

ESPA Executive Meeting – Jan 4, 2019 12:30 PM

In attendance: Christina Barry, Sherlynn Der, Patricia Estabrooks, Courtney Cline, Christine Daum, Derrick Schmuhl (by phone)

1. MEP Move

a. **Motion: Christine Daum made a motion to move the ESPA MEP office to Ascension Lutheran Church from its existing location as of Feb 1 2020. Christina Barry seconded the motion. All voted in favour. Motion passed.**

b. *Communication with landlords*

Letter to vacate was sent by Registered Mail Dec 21 and according to Canada Post, it was delivered Dec 22. An email was also sent to Catherine (Assistant to the Landlord). No response has been received. Christina called Catherine twice and left messages. No responses received.

Action: Christina to call on Monday with questions (including status of the MEP office when we moved in, whether cleaning and carpet cleaning is required, how to return keys, whether a damage deposit is on file, and whether a walk-through can be arranged to prior to Jan 31 to identify what needs to be done prior to move-out date).

c. *Insurance documents*

Sherlynn obtained MEP insurance documents so that they can be shown to the Ascension Chair when needed. Patricia will share these with the Chair when they meet.

d. *Telephone and internet service*

Courtney visited Ascension to survey the current set-up. She called Shaw (our current service provider) and it was determined that a survey is needed in order to proceed. It may be possible to obtain a connection via aerial drop or underground but this will depend on the results of the survey. The church currently uses Telus. It may be simpler for ESPA to disconnect from Shaw entirely and instead connect to Telus (as it could take months to establish a Shaw connection at Ascension). However, it is unclear whether Telus will accept monthly payment via cheque.

Action: Courtney will contact Shaw to request a survey. She will liaise with Patricia to set up a date/time for Shaw to do the survey. Courtney will also call Telus to find out whether payment can be made via cheque.

e. *Lease at Ascension*

Patricia reiterated the changes at Ascension, that the Council Chair has discussed some of the rental conditions with her, and that he give us the rental agreement on Jan 10 2020. Items to discuss with Ascension are:

- Telephone and internet (can we use their wifi or do we need our own?)
- After hours access (alarm and keys)
- Mail (confirmation that ESPA mail can be sent to Ascension)
- Access for meetings will be discussed in the future, after we have settled into the space.

Action: Patricia will initiate contact with the Chair early this upcoming week if needed and discuss the items above.

f. *Digitex (photocopier) move*

Courtney contact Digitex about requirements for moving the photocopier. We can indeed move the photocopier ourselves but doing so will require a paid inspection following the move. Neither of the two moving companies from whom we received an estimate are willing to move the photocopier.

Digitex can also move the photocopier for a fee (but this would not require a post-move inspection). It may be more cost effective to hire Digitex to move the photocopier.

Action: Courtney to contact Digitex to obtain an estimate for the cost of moving the photocopier.

g. *Hiring movers*

We obtained two estimates for movers. Patricia met with both so that they could survey what items require moving and the current set-up at MEP. Kevin Dill (of Versatile Solutions) gave a quote of \$1500. Richard (of Action Moving) gave a quote of \$480 (\$120 per hour for a minimum of 4 hours; confirmed that 2 movers would be involved). Discussion about the two moving companies and the quotes provided.

Motion: Sherlynn Der made a motion to hire Action Moving for the Jan 31 office move. Christina Barry seconded it. All voted in favour. Motion passed.

h. Notifications to Corporate Registries, Canada Post, and Bank

Sherlynn clarified that prior to contacting Corporate Registries, Canada Post, and the bank regarding the change in address/location, we must first have confirmation from Ascension Lutheran Church that we can use their mailing address.

