



PETERBOROUGH NEW HORIZONS BANDS

MINUTES

PNHB Board of Directors Meeting

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

In attendance: Audrey Keitel (President), Bev Murphy (Vice President), Lisa Witherington (Board Secretary), Phil Pellat, Phil Panter, Rieta Weaver, Pat Wade, Marcia Johnston, Mark Hiscox (Conductor's Liaison)

Regrets:

Phone In: Kelly Gravelle

Guests: Evan Thomas

Meeting Chaired by: Audrey Keitel (President)

Meeting Recorded by: Lisa Witherington (Board Secretary)

1. Conflict of Interest:

- None

2. Chair's Remarks:

I would truly like to thank all of you Board members for your hard work, patience, flexibility, and support this year. You have been wonderful to work with.

I would especially like to thank **Bev**. You have been my right hand man from the very beginning of my presidency. I thank you for keeping me on track especially during the weeks when I complete administration work for the food bank; for willingly assisting me with all of my technical issues; for stepping into the Concert Manager position; for tirelessly taking on new initiatives from Web Page development, to updating documents and policies and so, so, so much more. You have been my "rock" and I wish you all the best as you step down.

Thank you, **Pat** for the structured way you took on publicity recruitment, T-shirt sales, and recently property management. It is thanks to your efforts that our membership has grown as it has and that we have had sufficient members on the Board. You are a driving force and I am sure you will continue to be a very valuable member of the Board.

Thank you, **Lisa** for stepping into the position as secretary last year and for helping Bev with some of the updating of policies. You have capably helped ease the load on Bev's shoulders, something which I very much appreciate. I know you will continue to be a valuable member of the team.

Thank you, **Phil Pellat** for taking on the inventory of percussion instruments last year and for looking into the availability of rooms at PCVS when we had thought that we would be moving the music library. I certainly appreciate your offering your insight from an entrepreneur's point of view and I hope that you will not hesitate to do so in the future.



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Thank you, **Rieta** for being our liaison with the Social Committee and with Living Hope Church. We much appreciate you knowing who to contact at the church when questions and possible changes are needed. We also very much appreciate you having the historical knowledge of PNHB and I hope that you will continue to assist us in all of those roles.

Thank you, **Kelly** for enlisting your husband's help when handy man skills were needed and also for offering your professional input when legal questions arise. We appreciate your insight and I hope you will continue to offer it in the future.

Thank you, **Marcia** for joining our team last spring and for quickly offering to help with the property management position. I do believe that you will be a very valuable member of the team this coming year.

Thank you, **Phil Panter** for also joining our team last spring and for offering your expertise with the tips and help to replace the Tympani heads. I look forward to seeing your skills at work this coming year.

It has truly been a privilege working with you in this team. My choice to step down has simply been due to an overwhelming overload of my schedule at this moment. I will gladly continue to offer you assistance in the coming years, but on a smaller scale. Please do not hesitate to reach out.

3. Approval of the minutes.

Approve October 16, 2025 Board Meeting Minutes (sent previously)

Motion: To approve the October 16, 2025 Board Meeting Minutes (sent previously)

Vote: Moved by: Pat Wade Seconded: Marcia Johnston All in favour:
Passed

4. Items to discuss with Conductors:

- Bev is in discussion with Tori, Cindy, Suzanne, James and Mark how we track LOA's
- Tori is keeping an alumni list of LOA members and she will contact them in August to see if they are returning
- Attendance list in the first two weeks of September was very helpful to keep the rosters current
- Size of bands and possibility adding another band as some of the bands are getting too big – there are 48 members of the Green Band with the possibility of half moving up to Jubilee, the higher bands are almost at max sizes as well – possibility of adding a band between Green Band and Jubilee or a non-concert band (like summer band)
- An additional band would have to play on a different day, possibly a Monday afternoon
- Discussion about not aggressively recruiting – not doing the tables that we have to pay for at shows and the radio ad is \$300, a lot of recruiting is friends and family and we did get a few members from the Peterborough New Comers
- A good size for Green band is 30 members, this year the Green band is very big at 48 members
- Learning to Read Music grant is going well, could we charge a small amount for the members when the grant is over



