

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

Date: November 4, 2017

Location: M.E.P Office

Time: 10:00am to 11:56am

Item Number	Description	Action By																		
1	Introduction of all attendees <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Sherlynn Der</td> <td style="width: 50%;">President</td> </tr> <tr> <td>Wei Ming Chew</td> <td>Vice president</td> </tr> <tr> <td>Yubin (Annie) Wang</td> <td>Treasurer</td> </tr> <tr> <td>Judy Frank</td> <td>Secretary</td> </tr> <tr> <td>Patricia Estabrooks</td> <td></td> </tr> <tr> <td>Dino Corazza</td> <td>Teresa Lank</td> </tr> <tr> <td>Deny Malasador</td> <td>Brent Gustafson</td> </tr> <tr> <td>Everett Wong</td> <td>Courtney Cline</td> </tr> <tr> <td>Tracy Lee-Kong</td> <td></td> </tr> </table>	Sherlynn Der	President	Wei Ming Chew	Vice president	Yubin (Annie) Wang	Treasurer	Judy Frank	Secretary	Patricia Estabrooks		Dino Corazza	Teresa Lank	Deny Malasador	Brent Gustafson	Everett Wong	Courtney Cline	Tracy Lee-Kong		N/A
Sherlynn Der	President																			
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2	Approval of Agenda <ul style="list-style-type: none"> Motion to accept by Sherlynn Der. 2nd Wei Ming Chew. 	N/A																		
3	Approval of Minutes from AGM Oct 7, 2017 <ul style="list-style-type: none"> Distributed to attendees to read. Motion to accept by Judy Frank. 2nd Sherlynn Der 	N/A																		
4	President's Report (Sherlynn Der) <ol style="list-style-type: none"> 1. Executive signing authority: Completed executive signing authority on October 28, 2017. All signing authority of past executive removed. Signing authority for current executive only. Two signatures required for all transactions. 2. Ormrod and Associates filed society annual Revenue Canada Tax return with Ormrod and Associates, St. Albert, Alberta 3. Finalized audit report – Finalized 2017 audit report 4. Completed city of Edmonton grant application application and filed. 5. Bingo License needs to be renewed. Will be finalized before December 1, 2017 	N/A N/A N/A N/A N/A																		
5	Vice President Report (Wei Ming Chew) <ol style="list-style-type: none"> 1. Lease Agreement: agreed to in principle – month to month for a year – past executive did not fully execute the 	Wei Ming Chew																		

	<ul style="list-style-type: none"> ii. Saving: \$70,479.26 b. Etransfer account <ul style="list-style-type: none"> i. Chequing: \$168.50 ii. Common Shares \$1.00 c. Bingo & Casino Account <ul style="list-style-type: none"> i. Chequing: \$8,256.48 ii. Common Shares \$1.03 <ul style="list-style-type: none"> • Brent Gustavson says that we as a non-profit - we should not have savings – only chequing – against CRA rules – money we have must be flowing – since we are non-profit we are not supposed to make a profit – ie interest. Previous experience informs this information. • Everett Wong motions to close savings and move balance into chequing. Brent Gustavson 2nd. <p>4. Report on registration – registration monies and refund outstanding. Money is still being collected</p>	Annie Wang
7	<p>Secretary's Report (Judith Franchuk)</p> <ol style="list-style-type: none"> 1. Rekeying the ESPA office and practice room because we have too many keys out – Initial quote approximately - \$145.00 2. Executives each have full set as well as Patricia Estabrooks. Sara Woodman and Andrea Wood have practice room keys. 3. Email accounts – have been assigned to executive. There is now only one general email account, registrar@musicenrichment.ca 4. The gmail accounts are no longer active – we have no history on those accounts – we haven't received passwords or transition information from past executive and we don't expect it will be forthcoming. 5. Office Assistant Laurie Merrell has resigned. We will be reposting the job. 	
8	Unfinished Business	
8.1	<p>Quickbooks Update (Sherlynn Der)</p> <ol style="list-style-type: none"> 1. Past executives had previously motioned to get Quickbooks. When new executive came in we found that we already had Quickbooks. However we had no password for it so we were locked out of the tower. Courteny Cline was able to get us access to the tower but not to the Quickbooks account. ESPA paid \$3000 in 2016 for Quickbook transfers. The last time someone used our Quickbooks account was May 2017. <ol style="list-style-type: none"> a. History – began by using excel for financial reports. ESPA paid to have all data put into Quickbooks but when the treasurer resigned, Brent Gustavson put 	

