



PETERBOROUGH NEW HORIZONS BANDS MINUTES

PNHB Board of Directors Meeting December 11, 2025 - 1pm-4pm at St. Luke's

Present: Lisa Witherington (Board Secretary), Pat Wade, Marcia Johnston, Phil Pellat, Phil Panter
Call in: Kelly Gravelle
Regrets: Rieta Weaver

Meeting Chaired by: Marcia Johnston
Minutes Recorded by: Lisa Witherington

1. Board Assignments:

1.1 Assign someone to chair the meeting

- Pat Wade started our meeting and Marcia Johnston took over after being voted in as President.

1.2 Vote for these positions: President, VP or vote for a temporary Chair

- Discussion held about vacant positions
- Possibility of putting someone in until May as a deadline
- Marcia has stepped up to be president
- Kelly has stepped forward to be vice president

Motion: That we appoint Marcia Johnston as President of PNH B.

Vote: Moved by: Pat Wade Seconded by: Phil Pellat All in favour: Passed

Motion: That we appoint Kelly Gravelle as Vice President of PNH B.

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

1.3 Assign these Liaison positions: Music Library, Office Administrator, Fundraising, Communication and Website. These people just keep in touch with these groups so the Liaison can keep the Board informed of what is happening and any needs the groups have.

- Music Library Liaison – Marcia Johnston
- Office Administrator Liaison – Lisa Witherington
- Fundraising Liaison – Gary Graham and Jenny Ruddell
- Communication and Website Liaison – Phil Pellat

2. Conflict of Interest:

- None

3. Approval of the minutes

Approve November 20, 2025 Board Meeting Minutes (sent previously)

Motion: To approve the November 20th, 2025 Board Meeting Minutes, previously sent.

Vote: Moved by: Phil Pellat Seconded by: Pat Wade All in favour: Passed



PETERBOROUGH NEW HORIZONS BANDS

4. Items to discuss with Conductors:

- There was no Conductors meeting in December
- Discussion about music purchasing and digital music
- Ben will be bringing up conductor changes for the seasons (Fall and Spring are the same conductors for concert prep)
- Conductors need to purchase their music by the end of February
- Digital music may not be cheaper than printed music
- We are printing off a lot of music but it is for only our organization
- We are making a master copy of our music and then we have to store it so digital music may be a better option

5. Music Library Committee:

5.1 Printers

- There was a motion made in Groups.io regarding the purchasing of Meeta's printer for PCVS
- It is unknown if Meeta's printer has been moved to PCVS
- There are two printers at PCVS, if the one from Meeta's house has been moved then there would be three. Waiting to hear back from Audrey to see if the printer has been moved to PCVS

Action Item:

- Marcia to check with Audrey to see if the printer has been moved
- Marcia to get feedback from Meeta to see how the printers are working
- Phil Pellat to check the printer at Living Hope to see if it is Wifi enabled

Motion in Groups.io was: that we approve the purchase of the printer that is at Meeta's house and that the printer be used at PCVS, as approved on Groups.io

Vote: Moved by Audrey Keitel Seconded by: Marcia Johnston All in favour: Passed

5.2 Digital Music

- James is interested in doing a presentation regarding digital music at our January meeting but we are not ready at this time for a presentation
- What would digital music mean for Meeta?
- We may need someone to oversee the digital which will lessen the work load on Meeta
- We need a committee to discuss digital music
- There may be issues with asking members to print their own music, especially if they need to use business services like Staples
- Kelly, Phil Pellat and Phil Panter will form a committee with James regarding digital music
- We will need a system to catalogue music and accommodate members who need help with printing and possibly running a workshop to assist people with navigating a tablet for their music
- We need an idea of costs as we are still looking at moving the library
- Digitizing music would be done in stages

Action Items:



PETERBOROUGH NEW HORIZONS BANDS

- Phil Pellat will make contact with James regarding digital music and the committee that has been created

5.3 Moving to another room

- Bev is the liaison for PCVS

Action Items:

- Marcia will follow up with Bev and check the status of the second room

6. Schedule

6.1 Dec 3 AGM review

- Bev advised that things went well. We had 64 members present and 7 proxies
- Documents need to go out sooner to the members by an additional week. Bev will work with Tori on this to make it a combined effort
- Audrey advised that she felt it went well but it was hard for members to hear questions raised from the floor – microphone may need to be used
- Ensembles and Grant funds were not part of the budget and it made it difficult to compare to other years
- There were comments on how much was in reserves
- The fee increase was brought up at the AGM but it is unsure how much the increase will be
- With the possibility of more ensembles, the concert portion will go too long – this will require adjusting to keep it to 2 hours

6.2 2025-2026 Winter Term

- Every thing is set to go the week of January 5th – Green band, January 7th – all the other bands
- Sectionals – Green band to have them every week and Jubilee will have three sectionals during the two month period

6.3 Winterlude

- Is being held on Wednesday, February 25th, 2026
- Is Green Band playing at Winterlude

Action Item:

