



Calgary Branch Board Meeting
Date: 2020 August 31
Place: Zoom

Chair: BETH OLVER

Recorder: MARYELLEN PANKRATZ

Members: BETH OLVER, RACHEL McLELLAN, DENISHA TEICHROEB, CAROL MOORE, BARB ROBERTSON, FRANCES EWINGTON, NATHENE ARTHUR, RITA THURN, LISA KIERNAN

Guests: TANYA FOSTER, RON PROCTOR, LaDONA AHENDA, JOSEE ROBITAILLE

Regrets: NONE

ITEM	NOTES	Action
1. Welcome Introduction of conveners: Tanya Foster, Ron Proctor, Carol Moore, Josee Robitaille, LaDona Ahenda	<ul style="list-style-type: none"> Meeting called to order at 9:34 AM by Beth Olver 	
2. Approval of Agenda Approval – your top 3 items	<ul style="list-style-type: none"> Rachel and Frances: Future of recitals, eg. ACRA and OSR Rachel: contact information on website Denisha: etransfer over cheque payments 	Carol moved to approve agenda. Frances seconded. Motion carried.
3. Approval of Minutes:15 June 2020 - attached	<ul style="list-style-type: none"> 	Rachel moved to approve minutes. Nathene seconded. Motion carried.
4. Approval of Consent Agenda <ul style="list-style-type: none"> ARMTA Provincial – Barb, Rita RC3 (Rotary Calgary Concerto Competition) -Barb Email/telephone –Barb Music Marathon -Laura New members – Melodie Sponsorship – Jacqueline Vice chair - Lisa Chair - Beth COVID-19 committee – follow up Beth, Rachel No reports from Promotion, Social Media, 	<ul style="list-style-type: none"> 	Rachel moved to approve consent agenda. Barb seconded.

5. Announcements	<ul style="list-style-type: none"> Beth introduced the new Administrator, Maryellen 	
6. Standing Items Reports for Discussion		
6.1 Student Recitals – Josee, Carol	<ul style="list-style-type: none"> Protocols for cleaning piano between students Concern with asymptomatic students Book a larger venue in order to space people apart GoogleMeet or Streamyard may be better platforms than Zoom, but whoever arranges recital should use what they wish There is a big difference between playing for the camera versus for the audience <p>How long will the audience have to wait between students while the piano is being sanitized</p>	Josee to make the arrangements (technical aspects). Carol to be the representative (assist)
6.2 ACRA (ARMTA Calgary Recital and Awards) – Lisa Kiernan Survey results, planning for 2021	<ul style="list-style-type: none"> Participation could go either way, as it is still six months away Piano and strings. No voice or woodwinds Students could upload digital performances and acceptance of award Venues require their own workers complete all set up, so consider cost The problem with ACRA and OSR is they use exams for measurement Go ahead with application process to get awards to those students and determine later whether to do online or in person event 	Barb moved to proceed with application process. Rachel seconded. Motion carried.
6.3 OSR (Outstanding Student Recital) --Ron	<ul style="list-style-type: none"> 	Proceed with application process and decide later whether online or in person. Ron is fine with this.
6.4 Check in with sub-committee reviewing honorariums.. –Denisha, Barb, Rachel	<ul style="list-style-type: none"> Denisha has only been on this for a short while and going into it was more complicated than anticipated No one volunteered to be third on the committee 	Denisha will stand down from this committee. Replacement to be discussed at next meeting. Barb and Rachel to proceed with the review
6.5 report from events – Looi Tan. Address recommendations	<ul style="list-style-type: none"> There was a Zoom meeting earlier this month, which is on the provincial website now. Barb can email the meeting to ARMTA members Everything in the meeting is covered on the 23-page draft about reopening from Covid-19 	It is already available
7. New Business Reports for actionp		
7.1 Treasurer Reports - Denisha Teichroeb, Maryellen Pankratz	<ul style="list-style-type: none"> More work than anticipated switching over from previous treasurer to her and then also to Maryellen 	Frances moved that we approve etransfers

