



**Calgary Branch Board Meeting**

**Date: 19 October 2020**

**Place: Zoom**

**Chair:** Beth Olver

**Recorder:** Maryellen Pankratz

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

late arrivals: Rita at 9:56 am

early departures: Lisa at 11:01 am

**Guests:** Tanya Foster

**Regrets:** Nathene Arthur

ITEM	NOTES	Action
<b>1. Welcome</b> Introduction of conveners:	<ul style="list-style-type: none"><li>Meeting called to order at 9:34 am</li></ul>	
<b>2. Approval of Agenda Approval</b> – your top 3 items	<ul style="list-style-type: none"><li>Honorariums: Rachel, Denisha, Lisa</li><li>Status and Future of Impromptu: Rachel, Carol, Denisha</li><li>Provincial Report: Rachel</li><li>ACRA Reports: Barb, Lisa</li><li>Fall AGM: Barb</li><li>Bylaws: Frances: Frances, Lisa</li><li>Branching Out Ideas</li></ul>	Frances motioned to approval agenda Rachel seconded motion carried
<b>3. Approval of Minutes:</b> 31 August 2020 - attached	<ul style="list-style-type: none"><li></li></ul>	Lisa motioned to approve minutes from last meeting Carol seconded motion carried
<b>4. Approval of Consent Agenda</b> 1. No report: Ron Proctor OSR, e-mail		

<p>Barb Robertson, sponsorship Jackie Law, Impromptu distribution Carol Moore, scholarships La Dona Ahenda, Music Marathon Laura Whitehead, New members Melodie Archer</p> <ol style="list-style-type: none"> <li>2. C3 Barb Robertson,</li> <li>3. Vice president report Lisa Kiernan,</li> <li>4. Student recitals Josee Robitaille Carol Moore</li> <li>5. Impromptu editor Denisha Teichroeb</li> <li>6. Chair Beth Olver</li> <li>7. Past Chair Nathene Arthur</li> <li>8. Workshops &amp; Events Looi Tan</li> </ol>	<ul style="list-style-type: none"> <li>• Addition to C3 Report: Looking for three adjudicators. Winners didn't get to perform with the orchestra last year and they may not this year either.</li> <li>• September Impromptu publication update – delayed about two weeks of waiting for information from Miriam, who was out of town, but was sent to the printer on Friday. Cost was about \$50 more than usual for unknown reasons. Denisha has all of the books and will look at the last invoice to analyze the difference.</li> </ul>	<p>Carol motioned approval of Consent Agenda Frances 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 Honorariums - Rachel, Barb</p>	<ul style="list-style-type: none"> <li>• Impromptu Editor Honorarium: Eliminate starting January</li> <li>• Webmaster Honorarium: Eliminate now</li> <li>• Treasurer Honorarium: No changes</li> <li>• Sponsorship Honorarium: No changes</li> <li>• Executive Membership Fee Rebate (Chair, Vice Chair, Past Chair: No changes</li> </ul>	<p>Barb and Rachel will present the final recommendations for motion at the next meeting</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>• Lisa: Peter Turner scholarship awarded at ACA every year. One of the members has been donating the funds every year and we've been investing that. For next meeting, we should report our options for interest rate and term.</li> </ul>	<p>Barb motions the interest be applied to the principal when we renew Carol seconded Motion carried Denisha will follow-up with the bank</p>
<p><b>7.2 review administrator description</b></p>	<ul style="list-style-type: none"> <li>• Giving signing authority to the bookkeeper would take the burden of making payments/writing cheques off the Treasurer</li> </ul>	<p>Rachel and Beth will work with Denisha and</p>

