



Calgary Branch Board Meeting

Date: 2021 January 11

Place: Zoom

MINUTES of MEETING

Chair: Beth Olver

Recorder: Maryellen Pankratz

Members: Rachel McLellan, Barb Robertson, Carol Moore, Frances Ewington, Lisa Kiernans, Denisha Teichroeb, Nathene Arthur at 9:34

Guests: Jackie Law

Regrets: Rita Thurn

ITEM	NOTES	Action
1. Welcome Introduction of conveners:	<ul style="list-style-type: none"> Meeting called to order at 9:32 am 	
2. Approval of Agenda Approval – your top 3 items	<ul style="list-style-type: none"> Barb will present a verbal report from Impromptu in Reports for Discussion point 6.1 Barb received an email from Stats Canada for people to fill out a board survey Two reports added from the Vice chair and from ACRA, so they will be points 4.6 and 4.7 Two reports received from Workshops and Events. Frances' report is the most up-to-date, which is point 6.3 High priority topic: Endowment Society re: bookkeeper High priority topic: bylaws 	Rachel moved to accept the agenda as revised Barb Seconded Motion carried
3. Approval of Minutes: 2020 Nov 16	<ul style="list-style-type: none"> 	Carol moved to approve the minutes as presented from November Rachel Seconded Motion carried

4. Approval of Consent Agenda <ol style="list-style-type: none"> 1. No report: scholarships & bursaries- LaDona Ahenda, 2. Workshops & events – to be replaced by point 6.3 3. Sponsorship – Jacqueline Law 4. Rotary C3 – Barb Robertson 5. New Members – Melodie Archer 6. Vice Chair – Lisa Kiernans 7. ACRA – Tanya Foster 	<ul style="list-style-type: none"> • Sponsorships: Impromptu has two new sponsors at half price, due to only one newsletter issue. Total \$240 • C3: deadline is end of the month. • New members: We're getting a lot of new members that are highly qualified in teaching and/or accompanying 	<p>Frances moved to approve the consent agenda Nathene seconded Motion carried</p>
5. Announcements	<ul style="list-style-type: none"> • Barb will plan to send invitations to the membership for a Social evening next Saturday, January 16 at 8:00 pm via Zoom for ARMTA members 	
6. Reports for Discussion		
6.1 Impromptu – Barb Robertson	<ul style="list-style-type: none"> • We've gathered a few professional development articles • Beth has a message, Nathene has written an editorial, Barb wrote a blurb • We've got the ads and calendar of events, OSR and ACRA winners • Still anticipating an article from Alicia Romero on the history of Impromptu • Frances may write a paragraph about the CFMTA's e-festival • Font should be Times New Roman, size 10 	
6.2 Board Survey –	<p>Stats Canada is looking for non profit board members to complete a survey on the diversity of charity and non-profit boards</p>	
6.3 Workshops & events/ branching out – Looi Tan, Frances Ewington	<ul style="list-style-type: none"> • Branching out: This year's focus is to bring together professional peers to ARMTA members and non-ARMTA members alike. Three different speakers scheduled, all online via Zoom. Open to the public, including students. Offering \$100 honorarium to each speaker. • We will need to promote. ARMTA Provincial, APTA, MRU, Ambrose Univ and the pedagogy group should also receive 	

	<ul style="list-style-type: none"> • Ilkim usually makes posts to Facebook and other social media but only ARMTA members have access to view Facebook • Frances can send information to Barb to send out. Frances will contact MRU and Ilkim • Barb will contact APTA • Nathene can contact Ambrose and ARMTA Provincial 	
6.4		
7. Reports for action		
7.1 Treasurer Reports - Denisha Teichroeb, Maryellen Pankratz	<ul style="list-style-type: none"> • Technically, we should adjourn this meeting and open a meeting of the Endowment Society, then we can make a motion to add the bookkeeper as a signatory • Denisha moves to approve the use of e-transfer payments with email approval from the treasurer and/or bookkeeper and the chair and/or vice chair. • We should remain with cheques for all the February 1st ACRA scholarships and if they lose it or don't cash it within six months, we would replace it via e-transfer. • If a student/parent prefers e-transfer, they would need to provide their email address. 	See Denisha's motion in "Notes" column Frances seconded Motion carried
7.2 review administrator description – Beth, Rachel, Denisha, Maryellen	<ul style="list-style-type: none"> • Will plan to wait until the bookkeeper's signing authority is in place before proceeding with this review 	
	<ul style="list-style-type: none"> • 	
7.4 bylaws: should we become an unincorporated society? Attach PDF of Nov 19 2020 letter from corporate registry	<ul style="list-style-type: none"> • We received a letter from Corporate Registry that says can't we can't have our own bylaws registered with them. • At the next AGM, we will need to present to the membership that we are no longer operating under a set of bylaws but rather by policy and procedure that's been developed by the branch • We can keep our bylaws and follow them, but they won't be registered with anyone. 	
7.5 officers directors insurance - Denisha	<ul style="list-style-type: none"> • No updates 	
7.6 Continuing Education funds from provincial - Nathene	<ul style="list-style-type: none"> • We are listed as having received \$750 from ARMTA 	

	provincial designated for a workshop that in the end, we did not hold, but were told to hang onto those funds <ul style="list-style-type: none"> • The workshop was to be held in March or May 2020, most likely to the general account. Present my report in the next meeting. • And Nathene will check with Vicki if she sent us a cheque 	
	<ul style="list-style-type: none"> • 	
	<ul style="list-style-type: none"> • ARMTA Calgary Meeting adjourned at 10:31 am 	
9. Next Meeting Feb 22	Jan 11, Feb 22, March 15, April 19, AGM May 10, new board May 17, June 21	

