



PETERBOROUGH NEW HORIZONS BANDS MINUTES

PNHB Board of Directors Meeting October 16, 2025 - 1pm-4pm at St. Luke's

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

Phone In: Marcia Johnston, Audrey Keitel (President)

Guests: Mark Hiscox (Conductor Liaison)

Meeting Chaired by: Bev Murphy (Vice President)

Meeting Recorded by: Lisa Witherington (Board Secretary)

1. Conflict of Interest:

- None

2. Chair's Remarks:

- Very impressed with what Bev has done for the concert, things are coming together very well
- Thankful to everyone on the Board for their work that they do
- Audrey apologizes for missing the first part of the meeting today and thanked everyone for carrying on with the meeting in her absence

3. Approval of the minutes:

Approve September 25th, 2025 Board Meeting Minutes (sent previously)

Motion: Approve September 25th, 2025 Board Meeting Minutes (sent previously)

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

4. Items to discuss with Conductors: (1:10-1:30)

- Conductors are calling out bar numbers and that is very much appreciated
- Budget for new pieces –we already own over 1000 pieces of music and conductors get 5 new pieces a year (\$500 each), possibly only 4 now due to increase costs
- Medda and Ben were culling music two years ago, might be an idea to begin culling music again
- There is music that hasn't been revisited in years, but there are band members who complain about playing music they have played before
- Mark doesn't buy a lot of new music for Green Band
- Query raised about giving the conductor's a "pot of money" to use on new pieces - \$2500 for all conductors to use
- How do the conductors know what music we have in inventory – there is a spreadsheet that shows all music and dates of last played
- The idea of an increase in budget is because the music costs have increased. It is not to increase music scores, it is because of the increased costs. Even if the conductors purchase 4 pieces, that is still 20 more envelopes of inventory at PCVS
- Meeta does make a Master copy of all scores that come in.



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- Pooling the conductors' budget to purchase music, Mark will take it back to the conductors for feedback. The conductors are suggesting a \$100 increase per conductor, would a pool of \$3000 be enough (\$600 each)
- May need to decrease the number of pieces we purchase – this will be taken back
- Discussion to as to whether or not we can pay Medda and Ben to cull more music, some of them could be digitalized
- If each conductor purchases 5 new pieces, that is 25 new folders in the Bankers Boxes, maybe look at culling old pieces to make room for the new pieces
- Swing Set uses books, Fundamental uses a few pieces and Dynamics purchase their own pieces, the ensembles have their own budget
- Bev has been working with Tori, keeping track of leave of absence, Bev to talk with Mark regarding the rosters and the “leave of absence”.
- Bev is going to create an alumni directory
- The conductors' minutes were very well done, detailed and concise.
- The conductors really like the percussion on the stage for the fall concert, the first row of chairs will be removed as the conductors will find it too tight and we won't need a large riser for the conductors with the players being on the floor level. They still will need their podium.
- Recommending people to bring a stand lights, however, stand lights can blind the audience but hopefully this won't be an issue
- Green Band will not be playing at the Social on December 3rd. It will be the 5 ensembles, the french horn group and maybe the brass group.

Action Item:

- Mark to check with Ben and Medda to see if the music library has been finished culling. Scan full pieces before throwing out or donating to a school.
- Mark to check with conductors regarding pooling their money to purchase music as some conductors spend less than others
- Bev and Mark to talk regarding “leave of absence” on the rosters

5. Music Library Committee:

5.1 Digital Music

- James mentioned that tablets are getting cheaper to buy for digitized music
- Do we look at phasing in digital music in the next five years
- Meeta will know what music has not been played in a while and we could look at digitize some of those pieces as a trial
- If James wants to put a small committee together to work on digital music, platforms, etc., this would be okay. The who, when and what would work
- Is there someone on the library committee who could be a part of this committee? This is a really good idea but we will wait until January 2026 to bring this up to them
- There is a lot of physical labour to digitalize our music inventory. If we go to digital music, members would have to print their music or use a tablet

Action Item:

- Phil Pellat will talk to James about starting a small committee

6. Schedule

6.1 2025-2026 Fall Term:



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- Has started, is going well and only a few dues outstanding

6.1.1 Grant programs

- There was an email sent out this week regarding Grant proposals – Peterborough Funders Forum on November 6th, 8am until 12pm at the Health Planet Arena - local federal and provincial grants and supports will be there
- Question raised if Tori can do our grant proposals, however, Tori is not at that stage yet in her training
- If the parameters of the grant for new initiatives, we should take a pause on applying for now as we have a lot going on

