



**Calgary Branch Board Meeting**

**Date: 2021 March 15**

**Place: Zoom**

**Chair:** Beth Olver

**Recorder:** Maryellen Pankratz

**Members:** Barb Robertson, Lisa Kiernan, Nathene Arthur, Rachel McLellan, Denisha Teichroeb, Frances Ewington,

**Late arrivals:** Rita Thurn at 9:36

**Early departures:** Nathene Arthur at 9:58 am, Rita Thurn 10:38

**Guests:** Laura Whitehead

**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 am</li></ul>	
<b>2. Approval of Agenda Approval</b> – your top 3 items	<ul style="list-style-type: none"><li>• Bylaws</li><li>• P&amp;P</li><li>• Provincial Report</li></ul>	
<b>3. Approval of Minutes:</b> 2021 Feb 22	<ul style="list-style-type: none"><li>•</li></ul>	Rachel moves to accept the last meeting's minutes. Nathene seconded. Motion carried.
<b>4. Approval of Consent Agenda</b> 1. No report: Sponsorship - Jackie Law;	<ul style="list-style-type: none"><li>● Provincial Recognition Fund will give us \$1500 for scholarships. CFMFTA needs to know the name, the amount</li></ul>	

<p>Impromptu distribution - Carol Moore</p> <ol style="list-style-type: none"> <li>2. Provincial ARMTA report- Barb Robertson</li> <li>3. Past chair – Nathene Arthur</li> <li>4. ACRA -Tanya Foster</li> <li>5. Scholarships &amp; grants –LaDona Ahenda</li> <li>6. Workshops - events Branching out – Frances Ewington</li> <li>7. OSR –Ron Proctor</li> <li>8. Student recitals – Josee Robitaille, Frances Ewington</li> <li>9. C3 – Barb Robertson</li> <li>10. New Membership – Melodie Archer</li> </ol>	<p>and where the cheque(s) is going, as the funds come from them. Can we think about using that money in places other than ACRA?</p> <ul style="list-style-type: none"> <li>• Workshops – poor attendance. Generally speaking, how can we improve that? Our membership should have been encouraged to invite people outside of the ARMTA circle. Barb suggests just one branching out instead of three and also getting people to register and send out lots of reminders. Beth thinks that even without the online platform, our difficulty is with promotion, registration and reminders. Lisa says that we have access to the Provincial website events page but doesn't know if it can automate reminders. It is the convener's responsibility to stay on top of all the details; Beth will follow up with the convener. Lots of reminders are good except for email overload.</li> <li>• Recitals are on the website and Josee is the contact person.</li> <li>• New Member Bios - Beth will ask Melodie to come up with a proposal to present at the next meeting.</li> </ul>	<p>Lisa moves to accept the reports from the consent agenda. Rita seconded. Motion carried.</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>Treasurer Reports</b> - Denisha Teichroeb, Maryellen Pankratz</p>	<p>Beth asked Denisha to write down the procedures surrounding e-transfer approvals so that she can write it into the Policies &amp; Procedures.</p>	
<p>6.2 Vice Chair report –Lisa Kiernan</p>	<ul style="list-style-type: none"> <li>• Lisa and Maryellen have been working on some bylaw revisions to bring consistency and clarity to the administrator positions and are suggesting that we align the language between the two sets.</li> <li>• Since we're not incorporated anymore, if we have tight policies and procedures that we follow under the provincial bylaws, is that sufficient?</li> <li>• There are a few things in the bylaws that aren't in the Policies</li> </ul>	

