



PETERBOROUGH NEW HORIZONS BANDS MINUTES

PNHB Board of Directors Meeting at St Luke's September 25, 2025 – 1pm-4pm

In Attendance: Audrey Keitel (President), Bev Murphy (Vice President), Kelly Gravelle, Pat Wade, Phil Panter, Phil Pellat, Marcia Johnson

On Zoom: Lisa Witherington (Board Secretary)

Guests: Mark Hiscox (Conductor's Liaison)

Regrets: Rieta Weaver

Meeting chaired by: Audrey Keitel (President)

Minutes recorded by: Lisa Witherington (Board Secretary)

1. Conflict of Interest:

- None

2. Chair's Remarks:

- What an excellent start to the year, board, coaches, conductors and members.
- Thank you to Pat for all your work.
- Thank you to the Librarian and team
- Thank you to Bev and James for the work on the website
- Thank you Bev for helping me get all the contracts sorted out
- Thank you Mark and for Tori getting us underway

3. Approval of the minutes

Approve August 21st, 2025 Board Meeting Minutes (sent previously)

Motion: Approve August 21st, 2025 Board Meeting Minutes (sent previously)

Moved by: Pat Wade Second: Marcia Johnson All in favour: Passed

4. Items to discuss with Conductors:

- Mark advises that they get emails sent out to the membership and there are a lot of them, if there is information that the conductors need to know, to flag it as conductors
- Mark got the email for the ensembles to play at the AGM on December 3rd
- Bev will send out an email explaining all the ensembles for the new members
- Minutes from the Conductor's meeting – Mark updates the rosters as soon as he receives the emails
- Green Band 35-40 members, Helen has switched to Tuba and is loving it, there are 8 trumpets and 5 percussionists, Ian Armitage came out for the first green band rehearsal but he wanted to learn to play the piano, Janice showed up with a flute, Ben knew the name but unsure if she is registered, Pat Shillings has joined as well last week requesting flute lessons but is possibly more Jubilee level. Mark McKinley also joined this week, unsure if he is registered. Marcia is loaning Mark her trumpet.



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- There used to be an Equinox band (during Covid) to limit the amount of people per band. We could look at adding a band if we needed to, extra cost would be for Monday for Living Hope for all day usage or use two spaces during the morning and not book for all day.
- Summer band was very successful.
- Odyssey sectional is a whole rehearsal. One is with one conductor and then at break they switch and work on their pieces. The gym gets booked for that. The split would be brass and woodwinds.
- Reading Music Program – contract has been signed and Priscilla needs a key to the Free Methodist church. James and Ben have been emailed. Audrey will email the Free Methodist church regarding keys.
- There is no room at Living Hope for Oboe Sectionals on Wednesday afternoon so they will be at Free Methodist
- There is a change request regarding the sight-reading coach, and they like the timing of the concert (done ahead of schedule), but the conductors want the sight-reading conductor to conduct one piece at the concert.
- There is a suggestion of talking to the conductors prior to applying for grants. In regards to this recent grant, it came from Mark's suggestions. Audrey has met with all the conductors and uses their ideas from the meetings to go towards grant proposals.
- Filtering emails for members, the conductors may not be focusing on them; however, if they say conductors and members, then it should be taken more seriously
- Justin is doing the percussion sectionals right now for Green Band and Allan will be used if need be. This may only be for the fall term.
- Concert format is good.
- Conductors are working at reducing the chatter during rehearsals. Odyssey was really bad yesterday with the chatter. Ben has really good control but Medda loses control of the chatter and needs to be more on top of the chatter. Conductors also need to be clear where they are starting in a piece, e.g. bar number, and even when the conductor states the bar number repeatedly, there is always someone who asks "what bar". Are the conductors using a mic? Medda has a very quiet voice, where Ben projects his voice well. Conductors also need to keep on track and not get into storytelling which allows for more chatter. Humour is good to use but long tangents are not good as you lose people's attention. During sight reading, conductors should use reminders of bar numbers for members who have gotten lost during a sight reading piece.
- Mark will be attending the Board Meetings now in place of Medda and will continue working on the Rosters. Medda will be working with percussion. Repairs and purchases go through Pat and Marcia (Property Managers).

