



ESSMY

Music Parents Association Minutes

Purpose of Meeting: ESSMY Music Parents Association

Date: March 04, 2020 (Wednesday)

Location: ESSMY Learning Commons

Time: **Start:** 5:35 PM

End: 6:30pm

ATTENDEES

Members	Present	Apologies	Members	Present	Apologies
Amy Gordon (Chair)	X	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): Michelle Boucher, Graham Larson

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		CALL TO ORDER		
		Meeting called to order by Amy at 5:41 pm		
	ACTION	Approval of Agenda / Minutes <ul style="list-style-type: none"> Minutes from February approved by Robb seconded Kelly. 	Robb/ Brent	
2		REPORTS		
		<u>Chair</u> <ul style="list-style-type: none"> No Report 	Amy	
	ACTION	<u>Vice Chair</u> <ul style="list-style-type: none"> 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 Robb to also look into the possibility of accepting E-Transfers from Parents Committee to be made up of Caren and Karen to look at alternate Bank Options such as RBC, Servus Credit Union 	Robb	



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	ACTION	and ATB and report back by next MPA meeting → can then order cheques accordingly for the new bank account		
	ACTION	<ul style="list-style-type: none"> • Confirmed that name change can and has occurred, Daniel to order cheques • Robb To talk to the Zoo again and confirm the venue. 		
	ACTION	<u>Treasurer</u> <ul style="list-style-type: none"> • Will need a budget and recap for the fees from fall fundraising • Need to order cheques at February Meeting • <i>Fees - currently sitting at 16 membership fees out of 47 - 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 • Graham has cleared up banking deposit issues with MPA name, will now confirm delinquent fees. • Form to be named a vendor to the school to secure putine revenue • Approval given for Gillian to purchase up to a maximum of \$100 for reeds. Will look at inventory and order same as required. 	Daniel/ Graham	
	ACTION	<u>Events</u> <ul style="list-style-type: none"> • March 13th - Soiree <ul style="list-style-type: none"> ○ Food Budget roughly \$250 ○ Soiree logistic plan updated (see attached below) ○ Admin to discuss with food staff how they can help support the event and subsequent food ○ look at pre-ticket sales <ul style="list-style-type: none"> ■ offer tickets at the door as well ■ \$10 person, \$30 family ○ Robb to send letter to Admin re: silent auction items for event - Done ○ See link under OLD BUSINESS for previous years Soiree details and breakdown 		
	ACTION	<u>Fundraising</u> <ul style="list-style-type: none"> • Bottle Drive did not get the pick-up that was hoped for • Soiree de la Musique logistics 		
		<u>Music Director</u> <ul style="list-style-type: none"> • 2019/2020 Planned events are tentatively scheduled as follows: <ul style="list-style-type: none"> ○ March 13th - Soiree de la Musique → Big Band is booked for this event ○ 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 - no date fixed ○ June 9th Year-end Concert at The Edmonton Valley Zoo ○ Year-end band trip cancelled 		



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3		ACTIONS		
	ACTION			
4		OLD BUSINESS		
		<ul style="list-style-type: none">2020 Soiree Logistics Updated April - keep on minutes		
5		NEW BUSINESS		
6		MEETING ADJOURNED		
		Meeting adjourned at 6:26pm		

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

NEXT MEETINGS:

Scheduled Date: April 14, 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: Robb Heit