	<ul style="list-style-type: none"> <li>• The bank should be working for us; are they holding us back?</li> <li>• Beth proposed we form a committee to work with Denisha and Maryellen about the policies and procedures</li> </ul>	Maryellen
7.3 should we plan a <b>general meeting</b> for this fall?	<ul style="list-style-type: none"> <li>• Meeting would be virtual over Zoom.</li> <li>• Would be good for members to have an update about ACRA and about the new administrator position, as well as something entertaining or fun, such as a virtual speaker.</li> <li>• There is the concern that people won't show up. Everyone is tired of the topic of online teaching and Covid-19.</li> </ul>	Rachel volunteered and Frances volunteered to contact inspirational speakers. Barb volunteered to answer emails
7.4 Application to <b>register bylaws</b> was returned. Vicki Martin suggests branches do not have to have their own bylaws and may operate entirely from Policy and Procedures. How do we want to follow up? (see PDF attachment "Corporate Registry Bylaws, Returned"	<ul style="list-style-type: none"> <li>• The government didn't look at our bylaws because they didn't receive a formal letter stating what would be changed</li> <li>• How complicated is it to de-register bylaws?</li> <li>• Do we want to continue maintaining our own bylaws or operate off policies and procedures?</li> <li>• We technically don't need our own bylaws because the endowment is a registered society but the branch isn't.</li> <li>• We could keep our bylaws and just make sure they align with Provincial's.</li> <li>• Bylaws are hard to change because it's a big process to register them with the corporate registry.</li> </ul>	Beth and Lisa will look into this over the week and come up with a recommendation to bring to the membership
7.5 <b>ACRA</b> Report– Tanya, Lisa: recommendation/decision about how to hold the recital.	<ul style="list-style-type: none"> <li>• ACRA Recital – To keep things simple and on budget, Tanya recommends that students tape their own videos at home and Lisa compile them into YouTube. The links would be unlisted and sent to the teachers, who could then acknowledge their students. How will awards be handed out? YouTube cracks down on copyrights, so we could add the student's name, the medal category and students should announce their piece.</li> </ul>	Rachel motioned to accept point no.4 Lisa seconded motion carried
7.6 <b>Provincial report</b> – Barb Robertson <ul style="list-style-type: none"> <li>• Oct 23 AGM</li> <li>• MCA</li> <li>• Workshops, Deanna Oye</li> <li>• Recognition Fund, Judith Ammann</li> <li>• Canada music week, Tamara Bowie</li> </ul>	<ul style="list-style-type: none"> <li>• Barb: hopefully there will be enough funds for the bigger scholarships, like Peter Turner</li> <li>• The money can't go to teachers; it has to go to students</li> <li>• We don't have a Canada Music week convener and it may be too late now.</li> <li>• We could have our general meeting during Canada Music</li> </ul>	Beth will follow up with Looi Tan. Lisa and Tanya will be in touch with Judith

<ul style="list-style-type: none"> <li>CFMTA, copies of workshops</li> </ul>	<p>week and obtain a speaker or composer.</p>	<p>Rachel and Frances will keep Canada Music Week in mind when looking into a speaker for our general meeting</p>
<p><b>7.7</b> revising <b>job descriptions</b> to match Bylaws 2020 and Policy &amp; Procedures 2020 <a href="https://armta.ca/calgarybranch/">https://armta.ca/calgarybranch/</a> Beth, Lisa, Nathene (see attachment “Convener Job Descriptions”)</p>	<ul style="list-style-type: none"> <li>We started with an opening statement that was the same for each job description. The last three or four items are the same for each job description.</li> <li>For the most part, the person currently in the position reviewed and made suggestions for the job descriptions that were compiled.</li> </ul>	<p>Rachel motioned to accept job descriptions as presented. Carol seconded Motion carried</p>
<p><b>7.8 officers directors insurance</b> - Denisha</p>	<ul style="list-style-type: none"> <li>Need to gather more information</li> <li>Branches can't tag onto Provincial's insurance</li> </ul>	<p>Will table this until next meeting</p>
<p><b>7.9 Branching Out:</b> Nathene &amp; Frances did some recitals in the spring - 2020-2021 theme is <i>Reaching Out to Our Professional Peers</i> <a href="https://www.cfmta.org/en/branching-out/">https://www.cfmta.org/en/branching-out/</a> -- volunteers?</p>	<ul style="list-style-type: none"> <li>We have a composer-in-residence at the library and funded through them, who is available for projects and mentoring. Perhaps we could get a workshop with that person to work with us and non-members in the community</li> </ul>	<p>Frances will connect with the workshop convener, Looi Tan</p>
<p><b>7.10</b> Vacancies: Editor, PPG, archives, catering</p>	<ul style="list-style-type: none"> <li>Beth: we can post positions and ask people to apply</li> <li>catering is irrelevant for the time being</li> <li>Archives needs to be determined soon. Has been done by secretary, but we won't be putting that on Maryellen.</li> </ul>	
	<ul style="list-style-type: none"> <li>Meeting adjourned at 11:14 am</li> </ul>	
<p><b>9. Next Meeting Nov 16</b></p>	<p>Nov 16, <del>Dec 21</del>, Jan 11, Feb 22, March 15, April 19, AGM May 10, new board May 17, June 21</p>	

#### 4. Consent agenda:

**4-2 Rotary C3 Report Barb Robertson:** The Rotary Calgary Concerto Competition, (C3), will proceed this year, although there is no guarantee that the winners will have the opportunity to play with the orchestra.