	<ul style="list-style-type: none"> Financials nothing has changed; provide account balances at the next meeting. A couple years ago, the bank previously said we couldn't send etransfers because our account is set up to require two signers The bank told Denisha that we can proceed with sending etransfers but will confirm this from them Denisha will send everyone an expense report 	Nathene seconded. Motion carried.
7.2 Scholarship report- LaDona I move we accept the Parameters of Scholarship document as presented.	<ul style="list-style-type: none"> Received only one inquiry this spring, but no applications Currently offered every other year. Doesn't have to be odd years only. We have the funds in reserve to offer this every year ARMTA members were emailed frequently to advertise this Perhaps we could we offer to everyone, not just those in financial need 	Nathene moved to make scholarship. available every year. Frances seconded. Rachel and Barb abstained. Motion carried.
7.3 contact information on the public side of the website	<ul style="list-style-type: none"> Should we publish email addresses <u>and</u> phone numbers on the website? Received mixed responses Beth suggests that we publish email addresses and if someone doesn't want that published, we use armtaofficers@gmail.com The board and conveners can have both email and phone numbers 	Rachel moves that we publish email addresses only. Lisa seconds. Motion carried.
7.4 PPG - piano pedagogy group is in need of a new advisor, and concerned about falling membership. Suggestions?	<ul style="list-style-type: none"> PPG is intended for students of ARMTA members who were starting to teach. It was suggested that including "piano" in their name is too narrow Perhaps they should be sending newsletters Can we recommend someone as a new advisor? This is a volunteer position 	Beth will talk to them further about promoting in our Impromptu Newsletter
7.5 Motion: that a sub committee be formed to assist the past president and conveners with revising job descriptions to match Bylaws 2020 and Policy & Procedures 2020 https://armta.ca/calgarybranch/	<ul style="list-style-type: none"> Lisa and Nathene volunteered to help 	Beth to follow up
7.6 officers directors insurance - Denisha asked whether we have; do we need	<ul style="list-style-type: none"> Denisha: application very complicated 	Denisha to have a quote at the next meeting
8. Adjournment	<ul style="list-style-type: none"> Should we meet on September 21 as previously scheduled? Meeting adjourned at 11:16 am by Beth Olver 	Frances moved that we meet next on October 19. Motion carried.
9. Next Meeting October 19	Oct 19, Nov 16, Dec 21, Jan 11, Feb 22, March 15, April 19, AGM May 10, new board May 17, June 21	

4.1 Consent agenda:

- **ARMTA Provincial** August 19, 2020 Barb Robertson, Rita Thurn INFORMATION

ARMTA Provincial has been creating guidelines for returning to teaching.

ARMTA Provincial board meeting September 26th by ZOOM.

ARMTA Provincial AGM is Friday October 23 by ZOOM. All ARMTA members will be invited.

Music Conference Alberta will be online. We are collaborating with AMEF to have a couple of baroque dancing sessions.

- **RC3 CONVENER REPORT** 08/17/20] [Barbara Robertson TYPE OF REPORT: [INFORMATION,] REPORT Beth and I attended a concert performed by the C3 winners. Space was very limited to maintain social distance. Beth and I were glad to be able to attend, but were disappointed that there was no mention of the ARMTA Calgary support.

Beth wrote a letter to express our concerns.

- **Email/Telephone CONVENER REPORT** 08/17/20 Barbara Robertson TYPE OF REPORT: INFORMATION, REPORT E-mails have continued to be sent on a timely manner during the summer, including during vacation time.
- **MUSIC MARATHON CONVENER REPORT** Aug 19, 2020 Laura Whitehead TYPE OF REPORT: Information REPORT: No action since the last report. No responsibilities anticipated until the fall.
- **New Members Report** August 19,2020 Melodie Archer TYPE OF REPORT: Information REPORT: This is the list of New Members as on August 19, 2020.

Mary Jane Vandekerkhove (June 2020) Registered: Violin Subjects Taught: violin performance, chamber music and theory

Lori Lynn Anderson Doering (July 2020) Mount Royal University Conservatory and my own private Studio Registered: Guitar Subjects Taught: Classical Guitar, Flamenco Guitar, Rudiments. She is an ARMTA Provincial member, but has been invited to join the Calgary Branch and wants to join in the near future.

- **Sponsorship CONVENER REPORT** August 16 2020 Jacqueline Law TYPE OF REPORT: Information REPORT: Seven out of 10 previous sponsors have renewed their sponsorships. There are 2 new sponsors this year: Master Piano Service and Hafermehl Piano Services. These 8 sponsors will bring in a total of \$2,680+ for 2020.
- **Vice Chair CONVENER REPORT** August 19, 2020 Lisa Kiernan TYPE OF REPORT: Information
REPORT: Since our last board meeting I have assisted our new ACRA convener in editing the application package and with general timelines and information about the ACRA. I will continue to assist the convener (Tanya Foster) as needed.

I renewed our account with Jotform and created a member survey that was sent out earlier this month.

Signed banking documents as required to set up new signatories on the account.

