



PETERBOROUGH NEW HORIZONS BANDS MINUTES

PNHB Board of Directors Meeting April 9, 2026 - 1pm-4pm at St. Luke's

Present: Marcia Johnston (President), Lisa Witherington (Secretary), Pat Wade, Phil Pellat, Phil Panter, Christina Melaney, Evan Thomas, Mark Hiscox (Conductor's Liaison)

On Meet: Tori Owen (Office Admin), Kelly Gravelle (Vice President)

1. Conflict of Interest:

- None

2. Approval of the minutes.

Corrections on Page 2 item 5 – should be permitted and under Finances – while deficit exceeds

Approve March 19th, 2026 Board Meeting Minutes (sent previously)

Vote: Moved by: Pat Wade Seconded by: Christina Melaney All in favour: Passed

3. Chair's Remarks

- Thank you to everyone for the work that we are continuing to do and welcome back Phil Pellat

4. Office Admin Update

- Fix name in the minutes – Tori Owen – in attendance
- Continuing to train with Bev on Wild Apricot
- Working on contracts
- Phone meeting with Fundraising Chair – inspired by the conversation and plan, very knowledgeable person in the role
- Still waiting for two people to pay dues
- Pat has been doing great with e-transfers, tracking down payments
- Catholic Board has given her a name and number (Alexa) to assist with room rentals
- Regards to reviewing insurance needs – waiting to hear back from Meeta regarding Library Inventory. There was \$497 in new sheet music, Ben has spent \$380 and we have not received an update yet from Mark or Justin – the extension for music purchasing was March 31st. Tori emailed them and Justin replied that they have received approval for another delay
- Tori will reach out to Pat regarding inventory on instruments
- Approximately 185 active members. There are 5 on vacation that are coming back and two who have just returned and have paid

5. Items to discuss with Conductors:

- Green band music selection for the concert has been extended to April 20th
- Ben is the Liaison for the Sectionals and an email went to the coaches but it didn't go to Ben; however, Ben is a coach – but it appears that Ben wants the email sent to him directly and then he will reach out to the coaches
- Marcia will reach out to Ben to send out an email to Odyssey regarding their upcoming sectional



PETERBOROUGH NEW HORIZONS BANDS

- Audrey's email on the Strategic Plan was not discussed as it came in two days before the Conductor's meeting – they will address it within the week
- Conductor's absence – there was some confusion with the protocol. Ben was sick and Medda was still unwell and a full day was too much for Medda to take on. Marcia talked to Bev and Audrey and it was suggested that we ask Gord Thompson to fill in. Mark was not asked but could have been.
- There was a question by Steve Effer to ask when he would be conducting as it is in his contract. Both Steve Effer and Gord Thompson are both back up and have been used twice as back up.
- If there are illnesses in the future, Mark should be asked to fill in first. If we can't get Mark, Steve should be asked for the next time
- Grant for special sectionals – the Conductor's are asking that special sectionals not be done during regular band practice
- Suggestion that Green band have sectionals every week going forward (including March and April). The cost would need to be looked at. It would also be nice if Allegro had additional sectionals as well. Possible alternate weeks through the Winter and Spring sessions. Marcia will do a cost analysis on this idea and we will discuss further
- Monday, May 25 is Info Day – Mark will set up Green Band for info day – Green Band to start playing at 11:15 for Info Day this way they get a full rehearsal before the concert

Action Item:

- Mark to send out an email to the Conductor's regarding the Strategic Plan to expedite the survey going out– Mark to put an end date of a week today on the email as the conductors will have had it for a few weeks at this point

