



**ARMTA Calgary Branch Executive Meeting  
Apr 23, 2020  
via Zoom only**

**In Attendance By Zoom:** Nathene Arthur, Beth Olver, Barb Robertson, Sharon Carne, Carol Moore, Frances Ewington, Rita Thurn, Melodie Archer, Lisa Kiernan

**Regrets:**

**Call to Order:** 9:32

*Sharon move. Beth second. Carried.*

**Review and Approval of Agenda**

- Issue regarding Calgary Branch Members Renewal was added as 3f).
- Beth motions to approve agenda. Sharon seconds.
- **Carried**

**1. Consent Agenda**

- a. Provincial Rep Report - Barb Robertson
  - Report found in the May 2020 AGM convener reports package.
- b. C3 Report - Barb Robertson
  - Report found in the May 2020 AGM convener reports package.
- c. Nomination Report - Beth Olver
  - Report from March 2020 attached in Appendix
  - No people were willing to step forward for president, vice president, webmaster, treasurer positions.
  - Nathene might stay on as President, although recommendation from Provincial was for Nathene to step down from presidency because of the work load of Nathene stepping into provincial president position.
  - It was mentioned that Edmonton ARMTA branch at one point had no President and a different executive member chair each meeting. For the future set up, it is possible to have this type of organization for this coming year for ARMTA Calgary.
- d. Minutes from March 19, 2020 Executive Meeting
  - Carol move. Rita second.

**2. Reports for discussion**

- a) Treasurer Report - Calgary 2020-2021 Budget - Sharon Carne
  - Treasurer's Report attached in Appendix.
  - Proposed budget and financial statements mentioned found in May 2020 AGM document package.

Calgary ARMTA Financial Statement and future budget review

  - Membership fees last year over were over \$11K. Amount for the coming year may be lower than budgeted due to COVID-19 and teachers deciding not to renew due to decrease in studio revenues.
  - At provincial level, ARMTA will discuss helping teachers somehow that have lost income.
  - Nathene points out that the money to cover cost of going to the CFMTA conference might be good incentive for members to step up to the president/chair role.

- Honorarium for editor has not been claimed yet for current year.
  - Possibly the new editor (Denisha Teichroeb) was unaware of the honorarium. Sharon to follow up.
- Archives are not at the Glenbow currently. UofC has taken the role of housing archives but there is no payment for it currently, and the archives are with the secretary.
  - Rita mentioned that other organizations are currently using archives at the UofC Spynhill location.
  - Lisa may have more information about archives.
- Currently, continuing education grant has not been awarded yet. May 1 is deadline.
- Branching out was a great initiative and well supported by the local teachers.
  - Branching out money from CFMTA will need to be added as a revenue line.
- OSR recitals and ACRA recitals have been cancelled for the spring 2020. The room rental fees may be saved this coming year.
  - Sharon will contact room rental venues to ask if the reservation this year can be moved forward to next year.
- ARMTA Calgary had informally committed to donating to \$500 to CFMTA conference in Edmonton.
  - This was potentially funds raised from the proposed “No Solo” event.
  - A new line item is recommended be added in “Community Sponsorships and Scholarships” for this donation. Budget: \$500.
- Beth motions to accept ARMTA Calgary 2019-2020 financial report and 2020-2021 Budget Report. Carol seconds.
- **Carried**

#### ARMTA Endowment Society Budget Review

- Sharon followed the recommendation to break apart the line items for revenue – making the numbers much clearer.
- Revenue based on anticipated donations may be on shaky ground – especially if most of the fundraising events in the spring have been cancelled.
- Recommendation for budget this year is that we can tentatively approve the budget now, and then push forward a review to September.
- Investment revenue amounts this year are 0, but show up in the year they mature.
- Music Marathon student workshops is currently an expense item.
  - Recommendation is that this money should remain and hopefully be used for Master Classes that are available to all ARMTA teacher students
- Beth motions to accept Endowment Society Budget. Lisa seconds.
- **Carried**

#### b) Past President Report - Lisa Kiernan

- Nothing to report

#### c) ACRA Report - Lisa Kiernan

- Question raised by Peter Rudzik
  - Currently ACRA awards are only given to students who have completed their Theory Co-requisites along with their Practical Exam.
  - Peter would like to change level 5, 6, and 7 from a 1 year to complete to a 2 year grace period as younger students may need more time to complete their Theory Co-requisites.
  - Written theory exams can be challenging for younger students who have not yet established good handwriting or ‘written test’ stamina
  - Executive decided to let the 1 year time period stand

#### d) RCM Harmony Workshop - Ivea Mark

- Report attached in Appendix
- The workshop is now fully RCM sponsored and online
  - Registration was unavailable mysteriously on certain devices – perhaps a technical bug.

