

Nov. 21st, 2020

## Meeting Minutes

Type of Meeting: Board

Meeting Called by: Edmonton String Players Association

Time: 10:15 a.m.

Location: Online



### **Attending:**

Karen Hipson, President

Tony Tucci, Treasurer

Andrew Hoskins, Vice-President

Christine Regehr, Secretary

Courtney Cline, Registrar

Patricia Estrabrooks, Program Coordinator

Judit Jenei, Member at Large

Guillaume Tardif, Member at Large

**MOTION:** Karen Hipson made a motion to approve the minutes from October 15<sup>th</sup>. Andrew Hoskins seconded the motion. All voted in favour. Motion carried.

**MOTION:** Andrew Hoskins made a motion to approve the agenda. Tony Tucci seconded it. All voted in favour. Motion carried.

### **Casino**

**REPORT:** Judit Jenei recently organized a casino and advised Tony that the Casino fund would remain at \$75,000. Tony Tucci reported that casino money is paid to conductors. The casino will allow us to break even this year. Without it we'd have a deficit of about \$70,000.

**ACTION:** Judit will contact Christine Daum about Casino planning.

**ACTION:** Judit will write a summary for parents of the importance of the Casino for the organization, including that it is the main source of funding to keep MEP running. She will deliver it to Karen Hipson by Friday Nov. 27<sup>th</sup>. It will include a message to the community about possible short notice and the details of signing up. She will ask members to indicate at what short notice they could rearrange their schedule to work at a weekday casino.

**ACTION:** Judit will apply for a license, fill out paperwork, and manage a sign up sheet for volunteers.

**ACTION:** Courtney will send the link from the last casino sign-up to Judit to use at her discretion.

**REPORT:** Judit projects that MEP's casino time slot will be scheduled for July or August. Twenty volunteer positions will be needed during Covid-19.

**ACTION:** Judit will inquire about earlier opportunities or the possibility of filling cancellations. She will also inquire about how much notification will be given.

**ACTION:** Courtney will communicate in an email the possibility of running a casino on short notice.

**DISCUSSION** about eligibility for casinos and definitions of the program.

**ACTION:** Tony and Patricia will come up with new language to describe the organization to submit to CRA. Tony will bring the current wording to orchestra on Monday. The board will vote on it next week.

## **Financial/CRA Matters**

1. Budget –Tony projects that MEP will be in the red.

**ACTION:** Tony will report on the budget to members next meeting.

2. Tony reported on CRA's requirement for T4A forms for honorariums.

**MOTION:** Andrew moved that investigation into T4A forms for honorariums be delegated to a sub-committee including Tony and Andrew. Karen seconded the motion. All in favour. Motion passed.

**ACTION:** Tony and Andrew will look into what is required and bring it back to the board at next meeting.

3. **ACTION:** Tony will update CRA with director change, address change and governing documents.

**ACTION:** Andrew will send personal information required to Tony.

**ACTION:** Christine will sign documents that Tony prepares.

**ACTION:** Tony and Christine will coordinate sending documents to CRA.

4. **MOTION:** Tony moved that we reject the offer from MEP's current accountant of a three year contract. Guillaume seconded the motion. All in favour. Motion carried.

5. **RESOLUTION:** We will purchase a zoom membership on a monthly basis according to the needs of the organization with up to \$30/month approved.

**ACTION:** Karen will inquire to see if there is a reduced rate for charities.

**ACTION:** Karen and Courtney will purchase a zoom membership for next Saturday's meeting.

6. **REPORT:** Courtney has created a CanadaHelps account and is waiting to hear back.

**ACTION:** Tony and Courtney will pursue it.

**RESOLUTION:** We will remind members that MEP is a non-profit organization and that they can receive a tax receipt. Also, we will communicate to membership that donations to MEP are tax deductible and that they can donate directly or through CanadaHelps (4% cut).

**ACTION:** Courtney will include this message in an email and in future flyers.

**ACTION:** The board will announce this message at the next meeting.

## **Policies and Procedures**

1. Discussion on the potential role of subcommittees. Subcommittees will gather information, report on it, and execute decisions. The extent of their authority and decision making needs to be defined along with the budget. The board's role after delegating authority is to accept changes brought forward from the subcommittees.

MOTION: Karen moved to form a subcommittee to respond to needs related to Covid-19 with Karen as chair person. The chair person will find additional assistance from parents but retains the authority to determine whom and how many. The subcommittee will review the MEP Covid-19 Policy and modify it to meet the requirements of the AHS. The Board will delegate our authority to develop, document and implement recommendations to follow appropriate Covid-19 procedures and communicate them to the membership without additional input from the Board. The special committee may not delegate this authority but may appoint additional members. The committee shall meet once the committee is struck and any time a change in policy is perceived from AHS, the Ascension Church or the Board concerning Covid-19 restrictions or at the discretion of the committee. The Chair will be required to give a presentation of activities of the special committee at the next Annual General Meeting and any board meetings. The motion was seconded by Andrew. All in Favour. Motion Carried.

MOTION: Karen moved to mandate Judit Jenei to manage the Casino commitments for the 2020/2021 year. She may recruit help as she sees fit to form a subcommittee. Judit is to work with the Treasurer and other members of the executive to ensure the casino volunteer commitment is fulfilled if it becomes an option in 2020 or 2021. It is expected that if an increase to volunteer hours is required, Judit will table a plan in January 2021 which the board will vote on prior to implementation. Judit is given approval by the board to act on short notice to fulfill a casino commitment if she thinks it possible. If she does not think a casino commitment possible on short notice, she must bring it to the board before turning down the opportunity. The special committee for Casinos will meet at the discretion of the committee. The Chair will also be required to give a presentation of the activities of the special committee at the next Annual General Meeting. Seconded by Tony. All in favour. Motion carried.

Guillaume suggested the formation of a subcommittee on curriculum, educational objectives, and the structure of the program in order to discuss guidelines. Christine asked whether objectives can be delegated from the board. Patricia offered to discuss it further with Guillaume along with the other conductors. Tony raised a concern about the overreach of the board with contractors (versus employees); The board would be acting as an employer if it controlled the conductors' work or intervened in program decisions. Andrew asked for further clarity and detail in written form on what authority was being requested so that the board could decide how to proceed and whether to give authority to a subcommittee for further investigation.

Andrew suggested the formation of a subcommittee to look at sustainability for MEP beyond the fall of 2021. Christine asked for more clarity on the mandate of such a group in written form before approving a committee.

RESOLUTION: Parents who are waiting outside the church during orchestra will be permitted to enter the building to warm up periodically, provided there are no more than four people, they are wearing face masks/coverings, and they use hand sanitizer upon entering. This allowance is limited to the entrance area only.

**ACTION:** Andrew will send wording to Courtney regarding the decision to allow parents to enter the building.

**MOTION:** Andrew moved that Patricia be approved to purchase hand sanitizer as needed, up to \$50 on a monthly basis. Guillaume seconded. All in favour. Motion passed.

**ACTION:** In the next budget, Tony will include a forecast amount for Covid-19 supplies.

### **Adjournment**

The meeting was ended at 12:37 pm.

### **Agenda for Next Meeting**

1. Judit's report on Casino.
2. Vote on new wording to describe MEP program for CRA.
3. Tony gives budget report.
4. Andrew and Tony report on T4A forms for honorariums.
5. Announce message about donating to MEP (see #6 under Financial Matters)