Action Item:

- Bev will talk to Tori about registering to attend the Funders Forum

6.1.2 AGM (reports, nominations) Dec 3

- Still waiting on the President's report and Treasurers Report
- Since we are using the Gym for the potluck, the schedule had the Green band rehearsing in the Gym that week. We will pay the \$21 extra to let the Green band continue to rehearse in the Fellowship Hall that week. The same will be done for Winterlude
- Do we need a nomination form? We can take nominations from the floor

Action Item:

- Lisa to message Audrey and Cindy as a reminder that their reports are due for the AGM
- Lisa to add it to the AGM paperwork that nominations will be taken from the floor for available positions once she hears from Bev regarding ONCA and AGM regulations
- Lisa and Bev to talk about AGM paperwork
- Bev will create a nomination form.

7. Admin:

7.1 Items approved in Groups.IO after the August meeting

7.1.1 Documents

Respect Clause was approved to add to the "Code of Conduct policy"

7.2 Living Hope billing:

- Calculations at the new rate will be going right through their bookkeeper (Krista)
- Tori is being trained on how to fill out the paperwork for Living Hope billing / room usage
- Bill has been received from Krista for July, August and September. There was an error in the July and August invoice.
- There is no contract for the rooms we are not using, it could be an addendum

Action Item:

- Bev waiting for the updated July and August invoice.
- Audrey to follow up with Living Hope to get an addendum to our contract that reflects the changes.

7.3 Wednesday Classroom booking

Action Item:



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- Bev will update the sign up form and note that the first Wednesday of every month the Conductors use the Library

7.4 Special Resolution to change Incorp. Objectives

- Deferred at this time as Bev has not heard from the lawyer

7.5 Vacancies

- President and Vice President will be vacant as of the AGM on December 3rd
- There has been no nominations at this point

7.6 Office Admin

- Tori is now handling the insurance certificates, voicemail messages, monitoring our Membership and Subscriptions, and Entandum
- Tori is tracking the time she spends on PNHB tasks to give us an idea if the amount paying her is enough or that we are giving her too much to do. This will also help her create the Office Admin AGM report for 2025-2026.

8. Finances:

8.1 Status

- There is \$76,770.89 in the chequing account.
- There is \$2,842.80 in the Bingo account.
- In regards to the chequing account, there are still a couple of dues to collect. Concert funds are coming in.
- Bingo funds go to rent.
- Marcia has taken on the position of Treasurer Liaison
- Flute gang is being charged \$30 for the hour and half that they are using. The room only costs for the season \$472 and we are making \$900 from them.
- New charge of \$20 for the Flute Gang for room rental at Living Hope

Motion: To change the fee from the Flute Gang room rental from \$30 to \$20.

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

Action Item:

- Bev will let Jenny and Cindy know about the rate change for Flute Gang at Living Hope

8.2 Review Engagement

- Still ongoing, hope to have it done by the end of October

8.3 Outstanding Dues Collection process

- Cindy sends a note to Tori and Tori contacts the people who have not paid their dues
- Audrey wants to speak to those who haven't paid
- Audrey emailed Ben about a flute member who hasn't paid – Janice. Tori needs to be notified of those who haven't paid

9. Fundraising:

9.1 Grants

- No grants to apply for at this time



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- Intro to music notation grant – 33 are registered. Audrey and Ben have received some positive feedback. Audrey did sit in on a class and it is very well organized.
- It would be great to know where all those people have come from. At least 8 people put their hand up last week that were not part of PNHB
- Audrey spoke to Ben to see if they want to try and start some of the coached sectionals, Peter and Medda in low brass that could be started sooner if we talk to our grant provider Debbie to see if we can get it started
- We had to change rooms at Free Methodist because of the number of people in the music notation class

Action Item:

- Pat would like names and emails of those who are in music notation
- Audrey to pass the names and emails on to Pat of who are in music notation

9.2 Delta Bingo

- Gary sent out an email October 4th, Bingo Bank Balance and the City of Peterborough, if the bank balance is too high for a non-profit, OLG deems it too high, it may tell the city that the non profit will have to spend money. We have to send a monthly update, which Cindy does, showing that the Bingo revenue goes towards rent.
- Gary's email was very well done and very informative
- Audrey asked Gary for the Bingo revenue from September 2024 – August 2025 – we made over \$19,000. Bev pointed out that this information is on the Treasurers Profit Loss report, it was 19,220.92 that we got in 2024-2025.

