



	into further requirements and there's none. Only need to keep records such that we can produce information when it's requested.	
6	<p>Treasurer Report (c/o WMC)</p> <ol style="list-style-type: none"> <li>1. Paypal Account – We will leave account open until further notice as there are no decision at this time to close the account due to making credit card payments available for registrations. Members suggested looking into other options such as Xero and Square Payment as comparison.</li> <li>2. Last meeting recap: <ul style="list-style-type: none"> <li>• Brent Gustavson says that we as a non-profit - we should not have savings – only chequing – against CRA rules – money we have must be flowing – since we are non-profit we are not supposed to make a profit – ie interest. Previous experience informs this information.</li> <li>• Everett Wong motions to close savings and move balance into chequing. Brent Gustavson 2nd.</li> <li>• Update: All monies moved from savings to chequing.</li> </ul> </li> </ol>	<p>Courtney</p> <p>Info</p>
7	<p>Administrator Report</p> <ol style="list-style-type: none"> <li>1. Email accounts – have been assigned to executive. There is now only one general email account, <a href="mailto:registrar@musicenrichment.ca">registrar@musicenrichment.ca</a>. The gmail accounts are no longer active – we have no history on those accounts – we haven't received passwords.</li> <li>2. Administrator position: <ol style="list-style-type: none"> <li>a. December 2<sup>nd</sup> Meeting Update: We have not found someone to fill the position. In the interim, the executives are helping. Going forward we will seek options with Randstad temp agency and seek resumes.</li> </ol> </li> </ol>	<p>Info</p> <p>Info</p>
8	Unfinished Business	
8.1	<p>Quickbooks:</p> <ol style="list-style-type: none"> <li>1. December 2<sup>nd</sup> Meeting Update: None to report at this time. Omrod bookkeeping services will likely superceed previous motion to look at getting Quickbooks for bookeeping.</li> </ol>	Info
8.2	<p>Space Concerns</p> <ol style="list-style-type: none"> <li>1. Victoria School – difficult relationship and having a hard time getting appropriate space for orchestras. Currently there are 9 times this year orchestra's can't practice there. Need to consider paying for space and/or looking for new space for classes.</li> <li>2. December 2<sup>nd</sup> Meeting Update: No decision yet. Deferred to next meeting.</li> </ol>	Executive
8.3	<p>Existing IT Infrastructure, Backup Systems</p> <ol style="list-style-type: none"> <li>1. MEP currently have the following:</li> </ol>	

	<ul style="list-style-type: none"> <li>a. one desktop, one tower locked out, need a hard drive for that tower, 2 laptops – one for treasurer.</li> <li>b. No backup set up – want to look into cloud storage set up.</li> <li>c. Last meeting – there was motion to review backup options.</li> <li>d. December 2<sup>nd</sup> Meeting Update: Discussion that google drive (cloud) storage is free and have the capability to share files amongst users. Security should be fairly high as well as it is managed by google. However, ESPA/MEP should be careful on the use and sharing of data due to privacy concerns. Based on this, day to day files to be backed up on google drive and more sensitive information to be backed up on local external hard drive.</li> </ul>	Info
8.4	<p>Abuse Prevention Committee;</p> <ul style="list-style-type: none"> <li>1. Last meeting: Discussion of passing of role to somebody else. Discussion that the role is critical and should be looked after by Administrator. Past Exec. Director provided info regarding process of criminal checks and training info that's previously put together and have been verified and put on a USB drive. Execs to find this info.</li> <li>2. December 2<sup>nd</sup> Update: USB key with training videos and criminal checks is current.</li> </ul>	Info
8.5	<p>Instrument Sale Update</p> <ul style="list-style-type: none"> <li>1. Instruments Sold <ul style="list-style-type: none"> <li>a. Number of rentals for 2016-17 was 131 instruments ( 80 violins, 8 violas, 42 cellos, 1 bass)</li> <li>b. Number of rentals for 2017-18 is 87 instruments (56 violins, 1 viola, 29 cellos, 1 bass)</li> <li>c. Instrument sale from November 18, 2017</li> <li>d. Violins sold - 19 total (1 eighth size, 1 tenth size, 3 quarter size, 3 half size, 11 full size)</li> <li>e. Violas sold - 6 ( 4 three quarter size, 2 full size)</li> <li>f. Cellos sold - 16 ( 3 half size, 8 three quarter size, 5 full size)</li> <li>g. Basses sold - 4 ( 2 quarter size, 2 half size)</li> <li>h. Bows sold - 7 cello bows and 2 bass bows</li> <li>i. Total Raised = \$5952</li> </ul> </li> <li>2. Generally feedback from members are good. Question asked as to the long term plan to keep instruments in inventory. However, there are concerns raised as to whether we want to continue to sell instruments going forward. What classes are we offering and how many students which relates to how many instruments we need to carry. There was a motion to look at a longer term strategy for instruments Joanne Motion, Courtney 2<sup>nd</sup>.</li> </ul>	<p>Info</p> <p>Executives</p>