6. Music Library Committee:

- Kelly and Marcia went on a tour of the music library – it is full. There are over 1000 pieces stored there. Question raised on how much more music should we acquire. At 5 new pieces per conductor, that is 25 pieces, that would be 4-5 banker boxes once the pieces are photocopied and there is no room for more boxes
- From a health and safety perspective being on the third floor is not ideal. The room is tidy and organized but there are a lot of music boxes.
- What is the practice now from start to end and getting music to people and why is there so much photocopying still being done? There are more players now. Meeta may know if the cost of printing has gone up. Marcia purchases the ink for Living Hope. Meeta orders ink through the company that used to maintain the printer. How old is the printer? Is there a committee that deals with printers? No, there is not a committee that looks after printers.
- Looks like we get the music, a Master Copy is then made and then additional copies are made for the instruments
- There are cheaper ways to get ink – we don't have to go to Staples – we can order on line at a cost savings
- There are no printers listed on the property spreadsheet
- We need a full inventory list of what we own, including printers
- Question raised if we loan music to other bands – yes we have in the past and we can borrow music from other bands as well – do we borrow from other NHB bands, we haven't before but this is something that can be looked into. We have found in the past that some NH bands do not communicate back



PETERBOROUGH NEW HORIZONS BANDS

- We can contact Clarington NHB (Linda) who we used to play with, to see if they would be interested in music swapping. They have two levels of bands so this may be an option
- It appears we are not under contract for the Konica printer – it appears it is our printer and there is no service contract and service is provided as needed, when needed
- According to the budget we have spent \$1710.17 for our printing service and our budget is for \$2000
- The librarians have done an amazing job with the space they have – there is no reaching up and down and it is well laid out
- Might be an idea to get another room / storage space for pieces that we are not playing to keep as an archive – we do have a lot of Christmas music and we don't have a Christmas concert

Action Items:

- Marcia to check with Bev regarding the printing budget before she speaks to Meeta about the large copier at PCVS and her printer at home
- Marcia to check with the Conductors to see about a music share program with other NHB bands
- If the Conductors are interested in a music share Pat will be interested in speaking to Linda from Clarington

6.1 Digital Music

- James resigned as he didn't get any info from the Board
- Kelly went and saw what the hard copies looked like and to get an idea on costs on what we are doing now, especially being new to the Board
- What does digital music look like to PNHB as James seems to be way ahead in where the Board is
- There has been no move to digital music at this time by the Board
- We need a business plan for digital music explaining the costs involved before we can move forward. Would we need to digitize the music inventory that we already have? Kelly is currently working on this business plan but is making sure she has all of the information before bringing it to the Board.
- We have a working group (Kelly and Phil Pellat and was James) for the Digital Music but James was hoping to move forward with the Digital Music and we are not there yet.
- When asked about the cost of Digital Music for summer band, it was difficult to get the information required – what was provided, the costs involved?

Action Item:

- Phil to talk to James about digital music and to get something on paper

6.2 Moving to another room

- Tori has information to contact the Catholic School Board (Alexa) for room information

7. Schedule

- Schedule was done for next year – Green Band starts on September 14th as the Monday before is Labour Day – Wednesday band will start September 9th.
- Fall Concert is November 27th
- AGM and Christmas Social – December 2nd – we will not be billed as a new date in a new month from Living Hope



PETERBOROUGH NEW HORIZONS BANDS

- January 4th and 6th. Winter Start Dates for Green and Wednesday bands
- February 24th is Winterlude
- March 1st and March 3rd – Spring Terms starts for Green and Wednesday bands
- Information Day May 17th
- May 28th spring concert

Motion to approve the 2026 – 2027 Schedule

Vote: Phil Panter Seconded Phil Pellat All in favour – Passed

- Ben will make a decision in early May regarding having one or two bands for Summer Band. It will depend on numbers and balance

Motion: to approve paying Ben for 4 hours if there are two bands for Summer Band.

Vote: Phil Pellat Seconded by Christina Melaney All in favour: Passed

8. Admin:

8.1 Items approved in Groups.IO after the March 2026 meeting

- None

8.1.1 Documents

- None

8.2 Special Resolution to change Incorp. Objectives

- Kelly sent it off to Joe and sent to Charities Directorate – they are no longer approving the wording for charities. Our wording would be approved as written, once approved by the Board, it would need to go in front of the members for approval. We may need a special meeting to show it to the membership or it can be done at the AGM in December. To get the greatest number of members present, it would need to wait for the AGM. Kelly will talk to Joe regarding waiting for the AGM. We could do it on a Wednesday when the 4 bands are there and invite Green Band if we need to do it sooner
- We need to update the Corporate Documents – Directors are correct and current – Marcia has updated the Areas of Responsibilities so it is current

