

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

Time 7:00pm - 8:30pm

Call to Order 6:46 pm

Adjourned 8:19 pm

Location Victoria School of the Arts

Next Meeting April 9<sup>th</sup>, 2015

### Attendees

Brent Gustafson	Annette Gustafson	Angela Nice
Sunita Coloma	Alline Cormier	Laura Ehrkamp
Carolyn Dagenais	Marla Palmer	

Agenda Item	
1. Introduction of all Attendees	- Rounds table introduction
2. Approval of Agenda	- Motion to approve agenda for March 19 <sup>th</sup> , 2015 by Alline, Annette second, all in favour
3. Approval of minutes from March 3 <sup>rd</sup>	- Motion to approve Minutes from February 19, 2015 by Brent, seconded by Angela, all in favour.  - Motion to Amended Minutes from March 3, 2015, to correct spelling of Alline's last name to "Cormier" and thereafter approve by Alline, seconded by Brent, all in favour.
4. President's Report	- Stakeholders meeting set for June 4 <sup>th</sup> - Alberta College agreed to host a meeting with all stakeholders for string music programs  - Chamber program - Guillaume has indicated that he would like to do it again. Final concert will be April 18 <sup>th</sup> , after Kiwanis has completed but still confirming if that date works. He would also like the kids to perform at orchestra concert time permitting  - Petar would like to transfer venue for SSO rehearsal for next season, he would like Winspear or U of A. On April 9 <sup>th</sup> there is a meeting to discuss this move. We are looking for a space without additional cost - next meeting will have more information

Agenda Item	
5. Administrator's report	<ul style="list-style-type: none"> <li>- Motion to approve a new fee of \$200 for orchestra only fee, also to abolish previous motion on rebate cheques, and create a new motion of volunteer deposit cheque of \$100 post dated to June 2016 - Brent motioned , Alline second, all in favor</li> <li>- Three dates suggested for payment plan - Oct 15<sup>th</sup> (\$100) Nov 15<sup>th</sup>(\$100) Dec 15<sup>th</sup> (\$100) - Motion by Brent, Marla second, all in favor</li> <li>- 2015/2016 schedule is set and confirmed, all host schools have agreed, Virginia is tentative based on principle.</li> <li>- There is no one to replace Michael Zachary at Caernarvon, there is a possible substitute that played with EYO.</li> <li>- Christine Yu is a good option for the Bessie Nichols for the three back to back classes for violin</li> </ul>
6. Teacher Report	<ul style="list-style-type: none"> <li>- Need to create camaraderie with the instructors and conductors, perhaps a social event</li> </ul>
7. Advertising and Publicity Committee	<ul style="list-style-type: none"> <li>- Table skirt and mugs arrived for the program</li> <li>- Mugs will go to instructors and conductors for branding and advertising purposes</li> <li>- 17 for program staff, some will go to principles,</li> <li>- Mugs can go to some of the organizations, Edm Jazz Festivals and some stakeholders, EYO</li> <li>- T-shirts - Need to order more, need child large and need adult medium, Alline will figure out the quantity and email the team</li> <li>- Carolyn will print out name tags for parent volunteers</li> </ul>
8. Tours and Concerts Committee	<ul style="list-style-type: none"> <li>- Event planning will happen in July for 2015/2016 season</li> <li>- School tours have been set but now Michael Z will be away during tour so he can't lead Senior for the tour. Ted might fill in.</li> <li>- Petar is on vacation during tour as well when SSO will be performing, he suggested someone with EYO</li> <li>- Class concerts is set from May 19<sup>th</sup> - 21<sup>st</sup>, website needs to be amended</li> </ul>

