

May 12, 2022

## Meeting Minutes

Type of Meeting: Executive  
Meeting Called by: Edmonton String Players Association  
Time: 7:00 pm  
Location: Ascension Lutheran Church



### Attending:

Karen Hipson, President  
Maryse Bouchard, Vice-President  
Jin Feng, Treasurer  
Kathy Walters, Fundraising Coordinator  
Judith Jenei, Volunteer Coordinator  
Guillaume Tardif, Director at Large

**Call to order: 7:00 pm**

### Treasurer Update

- motion to engage Nguyen Scott CPA to prepare year-end financial statements
  - fixed fee of \$1,800
  - motion Jin, second Maryse
  - unanimously carried
- motion to contact the bank to allow automatic deposits of e-transfers sent to [treasurer@musicenrichment.ca](mailto:treasurer@musicenrichment.ca), and to have all e-transfers sent to instead of [registrar@musicenrichment.ca](mailto:registrar@musicenrichment.ca)
  - auto-deposits do not require a password
  - provide invoice numbers or specific instructions that need to be quoted in the transfer comments
  - motion Jin, second Maryse
  - unanimously carried
- recommend that next year's board look at the scope of the treasurer role based on the registrations and how much time will be required to keep up

### Lease

- We have one now pending insurance being updated.
- I am waiting on Ecclesiastical to respond to me about adding the church to our liability policy.

## IT

- We are approved for Microsoft 365 as a non profit, and Courtney is getting it set up.
- We'll be transferring over from Ionos, importing all the old emails, and everyone will have a musicenrichment.ca email address to use for MEP-related emailing.
- Compatible with more software, less clunky.
- Strong recommendation from Courtney and Jin to replace our computer system.
  - Motion to authorize Courtney to get quotes to replace the computer and Karen to contact Digitex about other options that are compatible with newer computers, as well as ask them to come and set it up properly after the computer is updated.
  - motion Karen, second Jin
  - unanimously carried

## Fundraising

- We have a casino date of November 25th & 26th, 2022
  - Needs 38 volunteers in total to cover the four shifts over two days
  - Sign up for a board position or another major role, OR a casino shift
  - (Volunteers get fed!)
  - application needs to be sent three months ahead - Judit is willing handle the application and signup form and manage the volunteers
- Updates from Kathy about how this year went:
  - Fundscrip \$1430.10
  - FunDrive \$87.30
  - Little Caesars \$78.00
  - Epicure \$52.50
  - Confetti Sweets \$175.50

## Volunteers

- Mandatory one casino shift, a board position, or another position, plus attendance at one board meeting during the year.
- Keep the deposit as \$300.00
- Require deposit from all adult and youth students, one deposit per family.
  - motion Kathy, second Maryse
  - unanimously carried

## 2022/2023 Rehearsal Schedule

- Miriam will be Mondays
  - Adults 2:00-3:00
  - Beginners 5:30-6:45
  - Adult 7:00-8:15
- Daniel will be Mondays
  - 7:00-9:00 pm with a break in the middle
- Patricia will be Thursdays

### **Auditions**

- June 20th is a date that works for all three conductors to be there together
  - Signup Genius is free and user-friendly and sends automatic reminders
  - Maryse can manage the form; Patricia would rather not handle all of them by phone
  - 5:00 - 9:00 pm, expand earlier if needed, 10-15 minute time slots, all three conductors at once.
  - Plan a second audition date for August later.

### **Rehearsals**

- finalizing the season dates for next year, Miriam and Daniel on Mondays, Patricia on Thursdays
- will need to redo the prices for the year

### **Concert**

- May 29th
- \$250 fee for the refreshments, Jin needs an invoice to issue a cheque
- talk to Patricia to confirm the layout of the chairs
- Kathy can pick up flowers if no one else can
- bring stands from church to hall on May 26th, bring them back after the concert on Sunday - Jin can come with a key for returning the stands

### **Advertising**

- emailing teachers
- sending flyers home with kids
- ad submitted to The Clarion
- Daniel's contributions
- allowing people to sit in on a couple of rehearsals

### **Year End Survey**

- Ready to proceed, let Yayne know

**Adjourned 8:10 pm**