



PETERBOROUGH NEW HORIZONS BANDS

MINUTES

PNHB Board of Directors Meeting

January 15, 2026 - 1pm-4pm on Google Meet

In Attendance via Google Meet: Marcia Johnston (President), Lisa Witherington (Secretary), Mark Hiscox (Conductor Liaison), Pat Wade, Kelly Gravelle (Vice President), Phil Pellat, Rieta Weaver, Evan Thomas, Phil Panter

1. Conflict of Interest: (1:00 (MJ)

- None

2. Approval of the minutes. (1:32 - 1:35)

Approve December 11, 2025 Board Meeting Minutes (sent previously)

Motion to approve the December 11, 2025 as previously sent.

Vote: Moved by: Pat Wade

Seconded by: Phil Pellat

All in favour: Passed

Welcome to Evan who was voted into the Board via Groups.io

3. Items to discuss with Conductors:

- Conductor's Minutes were distributed by email prior to the meeting
- Sal was the first conductor to sit with the dialogue committee
- Conductors were happy with the concert but felt that the December 3rd ensemble playing was too long
- Concerned about the number of trumpet players in Skylark and Odyssey, Charmaine was asked if she could play, she is unable to and John Devan (Odyssey) is going away for the month of February
- Spring concert update – would like to try and do a dress rehearsal with the bands on the Living Hope stage to see if it would work, this way the bands/players could be seen by the audience
- Other venues are being looked at
- Risers pose a risk of injury
- Music purchasing, would like to know if it is \$500 or \$600 – or is it being pooled at \$2500 and then conductors can shop accordingly – going to keep it at \$2500 for now but if it isn't reasonable we would look at moving up to \$600 per conductor to be pooled
- Nick is back for percussion sectionals
- The conductors had no preference on moving oboe sectionals to Living Hope from Free Methodist, the Horns or some other instrument would have to move to Free Methodist
- When we look at budgeting for next year, we will look further into sectionals and for the lower woodwinds (in the lower bands) we now have sectionals with the low brass
- Publicity – they feel that we should continue to do the usual advertising and address band size as it comes up. Pat, and Audrey and others support cutting back at least a bit on the higher-cost advertising (radio, trade show at SSFC, paid for FB ads)
- Culling the library – grade 5/6 pieces, that we can give to concert band as they gave us some easier music – Meeta and Ben did the culling a few years ago – Sal mentioned this at



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the Dialogue Committee. Rieta is interested in helping out. The conductors are talking about also culling as they go, playing a piece and if it is too hard then put it aside to give away

- No holidays are planned for the conductors
- Band exchanges, are there any plans for Band exchanges, will need to check and see if there is a conductor who is interested in doing this – a band exchange is where once a year, Gord would pick a band within New Horizons (Lakeshore New Horizons in New Castle), select music where we played with another band, did a dinner social – this was done with Gord and when he retired it stopped. Right now there is no conductor interested in doing this. There is a lot of work involved in setting this up. This is conductor driven and with no conductor interested. Right now there is no one interested in taking this on from the Board, so its being put on the back burner until a conductor comes forward. Question raised on if there is a cost for the conductor, believed that there is no cost for the conductor as they donated their time; however, each member was required to pay for the bus. Also, concerns around insurance coverage for members travelling to other places for a band exchange. Would our insurance cover band members travelling to another city.

Action Item:

- Rieta will talk to Sal and Meeta about culling the library

4. Music Library Committee:

- Marcia asked Meeta for an update and sent an email back to what the Librarians are doing
- Music master set has been done for summer band
- There are 20 Librarians on the team
- Christine is the back-up to Meeta
- Meeta is still unhappy that she is unable to send out emails to all band members

4.1 Printers

- The printer has been moved from Living Hope to PCVS
- The printer Meeta uses at home, Meeta wants to keep this at her home. If Meeta keeps it at her house, it saves her trips into PCVS
- It is agreed that the printer will remain at Meeta's but we will do up a loan agreement for the printer, for our own records as it is a piece of our inventory

Action Items:

- Marcia to check with Audrey about the payment on the printer

4.2 Digital Music

- Phil Pellat reached out to James and also to New Horizons asking what are other bands doing but there has been no response from them
- James went into each website (200+) to try and build his own email list from New Horizons Band to see what they are using
- Bev already asked about 5 New Horizons groups the same things, do not duplicate!
- There is reluctance on the part of the conductors as scores could be single sheets and Sal finds that this could be troublesome, we can buy digital and then buy the score as well for



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an additional cost, then again, Meeta is very good at taping the scores – example – 3 Penny Opera, 7 movements long.

