**

At year end, our credit union (Alterna) balance was \$35,394, comprised of \$4,291 in Ensembles money, Instrument Reserve of \$7,996, and Bingo Funds of \$2,665. The year end balance in the General Fund was \$20,426.. There is \$6,500 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 \$22,349, through very conservative spending through the year keeping the expenses the same as the previous year, along with an increase in investment income of \$7,349, our first full year of bingo income (nearly \$10,000 more than the previous fiscal year), and sale of some older unused instruments of \$4,440, including a sale of a marimba to Peterborough Concert Band for \$3,000.

#### **Investment Performance:**

In June 2018, PNHB transferred \$50,000 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 \$80,729 as of July 31, 2025, which includes an increase of \$7,349 since the year prior.

**Submitted by Cindy Babcock - Treasurer**



## PETERBOROUGH NEW HORIZON BANDS

### Motions

The members will be asked to move the following motions:

**MOTION:** that the Treasurer's Report as submitted be accepted

**MOVED by:** \_\_\_\_\_ **SECONDED by:** \_\_\_\_\_ **ALL IN FAVOR:** \_\_\_\_\_

**Motion:** - 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 31<sup>st</sup>, 2026, instead of a full audit.

**MOVED by:** \_\_\_\_\_ **SECONDED by:** \_\_\_\_\_ **ALL IN FAVOR:** \_\_\_\_\_

**FINANCIAL STATEMENTS OF**  
**PETERBOROUGH NEW HORIZONS**  
**BANDS**  
**July 31, 2025**

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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, 2025, and the statements of changes in net assets, operations 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.

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, 2025 and 2024, current assets as at July 31, 2025 and 2024, and net assets as at August 1 and July 31 for both the 2025 and 2024 year ends. Our conclusion on the financial statements as at and for the year ended July 31, 2025 was modified accordingly because of the possible effects of this limitation in scope.

### **ASSURANCE • TAX • ADVISORY**

Baker Tilly KDN LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

**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, 2025, 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.

*Baker Tilly KDN LLP*

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario  
November 13, 2025

**PETERBOROUGH NEW HORIZONS BANDS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at July 31, 2025**

	2025	2024
	\$	\$
<b>ASSETS</b>		
<b>Current assets</b>		
Cash	35,394	23,480
Marketable securities (note 3)	80,729	73,380
Accounts receivable	857	1,330
Prepaid expenses	1,953	1,953
HST receivable	2,920	1,361
	<b>121,853</b>	<b>101,504</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	6,500	8,500
<b>Net assets</b>	<b>115,353</b>	<b>93,004</b>
	<b>121,853</b>	<b>101,504</b>

*The accompanying notes are an integral part of these financial statements*

**PETERBOROUGH NEW HORIZONS BANDS**

**STATEMENT OF CHANGES IN NET ASSETS**

For the year ended July 31, 2025

	2025	2024
	\$	\$
<b>Net assets - beginning of year</b>	93,004	89,917
<u>Excess of revenues over expenses for the year</u>	<u>22,349</u>	<u>3,087</u>
<b>Net assets - end of year</b>	<b>115,353</b>	<b>93,004</b>

*The accompanying notes are an integral part of these financial statements*

# PETERBOROUGH NEW HORIZONS BANDS

## STATEMENT OF OPERATIONS

For the year ended July 31, 2025

	2025	2024
	\$	\$
<b>Revenues</b>		
Memberships	78,450	73,574
Ensembles	27,462	20,908
Bingo	20,078	10,974
Concerts	12,760	16,126
Investment income (note 3)	7,349	8,360
Fundraising and donations	3,071	1,387
Grants	1,600	1,000
Instrument rentals	1,400	820
Miscellaneous	-	2,489
	<u>152,170</u>	<u>135,638</u>
<b>Expenses</b>		
Conducting and coaching	57,587	51,800
Ensembles	27,912	21,807
Rent	23,110	28,880
Professional fees	7,168	8,500
Concerts	5,092	7,379
Music	3,047	3,824
Instrument and equipment purchases	2,624	1,785
Insurance	2,532	2,501
Office	2,202	1,966
Miscellaneous	1,073	2,392
Advertising	1,021	1,286
Instrument maintenance	593	441
Donations	300	940
	<u>134,261</u>	<u>133,501</u>
<b>Excess of revenues over expenses before undernoted item</b>	17,909	2,137
<b>Other income</b>		
Gain on sale of equipment	4,440	950
<b>Excess of revenues over expenses for the year</b>	<u>22,349</u>	<u>3,087</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, 2025

