Edmonton String Players Association
Board Meeting Minutes - June 16, 2025, 7pm

Type of Meeting: Board Location: Online (Zoom)

Attendees:
Amy Archibald, President
Ryan Heit, Treasurer and Volunteer Coordinator
Liliana Filipoiu, Events and Social Media Director
Vanessa Kay, Secretary
Karen Hipson, Administrator

Regrets:
Margaret Usko, Fundraising Director
Karen Kawulka, Vice President

Call to order: 7:05 p.m. Quorum confirmed.

Agenda Approval
- MOTION: Ryan moved to approve the agenda. Liliana seconded. All in favor. Motion carried.

President's Report- Amy Archibald
- Nothing to report.

Treasurer's Report
- Updating CRA account access requires provincial filings to be updated first. Ryan is now working to update the Society's listing of directors with Alberta Registries.
- As a returning director, Liliana should already be listed with the CRA and may be able to activate online access without delay to add appropriate authorized users.

ACTIONS: Liliana will try to log into the CRA account and update access to include Ryan as current treasurer. Ryan will update director listings with Alberta Registries.

Old Business
- None

New Business

A. Contract for a new conductor's helper (for Sarah)
- Karen provided background on previous conductor assistant contracts.
- Discussion of orchestra size requiring a new contract, and financial capacity.
- General agreement that a new contract should offer a wage commensurate with responsibilities and reflect that the conductor role carries greater responsibility.

ACTION: Amy will look into wages and contracts for future Board discussion.

B. Updating conductor contracts to include set up and take down time

- Discussion of prep time requirements for each rehearsal date and for planning repertoire, and the benefits of standardizing paid prep time across conductors.
- Karen noted that conductor contracts have been signed in August in past years, but finalizing earlier in spring or summer would increase stability going forward.

ACTIONS: Karen will prepare a proposal for standard amounts of prep time to be incorporated into conductor contracts for future Board discussion.
The executive will aim to have 2025-26 conductor contracts ready in early summer

C. Communications policy for the executive

- Karen noted that conductors appreciate being copied on relevant emails, and a policy requirement for 6 members' meetings and 6 board meetings each year.
- Discussion of previous policy requiring members' attendance at a minimum of 2 meetings per year.
- Liliana recommended at least one summer board meeting to prepare for the start of programming in the fall, and a mix of online and in-person meetings.

MOTION: Liliana motioned that MEP reinstate the policy for volunteer hours to require members' attendance at a minimum of 2 meetings annually, which may include the AGM. Ryan seconded. All in favor. Motion carried.

ACTIONS: Amy will prepare a schedule of meetings for Board approval at the next meeting, considering Monday evenings as a feasible time for many. The meeting schedule for the 2025-26 season will be shared with the membership in the fall.

Board members will cc the entire board on emails if the subject involves the entire board, and will cc conductors on emails when relevant or needed.

D. Parent handbook

- Karen noted that that the member/family expectation handbook used in past years is outdated would need updates to be shared with members this year.

ACTION: Vanessa will review the 2015-16 "String Parents Handbook" and prepare recommendations to update it to reflect the program's current scope.

Other business

MOTION: Liliana motioned to allocate funds from the 2022 Casino account for a Zoom account for online meetings. Vanessa seconded. All in favor. Motion carried.

Next meeting

- The next meeting will be held on July 21st at 7pm.
    - Amy will send a meeting invitation. Vanessa will send an email reminder.

- Vanessa will schedule a conductors' meeting (date TBA) for the board to hear conductors' input. Directors are encouraged to attend if possible.

Meeting adjourned at 7:40 p.m.