	<p>&amp; Procedures. We need to see how we can combine them into one document.</p> <ul style="list-style-type: none"> <li>• Rachel and Lisa and Beth will plan to form a subcommittee to ensure that the P&amp;P will contain everything from the bylaws</li> </ul>	
<ul style="list-style-type: none"> <li>• 6.3 Music Marathon report – Laura Whitehead</li> </ul>	<ul style="list-style-type: none"> <li>• Heritage Park offered Sunday June 6 or Sunday June 13 and they are open from 10:00 to 5:00. We are leaning toward June 6th</li> <li>• They may charge \$200 to use the tent but Laura will try to negotiate</li> <li>• Nathene is still offering her sound equipment</li> <li>• Steinway Galleries will allow us to use their 7 foot model B as long as it isn't raining during morning set-up and it remains in the tent. Must pay for tuning, which is \$160.</li> <li>• Moving is \$320 <u>each way</u> with RPM Piano Movers. Laura will try to negotiate with them, but Beth says they already have advertising on our website; says to check with Jacqueline Law, the sponsorship convener.</li> <li>• From proceeds and from Endowment Society, we can offer gift cards for a random draw.</li> </ul>	<p>Rachel moved to accept the three reports from Discussion. Barb seconded. Motion carried.</p>
<b>7. Reports for action</b>		
<p><b>7.1 Provincial video</b> – branch coordinator needed</p>	<ul style="list-style-type: none"> <li>• Barb will be the contact who is gathering video for Calgary</li> <li>• Beth will check with her husband; he is involved with photography of the marching band</li> </ul>	
<p><b>7.2 Impromptu:</b> Rachel McLellan</p>	<ul style="list-style-type: none"> <li>• Rachel will check with Lisa Ng or Alicia Romero for the password for the impromptu email address</li> <li>• We will keep the option for hardcopy newsletters, possibly for a nominal fee.</li> <li>• Come up with a proposal of timelines and exactly what we're looking for in terms of submissions and a budget</li> <li>• 47 Impromptus were printed in February, 56 including those for sponsors. Barb suggests that we send the sponsors the digital link instead of mailing hardcopies to them. Total cost</li> </ul>	

	\$248.80 / 56 prints = 4.44 each.	
<b>7.3 review administrator</b> description –Beth, Rachel, Denisha, Maryellen	<ul style="list-style-type: none"> <li>Beth will speak with Maryellen this week</li> <li>Table to April</li> </ul>	
<b>7.4 Policy &amp; Procedure:</b> Revised Objectives – Rachel, Beth	<ul style="list-style-type: none"> <li>See suggested amendments below on page 10</li> </ul>	Rachel moves to accept these amendments to the AGM in May. Denisha seconds. Motion carried
<b>7.5 appoint nominating committee</b>	<ul style="list-style-type: none"> <li>Ron Proctor will assist Beth on this.</li> <li>Beth asked for three more volunteers</li> </ul>	
<b>7.6 officers directors insurance</b> - Denisha	<ul style="list-style-type: none"> <li>Denisha has requested a quote is awaiting an answer</li> </ul>	
<b>Adjourn Board meeting open Endowment Society meeting Approval of minutes from January</b>	<ul style="list-style-type: none"> <li>Table to April with bylaws</li> </ul>	
<b>7.7 Endowment Society Bylaws</b> – Lisa, Maryellen	<ul style="list-style-type: none"> <li>Table to April</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting adjourned at 10:46 am.</li> </ul>	
<b>9. Next Meeting April 19</b>	April 19, AGM May 10, new board May 17, June 21	

#### 4. Consent agenda:

**4.2 Provincial Rep REPORT** 2021 02 22 Barb Robertson, Rita Thurn INFORMATION for the board

REPORT: Provincial reports are scheduled for Feb. 20 and Mar. 6. Update at next executive meeting

I can add the following:

ARMTA Provincial will look into us being hooked into 211, a government service line.

Members are encouraged to register for MCA – it is not too late. You can watch the sessions at your leisure. Your \$60 fee includes the 4 sessions for studio teachers, including 2 sessions on Baroque dances, and some joint sessions.

ARMTA is involved with several other music organizations and have created AMAA, Alberta Music Advocacy Alliance.

Provincial has designated \$1500 for scholarships for Calgary. Cheques need to be a minimum of \$100 so it needs to be carefully planned and requested in advance, with the name of the recipient.

Provincial will put together a 5 minute video to represent Alberta at the CFMTA convention this summer. Branches are to submit pictures, videos, etc. to Tamara Bowie. Suggestions are specific buildings, such as the National Music Centre, musical events, such as the Branching out at the library and/or Devonian Gardens, etc. Calgary musicians, such as Jan.... Are there any suggestions from Calgary executive. Does anyone have pictures/videos that we can use?

Barb Robertson

#### **4.3 PAST CHAIR REPORT 2021, March 15<sup>th</sup> Nathene Arthur Information**

I served as Chair for the February 22, 2021 Board meeting, contacted Josee Robitaille for her attendance portion, was active in the Workshops with Frances and Looi, contacted Melodie Archer re new members pamphlet idea, and clarified the CFMTA Video idea. Provincial has struck a committee which is reporting on this March 6th, so we will have more information for Calgary ARMTA by March 15th. I also phoned a new ARMTA member and she was quite wonderful and looking forward to being more involved. Thank you. Nathene Arthur

**4.4 ACRA CONVENER REPORT DATE.** March 5, 2021: Tanya Foster, Lisa Kiernan INFORMATION for the board  
REPORT: All scholarships and medal have either been delivered or picked up except for one. This should be completed by next weeks end.