	2025	2024
	\$	\$
<b>CASH PROVIDED FROM (USED FOR)</b>		
<b>Operating activities</b>		
Excess of revenues over expenses for the year	22,349	3,087
Items not affecting cash		
Gain on sale of equipment	(4,440)	(950)
Unrealized gain on marketable securities	(5,419)	(6,779)
	12,490	(4,642)
Change in non-cash working capital items		
Increase in marketable securities	(1,930)	(1,581)
Decrease (increase) in accounts receivable	473	(1,330)
Decrease in prepaid expenses	-	201
Decrease (increase) in HST receivable	(1,559)	1,462
Increase (decrease) in accounts payable and accrued liabilities	(2,000)	8,500
Decrease in deferred revenue	-	(793)
	7,474	1,817
<b>Investing activity</b>		
Proceeds on disposal of equipment	4,440	950
<b>Increase in cash</b>	11,914	2,767
<b>Cash - beginning of year</b>	23,480	20,713
<b>Cash - end of year</b>	35,394	23,480

*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, 2025

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### 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, 2025

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#### 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 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 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 of revenues over expenses.

**PETERBOROUGH NEW HORIZONS BANDS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended July 31, 2025

**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. MARKETABLE SECURITIES**

Marketable securities consists of the following:

	2025	2024
	\$	\$
Marketable securities - cost	50,000	50,000
Cash	10,528	8,598
Unrealized gains	20,201	14,782
	<b>80,729</b>	<b>73,380</b>

During the year, the organization received \$1,930 (2024 - \$1,581) in dividends and had unrealized gains of \$5,419 (2024 - \$6,779).

**4. 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:

	\$
2026	2,422
2027	187
	<b>2,609</b>

**PETERBOROUGH NEW HORIZONS BANDS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended July 31, 2025**

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**5. 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 \$6,500 (2024 - \$8,500). 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.



# **PETERBOROUGH NEW HORIZON BANDS**

## **ANNUAL GENERAL MEETING December 3, 2025**

### **EXHIBIT 8: ELECTION OF 2025-2026 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.

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

- Pat Wade
- Rieta Weaver
- Phil Pellat
- Kelly Gravelle
- Lisa Witherington
- Marcia Johnston
- Phil Panter

Audrey Keitel will be retiring as President. (October 2022 – November 2025)

Bev Murphy will be retiring as Vice-President. (November 2022 – November 2025)

There is currently nobody nominated for the vacant Board positions.

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



# PETERBOROUGH NEW HORIZON BANDS

## ANNUAL GENERAL MEETING December 3, 2025

### EXHIBIT 9: 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 the Board approved up to five membership dues per term. 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 term. This year the Board has asked for some kind of payment and the result has been that we are able to assist more members.

#### ***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 or reduced. It was changed in 2024-2025 to offer reductions instead of full waivers to allow more positions to be recognized for their contributions. Despite the offer of a fee waiver, some of the volunteers still choose to pay their full fees. Ontario law and PNHB By-laws do not allow Board members to receive any compensation for their duties as Board Directors. These roles and their compensation are described in the document "2025-2026 Season Fees and Band Information" which is available at [www.pnhb.ca/members](http://www.pnhb.ca/members) Season Fees.

The volunteer positions that are eligible for full fee waivers are:

- Music Librarian
- Communications Manager
- Bingo Liaison (new in 2024-2025)
- Bingo Volunteer Coordinator (new in 2024-2025)

The volunteer positions that are eligible for roughly 55% fee reduction are:

- Concert Manager
- Fundraising Committee Chair (new in 2024-2025)
- Property Manager
- Publicity Committee Chair (new in 2024-2025)
- Webmaster
- Members Manager

The volunteer positions that are eligible for roughly 25% fee reduction are:

- Social Committee Chair (new in 2024-2025)

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 too. 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



## **PETERBOROUGH NEW HORIZON BANDS**

organization simply from the desire to help out. The position descriptions are on our website members page.

Conductors, Coaches, Band Assistant, Treasurer and Office Administrator can play in concert bands and are not expected to pay membership fees.