

October 15th, 2020

Meeting Minutes

Type of Meeting: Executive Meeting
Meeting Called by: Edmonton String Players Association
Time: 6:30 pm
Location: MEP Office - Ascension Lutheran Church
8405 83rd street, Edmonton AB T6C 2Z2



Attending:

Christine Daum, outgoing Vice-President
Derrick Schmuhl, outgoing Secretary
Karen Hipson, incoming President
Tony Tucci, incoming Treasurer
Andrew Hoskins, incoming Vice-President (Phoned in)
Courtney Cline, Registrar
Patricia Estabrooks, Program Coordinator (joined to give a short report)
Judith Jenei (joined near the end)

Absent: Christina Barry, Sherlynn Der

Handouts: Edmonton String Players Association Policies and Procedures Manual
Edmonton String Players Association Bylaws

New Business:

MOTION: Courtney Cline made a motion to approve the agenda. Derrick Schmuhl seconded the motion. All voted in favour. Motion carried.

1. a. i. **MOTION:** Christine Daum made a motion to remove past executive (Christina Barry, Christine Daum, Sherlynn Der, Derrick Schmuhl) from ALL ESPA bank accounts of MEP. Courtney Cline seconded the motion. All voted in favour. Motion carried.

1. a. ii. **MOTION:** Tony Tucci made a motion to add newly elected executives (Karen Hipson, Andrew Hoskins, Tony Tucci, and Christine Regehr) to ALL ESPA bank accounts of MEP. Derrick Schmuhl seconded the motion. All voted in favour. Motion carried.

1.a.iii. **ACTION:** Christine R. will send minutes to Christine Daum, who will coordinate signing by Christine Daum and Derrick Schmuhl.

1.a.iv. **ACTION:** Karen will report that these two motions were made and carried at the next general meeting.

1. b. **ACTION:** Courtney will give Notice of Change of Directors to corporate registries AND to the Alberta Gaming and Liquor Commission.

REPORT: Sherlynn is following up on how submissions should be made.

1.c.i. Courtney circulated AGLC "List of elected executives" form.

ACTION: Courtney will submit.

1.d. AGM Minutes were signed.

1.e. i.

1. e. ii. **ACTION: Executive needs to scan Personal Information Form and send to Judy.Leung@servus.ca.**

1.e.iii. Courtney circulated a list and will submit it.

1.e.iv. **ACTION: New executive must go to the bank by the end of October to be added for signing authority.**

2. Roles were reviewed by the group.

2.a. **ACTION: Courtney will set up Google drive so that documents may be easily accessed.**

2.b. **ACTION: Outgoing executive will share all appropriate files by Oct. 31st.**

3. AUDIT REPORT:

a. Audit of year-end financials. Christine D. reported that Sherlynn is working with two members to complete the audit. It will be finished either by Oct. 31st or the first week of November.

b. Auditors (Ngyugen Scott) have proposed to reduce MEP price by \$200 (\$1800 per year over a longer contract). Current contract ends in August.

4. **ACTION: Email transition will occur next Wednesday October 21st tentatively. Courtney will confirm.**

5. Keys were handed over to Courtney at the AGM from Christina D. Sherlynn will hand keys to Tony at audit.

Additions to the Agenda

1. COVID-19:

a. Discussion: Should we do more formal COVID-19 screening for orchestra? Agreed that no changes are necessary other than to update the policy to reflect what we do.

ACTION: Courtney will update co-vid policy.

b. We reviewed decision making protocols. Decisions are made with executive, Patricia and Courtney. We will leave communication with Courtney and Patricia. A COVID-19 policy is already written, submitted to the church, and approved. We are required to re-submit to the church if the policy changes and to update members. If there is a change in how we deal with COVID-19, we will communicate via email in the monthly communication with membership and optionally on a bright piece of paper delivered at orchestra. Next email is scheduled for December.

c. **ACTION: Karen H. and Patricia will monitor Government Protocols.**

d. **ACTION: Courtney will ask Sherlynn to clarify about insurance as it relates to COVID-19.**

e. **ACTION: Courtney and Patricia will handle volunteer roster.**

Judit Jenei joined the meeting.

REPORT from Patricia: Recent communication with the Church indicates that the furniture needs to be moved and sanitized each week.

ACTION: Patricia will look for dollies.

ACTION: Patricia and Courtney will implement volunteer roster immediately.

2. Next Meeting

ACTION: Courtney will organize next VIRTUAL general meeting for Saturday, Nov. 21st.

ACTION: Karen H. will investigate if she can use an account that allows for sessions longer than 40 minutes.

Discussion: Is it possible to combine in-person and virtual meeting? Dismissed because too difficult.

Decided to try to rotate online and in-person meetings.

Decisions can be made over email. Decisions regarding money need to be made in general meeting (with counts).

Thanks

Thanks were offered to past executive.

Adjournment

The meeting was adjourned at 8:05 pm.

Agenda for Next Meeting

Follow-up on Auditor's proposal

COVID-19 protocols