Action Items:

- Audrey will check on Monday to see if Janice (flute player) is registered
- Audrey will email the church to see if a key could be obtained for Friday morning's Reading Music Program for Priscilla

5. Music Library Committee:

- As of yesterday, everything is going smoothly.
- Meeta does a great job. Audrey has great communication with Meeta.
- Cindy has confirmed that the \$250 stipend has already been paid to Meeta
- If Meeta spends money on printing and ink, she has a budget and just has to submit her receipts



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- Digital music was a surprise from Justin. Ben did some digital music in the summer but had some music scores printed for those who couldn't print it. James has also offered in the past to print out music from the digital files. The issue was it was sent to the wrong band and no one knew it was coming and people don't know what parts to print out (e.g. Clarinet 1, 2 and 3)
- Meeta prints out the digital music and keeps a master file.
- Question raised as to whether or not we need an extra person in the Library Committee to print out digital music.
- We may run out of space for paper copies of music unless we cull more music, especially with approximately 20 new pieces every year and then summer band's selection
- In the future, members may go to tablets for their music so digital would be good

Action Item:

- Audrey to talk to Justin regarding the digital music
- Audrey to talk to James to ensure that digital copies are accessible
- Audrey to talk to Meeta regarding digital music

6. Schedule

6.1 2025-2026 Fall Term:

- Thank you Bev for the schedule, it helps to give it to Living Hope and Free Methodist

6.1.1 Grant programs

- We are not starting sectionals right away. With Green Band there are sectionals, and the Reading Music Program
- With the grant money, we can ask to move things up (e.g. Bassoon having sectionals for just bassoon)
- Living Hope want to increase fees based on the recent grant and it would fall under the grant, not PNHB (To use rooms at Living Hope for grant programs is not covered under our Living Hope contract, so the current rates apply)
- Free Methodist room rentals (Monday and Wednesday mornings) are less money to rent than Living Hope (\$20 per room compared to \$30 at Living Hope)
- Steve Effer is willing to do some coaching. If we increase sectionals on Monday during Green Band we would need additional coaches.

Action Item:

- Audrey to check and see if she can move sectionals up with the grant

6.1.2 Open House and Welcome Back Pot Luck

- Both ran very well.

6.1.3 AGM (reports, nominations) Dec 3

- Audrey, Cindy and Medda still need to submit their report.

6.1.4 Christmas Social Dec 3

- Invitation has been sent out to the conductors of the ensembles to see if they would like to come out to play
- Rieta is the liaison for the social committee for Vedra regarding the December 3rd potluck



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7. Admin:

7.1 Documents

Motion: Approve the documents listed below, that were discussed and approved in GroupsIO

- Use of Living Hope Guideline
- Property and Rental Document and Equipment-Instrument Rental-Loan Agreement form
- Membership Policy
- Band Rep Position Description
- Office admin position description
- Documentation guidelines

Moved by: Pat Wade Second: Marcia Johnson All in favour: Passed

7.2 Contracts for Tori, Gord and Steve have been signed

7.3 Living Hope billing

- Audrey and Bev have spent a lot of time at Living Hope. There is an agreement that Monday will stay the same, the issue is Wednesday people are using rooms that they should not be used, lights should be turned off, doors closed. \$17.50/hr for the four rooms (trumpet room, flute room, sax room and library) when there are no sectionals. Prayer room and chair storage room, lights off and doors closed.
- Living Hope didn't tell us until May that there was an issue with room usage.
- Chairs are being moved into rooms and need to be moved back when finished with
- Bev has done a chart showing room usage and cost breakdown and will update Tori on this document
- It would be nice if we could build our own facility or buy a building but we would need a financier for a project like this

Motion: Move to approve the new billing costs for Living Hope.

Moved by: Bev Murphy Second: Pat Wade All in favour: Passed

7.4 Living Hope - nursery out of bounds

- Always out of bounds – it is not to be used at all.

