

## EPSMPA Annual General Meeting 2024

September 10, 2024

Participants: See sign in sheets

Intro from Mr. Brown – 6:30pm

- 3 part meeting – general information, EPSMPA, Field Trip meeting
- Mr. Brown is concert band and instrumental music teacher for classes in the timetable.
- Co requisite (15/25/35)– performance classes take place outside of the timetable. Rehearsal classes for ensembles.
- Music is a performance based program. Learn best by performing.
- Mr. Jonathan Bell is the other music teacher. On medical leave currently, but will be back later in the year. Mr. Kevin Wilms is taking on the jazz, choir and grade 10 phys ed while Mr Bell is off.
- Calendar – version 3 included in the package handed out to parents. Winds from the South is March 11, 2025.
  - Calendars are released once a month.
  - Says who has band which day for Grade 10s. Split with Phys Ed.
- Register your student at [epscarlettmusic.com](http://epscarlettmusic.com).
  - Trying to come up with a solution for people who don't have cheques for uniforms. E-transfers that will be held and returned at the end of the year is an option.
- Rental contracts and fees are basically done. Instrument Rental Fees will be paid through Power School.
  - Money from Instrument Rental fees goes to the maintenance of those instruments.
- Code of conduct form – part of field trip package.
  - Covers all year, all field trips.
  - Must be signed by parent and child.
- “A” Trip form.
  - All Field Trips within the city limits and not overnight.
  - Medical form is of particular importance.
  - Input spaces are highlighted.
  - Medical forms can be updated throughout the year. Can be an email sent to Mr. Brown.
  - Emergency contact info – like to have a secondary contact.
  - Note self-administration of medications box on the medical form.
  - Sign and return by Thursday, September 12.
- Other trips (out of town, overnight)
  - Covered in Field Trip portion of the meeting
  - Band/Choir Camp
  - Vic Lewis
  - Senior Trip
- Parent Supervisors for field trips
  - In need of volunteers to supervise students
  - Need a valid police check – talk to main office (valid for 5 years).
  - If you have a valid police clearance at another CBE school, it can be transferred.

EPSMPA AGM – Krista Lee called to order 6:50pm

- Need volunteers for the board
- EP Scarlett Music Parents Association – non-profit, parent run association
- All parents are welcome to join in any meeting or any opportunity
- The Blog at [epscarlettmusic.com](http://epscarlettmusic.com) is the main avenue of communication – all parents are encouraged to sign up (see registration package)
- Resource fee funds the things that the school doesn't provide; concert venues, bussing, clinicians, festival fees, uniforms, etc.
  - One fee covers everything for the year.
  - School covers music, small equipment, basic needs of the program
- Need to fill board members
  - Chair -Heather Campbell – Motion: Faye, Second: Tracy, approved by raise of hands
  - Vice Chair – Jennifer Schwehr – Motion: Rob, Second: Tiffany, approved by raise of hands.
  - Uniform Coordinator – Leah Ellis. Motion: Faye, Second: Tracy, approved by raise of hands.
  - Secretary – Tara Wigington – Motion: Patty, Second: Faye, approved by raise of hands
  - Treasurer – less work than it used to be. A few cheques a year and keeping the books.
    - Dana Kennedy – Motion: Tracy, Second: Faye, approved by raise of hands.
  - Members at Large – Melaina Vasquez, Jessica Wright, Tun Lwin, Camille Luzon-Munro, Karla Kolman
    - Motion to accept all 5 – Motion: Faye, Second Tracy, approved by raise of hands.
    - **Post Meeting Note:** Additional people signed up as Members-at-Large at the end of the meeting. At October meeting, need a motion to approve the following:
      - Krista Robertson
      - Keiko Williamson
      - Tony Slotboom
  - Volunteer Coordinator – Faye Garcia (carrying over from 2023-24 school year.)
  - Blog Coordinator – can be combined with another position
    - **Post Meeting Note:** Jaroen Pieterse volunteered to do the blog after the meeting. At October meeting, need a motion to accept.
- Meetings are once a month – virtual or in person
- Not a big time commitment
- Treasurer's report not available, will be discussed in October meeting.
  - Healthy balance
- Moonlight Knights – major end of year fundraiser. Usually goes to large instrument purchases.
- Fundraising Activities – open to ideas. Will be running CSEC this year.
  - Skip the Depot is running, but the school is also running one, so not a lot of revenue from that. Already set up.
  - Bring ideas to October meeting, or send an email to the [info@epscarlettmusic.com](mailto:info@epscarlettmusic.com)
- CSEC – Flames fundraising – Information on the blog. Training and orientation are required. (If you've done the training before, don't have to repeat). Shifts have been requested up to New

