

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

Date: Saturday, January 7th, 2017

Time: 9:30 am - 11:30 a.m.

Call to Order: 9:40 a.m.

Adjourned: 12:45 p.m.

Location: MEP office (210, 11803 125St)

Next Meeting: Feb. 4th, 2017, 9:30am MEP office (210, 11803 125 Street, Edmonton)

Attendees:

|               |            |                     |  |
|---------------|------------|---------------------|--|
| Alan Jones    | Debra Dawe | Patricia Estabrooks |  |
| Helene Butler | Anh Le     | Martin Kopchia      |  |
|               |            |                     |  |
|               |            |                     |  |

### 1. Approval of Agenda.

Debra would like to add an item before end of meeting: committee for venue, coordinator, and advertising. Alan moved to approve the agenda as amended. Debra seconded. Carried.

### 2. Approval of December 3rd minutes

The exact cost of the new cellos is \$1230. Debra moved to approve the minutes as amended, Alan seconded and it was carried.

### 3. Appointment of casino chair & application

We need a new casino chair. Anh will find out about the position duties. Debra moved to table the appointment to February meeting. Helene seconded. Carried.

#### **4. Treasurer report**

- Financial statements have been updated on website.
- Winterfest admissions covered the cost of the concert.
- The executive will continue to write checks for teacher payments. The process of collecting the time sheets will be done by standard procedures (by Gabriele and checked over for accuracy by Gabriele and Patricia). Starting in January, substitute teachers are to submit their timesheets.
- Anh will create a tracking sheet to keep track of donation. Anh will also create a standardized donation and tax receipt form.
- Alan suggested that we hire someone to do the bookkeeping. We have our accounts up to date. Anh has everything in order and thinks we could have an accountant check her work every few months. The plan is to start using Quickbooks for the next fiscal year.
- While looking for new office space, our starting budget is \$1200. Debra is in touch with a real estate agent.

#### **5. Artistic Coordinator update**

- It was very chaotic before the Winterfest concert began. There was a long wait for the children with no water, etc. The volunteer coordinator was not there but some parents stepped up. Back stage was run by Sarah, Gabriele, and Patricia.
- We have received our \$25,000 grant from Music Count. \$3500 is spent on instrument repairs. The rest of the money is used for the purchase of bows, strings, and new cellos.
- Patricia would like to do a garage sale to sell broken instruments and parts. She would like some help to do this. There are about 35 broken cellos that can be sold for a minimum of \$25 each.
- The Chris Durksen concert is on hold and unlikely to take place.
- All of our orchestras will play in the Kiwanis Festival, April 20-22, 2017.
- There will be no student workshop this year.
- We are looking at having a class recital in May instead of a mid-year concert.

- We are in search of a venue for the year end concert. Patricia has already called many churches with no luck. The executive will help with this task. This year Concordia is charging \$450 for the use of the atrium.
- Patricia will be interviewing two violinists that would be hired as substitute teachers.

## **6. Bingo Chair Update**

Next bingos are January 30th and February 27th.

Martin moves that we create the position of business manager for next September, that we create a job description and salary. He or she would find venues, apply for grants, coordinate events, replace some of the volunteer positions that we can't fill, etc. Alan seconded. Carried.

## **7. T-shirts, advertising and performing in stores**

- T-shirts need to be refunded since we did not meet the minimum quota.
- Debra suggested that we "like" our facebook page.

## **8. Policy Review**

Tabled to February meeting.

## **9. Website Domain**

1&1 hosts the MEP website and we have to pay an annual fee for that service. A former member had been paying that fee but it has now been linked to our PayPal account. Gabriele has the password.

## **10. Policy Review: family discounts, volunteer deposits**

Tabled to January meeting.

## **11. Adjournment & next meeting**

Adjourned at 12:45 pm

The next meeting will be held on Feb 4th, 9:30 am at MEP office.