7.5 Oboe coach room

- Room obtained for the Oboe Coach for Skylark at Free Methodist

7.6 Sound shields and storage

- Steve hung three up and is going to work on the other three

7.7 2025-2026 Areas of Responsibilities

- Tori and Lisa are updating the Areas of Responsibility

7.8 Special Resolution to change Incorp. Objectives

- This is in the CRA's hands at this time

7.9 Vacancies



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- Pat has been trying to get new Board members. There have been about 25 people contacted and there is possibly two people who may consider joining
- Member updates from Audrey always say that we are looking for a President and Vice President, it is also being mentioned at announcements
- We can take nominations from the floor at the AGM

7.10 Digital Music

- Digital music was discussed under the Music Library Committee - please see discussion there.

7.11 Multiple Instruments / Players - Keyboard Green Band

- There were multiple people interested in learning the Keyboard in Green Band.
- Lisa is playing the keyboard in Green Band and has played keyboard before. She can play the Oboe part as there is no oboe in Green Band. The keyboard is not an instrument that should move up to the higher band and we are not teaching members to play the keyboard.

7.12 Max size of bands

- Question raised is the number of members sustainable for each band? PNHB is over 200 people, people moving up will increase other bands. Should there be a cap for all bands? Less advertising? In the past discussions, the bands balance out every year. We should continue advertising. A problem raised is 42 members on the stage plus percussion is the maximum and it is difficult to find places to have our concerts.

8. Finances:

8.1 Status

- Current account is \$72,219.16 and Bingo revenue is \$3,777.14
- We also have money in reserves
- In Groups.io there is a document showing how Living Hope contract effects costs

8.2 Review Engagement

- Cindy has started the Review Engagement

8.3 Dues collection process

- Dues are coming in
- Tori is going to follow-up with members who have not paid

Action Item:

- Audrey to email Tori and Cindy to let them know about exemptions and reductions for fees.

9. Fundraising:

9.1 Grants

- We did receive a portion of the grant money and Audrey is tracking it for the grant
- Are there any current grants that we need to apply to? Cindy does the one for the city of Peterborough. Tori has done grant proposals before.

Action Item:

- Bev to talk to Cindy about the Grant for the City of Peterborough

9.2 Delta Bingo



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- Gary emailed his report for August and it was over \$800 for Bingo revenue

10. Property Committee:

10.1 Instrument rentals/loans

- 15 instruments on loan
- 10 on rental
- A Trumpet was donated
- A flute was donated
- We purchased a Clarinet and paid \$100 for it
- Not buying Rogers tenor sax
- Tympani head has been given to Medda to take to PCB to see if they can use it (\$50 or free)
- The person who bought the gong is coming to look at the big tympani
- Pat and Cindy have ordered the new tympani heads
- Nick repaired the foot for the tympani
- There are two bari saxs just sitting at PCVS, plus 2 Eb alto clarinets as well
- If the second baritone horn is requested for use, we will buy a new case for it
- The instrument inventory is on the website, Suzanne the members manager should be aware of this for new members coming on board

10.2 Instruments for Sale

10.2.1 Red Drum payment from sale to Justin

- Justin had it taken out of his pay

Action Item:

- Audrey to check with Cindy regarding the sale of the red drum to Justin

10.3 Instrument Repairs

- New tympani heads have been ordered

10.4 Instrument Purchases

10.4.1 Roger B. tenor sax – we are no longer purchasing this instrument

11. Concert Committee:

11.1 Fall Concert

- Maria and Sal are working on the poster
- Maria likes using band member pictures
- Concert is called Sound Waves
- No pre concert entertainment
- Collecting food donations for the food bank
- A list was sent to Living Hope of what we will need for the concert, and they sent an updated quote
- Mike the technician asked why we weren't using the stage, and because we are using a technician for 5 hours we can use the stage but there is a catch, there is no jut-out for the conductors. We may have to rent one for the conductors. The risers are not an option due to the weight of them. Sal wants to do a trial with Skylark and have them set up on the stage to see if it works.
- Might be an idea to just have measurements of the stage and see if it would work that way



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Action Item:

- Bev to contact Long and McQuade regarding a jut out for the conductors
- Bev to contact a party rental place to see if they have something that would work
- Bev to talk to Calvary about the jut out used at their facility

11.2 Spring Concert

11.2.1 Beneficiary and venue

- Submission from Community Care as we did Quilts for Cancer last spring
- Concert is May 29th, 2026

Action Item:

- Pat to contact Community Care (Caylea) to see if they are still interested in being our beneficiary – 10% of net, 10 free tickets

