

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

Date: Saturday, January 6, 2018

Time: 10:00am-11:50am

Call to order: 10:10am

Adjourned: 11:50am

Location: MEP office (#210, 11809-125 Street)

### Attendees:

Sherlynn Der (President)	Courtney Cline (Member)	Brent Gustafson (Member)
Doris Lunardon (Member)	Evans Asembia (Member)	Raymond Lai (Member)
Patricia Estabrooks (Teacher)		

Agenda Item:	
1. Introduction of all attendees.	Round table intro.
2. Approval of Agenda	
3. Approval of Minutes from Dec. 2, 2017	Motion to approve last meeting minutes. Moved Raymond, seconded Courtney
4. President's Report	<p>Winterfest:</p> <ul style="list-style-type: none"> <li>-was very successful at Concordia on Dec. 16/17. Thank you to every one that helped organize and coordinate this event.</li> <li>-collected \$756 for admission</li> <li>-collected \$100 in donation</li> </ul> <p>Ormrod:</p> <ul style="list-style-type: none"> <li>-Sherlynn accepted Ormrod's proposal for bookkeeping and filing for charity tax return for fiscal years from 2018-2020 at a fixed fee of \$2000/yr.</li> <li>-Ormrod will inform Sherlynn and Annie of all the pre-engagement preparations that needs to be completed prior to submitting the records to them in Aug 2018.</li> </ul> <p>Kiwanis Music Festival:</p> <ul style="list-style-type: none"> <li>-Registration deadline is Jan. 31/18</li> <li>-Sherlynn will email all teachers/conductors to see who would like to enter their class/classes to Kiwanis.</li> <li>-The fee for entering Kiwanis is \$85/group</li> <li>-Dates that Kiwanis Festival will be from April 16-30. Brent indicated that class/orchestras entered in Kiwanis will usually be on a staurday.</li> </ul> <p>Office admin position:</p> <ul style="list-style-type: none"> <li>-position is still vacant. Some parents have expressed interest in this job position as well as 3 previous applicants from June 2017.</li> </ul>

	<p>Executives will continue to look for a suitable candidate and will hopefully have someone in position by next week.</p> <p>-In the meantime, current executives have been filling in for the office admin. Courtney Cline has been helping with the registrations and payments. Sherlynn said some parents had sent emails to the office stating they are aware of the volunteer deposit money owing but are not willing to pay yet because the year has not ended and there are still volunteer opportunities. Doris suggested to find out only the amounts and students that owed for registration only and not included the volunteer deposit. Suggestion to print invoices and mail directly to parents house or contact the teachers to let them know which students of theirs have not paid for class and see if they can give their student's parents the invoice. No motion or decision made, will carry forward to next meeting.</p> <p>Volunteer Refunds:</p> <p>-lots of parents emailing about when their volunteer deposits would be issued back to them since completing their 2 events. Executives have been trying to gather all the info re: completion of events, just recently got the info from Martin (bingo chairperson) of all the parents that have volunteered for bingo from Sept-Nov 2017, will reimburse to parents soon. Raymond suggested to keep volunteer deposit as a credit for people enrolling for next year's registration that way MEP wouldn't have to issue cheques back since our bank charges a services fee for issuing over a certain amount of cheques each month. Brent said to check with Ormrod first if we decide to keep volunteer deposit as a credit because of accounting rules for non-profit organization. No motion or decision made, carry forward to next meeting.</p>
<p>5. Treasurer Report</p>	<p>Financial Update:</p> <p>-since Annie was not present today, Sherlynn provided a brief update. ESPA operating account has \$164,192.72 Casino account has \$81, 643.97. Brent asked if AGLC has deposited the money from casino event on Sept 24 and 25, AGLC directly deposited \$75,942.46 to the casino account on Nov. 27/17.</p> <p>-Sherlynn said that AGLC list of approved use of proceeds for wages and honorariums have not been updated from the past executives therefore more than half of the teachers and conductors names are not listed. Sherlynn sent the updated information to AGLC before Christmas, waiting for their response. Until we get the list of approved wage and honorariums MEP cannot issue honorariums to teachers and conductors out of the casino account.</p>
<p>6. Unfinished Business 6A. Space Concern</p>	<p>-Vic school is not available on Feb. 15, Mar. 15 and Apr. 26 of this year for Orchestra 2 &amp; 3. Orchestra 2 has rented a space at Ascension Lutheran Church for these dates and Orchestra 3 is scheduled to go in the space next door to the MEP office but is not ideal. Doris will look at rental space at Santa Maria Goretti church to see the availability and cost for both Orchestra 2 &amp; 3 to practice at since some parents have a child in each orchestra, Patricia said</p>

	we could always cancel at Ascension Church. Patricia will look into rental space at Strathearn United church as well, if not we will inquire about the space across the hall from the MEP office (Church currently rents out of) and see if we can use that room for Orchestra 3.
6B. Promotional Ideas	Teresa Lank and Kelvin Yong sent executives the first draft of the MEP brochure in English and Chinese, still needs to input pictures onto the brochure and do revisions once they get feed back then it can be decided when brochures goes for publishing and distribution. Patricia said the brochures should be more generic, eg. without the schools listed that we currently host classes out in case in the future we do not host out of the same school.
6C. Performances	Raymond suggested we plan for 2018-2019 for these performances in schools since this year is too tight to put anything together. He suggests maybe instead of bringing the entire Orchestra's to schools and perform how about getting a quartet or a trio instead because it will be easier to manage and coordinate and for those parents who do not wish their child to miss school do not have to pull them out. Raymond said he will be in contact with Joanne to further discuss.
6D. Planning 2018-2019	Sherlynn says we cannot plan anything for 2018-2019 until we know which teachers/conductors are continuing to teach next term. She will reach out to each teacher/conductor and set up a one on one meeting with them and see what their future plans are with MEP and if in case the existing school they teach out of won't accept us back which part of the city they are willing to go to.
6E. Rental Space	Schools have been an issue in the past as they cannot guarantee they will allow MEP into their school to teach, some schools force MEP to cancel some classes throughout the year if there are special events happening. Also have to consider PD days and stat holidays which is also an issue as classes will be canceled as schools will be closed. Will get parent volunteers to call and see which schools, churches or spaces are available for 2018-2019.
7. New Business 7A. Bornoff Music	FASE had emailed Patricia asking if MEP could send them the Bornoff music books that hasn't been in use for years and is just sitting at the office. Before sending music books off Sherlynn suggested we get estimate of the shipping cost so FASE could pay for the shipping first and not have it come out of MEP account. Raymond offered to help Patricia with packaging and weighing boxes.
7B. Year End Concert For Classes and Orchestra	Ascension Lutheran Church is already booked for year end class concert on May 15 and 16 of 2018. Need to book facility for Orchestras, ideal dates are May 26 or May 27. Raymond said he will look into UofA venue options, Doris will contact Santa Maria Goretti church, Sherlynn will contact Concordia and other places.
8. Other Items	Patricia purposes to have new strings replaced on selected violin's and cello's that currently have poor quality strings on these instruments and that are being rented by MEP students. MEP has

	20 sets of new cello strings and 9 sets of violin strings that could be replaced. An email will be sent to the parents who's child is renting either a violin or a cello (that's not an Eastman) from MEP and see if they would be interested in bringing their instrument to the MEP office on Jan. 27/18 to have strings replaced. Parents would have to contact Patricia directly to set up an appointment on Jan. 27/18.
9. Adjournment	Meeting adjourned at 11:50am
10. Next Meeting	Next meeting will be on Saturday, Feb. 3/18 @ 10:00am