Agenda Item	
<p>9. Website Committee</p>	<ul style="list-style-type: none"> <li>- New website is close to launching, likely April 1<sup>st</sup></li> <li>- We will have the .ca website and the .org website, but the .org will point to the .ca site</li> <li>- Need to start using the registrar.ca website</li> <li>- To do list from Shannon (website designer) for</li> </ul> <p><b>Registrations form:</b></p> <ol style="list-style-type: none"> <li>1. A list of all instructors for each instrument for the 2014/15 year.</li> <li>2. I've added the Orchestra Only volunteer note. Please make sure that's what you want.</li> <li>3. We need a Rental Agreement.</li> <li>4. Let me know what you'd like to add to the left of the registration form.</li> <li>5. Under Payment Method I've added two extra choices (I will provide two post-dated cheques; and I will provide three post-dated cheques). Please send me the write-up for the instructions of each.</li> <li>6. When you click the submit button, an email confirmation will be sent. There are four different notifications and I have just written up what I think might be included in each of them. It is important to go over each of these to make sure everything is how you want it. The different notifications respond to these scenarios             <ol style="list-style-type: none"> <li>a) They paid online and they required instrument rental.</li> <li>b) They paid online but did not require instrument rental.</li> <li>c) They want to pay by cheque and they require instrument rental.</li> <li>d) They want to pay by cheque but did not require instrument rental.</li> </ol> </li> <li>7. For each of the above scenarios, there is a different page that comes up saying that the registration has been sent successfully. These also need to be gone over to make sure the wording is good.</li> </ol> <p><b>Instructors:</b></p> <ol style="list-style-type: none"> <li>1. Let me know how you want to go about getting new photos for all of the instructors/conductors.</li> <li>2. Please provide the list of instructors that needs to be included on the Instructors page.</li> </ol> <p><b>Classes:</b></p> <p>A write-up for each instruments' classes and orchestras. What levels are currently available, etc.</p> <p><b>Class Schedule:</b></p> <p>Under <a href="http://www.musicenrichment.ca/class-schedule/">http://www.musicenrichment.ca/class-schedule/</a> please fill in the Instructor column.</p> <ul style="list-style-type: none"> <li>- Need to finalize date and time to launch musicenrichment.ca</li> <li>- Before April 1<sup>st</sup> we need to complete test registration to get the 'bugs' out of the site</li> </ul>

Agenda Item	
10. Bingo Committee	<ul style="list-style-type: none"> <li>- Need to set up a new bank account for bingo account.</li> <li>- Motion to apply for bingo license - Motion by Brent, seconded by Alline, all in favour</li> <li>- Laura will apply for license</li> <li>- Need by-laws, objectives and certificate of incorporation for license</li> </ul>
11. Casino Committee	<ul style="list-style-type: none"> <li>- Brent sent draft email to CC to review for volunteers for casino</li> <li>- Looking at second week in November for the casino</li> </ul>
12. New Business	<ul style="list-style-type: none"> <li>- April movie ticket contest - Kid with most amount of practicing in the orchestra will win movie tickets.</li> <li>- Surprise extra prizes</li> <li>- Audition dates - Was May 4<sup>th</sup> - 6<sup>th</sup> for Junior, Intermediate and Senior - need to determine the panel for auditions (possibly Guillaume, Jackie and Patricia)</li> <li>- Petar away during May dates so new dates in April 27<sup>th</sup> and 29<sup>th</sup> for extra days for SSO for Petar to assess his students</li> <li>- May 28<sup>th</sup> will be an additional rehearsal</li> <li>- June 2<sup>nd</sup> - 4<sup>th</sup> - audition round two for any pending auditions - tentative until Brent can check space</li> <li>- Need to communicate to parents that everyone needs to auditions this year for orchestras</li> </ul>
13. Old Business	<ul style="list-style-type: none"> <li>- AFA SSO final reporting - this is still outstanding and needs to be submitted. Carolyn will look into the reporting requirements.</li> <li>- Petar sent pictures to secretary email, Sunita will look.</li> </ul>
14. Closing Comments	<ul style="list-style-type: none"> <li>- \$5 gift card goes to Annette for coming to a meeting</li> <li>- Next Meeting Date April 9, 2015</li> </ul>

Meeting adjourned

**Tabled Items**

Item No.	Date Logged	Item

### Action Items

Item No.	Date Logged	Description	Action Item Owner	Completion Date
1	09/25/14	Sunita to create a listing of all members of the ESPA once the registrations are finalized	Sunita	In progress
2	01/11/15	Carolyn to create tri fold for corporate sponsorship program	Carolyn	In Progress
3	01/11/15	Alline to email marketing committee to get together and create a sponsorship	Alline	In Progress
4	01/11/15	Carolyn to send Alline info on Alumni committee	Carolyn	In Progress
5	01/11/15	Sunita to find out how to get auto receipts for online donations	Sunita	In Progress
6	02/19/15	Set up paying options for next year.	Brent	In Progress
7	02/19/15	Angela will talk to teachers at March 14 meeting, get biographies etc from them	Angela	In Progress
8	02/19/15	Alline is purchasing mugs and table throw.	Alline	Complete
9	02/19/15	Brent is working on the schedule for tour.	Brent	In Progress
10	02/19/15	C.C. Is taking care of upcoming casino.	C. C.	In Progress
11	02/19/15	Brent will rent Convocation Hall for concert.	Brent	Complete