**Lansdowne Music Parent’s Association**

**Meeting Minutes, May 7, 2018, 7:00 pm**

**Attended by:**  Marc Johns, , Anne Vardy, Trinity MacRae, Nicole Baker, Harriet Tuppen, Erin Kelly, Susan Beckett and Adam Egan.

**Teachers:**  Brian Anderson and Denver Rawson.

1. **Agenda Approval** – Trinity motions to approve, Marc seconds, **MC**
2. **April Minutes Approval** – Denver recommends change to minutes - not everyone saw treasurer’s report that was mentioned. Nicole motions to approve the minutes with this change, Marc seconds, **MC**
3. **Old Business**
   1. *Banking and Bookkeeping Review* – Nicole has talked to a few accountants and feels we don’t need a full audit just a review of our books. Should be able to get into see one of them in mid-May. Harriet would like to go with Nicole. Will have a free consultation and will come back in June with cost. Need to reconcile by August which is yearend
   2. *Student Accounts* – Anne – did a full audit of the accounts lots of corrections but it’s all correct now but with a couple of discrepancies with information that was not accurate. Some accounts had more money recorded to what there should’ve been she discovered. She would like to top up the accounts that were short so as not to take money away from students’ accounts – minimal under $50 total. Has come up with some solutions to make it easier: Change to the fundraiser coordinators – adding some extra work for them. Anne has a master list of all the students – accounts are divided up by grade. Get the fundraiser coordinators to put the kids name, the grade and the amount. Denver says coordinators could have access to the student list.

Brian – did all the withdrawals – he’s keeping track of it this year. Went into overdraft with some of the accounts because unaware of the actual amount each student had in their account. Marc motions to have general account to cover $159 discrepancy on Teacher side and $50 that Anne discovered, Anne seconds, **MC**

Anne would like to continue with teachers doing withdrawals and LMPA members handle fundraising portion.

Susan mentions to keep in mind that teachers involved in accounts that much may cross a line of LMPA roles as they are not voting members. Nicole was going to put a motion forward about keeping teachers doing the withdrawal s on the student accounts but will wait to discuss with accountant.

1. **Election for Executive Positions**
   1. *President* – Susan nominates Nicole Bake, Trinity seconds, **MC**
   2. *Vice-President* – Susan nominates Anne Vardy, Nicole seconds, **MC**
   3. *Treasurer* – Nicole nominates Harriet Tuppen , Marc second s, **MC**
   4. *Student Accounts* – Nicole nominates Anne Vardy, Trinity seconds, **MC**
   5. *Secretary* – No nominations
   6. *Fundraising Coordinators* –
      * Harriet wishes to continue with Red Barn and Fairways.
      * Anne to do coffee fundraiser.
      * Erin Kelly to do bake sale.
2. **Treasurer’s reports** – Nicole – Mel has left as treasurer mid April. Nicole has taken over the accounts temporarily. Has re-done the entire ledger. The old one wasn’t categorised. Was just organised by date. Lots of money deposits without deposit slips. Very limited amount of information. Nicole has gotten the online banking set up as they were going to charge $2.00 for every bank statement. We are balanced to the bank.

Has copy of current ledger that she has created and passes it around and the old ledger.

Nicole passes around a copy of her treasurer’s report for May 2018. Everyone receives a copy.

Anne talks about GIC’s not earning any money they are maturing and will be automatically deposited into our chequing account at end of May. Will look into other saving possibilities.

1. **Band report** - Students have a great energy – things are going well. Final push for practice records are due for the last time the week of the concerts - June 11th. Traditional jazz band is performing at the Heights at Mt. View a senior care home. Part of Music in the Air, Music Everywhere with many middle and high schools. We have not been as heavily involved as in previous years. Thinks it will be an outdoor show. Anyone can come see.
2. **Strings report** – Whistler – adjudicators were very impressed with our group. First time strings went on festival like this before. Strings groups are going to be named like the band/choir groups – have almost decided on names. Doing string tours at Quadra Willows and Oakland elementary schools. Oaklands Grade 5 strings group will perform with us at their school.
3. **Choir Report** – Nathan’s report from Nicole:

7/8 Choir students have come back from tour very excited and confident in their work. We have started a few news tunes and are taking on a more "pop" focus for our repertoire. Grade 8 singers are excited to plan for choir next year in high school and I have passed along good reviews to all the high school teachers (they are very eager to meet our grade 8s!).

On another note, the grade 6 choir is sounding amazing and their level of focus even as the months have warmed have impressed me. We are adding uke's to the repertoire as well as potential for upright bass.

HFC has started up in our 3 term and students are coming together for one main tune and are meeting in small groups to create their own performance pieces. Some groups will perform in the June concerts and we will all be coming together for a final performance venue (coffee shop or Parkwood Place retirement home) for all our groups to share music.

Great work happening in the choir world this spring!

