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ESFRS Board Meeting: Thursday, April 27

In virtual attendance: Kathleen Schoen, Kelly Komm, Suzan Goodall, Christy Perry, Maggie Games, Beth Gardner

Meeting called to order at 6:42 pm by Kathleen Schoen

Motion to accept minutes from January 12, 2023 meeting: Christy moved to approve, Maggie seconded.

Items for discussion:

Kathleen shared an update via email prior to the meeting, updating the board on recommendations from the January meeting, and how steps have been taken toward these:

- 1) *Individual teachers are now invoicing ESFRS instead of filling out timesheets*
 - *this removes payroll and attendance from the ESFRS administrative load*
- 2) *Individual teachers are presenting group events that are open to both ESFRS students and others*
 - *this opens up ESFRS community outreach*
 - *this takes venue booking and event administration out of the ESFRS administrative load*
 - *this gives students a more group activities and times to choose from*
- 3) *Beth Gardner has taken on the bookkeeping function of ESFRS financials*
 - *this enables the music director to focus on vision and planning*
 - *this has already facilitated easier forecasts as we move into spring and fall planning - Thank you, Beth!*
- 4) *One of the local teachers with Suzuki training has asked to join us, based on the new business model as recommended*
 - *this will help to replace one of our teachers who is retiring from teaching for health reasons*

Kathleen proposed the next steps to be taken:

1) Now that the teachers are invoicing for lessons, they can invoice student families directly and we can remove an extra layer of administrative load.

2) ESFRS will no longer bill for tuition, just for membership. This can happen two ways:

- teachers can include ESFRS membership in their tuition as part of their “package” and pass the fees on to ESFRS
- families can pay ESFRS membership directly through a form on our website:
 - this would allow families to be part of the ESFRS community even if their teacher was not
 - other members of the community can purchase memberships to support the organization even if they do not participate in all activities

3) ESFRS will support teachers and students through scholarships, PD fund, keeping the Borealis Institute as a separate entity, and project assistance (venue rental, insurance, etc.)

For formal motion:

1. A motion to approve reimbursements to teachers for online studio expenses (Zoom, dropbox, Cyborg llama, etc,) in lieu of studio rent. Motion by Beth, Seconded by Christy.

This reimbursement was actually discussed at a previous meeting, but it was not clearly stated in the minutes. The issue did not come up because most of the teachers did not make a claim for reimbursement immediately. Now that everyone has done their taxes for 2022 (which covers expenses from the 2020-2021 academic year) this has come up again, and when the minutes were reviewed, it was clear a new motion was required.

No further discussion required on this; went for immediate motion.

Motion to reimburse ESFRS teachers for online studio expenses in lieu of studio rent approved by Beth, seconded by Christy.

2. A motion to set a new membership fee.

At our last Board meeting, which was more of an informal discussion since not everyone was present, a membership fee that was bit higher than our current registration fee was suggested. This would move from the \$145 registration fee to between \$150 - 170. We need to finalize this in order to create membership application/renewal forms on the website.

Board members discussed various numbers and considered utilizing tiers for different pricing categories. Considered a minimal rise in registration cost (since many of these members also pay a monthly fee to their teachers), and optional costs for those purchasing memberships/donating.

Motion to move the current membership fee to \$150, with an optional \$15 add-on for those who wish to offer additional support to the organization with an additional donation, approved by Christy, seconded by Suzan.

3. A motion to approve a general spending plan for the reserve fund, for the next 3 years as we transition to the new budget model.

Our last financial statements show an accumulated reserve fund of \$36,000. It is proposed that we approve spending up to 33% of the reserve fund each year (in addition to income for that year) for the next 3 years. Since that percentage would be calculated from the balance each year, it would be a gradually smaller amount each year and the fund would not be completely depleted. It would return the reserve fund to pre-pandemic levels.

Funds would cover:

- *both business and studio support for the teachers during the post-pandemic recovery period*
- *music PD and SAA membership for teachers as usual*
- *scholarship fund for students / support teachers in offering sliding scale*
- *maintaining summer courses as needed through the Borealis Institute*
- *administrative costs for the Society (insurance, PO box, bank account and admin honorariums)*
- *event support*
- *maintenance of existing equipment purchased by ESFRS*
- *other items with Board approval*

Board discussed dollar limits that would require approval, leaving those below that limit to the discretion of the Music Program Director.

Motion to approve the spending plan as stated, with expenses above \$4000 requiring board authorisation, approved by Beth, seconded by Christy.

Further items discussed:

- General kudos to Beth for taking on those additional duties to support ESFRS. Cheers abound!

Meeting called to adjourn at 7:25pm.