

ESFRS Board Meeting May 19, 2011  
Minutes

**Attendees:** Kathleen Schoen (Music Director)  
Delores Peters (President)  
Rose Wolski (Secretary)

**Absent:** Amy Zhang (Treasurer)  
Darina Harvey (Member at Large)  
Betty Zhou (Member at Large)  
Megan Dickie (Registrar)

1. Call to Order at 7:26 p.m.
2. Approval of Agenda - **passed**
3. Approval of Minutes January 13, 2011 – **passed**
4. Reports from Board Members

Registrar – Megan has stepped down as Registrar and Kathleen has stepped in to complete the registrations for 2011/12.

Financial Issues

- a. Lease – Kathleen has given ESFRS parent Shannon Prithipaul a copy of the head and subleases for review that it meets the needs and interests of ESFRS. Once this is established, ESFRS we will be prepared to sign yearly on it. The board agreed to sign the current lease at \$5.00/hr rent rate pending legal advice from Shannon and assurance in writing of rent notification by Dec 31.
  - b. Rent – raised from 4.29 to 5.00 for 2011/12 despite or request for notification prior to Jan 1, 2011 to allow for budget planning.
  - c. Budget – Kathleen presented budget current to April 30, 2011 and is close to forecast.
5. Old Business
    - a. Transfer of Financial Portfolio from Amy to Teresa. Kathleen is aware there has been communication between the two.

b. Information Technology Support

- A. Accounting applications for iPad use (Megan) – N/A
- B. Virtual Office using Google (Kathleen). This is an option using our G-mail account that would be password protected and where documents could easily be shared where necessary among board members. **Action:** Kathleen to explore Google docs for combined treasurer/registrar use as a secure function. At the same time she will explore PayPal for on-line registration.

6. New Business

- a. Board & Volunteer Recruitment before AGM (Registrar, Volunteer Coordinator, etc.) June 9 for initial volunteer sign up for volunteer duties for 2011/12.
- b. Advertising – Facebook and Google ads briefly discussed

Meeting Adjourned 9:17 p.m.

Next Meetings      **Board Meeting Sept 22, 2011 6:00 p.m.**  
**AGM Sept 29, 2011 6:00 p.m.**

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