### 3. Business

- a) Zoom AGM Meeting - logistics
  - May need a designated person to be administrator for the Zoom meeting
    - Lisa volunteers to send out Zoom link
    - On the day, Lisa will track attendance, mute all to help presenter, and track the chat
  - Voting will have to be done by the chat feature and will likely be a lengthier process.
  - Beth will take over the bylaws discussion of the meeting
  - Nathene will forward reports to Gideon to put together report package. Forward between May 1-7.
    - Gideon will prepare document package
  - Beth will approach current members at large to ask if their names can stand for nomination
  - Beth will prepare a message for membership to ask for more executive volunteers.
  - Bylaws will be passed first and then position for new Administrator will be advertised afterwards
- b) Concerns with CPAF - Barb Robertson, Frances Ewington
  - CPAF has issued a statement that fees will not be refunded and will not be applied to future years.
  - Frances volunteers to write a letter on behalf of ARMTA Calgary expressing concern about this position CPAF has taken and the financial burden that has been placed on the parents with no explanation of their financial position.
  - Frances requests that any with additional comments send info to her by Apr 30.
- c) COVID-19/Online Questions Team - Nathene Arthur
  - Barb receives email inquiries on many areas. She is happy to help, but the increased emails this past season is becoming an onerous task
  - Barb has taken ownership of helping teachers getting set up. Also husband has donated time and equipment.
  - Recommendation that people seeking information about set up, etc. should be directed to links that are already set up on the ARMTA website.
- d) Bylaws and P&P Amendments - Beth Olver
  - Discussion already completed in the month leading up to April Executive Meeting
  - Proposed new bylaws and P&P document was sent to all membership 21 days prior to the AGM for review and commenting.
  - Motions for accepting new changes will be conducted at the beginning of the May AGM.
- e) Convenor & Board Reports for AGM to Nathene/Gideon by May 1, 2020.
  - Will be sent by May 1
  - Please send in Word, Times New Roman 10 if possible.
- f) Calgary Branch Renewals
  - Barb suggesting that someone can help out Vicki with email concerns regarding loss in income
  - Beth, Carol and Nathene volunteers to contact individual people to follow up with concerns.

#### 4. Future Business

- none

#### 5. Call to Order Book

- a) Carol Presents notes from Chapter 1 from "Call to Order" book. The following were main take-away points:
  - Each board member must be familiar with their roles and responsibilities
  - Meetings should be viewed as the reason for the success or lack of success of the organization
  - Chair/President is there is maintain harmony
    - Discussion should be limited if needed.
    - Don't force participation.

- When proposals are made, everyone should be given a chance to speak or pass
- Vice-Chair is available to step into Chair position if needed
- Secretary – preserves minutes that contain names of people involved and useful information for those who are reviewing in the future.
- Members & Directors
  - Should carefully word motions.
  - They can disagree with motions but don't disagree with the person making motions.
- It was suggested that the copy of the summary may be helpful to the new Members At Large board to help with their future meetings.
- Also recommended that new board can stay online at the end of the AGM for a short meeting to determine a meeting time and determine the chair and vice chair and other roles.

6. **Announcements/ Upcoming Events (Jan – Mar)**

- Monday, May 11, 2020 - Calgary ARMTA AGM - ZOOM - 9:30am
- Monday, June 15, 2020 - Calgary ARMTA Board Meeting - ZOOM - 9:30am

7. **Adjournment:** 11:55am

## Appendix: Attached Reports

Nominations Report - updated March 2020  
Beth Olver

I have checked in with all the current conveners and executive. Here is how it stands: incumbents, possible new to be confirmed, vacancies

### President

Past President [Nathene Arthur](#)

### Vice president(s)

Secretary [Frances Ewington](#)

Treasurer possibly [Beth Olver](#): my husband Dick Olver has expressed willingness to help

### Webmaster

E-mail & telephone [Barb Robertson](#)

Impromptu Editor [Denisha Teichriob](#)

Impromptu distribution [Carol S Moore](#)

Sponsorship [Jacqueline Law](#)

Promotion maybe [Rita Thurn](#)

New member [Melodie Archer](#)

Archives [Frances Ewington](#)

Workshop events [Looi Tan](#) (Lorna Sewell is willing to assist on an event)

### Catering

Music Marathon [Laura Whitehead](#), maybe assisted by [Erika Gomez](#).