Action: Patricia will discuss details with the Chair this week. She will update the Executive by email. Once confirmed, Sherlynn will draft the letters to Corporate Registries, Canada Post, and the bank. She will require the signature of another board member on these letters.

i. Tentative plans for moving day Jan 31st and professional cleaning of current location

Below are the tentative plans which are contingent on whether any cleaning is required in the current MEP office:

- Patricia and Christina arrive at current office at 10 AM. Finish any final to-dos and prepare for the arrival of the movers.
- Action Movers arrive at 11 AM. Patricia and Christina remain at the office to supervise. Once the office is empty, Patricia goes to Ascension with the movers to supervise the unloading.
- Tony Tucci (and family members) and Sherlynn Der arrive at the current MEP office at 2 PM. They move instruments to Ascension using Tony's van.
- Christine is available from 4 PM onward to clean the current office and do any last-minute to-dos.

These plans may be shifted forward by an hour if the MEP office must be cleaned after moving out.

If professional cleaning is indeed required, an option may be to hire the cleaning company at the current location (Jojo). We will explore this option if cleaning is indeed required.

Action: As previously noted, Christina will call the landlord's assistant (Catherine) on Monday Jan 6th to find out if cleaning is required. She will update the executive thereafter so that plans can be finalized.

Christine will contact Tony Tucci and Richard (Action Moving) to notify them of the plans.

j. Remaining cellos – final sale to members

Patricia is continuing to see full and $\frac{3}{4}$ size cellos. Remaining $\frac{1}{8}$, $\frac{1}{4}$, and $\frac{1}{2}$ size cellos will be sold to MEP members on Jan 18th 9-11 AM. $\frac{1}{8}$ and $\frac{1}{4}$ sized instruments will be sold for \$25 and $\frac{1}{2}$ sized instruments for \$50. NO $\frac{3}{4}$ OR FULL SIZED INSTRUMENTS WILL BE SOLD ON THIS DATE.

Action: Members will be notified of the sale by email today. Christina, Patricia and Christine will work at the sale on Jan 18th.

k. Cello and bass racks

There have been no "bites" on the advertisements that Christine posted on Facebook and Kijiji. Patricia was able to give a few away. These will not be needed at the new location.

Action: Collin will disassemble the remaining cello and bass racks on Jan 25th. On Jan 26th, those that are leftover will be moved to Christina's garage. Christina will find out if she can have access to a van to facilitate this move. Christine will help her move the racks.

l. Packing up remainder of current MEP office

Patricia reported that no further volunteers are needed to pack up the office.

Action: Courtney will pack up the office space. Patricia will deal with the music, wall attachments (peg boards, white board) and getting the instruments ready to move.

m. Computers and electronic devices

Discussed the remainder of the computers and electronic equipment at MEP. It was decided that the videocamera may be sold in the future but can be moved to Ascension for now.

Action: Courtney will deal with the computer towers and other devices that need to be wiped and taken to the Ecostation.

n. Carpet cleaning at Ascension

The carpets in the two offices, basement hallway, and main room are dirty and could be cleaned. Patricia has had some preliminary conversations with church staff to find out when these carpets were last cleaned. We decided that we could look into carpet cleaning to see if it is financially reasonable. However, we don't necessarily need to take action.

Action: Patricia to contact Cleaning by Jack for an estimate (this company has been used by the church in the past and also by Patricia).

2. Status of outstanding fees

Courtney reported that there are four registrants with outstanding fees:

- a. McCarthy family – owe \$50 in tuition and \$300 for the volunteer deposit. Michelle Diaz (mother) attended the December 2019 bingo. Thus, the amount outstanding is the \$50 tuition fee as well as a meeting.
Action: Courtney will contact Michelle to notify her of the outstanding tuition and meeting requirement.
- b. Walton family – only the volunteer deposit is outstanding. However, they previously requested a bingo exemption and in place of participating in a bingo, they helped Sherlynn with the financial audit. Thus, the only outstanding item is participation in a meeting. Action: Courtney will remind them of the need to attend a meeting.
- c. Rueda (exchange student from Spain) – The board previously decided to waive the volunteer deposit in light of the fact the student's parents are not in Canada (and the student cannot attend a bingo as he/she is under 18 years old). Waived volunteer deposit. Courtney has been in contact with the host parents as well as the biological parents in Spain. She expects that payment will be received shortly. Action: Courtney will continue to correspond with this family and update the board when payment is made.
- d. Emily Mellon – Neither tuition nor volunteer deposit has been paid (amount owing = \$750). Courtney has been in email contact with the mother (Lindsay) who acknowledged that these funds are outstanding and indicated that payment would be made. However, no payment has been received. She followed up with Lindsay again to no avail. Further action is required.
Action: Courtney to contact the father (Jay) who has been quite supportive in the past. Will update the board.