**4.5 Scholarships and Grants CONVENER REPORT 2021-03-05 LaDona Ahenda INFORMATION for the board**  
REPORT: In the last month, a total of \$500 has been awarded to students. Four gift cards of \$25 each were drawn at the Feb 27 Students Recitals. A total of \$400 was allocated to scholarships for the OSR. Ron Proctor was again chair of the jury deciding on the scholarships based on performances.

#### **4.6 Branching Out 2021 Learning Through the Arts CONVENER REPORT February 25, 2021 on Zoom**

Frances Ewington, Nathene Arthur, Looi Tan Branching Out Committee

INFORMATION: The Branching Out event "Learning Through the Arts" with Dale Erickson was presented on Zoom on February 25, 2021.

The talk went very well. The recorded talk for "Learning Through the Arts" is posted on our website: <https://armta.ca/calgarybranch/>

An incorrect link for "Learning Through the Arts" was posted in the "ARMTA's News and Updates" email on February 8, 2021. The incorrect link was also given to all our outreach groups after our January 11 meeting. Those outreach groups were: our membership, our Social Media networks, Piano Pedagogy Group, Conservatory teachers, Calgary NATS, Ambrose University teachers, and APTA members. As a result of all this, only 11 people joined the event, including myself and Dale.

Another technical issue happened when Looi logged into Zoom as "admin@armta.ca" to solve the link issue. This booted me out of the meeting and I had to figure out what had happened and rejoin the meeting. This caused the talk to start and end late 10:20am - 11:20am.

To avoid issues in future events organizers will compare Zoom links with each other before future the event, and make sure that two people are not trying to log into the Zoom account at the same time for the same meeting.

**4.7 Outstanding Student Recital CONVENER REPORT** March 6, 2021 Ron Proctor, Lisa Kiernan INFORMATION for the board  
REPORT: The Outstanding Student Recital was a virtual recital this year, with thirty students recording their performances via YouTube. We had student levels ranging from Grade 1 to ARCT, and the overall standard of performance was very high. We awarded eight scholarships of \$50.00, and special thanks go to Collen Roller and Cathy Stephen who served with me on the Jury, and to Lisa Kiernan for handling the technical production of the Recital. It was available online on February 20, 2021. Respectfully submitted, Ron Proctor, Chair

**4.8 Student Recitals CONVENER REPORT** information, discussion, and action.  
2021, March, 2 Josee Robitaille, and Frances Ewington standing in for Carol Moore

The Saturday February 27 South North Recital went well. 23 students registered and 22 students participated. The disciplines included piano, violin, and speech arts. 4 mini recitals were given within 2 hours. 1 \$25 gift certificated from Music Makers per recital was awarded. All participant were in the draw for the ukulele from Music Makers. Congratulations to our winners.

**BACKGROUND:**

There were technical problems with Google Meet. The sound of the musicians wasn't very good. The players had sound that faded in and out. One family with low speed internet kept getting booted off. I have spoken to a technical expert who dose not believe google meet has an "original sound" option: <https://support.google.com/meet/thread/73770560?hl=en>. He let me know that Zoom has an "original sound" setting that should be enabled. This prevents the Zoom software from trying to filter background noise which causes the sound of instruments to go in-and-out. The feature is somewhat confusing to use such that people think it is on when it is really off - so you need to give very clear instructions. Also he thinks there are other settings to prevent zoom from trying to autoadjust the input level.

**RECOMMENDATIONS:**

Josee and I have discussed our options for the May recital. As Zoom's initial problems of zoom-bombers has been resolved over the course of the past year and new securities have been put in place we both agree to: Motion to have Saturday, May 8, 2021 on Zoom and hosted by Frances Ewington who is familiar with Zoom software. Motion to change the time from 10 am to 12 noon to 2pm to 4pm so Frances can host as she teaches Saturday morning. Also, Frances only has the free Zoom account as she doesn't teach group classes. Could Frances use the ARMTA Zoom account as she did for Branching Out to host the May recital? Motion on this discussion. Would Josee agree to receive emails and create the programme for May 8?

**4.9 Rotary Calgary Concerto Competition CONVENER REPORT** 2021, 03,15 Barb Robertson  
\_\_x INFORMATION for the board

The Rotary Calgary Concerto Competition, initially the Calgary Concerto Competition, sponsored originally by ARMTA Calgary, the PianoTechnicians Guild and the Civic Symphony, took place March 6 and March 7, 2021 at Michael Lipnicki Fine Pianos. It is now sponsored by The Rotary Club of Calgary (Downtown), ARMTA, Calgary Branch, Michael Lipnicki Fine Pianos, and the Calgary Civic Symphony. 30 participants applied, ages 8-18 with 1 withdrawal because of Covid isolation.

