

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

Date: Saturday, October 15th, 2016

Time: 9:00am -11:00 p.m.

Call to Order: 9:10 p.m.

Adjourned: 12:25 p.m.

Location: MEP office (210, 11803 125St)

Next Meeting: Nov. 5th, 2016, 10:00am MEP office (210, 11803 125 Street, Edmonton)

Attendees:

Alan Jones	Vivian Crowell	Patricia Estabrooks	Anh Le
Helene Butler	Jennifer Wankvewicz	Mickey Cameron	Vincent Wong
Martin Kopchia	Catherine Kopchia	Esayas Asmelich	Patty Brine

2. Approval of September 17th Minutes & New Officers as of October 1, 2016

Catherine moved to approve the minutes as amended, Martin seconded. Carried.

3. Signing Authorities

Alan moved that we remove Christine and Tope as signing authorities. We will add Vincent and Anh as signing authorities for both casino and general accounts. Helene seconded. CARRIED

4. President's Report

- Gabriele was unable to attend and we will defer a discussion of t-shirt sales to the next meeting.
- Alan indicated that he wanted to possibly hire someone to assist Gabriele is using Microsoft Access so that we can have registration, rental and payment information in one

location. Currently the information is in 3 different programs: MS Word, MS Excel and Access. Retrieving information is time consuming and cumbersome. Vincent indicated that Quickbooks is able to perform these functions. Vivian and Jennifer provided a brief overview of some of the features offered by Quickbooks and Vivian agreed to meet with Gabriele and determine how we might begin to use the program for this purpose.

- Greater St. Albert Catholic Schools has prevented us from using Richard Fowler School for our classes for the past several weeks. There is no written agreement between MEP and the Board. The Board has also raised the possibility of requesting a rental fee from us. Alan is working on it.

5. Financial Update (Jennifer and Vivian)

- Jennifer and Vivian presented the financial statements and provided an overview of past accounting practices. Recommendations were provided that, if put into practice, should serve to better organize financial records in the future. It was also recommended that ESPA create a working budget that can be reviewed at every meeting.
- It was also proposed that Vivian monthly general meetings and provide monthly financial updates. It was also recommended that Vivian have direct control over the writing of cheques and be responsible for the maintenance of ESPA's financial records. A proposed fee of \$750 per month was proposed. The fee would be reviewed in 6 months and possibly lowered at that time.
- A lengthy discussion occurred with respect to the value of the musical instrument inventory and music library. Documentation provided at the time ESPA took possession of the instruments from Victoria School in 2013 suggested the value of the instruments was in excess of \$90,000. Vivian and Jennifer suggested that the amounts provided by Victoria School in 2013 should be reflected in the financial statements until such time as the instruments were independently appraised and an alternative value provided. Alan indicated that the "real value" of the instruments appeared subjective and to some degree arbitrary.
- Martin moved/Helene seconded that a third party evaluator be hired by July 2017 to examine MEP instruments with the goal of determining the market value of them.
CARRIED
- The new computer has been delivered and we are awaiting setup by the technician so Vivian and Anh will be able to access Quickbooks without having to be in the office.

- Alan moves that we spend an estimated \$750/month going forward until March 15th 2017 for accounting services for an estimated 20hr/week. Helene seconded. Carried 1 vote against noted.
- Anh will contact Vivian to see what the division of responsibilities would be between the Treasurer and Accountant.

Vincent tendered his resignation as Vice President.

6. Update on enrollment and class schedule

Alan moves that we change the scheduling as required to accommodate the absence of one of our teachers. Ivy will receive \$35/hour as an assistant. Patty seconded. Carried.

7. Artistic Coordinator

- Christina Jang won't come back for the rest of the year for health reasons. She had 6 classes.
- Application for 50/50 is pending.
- We will buy the same amount of chocolates as last year. We are looking for a parent volunteer to take care of sale.

8. Student Workshop 2016-2017

Martin moved that we hold an all-day workshop similar to last year using the same venue. Helene seconded. Carried.

9. Fundraising and grants

Tabled

10. Committee Reports

Tabled

11. Adjournment & next meeting

10 am November 5, 2016

Adjourned at 12:25pm

1. Approval of Agenda.

Time allotments will be added in future agendas. For this meeting, 5 minutes will be allotted for each item except 30 minutes for the financial update. Catherine moved to approve the agenda, Alan seconded. Carried.