9.3 Selling shirts and stickers

- \$253 for stickers for instrument cases and members to purchase. We will be charging \$4.00 for them

10. Property Committee:

10.1 Instrument rentals/loans

- There are not many instruments available for rent/loan
- Rentals are all paid and up to date

10.2 Instruments for Sale

10.2.1 Timpani – the large timpani has been sold

10.3 Instrument Repairs

- 5 timpani heads were ordered and only 4 were located at Long and McQuade
- Trumpet repairs to be determined
- \$231.65 credit at Long and McQuade
- \$118 on a bassoon repair
- Timpani traveling wheels need to be put in the correct position
- New heads for the Timpani, the tension need to be released and moved to the low position

Action:

- Percussion members must be trained to pack away properly before the other members help put them away



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- A reminder sticker needs to be put on the timpani to ensure wheels are in the correct position and when the timpani is put away that the tension is released
- Phil Panter to give names and instructions on the timpani to Pat who will email those who need to know about the timpani's

10.4 Instrument Purchases

- \$100 clarinet purchased

11. Concert Committee:

11.1 Fall Concert

- Things are moving along very well
- Stage set up went well
- Eight advertisers are in and ticket sales are now coming in
- Lori is being included in all Fall Concert communications and Bev and Lori are meeting on Saturday to discuss the concert manager role
- Maria was talking to a real estate agent who was interested in being a sponsor and this would be for next time as we have Trent Valley Honda as our main advertiser.

Action Item:

- Audrey to speak to the real estate agent who is interested in being a sponsor and will put it on [Groups.io](https://www.groups.io) for further discussion.

11.2 Spring Concert

11.2.1 Beneficiary and venue

- Caylea is the Buckhorn coordinator as Peterborough Community Care has 6 Community Cares in the region
- Bev asked Calvary to prebook the May 28th concert for us; however, this is not possible as they do not have the staff available
- Calvary was purchased by the police and they have two and a half years left to remain as Calvary
- Selwyn outreach centre has been looked at by Sal and it may work. Bev has called and emailed and left messages for them.
- The other option could be TASS; however, we may have an issue with the movers and the times we can get in to set up our equipment and take equipment out. If we do a Sunday matinee, we would have to see if the movers would work.
- Another option would be Living Hope but there are concerns about seating and the view and parking may be an issue

12. Publicity and Recruitment Committee:

12.1 Publicity

- Report for Publicity was submitted for the AGM
- Rack cards need to be redone for the concert because the contact information and website has changed.
- Audrey asked Pat how long it takes to get an invoice for radio ads. Pat got hers very quickly. Audrey is dealing with Stu. Pat suggested contacting Stu again for an invoice.
- \$80 was spent on the advertising for the Peterborough Concert Bands program for our concert

12.2 Recruitment



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- Board member recruitment – Pat has messaged 25 people. Still looking for names of members to contact to see if they would like to see if they are interested in the Board
- Audrey will talk to Patti-Ann Bronson to see if there is any interest in her joining the Board
- Bev will give Pat a list of past Board members

Action Items:

- Bev and Pat will talk about the rack cards.

13. Social Committee:

13.1 Concert after party

- One Eyed Jacks booked.

13.2 Christmas Social Dec 3

- Rieta has talked to Vedra and things are good for the pot luck

14. Communication and Website:

14.1 Google workspace

- Bev has spoken to James about Board members having the ability to set up Zoom meetings
- People would need special access for Google Workspace so James is working on that
- James has set up one for Lisa for Board Meetings and we will try Google workspace a try next meeting instead of Zoom

14.2 Emails

- Emails go through James to ensure that the emails are band related
- With the new structure of emails, we can send emails to members but there are quirks to how it works
- People can post on the Group Facebook Page

15. Membership Committee:

15.1 Membership tracking

- As part of Tori's tasks, we took attendance the first two weeks at band, it helped identify the alumni and we are working on the process of leave of absences
- James is ok with Tori taking over the directory, Bev is setting up a meeting with James, Tori and her next week to go over the directory
- We won't do attendance for the Winter Term but will do attendance for the Spring Term which help the conductors know who will be around for the concert

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

16.1 Attendance

- Who do we notify when we are going to be away? Conductors like to know that members are going to be away.

16.2 Cards

- Cards for members who are off sick, death, etc., notify the Board Secretary who will send a card

Action Item:

- Bev to talk to Steve about buffers to protect the walls



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17. Next Meetings:

November 20th, 2025 from 1pm – 4pm at St. Luke's

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

Action Item:

- Phil Panter to arrange with St. Luke's for our December 4th meeting

18. Adjournment:

Motion by: Rieta Weaver