

Edmonton Suzuki Flute & Recorder Society (ESFRS)  
Annual General Meeting  
Thursday September 29, 2011 6:00 p.m. Room 8

MINUTES

**Attendees:**

Kathleen Schoen	Jarid Iqbul
Delores Peters	Shahida Perveen
Rose Wolski	Amy Zhang
Cathi Cowie	Peter Klassen
Menzie McEachern	Karen Lietz
Margret Ingbergsson	Kathryn Tomlinson
Jackie Lalonde	

**1. Call to Order**

Delores called the meeting to order at 6:10 p.m.

**2. Approval of Agenda**

Motion made to approve agenda – passed by all.

**3. Declaration of Quorum**

Achieved with >20% membership present

**4. Approval of Minutes from 2010 AGM**

Rose moved a motion to accept 2010 minutes; seconded by Menzie; passed by all.

**5. Approval of 2010-2011 Financial Statement**

Margret moved a motion to accept the financial statement as presented; seconded by Menzie; passed by all.

**6. Present Budget for 2011-2012**

Menzie moved a motion to accept the budget for 2011-2012; seconded by Jackie Lalonde; passed by all.

## **7. Election of Board Members to the Society**

Board members Delores & Rose described their positions as President and Secretary, respectively and that both will be stepping down after 2011-2012. Members are asked to consider these roles for the 2012-2013 registration year. Kathleen provided details on the Treasurer and Registrar positions, both currently vacant and how these roles have evolved to become streamlined and efficient. The board is also looking for some members at large. Serving on the Board only involves attending approximately 4 meetings each year. The meetings average about 2 hours in length. The intent of the ESFRS Board of Directors is to be more of a governing board rather than an operating board, and to set broad policies and procedures rather than attend to every detail in operating the program. The Treasurer signs cheques for expenses and balances the ESFRS bank account once a month. The Registrar records routine returning student registrations and prepares the monthly deposit of tuition fees. New registrations are done by the Music Director as they involve parent orientation to Suzuki method. Members at large may act as understudies to the President, Secretary, Treasurer, and Registrar, or they may co-ordinate special projects as they come up. The following members of the society have volunteered and are elected by acclamation to fill the following board positions for 2011-2012:

**Cathi Cowie as Registrar**

**Jackie Lalonde as Treasurer**

**Peter Klassen as Member at Large**

The Volunteer Coordinator position is still vacant. This task is simple and takes minimal time but it is important that someone manage this.

## **8. Director's Report**

Kathleen gave an overview of last year's program as follows:

- Enrolment was 40 students: 28 flute; 13 recorder, 4 Teachers: 4 flute; 2 recorder (some do both)
- Move to new facility provided lots more space but poorly soundproofed which is an issue during private lessons. An acoustical study has been done confirming deficiencies but no action anticipated yet.
- Concerts included Legislature, Groups & Grads, winter & spring recitals with use of a real stage in the new facility
- No Suzuki Summer Institute in 2011 - traditionally runs every other year but having it yearly is being explored
- Administration: Website is under continued improvement and development. Suggestions are always welcome as revisions are constant. Google calendar and documents are linked to the website as well as updated teacher information (e.g. teaching schedule)

- Bookkeeping: Treasurer stepped down last year who owned Simply Accounting. For ESFRS to purchase, society would incur other costs such as owning computer & office space, etc. Kathleen has used the accounting statement as a template to create a booking keeping system on a simple spreadsheet. The next step is to place spreadsheet on Google docs so a volunteer can access when necessary on internet (with requisite security & backup)

Program hi-lights for 2011-2012:

- Enrolment currently at 35 (27 flute; 9 recorder – 1 student plays both) with 4 pending (3 flute & 1 recorder), 4 Teachers: 4 flute; 2 recorder)
- Concerts are taking on a pattern with 3 annual group events:
  - 1. fall – varies as a special event; this year will have a String Orchestra for concerto
  - 2. spring - performs new repertoire learned throughout the year (this year the theme is Celtic)
  - 3. Groups & Grads concert which showcases the best of season.

In addition there are 2 opportunities for solo recitals, winter and spring, based on individual needs. This year will also introduce teacher performances at our concerts in keeping with Suzuki Philosophy of the role model aspect of mother tongue method. As the focus is on student performances and keeping the concert to a manageable length, the teacher's selections will be short & gorgeous with 1 teacher featured each concert.

- Suzuki Summer Institute hopefully offered in 2012. Planning is delayed due to admin issues. Some flute or recorder inclusion is anticipated.
- Administration: The goal is to delegate small tasks with clear direction requiring less time or skill by any one person (many hands make light work). Adopt the philosophy that no one is irreplaceable and create a pool of people who know how the organization works. It is foreseeable to apply this to the role of Music Director by dividing up music related tasks and distributing them among all teachers.

## 9. Volunteer Tasks

2010-2011 volunteer commitments are complete and cheques will be shredded. Volunteer sign-up sheets are posted today - sign up for a job to get your \$100 deposit back next October. Serving on the Board fulfills your volunteer commitment and a new Fundraiser volunteer task has been added in case any member has some great ideas in this area. We are still in need of someone volunteering for the Volunteer Coordinator – a simple but important task.

10. Adjournment – Menzie moved a motion to adjourn the meeting; seconded by Margret – passed by all. Adjourned at 7:07 p.m.

**NEXT MEETING: ESFRS Board Meeting Thurs Jan 12, 2012 6:00 p.m.**