ARMTA Calgary Recital & Awards [Tanya Foster](#)

Outstanding Student Recital [Ron Proctor](#)

Student recitals South [Carol S Moore](#)

Student recitals North maybe [Josee Robitaille](#)

Bursaries & Scholarships [LaDona Ahenda](#)

Social Media/publicity [Ilkim Tongur](#)

C3 concerto competition [Barb Robertson](#)

PPG advisor ---- Katrina Fost will ask PPG to identify an advisor

PPG president Christine Goertzen ---- PPG choose president from their membership

ARMTA board [Rita Thurn](#) will consider taking a second 2-year term

ARMTA board [Barb Robertson](#) will continue with the second year of her first 2-year term.

CFMTA delegate [Nathene Arthur](#)

Bylaws, Policy & Procedure [Beth Olver](#), [Sharon Carne](#), [Lisa Kieran](#)

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## Treasurer's Report

Thursday, April 23, 2020

Sharon Carne

TYPE OF REPORT: INFORMATION, DISCUSSION AND MOTION

### REPORT: Calgary Branch

#### DOCUMENTS:

Treasurer's report

2019-20 ARMTA Calgary financial statement

2020-21 ARMTA Calgary proposed budget

2019-20 Endowment Society financial statement

2020-21 Endowment Society proposed budget

### 1. Bank Balance

General Account	\$41,303.16	
Endowment Account	\$13,211.80	
Investments	\$24,000.00	
1. Can. Bank Market Smart GIC, matures Nov. 23, 2021		\$5,000
2. Can. Bank Market Smart GIC, matures Nov. 23, 2023		\$11,000
3. Can. Bank Market Smart GIC, matures Nov. 20, 2020 (Peter Turner Scholarship)		\$3,000
4. Can. Bank Market Smart GIC, matures May, 2022 (Morning Musicale Scholarship)		\$5,000

2. I met with Ilkim Tongur and Stephanie Darke on April 18 to audit the financial statements. The approved financial statements are included in the documents with my report.

The Calgary Foundation was contacted by email to ask if the percentage amounts of our grant and amount returned to the Endowment Fund can be changed. I have not heard back from them yet.

### 3. ARMTA Calgary Budget Report:

(Please refer to attached budget)

#### REVENUE

##### 1. Memberships

brought in less for memberships. Reduced budget to \$11,500 for next year.

#### EXPENSES

##### 1. Office Supplies

for Lisa K., Sharon C. and new microphone for meetings

##### 2. Online Services

Subscription. to Jot Form

##### 3. Admin Assistant

ACRA and Impromptu invoice for \$340 for a total of \$790.

##### 4. President Conference Expenses

Were \$950 for this year. Travel will be less for the next conference. Budget \$400 for the upcoming year to cover the early-bird registration and then estimated travel and expenses in the next budget.

##### 5. Meetings

One less general meeting so have lowered this budget item to \$1400

##### 6. Teacher Workshops

So far paid for workshop co-sponsored with CanLearn Society; Composer workshop with Contemporary Showcase

##### 7. Sponsorship scholarship

\$400 transferred to Endowment account for designated sponsorship scholarships. Budgeted \$200 for next year.

8. Added a new category under community programs of Branching Out with a budget amount of \$100

9. Breakdown of Meeting Expenses  
March 1, 2018 – Feb. 28, 2020

<b>Meeting Expenses</b>	<b>2018-2019</b>	<b>2019-2020</b>
Hall Rental for GMs	\$540	\$360
Photocopying	\$288.60	\$25
Food	\$287.92	\$227.20
Executive Meeting Room Rental	\$120	\$200
Speaker Fee	\$75	\$100
<b>TOTAL</b>	<b>\$1311.52</b>	<b>\$912.20</b>

**4. ENDOWMENT SOCIETY BUDGET REPORT:  
(Please refer to attached budget)**

**1. Music Marathon donations breakdown**

May 2015	\$3635
May 2016	\$3407
May 2017	\$1985
May 2018	\$2407
May 2019	No event

**MOTIONS:**

1. To accept ARMTA Calgary budget to be presented at AGM.
2. To accept Endowment Society budget to be presented at AGM.
3. If new bylaws are accepted new budgets will need to be created following the AGM

Respectfully submitted,  
Sharon Carne

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ADVANCED HARMONY PEDAGOGY WORKSHOP  
Convenor Report  
Ivea Mark

Please see below Alejandro's dates and times for the RCM Harmony Workshop. It's now a series of 7 dates of one hour each. Up to 500 attendees are possible, so please advise membership who want to attend to sign up as soon as they are announced.

Just an update that the format of this webinar changed to be a series of 7x1hr webinars  
Tuesday May 26,  
Thursday May 28  
Tuesday June 2,  
Thursday June 4

Tuesday June 9,  
Thursday June 11  
Tuesday June 16.  
1-2pm

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