4. Consent agenda:

4.3 Sponsorship Report by Jacqueline Law 2020 Dec 30 report for information:

We have 9 sponsors for the 2020-21 campaign bringing in \$2,680, including 2 \$100 scholarships. 2 prospective sponsors have expressed interests but took no further actions. They will be contacted in early January 2021 to confirm.

4.4 Rotary C3 CONVENER REPORT 2021,01,11 Barbara Robertson TYPE OF REPORT: INFORMATION for the board

REPORT: 1. The Rotary C3 website is now up to date.

2. We now have 3 local judges (Rolf Bertsch, Karl Hirzer, Genevieve Micheletti). Their bios are on the website under "Meet the Jury"

3. We will not be offering coaching sessions this year. With COVID it is too tedious to figure out how to make this work and if, by chance, we have to cancel the competition, it would be quite a job to cancel all the coaching sessions.

4. We are now ready to receive applications. DEADLINE JAN. 31. The form is ready to go and the payment process for registration fees is also ready to go on the Civic Symphony's new website.

Scheduling will have to be precise so that we only have a couple of competitors in the hall at a time.

4.5 New Member CONVENER REPORT 2021/01/04 Melodie Archer INFORMATION for the board

REPORT: The latest members to have joined ARMTA Calgary and total number of members.

Hello - The following are all those members who have joined ARMTA Calgary within the last year, 2020.

Rachel McLellan (May 2020)

Mary Jane Vandekerkhove (June 2020)

Tanya Brown (May 2020)

Lori Lynn Anderson Doering (July 2020)

Tricia Edwards (*Sept. 2020*)

Tanya Brown (*May 2020*)

Karen Neary (*Sept. 2020*)

Beth Root Sandvoss (*Sept. 2020*)

Jayne Luy (*Sept. 2020*)

Ami Longhi (*Reinstated Oct. 2020*)

Kathryn Corvino (*Oct. 2020*)

Regina Thomas (*Oct. 2020*)

Alena Naumchyk (*November 2020*)

Bronwyn Schuman (*December 2020*)

I continue to send them welcome letters and have begun tapping one person from the Executive to make personnel contact and invite them to upcoming activities.

The total number of current Calgary ARMTA members is 194.

Respectfully Submitted by Melodie Archer Jan, 04 2021.

4.6 Vice Chair CONVENER REPORT DATE. 2021, January, 02

NAMES of committee members

TYPE OF REPORT:

INFORMATION for the board

DISCUSSION question for the board

ACTION motion or action you would like the board to take

REPORT: Since the last board meeting I have continued to assist the ACRA Convener and the OSR Convener as needed. I will be compiling the recital playlist on YouTube in the coming weeks and will assist in ordering medals and compiling the information for the recital program as requested.

Respectfully submitted,

Lisa Kiernan

4.6 ACRA CONVENER REPORT DATE. 2021, January 2 NAMES of committee members: Tanya Foster, Lisa Kiernan

TYPE OF REPORT: INFORMATION for the board

REPORT: Deadline for videos submissions have been set for both the ACRA (Jan. 10) and OSR (Jan. 30). Teachers have been notified and a few submissions have come in so far. ACRA videos will be uploaded to a private YouTube channel by approximately January 30th and accompanied by a digital program (similar to previous years).

Scholarship funds have been requested from both local and provincial levels. The Provincial Recognition Fund will be covering the usual scholarships such as Advanced Theory and Advanced Silver scholarships. Due to extra funds from Provincial and some categories that were not filled, we were also able to request funds for Advanced Gold scholarships and the Morning Musicale Scholarship. The GIC for the Morning Musical Scholarship will not need to be dipped into this year.

6. Reports for discussion

6.3 Workshop and Events –Frances Ewington’s CONVENER REPORT DATE: January 7, 2021

NAMES of committee members Looi Tan, Frances Ewington, Nathene Arthur

TYPE OF REPORT:

INFORMATION for the board

DISCUSSION question for the board

ACTION motion or action you would like the board to take Branching Out **Professional Peer Outreach** project.

REPORT: 1) Branching Out has confirm Kien To to speak on January 31 (Sunday) at 1pm - 2pm via Zoom. Topic: Social Media’s Role in the Music Industry. Who: Kien is an independent artist based out of Calgary, Canada, builds his music around the social issues of Asian representation in mainstream media. Rap, R&B, Song Writing, Music production are some of his expertise. Note: This is a CFMTA Branching Out Event and all ARMTA members are invited to attend and extend the invitation for this Zoom Talk to their professional peers and interested students.