Action Item:

- Phil to talk to Bev to see which New Horizons bands that she reached out to previously
- James to continue reaching out to other New Horizons bands to see what they are doing in regards to their music library

4.3 Moving to another room

- The KPRDSB School Board has not gotten back to Bev regarding moving to the other room on the basement level at PCVS

Action Item:

- Reach out to Bev to check with them again

5. Schedule

5.1 2025-2026 Winter Term

- Things are moving along very well

5.2 Winterlude

- There was a schedule 2-3 years ago that Marcia found – Allegro/Jubilee in the morning and then Skylark/Odyssey played in the afternoon. Do we want everyone to play in the morning and then do the potluck lunch? Yes!
- Mark, for the Green Band, has been asked if they will be playing. Mark is unsure at this time if Green Band would be ready
- Start at 9:30 and go until 12:00, all bands to play in the morning with each band getting 20 minutes and the potluck will follow
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6. Admin: (2:05-2:20)

6.1 Items approved in Groups.IO after the December 2025 Meeting

6.1.1 Documents – None

- More information should be shared through Groups.io to save the amount of emails that go out
- Mid season survey - Bev will assist with this. Marcia is looking to see if someone is willing to do this with her. Pat will assist with this and James

6.2 Special Resolution to change Incorp. Objectives (BM)

- No new information at this time

6.3 Vacancies

- Fundraising is Bingo and under Jenny and Gary as we don't have a Fundraising Liaison
- Evan stated that he believes we need a Fundraising Committee, he would be happy to discuss it further and would be happy to help out
- Under Charitable Status we have money saved up and we need to make sure we don't go over that limit or we could lose our charitable status



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- Do we want a Board Member Liaison for the ensembles – Rieta will be the Ensembles Liaison

Action Item:

- Evan will come up with some ideas for a Fundraising Committee and bring it back to another meeting
- Pat will check past minutes for some of the fundraising ideas
- Marcia will point Evan in the right direction on Groups.io to documents

6.4 Sponsorship

- Nothing at this time

6.5 Strategic Plan

- Ian Crawford and Audrey – no update at this time
- Evan is interested in the Strategic plan

Action Item:

- Evan will reach out to Audrey regarding the Strategic Plan

6.6 CBA and NHIMA

- CBA is \$50
- NHMIA is \$25 and good until 2027

7. Office Administration

7.1 Training

- Marcia reached out to Bev regarding Tori coming to meetings and updates
- She is still training Tori and will possibly step back in June
- Tori is paid a monthly salary and not a per hour salary
- Lisa will reach out to Tori and let her know that she can come to our meeting via Meet to report on her activities

Action Item:

- Lisa to reach out to Tori via email to let her know that she is the Office Admin Liaison and invite her to join our monthly meetings

7.2 PNHB Directory

- No update at this time

8. Membership Committee:

8.1 Membership tracking

- It will be put into announcements for members to let Tori know that you will be away from band if the absence is for over three weeks

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8.2 (IN CAMERA) Exemption Requests

9. Finances:

9.1 Status



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- Cash flow is good for the next two months; however, we will need to touch the money in the Quest Trade account
- This will be addressed through the Budget Committee
- YTD Bingo is down \$1250 and time slots may be less due to Bingo finding other organizations to sponsor
- YTD donations down \$600
- Rent is up at Living Hope and will be going higher in September
- Printing and copying is up by \$1000
- There are 12-25 members per band who have not paid Term 2 dues – some may be on long term absences/leave of absence
- CRA public service rebates have been requested (2 out of 4 being processed)
- Money and cheques will need to be dropped off to Cindy as she isn't at band for March/April – Pat, Marcia will take care of this on the Wednesdays.
- Cindy has requested help with doing the money / direct e-transfers – Pat advised she could assist with this. Bev asked about Tori doing this as part of the office admin position – this position should be looked at for a fee waiver for the future
- Cindy has talked to Pat regarding this and said it should be ready to go early February as she will be able to ease into it
- If we move to a new room at PCVS we will be paying more in rent there
- We will also need to discuss conductors' salaries in the budget
- Budget committee is Marcia and Bev and as it gets closer Marcia will be asking for more help
- People have asked about sectionals but sectionals need to be discussed with the budget in mind and it may cost more to run more sectionals
- Audrey did mention at the AGM that dues may need to be raised in September

Action Item:

- Marcia to talk to Bev about Tori taking on the role of assisting Cindy with e-transfers and will update Pat
- Marcia to put financial information on Groups.io

10. Fundraising:

10.1 Delta Bingo

- Marcia signed the yearly contract that gets submitted
- It may be that more Bingo shifts will be given to organizations that work with unhoused/food banks but we haven't heard anything specific about that
- Jenny advised that the numbers of bingo games are going to increase and tap and play now require two members to be there

10.2 Grants

- Nothing new at this time – Audrey is the lead for grants
- Evan is interested in grants and will talk to Audrey
- New initiative grants need to be discussed further to see how they get managed (rental space, coaches, etc) as Audrey took care of the previous new initiative grant
- Sectionals were discussed as well as the Tuba Master Class and other groups who would like a Master Class (eg Lower Brass), but the grant doesn't/may not fully cover these, it



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only covers \$50 an hour which is the coaching rate, Claudio who is interested in doing a Master Class for Tuba is looking for \$150/hour