8.3 Vacancies

- Still looking for one person for the Board as Rieta had to step down – potential member Mark McKinley (Green Band – Trumpet) but he has an art class on Thursdays. Continue advertising for a Board member but we will invite Mark to our May meeting
- Lori Wilson is a concert manager and has her dues waived 100% - Christina is co-concert manager and her dues should be waived to the extent that Lori's are – looking at having the Concert Manager / Co-Manager take over planning of Winterlude and the Ensembles concerts
- Bev is taking a lot of time for Wild Apricot support and would like her fees waived – this program should make it easier once it is up and running

8.4 Sponsorship

- Home Hardware and Long and McQuade are Harmony Sponsors

8.5 Strategic Plan



PETERBOROUGH NEW HORIZONS BANDS

- Waiting on the Conductors to go through the survey – this should be completed within the week

8.6 Approval of Salaries and who to hire

Salaries:

- Conductors are paid \$855 per month which is \$212 a week
- The budget approved \$50 a year increase for Conductors
- Marcia and Kelly talked to Ben and Ben talked to the conductors about how can we make a raise happen for the conductors and then went back to Bev, keeping in mind we have to redo our contract with Living Hope and the rental going up, \$7200 from 2024-2025 and a bonus of \$250. 2025-2026 is \$7700 and a bonus of \$250 already – Bev is looking at \$241 per week for 9 months which works out to be \$34.34 per hour per conductor
- Options: if we look at \$1000 a month, it may not be feasible to do it this year. A 10% increase makes it \$952 a month and then increase to \$1000 the following year. It works out to \$6525 per year would be the increase. It could mean a \$36 a year in dues to the member
- Our conductors should be paid a living wage
- We could look at different wages for a new conductor coming in but keep all the conductors we currently have at the same rate
- Cindy said we should look at giving the conductors the \$1000 now
- The Office Admin position is a yearly contract position
- If we look at paying the conductors the \$1000 a month, there will be no bonus
- Living Hope's contract is being renegotiated and it is unknown what the increase will be but we should wait to see what the increase will be before we commit to giving the increase to the conductors

Hiring for this year:

- Bev is suggesting that Tori's wages be increased to \$350 – we can ask Bev to do a performance appraisal before approving this

Action Items:

- Marcia to talk to Bev about a performance appraisal for Tori and a breakdown on her time spent doing her job duties

Motion to approve the 2026-2027 season hiring of the following people:

Main Concert Band Conductors / possible Ensemble Conductor possible coach and/or substituting for any of these roles: Ben Jackson, Mark Hiscox, Sal Castiglione, Justin Hiscox and Medda Burnett.

Coaches and substituting for a coach: Tori Owen, John Barrett, John Topic, Nick Gilroy, Peter Hanmore, Trish Murphy, Charmaine Prole, Gord Thompson.

Substitute for concert band or Ensemble Conductors: Gord Thompson, Steve Effer.

Band assistant: Steve Effer

Officer Administrator: Tori Owen

Summer Band Conductor: Ben Jackson



PETERBOROUGH NEW HORIZONS BANDS

Conductors:

Name	Role
Sal Castiglione	Conductor, Backup Conductor, Ensemble Conductor, Backup Ensemble Conductor, Coach, Backup Coach
Medda Burnett	Conductor, Backup Conductor, Ensemble Conductor, Backup Ensemble Conductor, Coach, Backup Coach
Ben Jackson	Conductor, Backup Conductor, Ensemble Conductor, Backup Ensemble Conductor, Coach, Backup Coach
Justin Hiscox	Conductor, Backup Conductor, Ensemble Conductor, Backup Ensemble Conductor, Coach, Backup Coach
Mark Hiscox	Conductor, Backup Conductor, Ensemble Conductor, Backup Ensemble Conductor, Coach, Backup Coach

Vote:

Motion by: Pat Wade

Seconded by: Phil Pellat

All in favour – Passed -- WAGES TO BE DISCUSSED FURTHER

Coaches

Name	Role
Charmaine Prole	Coach
John Barrett	Coach
Nick Gilroy	Coach
Peter Hanmore	Coach
Trish Murphy	Coach
Tori Owen	Coach Office Administrator
Steve Effer	Band assistant, Conductor, back up conductor ensemble conductor, backup ensemble conductor, coach, backup coach
John Topic	Backup coach
Gord Thompson	Backup coach

