

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

Time 3:00 - 4:30 pm
 Call to Order 2:59 PM
 Adjourned 4:35 PM
 Location Café Blackbird
 Next Meeting TBD

Attendees

Brent Gustafson	Annette Gustafson	Helene Emeny	Alan Jones
Sunita Coloma	Angela Nice	Anna Lu	
Carolyn Dagenais	Helene Butler	Alline Cormier	

Agenda Item	
1. Introduction of all Attendees	- Round table intro
2. Approval of Agenda	- Added #10 under New Business - Propose adding child friendly music for orchestra performances/tours - Motion to approve agenda by Brent, seconded by Helene, all in favor
3. Approval of minutes from April 9 th and May 14 th	- Motion to adopt minutes for April 9 th - Helene motioned, Carolyn second - Motion to adopt minutes for May 14 th - Brent motioned, Sunita second, all in favor
4. President's Report	- Carolyn: Stakeholder meeting in the works, this is with all groups with the same in interest in music performance - First meeting was last Thursday, hosted by Alberta Conservatory of Music - The group will try to have 3 meetings per year to discuss partnerships, lots of interests in promoting these arts programs from each group - Concordia will hold the next meeting in September, meeting will circulate between Concordia, U of A and the Alberta College Conservatory - There is a new Dean at the Conservatory of Music - Sunita is leaving as Secretary and current Bingo liaison is moving on, there needs to be a vote on a interim for both positions - Motion to vote for Helene Butler as interim Secretary, Alline motioned to nominate Helen Butler as secretary, seconded by Alan, all in favor

Agenda Item	
5. Administrator's report	<ul style="list-style-type: none"> - Annette: Registrations are very poor, 102 are registered so far, it's the re-registrations that are the low numbers, there are high numbers for new students - There is a 20% return rate instead of the projected 60% - There are so far 4 classes that are good to go (with sufficient numbers), all other classes don't have enough kids to run the class - Numbers for orchestra's are: <ul style="list-style-type: none"> - Junior Orchestra - 17, Intermediate - 11, Senior - 7, SSO - 24 - Audition dates are Sept 2, at Milner Library, Room 7, from 6:00 - 8:30 - Victoria School asked to remove the music stands from their location, there were 105 stands, we don't have a permanent location to store all the stands - Current location for storage isn't ideal anymore, temp location for some of the stands are in Brent's garage. - Helene has a possible location idea and will look into it Emeny - Staffing - New conductor for intermediate is hired, Beginner violin instructor in St Albert is hired as well. - The low re-registration is very indicative of who the teacher was in their current year, some teachers have no students re-registering - Carnarvon School - The principle is retiring at the school, that may cause some re-shuffling of class locations - 2015-2016 event calendars has been circulated, trying to ensure there are no conflicts with the schools tours - Volunteer deposit cheques - Brent will give the outstanding ones to Anna to tell her which ones to cash - We need a parent volunteer call team that calls the parents to encourage their kids to re-register for the new season, Alline will work with Brent to get some calls started - Christine Hanson - Had to leave because of injury in the

Agenda Item	
6. Treasurer Report	<ul style="list-style-type: none"> - Balance Sheet Total - \$70,835.00 - Casino account \$329.00 - Grant received from City of Edm - \$17,000.00 - Chocolate Sales - \$935.00, spent \$600.00, Net profit of \$335.00 - Donations - \$11,000.00 - Bingo - \$1,500.00 - Fundscrip account - \$900.00 - Expenses - highest is honorarium = \$125,800.00, Program Admin \$16,500.00, Instrument technician - \$11,600.00, Instructor liaison - \$13,500.00 - Advertising expense - \$10,000.00
7. Teacher Report	<ul style="list-style-type: none"> - No update
8. Advertising and Publicity Committee	<ul style="list-style-type: none"> - Received a visual identity grant, new logo created and website updated as a result of this grant. - There are also posters created and postcards made for advertising - Program template created among other adds created for adhoc advertising
9. Tours and Concerts Committee	<ul style="list-style-type: none"> - School tour could move to end of April but need to ensure that doesn't conflict with other concerts (Kiwanis) - There were three suggestions for possible tours: <ol style="list-style-type: none"> 1. Tour for Junior orchestra to Grande Prairie to link up and make connections with that organization 2. Spring break of next year, take orchestra's to Ottawa for clinics. If there are tours in Canada, there is grant money for this. This would likely be the other three orchestra's 3. International tour 2017 for SSO - China - The discussion for location is tabled for next meeting

Agenda Item	
10. Fundraiser Committee	<ul style="list-style-type: none"> - Grant application written for \$23,000 for artistic director position - We didn't qualify for other grants as we need two years operating in the black before we qualify for grants - December 1st - Deadline for other grants, AFA project based funding . - Note: Once we qualify for project based grants, we may not qualify for other artistic grants. - Need to promote fundscript more, it's very easy and doesn't cost anything, Aline will set up a campaign beginning of November for timing for Xmas gifts
11. Website Committee	<ul style="list-style-type: none"> - Website up and running, there is a little write ups needed for the website, Angela will try to get something updated
12. Bingo Committee	<ul style="list-style-type: none"> - Brent will be the bingo coordinator for an interim
13. Alumni Committee	<ul style="list-style-type: none"> - No update
14. Casino Committee	<ul style="list-style-type: none"> - C.C. Boonstra is working on things, hiring a casino liaison

Agenda Item	
15. New Business	<p>Instructor Coordinator:</p> <ul style="list-style-type: none"> - This season we had Ted Tessier in this position, looking at revamping this position and the role. - Want to simplify the job and focus on artistic role, Brent working on term on how this new role will structured - We need to adopt a syllabus and framework for each level, there are many difference between each level and from teachers to teachers - Need more strict guidelines on discipline on conduct in schools - Need to have more fun in the classes - Need to figure out how to advertise the position and how we are going to fill it. - Last year it was filled on a vote by the instructors, this year it will have the position posted in the summer newsletter, then collect the resumes over the summer, after the resumes are reviewed, then have them come in for an interview to narrow down the candidates, have then instructors vote, then that will fill that positions. - Motion: 1) Artistic Coordinator - Advertise in newsletter and online, collecting resumes over summer and review applicants, position start date is August 15th. July 15th will be the deadline for applications, in July ESPA meeting we will narrow the field of candidates, the vote/input and interviews will occur in August, tentative start date is August 15th. Alline motioned, seconded by Helene, all in favor - Carolyn associate for life - Motion by Alline, second by Brent, all in favor - Make up Classes - “Requests by instructors for a make-up class, that is a class to be held on days and hours not otherwise scheduled by E.S.P.A., must be made by the instructor in writing prior to the make-up class to either the M.E.P. Program Administrator or to the M.E.P. Executive Director, and permission must be granted in writing by M.E.P. to the instructor prior to the make-up class. E.S.P.A. will not be obligated to pay any honorarium for a make-up class apart from those that have received permission as per this policy” - Motion by Brent, Alline

Agenda Item	
16. Closing Comments	- Motion for meeting to be adjourned by Alline, Annette second, all in favor

Meeting adjourned

Tabled Items

Item No.	Date Logged	Item
		<ul style="list-style-type: none"> - Location for International tour location - Handbell Choir - Vocal Choir - Senior Cello Group

Action Items

Item No.	Date Logged	Description	Action Item Owner	Completion Date