

Edmonton Suzuki Flute & Recorder Society
Board Meeting
Thursday September 9, 2010
6:00 p.m.
Former Location of Suzuki Charter School
7211 96A Ave

Attendees:

Kathleen Schoen (Music Director)
Delores Peters (President)
Teresa Woestenenk (Treasurer)
Rose Wolski (Secretary)
Megan Dickie (Registrar)

Absent:

Darina Harvey (Member at Large)
Betty Zhou (Member at Large)

AGENDA

1. Call To Order at 6:10 p.m.
2. Approval of Agenda – one addition under New Business relating to unpaid fees of one registrant family. **Passed**
3. Approval of Minutes from May 20, 2010. **Passed**
4. Reports from Board Members

Treasurer

Teresa updated the board on her research in obtaining charitable status for ESFRS. The reporting criteria are strict and there are additional tax implications such as GST tracking. This information was forwarded to Kathleen. Teresa would like to forward further information to Kathleen on the matter once obtained. **Action:** Teresa will forward additional information on Charitable Status to Kathleen once obtained. **Tabled.**

Financial statements for the year were distributed (Aug 1, 2009 – July 31, 2010). Annual return is complete and ready to submit. Teresa hi-lighted there was \$11, 341 more revenue this year than in the previous year. The group applauded the growth this represents for the Society. In consideration of Teresa's expertise and countless hours of dedicated volunteer time over the years as bookkeeper, the group

discussed the possibility of an honorarium fund for book keeping services. A budget surplus could allow for this under administration costs. **Tabled.**

ESFRS address change to the P.O. Box - **Action:** Teresa will arrange address change to ensure all accounting/financial mail is directed to the P.O. Box.

The board members expressed their appreciation for Teresa's role as treasurer. The ESFRS finances and bookkeeping would not be where it is without her meticulous and diligent work over the years. *Thank you Teresa!* We all wish you success in your family and career pursuits.

Registrar

Megan updated the board on the registration process for 2010/2011, which she was pleased to report went smoothly. The new form and g-mail account is working well. Thirty five students are registered. It was identified that Megan needs signing authority at the ESFRS Servus Credit Union account in order to access information as required in her role as registrar. The board discussed the possibility of using Paypal (on-line registration) in the future. **Action:** Kathleen and Megan to arrange signing authority for Megan, as well Teresa's signing authority will be removed.

Music Director

Facility Issues

1. The music wing at the new location is scheduled to open Sept 13, 2010. ESFRS will plan calendar accordingly, unless notified otherwise. Until then ESFRS is subletting space from STE who has a lease agreement at the old school until the move to the new location is permanent. Only the music wing will be open after 5:30 p.m. and any classroom could accommodate group classes.
2. The new location has a sophisticated alarm system requiring security code access after hours (5:30 p.m. once after school care is closed). Custodians work an evening shift, so it is anticipated they will open/close the building during most of the scheduled evening operating hours. However, there may be times when access is needed to the building during unscheduled times that requires an approval process. Kathleen will likely be granted an access code and will keep abreast with Heather Christison, Secretary-Treasurer Suzuki Charter School, regarding access to the building for ESFRS needs.
3. The school has both a stage and choral room that could be used for recitals. The stage has stairs accessed from the side. However, a front staircase would be preferred for recital purposes. Kathleen may raise this in future discussions with SAGE as an enhancement to the stage area.

4. Rent will remain the same. Annual custodial fee of approx. \$325 for ESFRS is to be confirmed.

Calendar of Events/Concerts/Other Items

2010/2011 calendar is posted on the website.

The Group Concert budget may allow for a quartet string accompaniment for the Feb/March group concert.

Kathleen is exploring Muttart Hall for Groups and Grads Concert.

The Institute in July was successful on all accounts. Five teachers completed Unit 2 (2 that are not affiliated with ESFRS). Ideas are being explored to have the student portion be an annual event in order to maintain momentum for enrolment and continue to have the teacher portion biannually.

Kathleen shared with the board ECE, a Suzuki Early Childhood Education program Janet Dougan is involved with, who is also teaching preschool at the Charter School. This is an exciting program for children 0-3 years of age. The website is <http://ste-suzukistrings.org/>

The purchase of an alto flute this year is a strong possibility with the surplus funds available. Kathleen has excellent resources to shop for an alto flute and will continue exploring this.

5. Old Business

A. Call for Treasurer - has been put out in recent news letter. A further call will be made at AGM.

B. Liability Insurance –Kathleen will investigate further with her contact from STE. **Tabled.** Of note, the purchase of an alto flute raises the additional issue of insuring instruments.

6. New Business

A. Rent and move to new location – discussed above

B. Family with outstanding fees owing from 09/10. The Board agreed all outstanding money owing by this family must be paid in full prior to registering in the program for 2010/11. Kathleen will contact the family regarding this and also contact the Charter School if the family remains unregistered with ESFRS. The Board discussed the importance of having a policy statement on the website that the Music Director should be contacted in the event of unexpected financial circumstances. In this way, arrangements can be made to accommodate the families under such circumstances as ESFRS sees reasonable, before arrears occur.

Note: Minutes will now be posted on website maintaining confidentiality with respect to any family names discussed.

7. Adjournment at 8:50 p.m.

8. Next Meeting - **Annual General Meeting on Thursday Sept 23, 2010 6:30 p.m.**
Delores will take minutes Sept 23 as Rose will be away. Agenda and previous AGM minutes will be forwarded to Delores prior to the meeting. Teresa will forward financials to Rose for attachment to minutes.