- Marcia to talk to Mark about the Green Band playing at Winterlude
- Marcia will contact Bev to update the calendar to show February 25th, 2026 as Winterlude
- This will be added to announcements

7. Admin:

7.1 Items approved in Groups.IO after the October meeting

7.1.1 Documents

- None

7.2 AGM Wrap Up

- AGM went well – 64 members with 7 proxies

7.3 Special Resolution to change Incorp. Objectives



PETERBOROUGH NEW HORIZONS BANDS

- No new updates from the CRA or the Lawyer

7.4 Vacancies

- President and Vice President have been filled
- There is still an available spot on the Board

7.5 Sponsorship

- Marcia has not heard anything regarding the Real Estate agent, David Tomlinson, who was interested in sponsoring PNHB
- If he sponsors an instrument we could have it engraved

Action Item:

- Marcia will speak to Audrey to see if any of the ideas that were submitted were sent to him

7.6 Strategic Plan

- Audrey will continue on with the Strategic Plan with Ian Cuthbertson

7.7 CBA and NHIMA

Action Items:

- Lisa to check with Tori to see how much the CBA and NHIBA memberships cost

Motion: to renew our CBA and NHIMA memberships.

Vote: Moved by: Pat Wade

Seconded by: Phil Panter

All in favour: Passed

8. Office Administration

8.1 Training

- Bev has been meeting with Tori once a week for training
- Tori's contract is from August 1st, 2025 – August 1st, 2026
- Tori does her coaching at Free Methodist and as the office administrator she should be more centrally located
- Tori is invited to the Board Meetings
- Would be nice to know how many hours a month she is putting in

Action Item:

- Marcia to talk to Audrey about the previous talk about moving the French Horns to Free Methodist and moving Tori into Living Hope
- Marcia to talk to Bev about having Tori submit a monthly report detailing what she has been doing for the month, including number of hours

8.2 PNHB Directory

- LOA's have been removed from the directory so we are not able to see email addresses, home addresses
- We don't have access to the LOA's
- Discussion about having the LOA's on the bottom of the directory

Action Item:



PETERBOROUGH NEW HORIZONS BANDS

- Marcia to check with Tori to see if she has a directory

8.3 Living Hope billing

- Tori is keeping track of the billing for Living Hope
- We will need to address the contract for the 2026-2027 season

9. Membership Committee:

9.1 Membership tracking

- 2 new members have joined

- ### 9.2 Approve the President, Treasurer and Board Secretary to have the authority to decide on dues, instrument and ensemble exemptions as long as they keep within the funds budgeted for each.

Motion: Approve the President, Treasurer and Board Secretary to have the authority to decide on dues, instrument and ensemble exemptions as long as they keep within the funds budgeted for each.

Vote: Moved by: Phil Pellat Seconded by: Pat Wade All in favour: Passed

Action Item:

- Marcia to talk to Audrey to find out how much money is left for exemptions
- Marcia to ensure that Wendy has paid her dues

10. Finances:

10.1 Status

- There is about \$20,000 in the account at this time, rent invoices are still to come in

11. Fundraising:

11.1 Delta Bingo

- Gary Graham has sent updates in policy
- Received one extra shift
- Need two volunteers for Tap and Play
- There are organizations that rely on Bingo
- Bingo is not included as part of our operational budget as the income made from that varies each month
- Unsure how it is reflected/recorded on our budget
- Bingo is advertised at our concert, in our program and on our website. The icon on the website is on the footer page and very small.
- Discussion about getting a more permanent sign so we can advertise that Bingo is one of our major sponsors

Action Items:

- Marcia to talk to Bev regarding how Bingo is reflected on our budget and sustainability
- Marcia to talk to Bev regarding how Bingo is advertised on the website and about getting a more permanent sign for advertising Bingo
- Marcia to talk to Bev regarding Trent Valley Honda as being a sponsor on the website

11.2 Grants



PETERBOROUGH NEW HORIZONS BANDS

- Audrey is working on getting more coaches in for specific master classes so she will be looking into grants for this or as a part of the grant we received in the fall
- Unknown how much money is left in the grant after the Music Reading class is completed
- Advised to not do the city grant, do it every other year
- Unsure if other grant information came out of the Funders Forum held last month
- We have not finished spending the money from our current new initiatives grant so it is something we the new initiative grant is something we can look at again at a later date.

12. Property Committee:

12.1 Instrument rentals/loans

- Two more rentals that are starting in January
- Mary Kay \$150 for the alto clarinet a month
- New people who come in have access to available instruments as we do not take an instrument away from someone who has been renting an instrument. It would be looked at as a case by case basis.

