



PETERBOROUGH NEW HORIZONS BANDS MINUTES

PNHB Board of Directors Meeting May 21, 2026 - 1pm-4pm at St. Luke's

In attendance: Marcia Johnston (President), Lisa Witherington (Secretary), Phil Pellat, Phil Panter, Evan Thomas, Christina Melaney, Mark Hiscox (Conductors Representative)

Guests: Christine Clark

By Google Meet: Tori Owen (Office Administrator), Pat Wade, Kelly Gravelle

1. Conflict of Interest:

- None

2. Approval of the minutes

Approve April 9, 2026 Board Meeting Minutes (sent previously)

Motion: To approve the April 9, 2026 Board Meeting Minutes as previously sent.

Moved by: Pat Wade Seconded by: Evan Thomas All in favour: Passed

3. Chair's Remarks

- Busy month as always – this month we made a contract with Living Hope – Bev and Marcia worked with Pastor John
- There is a letter of agreement for five years – for 2023 – 2028. We would need to give six months notice if we choose to leave
- In March of 2028 we should look at another letter of agreement with Living Hope
- Cost of Living Hope rentals is negotiated every year

4. Office Admin Update (1:20 - 1:30)

- Lisa to confirm that the right email address is being used for Tori's Google Meet invite
- Working on the Wild Apricot system and working out the bugs with Bev
- New season contracts are updated and Marcia is taking the lead on them
- Insurance Certificates are updated
- Good monthly meeting with the fundraising chair – found a grant through the United Way fund – looking at asking for the full \$5000 amount
- Streamlined the directory and rosters – including LOA's – hopefully with Wild Apricot it will streamline things even more
- 184 active members going into the final concert
- Liaising with KPR including visits as well as TASS
- Tori will be at info day and at the Spring Concert but can't find any external volunteers to help out, but is still looking
- Tori was asked about promoting PNHb at Folk Fest– this has not been addressed in the past
- Tori still has Joyce's oboe and does not know what to do with it at this time, Marcia has not talked to her and feels that we should reach out to her again



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Action Items:

- Christina Melaney will talk to the organizers of Folk Fest regarding setting up a table to advertise PNHB at Folk Fest and will work with Pat on this as Pat is busy during the summer
- Marcia will reach out to Joyce regarding the Oboe and update Tori

5. Items to discuss with Conductors:

- Conductors minutes were received and sent out to the Board
- Sal has not had the chance to work with bands getting on and off the stage for the upcoming concert
- Green band has not rehearsed it yet but Sal is going to be doing that on Monday
- It is believed that getting on and off the stage this will be practiced on Wednesday with the other bands
- Info day is set, coaches are good, and Mark has asked others to bring in their instruments so coaches don't have to bring in multiple instruments to showcase
- There is concern that some people may take too long to showcase their instruments – they have all been given 5 minutes to showcase their instruments, Ben's Flute Gang is going to showcase the flutes and this is also a great way to showcase our ensembles to newcomers.
- Pat will be doing a bassoon showcase; however, we do not have a bassoon to loan anyone and it is very expensive to rent. There is one that has been fixed up with the Kawartha Youth Orchestra, they don't rent instruments but they are happy to call it a lending instrument library and welcome donations. They have two bassoons in their inventory that haven't been used. The contact at KYU is Bryce Porter. With this information, Pat will demo the bassoon.
- Mark asked Tori if she plays the bassoon and she does – thinking ahead if we get a bassoon player, it might work well for the bassoon player to be coached with the oboe's – this has been brought up before – Tori can also be looked at to coach bassoon
- Evan asked Mark about the expenditures for music purchases – out of this year's allocation of funds, the music purchased is for the following year – what is not spent of the allocation, Mark will let us know so that money can be used elsewhere. Mark and Justin have not yet purchased music. It is unsure if Medda has. Mark will confirm with Medda about her music purchases. Right now there is about \$800 of the \$2500 that has been used
- Sal has mentioned about switching to afternoon concerts, especially the winter one, moving to the afternoon due to it being daylight to drive in, this is being looked into for the November concert – there are different concerns with having an afternoon concert (locations changes, date changes, moving percussion to the location) but there is talk about this being a good thing to try. There is reasonable support by the members to have an afternoon concert. The Conductors are open to discussing this further.
- Marcia will talk to Mark regarding her upcoming newsletter regarding members moving and changing bands and the wording of this

