

Edmonton String Players Association (E.S.P.A.) - Executive Meeting

Date: Saturday June 18th, 2016

Time: 1 p.m. - 3:30 p.m.

Call to Order: 1:10 p.m.

Adjourned: 4:30 p.m.

Location: MEP office (210, 11803 125St)

Next Meeting: Sat, July 16th, 2016 10-12 pm MEP office (210, 11803 125 Street, Edmonton)

Attendees:

Alan Jones	Vincent Wong	Patricia Estabrooks	Annette Gustafson
Helene Butler	Christine Twardzik	Catherine Kopchia	Martin Kopchia
Mickey Cameron	Vivian Growell	Jennifer Wandiewicz	

1. Approval of the agenda.

Moved by Alan, seconded by Helene.

2. Approval of the minutes of the April 30th meeting.

Moved by Catherine and seconded by Martin.

3. 2016-17 budget and finances: accountant report, with guest speaker Vivian

Vivian and Jennifer (accountant) said the data is available. The first step is to transfer data onto a desktop version. The charge for organizing data and to get things in order and running is \$3500 We need a computer with an RDP. If we get a computer through them it will cost \$500 -\$700 plus the program quickbook. It will take 4-6 weeks. There will be a monthly fee of around \$200 to \$250 or without payroll is minimal to stay up to date. They will give us a detailed quote and make a contract. When the books are in order we can hire a grant writer.

Pending review of detailed quotation, Martin moves that we get the cloud information into the new desktop quickbook. That engage Vivian Crowell and Jennifer Wandiewicz as senior accountant pending review. Alan seconded., carried.

4. Update on ESPA treasurer position

Treasurer position: Tope would like to be replaced as treasurer. The new person needs to be a parent. Tope is staying as treasurer for now. Leah will assist the accountants to access the data they need. Martin moved that Leah be the contact key person so the accountants work can move along. Alan seconded, defeated. Motion replace with: Martin moved that Christine monitors the treasurer email and delegates the required activities. This doesn't imply that the vice-president is replacing the treasurer. Helene seconded. Carried.

5. Office telephone, computer and internet update

We have a new phone number (780) 705-2040. Alan will set up an automatic withdrawal for the Shaw account.

Computer being put together and should be ready to go in a week. Martin moved that we approve the amount of \$800 for the computer setup. Helene seconded, carried.

6. Office mail delivery update.

We have a mail slot. We have to pay for mail forwarding.

7. Report on June picnic

About 50 people attended. The location was well liked. For future picnics we recommend potluck style

8. Singing Strings 2016-17 fee review

Christine moved that we look at the SS fee for 2016-17 , Helene seconded and it was not carried. Based on Vincent's input that moving the rehearsals on Monday was going to lose some kids, and that we should keep the fee to \$350.

9. Scholarships and bursaries

Patricia would like to start a scholarship and bursaries program for children who are prevented from playing because money. She would like to establish criterias in choosing the receivers. Catherine makes a motion to create a committee to look at administering and that we appoint Patricia Estabrook as the adviser , Alan seconded, carried. Tabled until october. Patricia donated \$200 today.

10. June registrar retention update. Annette has agreed to keep a number of duties. She has noticed that people hear about us through brochures. She would like to deliver brochures.

11. Instrument technician/coordinator retention update

Leah has agreed to keep her duties until end of June.

12. Instrument technician/coordinator role review and update for 2016-17

Tabled

13. Committee report: Hiring of office administrator/registrar update and job role/description

Tabled

14. Review of teacher/conductor contracts

Tabled

15. Corporate sponsorship and grant writer

Tabled

16. FASE/Bornoff workshop update

Tabled

17. Bingo dates, volunteer emails

Tabled

18. Adjournment and next meeting

Next meeting: June 18th 10am at office.

Meeting adjourned at 12:30.