

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

Time                                      Sunday January 11<sup>th</sup> 2015 (6:00pm - 5:00pm)  
 Call to Order                              6:02 pm  
 Adjourned                                   5:01 pm  
 Location                                     Starbucks  
 Next Meeting                                TBD

### Attendees

Brent Gustafson	Annette Gustafson	Virginie Closson
Sunita Coloma	Alline Cromier	
Carolyn Dagenais	Angela Nice	

Agenda Item	
1. Introduction of all Attendees	- Round table introduction
2. Approval of Agenda	- Approved by Alline, seconded by Angela, all in favour
3. Approval of minutes from Dec 7 <sup>th</sup>	- Approved by Sunita, seconded by Alline, all in favour
4. President's Report	- No update
5. Treasurer Report	<ul style="list-style-type: none"> <li>- Private donations have started to come in, they are close to \$5000.</li> <li>- Venue rental was donated by private donor</li> <li>- Rental for movement of classes in the first two weeks in Dec had a few fees</li> <li>- Next meeting, need update on expenditures</li> </ul>

Agenda Item	
6. Administrator's report	<ul style="list-style-type: none"> <li>- Many late registrations have been coming in for beginners but they will return to the website in April for fall registration</li> <li>- Late payment received by family Annette was following up with, payment plan in place</li> <li>- Feb 3<sup>rd</sup> concert - Only a few are playing, venue is AB College. Annette to confirm numbers and names for concerts</li> <li>- May year end concert - More then Feb concert participating, venue is Concordia</li> <li>- Kiwanis - Feb 1<sup>st</sup> deadline, Annette still waiting to confirm who is participating</li> <li>- Requests by conductors for Sunday concerts for Kiwanis but still waiting on confirmation if that will work</li> <li>- Follow up on two NSF cheques - This was addressed and corrected</li> <li>- Report cards have been distributed</li> <li>- Supplementary concerts coming up - Christina Jang concert on January 26<sup>th</sup> at Jasper Place continuing care center (Senior 1 and Senior 2 violin classes). Christina's chamber group will be accompanying</li> <li>- Other concert is Gary at Carnarvon School wanting to perform at a concert for Chinese New Years on Feb 21<sup>st</sup>.</li> <li>- New student access database is created. Brent working on reporting from this database</li> <li>- Planning for 2015-2016 season underway</li> </ul>
7. Teacher Report	<ul style="list-style-type: none"> <li>- No update</li> </ul>
8. Advertising and Publicity Committee	<ul style="list-style-type: none"> <li>- Carolyn has a one page PDF with sample programs for corporate sponsors</li> <li>- Need a sponsorship tri-fold brochure that can be sent out to corporate sponsors</li> <li>- Need to create different tiers of different corporate sponsorships</li> </ul>

Agenda Item	
9. Alumni Committee	<ul style="list-style-type: none"> <li>- There has not been an update on Alumni committee, Carolyn to send Alline all the information to move this committee along</li> </ul>
10. Fundraiser Committee	<ul style="list-style-type: none"> <li>- Would like to do a fundscript campaign in the New Year</li> </ul>
11. Abuse Committee	<ul style="list-style-type: none"> <li>- Virginie has completed a review of the list of all instructors and conductors and she has only received 2 police checks.</li> <li>- Carolyn will double check that she has all police checks for the parents</li> <li>- 53 parents and instructors have gone through the police check process</li> </ul>
12. Tours and Concerts Committee	<ul style="list-style-type: none"> <li>- School tours - May 28<sup>th</sup> venue - Looking for McDougall location</li> <li>- Carolyn looking into a venue for Winterfest for next year</li> <li>- Bennett Center - Alline putting deposit on the center this week, deadline is this week and will have confirmed numbers by Thursday January 15<sup>th</sup></li> <li>- School tour - 4 yes's, 2 no's and 7 maybe's. Dates are May 11<sup>th</sup> - May 14<sup>th</sup></li> <li>- Monday is Senior, Tuesday is SSO, Wednesday is Intermediate and Thursday is Junior</li> </ul>
13. Website Committee	<ul style="list-style-type: none"> <li>- The music enrichment.ca domain has been created. Trying to redirect the .org site to the .ca domain. Moving to new domain will help solve gmail issues and paypal issues</li> <li>- Many meetings to go over website development for more functionality and it's going well</li> </ul>
14. Bingo Committee	<ul style="list-style-type: none"> <li>- Looking at getting into Cromdale bingo with Michelle Hayduk</li> <li>- Laura Ehrkamp is waiting on AGLC info from Mandy</li> </ul>
15. Casino Committee	<ul style="list-style-type: none"> <li>- Brent following up with casino chair C.C.</li> </ul>

Agenda Item	
16. New Business	<ul style="list-style-type: none"> <li>- Chamber program - Waiting for Guillaume to reply to Carolyn on moving this program along</li> <li>- Review of volunteer deposits - Are we keeping this program or lowering the fees? What do we do at end of season if people have not volunteered? Need to bring up to those that haven't volunteered that there are still opportunities for volunteering. Cheques should stay with Mandy for now.</li> <li>- EYO Strengths - Need to think about this more and come back to this topic</li> <li>- Business Cards - Flat print or bubble print options</li> <li>- T-shirts - Cost for shirts are \$650 for kids (40 small and 45 medium)</li> </ul>
17. Old Business	<ul style="list-style-type: none"> <li>- No update</li> </ul>

Meeting adjourned at 7:54 by Annette seconded by Virgine all in favor

#### Tabled Items

Item No.	Date Logged	Item

#### Action Items

Item No.	Date Logged	Description	Action Item Owner	Completion Date
1	09/25/14	1. Sunita to create a listing of all members of the ESPA once the registrations are finalized	Sunita	In progress
2	11/06/14	2. Brent to email Carolyn about rental space	Brent	Complete
3	11/06/14	3. Mandy to email Laura info on how the Bingo is set up	Mandy	In progress
4	12/07/14	4. Carolyn to follow up on rental space from Brent's contact	Carolyn	In progress
5	12/07/14	5. Carolyn to check into Fort Edmonton Park location for Feb group concerts	Carolyn	Complete

6	01/11/15	6. Annette to give interest card to Carolyn and Angela	Annette	In Progress
7	01/11/15	7. Carolyn to create tri fold for corporate sponsorship program	Carolyn	In Progress
8	01/11/15	8. Alline to email marketing committee to get together and create a sponsorship	Alline	In Progress
9	01/11/15	9. Carolyn to send Alline info on Alumni committee	Carolyn	In Progress
10	01/11/15	10. Sunita to find out how to get auto receipts for online donations	Sunita	In Progress
11	01/11/15	11. Carolyn looking into booking Convocation Hall for Dec 13 <sup>th</sup> Winterfest	Carolyn	In Progress