The competition will be held at Michael Lipnicki's, Friday March 5 (evening), Saturday March 6 (morning) and Sunday March 7 (Full day). Specific times will be announced once we know how many participants we have

There has been nothing decided about a performance with the orchestra for the winners from last year, (spring 2020).

**4-3 Vice Chair Report**, Lisa Kiernan: REPORT: Since the last meeting August 31<sup>st</sup> I have been working on revisions to the Job Descriptions for Conveners for the Calgary Branch. Revisions have been sent to conveners for input as well as to the Branch Chair, Beth Olver.

I have also been keeping in contact with the ACRA convener, Tanya Foster. The application link went live early in September and there are a few applications coming in. I have assisted the convener by answering some emails and I have contacted Danny Oppenheim at the rental venue to request that for now, he continue to hold our booking for us as we are going ahead with the application process.

**4-4 ARMTA RECITALS CONVENER REPORT 2020** October 9 Josee Robitaille Carol Moore TYPE OF REPORT: INFORMATION for the board REPORT: online ARMTA recitals

Saturday Nov 7 10 a.m. to 12 p.m.

Saturday Feb 27 2 p.m. to 4 p.m.

Saturday May 8 10 a.m. to 12 p.m.

4 groups with a maximum of 6 students per group. 5 minutes maximum of music per student.

**GROUP 1** 10:00-10:20

**GROUP 2** 10:30-10:50

**GROUP 3** 11:00-11:20

**GROUP 4** 11:30-12:00

To make it more interactive each student will present themselves, stating their name and level along with the name of their piece and composer. I also recommend 3 facts about the piece or composer just to make it more interactive. This can be added to the form.

As we discussed, Carol Moore will receive the emails and collect the information from students and send the schedule to Josee Robitaille along with the programme. Josee will send the invitations and host the recitals online.

**4-5 IMPROMPTU REPORT 2020**, October 9 Denisha Teichroeb TYPE OF REPORT: ✓ INFORMATION for the board REPORT: As of October 9, 2020, the Fall issue of Impromptu was in the final stages of being completed. As Miriam is out of town for the next few weeks, she will send info about the printing process to Denisha once the final copy is ready. Denisha will get it printed as soon as possible.

**4-6 Chair REPORT 2020 October 7 Beth Olver** INFORMATION for the board

I have been in communication with Christine Goertzen and Gillian Siddal, officers of Piano Pedagogy Group. September's meeting was cancelled and next meeting is October 18. Discussions about the future of PPG are still in the air.

I have been working with Lisa and Nathene to review and update all convener descriptions.

Maryellen and I have had communication about her role as administrator.

I reviewed Impromptu before publication.

**Denisha Teichroeb has asked us to find a new editor for Impromptu before January when work should be done on the next edition.**

**There are also vacancies for PPG adviser, Archives and catering.**

**4-7 Past Chair REPORT DATE.** October 12, 2020 Nathene Arthur TYPE OF REPORT:  INFORMATION for the board

In the past months since the ARMTA Calgary elections, I have kept in touch with the new Board, discussed Covid protocols, workshops, etc. I helped to write out the new Convenor job descriptions along with Beth and Lisa.

**4-8 Workshops CONVENER REPORT 2020 Oct 6** Looi Tan INFORMATION for the board REPORT:

ARMTA ZOOM MEETING. Sept 24 2020 10-11. How to deal with difficult parents

28 members attended. Topic included:

- Setting realistic Goals
- Student's Goals vs Parent's Goals
- Setting studios Policies
- What are some ways you successfully convince parents to trust your teaching
- Age Appropriate level and ability
- Understanding RCM syllabus and progress
- Winning at Competitions/ Prep for competition
- How to leave a studio/ Closure with student.

I've asked Ivea Mark to lead the discussions that day. There were many meaningful discussions and suggestions and examples provided by many experience members. We manage to cover all of the topics. Hopefully other members find it useful and meaningful to support and share ideas.

**6-1 Honorarium and Officer Fee Rebate Review CONVENER REPORT 2020, October 12<sup>th</sup>** Barbara Robertson and Rachel McLellan

REPORT: Back at the ARMTA Calgary Board meeting on June 15<sup>th</sup> 2020, the movement that started this review was '7.4 Motion: that all honorariums (webmaster, Impromptu, sponsorship) and officer fee rebates be reviewed as budget is adjusted to pay an administrator.'

BACKGROUND: The honorariums we have now are as follows:

- Impromptu editor at \$500 (\$250 for each edition paid after each edition)
- Treasurer at \$400 paid in January
- Sponsorship at \$300 paid in January
- Webmaster at \$200 paid in January
- There is also an executive membership rebate of \$325 to the president, VP, etc.