	<p>back into excel (October 2016) because no one knew how to use Quickbooks. So now we have a new Quickbooks account but we don't have the password</p> <p>2. Need to investigate existing Quickbooks license and figure out what we will use going forward.</p> <p>a. Executive is volunteer – treasurer work – 12 to 25 hours per week – too much for the treasurer. Everett Wong motioned that we get quotes for bookkeeping. The proposal is that an accountant would take care of transactions and provide monthly treasurer reports. Sherlynn 2nd.</p>	Sherlynn Der
9	New Business	
9.1	<p>Space Concerns</p> <p>1. Victoria School – difficult relationship and having a hard time getting appropriate space for orchestras. Currently there are 9 times this year orchestra's can't practice there. Need to consider paying for space and/or looking for new space.</p>	Executive
9.2	<p>Procedure & Policy Manual</p> <p>1. Brent has old copy – Suggest the new Executives review past motions and consolidate and update policies. Lyn made an update – it is on the portable hard drive – all records on it for years and years – red drive. Past President should have the Alan Jones had the hard drive. We will need to request for Drive from past president.</p>	Wei Ming Chew
9.3	<p>Existing IT Infrastructure, Backup Systems</p> <p>1. MEP currently have the following:</p> <p>a. one desktop, one tower locked out, need a hard drive for that tower, 2 laptops – one for treasurer.</p> <p>b. No backup set up – want to look into cloud storage set up.</p> <ul style="list-style-type: none"> • Everett – asked executive to describe day to day use of electronic sources – registration, rentals, newsletters, database of students, email to parents, <ul style="list-style-type: none"> ○ Registration database on Access – Previous Admin didn't know how to use Access so things may be lost. ○ Review criteria for cloud analysis – possibility of lost password and lockout. ○ Consider Gdrive-functionality of the Gdrive • Ming motioned that suggestions from this discussion be investigated, Everett seconded --to look into solution -- cost of cloud back up or g-drive, and repurposing laptop for treasurer, getting quotes on hard-drive – get quote on moving it into the cloud. 	Courtney Cline
9.4	<p>Abuse Prevention Committee</p> <p>1. Currently c/o Mrs. Kopchia – she wants a volunteer to take it over</p>	

	<ol style="list-style-type: none"> 2. ESPA has three types of insurance –one is insurance against accusations regarding abuse. 3. We had to make an abuse manual – child welfare worker – Andrew Celli – every teacher or parent involved must go through the abuse awareness training and get a police check. 4. Andrew Celli recorded his presentation on a chip – we need to find that chip - each year show presentation, get all people who may need this clearance to sign that they have seen the presentation. Keep agreements in safe. 5. Should be done every three years – we need to do it 6. Everyone has to go and get police checks – we need to make sure everyone has done this 7. RCMP checks are free and there may be a fee with the City of Edmonton Police checks. MEP will reimburse for the cost if required. 8. Check with police – need to check on process 9. Secretary will do it for now. This will be part of the admin job. 10. Find chip, find forms, reimburse, -- really important because insurance will not cover us. Will ask if Past President have this. 	<p>Judy Franchuk Wei Ming Chew</p>
<p>9.5</p>	<p>Announcements</p> <ol style="list-style-type: none"> 1. Instrument Sale on November 18th, 10am to 6pm. <ol style="list-style-type: none"> a. Judy Lewis will help with instrument sales b. Order of sale -- Basses, violas, cellos c. Patricia needs advertising to get to population outside of ESPA to come. Cash only -- \$25 d. Christine Twardzik, Karen Hipson – contact them about advertising – Patricia will contact Christine to put it on Kijiji – Patricia needs help with posters – reprint posters for this year. <ol style="list-style-type: none"> i. 2 years ago – spent \$8500 – to get an advertising package e. Need volunteer – to help sell orchestra instruments – • Brent is raised concerns with the sale of basses– Patricia – thinks get rid of what we don't need – better use of space and making better use of money. Will sell basses at \$1100 – they are broken – sound post came through back. • Instrument Sale Background <ul style="list-style-type: none"> ○ 83 people are renting instruments – rentals have gone down – instruments are cheaper, instructors encouraging people to get their own instruments. ○ 54 violins, 1 viola, 1 bass, -- sell all – last year \$3500 to repair cellos – instrument sale on November 18 10 – to 6 pm – want to sell all basses – we can buy better basses for cheaper – used basses \$2875 – ○ We have a dealer that can give us a good price – in Michigan 	<p>Judy Lewis & Patricia Estabrooks</p> <p>Teresa Lank</p> <p>Wei Ming Chew</p>

