



# ESSMY

## Music Parents Association Minutes

**Purpose of Meeting:** ESSMY Music Parents Association

**Date:** January 07, 2020 (Tuesday)

**Location:** ESSMY Learning Commons

**Time:** **Start:** 5:30 PM

**End:** 6:30pm

### ATTENDEES

Members	Present	Apologies	Members	Present	Apologies
Amy Gordon (Chair)	X		Daniel Chaisson (Treasurer)	X	
Robb Heit (Vice Chair)	X		Kelly Warawa (Fundraising) Janie (acting)	X	
Megan Miller (Secretary)	X		Gillian Brinston-Kurschat (Music Director)	X	
Karen May Healey		X	Cathy Giesbrecht (Admin)	X	
Caren Heyza	X		Monique Aultman (Admin)	X	
(Members at Large): Lori Beerwart					

### AGENDA

Item #	Item	Owner	Item #	Item	Owner
1	Call to order	Chair	4	Old Business	All
2	Reports	All	5	New Business	All
3	Actions	All	6	Next Meeting	Chair

### MEETING MINUTES

### ACTIONS

Item #	Type	Discussion, Review and Action Required	Who	When
1		<b>CALL TO ORDER</b>		
	ACTION	Meeting called to order by Amy at 5:36 pm <b>Approval of Agenda / Minutes</b> <ul style="list-style-type: none"> <li>Minutes from December approved by Robb, seconded Kelly.</li> </ul>	Robb/ Kelly	
2		<b>REPORTS</b>		
		<u>Chair</u> <ul style="list-style-type: none"> <li>Met at the bank to switch the signing authority to include Daniel and Amy and Robb and remove Graham</li> </ul>	Amy	
	ACTION	<u>Vice Chair</u> <ul style="list-style-type: none"> <li>Discussed with TD Bank about having name changed to ESSMY MPA, unable to just change name on account and are either required to close the existing account and open a new one in that name or switch banks</li> <li>Robb to prepare an email to notify members that the name on all cheques will need to be Ecole Secondaire St. Margariete D'Youville and send to Cathy Giesbrecht to email out accordingly</li> </ul>	Robb	



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	ACTION	<ul style="list-style-type: none"> <li>Robb to also look into possibility of accepting E-Transfers from Parents</li> </ul>		
	ACTION	<ul style="list-style-type: none"> <li>Committee to be made up of Caren and Karen to look at alternate Bank Options such as RBC, Servus Credit Union and ATB and report back by next MPA meeting → can then order cheques accordingly for the new bank account</li> </ul>		
	ACTION	<u>Treasurer</u> <ul style="list-style-type: none"> <li>Will need a budget and recap for the fees from fall fundraising</li> <li>Need to order cheques at February Meeting</li> <li><i>Fees - currently sitting at 16 membership fees out of 46 - Graham to send a copy of last years collection letter to Cathy **</i> has this been done? → Robb to send email to admin regarding delinquent fees/fees outstanding that can be sent to MPA members accordingly</li> </ul>	Daniel	
	ACTION	<ul style="list-style-type: none"> <li>Approval given for Gillian to purchase up to a maximum of \$100 for reeds. Will look at inventory and order same as required</li> </ul>		
	ACTION	<u>Events</u> <ul style="list-style-type: none"> <li>December 17th - Christmas Concert:               <ul style="list-style-type: none"> <li>felt it went really well</li> <li>need more room in the future for best seats of the house → not so close to Gillian</li> <li>set up and take down was good but could have used more chairs as there were 4 stacks of chairs set out</li> </ul> </li> <li>March 13th - Soiree               <ul style="list-style-type: none"> <li>need to look at budget for same</li> <li>ideas previously expressed by Caren and Karen and Gillian felt to keep it more upscale maybe some horderves to be served</li> <li>will need to check with Sue and Laurie to see what can be served - store bought vs homemade</li> <li>Admin to discuss with food staff how they can help support the event and subsequent food</li> <li>look at pre-ticket sales                   <ul style="list-style-type: none"> <li>give each band member a minimum of 5 tickets to sell to the event to help estimate attendance numbers (same not previously recorded)</li> <li>still offer tickets at the door as well</li> </ul> </li> <li>Robb to send letter to Admin re: silent auction items for event</li> <li>See link under OLD BUSINESS for previous years Soiree details and breakdown</li> </ul> </li> </ul>		
	ACTION	<u>Fundraising</u> <ul style="list-style-type: none"> <li>Bottle Drive Kelly to connect with Paul Singh - 780 961-3003 to confirm date → will attempt to coordinate alongside School Sporting Event to encourage more participants and will advise Cathy once date confirmed for same</li> <li>Soiree de la Musique logistics</li> </ul>		



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		<u>Music Director</u> <ul style="list-style-type: none"> <li>2019/2020 Planned events are tentatively scheduled as follows: <ul style="list-style-type: none"> <li>Need a new bass clarinet, will confirm what remains in Evergreen fund.</li> <li>September 30th at 7pm - AGM Concert</li> <li>December 17th - Christmas Concert</li> <li>The "Specialists" will be here to take care of the children in the first quarter of the new year → Walter Bolt has agreed to come in as the specialist</li> <li>March 13th - Soiree de la Musique → Big Band is booked for this event</li> <li>June 9th → Year-end Concert at The Edmonton Valley Zoo</li> <li>Year-end band trip to be planned for the weekend of the 5th or 12th, TBC → Gillian to verify which dates will work best and then we will look at collecting a deposit for the trip with options as follows → Deposit amount to be confirmed at February meeting so that letter can be sent out <ul style="list-style-type: none"> <li>Set amount monthly for Feb/March/April/May</li> <li>lump sum payment</li> </ul> </li> </ul> </li> <li>Rotary Music Festival → the committee for this is looking at revamping how this is done as there have been some concerns about the lack of time bands get to perform at this. Stay tuned for more information</li> </ul>		
3		<b>ACTIONS</b>		
	ACTION	<ul style="list-style-type: none"> <li>Bylaws as they relate to the # of years a person can hold a position, the # of years a person can be on the executive and the # of meetings required in a year was briefly discussed. Brent will review for possible amendments.</li> </ul>	Brent	TBD To be Removed
4		<b>OLD BUSINESS</b>		
		<ul style="list-style-type: none"> <li>2019 <a href="#">Soiree Logistics Updated April</a> - keep on minutes</li> </ul>		
5		<b>NEW BUSINESS</b>		
		<p>Do we have a new bank or are we just making a new acct with TD → will need to order cheques in February regardless</p> <p><i>Band trip - Graham met with Sue, It appears that our last year's trip was underestimated on the cost by roughly \$600, the overall cost was approximately \$4000, Graham to confirm. → was this ever provided?</i></p>		
6		<b>MEETING ADJOURNED</b>		
		Meeting adjourned at 6:28pm		

(Type: FYI=Information DIS=Discussion ACT=Action)

**NEXT MEETINGS:**



ESSMY

## Music Parents Association Minutes

**Scheduled Date:** February 4, 2020

**Location:** ESSMY Learning Commons

**Scheduled Time: Start:** 5:30 PM

**End:** 6:30 PM

The preceding is considered to be a true and accurate documentation of all information discussed during the above meeting. Should there be any discrepancies or omissions, please submit written notification to the undersigned prior to commencement of the next meeting. Should no written notification be received, minutes will be deemed accurate and acceptable by all.

RECORDED BY: Megan Miller