

**August 27, 2020 Executive Meeting – CHRISTINE'S NOTE**  
Ascension Church

**In attendance:** Christina Barry, Sherlynn Der, Patricia Estabrooks, Courtney Cline, Miriam Ferguson, Christine Daum

**Regrets:** Derrick Schmuhl

*Meeting started at 7:00 PM*

**Discussion items**

**1. Planning for 2020-2021 season**

**COVID protocol proposed and circulated in July**

- Patricia received an inquiry from a parent who objects to MEP's facecovering policy. Discussed the facecovering bylaw in place in Edmonton. A decision was made to follow the City of Edmonton's bylaw on facecoverings.  
**Action:** Christine to contact City of Edmonton to obtain information to support the decision. Questions requiring clarification including if MEP will be held liable (and fined) if a member chooses not to wear a facecovering, if a facecovering must be worn in a church (i.e. if a church qualifies as a public place), if a facecovering must be worn when distancing is in place (i.e. when seated at a music stand that is at least 2 metres from others), and if a medical certificate is required for those indicating that they are exempt from wearing facecoverings.  
**Action:** Patricia to contact the parent who expressed concern about MEP's facecovering protocol to share the Board's decision.
- MEP will need to purchase sanitizing supplies and some masks as spares (if members forget to bring masks to rehearsals). Items to be purchased include single use masks, hand sanitizer (large and small containers), and wipes. Patricia will bring a spray bottle of bleach solution from home.  
**Action:** Christina to check on prices at a medical supply company near her home. Christine to check prices at a wholesaler. Christina and Christine will be in contact with one another to purchase these supplies so that they are on hand for the first rehearsal (September 14, 2020).
- Discussed plans to create a volunteer roster to help with sanitizing tasks at Singing Strings and Thursday evening orchestras. Parents who decline participation in the casino will be asked to take on this role. If no parents decline casino participation, then we will approach those parents who preferred to stay at Thursday night orchestra rehearsals last year. Patricia indicated that she would be willing to help on Singing Strings rehearsals.  
**Action:** Christine to help develop volunteer roster once registration has been finalized.

**Orchestras in the 2020/2021 season**

- It was confirmed that Singing Strings rehearsals will take place at Ascension Church.
- 17 students are registered in the Thursday night orchestra. Others have also expressed intention to register. 9 are registered in Singing Strings.
- The maximum number of orchestra members will likely be 30-35 people per orchestra in order to maintain physical distancing.

**Communication of plans for the upcoming season**

- Patricia has been in email and phone contact with MEP teachers and conductors, private teachers, and members from last season. Courtney updated the website and has been in contact with Karen

regarding MEP's Facebook page updates. Christina, Courtney and Patricia have been working on a poster (to be placed in music stores and sent to private teachers in collaboration with a designer.

**Action:** Patricia will send follow up email reminding people who expressed interest in participating in the Thursday night orchestra to register.

**Action:** Courtney will contact Karen to request that a new Facebook post be developed to remind people to register.

**Action:** Christina will be the main point of contact with the poster designer and will communicate changes needed. Patricia will contact Petar to find out if he would like Singing Strings to be included in the poster. Once this information is obtained, Christina will give the go-ahead to the designer and ask if it can be done as soon as possible so that it can be printed (professionally possibly via the designer depending on price and willingness to provide discount), emailed to teachers as a PDF (by Patricia), and hung in stores (by Patricia). It was agreed that two poster sizes are needed (a small version to be emailed to teachers to be printed, a larger version to be placed in music stores). Christina will also obtain the official receipt from the designer and send it to Sherlynn for payment.

#### Communication with Ascension

- Patricia has communicated MEP's plans with Ascension Church. Plans are in place for the 2020/2021 season.

**Action:** Patricia will contact Ascension to book the October 3 2020 10 AM AGM.

**Action:** Courtney will provide a hard copy of MEP's COVID procedures to Ascension.

#### Contracts for conductors

- Contracts for conductors for the 2020/2021 season are due.

