Edmonton String Players Association
Board Meeting Minutes - Oct 6 2025, 7:30pm

Type of Meeting: Board Location: Online (Zoom)

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

Kristen Braun, Member

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

Call to order: 7:35 p.m. Quorum confirmed.

Approval of minutes of September 8 meeting

- Amy motioned to approve the minutes. Ryan seconded. All in favour. Approved.

Approval of Agenda

- Amy motioned to approve the agenda. Ryan seconded. All in favour. Approved.

Treasurer's Report

- Report on ESPA Bank Balances as of September 30, 2025:
  - General Operating Account
  - E-transfer Account
  - Casino Account
    - (Amount left to spend from Nov 2022 Casino)
  - Paypal Account

- Update on the Member's Audit
  - Volunteers are in place.
  - Timeline TBD, waiting for a copy of last year's tax return. Should be complete before the end of October.

Old Business

A. Concert Venue Options

- McDougall has been confirmed for 2026 concert dates already booked, but the program still needs to identify preferred concert venue options for the 2026/27 year.
- Four volunteers have offered to help with identifying sites.

ACTION: Ryan will check in with the volunteers to coordinate venue selection.

B. Fundraising schedule for 2025/26 season

- A fundraising auction will be part of the spring concert. Yvette Cioran has agreed to mentor a new volunteer (TBD).
- Fundscrip details will come out soon.

C. Social Media Updates

- At the September meeting, a budget of $250 was approved for social media advertising.

ACTION: Liliana will look into advertising options and get back to the board.

D. Purchasing Chairs

- The board previously approved spending on chairs, using funds from the casino account.

ACTION: Amy will check in with Karen Hipson about status of the purchase

New Business

A. Volunteer Coordinating plan

- Ryan is coordinating volunteer members/parents and tracking on OneDrive
- Volunteer lead(s) need to be identified for concert venue selection and for spring auction planning.

ACTION: Ryan will share the link to the volunteer coordination spreadsheet with the board.

B. Registrar/Administrator Contract

- Amy connected with Karen Hipson about her previous contract, currently expired.
- Amy compared pay rates for similar nonprofit administration roles, and identified that the rate of pay set in the previous MEP Administrator contract is below market.
- Amy presented a proposal for new contract details for this coming year, with a new flat rate of pay based on 25 hours/week, retroactive to September.
- Discussion of contract length and risks of annual contracts given board turnover.

MOTION: Ryan moved to approve the updated draft contract, Liliana seconded. All in favour. Approved.

ACTION: Amy will circulate the 2025/26 contract to Karen Hipson.

Other business

- Discussion of items to be added to the November meeting agenda:
    - email protocol
    - communications planning for the January Bring a Friend Day
    - December meeting date and time

Next meeting

- Date of next Meeting – November 3: 6:45pm Ascension Lutheran church

Meeting adjourned at 8:07 p.m.