5.1 Odyssey large Group Sectionals in Terms 1 and in Terms 3

- All conductors advised that this is fine

6. Music Library Committee:

6.1 Digital Music



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- There is a survey going out in short order to get a feel on where the membership stands with going digital and printing their own music. If members are for it, then we can proceed with looking into digital music, if members are not for it, then we may not be moving forward
- In the end of the year survey, it will be asking members to give all of their information so it can be put into Wild Apricot, one of the questions will be “will you print digital music?”
- Kelly believes that we are on survey overload; however, this will be a question on the survey under Wild Apricot, about whether or not you would print digital music – what is the percentage of members that we are looking at to go forward with digital music – we would have a system that we will print music for those who can not print music for themselves – but it is reasonable to ask the question and then move forward with more questions about moving forward, a partial pilot project with digital music has been done with smaller groups – but we may need to call in people to a board meeting to discuss digital music as an education
- The reason for digital is our storage area is running out of space, people are already using tablets, trying to streamline music, keeping up with the times, we will still need our Library Committee and we would print music for those members who are unable to. James is a good person to implement digital music because of his knowledge base
- We need to continue moving this discussion forward but it is unknown how long it will take to begin doing digital music
- Tori believes that if we started slowly doing digital music, to save money printing, the limited space in the library, and it is easier to go digital but the concern is not stepping on toes of the librarians as we will still need them, James wants a completely separate group for the digital music library
- Kelly believes we should move forward with digital music and run a pilot on digital music – this is a really big project – there is a hard copy that still needs to go to the librarians, in the summer band it was done and it was informal, at a point we need to make a decision, whether we do it or because of how busy we are, we wait on it until a later time. Question raised if maybe one of the conductors want to do this or an ensemble tries it
- Phil Pellat talked about each conductor purchasing one digital piece of music with their music purchases to begin integrating – being proactive might be a better way than shelving this completely
- This is more of a functional issue, who will print the digital music? What will the library group do?
- Discussion on ordering everything digital, purchasing large printers to print out the large sheets of the music
- Kelly, Phil and James met and cost wise the music sets are about the same (\$50-\$100) and will provide an update in Groups.io regarding their meeting. Marcia and Kelly discussed the music stored in the library, how much more music should we be buying every year – we have a lot of music in hard copy in storage. Digital music is easier to search than the hard copies are.
- It was raised that it doesn't need to be complicated switching to digital music, those who can print do so, those who can't, it will be printed for them.
- The place to start is with new music acquisitions because digitizing our current music library is a very large and expensive undertaking. This can be started slowly with a few pieces with each band
- Why are we not ordering digital music now? Why are we ordering paper copies? We would own the digital copies and then can send it out and print accordingly. If we order everything digital we would need a digital library team and the equipment to print everything.



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- Music has already been purchased for next year, so maybe the next order cycle, the conductors will need to order one or two digital music pieces.
- You can also order the digital music with a paper copy of their score for an extra small cost
- Moving forward we start the process with conductors purchasing a piece or two of digital music in the next music purchasing
- The digital music question will be added to the survey
- If we have the budget for each band, have the conductors purchase one piece of digital music so there isn't such a long wait in implementing this

Motion:

To add: If offered would you download and print some of your music digitally? Yes or No.

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

Action Item:

- Kelly to put a report from the meeting with Phil and James into Groups.io
- Continue discussion on conductors to purchasing one piece of digital music when ordering their music if the budget allows for this

6.2 Music Librarian Celebration

- This has been discussed on Groups.io
- Marcia talked to Mary and they are going sometime in June to put away the music and most of the librarians attend that day
- Discussion on what other committees may want a recognition treat as well
- Approval for this will be done through groups.io

Action Item:

- Marcia to confirm date, time and the amount of people and discuss this further

7. Schedule

7.1 Library Usage (and other small rooms) at lunch time as of September

- Bev sent out an email regarding the small rooms – the Library should be reserved for meetings as there is a table in there (conductors require it for their meetings, Bev will need it for Wild Apricot, but this room should not be booked for weeks in advance for private lessons – there is a different charge for rooms being used for meetings and being used for sectionals
- Library should be used for meetings and admin purposes only – instruments not using tables should book room 10, also private lessons should not use the rooms at all, these are for band specific and meeting requests, ensembles can use the rooms but it is at a different rate, only the board and ensembles can book rooms in advance
- The policy needs to be documented in the Living Hope usage
- The binder to schedule these rooms is sometimes not able to be located
- The rooms should not be booked more than one week in advance unless it is the board, admin or conductors for their meetings
- Bev has talked to Ben already about changing rooms as he does not require the table
- Discussion that the rooms could be used, booked in advance, but not for private lessons, however, if the room is available on a day when you are there, then it can be used



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7.2 Summer Band

- There will be two bands – there are 100 people registered – you can play in both bands
- Emails have come out from James regarding paying
- Contract has been started for Free Methodist. They were waiting for our insurance which Tori sent them today.