12.2 Instruments for Sale

- There is a giant bass drum at PCVS and no room for it at Living Hope – do we need two bass drums. There is one at Living Hope that is being used.
- Pat will talk to the conductors about selling the second bass drum

12.3 Instrument Repairs

- Newly purchased euphonium was repaired

12.4 Instrument Purchases

- Euphonium purchased for \$800
- Clarinet case purchased
- Baritone case ordered
- Swab and ratchet arrived

13. Concert Committee:

13.1 Fall Concert Wrap Up

- There was not a good response to the survey so it was sent out a second time
- Feedback was that you couldn't see the band members from the audience – may have to look at risers in the future
- There was some good feedback received from James' request for feedback
- Parking was an issue but having other locations to park at was helpful
- Shuttle from Free Methodist to Living Hope, could we have members sign a waiver or does it fall under the umbrella insurance, if we hire a bus who would cover the insurance
- Could look at using a Taxi company and advertise them as a sponsor
- Sound was good, venue more intimate
- If we renew our contract, is there a place to store risers? We've asked in the past for under the stage storage and we were not able to use that area
- Phil Panter may have access to wooden risers that are stored in the basement of the Emmanuel Church



PETERBOROUGH NEW HORIZONS BANDS

- The stage at Living Hope is not large enough to accommodate our bands, but it did accommodate the percussion instruments
- There were parking attendants to assist with parking and that worked very well
- We were able to use the fellowship hall during this concert as we didn't originally book it.

Action Item:

- Pat to look into where to get risers for future concert use
- Kelly will talk to Rob, risk assessment in the city, to ask about using a shuttle and liability

13.2 Spring Concert

- May 29th, 2026 is the spring concert
- Follow up with Bev as she is the Concert Manager working with Lori
- Is TASS an option for a concert? It does have air conditioning. Issues with TASS would be set up, tear down, what day to hold it.
- Has Kenner ever been investigated for a concert? It is not believed to have been looked at.
- Should we look at a Sunday concert? Would need a venue that is not a church. It may be nicer for those who do not like to drive at night
- Changes would not take effect until the 2026-2027 season

14. Publicity and Recruitment Committee:

- Publicity is on hold as the concert is over but will start on the spring concert soon
- Info day is in the spring
- Audrey wants to do less publicity so anything that costs money we will not be doing (no radio ads, etc)
- The Newcomers Club comes to us to ask us to do a presentation and it doesn't cost money. It went over well last time we were there. We did get two members from there. We can invite them to our open house as well.

15. Social Committee:

- Finger foods went over well at the Winter Potluck / AGM, there were a lot of desserts, the lines moved quickly because people weren't trying to serve hot foods, and there were no issues with breakers blowing because of over use
- Would have been nicer to have a longer time during the potluck to visit and interact – make it an hour and half instead of just an hour
- The after party at One Eyed Jack was ok, but it would have been better if the tables were set up differently, it wasn't set up for people interacting with each other
- Good service at One Eyed Jack but there was an 18% gratuity added to the bill because of it being a group that was not told to everyone

16. Communication and Website:

- There is no "Search" icon on the website
- Phil Pellat is the new Liaison

Action Item:

- Phil Pellat to talk to Bev about adding the "Search" feature
- Phil Pellat to talk to Bev about adding the google drive pin to the website



PETERBOROUGH NEW HORIZONS BANDS

17. Ensembles:

- Mark has been updated that the lead trumpet from Swing Set will be away for in January/February Roster purposes
- Odyssey will have only one trumpet and Deanna will be playing the trumpet part on soprano sax

18. AOB:

- Tuba Master class – idea to ask Claudio Engli if he is interested. This would be a two to three-hour session. Phil will reach out to Claudio.
- There are approximately 7 interested
- Could add the euphoniums to the class for numbers
- Could open this up to the other music groups in the area to see if there is interest
- Mark Hiscox might also be interested in running a Tuba Master class
- The TSO has someone who could run it also but he is not local
- Dialogue committee – Pat has been doing it for two years, Marcia has done it, James did one and Lisa has done one – how do you think it is going, any concerns, where do you see yourself in the next two years. There is a list of questions that is done face to face. We can ask if the conductors want to do this by email or if they want to meet face to face. There is a list of approximately 10 questions but the above listed are the main three that are asked. The in-person meetings would be an hour during the lunch hour.
- For those who are only playing in ensembles, will pay an additional \$20 per term for insurance, music and admin starting in January
- Right now, we are not going to start another band as we are not doing as much publicity and we don't want to take away from the other five established main bands
- There isn't a large number of members who don't play in the concerts due to anxiety/pressure
- There could be more movement from the lower bands and moving them up to the higher bands to even out numbers
- Instrument inventory is up to date. Percussion has many pages of inventory. There are three drum kits (2 at Living Hope, 1 at Free Methodist)
- Possible donation of Devon's flute

Action Item:

- Phil Pellat will reach out to Claudio to see if he is interested in running a tuba master class
- Pat will put together an email for Marcia to look at to see if the conductors want to do the dialogue committee meetings in person or by email
- Marcia will check with Mark to see if any of the conductors are going on holidays
- Marcia to check with Mark to see if there are members who could be moved up to the higher level bands to even out numbers
- Lisa to email James the new Board to be sent out to the members

19. Next Meetings:

January 15, 2026 from 1pm – 4pm at St. Luke's

20. Adjournment:

Motion to adjourn: Phil Panter