1. **Music Tours** – Our grade 7/8 choir and Firebird both received silver, Orchestra received gold. It went very well. 96 students went in total, started with 100, lost two, then two more cancelled.

Finances – Denver has a lovely spreadsheet that he shows us on the projector screen. Erin suggests possibly having a bus paid for next time to bring kids back from the ferry to the school instead of 96 parents going to pick their kids up at the ferry. Marc agrees. It was a big expense for the Whistler trips. Next year will look into possibly having more funds for festivals come from general accounts to supplement costs to make it less of an expense for families.

The teachers did most of the organizing not much organization done by the festival people. Teachers have a plan on how they would like to do festivals in the future and will go will talk about it at next meeting. Next year looking at doing a band trip going to Qualicum , Sunshine Coast, down to Vancouver. Would like to end the trip in Playland – as it’s so much fun for the kids.

Marc’s feedback – too many late nights at the Whistler festival. It was a lot with kids performing in both strings and band. There were a total of 7 different groups performing. Anne said Grace didn’t get to bed until after 11:30 pm, waiting for a room check from a teacher.

*Comox Tour* – Nathan – Total cost of $5,198. Students covered the bus festival fees came from general accounts. Nathan has a spreadsheet he has done up that explains his costs, however ended up “in the red” $978. He was transferring the spreadsheet and forgot to include the meal costs. He paid for snacks on his own. Students paid $50.00/each a total of $4,220.00. Cheque was written for the bus then Nathan took the money that came in from the students and used it for the cash to pay student meals.

Denver will look at doing things differently next year. No more tour companies and a better way of running the funding.

1. **Fundraising** –
   1. *Coffee* - Anne and Neil have decided to go with slightly smaller bags and but keep the same price.
   2. *Red Barn/Fairways* – Trinity – has a deposit of $1,532.00, $600 from Fairways quarterly rebate and rest is Red Barn. Issue with Fairway cards on the spreadsheet they gave her two students are missing their balance. Some of her son’s Fairway earnings wasn’t there. Janice said there were students missing and she discovered her son’s was missing some. Janice says there’s never been a problem before. Trinity is looking into it with the Fairways lady. There were 30 cards on the report that were not ours. So the cheque amount is incorrect. Missing cards should only be 4. Janice kept very good records and knows. They want us to just keep the cheque. We will need to get it in writing from Fairways that the extra money needs is a donation to the LMPA.
   3. *50/50* – Joss is going to do the next concert but looking for someone to take over next year.
   4. *Bake sale* – Erin will take over and do the last concert.
   5. *Plant sale* – Harriet - Made a profit of just over $1,000. Pick up is Friday.
2. **New Business including Expenditure Requests** –

Expenditures for the rest of the 2017-2018 year and Expenditure requesst for 2018-2019 from the teachers. See attached report.

Brian would like to add a $50 tip for the bus driver for the strings group.

Marc puts forward to approve the 2017-2018 expenditures, Trinity seconds, MC

*2018-2019 Expenditure requests:*

* + - Sheet music for next year $2,500 needs to be added to the list.
    - Keyboard, $1,200 this will be the second one. Need one for Brian to use as well.
    - Tuners and Mics - $50x 20 =$1,000, two class sets (10 each).
    - Timpani $12,202.40 – to replace the giant kettle drums. Tapestry lent out drums to Oak Bay and now Tapestry can give us a good price on those drums as they’ve been used, now they are $1,000 each cheaper . That’s for four Timpani. Currently have 3.
    - Baritone Saxophone Repair – (Approx. $1,200 each x 2 - $2,400)
    - District may pay for part of the repair – Denver will ask to see if they can pay half. We can come back to this after talking to Carol Fawcett in the office.
    - Band and String rentals total cost $992.32/year. Currently do not have strings instruments to demonstrate.
    - Ipad pro’s currently using their own i-pads would like to purchase two ($1342.88 x 2 = $2,685.76). Anne asks what the difference of using the lap tops. They use the i-pads portable whiteboards and for attendance. Denver uses it every single day for at least 20% of the class. Marc asks “Why the pro?  
       Denver says the screen size is more optimal for the use that he requires for it. Education discount helps with the cost.
    - Brian – Marc and Kirsten are graphic designers and teachers a would like to hire them to do a slight re-brand of the artwork and some new illustrations. Do a new logo a rebrand some visuals that we use all the time, learning visual tools, Want to make it visually appealing. Designing that and designing a new logo – not get rid of the old logo but incorporating something new and fresh. No new shirts or anything needed. Wants to do something a bit more simple. The quote they have given is $1312.15. Harriet suggest that we might want some documentation on market rates but no one apposes for conflict of interest.

1. **Communication** - Letter to grade 8 parents need to go out soon regarding their intentions for their student’s accounts. Grade 8 accounts need to be reconciled by June 1st.
2. **PAC report –** None
3. Round Table – Adam wants to know how things work and will jump in. Thanks to everybody
4. Adjourn – 9:30 pm Susan and Anne

Next meetng – June 4