



**Calgary Branch Board Meeting**

**Date: 2020 November 16**

**Place: Zoom**

**MINUTES of MEETING**

**Chair:** Beth Olver

**Recorder:** Maryellen Pankratz

**Members:** Rachel McClellan, Lisa Kiernan, Carol Moore, Frances Ewington, Denisha Teichroeb, Barb Robertson, Rita Thurn, Nathene Arthur

late arrivals: Rita at 9:35, Nathene at 9:40

early departures: Lisa at 10:15

**Guests:** Melodie Archer, Laura Whitehead, Tanya Foster, Josee Robitaille

**Regrets:** none

ITEM	NOTES	Action
<b>1. Welcome</b> Introduction of conveners:	<ul style="list-style-type: none"> <li>Meeting called to order at 9:31</li> </ul>	
<b>2. Approval of Agenda Approval</b> – your top 3 items	<ul style="list-style-type: none"> <li>Convenor updates</li> <li>ACRA</li> <li>Bank updates</li> <li>Workshops and Events</li> <li>Music Marathon</li> </ul>	Frances moved to accept the agenda. Lisa seconded. Motion carried.
<b>3. Approval of Minutes:</b> 2020 Oct 19	<ul style="list-style-type: none"> <li>Minutes were mistakenly absent from the agenda sent package last week, so they were emailed to the board members this morning.</li> <li>As of the Oct 19 meeting, minutes will be posted to this webpage: <a href="https://armta.ca/calgarybranch/calgary-branch-executive/">https://armta.ca/calgarybranch/calgary-branch-executive/</a>. This page has been created and organized specifically for documents and media pertaining to the board. As such, only the current board members have access.</li> </ul>	Rachel moved to accept the minutes. Lisa seconded. Motion carried.

<p><b>4. Approval of Consent Agenda</b></p> <ol style="list-style-type: none"> <li>1. No report: sponsorship – Jackie Law, Scholarships &amp; grants –LaDona Ahenda, Impromptu editor – Denisha Teichroeb, Promotions- Rita Thurn, ARMTA Board – Rita Thurn, Barb Robertson, RC3 – Barb Robertson, Vice Chair – Lisa Kiernan, Communication—Barb Robertson</li> <li>2. Recitals – Carol Moore, Josee Robitaille</li> <li>3. Impromptu distribution -- Carol Moore</li> <li>4. ACRA – Tanya Foster</li> <li>5. Chair – Beth Olver</li> <li>6. Social Media – Ilkim Tongur</li> <li>7. New Members – Melodie Archer</li> </ol>	<ul style="list-style-type: none"> <li>● Recitals: Had more participants than expected and they managed to fit everyone in. A few problems with email addresses, but it all got sorted out. February 7 will be the next date and this is on our local website. Barb requested a write-up that she can send to members so they can think ahead about the next recital. Had about four small recitals of 4 to 5 students about 30 minutes each and this was perfect. Quite a bit of last minute work because some students came directly as opposed to through their teacher so there were issues with email addresses.</li> <li>● ACRA: Winners were finalized over the weekend. Due to Covid-19 Restrictions, YouTube will be the best platform for this. Decision needs to be made by the time Tanya sends out acceptance letters and instructions. Then there will be close to two months to prepare</li> <li>● Social Media: It should be very easy to post on more than one platform. Beth will follow up with Ilkim.</li> <li>● New members: Perhaps someone should contact new members in addition to Melodie sending out a welcome letter.</li> </ul>	<p>CONSENT AGENDA: Rachel moved to accept. Rita seconded.</p> <p>ACRA: Lisa moved to have a pre-recorded online recital. Frances seconded. Motion carried.</p> <p>NEW MEMBERS: Board members agreed to reach out to one or two new members over the year; Melodie will mediate.</p>
<p><b>5. Announcements</b></p>	<ul style="list-style-type: none"> <li>●</li> </ul>	
<p><b>6. Reports for Discussion</b></p>		
<p>6.1 <b>Honorariums</b> - Rachel, Barb</p>	<ul style="list-style-type: none"> <li>● Remove the honorarium for webmaster</li> <li>● Remove the honorarium for Impromptu after this upcoming issue</li> <li>● Keep the treasurer honorarium</li> <li>● Keep the sponsorship honorarium</li> <li>● Keep the executive rebate for the chair, vice chair, and past chair</li> </ul>	<p>Rachel moved to accept honorarium changes Barb seconded. Motion carried.</p>
<p>6.2 <b>Music Marathon</b> – Laura Whitehead</p>	<ul style="list-style-type: none"> <li>● The deadline to decide whether or not to hold the Music Marathon should be January because the announcement could be published in Impromptu.</li> <li>● The consensus is for an outdoor marathon, not online</li> <li>● Event in March, April or May</li> <li>● Venue ideas: Heritage Park, Calgary Zoo, Calaway Park, Prince's Island Park</li> <li>● There is \$900 in the budget for marathon expenses</li> </ul>	<p>Laura will check with venues about available dates and will to bring this up again in January.</p>

