Edmonton String Players Association
Board Meeting Minutes - July 29, 2026, 7:30pm

Type of Meeting: Board Location: Online (Zoom)

Attendees:
Vanessa Kay, President
Jessica Gagné, Treasurer
Kateline Hladky, Fundraising Chair
Kendall Busse, Volunteer Coordinator
Carrie Mitchell, Casino Co
Michael Mitchell, Casino C
Karen Hipson, Administrator

Regrets: Jayme Hume, Secretary

Call to order: 7:34 p.m. Quorum confirmed.

Approval of minutes of May 11, 2026 meeting

- Carrie motioned to approve the minutes. Mitch seconded. All in favour. Approved.

Approval of Agenda

- Vanessa motioned to approve the agenda. Jessica seconded. All in favour. Approved.

President's Report (Vanessa Kay)

- Faith Nation 6-month contract has been signed. FN will rewrite contracts in December.
- CRA Account Update – Vanessa, Jessica, and Jayme are listed as Owners. Karen is listed as an authorized representative
- Inquiry received about setting up an endowment to benefit the Music Enrichment Program. More information to follow from Edmonton Community Foundation.

Treasurer's Report (Jessica Gagne)

- Current Funds:
  - General Operating Account Balance:
  - Casino Account Balance:
  - E-transfer:
- The E-transfer account should have $0 balance in at the start of the Fiscal year Sept 1.
- Karen reviewed the general rule for payments from accounts: The Casino account is mostly used for paying contractors, though up to 30% may be used for administrative expenses. Everything else is generally from the business account.

  ACTION – Vanessa will transfer the E-transfer account balance to the business account.

Old Business

A. Concert locations for 2026-27

- Concerts are booked at Robertson Wesley Church for January 16 & June 5, 2027.

B. Insurance Renewal - Complete and paid, through Zensurance

C. Copier Status

- Karen noted that a decision is needed soon, as the current copier is at the end of its life.
- Discussion of quotes from Xerox/Digitex and Next Gen, leasing vs. buying, potential tax or insurance implications, and efficiencies of using the same company as the church.

ACTION – Karen will inquire of Next Gen about penalties associated with their lease quote, and will email the board with her findings and a recommended approach.

New Business

A. Fall Operations and Faith Nation Logistics (Karen H)

- Karen outlined the Monday schedule, noting adults will rehearse upstairs for accessibility
    - Upstairs sanctuary:
        - 2:00 - 3:15pm Adults
        - 5:45 – 6:45pm Orchestra 1
        - 7pm – 8:15pm Adults
    - Downstairs hall:
        - 5:30 – 7:00pm Orchestra 2
        - 7:15 – 9:00pm Orchestra 3
- Options for Fiddlinists include a classroom downstairs, upstairs Boardroom, or the foyer.
- Managing logistics will include educating people about parking, clarifying if parents must stay onsite during rehearsals, and developing a drop-off protocol with a map of options.
    - Parents dropping off will be encouraged not to wait in the parking lot.
    - The front door can be used for drop off or parking, with a volunteer monitor.

ACTION – Kendall will add a "hall/door monitor" volunteer position, and will make a map with some suggestions of other parking options such as at the library, or rec centre.

B. Staffing: Orchestra 2 and 3 (Vanessa)

- Karen reported that Sarah and Theron have proposed Theron as conductor for Orchestra 2, and Sarah as conductor for the new Orchestra 3. Both would like as their assistant Samantha, who unofficially volunteered in support of Orchestra 2 last year.
- To hire Samantha as a new contractor, the board agreed that we require a resume, a letter of interest, and criminal record and vulnerable sector checks.
    - MEP has standardized contracts for conductors ($80/hr) and assistants ($65/hr).

MOTION – Vanessa motioned that: pending receipt of an acceptable resume and criminal record and vulnerable sector checks, Karen will prepare contracts for Theron and Samantha as conductor and assistant. Kateline seconded. All in favour. Approved.

ACTION – Karen will ask Samantha to submit her resume and police checks.

C. Future of Fiddlinists

- Karen updated that there is currently only one Fiddlinists registration. Jarred emailed registrants from last year to ask if they plan to return, and three expressed interest.
- MEP typically requires 10+ registrants to run a group. While MEP invested in advertising the Fiddlinists last year, and the last year's group won an award, interest remains low.
- Discussion of options included pausing the program, and inviting Jarred to run occasional clinics with Orchestras 2 and 3.

MOTION – Vanessa motioned that if Fiddlinists have 5 or fewer registrants by August 20, the program will be paused for 2026-27. Carrie seconded. All in favour. Approved.

D. 2026-27 Board Meeting Schedule

- Meeting 5:45-6:30 on Mondays enables members to attend adult orchestra rehearsals.
- MEP may use the church boardroom, with notice to FN.
- During the first rehearsal September 14, board members can welcome members in the foyer, let them know about the following week's board meeting, and direct to rehearsals.

MOTION – Carrie motioned that a hybrid option should be offered for all in-person board meetings to enable people to join. Vanessa seconded. All in favour. Approved.

ACTIONS – Vanessa will draft a meeting schedule and circulate by email

- Karen will look into setting up a recurring online/phone meeting, and share with members before meetings. This may include using Teams instead of Zoom.
- During the first rehearsal on September 14, Kendall will provide volunteer sign-up information and remind people of volunteer requirement

Other business

- None

Next meeting

- Date of next Meeting: Sept 21 5:45pm, hybrid/at the church. (Link to follow)

Meeting adjourned at 8:37 p.m.