7.3 Info Day

- Thank you Mark for all your work
- Things are moving forward and there are volunteers to set up chairs

7.4 Approval of the newest schedule – including 2 sectionals for Odyssey Fall and Spring Term

Motion to approve the newest schedule including two sectionals for Odyssey, Fall and Spring Term

Vote: Moved by: Phil Panter Seconded by: Christina Melaney All in favour: passed

8. Admin:

8.1 Items approved in Groups.IO after the April 9, 2026 meeting

- Wage increases for conductors and office admin
- New Jazz ensemble
- Donation article for Concert Program
- Volunteer appreciation lunch for BINGO
- Wild Apricot

8.1.1 Documents

- None

8.2 Special Resolution to change Incorp. Objectives

- Kelly is currently working on the wording and then it will go to the AGM for approval

8.3 Vacancies

- Marcia emailed Mark McKinley and he has joined another Board and has art lessons on Thursdays but has declined to join the PNHB Board for now
- Christine Clark joined us today as a guest

8.4 Sponsorship

- There is nothing new from Dave Tomlison except for the concert program as he is the major sponsor – he will have a table at the concert so we can engage with him during this time

8.5 Strategic Plan

- Survey closes May 22, 2026 and to date we have received 116 responses
- Evan has talked to Ian about timelines and next steps – it will take James a few weeks to put the survey results together
- Next step is to hold a working group meeting with a small group of people to go over the results (Ian, Audrey, Martha, Brian, Christine, Steve, Christina and Evan) have volunteered to get the first stage going and then the working group can move forward with a working focus group



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- Working group meeting would be held the third week of June – and it is important to have some board members present.
- Ian would like 10-12 members on the working groups – we should look at adding a conductor, someone from the library, IT, and board members (Marcia, Christina, Pat, Evan) and ask Bev to join in as well
- Question raised if Tori should be asked to sit on the working group as the admin person
- Question raised if the working group wants to meet for 3 hours the morning of the Board meeting, it was decided to do this on a separate day
- Christina will bring up Shutterstock as a way to raise money as a part of the Strategic Plan

Action Items:

- Evan to ask Mark to see if there is a conductor who will volunteer to join the working group
- Evan to talk to Ian about the number and variety of members who are currently interested in being a part of the working group

8.6 Approval of Conductor's Salaries and Office Administrator Salary

- Approved through Groups.io

8.7 Playing in Ensembles and not in a main band

- We need to let members know that if they only play in an ensemble and not a main band, it needs to be approved by the board, that they will need to pay the \$25 admin/insurance fee
- Wild Apricot should be able to track this better – it is believed that there are two people that we have approved and there are two others that are in Dynamics, there are two that have been in the ensemble only for a long period of time who were grandfathered in
- This should be approved yearly

Action Items:

- Marcia to meet with the ensemble reps in September to discuss those members who do not play in the main bands to advise them that it needs to be approved by the board

9. Membership Committee:

9.1 Membership tracking – Wild Apricot Update

- 184 active members
- We are paying a monthly fee for Wild Apricot – instead of \$89 USD it is \$59 USD a month – Bev is very slowly working with Wild Apricot to get members added, we will be able to use it for emailing as well, the support for Wild Apricot has been pretty good
- If members don't respond to the email about setting up their Wild Apricot account, we can assist them with setting up their account
- Marcia has been on her app and it shows her basic details, but in this next roll out, there will be a spot to put In Case of Emergency information

10. Finances:

10.1 Status

- Budget update as of May 18th, 2026 paper copy was passed out and this information is available on the G: Drive
- Evan went through the Budget sheet explaining projected and actual monies received and spent



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- The accounts are doing well, but may have to use investments if this changes
- Bingo is coming in higher – based on extra shifts
- Revenue from advertising and concert tickets are doing well
- There are ensemble reserves and instrument reserves. Ensembles manage their own budget. Instrument reserves is the money from sold instruments (not repairs), and that is what we use to purchase instruments.
- Projection of the budget was done for next year and this does not include grants
- Concerts are not a part of the budget as we are never guaranteed on how much money is raised
- We may need to use our investments, do more fundraising, more grants due to budget projections
- Big changes in the budget are increase in rent, salaries, Wild Apricot
- Question raised if we should increase instrument rentals – we are currently charging \$25 per month, there will be 14 instruments that are changing from loaners to rentals, this could increase revenue to \$320 a month in instrument rentals
- Membership is also increasing which will add to revenue

Motion to approve changing our membership fees for the fall – whole term is \$480.