	This will be put forth to early 2018 for strategic discussions among the Executive Board.	
8.6	<p>Winterfest Update</p> <ol style="list-style-type: none"> <li>1. Rough Schedule <ol style="list-style-type: none"> <li>a. 1:00 p.m. - beginning of our time there, presumably the instructors will be arriving around now</li> <li>b. 1:30 p.m. - setup</li> <li>c. 2:00 p.m. - admission &amp; greeters arrive, get familiar with the building, and get set up</li> <li>d. 2:15 p.m. - programs, door monitors arrive and get familiar with the building</li> <li>e. 2:40 p.m. - doors open</li> <li>f. 3:00 p.m. - concert starts</li> </ol> </li> <li>2. Teresa provided draft program for member to review and provided update on progress.</li> <li>3. There was a suggestion that patrons at event may give donations. Executives to prepare receipts and coordinate with event coordinator to have a volunteer look after this at the event. Courtney will help look into requirements for the receipts.</li> </ol>	Executive/Courtney
8.7	<p>Fundraising</p> <ol style="list-style-type: none"> <li>1. Suggestion from last meeting that ESPA review and set fundraising goals</li> <li>2. December 2<sup>nd</sup> Meeting Update: This ties into overall MEP Strategy. Item put over to another meeting for discussion.</li> </ol>	Executives
9	New Business	
9.1	<p>Topics Carried from Last Meeting: Suggestion to look at Promotional/Ideas to boost membership</p> <ol style="list-style-type: none"> <li>1. We need to look at an overall strategy and plan for boosting registration #s for 2018/2019. <ol style="list-style-type: none"> <li>a. Brent provided info from previous campaigns: Normally January starts planning – April is when registration planning starts. To do this we need to make people aware of the program and the benefits needs to be promoted. Promotional activities includes posters, advertising, brochures to school, school performances in May etc. There was promotion materials that ESPA paid for from Woodward Designs in 2015. Ming to get in touch and get a copy of previously commissioned works such that we can use materials.</li> </ol> </li> <li>2. Performances – There was overwhelming interest in doing more performances/orchestra/concerts. However, some concerns relating to cost for teachers and time concern of children (i.e.if concert occurs during school hours, this may affect the children/students and a few parents expressed that they would prefer to be on PD days or weekends etc.)</li> </ol>	WMC

	<p>a. There are a number of events we could look into a bunch listed including the ones with music society, Chinese New Year concert, travel to a different city, travel internationally. Raymond and Joanne volunteered to look into music event venue, locations, cost, dates etc. and provide a summary at the next meeting. Brent offered to send previous planning notes from previous events to Ming. Ming to fwd to Raymond and Joanne.</p> <p>3. Planning for 2018/2019 Season:</p> <p>a. Suggestion – since this is a transition/rebuilding year for the executive and administration team, suggest we look at putting in place a solid plan for 2019 with dates of events, concerts etc all booked. That way, at the time of registration, parents would already know expectations and opportunities for volunteering and participation. The yr could start off by providing 1) Teachers Manual; 2) Parents handbook; 3) Calendar of events.</p> <p>4. Look at stable space to practice Orchestra b/c Victoria school space unstable and we do not have full access to all the music rooms.– Look at other schools to practice in the new yr – i.e Monsignor William Irwin, Ross Sheppard, Catholic school etc. Some of these spaces may be \$1200 per year to rent. Raymond volunteered to look to do a quick survey of rental spaces available.</p>	<p>Raymond, Joanne</p> <p>Info</p> <p>Raymond</p>
9.2	<p>Upcoming Festivals</p> <p>1. Kiwanis Festival – When is it? Do we need to register by December? Ming to check into it.</p>	WMC
9.3	<p>Christmas Gifts</p> <p>1. With Christmas coming up, Ming suggested to send schools thank you cards and small gift package to all school as well, the past executives. Estimated budget is approximately \$400+ for a total of 9 schools. Brent motioned, Raymond 2<sup>nd</sup>. Ming to purchase and deliver Christmas cards and small gift card/basket.</p>	WMC
9.4	<p>Associate Membership</p> <p>1. Annie wants to announce that the executives have appointed Wei Ming as an associate member and the executives have passed this. Brent, Raymond, Joanne second.</p>	Info
9.5	<p>Flowers for conductors</p> <p>1. There was also suggestion to give flowers to the conductors. Teresa motion to buy flowers for conductors. Raymond 2<sup>nd</sup>. . Ming to coordinate with Karen.</p>	WMC
9.6	Next Meeting – January 6th, 2018 10:00am	

10	Meeting Adjourned Ming motion to adjourned meeting, Annie seconded.	
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