**Action:** Sherlynn will prepare and send the contracts to conductors to be signed.

## **2. Bingos and volunteer requirement**

#### Remaining bingos in 2020/2021 season

- Christine provided an update that she communicated with West End Bingo about the Board's decision to forfeit the remaining bingos in the 2020/2021 season (Sept, Oct, Nov, Dec 2020 and Jan, Feb 2020 bingos) in light of the drastically reduced volunteer pool and focus on the casino during the 2020/2021 season.

#### Bingos in the 2020/2021 season

- Christine reported that the Board needs to advise West End Bingo of their plans for bingos from March 2021 – Feb 2022 by early October 2020 as the bingo roster for the 2021/2022 season will be created in October. The Board decided to forfeit bingos from March to September 2021 given the focus on the fundraising casino and the uncertainty in the upcoming year. The decision was also made to request being added to the roster from October 2021 forward (with the option to forfeit if needed).

**Action:** Christine to contact West End bingo in early October to submit request to be added to the roster from October 2021 forward.

## **3. AGM – Saturday October 3 10 AM**

- Members will be requested to attend the AGM, which will most likely take place in person at Ascension (but with mandatory face coverings). The AGM will be an opportunity for members to meet other members (in light of the fact that families are asked NOT to attend rehearsals), to raise questions and provide feedback on the first few rehearsals post-COVID, to participate in board elections, and to inform decisions that will affect the 2020/2021 season.

**Action:** Courtney to send an email to members notifying them of the AGM and asking them to attend (i.e., “Can we count on you to attend?”) by September 1, 2020. Courtney will send a reminder mid-September and another reminder approximately one week before the AGM (which will include minutes from the last AGM and the agenda for the Oct 3 2020 AGM). Courtney will ask members to bring copies of the minutes and agenda with them. If needed, these can also be printed on the day of the meeting. Courtney will send minutes and the agenda from the previous AGM to Christine so that she can prepare the agenda.

- Sherlynn reported that the financial year-end needs to be arranged with the accountant.

**MOTION:** Sherlynn made a motion to have Ormod Accounting prepare the year-end financial reports and file them as has been done in the past 3 years (cost is approximately \$3000+tax to prepare and file these reports). Christine seconded the motion. Christina agreed. Discussion. **MOTION CARRIED.**

**Action:** Sherlynn will coordinate the completion and filing of the year-end financial reports.

- The minutes of all general and board meetings need to be posted on the MEP website. There are some that are outstanding which were identified in the July 2020 meeting.

**Action:** Derrick to prepare the minutes of the meetings so that they can be posted on the website. The minutes should be posted by the AGM, ideally sooner.

#### 4. Registrar position – review of position description

- Reviewed the proposed revisions to the (outdated) Registrar job description.

**Action:** Courtney will make the revisions discussed and these will be reviewed once more at the next Executive meeting. The Board and Program Coordinator will review the job description and raise any additional questions at the next meeting.

#### 5. Other business

- Courtney provided an update about her dealings with Telus pertaining to porting of the phone number. Ongoing challenges remain. Courtney will report Telus to the CRTC on Monday August 31 2020 if the issues have not been resolved by then. It may be necessary for Courtney to pay billing fees on her personal credit card to resolve the issue. The Board agreed to this and that Courtney will be reimbursed.

**MOTION:** Sherlynn made a motion for Courtney to pay Telus the fee as required in order to maintain Internet service while the issue with number porting is being resolved. The intention is to reimburse Courtney this amount (estimated to be a maximum of \$650). Christine seconded the motion. Christina agreed. Discussion. **MOTION CARRIED.**

- **Action:** Courtney to continue to contact Telus to port the telephone number and to file a report with the CRTC if needed.

#### 6. Next meeting

**Saturday September 26 at 4 PM via Zoom.**

**Action:** Christina to set up Zoom meeting and distribute link.

*Meeting adjourned at 7:00 PM*