**Sturgeon Heights Music Parent Association (SHMPA)**

**Minutes of December 17, 2018 (6:30 p.m.)**

**Present:** Dennis Rondeau, Kathy Byrne, Jas Warner, Amanda Stegmaier, Greg Cooper, April Moreau, Robin Pinder

**Regrets:** Heather Howie, Denise Reles

**Chair person**: Dennis Rondeau

**Minutes Recorded by**: Dennis Rondeau

**Call to Order:** The meeting was called to order at 6:33p.m.

**Adoption of Minutes**: The minutes of November 6, 2018 meeting were reviewed.

***Moved by April that the November 6, 2018 minutes, be adopted as circulated. Seconded by Dennis. CARRIED***

**Treasurer’s Report (Robin Pinder):**

***Moved by Greg Cooper to vote Robin Pinder in as the new treasurer. Seconded by Jas Warner. CARRIED***

**Balance at December 17, 2018 (Community Builder account #100100 155462)**

 **$ 8589.84**

 Adjustment Actual

Misc. /General $ 1217.19 $ 1217.19

Cuba Legacy Fund $ 0.0 $ 0.0

Student Accounts $ 1408.20 $ 1108.20

Big Band Dance $ 4439.45 $ 4439.45

Brandon Jazz Festival $ 0.0 $ 0.0

Totals $ 7050.84 $ 6764.84

Outstanding cheques

* $1539.00 for Montreal trip
* $300.00 deposit for Brandon Jazz Festival
* Total outstanding $1839.00

**Bank Balance at December 17,2018 (Business Savings account #200300 155462) $ 3987.36**

**Balance at November 30, 2018 (Community Builder account #100100 155462)**

 **$ 7725.84**

Misc. /General $ 1217.19

Cuba Legacy Fund $ 0.0

Student Accounts $ 2294.20

Big Band Dance $ 4439.45

Brandon Jazz Festival $ 0.0

Totals $ 7950.84 $ 7725.84

\*Cheque returned for $225.00

**Bank Balance at December 17,2018 (Business Savings account #200300 155462) $ 3987.20**

**Discussion:**

**Audit Review 2017/2018 – Recommendations November 27,2018**

1. All cheques and cheque requisitions must be signed by two authorized signors for the organization. Cheques should not be co-signed by the payee (1chq).
2. Deposit slips should be consistently counted and signed by two individuals.
3. In accordance with policy DPA-R: Payment of fees for Services, Honorariums, Scholarships/Awards, fees for service payments (clinician fess), scholarships and bursaries should run through the School Board Office and be reimbursed by the parent organization. (5 cheqs)

Returned cheque was discussed.

***Action: Robin is to get in touch with the auditor. To avoid the bounced cheques we are to deposit money as received.***

**Fundraising Report ( Denise Reles):**

No report

***Action:***

**Music Director’s Reports (Kathy Byrne, Amanda Stegmaier):**

Kathy reported:

* The final payment for the Montreal trip is December 19.
* Band was given exam material today December 17 for January’s exams.
* Montreal trip is Feb 1-5.
* Concert and Jazz band has optimist festival las week in February. Dates will be finalized soon.

Amanda Reported:

* Exam material will be handed out Wednesday December 19.
* Choir has Montreal trip Feb 1-5.
* There is a music festival in March.
* In the Heights choir will be doing the singing grams for Valentines again to raise money for microphones.

***Action: Amanda will contact Avonlea to get details about the Valentines singing grams.***

***Moved by Greg Cooper to cover up to $150.00 for the roses and chocolates for the Valentines singing grams. Seconded by April Moreau. CARRIED***

**President’s Report (Dennis Rondeau):**

* Dennis reported about the divisional parent meeting he attended.
* Dennis reported on how there is a trophy case in the works for the band and choir to display awards.
* There was discussion about how Sturgeon Heights is projected to have more enrolment than room and how they are likely going to have to turn away students.
* There was discussion about how to increase enrollment in band.
* There was also discussion about how to let the administration know that some of the scheduling of band classes has impacted enrollment.

**Big Band Dance (Jas Warner):**

Nothing to report.

**New Business:**

None

**Next Meeting Dates**:

***January 29 at 7 PM in the CSHC Staff Room.***

***Action:******Dennis*** *to forward minutes for review.* ***Dennis*** *to send Agenda.*

**Adjournment: The meeting was adjourned at 7:25 p.m.**