	<ul style="list-style-type: none"> ○ Luthier come in and check our pricing ○ To hang on all dead instruments – doesn't make sense – so get rid of all old stuff and keep money to buy things. ○ For the future of ESPA -- Keep 25 cellos, buy as needed ○ As instruments sit here they get wrecked – ○ most people who rent are renting cellos ○ Look up previous motion – last sale in March – very successful 	
<p>9.6</p>	<p>Winter Festival Planning</p> <ol style="list-style-type: none"> 1. Event Info: <ol style="list-style-type: none"> a. December 16th, 1pm to 4:30pm. b. 3 orchestras Performing c. \$5 for member and guest entry, performer is free 2. Logistics: <ol style="list-style-type: none"> a. November 18 \$450 to rent plus \$50 for sound system. Space have been confirmed. 3. Need to get volunteers for Winterfest. Executive to contact event coordinator, Karen Hipson 4. Questions/Clarifications <ol style="list-style-type: none"> a. We need to check if we can sell food – Concordia; Colette Storms 780 479 9208 – Conference services coordinator – Concordia – ask for clarification regarding price, confirm date, food , chocolates – food must be contracted through aramarak – 10 % discount – we would like to sell chocolates 5. Event To do List <ol style="list-style-type: none"> a. Program brochure for the event – Patricia to provide direction and Teresa to put this together 6. Promotions <ol style="list-style-type: none"> a. Advertising and making poster for website – Teresa to add pay parking on poster 7. Fundraising Ideas: <ol style="list-style-type: none"> a. Chocolates \$45.00 for 30 units – propose buy 4 cases – Goal of funds raised: \$180. Everett to purchase chocolates. b. Merchandise: c. Order t-shirts -- \$11 if you buy 500 – would be an asset for music enrichment – target – sell 10 tshirts per event – we already have tshirts – wants information d. Pencils with name e. Everett has meeting on Wednesday with merchandiser – at 4:00 pm – he designs things for free – will also talk to him about selling pencils, coffee cups, water bottles – asked if anyone from executives is interested in attending. f. Other Fundraising Ideas <ol style="list-style-type: none"> i. Cookie dough 	<p>Sherlynn Der</p> <p>Sherlynn Der</p> <p>Patricia Estabrooks</p> <p>Teresa Lank & Kelvin</p> <p>Everett Wong</p>

	<ul style="list-style-type: none"> ii. Knit wits iii. Regal catalogues – iv. Sausage v. Silent auctions vi. Pub crawl <p>8. Due to time limitation, the focus on fundraising for Winterfest is to pay for event – practical to sell chocolates and remaining t-shirts and whatever else we have -- \$5 admission – all people pay same amount – on poster say paid parking. Teresa will do poster on web, program.</p> <p>9. For future discussion - want a goal and purpose and overall expense budget -- from Executive for fundraising – for events it takes lots of effort – payback unknown, nonevents – lots of profit</p>	Executive
9.7	<p>MEP Administrator Position</p> <ol style="list-style-type: none"> 1. Previous Administrator Laurie Merrell resigned. We will be working on reposting opportunity to look for someone to fill the position. 2. Draft Letter for Upcoming Important Dates <ul style="list-style-type: none"> a. No string classes or orchestra from 9 to 13 inclusive because schools are closed in Edmonton public schools b. St Albert and MEP classes are on Marie Poburan Tuesdays c. November 27 no class at Edmonton public d. Classes finish on December 15 and resume on January 8, 2018. 	Executive Judy Franchuk
9.8	<p>Discussion Items for Next Meeting</p> <ol style="list-style-type: none"> 1. Everett volunteer to look into how to boost Registration – we need to get numbers up – awareness and benefit needs to be promoted. Membership drive – executive – ask for volunteer 2. Develop a survey to get feedback about program 3. Develop an event planning checklist 4. Look at other schools to practice in for next year: Monsignor William Irwin, Ross Sheppard, catholic schools – maybe about \$1200 per year to rent school space 5. Figure out how to find new teachers and maybe talk to teachers from the past to see if some may want to come back. 6. Organize mall performances <ul style="list-style-type: none"> • Due to time, Wei Ming Chew motion to discuss year end booking at next meeting <ol style="list-style-type: none"> a. talk about year-end concert at next meeting – need to book Collette Storms – Concordia College – b. confirm dates for year-end orchestra 	

	<ul style="list-style-type: none"> c. revisit Concert for Classes May 15 and 16 at Ascension church d. to look at booking for next Christmas. e. Judy Franchuk seconded 	
10	Next Meeting – December 2 nd , 10:00am	
11	Meeting Adjourned <ul style="list-style-type: none"> 1. Ming motion to adjourned meeting, Sherlynn seconded. 	