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- Music Budget discussed with Mark – after the meeting with the Librarians it would be ideal to have digital copies of the music especially for insurance purposes. Ottawa NHB does not have enough space for their music. The other three NHB's have gone to digital music
- We also need to look at the space that is needed to store new pieces. Do we start culling old pieces to make space for the new pieces.
- Suggestion is to give the hardest pieces to Odyssey to see if they can play them and if it is too hard for them to play, then we could start getting rid of older pieces. Odyssey could also do a survey of the music they are playing which could help pair down music.

Action Item:

- Mark will talk to Ben Jackson about how he did his digital music for Summer Band and report back to the Board for further discussion

Motion That the conductors carry on who is assigned to the fall term to continue in the winter term in the 2026-2027 season.

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

5. Music Library Committee:

5.1 Summary of meeting

- Audrey felt the meeting went very well and the other librarians are now aware that we did try to move rooms
- Librarians are happy that we are listening to them and making a difference
- We still need to discuss how to move forward with succession. Do we require another meeting to discuss this? Audrey is willing to touch base with Meeta
- Mary is coming in one day a week
- They need a better way to deal with their processes as Meeta is doing too much, which is why we are discussing additional printers
- There is lack of communication, Audrey is having to track down Meeta to get information for announcements
- There is now a routine when people will be at the school to do music. Monday and Friday is Meeta and Mary is on Thursday
- Meeta has a full waiver for band fees and \$250
- How many librarians do not go into PCVS because of the stairs

Action Items:

- Buying another printer for PVCS to assist the Librarians with their photocopying processes.
- Audrey and her husband to assist getting the large printer out of Meeta's house
- New Board to set up a meeting with the Librarians in the New Year to discuss processes and succession

Motion to purchase a printer for PCVS to assist the Librarians with their photocopying processes

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

5.2 Printers

- Discussion regarding purchasing a printer for PCVS for the librarians
- Agreed to purchase the Brother printer for \$50 for Living Hope



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5.3 Music budget

- Conductors discussed pooling the money as Green Band doesn't use their full allotment
- We will wait to offer more money to the conductors until they discuss the digitalization of music

Motion that we pool the money for all conductors.

Rieta, Phil Pellat All in favour

Action Item:

- Bev to let Cindy know that the conductors will be pooling their money for the purchasing of pieces.

5.4 Digital Music

- When ordering music, can the conductors order a digital copy as well as their copies. Hard copies are approximately \$125 and digital may be around the same.
- Idea that we buy the digital copy and the Score for the conductors
- Where is the digital music that we currently have. It is on a Music Downloads on the Google Drive
- Mark feels that if you go to digital music only, you may lose some members. We are not yet at the point of having members download their own digital music so we are talking about just getting a digital copy for insurance purposes
- Summer band's music was all digital and Ben made copies for those who needed copies
- Recommend that we double the music budget from \$3000 to \$6000 and they purchase the digital copy of the music on top of the hard copy
- James has suggested that we get a small committee together to start digitizing our existing music
- Further input is required before we make any decisions on digital
- Question about whether a student could help digitize the music, it is more practical for them to assist with photocopying
- Meeta has two folders, the original copy and the copy that goes to the conductors

5.5 Moving to another room

- Bev had to sign up on the website to get updates on room availability
- The cost for another room could be double of what we pay, but it is only 6 stairs down instead of 3 flights up

Action Item:

- Audrey to let Meeta know that we are still looking into moving rooms

6. Schedule

6.1 2025-2026 Fall Term

6.1.1 Odyssey sectional

- The sectional came across well. They will do another one in April
- Percussion felt that they played less during the sectionals
- Could be a possibility of using another room or Free Methodist to have a sectional for drums



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Action Item:

- Audrey to talk to Ben regarding the sectionals and that percussion felt that they played less during the Odyssey sectional

