

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

Date: Saturday May 28th, 2016

Time: 10 a.m. - 1:00 p.m.

Call to Order: 10:17 a.m.

Adjourned: 12:30 p.m.

Location: MEP office (210, 11803 125St)

Next Meeting: Sat, June 18th, 2016 1-2 pm MEP office (210, 11803 125 Street, Edmonton)

Attendees:

Alan Jones	Tope Akindede	Patricia Estabrooks	Annette Gustafson
Helene Butler	Christine Twardzik	Catherine Kopchia	Martin Kopchia
Mickey Cameron			

Meeting called to order at 10:17a.m.

1. Approval of the agenda.

Moved by Catherine, seconded by Tope.

2.Approval of the deferred minutes of the April 2nd meeting. Moved by Catherine and seconded by Martin.

3.Approval of the minutes of the April 30th meeting. Moved by Catherine and seconded by Martin.

4.Presentation to registrar: Christine presented a gift basket to Annette Gustafson to thank her for all her service to the program.

5.Singing Strings school tour update. Patricia and Annette reported on how the school tour went. They visited three schools with singing strings. They were well received in each school and were happy with the rented vans. They advise that we use the same company for next year's tour.

6.Orchestra Extravaganza update. Programs are being prepared by Christine. A conductor asked for a piano, but it will not be possible. Hand bells will be there and will go first.

7. Office telephone and internet. There is no telephone number or internet at our office. We are choosing between Shaw and Telus to be the provider. Shaw is slightly cheaper and would be a hotspot, but is a little slower. Helene motioned to make Shaw our provider. Christine seconded.

8. Office mail delivery. Helene motioned that a mailbox is made here at the office where we will have the mail redirected for a year. Catherine seconded.

9. June picnic update. The year end pot luck will be held on June 3rd at Kinsmen park. Annette will send a reminder email and Helene will purchase cake, drinks and plates and silverware.

10. June registrar retention. Annette is leaving the position of the registrar. She will help and continue for a few extra weeks to make the transition a smooth one as possible since this is a crucial time of year.

11. Hiring of office administrator/registrar. We now need to hire an office administrator/registrar. Christine motioned that the executive will choose who they want to invite on the hiring committee by May 31st. Catherine seconded. Carried.

12. 2016-2017 budget and finances; accountant report. We are working with accountants to reconcile the financial account. Alan and Patricia are looking at proposals for a go forward plan on how to handle the books.

13. Review new staff contracts for approval. Christine is writing drafts of the staff contracts.

14. Guitar rental plans for 2016-17. Martin motioned to continue to purchase guitars and give the option to buy out the instrument. Christine seconded. Carried.

15. Potential changes to instrument coordinator position. Leah proposed to have Mickey take part of her position: she would be the instrument administrator and Mickey would be the instrument technician. This is a proposal and this is deferred to another meeting.

16. Review teacher and conductor contracts for approval. As part of the contracts, Martin moved to finalise the teacher and conductor meeting attendance of \$35 per meeting nominal 9 meetings a year and they are required to stay for a minimum 60 minutes. Christine seconded and it was carried.

17. Corporate sponsorship and grant writer. Deferred to another meeting.

18. Volunteers. Deferred to another meeting.

19. Bornoff workshop update. Deferred to another meeting.

20. Bingo dates. Deferred to another meeting.

Next meeting: June 18th 10am at office.  
Meeting adjourned at 12:30.