12. Publicity and Recruitment Committee:

12.1 September Open House

- Memberships are up
- Stickers for 200 (3"x7") are \$1.12 plus tax. We can put them on our instrument cases that we loan and rent out. We could sell them to the membership as well. They could be sold alongside the t-shirts. We could sell them for \$4
- If anyone on the board knows of someone that may be good for the Board, reach out to Pat to see if she has already contacted that person

Action Item:

- Pat to contact the sticker people to see if they will adhere to bumpy/shiny/cloth materials

13. Social Committee:

- The potluck went really well last week. We used the gym for 3 hours. Many hands helped set up and clean up.
- Next potluck is December 3rd
- John Topic has a key, the key opens the janitor closet

14. Communication and Website:

14.1 New website

- Pnhb.ca
- It went live September 24th, 2025
- You can make official forms, and those forms will go to those intended (rental instruments going to Property Committee)
- Concerns raised about minutes being visible to the public, finances, etc.
- There are plug-ins for membership but it does cost extra
- Choir genius is an option but it does cost extra, Canadian company. Has some really good function-ability to keep track membership

14.2 Zoom and Google workspace

- Zoom expires in November. Bev would like a few volunteers to try Google Meet. It works like Zoom. Google meet is a tool available in Google workspace. Still unsure at this time if it is free or if we have to pay.



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- Lots of benefits – google forms, google meet, three times as much space on the drive – info can be found, we may also have access to google ads
- Question raised if you would need a Gmail account to access google meet.

Action Item:

- Bev to follow up to find out the cost of Google Workspace and then will post in Groups.io
- Bev to test run Google Meet with Audrey, Pat and possibly Rieta

14.3 Emails

- James is the gatekeeper of the emails because people were sending out emails to members that had nothing to do with Band
- Audrey is able to send out emails on her own without having to go through the gatekeeper
- Audrey will send out her members email on October 1st
- In regards to emails, Audrey had a hard time finding the minutes for the last meeting as it wasn't attached in the email but it was in Groups.io
- Might be an idea to send an email to the Board email referring people to go to Groups.io

Action Items:

- Bev will look to see if we can add hashtags to our topics and create other hashtags.

15. Membership Committee:

15.1 Membership tracking

- Suzanne is the membership manager
- Tori is tracking everyone
- Attendance was taken the first two weeks of band and only 18 members did not check in
- Harlene is following up with the 18 members who did not return to band in the first two weeks
- Bev has updated James and Cindy with LOAs and those not returning
- Tori is maintaining the PNHB directory starting October 1st
- There are 198 members based on break-down of band, however, there maybe two new members from Monday and possibly others who have not registered yet

16. AOB: (3:45-3:55)

- Navy Club – construction is ongoing but unsure of when it will be completed
- Flute Gang - \$30 for their room usage
- Incorporation – Kelly was looking into this – Deferred
- Kelly has stated she would be interested in doing President but is still working full time
- Fundraising Chair could work at doing grant proposals
- The schedule has been put into an old board binder and can be flipped around each week to show who is playing where. Bev has asked Steve Effer to make sure it is put out each week
- Lisa will be responsible to put the binder out on Mondays as well as the sign up sheet and name badges
- Phil will take care of doing announcements on Mondays – announcements are on the Google Drive
- Bev is a liaison for treasurer, concert and communication, may require someone to take over some of the responsibilities, she also does the announcements on Wednesday afternoon
- We are inclusive however someone was wearing a Keffiyeh which was taken as a political statement and was upsetting to one member



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- Bev has written up an inclusive blurb and will send it to Audrey to put out in the member's email also may be thought to put it on the website

Action Item:

- Audrey to talk to Kelly regarding the incorporation documents
- Audrey to include Fundraising Chair into her member's email
- Audrey to check with Helen about announcements in case she would like to do them over Phil or Lisa
- Bev to put on Google Drive that she is looking for help for her liaison positions including announcements
- Audrey to put the inclusive discussion on groups.io
- Bev to talk to Mark about putting together a grouping like they did for the Newcomers club, Audrey is willing to help, it is for those with disabilities and they meet once a month

17. Next Meeting:

October 16th, 2025 from 1pm – 4pm at St. Luke's

18. Adjournment:

Adjourned by: Bev Murphy