6.1.2 Dec 3 Ensemble presentation

- Email has been sent out and it was in announcements and will also be sent out in the Members Update
- It will be a very busy morning with 20 minutes and 7 ensembles
- Audrey will MC this event

6.2 2025-2026 Winter Term

- Business as usual

7. Admin: (1:50–2:15)

7.1 Items approved in Groups.IO after the October meeting

7.1.1 Documents

- PNHB Documentation Guidelines
- Membership Policy
- Review Engagement Baker Tilly
- Living Hope Storage Room Walls
- Flute Gang Rent
- How to do things and who to contact
- Music Library

Motion to approve the Membership Policy

Vote: Moved by: Bev Murphy

Seconded by: Marcia Johnston

All in

favour: Passed

Action Item:

- Audrey to talk to Cindy regarding exemptions for ensembles

7.1.2 Google workspace

- James has set up Google Workspace
- Zoom is gone and we are now using Google Meet

Action Items:

- Bev will put the information regarding Google Workspace on Groups.io

7.2 Document standards

- A discussion was put on Groups.io regarding changing the signing of documents to just a notation

Motion that we approve the change to signing of documents to just noting it on documents

Moved by: Bev Murphy

Seconded by Pat Wade

All in favour: Carried

7.3 AGM (reports, nominations) Dec 3

- Refer to Minutes of November 7, 2024 which was a special meeting to discuss the 2024 AGM



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- President's report is finished and will be emailed to Lisa
- Agenda still needs to be put together
- In the past we have had Board members adopt motions in case no one from the floor
- Audrey and Bev will do the sign in of members
- Bev has the cards for proxies
- There is a nomination form to go out in the email by November 22, 2025 it is on Groups.io
- Pat will stand at the South door to make sure no one enters that way as all members need to sign in

Action Item:

- Audrey and Lisa to work together to put forward the Agenda

7.4 Special Resolution to change Incorp. Objectives (BM)

- Email has been sent to the lawyer on November 3rd, 2025 and no response back
- This has to go to the CRA and that may be the hold up

Action Item:

- Bev will continue to follow up with this

7.5 Vacancies

- Audrey and Bev are stepping down and we do not have anyone to step into the President or Vice Presidents positions
- The first meeting after the AGM we have to vote in our directors
- Audrey is willing to stay on as the Liaison with Meeta

The next Board will need to assign someone to do the following:

- Update the announcement document
- Do announcements for Monday, Wednesday (morning and afternoon) – Audrey and Marcia will look after morning announcements
- Make sure tasks are started at the right time (see Board Activities) – will have Tori take over monitoring of Board Activities tasks
- Do initial review and update of Board meeting minutes and agenda
- Communication Liaison
- Treasurer Liaison (Marcia has already volunteered)
- Concert Liaison – Pat will take over this position
- Office Administrator Liaison (or maybe she should attend all meetings) – will be given access to Groups.io

Motion to add Tori to Groups.io

Vote: Moved by: Pat Wade Seconded by Bev Murphy All in favour: Passed

- Coordinate the mid season survey and create the report of the results
- Do the Schedule and Budget (Bev doesn't mind assisting with these) Marcia will assist with this
- Coordinate December Social and Winterlude – Rieta has volunteered to do this



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- Assist with the AGM
- Liaison with St. Lukes Church

Bev will phase out of these duties:

- Concert Manager – will stop next season and have Lori take over
- Membership Manager backup – will stop next season or earlier and have Tori take over
- KSB (Kawartha School Board) liaison – will stop in January 2026 and Tori will take over
- Office Admin back up – will continue to back-up, train and monitor what Tori is doing until comfortable she understands what is needed to be done.