Years. Funds go directly to your student. Really helps pay for trips. Great work experience for students as well. 18+ do cashier. Kids do popcorn, dishes, etc.

- Only Moonlight Knights goes into the general fundraising pot.
- Other fundraising goes to student accounts.
- Money is transferred from the parent association to the school account to be applied to PowerSchool. Anything left at graduation is transferred to the general account.
- Moonlight Knights has been running for more than 40 years. Celebrates the students, and gives them a chance to shine. Raises money through 50/50, donations to silent auction, etc.
  - Planning kicks off around the end of Feb.
  - Save the date – May 14.
  - Concert by all groups, with dance later to the jazz bands. Snacks and drinks.
  - Tickets are ~\$20 – gets you a seat. About 350 tickets available.
  - More info will be made available as we get closer.
- Uniforms
  - Busy at the beginning of the year, around performances, end of year collection.
  - Jenn is happy to help the new coordinator going.
  - 2 styles of uniform – masculine (Tux jacket, pants, cumberbund, bow tie) and feminine (long skirt with wrap shirt).
  - Parents supply some uniform items:
    - Masculine: white shirt, black shoes and socks.
    - Feminine: black tights/nylons, black shoes, black cami.
  - See Music Program Handbook (<https://epscarlettmusic.com/2024-2025-music-program-handbook/>) for more information on uniforms.
- Volunteer opportunities
  - Police Clearance can take 2-3 weeks. Contact Bonnie Leech ([boleech@cbe.ab.ca](mailto:boleech@cbe.ab.ca)) to get the process started.
- Auditors
  - 2 people to go over the books to confirm the math is right. Needs to happen in the next couple of months to keep the associations status with the province.
  - Tony Slotboom, Jaroen Pieterse
    - Motion: Faye, Second: Tracy, approved by raise of hands
- Motion to adjourn 7:24 – Motion: Jody, Second: Christine, approved by raise of hands

#### Field Trip meeting

- “B” Field Trips – Vic Lewis (Grades 11 &12) November 1-3 (one night), Grade 10 Band/Choir Camp November 18-19.
- Need volunteers, with current police clearance, who can go on the trip. Email Mr. Brown if available.
- Draft Itineraries attached to parent package
- Vic Lewis – Grades 11 & 12 large ensembles and senior jazz
  - Clinics, performances, audience for other bands
  - Non-competitive festival
  - Get feedback on performance prior to winter concert
- Grade 10 Band & Choir Camp

- Clinics and workshops
- Prepare for winter concert
- Camp Kindle (about an hour and 15 minutes from the school)
- Paperwork to follow closer to the dates
- Budget - \$250-350
- Meals included – dietary restrictions and allergies must be listed on medical form
- 10pm room check. 11pm lights out.
- Rooms are shared. 4 students per room. Students sign up to be in rooms with people they are comfortable with.
- No interaction with other rooms prior to breakfast.
- Bussing booked with vendors on the approved carrier list with CBE.
- Medical emergency procedures – principal is always in the know, main contact for parents. Ensures consistent information to and from. Principal’s phone number is in the parent package.
- Medical information can be updated. Kept private. Only teachers and medical professionals can see it.
- Medication needs to be listed on the form if there is a chance they will take it.
- Trip readiness – send an email to Mr. Brown so he knows of any issues/concerns and can support if needed.
- Make sure students are dressed and prepared for the weather.
- Senior trip information will be available within the next month. Senior trip is for the Grade 11’s and 12’s and choir.