If further action is needed following Courtney's discussions with parents, Christina will visit the classes/orchestras to notify students/parents that they can no longer participate until payment is made. The membership will be updated about the status of outstanding payments at the Jan 16th 2020 general meeting.

3. January update email to all members, teachers, associate members etc.

The following items need to be included in January update email:

- i. The date that classes will resume Classes resuming
- ii. Jan 16th general meeting notice
- iii. Concerto competition – March 22nd
- iv. Final sale of select cellos
- v. Announcement about move
- vi. Feb - no classes on PD Day and Family Day
- vii. Thursday orchestra is accepting new members in the second term

Action: Courtney will send an email today. She will loop Karen in about all of the above EXCEPT the cello sale so that Facebook can be updated accordingly.

4. Potential new instructor – Frank Ho's student

At this point, we are uncertain if classes will run in the future and if another instructor is needed. We are also uncertain about his motivation to become involved. Perhaps he can observe the Thursday night orchestra? This may help him make a decision if he wants to be involved in orchestra or chamber groups in the future (if a position becomes available).

Action: Christina will schedule a phone call with him to discuss the above.

5. Presentation to Rotary – Jan 28th

Patricia and Christine will do a presentation to Rotary on Jan 28th (lunch time). Other board members are welcome to attend and participate in the presentation as well. We will “ask” for support to cover rent.

Action: Christine will draft an outline of the presentation (Powerpoint). She and Patricia will meet to fully develop it on Jan 18th at 11:00 AM at the current MEP office. Patricia will find out if the 20 minutes allocated for the presentation includes questions or whether the 20 minutes is for the presentation only. Patricia will give Christine photos to include in the presentation at the Jan 9th orchestra rehearsal.

6. December 2019 bingo

Sherlynn described some of the challenges encountered at the Dec 2019 bingo.

Action: Members will be reminded of the expectations while participating in a bingo during the Jan 16th meeting. Christine will attend the Jan 28th bingo and train Kirsten George-Phillips. Christine is away for the Feb 19th bingo. Sherlynn will check to see if she can Chair the Feb bingo. Failing that, Christine will look for someone else to chair it.

7. Volunteer requirement – Tuba family

The Board decided to waive meeting requirement for the Tuba family in light of the fact that they have already volunteered 19.5 hours packing up the music library and are willing to help unpack the music library following the move to Ascension church.

8. Jan 16 2020 General Meeting at Ottewell School and Feb 22 General Meeting

a. Meeting notice

According to the By-laws, meeting notices need to be sent to members two weeks before the meeting date.

Action: Courtney to send meeting notice for the Jan 16th meeting by email today.

b. Agenda for Jan 16th meeting.

Action: Christina will draft the agenda and send it for review/additions by Friday Jan 10th. It must be finalized by Wednesday Jan 15th to allow sufficient time for it to be photocopied. Sherlynn will photocopy it and bring it to the Jan 16th meeting.

c. Minutes of November and October meetings

Update within the meeting: Courtney checked the by-laws and meeting minutes must be posted on the website within three weeks of the meeting.

Action: Derrick to prepare the minutes of the November meeting as soon as possible. Courtney to post these and the October minutes on the website. The November meeting minutes should also be sent for review by Jan 10th so that Sherlynn can photocopy them on Jan 15th and bring them to the Jan 16th meeting.

d. Location of Feb 22nd meeting

Confirmed that the meeting will be held at Bonnie Doon Library.

Action: Derrick to book the location.

9. Website updates

It was noted that the website contains some inaccuracies. Updating the website was flagged as a to-do once other priorities (e.g., move) have been dealt with.

10. Adjournment

The meeting was adjourned at 12:30 PM.