<p>6.3 <b>Workshops &amp; events/</b> branching out – Looi Tan, Frances Ewington</p>	<ul style="list-style-type: none"> <li>● They have three speakers lined up and would like to present Sunday afternoon Zoom series for professional peers, not just ARMTA members.</li> <li>● December: Dale Erikson, founder of the Calgary Arts Academy</li> <li>● January: Kien, an R&amp;B musician friend of Dale's, who will discuss “promoting yourself as an artist”</li> <li>● February/March: Subash Giri, who will discuss multi-cultural music</li> <li>● Laura suggested asking her classical pianist friend from University to speak about setting up recording and video in our studios.</li> <li>● Offer each speaker \$100 to \$150 honorarium</li> </ul>	<p>Laura will send her friend's contact information to Frances and Nathene</p>
<p><b>7. Reports for action</b></p>		
<p><b>7.1 Treasurer Reports</b> - Denisha Teichroeb, Maryellen Pankratz</p>	<ul style="list-style-type: none"> <li>● The bank suggested a 5-year Canadian Banking Market Smart GIC with a flexible interest rate of 1% minimum and 7% maximum. This will require two signing authorities.</li> </ul>	<p>Denisha moved that we purchase this GIC. Barb seconds. Motion carried.</p>
<p><b>7.2 review administrator</b> description –Beth, Rachel, Denisha, Maryellen</p>	<ul style="list-style-type: none"> <li>● The bank said we just need a letter of direction to add a fourth signing authority.</li> <li>● The concern is the bylaws. When the budget was set in May, it didn't account for the administrator's salary, so we should discuss this with Beth.</li> <li>● Come up with an internal format for a second signature.</li> <li>● The bank said that we they don't issue an extra set of bank cards. If so, they would be for deposit only.</li> </ul>	<p>Denisha and Maryellen will come up with an internal format for second signature for etransfers.</p>
<p><b>7.3 general meeting</b> for this fall – Rachel, Frances</p>	<ul style="list-style-type: none"> <li>● We could attach a general meeting to the upcoming December workshop lecture.</li> <li>● After the speaker and Q&amp;A, ask the members to stay for the business of changing the bylaws and adding administrator salary to the budget.</li> </ul>	
<p><b>7.4 bylaws:</b> should we become an unincorporated society?</p>	<ul style="list-style-type: none"> <li>● We are the only branch that is registered separately. We could unregister and still keep the policies and procedures.</li> <li>● Unregistered societies could have financial limits and there could be personal legal implications.</li> </ul>	<p>Barb moved to revise the bylaws. Rachel seconded.</p>

	<ul style="list-style-type: none"> <li>We have to give 30 days' notice to the membership in order to change the bylaws. CORRECTION NOV 18: only 21 days' notice is required.</li> <li>Beth proposes that we: 1) Resubmit the bylaws, which must be done right away. 2) Draft a revision to the bylaws to add the bookkeeper as a signing authority. 3) Invite the members to vote on it. Beth will call a meeting just for that and choose a date to present it to the membership.</li> </ul>	
<b>7.5 officers directors insurance - Denisha</b>	<ul style="list-style-type: none"> <li></li> </ul>	Will table this for now.
	<ul style="list-style-type: none"> <li></li> </ul>	
	<ul style="list-style-type: none"> <li></li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting adjourned at 10:50 am</li> </ul>	
<b>9. Next Meeting January 11</b>	Jan 11, Feb 22, March 15, April 19, AGM May 10, new board May 17, June 21	

#### 4. Consent agenda:

4.2 **Student Recital** CONVENER REPORT 2020/11/03 Carol S Moore and Josee Robitaille INFORMATION REPORT: There are 17 students registered to perform in the first virtual recital on Saturday November 7. Six students are violinists. There is 4 short recitals between 10 am and 12 noon.