Motion by: Phil Panter

Seconded by: Kelly Gravelle

All in favour: Passed - OFFICE
ADMIN WAGES TO BE DETERMINED-

9. Membership Committee:

9.1 Membership tracking

- Being done by Tori Owen
-



PETERBOROUGH NEW HORIZONS BANDS

9.2 (IN CAMERA) Exemption Requests

- Mary Kay has been ill and is looking for a refund for the winter term

10. Finances:

10.1

- We are in good standing at this time

11. Fundraising:

11.1 Delta Bingo

- Last month Bingo brought in \$832.20
- We received an extra shift for May
- Averaging about 1-2 bingos a month

11.2 Grants

- The New Initiatives Grant is wrapping up
- Evan has asked Tori if she can find grants for us to apply to

11.3 Information Update on Fundraising

- Potential Needs – if it isn't covered under the regular budget, how can we go about getting the money
- Fundraising list needs to be refined
- What Grants and/or sponsorship is available
- Fundraising sources (donations/sponsorships/grants/special events/partnerships)
- Develop programs (sponsorship/donations)
- What are our fundraising needs and how do we go about getting committee members
- Bigger gains are grants/sponsorship/partnerships
- Pat would be interested in assisting in specific/targeted fundraising ideas
- Christina is interesting in working on/learning how to do the grant applications
- Tori has done grants before, may be an idea to have her do more grants and look at paying her more
- Trent and Fleming both have courses on Fundraising – if they have students that require practical it may be an idea for partnerships

12. Property Committee:

12.1 Instrument rentals/loans

- Everyone is paid up for their rental
- Cindy thinks we should buy a tenor sax

12.2 Instruments for Sale

-

12.3 Instrument Repairs

-

12.4 Instrument Purchases

-

12.5 (IN CAMERA) Instrument rental/loan Exemptions

13. Concert Committee:

13.1 Spring Concert



PETERBOROUGH NEW HORIZONS BANDS

- Looking at doing something special on the stage to demonstrate each part of spring
- Bev needs a blurb from Marcia by April 25th to put in the concert program
- April 15th they will be working on the stage set up

14. Publicity and Recruitment Committee:

- Bev has jumped ahead and started publicity for the concert. Pat was waiting to do the advertising at the end of April, closer to the date of the concert so people would have it fresh in their minds

15. Social Committee:

- Spring Fling – planning this has been very stressful for the committee as there are only 42 ticket sales so far
- There has been a lot of stress with not having more tickets sold and the worrying thought of having to cancel the event
- Church wants to know how many people will be there
- Magic number for the event is 50 tickets sold
- The committee would need to let the Church know by April 15 if they are to cancel the event
- The food platters are another cause of stress for the event
- The Social Committee has a \$500 to do what they need to do with it for the event
- The Social Committee is worried that they will have to repay the money that they spend from the Social Committee Budget
- Question raised, if the numbers do not support a social event, do we need to run a social event
- Christina will let them know that the budget money does not need to be repaid

16. Communication and Website:

- Phil has not had a chance to talk to James as the meeting was moved ahead one week
- James did a video on putting music on a tablet workshop – it hasn't been put on the website yet
- Two major sponsors are being advertised on the website

17. Ensembles:

- Nothing to report at this time

18. Tuba Master Class (PP) (3:45-3:50)

- There was a tuba workshop
- Audrey booked a person from PCB and he did a workshop for the tuba players with money from the grant
- Claudio is expensive, the TSO is more expensive, was hoping to get grant money from PNHB
- Phil had a different concept for the Tuba Master Class
- Under fundraising, we could look at musical workshops in the future

19. AOB:

- Summer band – James will be tracking the e-transfers
- T-shirts will be back on sale in the next week
- Christina has a contact for making buttons if we are interested

20. Next Meeting:

May 21, 2026 from 1pm – 4pm at St. Luke's



PETERBOROUGH NEW HORIZONS BANDS

21.Adjournment: Motion to adjourn by: Evan Thomas