- **Chair REPORT** August 19, 2020 TYPE OF REPORT: INFORMATION REPORT: Since June:
 - Communicating with our new administrator, Maryellen Pankratz, to help her and us determine how this new position will work.
 - Contacted other applicants for administrator to let them know someone else has the position
 - Checked in by email with conveners about fall plans and reports to the board, follow-up on agenda items
 - Sat on Provincial board's committee re safe studio start up with COVID-19

6.1 Josee Robitaille NW Recitals Carol Moore SW recitals CONVENER REPORT August, 20 2020 REPORT: St- David United Church office is closed until September. A message was left by phone for Chantal. According to the information received from ARMTA provincial, students should not share an instrument. Challenge of having in person recitals fall 2020.

BACKGROUND: According to ARMTA Provincial document sent August 17.2020 (see p.18 Considerations for group lessons and master classes p 19 under General Advice), students should not share an instrument. This makes it impossible to have a live recital.

RECOMMENDATIONS: I recommend for the first term until January 2021 to have smaller and more frequent online recitals on alternating Saturday/ Sunday. They can be more interactive by having students present themselves and their pieces and have Q and A after their performance.

6.2 ACRA CONVENER REPORT August 18, 2020 Tanya Foster, Lisa Kiernan report for discussion REPORT

I have (with Lisa's support) slowly been working through updating the info/application packet and jotform. We have tentative deadlines set for the ACRA application starting with Sunday, November 8, 2020.

Lisa has sent out a jotform survey regarding the feasibility of continuing with ACRA during COVID restrictions. Those results are attached below.

BACKGROUND:1. ACRA is booked for Jan. 30, 2021 at 3pm. The application deadline is set for Sunday, November 8th 2020. We're hoping to have the forms go live Sept. 6, 2020. There is no way to know if the province will still be in Stage 2 in January, if we move forward to Stage 3 or another lockdown. It is difficult to plan so far in advance and may need more than one scenario.

2. The jotform survey results are in, with 64 % of the participants wanting to go ahead with the recital even if not all disciplines are able to be involved. There was also 51% in favor of still awarding scholarships/awards if we are unable to hold the event as planned. More detailed results and comments are attached in a pdf.

RECOMMENDATIONS: We need the board to come to a decision with the following items.

1. Will we try to open up the registration process in September as planned and what format should the recital take? Re: photos, no reception, how to award medals, etc.
2. If we open the registration and find by November we can no longer hold the recital, what will the procedure be?

3. If we decide not to hold ACRA at all, will we still send out awards/scholarships?

6.3 OSR Ron Proctor I have no changes to report. The OSR for 2021 is booked for Sat. February 20, at St. David's United Church.

Whether or not this proceeds will depend on Provincial and City requirements for gatherings at that time, as well as ARMTA Provincial recommendations and our own Branch Executive decision.

I am happy to yield to the wishes of our group for this event. Wisdom may have to prevail if we experience a second COVID wave this fall and if St. David's does not wish to host us.

6.7 Looi Tan. WORKSHOP CONVENOR'S REPORT August 18 2020 Looi Tan, Rachel B Goldenberg ARMTA COVID-19 Guidelines for Back to school Zoom Meeting

REPORT: Back to school COVID-19 Zoom meeting was held August 18, 2020 from 10:00-11:30 am. With my help for organizing this meeting, Rachel Goldenberg facilitated the discussion. A total of 29 participated in this meeting. A few requested a video of this meeting to be shared after.

Rachel presented a great slide show of Guidelines from ARMTA about reopening of private studios. She shared many graphs and information from studies as well as rules from the Government. There was many useful information of strategies, and suggestions. Good, better, and best practices we can have in our studios.

There were many websites and suggestion resources that Rachel suggested, that could be email to all. Info like where to get clear plastic face shields etc.

RECOMMENDATIONS: Archive this Zoom video, and her slide show.

Email all the websites, Resources the and Links in her presentation.

7.1 TREASURER CONVENER REPORT August 18, 2020 Denisha Teichroeb & Maryellen Pankratz TYPE OF REPORT: ACTION

REPORT: E-transfers from the ARMTA Calgary bank accounts instead of only cheques.

BACKGROUND: For many years, ARMTA Calgary has used cheques for scholarships and honorariums/paycheques. This has worked well in the past, but with COVID restrictions and several of the signing authorities not living in Calgary, it would be beneficial to look at the option of using e-transfers instead of cheques. E-transfers, according to the RBC website, will cost \$1.50 each, but this may be different for not for profits.