Judges: Genevieve Micheletti, Karl Hirzer, and Rolf Bertsch.

Steering Committee: Manon Mitchell, Michael Lipnicki, Barb Robertson, Natalia Molochnikov, Dale Jackson

Special thank-you to John Robertson and The Calgary Folk Club, (video, livestreaming, and editing), and Adam Greenholtz and Lindi Forand, (sound).

Special thank-you to ARMTA volunteers, Cathy Stephen and Barb Robertson

4/14 accompanists are ARMTA members.

8/21 teachers are ARMTA members

Winners: Kathryn Fakeley, cello

Anita Hao, piano

Tessa Nysetvold, cello

Dakota Perez, piano

Runners up:

Chanan Ngo, violin

Jerry Li, piano

Daniel Kang, violin

Fiona Marchetto, violin

All performers, accompanists, judges, and volunteers were masked and physically distanced.

Results were given during a ZOOM meeting Sunday evening.

1 accompanist is interested in joining ARMTA.

1 accompanist is a new member who is amazed at all of our activities.

**4.10 New Member** CONVENER REPORT 2021/03/15 - Melodie Archer  
INFORMATION for the board

*DISCUSSION - The following paragraph is a review from the February meeting. Please let me know what, if anything, I need to change.*

I have been asking new members to send a picture and Bio when they join ARMTA Calgary. Previously we featured it in Impromptu.

Admittedly we rarely received it, but I still think it would be nice to acknowledge new members and introduce them when they have taken

the time to send in the bio. Perhaps Barb could send their bio out on a general email, say every three months. Of note is Beth's concern, do we do this Online – members only or public?

REPORT: There have been no new members since **Melissa Wiley** (February 2021).

I continue to send the new members a welcome letter and am asking one person from the Executive to make personnel contact and invite them to upcoming activities.

The total number of current Calgary ARMTA members is 195.

Respectfully Submitted by Melodie Archer March 15, 2021.

**6.1 TREASURER'S REPORT** SUBMITTED: March 6, 2021 Denisha Teichroeb, Treasure and Maryellen Pankratz, Bookkeeper

TYPE OF REPORT: INFORMATION

Bank Balances

General Account	\$ <u>40,393.56</u>
Endowment Account	\$ <u>14,453.47</u>
GIC Investments (details below)	\$ <u>24,000.00</u>
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
Peter Turner Scholarship matures Nov. 20, 2025	\$3,570

Free Wave Software

We have discussed the idea of obtaining new accounting software, due to some limitations in Wave. Not only would there be a cost involved, but I have read that the initial setup is lengthy and involved. I recently did some clean-up in Wave and the functions are working much better now. I recommend that we remain with Wave.

E-Transfers / Payment Authorization Form

Since the use of e-transfers (with approval via email) was approved at the January 11 meeting, we have received a few requests for e-transfer payment. Denisha and I are considering creating a form to attach to the emails and we are trying to get together to develop procedural details.

**6.2 Vice Chair CONVENER REPORT** 2021-March 6 Lisa Kiernan INFORMATION for the board & DISCUSSION question for the board



REPORT: I completed the Outstanding Student Recital You Tube video as well as the program to accompany the recital. The video was sent out to teachers on February 20<sup>th</sup>, and was also sent out by the email convener and was also posted on the ARMTA Calgary website.

I have also been working on some bylaw revisions with Mary Ellen to include the current administrator position and bring both sets of bylaws into alignment with regards to language and definitions. The revisions for board review I respectfully ask to be tabled until the April meeting as they are not quite complete.

For discussion: While working on the bylaw revision, it has come up a number of times that there are some inconsistencies between the two sets of bylaws (Branch and Endowment). In order to simplify things and seeing as how the Branch is not incorporated, we are wondering if the Branch bylaws are necessary; if the branch has a comprehensive internal operation manual (Policy and Procedure) that is reviewed and revised on a regular basis, this should in theory be sufficient to run the board.

### **6.3 Music Marathon CONVENER REPORT 2021/03/06 Laura Whitehead**

INFORMATION for the board DISCUSSION questions for the board

I have been in discussion with Heritage Park about a possible date for Music Marathon. I am hoping to have a list of available dates before March 15<sup>th</sup>. It seems like they want to leave dates open for possible paying groups on the weekends (weddings, etc). The person in charge of booking has suggested Fridays, but that would not work well for most students and teachers. My contact is trying to find us a weekend date in May or June. We may have to pay \$200 to use one of their tents, but they would setup for us. We can't use their digital piano – it is only allowed in certain areas of the park. I haven't heard back from Steinway Gallery about using a piano. I will follow-up before the board meeting.