4.3 **Impromptu Distribution** CONVENER REPORT 2020/11/03 Carol S Moore INFORMATION REPORT: Forty nine copies of the Summer/Fall Impromptu were mailed out October 24, 2020 at a cost of \$97.05

4.4 **ACRA CONVENER REPORT** Nov. 6, 2020 Tanya Foster, Lisa Kiernan REPORT for information: So far I have processed 65 jotform applications, a few are still needing theory co-requisite documentation. I know that there have been 2 or 3 more applications come in since I did this tally. There are also approximately 20 ineligible applications that have come through. These were either in the Preparatory Level, confirmed to be missing theory co-requisites or did not meet the exam mark threshold.

In a phone meeting Lisa discovered an issue with the jotform applications. There were a few pages missing with no known reason. While I can still process the students applications, it does make it more difficult since the spreadsheet is missing quite a bit of information. Lisa has emailed jotform, I'm not sure if she's received a response as of yet.

A future discussion for the ACRA application process would be a change of the practical exam deadlines. Currently students are asked to stay within the January-August 31<sup>st</sup> time frame (theory generally follows as well). RCM has given students a lot more flexibility with picking their exam dates for practical and theory exams. I don't see this going away even once COVID is no longer an issue. We should look at updating the ACRA rules to reflect a more year-round approach (Jan-Dec 31)

The deadline for ACRA applications is Nov. 8<sup>th</sup> at midnight. Once I have had a chance to process the final application, Lisa and I will have another meeting to go through the applications and find our scholarship recipients.

#### 4.5 **Chair REPORT** 2020 Nov Beth Olver TYPE OF REPORT:INFORMATION for the board

I have begun a search for new conveners (editor, archives, PPG, catering) with a not to all members. There has been no response, other than Laura Whitehead as possible editor.

The discussion about the administrator meeting was held October 26 and is needing more information from the bank.

I initiated research and further discussion about bylaws and whether we should operate as an unincorporated association.

#### 4.6 **Social Media Convener Report** 2020 Nov 9 Ilkim Tongur TYPE OF REPORT:INFORMATION for the board

I would like to report I have posted several announcements and accepted new member to the Facebook page of Calgary Branch, Alberta Registered Music Teachers' Association. I closed the previous job search for the executive member. Created a communicative environment on Facebook page by enabling posts that members wanted to share. I will continue to share announcements as they come and encourage page members to become more active.

#### 4.7 **New Member CONVENER REPORT** November 16, 2020 Melodie Archer TYPE OF REPORT: INFORMATION

Since May 1, 2020 we have 12 new members who have joined the Calgary Branch. Rachel McLellan (May 2020) Registered: Voice Subjects Taught: Voice, Piano, Flute Tanya Brown (May 2020) Registered: Voice Mary Jane Vandekerkhove (June 2020) Registered: Violin Subjects Taught: violin performance, chamber music and theory Lori Lynn Anderson Doering (July 2020) Registered: Guitar Subjects Taught: Classical Guitar, Flamenco Guitar, Rudiments. Tricia Edwards (Sept. 2020) Registered: Piano Subjects Taught: Piano (jazz & classical) Karen Neary (Sept. 2020) Registered: Piano Subjects Taught: Piano, Accompaniment, Chamber Music, Theory: Rudiments Beth Root Sandvoss (Sept. 2020) Registered: Cello Subjects Taught: Cello Jayne Luy (Sept. 2020) Registered: Piano Subjects Taught: Advanced Theory, Composition, Music History Ami Longhi (Rienstated Oct. 2020) Registered: Piano Subjects Taught: Piano Kathryn Corvino (Oct. 2020) Registered: Violin Subjects Taught: Violin Regina Thomas (Oct. 2020) Registered: Piano Subjects Taught: Piano, Theory Alena Naumchyk (November 2020) Registered: Piano Subjects Taught: Piano, Accompaniment

