

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

Date: Saturday, April 1st, 2017

Time: 9:30 a.m. - 11:30 a.m.

Call to Order: 9:46 a.m.

Adjourned: 1:51 a.m.

Location: MEP office (210, 11803 125St)

Next Meeting: May 6th, 2017, 9:30am MEP office (210, 11803 125 Street, Edmonton)

Attendees:

Alan Jones	Debra Dawe	Gabriele Thielman	
Helene Butler	Anh Le	Patricia Estabrooks	

1. Approval of Agenda.

Amend to add discussion on conductor's requests. Debra moved to approve the agenda as amended. Helene seconded. Carried.

2. Approval of March 4th minutes

Debra moved to approve the minutes. Anh seconded. Carried.

3. Upcoming registration fees

For the 2017-2018, the registration fees are as follows:

- Class beginner \$360
- Class level 2 plus \$400
- Orchestra 1 \$200
- Orchestra 2 \$225

Orchestra 3 \$225

Singing \$350

For instrument rental: violin \$100

Cello \$100

4. Payment schedule

- Payment for lessons/orchestra is due at time of registration or before the first day of class. If parents need alternate arrangements, they will have to contract the office and leave postdated checks, but all needs to be resolved by Sept. 11th (first day of class).
- Any withdrawals on or before Oct. 15th will receive a 50% refund. Withdrawals after this date will not be refunded.
- Instrument rental fees are nonrefundable.

5. Website update

- Include the volunteer requirement as part of the registration process.
- Lesson registrants should have a link suggesting to enroll in an orchestra, except for beginners who should not have a link to orchestra option.
- As we pay a 3% fee to PayPal for each transaction, Debra motioned that we remove the paypal option to our website. Helene seconded. Carried.
- Debra motioned that we set up a separate account that would allow e-transfers and would permit treasurer full access to funds. The statements would be reviewed at all meetings to make sure there is no money coming out of the account. The balance of subaccount would be regularly transferred to the protected community account. Helene seconded, carried.

6. Class schedule

Since we have fewer teachers for next year, we are hesitant to advertise/recruit as we would be short on teachers.

7. Instrument sale

We made \$1895.00 from the sale on March 25th, of that, \$245 was for books, \$890 was for cellos (instruments only) and the rest was from violin outfits (violin, bow and case) and soft cases for cellos and some hard cases for violins. Judy Lewis and Catherine Robertson were very helpful: helped with sale, repairs, and figuring out the value of instruments. Debra motioned to continue reducing surplus inventory and plan for a sale in June. Helene seconded. Carried.

8. Instrument return

Instrument return dates are June 2nd, 3rd, and 4th.

9. Summer instrument rental

Debra motioned that any returning student can keep the rented instrument for the summer if they renew their agreement, including rental payment in full for the following year and will need to bring the instrument back on the return date for inspection. Helene seconded. Carried.

10. Office space

Discussion on finding a new place.

11. Grant writer

Tabled.

12. Open letter to parents

It was proposed that we sent a letter by mail letting parents know that we need volunteers in order for the program to run. People need to understand that the program is not sustainable the way it is. Debra will write the letter bring it to the next meeting for review and feedback. We would like the letter sent before the year end concert.

13. Class cancellation/substitute classes

No changes have been made on this issue.

14. Conductor visit

Alan moved to pay Petar \$78/hr starting in September 2017. Helene seconded. Carried.

15. Adjournment & next meeting

Adjourned at 11:51 a.m.

The next meeting will be held on May 6th, 9:30 am at MEP office.