Bev will continue to do the following:

- Name tags
- Concert AD tracking and collection of funds
- Concert ticket sales
- Monitoring of emails sent to info@pnhb.ca
- Communication Manager backup
- Webmaster backup
- Publicity committee member
- Banking signee
- Presentation group coordinator (this group will do a mini-info day to promote the band to other groups in our community. Bev has not had time to work on this, might make this an ensemble)

7.6 Sponsorship

- Dave Tomlinson is willing to sponsor us for more than just the ad in the concert program and just requires a tax receipt
- Ideas from Groups.io: moving music library, shelves for library, photocopier for the library (\$600), new instruments (ideas are: oboe, tenor sax), help with fee waivers, Learn to Read Music Program, Tuba Day, Accent of Achievement Books, supplies for new members (reeds, oils), practice pads with sticks (to rent to percussionists)
- Might be an idea to ask for something that benefits the whole band first

Action Items:

- Bev to talk to Cindy about in-kind donations

7.7 Student volunteers

- Tori's daughter Violet is working with Meeta for her high school community hours
- Might be an idea for Tori to take over student volunteers

7.8 Living Hope storage

- Wall protection put in by Steve is really good
- New printer is working out well
- Sound shields are hung and looking good

7.9 Strategic Plan

- Ian Crawford was going to facilitate this last year and was not able to assist due to medical reasons



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- Tori brought up another person's name as that person has a lot of experience with them
- Need to know what it would cost to do this
- Founders Forum had all levels of government on site and they strongly suggest having a strategic plan

Action Item:

- Audrey to check with Ian Crawford to see if he is still interested in doing this
- Bev will talk to Tori after Audrey talks to Ian to see if the person she knows charges for it

8. Office Administration

8.1 Training

- Training is still on going

8.2 PNHB Directory

- Directory has been changed – if Mark adds someone to the roster it updates the directory

8.3 Living Hope billing

- Tori is taking care of this and it is going very well – she is working with the book keeper
- Tori will update Living Hope on what rooms we are using on December 3rd, 2025
- Tori will update Living Hope that the Flute Group used the Auditorium

9. Membership Committee:

9.1 Membership tracking

- The attendance sheets at the beginning of the term was a success and helped Tori and Mark keep track of members

10. Finances:

10.1 Status

- As of Tuesday, November 19th, 2025 we have \$68,409.11 in the General account. And \$55.89 in the Bingo account
- Cash has been collected for concert tickets/ad sales in the amount of \$2395 and we are currently waiting on three businesses to pay for their ads

Action Item:

- Audrey to talk to Cindy about her Quick Books

10.2 Review Engagement

- Meeting went very well. Thank you to Cindy for assisting with this.
- Stephanie did a very good job presenting
- We do have the Draft Copy of the Review Engagement

10.3 Outstanding Dues

- IN CAMERA – Wendy has not yet paid her dues

Action Item:



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- Audrey to talk to Cindy to confirm if Wendy has paid her dues

11. Fundraising: (2:30-2:45) (AK)

11.1 Delta Bingo

- We are doing very well with Bingo – lots of volunteers and a few shifts a month

11.2 Grants

- Looked into funding the Learning to Read music but they will not fund a second Learning to Read music
- Priscilla has put her program on PowerPoint and could teach it again, through the Grant she gets \$80, we would have to discuss wages again
- There are currently 37 registered in the Learning to Read
- Cindy will start the City of Peterborough Grant application
- Debbie (from the Government) has advised Audrey that we can apply for a 2028 Senior Community Grant and it has to be for something different than the Learning to Read Music Grant
- Evan Thomas has experience writing Grants and this is something he would be interested in helping the Board with

11.3 Funders Forum

- A report with Power Point was sent to the Board regarding this event. It was well done and Bev suggests going next year if it is run again.
- Three levels of government were there
- Two things they suggested was an annual report (we do a report for the AGM) and a strategic report

12. Property Committee: (2:45-3:00) (PW and MJ)

12.1 Instrument rentals/loans

- There are not a lot of information left to rent or loan
- Peterborough Concert band took the large Tympani head

Action Item:

- Audrey to talk to Medda to see if the PCB will pay for the Tympani head

12.2 Instruments for Sale

- \$1800 Alto Clarinet has been sold to Mary
- New percussion toys have been purchased

12.3 Instrument Repairs

- None at this time

12.4 Instrument Purchases

- Swab and ligature need to be purchased
- Brian Flagler works at Long and McQuade in the return instruments department
- Phil Panter advises that we could use at 23" tympani; however, there is no space to store it



