

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

Date: Saturday July 16th, 2016

Time: 10 a.m. - 12:00 p.m.

Call to Order: 10:32 p.m.

Adjourned: 12:30 p.m.

Location: MEP office (210, 11803 125St)

Next Meeting: Aug 15th, 2016 6:30-8:30 pm MEP office (210, 11803 125 Street, Edmonton)

Attendees:

Alan Jones	Dean Twardzik	Patricia Estabrooks	Vivian Growell
Helene Butler	Christine Twardzik	Mickey Cameron	

1. Approval of the agenda.

Need to add Patricia's scholarship program. Moved by Alan, seconded by Helene.

2. Approval of the minutes of the June 18th meeting.

Need to modify what was written about the scholarship donation. Moved by Christine and seconded by Allan, carried.

3. Hiring committee report: position of office administrator/registrar for 2016-2017 season.

Applicants were interviewed by committee for the position of office administrator/registrar. Committee recommends hiring Gabriele Theilmann. Helene made the motion, it was seconded by Christine, and was carried.

4. Recommendation/discussion for a second “support services” staff member

We had many talented applicants. Things would run more smoothly if we could have more people working here,. Hiring someone for 4 hours a week would help us have a better foundation. Tabled until August.

5. Review of instrument coordinator/technician position

Instrument coordinator contract expired and has not been renewed. The duties this person was assigned to were completed therefore the position is no longer required.

6. Recommendation to disperse excess instruments.

Alan moves that we ask Myhre’s Music to come and make us an offer on buying our excess instruments. Christine seconded the motion. Carried.

7. Waiving of class fees for staff, teachers, conductors, volunteers, executive members.

Alan made motion to not offer free lessons or orchestra to staff, teachers, conductors, volunteers, executive member’s children or themselves. If any such policy existed it is hereby rescinded. Helene seconded. Carried.

8. Teacher/conductor contract review

Has to be tabled because there needs to be some changes made to contracts as recommended by Vivian.

9. Child care for FASE workshop and Bornoff workshop update

Christine motioned of a one time subsidy of \$50 per day to be put toward childcare in order to help a teacher attend the Bornoff workshop. In order for reimbursement the teacher will need to provide a receipt and name, address and telephone number of care provider. Dean seconded. Carried.

10. Review minimum class sizes and/or combining classes for 2016-17

Based upon June 30th, we don't have enough full classes. We have 224 students registered. Patricia recommends that we wait before cancelling classes.

11. Additional items/other business

- Alan has purchased quickbook for the office computer and MS Office. It cost about \$200 for both.
- The accountants are on track.
- Christine moves that we renew the position of Artistic Educational Coordinator. Helene seconded. Carried. The contract will be reviewed.

12. Patricia's scholarship program.

Patricia is withdrawing this proposal.

13. Adjournment and next meeting

Next meeting: August 15th 6:30 pm at office.

Meeting adjourned at 12:30.