## 6. Reports for discussion

6.2 **Music Marathon** CONVENER REPORT 2020/11/02 Laura Whitehead INFORMATION for the board, DISCUSSION question for the board REPORT: No new information to report

BACKGROUND: With COVID-19 in mind, I am wanting to open discussion on how Music Marathon could possibly function in 2021. Some questions/discussion points are below:

- Should we consider having an online marathon?
  - Benefit – safest way to run the marathon
  - Concerns:
    - Where would we broadcast the marathon – how would we get exposure?
    - Quality of sound
    - Depending what platform we use, we would need a dress rehearsal to ensure students understand the technology
    - Is there a concern surrounding children being publicly broadcast online?
- Should we consider an outdoor marathon?
  - Example Venues – Princess Island Park, Calgary Zoo, any place with a covered area/tent setup to protect instruments
  - Benefit – good sound quality, exposure to a variety of people
  - Concerns:
    - Sharing of a keyboard – would require disinfecting between performances
    - Instrument moving and transport
    - Permission to have instrument outside
- Timing – with uncertainty surrounding CPAF and COVID, I'm not sure when the best time would be to host music marathon. Perhaps late-April, early-May?
- Marathon Volunteers – if we go ahead with Music Marathon, I would like additional people to help run the event

6.3 **Workshop & Events** November 5<sup>th</sup> 2020 Looi Tan\_/ Francis Ewinton/ Nathen Arthur Report for DISCUSSION question for the board

REPORT: Francis and I thought to combine our efforts of the Branching Out and Workshop Liason as we are covering the same topic. This year's Branching Out topic is: Professional Peer Outreach, and we thought we will arrange for some inspirational speakers that are related to our profession, and at the same time invite non-members to join.

We have 3 candidates in mind:

- 1) Kien To (Looi's contact) – local Calgarian Hip hop/Rap artist. His website: officialkien.com He won a local talent singing competition few years back, and decided to pursue music full time after that. We will ask if he would explore some topics like: How to survive in current music industry, he can share his music production/ video music process, Use of social media, other alternate outlet in Covid situation. Maybe Q and A session.
  - He has tentatively agreed to do this workshop end of January.
- 2) Dale Erikson (Francis' contact)– Founder and Creator of Calgary Arts Academy. One of its kind combining Arts education with Alberta learning. Maybe we can ask him to share the creation story of his school etc. Will aim for December workshop.
- 3) Dr. Subash Giri (Nathene's contact) – Multicultural music. Nathene is going to ask if he is available to share his expertise. Aiming for Feb/March's workshop.

DISCUSSION:

- 1) Decide a good timing for workshop? (Have to consider the speaker's availability). Monday/ Friday am works for most? Sunday pm is possible option?
- 2) Speaker's Honorarium – gift card and thank you note? We only have the \$100 to spend.

## 7.1 TREASURER'S REPORT 2020 November Denisha Teichroeb and Maryellen Pankratz

TYPE OF REPORT: INFORMATION

a) Bank Balances	
General Account	<u>\$42,611.24</u>
Endowment Account	<u>\$13,576.87</u>
GIC Investments (details below)	<u>\$24,000.00</u>

Peter Turner Scholarship matures Nov. 20, 2020	\$3,000
Can. Bank Market Smart GIC matures Nov. 23, 2021	\$5,000
Morning Musicale Scholarship matures May 17, 2022	\$5,000
Can. Bank Market Smart GIC matures Nov. 23, 2023	\$11,000

TYPE OF REPORT: INFORMATION

- b) We are trying to schedule a meeting with the branch manager for the week of November 9-13 to explore our options for adding a fourth signatory and/or changing account-types to allow us to send e-transfers.

TYPE OF REPORT: DISCUSSION

- c) Nothing to report

TYPE OF REPORT: ACTION

- d) The P&I from the GIC that matures this month will be deposited in the Endowment Society account. We currently own a MarketSmart GIC. Our current interest rate is 1.5% and this was a non-redeemable GIC on a 5-year term. The interest rate for the same GIC is now 0.95%. At our last meeting, a motion was carried to reinvest both the principal and the interest. Shall we proceed with this plan and purchase another 5-year term?