- Audrey is in charge of the grant money and Marcia will be in contact with Audrey regarding the grant

Action Item:

- Evan to check with Audrey in regards to grants

11. Property Committee:

11.1 Instrument rentals/loans

- 15 loaners at this time
- 12 on rentals

11.2 Instruments for Sale

- Silver clarinet was sold for \$100

11.3 Instrument Repairs

- One of the tympani has a broken tuner screw – Phil Panter will investigate replacement parts

11.4 Instrument Purchases

- Baritone case purchased
- There is missing / broken equipment in the percussion/misc equipment. Members who find broken/missing equipment should put in a request to purchase what is needed to the Property Committee and Marcia and/or Pat can pick it up
- The bass drum at PCVS never gets used and Pat asked in the fall if we could sell this and only two conductors replied – Ben and Medda saying keep it. Sal said it is expensive and to not get rid of it. There is no space for it at Living Hope.

Action Item:

- Pat to email the percussionists to let them know if percussion equipment is missing or broken, to request new items to the Property Committee
- Pat to ask Mark to put this on the Conductor's agenda for their meeting to discuss the large bass drum at PCVS
- Ruth M. has offered to sort the 3 bins and advise

11.5 (IN CAMERA) Instrument rental/loan Exemptions

12. Concert Committee:

12.1 Spring Concert

- Feedback from the Fall concert has been coming in
- James had requested feedback
- Christian Victory Church and Fairview as possible new event space
- \$4400 made in revenue at the November concert
- Beneficiary – Community Care – percentage of net profits



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- Bus transportation was looked into by James for transporting players across the road - the bus would cost \$400 plus hst – this is a large budgetary concern, risk management is a concern and even if a bus company offers insurance, we still should be checking with our insurance company to ensure we have enough coverage, we probably do not have auto in our insurance coverage – there were concerns in the survey comments that walking across with instruments was difficult; however, it was told to members that they could drop off their instruments at Living Hope before parking across the road

13. Publicity and Recruitment Committee:

- The conductors say not to stop recruitment and they will deal with numbers as it happens
- Radio ads are \$300 so we will not use this advertiser at this time
- Sir Sanford trade show that cost money will also not be repeated in June
- New Canadian Centre we got a couple of people/new members from presenting there at no cost to us
- We get a write up in the Examiner and a PSA on Cogeco and we advertise on Facebook and we use the Zoo sign as well
- We did put a paid add in Lakefield and in the Concert Band's concert program but likely will not do that again
- City Hall posts it as well as we are a grant recipient from there
- 90% of our new members come from friends and family

Action Item:

- Pat to talk to Suzanne to have her ask new members how they heard about PNHB
- Social Committee:
- Rieta attended the social committee meeting yesterday and they are asking if we do an out of Living Hope event, do they need to get insurance
- Pat has had to show a certificate from the insurance provider for the two trade shows that we have liability insurance and it is quick and easy to obtain through Bev who is our insurance liaison
- 68 people responded to the survey and only 28 people want to do something outside of Living Hope
- There will be no Spring Fling but have other ideas in mind

14. Communication and Website:

- No update at this time
- James was asked to see if a search bar tool could be added to the website, and James didn't think it would be an issue
- Marcia asking if anyone needs to add anything to announcements, please put it in the announcements file on Groups.io
- Google Meet is only allowing us to meet for an hour at time as it states we need premium membership to have unlimited
- **Action Item**
- Phil to follow up with James regarding the search bar
- Marcia to follow up with Bev regarding Google Meet as it only lets us meet an hour at a time



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15. Ensembles:

- Rieta is the Liaison now for ensembles and will reach out to all coaches for ensembles to let them know she is the Liaison and if they have anything that needs to be brought forward
- More members are needed for Fundamentals and Swing Set

16. AOB:

- Tuba/Euphonium Master Class – would like to do this in the spring - there is a lot of interest in this
- Bass Clarinet Master Class is an hour in length, it is Wednesday at 11 and the charge was \$50 for the coach
- If we do the Tuba Master Class we could try to keep it to Wednesday as it is \$17.50 for the room or Mondays for \$35 a room
- Phil would like to know how he can go about setting this up, is there money in the budget, can he get a room for ½ a day
- We could ask \$20 per participant to offset some of the fee
- Is there a room available for 3 hours on Monday (is it only mornings or can we use a room in the afternoon) – we could also look at Free Methodist
- We believe either Bev or Audrey is the Liaison for Free Methodist and Phil will message them regarding using Free Methodist
- Can we use the \$50 an hour of the grant money that Audrey has towards this and then supplement

- From Meeta – Dec 3, 2018 email – looking to see if Winterlude can be used to celebrate the missed 20th – not needed at this time and will celebrate our 25th in lieu of

- Thank you from Evan for having him on the Board as a new member

Action Item:

- Phil to put together a business case/cost projection for the Tuba Master Class

17. Next Meetings:

February 19, 2026 from 1pm – 4pm at St. Luke's

18. Adjournment:

Moved by: Rieta Weaver