BACKGROUND:

If I don't hear back from Steinway Gallery, or they are unable to provide an instrument for outdoor use, can I contact other piano retailers (ex. St. John's, Michael Lipnicki)

Is June 13<sup>th</sup> too late for Music Marathon? (I would prefer May or first weekend in June)

Deadline for scheduling the Marathon? March 31<sup>st</sup> so that teachers have time to plan?

### **7.2 IMPROMPTU CONVENER REPORT February 22, 2021 Rachel McLellan, Barb Robertson, Maryellen Pankratz TYPE OF REPORT:**

DISCUSSION and ACTION

REPORT: Rachel has come forward to help as Editor of Impromptu, in coordination with Maryellen and Barb.

BACKGROUND: The previous issue of Impromptu was put together by a group of members of the board, following Denisha stepping down as editor, as no replacement came forwards.

Rachel, Barb, and Maryellen discussed issues with past Impromptu editions, and determined that what was needed was more structure and consistency. The tasks in the job description will be distributed among the three of us, with Maryellen taking over the layout.

In previous years, there was a dedicated Impromptu email address. Barb has found that email address, although we still need to find out who has access to the inbox. The software that Miriam uses is called *InDesign*. Maryellen is looking into other software options. According

to our Wave accounting software, Miriam has been paid approximately 6 to 6-1/2 hours for each Impromptu. We also discussed an earlier deadline to enable a September 1<sup>st</sup> publication date.

Question: Is it still reasonable in this day and age to do any printing and mailing of the newsletter without adding a fee to their membership?

RECOMMENDATIONS: Rachel moves that we formalize this group as the Impromptu conveners or committee.

**7.4 Policy & Procedure: Objective statements** --- Subcommittee report 2021 March 2

Beth Olver, Rachel McLellan

Move that the revised Objective Statements be included in the Policy and Procedures (2020 revision) document.

ARMTA Calgary Branch P & P 2020	Proposed Objective Statements
<p>ARMTA Calgary Branch exists to:</p> <p><b>1.1</b> to promote and enhance the professional status of music teachers in the community;</p> <p><b>1.2</b> to promote a high standard of teaching so that the community can rely on the competence of our members</p> <p><b>1.3</b> to promote progressive ideas, and to encourage and assist all activities designed to improve the standards of musical education and training of teachers of music;</p> <p><b>1.4</b> to stimulate the acquisition of all-round musicianship and wide general culture among those who intend to qualify as teachers; to develop musicianship and appreciation of the arts among those who intend to qualify as teachers;</p> <p><b>1.5</b> to encourage and promote the knowledge and appreciation of music in the general public and in schools and universities;</p> <p><b>1.6</b> to uphold the interest of and to promote the extension of music credits in the schools and universities;</p> <p><b>1.7</b> to encourage and uphold a definite ethical standard of professional conduct among teachers of music and those who intend to qualify as teachers;</p> <p><b>1.8</b> to sponsor and assist student teacher groups whose aims, objectives and eligibility for membership shall be determined by the Branch and reviewed annually;</p>	<p>ARMTA Calgary Branch is a collection of music teachers that exists to:</p> <p>1.1 to promote the professional status of music teachers in the community;</p> <p>1.2 to support private studio music teachers</p> <p>1.3 to promote excellence in music instruction</p> <p>1.4 to encourage and uphold ethical standards of professional conduct among music teachers</p> <p>1.5 to cooperate with music teachers’ organizations throughout the province;</p> <p>1.6 to raise the public profile of registered music teachers through cooperation with other branches of ARMTA and CFMTA</p> <p>1.7 to encourage students, teachers and composers by providing scholarships and bursaries</p>

<b>1.9</b> to encourage and assist in the organization of music teachers' organizations throughout the province; to cooperate and assist other	
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### **7.5 NOMINATING COMMITTEE**

Has one to three (1 – 3) members appointed by the Chair.

With the prior consent of nominees, presents a slate of nominees for Members at Large to the Calgary Branch membership one week prior to the Annual General Meeting.

1. Assists the Chair in finding conveners
2. Consults with each serving convener about whether they plan to continue.
3. Determines which convener positions are needed.
4. Prepares a report for the Annual General Meeting: sends a digital copy to the Chair and to the Secretary.