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

Action items:

- Evan to clarify with Cindy what the ensemble reserves are from and what the instrument reserves are and will speak to Pat regarding instrument reserves
- Evan to work with Pat on possibly changing the rental charges on PNHB instrument rentals
- Evan to clarify advertising expenditures with Cindy

10.2 New Contract with Living Hope

- Bev and Marcia have been working with Pastor John for the new contract
- Living Hope has asked that there be a single rate for the week instead of figuring out room usage
- Pastor John had a weekly rate of \$637 and Bev had a weekly rate of \$633 – so it was decided on \$635 a week plus \$20 for the flute ensemble (new rate is \$653)
- Summary of the meeting: for the future, any additional ensembles will not be a part of the deal, the flute gang can remain for \$20 for the full 33 weeks (No refunds) – Marcia will talk to the flute ensemble regarding this.
- Our letter of agreement is up in 2028 – March 2028 we need to start a new one
- Rooms for non sectional use – it does not say what we can use the rooms for in the agreement – it includes using the gym for sectionals or meetings, so moving the oboe sectionals back from Free Methodist to Living Hope, using the gym, fellowship and auditorium was given to use at a cheaper rate for the first week of December – and with the weekly rate this is now included in this – occasional meeting, ad hoc ensembles, mentoring sectionals that are not paid for, noon is booked most weeks for these various things – question raised on why it matters what the room is used for as there are different rate charges for the room based on what it used for (meetings vs music playing)

10.3 Approval for end of season bonus for conductors



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Motion to approve a \$250 bonus (\$50 per conductor) for the conductors.

Vote: Moved by: Phil Panter Seconded by: Christina Melaney All in favour: Passed

Action Item:

- Marcia to talk to Bev regarding room rates for meetings vs music playing in writing – will posted and approved on Groups.io
- Marcia to talk to the Flute Gang regarding their fees for Living Hope

Motion:

11. Fundraising:

11.1 Delta Bingo

- \$17,500 projected by year end
- It is doing fantastic – Gary, Jenny and volunteers are doing an excellent job

11.2 Grants – Possible United Way

- List of all potential grants and prioritize them as to when they need to be applied for
- Tori is assisting with this – there is a new one through the United Way – the Neighbourhood Fund
- This will help us to waive fees for those who are not able to pay
- Christine has volunteered to help out and check with other NH Bands to see what grants they apply for
- New Horizons Seniors Grant from the government – up to \$50,000 for helping seniors get engaged in the community – this is due July 6th
- City of Peterborough (Welfare), ODSP workers may be able to cover dues as well for members who request it from the workers

11.3 Fundraising Committee Update

- Rain Barrels – Tim has looked into this and for a \$60 rain barrel purchase, PNHB would be given \$10 from each barrel – we would just need to assist with advertising; however, this will be deferred until April 2027 and we will need volunteers to assist with this
- Virtual Donor Wall on the website is an idea

12. Property Committee:

- No instruments will be turned in for the summer

12.1 Instrument rentals/loans – 14 on loan, 10 paying rentals, 2 fees waived

12.2 Instruments for Sale \$150 a month for the alto clarinet

12.3 Instrument Repairs – two flutes are out for repair

- The tympani tuner needs to be looked at as it is damaged
- Phil Panter will talk to Wood Shed in Toronto after the concert
- Need to be clear on repair policy of letting property managers know

12.4 Instrument Purchases – discussion about purchasing a flute, oboe, tenor sax

12.5 Instruments Donated – trombone, trumpet, Flugel horn, Accents on achievement books Christine Clark has a clarinet that she is interested in donating

13. Concert Committee:

13.1 Spring Concert



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- We could in future concerts have individual pictures taken of each band member with their instruments, this was looked into for the Spring concert; however, the quote was too expensive
- 143 tickets are sold, 50 more possibly at the door based on past trends – musicians may have to stand to listen to the concert
- Will require ushers to assist with seating
- Bev will be recording the concert on her Iphone – one piece from each band from each conductor– we may need to look at a proper videographer for future concerts
- Question raised if Bev should receive a gift for her work with the concerts – are we sure this is her last concert? – an acknowledgement will be done at the concert

14. Publicity and Recruitment Committee:

- Lots of publicity for info day and the concert
- Polo shirts only 9 shirts were sold – we did not get a discount on this order
- Instruments available – bass clarinet, flute, clarinet, French Horn, Trombone, Trumpet
- No charge for the Examiner for our ads for upcoming events

15. Social Committee:

- Spring Fling really came together and was a lot of fun and a report will be coming on financials
- Baking is complete for Info Day
- Coffee fund is also doing well
- French Horn players will be wearing corsages and the stage for the concert will be a spring to full bloom in décor

16. Communication and Website:

- Phil reached out to James and the response was more geared to the digital music

17. Ensembles:

17.1 New Jazz Ensemble

- Discussed on Groups.io

18. AOB:

- No new business

19. Next Meeting:

June 18, 2026 from 1pm – 4pm at St. Luke's

20. Adjournment:

Motion to adjourn meeting at 4:11pm by: Christina Melaney