2) Branching Out has confirm Subash Giri to speak on March 10 (Wednesday) 10am - 11am Topic: Multi-cultural music. Who: Subash is the Principal instructor of the Indian Music Ensemble (IME) at the Department of Music, University of Alberta. Note: This is a CFMTA Branching Out Event and all ARMTA members are invited to attend and extend the invitation for this Zoom Talk to their professional peers and interested students.

3) Branching Out has confirm Dale Erickson to speak February 25 (Thursday) 10am - 11am Topic: Learning Through the Art’s; the story of the Calgary Arts Academy and how the performing arts are incorporated into core learning. Who: Dale is Superintendent at Calgary Arts Academy. CAA is an innovative public charter school that engages children through Arts Immersion. The only school of its kind in North America, CAA delivers the Alberta curriculum through the immersion of the five fine arts: music, visual art, dance, drama and literary art.

4) Back up plan: Laura Whitehead on “Microphoning your studio” could be a potential speaker. should we have a cancelation. wDISCUSSION question for the board

1) How can members promote/ invite to their peers that do not know about ARMTA effectively? What key points should members mention?

7.1 **TREASURER’S REPORT** MEETING DATE: January 11, 2021, Denisha Teichroeb, Treasurer and Maryellen Pankratz, Bookkeeper

TYPE OF REPORT: INFORMATION

a) BANK BALANCES:

General Account	<u>\$41,936.06</u>
Endowment Society Account	<u>\$14,435.67</u>
GIC Investments (details below)	<u>\$24,570.00</u>
Peter Turner Scholarship matures Nov. 20, 2025	\$3,570
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

- b) The GIC that matured on this past November earned \$570 interest; the principal and interest were both used to immediately reinvest as agreed at our last two meetings. Reinvesting the interest is always a wise decision and we would encourage doing so for all future GIC purchases.

TYPE OF REPORT: DISCUSSION

- c) The motion passed by members on December 16 to add the bookkeeper as a signatory covered only ARMTA Calgary and not the Endowment Society. We will need to draft another motion that applies to the Endowment Society. Could we word it in such a way to give Maryellen access pending approval of an amendment at the next AGM? That way the executives could vote on it and we wouldn't have to call a special meeting of the membership.
- d) Maryellen used our Jotform account to create a Payment Authorization Form to use for requesting approval from the chair or vice chair to make individual e-transfer payments. However, there are some logistical issues with sending the form to the chair or vice chair for electronic signature. And if we ever closed our account, we would no longer have digital copies. We wish to store all "paperwork" digitally, as opposed to printing and storing paper copies. There are electronic signature software downloads, but there is a monthly fee, even for Adobe. Other disadvantages to that are emailing back and forth for awkward e-signatures, and storing those documents to the cloud may create hesitancy for signatories who value their personal security and privacy. It may be easier and less less expensive to stick with cheques, even accounting for double postage. Plus, our online banking gives us easy access to digitally view all the cheques we've written that have been cashed. We recommend either sticking with cheques or agreeing to a procedure of obtaining approval (not signatures) for e-transfer payments via a simple email. For the latter option, we would store a copy of each email to our cloud storage.

TYPE OF REPORT: ACTION

- e) Nothing to report.

Continuing Education --- from ARMTA (provincial) AGM Reports October 23 2020 page 9

"EVENTS FUNDED FOR 2019-2020

CALGARY BRANCH

May 24, 2020 Advanced Theory Workshop, Dr. Julia Galieva-Szokolay

\$750 (clinician fee)

Event cancelled due to COVID-19. Funds used for other Continuing Ed events in 2020."

What has happened to this money? Does it go to honorariums for other speakers that are being engaged by Looi Tan? Provincial should receive an account of how the money was used.

November 19, 2020

Alberta Registered Music Teachers' Association (1982)
12462 135 St Nw
Edmonton, Alberta
T5L1X9

Dear Sirs/Madams:

**Re: Bylaw Amendment – Alberta Registered Music Teachers' Association (1982)
Corporate Access Number: 502568751**

I have received your letter relating to the bylaws for ARMTA Calgary Branch. Please note a branch society is an offshoot or chapter(s) of a society, as established by a society incorporated under the *Societies Act*. A branch society is not a legal entity in its own right. The powers of a branch society are conferred directly by the society, as it sees fit, and may not exceed the powers of the society itself.

Pursuant to section 31(3) of the *Societies Act* the following information is required when a branch of a society is established:

Branch societies

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- (1) A society may establish and maintain one or more branch societies.
- (2) A branch society shall have the powers, not exceeding the powers of the society that the society may from time to time confer.
- (3) **When a society establishes a branch society, it shall send immediately to the Registrar a notice setting out**
 - (a) the date on which the branch society was authorized,
 - (b) the title, locality and powers of the society, and
 - (c) any other information the Registrar requires, and the society shall likewise notify the Registrar when a branch ceases to exist

Branch societies are governed by the bylaws of Alberta Registered Music Teachers' Association (1982) and ARMTA Calgary Branch cannot have separate bylaws.

The documents are returned.

Yours truly,


Shahnaz Shivji
Corporate Registry
(780) 401-4058

Encl.