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13. Concert Committee:

13.1 Fall Concert

- Everything is going well for the concert
- In the past we had five plants to give to the conductors but last concert two were left behind, this year instead, they will be given \$50 (equivalent of the plant), but two poinsettias have been purchased to decorate
- At the December 3rd concert, everyone interested will get a ticket for a draw to win the poinsettias
- Members update will state which rooms and areas we have access to and what rooms to stay out of

13.2 Spring Concert

- Pencilled in Living Hope for May 29th, 2026 but we will see how this concert goes and make decisions accordingly
- Community Care is the beneficiary – there are five locations and the main office is in Peterborough

14. Publicity and Recruitment Committee:

- Evan Thomas came today as a guest
- Patti-Ann may be interested
- Thanks to Pat for doing a great job trying to recruit members to the Board

15. Social Committee:

15.1 Christmas Social Dec 3

- Vedra had her meeting on Wednesday and everything is very organized
- No hot food, sandwiches and finger foods only

Action Item:

Rieta to send information regarding the Christmas Social to Audrey for the Members Update
Rieta will talk to Vedra about the email regarding cold foods only

16. Communication and Website:

16.1 Google workspace

- This is the new platform we are using along with Google Meet

16.2 Google meet

- We no longer have Zoom
- Will work with Bev on how to use Meet as we couldn't get it up and running for this meeting

16.3 Emails

- James has advised that there is a problem with the emails
- It will be included in the announcements that if you are not receiving emails to let James know

17. Ensembles:

Action Item:



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- Audrey to put in her members announcement that there are no ensembles on December 2nd
- Bev to put in announcements that there are no ensembles on December 2nd

17.1 Paying Admin fee

- The few members who are not playing in a concert band but are playing in an ensemble will be required to pay a \$20 admin fee

17.2 Tracking those waived from being in a concert band

- Question raised on who will track the payments for those who are paying the admin fee for ensembles

Action Items:

- Bev will let Cindy know about the admin fee payments for those in ensembles only

17.3 Tuba Masterclass

- Audrey advises that we will try and work this into a Grant
- Phil put out an email to Tuba players and out of 8, so far 7 are interested in having this class
- This could be open to outside bands
- Earliest this could be done would be the Spring Term 2026
- Depending on cost of the class we could ask members to pay a nominal fee (members could pay \$20 / non members a different amount)
- We could also run a mini fundraiser to assist with the cost of this
- A new initiative grant would be perfect for this

18.AOB:

- Wendy Remich would like to have a table at the December 3rd concert regarding Human Rights
- Any promotions we do should be musically related
- She could add it as an announcement on Wednesday and can put it on the Members Face Book Page
- Pat and Marcia do purchases through Long and McQuade but do not have the ability to invoice and have to pay up front for repairs and purchases
- Regarding a cost of adding another band, it appears we may not be paying our conductors enough even with the increases we have given them, there was no raise this year in the budget, propose that next year's budget we give them a 1% raise (\$77) and a bonus of another 1% or more
- At the Funders Forum, Bev didn't have any business cards to hand out. Packages Plus for 100 generic business cards are \$40. Pat advises that can come out of the Publicity Budget
- Use the "come play with us" banner in our group band picture on November 28th – Bev's husband will be taking the picture

Motion to give the conductors a Christmas bonus of \$200

Vote: Moved by Pat Wade

Seconded by: Phil Panter

All in favour: Passed

Motion to purchase business cards under \$60



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Vote: Bev Murphy

Seconded by Phil Panter

All in favour: Passed

Action Items:

- Audrey to let Wendy know that due to our Code of Conduct, she will be unable to have a table at the December 3rd concert
- Marcia to clarify with Cindy regarding the invoicing from Long & McQuade and to see if her and Pat can be added
- Bev to contact Vista Print to inquire what their cost is for business cards

19. Next Meetings:

- December 11, 2025 from 1pm – 4pm at St. Luke's

20. Adjournment:

Meeting adjourned by Rieta Weaver