RECOMMENDATIONS: I would like to suggest that the ARMTA Calgary board allow a policy for using e-transfers instead of cheques when that option would work better. We can make a form which two of the signing officers have to sign and scan in to approve each e-transfer that is sent.

7.2 Scholarship convener report August 19 2020, LaDoan Ahenda, Report for action

REPORT: I have clarified the parameters of the Continuing Education Scholarship based on discussion at the June Executive Meeting.

BACKGROUND: I am seeking final approval of the parameters and wording before sending it to the Administrator to post online.

See Parameters of Scholarship document.

RECOMMENDATIONS: I move we accept the Parameters of Scholarship document as presented.

attachments: Continuing Education Scholarship Parameters

Continuing education Scholarship application Form

7.3 Contact information

Position	Name	Contact
Chair	Beth Olver	soundsofmusic@shaw.ca 403.542.9657
Past Chair	Nathene Arthur	narthur@telus.net 587.999.5857
Vice-Chair	Lisa Kiernan	kiernans@shaw.ca 403.612.7054
Administrator*	Maryellen Pankratz	armtaofficers@gmail.com calgaryfinancial@armta.ca
Treasurer	Denisha Teichroeb	calgaryfinancial@armta.ca pianocello407@gmail.com 403.477.0134
Members at Large (4-9)	Frances Ewington Lisa Kiernan Rachel McLellan Carol S Moore Beth Olver Denisha Teichroeb	francesannf@shaw.ca 403.926.1387 kiernans@shaw.ca 403.612.7054 rmclellanmusic@gmail.com 780.239.4402 rhythmreader@shaw.ca 403.618.9056 soundsofmusic@shaw.ca 403.542.9657 pianocello407@gmail.com 403.477.0134
ARMTA Board members (2)	Rita Thurn (beginning a second 2-year term) Barb Robertson (2 nd year of 2-year term)	rita_thurn@telus.net 403.862.7462 403-202-0429 barbrob@telus.net 403.585.1299
CFMTA Delegate	Nathene Arthur	narthur@telus.net 587.999.5857
Standing Committees		
Auditors (2 appointed at AGM)	Rachel Goldenberg Ilkim Tongur	soprano@gmail.com 403.971.4065 tongurmusic@gmail.com 403-862-7212
Nominating Committee (1-3)		
Bylaws, Policy & Procedures	Beth Olver Lisa Kiernan Sharon Carne	soundsofmusic@shaw.ca kiernans@shaw.ca 403.612.7054 scarne@telus.net 403.239.3784
Contacts for:		
Archives		
ARMTA Calgary Recital and Awards (ACRA)	Tanya Foster	tanyargates@hotmail.com 403.473.8249
Catering		
Communication	Barb Robertson	barbrob@telus.net home 403-241-1002 cell 403.585.1299
Impromptu Distribution	Carol S. Moore	rhythmreader@shaw.ca 403.618.9056
Impromptu Editor	Denisha Teichroeb	pianocello407@gmail.com 403.477.0134
Music Marathon	Laura Whitehead	lauralwhitehead@hotmail.com 403.681.6081 armtaofficers@gmail.com

New members	Melodie Archer	mel.lynn.archer@gmail.com 403.251.3805
Outstanding Student Recital (OSR)	Ron Proctor	procrp49@gmail.com 403.922.9917
Piano Pedagogy Group (PPG) Advisor		
Promotion	Rita Thurn	rita_thurn@telus.net 403.862.7462 403-202-0429
Rotary Calgary Concerto Competition (RC3)	Barb Robertson	barbrob@telus.net 403.585.1299
Scholarships and Grants	LaDona Ahenda	ladona.ahenda@gmail.com 403.815.0725
Social Media	Ilkim Tongur	tongurmusic@gmail.com 403.862.7212
Sponsorship	Jacqueline Law	jcklaw518@gmail.com 403.239.7763
Student Recitals (2)	Carol S. Moore (south) Josee Robitaille (north)	rhythmreader@shaw.ca 403.618.9056 studiojoseerobitaille@gmail.com 403.617.4784
Virtual Assistant*	Miriam Johnston	miriam.johnston1@ucalgary.ca
Workshop and Events	Looi Tan	info@musicaacademy.com 403.619.9990
Webmaster*	Maryellen Pankratz	armtaofficers@gmail.com

- Not necessary to be ARMTA member

Attached: Minutes from June 15

ACRA survey (& registration information)

Continuing Education Scholarship Parameters, Continuing education Scholarship application Form