The money for these honorariums comes from membership fees from fellow members.

RECOMMENDATIONS:

We recommend keeping the sponsorship honorarium as is. Our recommendations for changes (to take place after this year) are as follows:

- Adjust the treasurer honorarium.
  - How much does the treasurer do now that Maryellen has been hired? Will Maryellen be doing most of this work moving forwards?
  - The split between treasurer/bookkeeper needs to be reviewed. There are several tasks/duties that have not yet been transferred to Maryellen.
- Remove the webmaster honorarium
  - Is this also now covered by Maryellen's position?
- Lower/adjust the Impromptu editor honorarium
  - There is a person who does the layout who has a paid position. The honorarium goes to the person who finds articles for Impromptu.

- The calendar of events is often done by the president, the proofing is often done by the president or past president, the president letter is done by the chair, ads are handled by the Sponsorship convener, and mailing is done by Carol Moore.
- As the editor's job is to search for and find articles, as well as gather pictures and articles on ARMTA events, we think the honorarium could be lowered.

In addition, the executive membership rebates may be different this year, as we have a hired bookkeeper instead of a secretary, and the treasurer's position currently has an honorarium.

We want input from the board before making any motions concerning these honorariums.

**7-1 Treasurer's Report** Denisha Teichroeb and Maryellen Pankratz

**Bank Balances**

General Account	\$42,314.99	
Endowment Account	\$13,572.97	
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. Morning Musicale Scholarship, matures May 17, 2022		\$5,000

**E-Transfers**

When the new treasurer came on board, she was advised by the bank branch manager to make payments via e-transfer. After the board approved e-transfers on August 31<sup>st</sup>, she inquired with the bank again and was told that we cannot send e-transfers because our accounts require two signatories.

**GIC Maturity**

As noted above, we have a \$3000 GIC maturing on November 20<sup>th</sup> of this year. The principal and interest is to be deposited in the Endowment Society bank account. Would you like to purchase another GIC?



## Expense Claim Form

Last meeting, Denisha mentioned that she would send everyone an Expense Claim Form. We have since reformatted this so that it is easier to fill in and with clear instructions. It is posted online in the member's only area at <https://armta.ca/calgarybranch/>

### 7-2 Review Bookkeeper portion of Administrator Job Description Maryellen Pankratz

- The treasurer is still doing the deposits. I'm told that I can't have a bank card, however I have recently received deposit slips. There's also the issue of privacy giving out my home address whereas Denisha has a PO Box. I am willing to take over any time as long as I receive all necessary access, but for now, Denisha and I have agreed that she will do the deposits.
- The treasurer is still issuing cheque payments. She had tried to set us up for etransfer payments, but this was ultimately refused by the bank. She and I decided that she should hold the chequebook because she has signing authority and I don't. I am willing to issue cheques, but I would have to write them, mail them to Denisha for signature, then she would have to mail them to the chair or vice chair for the second signature. That would take more time and add the cost of an additional stamp for every cheque issued. Again, I am willing to take over any time if she wishes.
- However, I have taken over the monthly bank reconciliations; this is one duty that should be added to the bookkeeper job description.

There has been a lack of training and a lot of roadblocks bookkeeper-wise due to the transition from the former treasurer. Now that I am reviewing the job position again, I see none of the duties have not been passed onto me. I am ready and willing to learn these duties and take them over as long as I receive training and full access.

### 7-4 Application to register bylaws was returned: Vicki Martin, Provincial Administrator

I got a package in the mail from the Alberta Corporate Registries. Bad news, the Calgary Branch bylaws that someone from the branch please fill in anyone that should be included) came back as deficient. Good news, it's a good thing, because that would have updated our provincial bylaws to your branch bylaws, which would have been a bigger problem. Also good news, they sent very clear instructions on what needs to be done to change bylaws, which will be helpful as we're about to update our provincial bylaws.

As best as I understand it, as a branch, you are under the umbrella of the provincial organization and therefore don't need to have your own bylaws – or at least, don't need to submit your own bylaws to Corporate Registries. Edmonton dispensed with having their own bylaws and just keeps everything in their policies & procedures manual. It's not perfectly ideal, particularly as the roles and job descriptions outlined in your bylaws are certainly not the same as the provincial bylaws.

The attached doc has the essential details. They also returned everything that you had submitted, which I can send as well, but I expect you should already have it.

**7-5 ACRA CONVENER** REPORT DATE: Oct. 8, 2020 Tanya Foster, Lisa Kiernan

REPORT: The board/committee needs to come to a final decision on the ACRA recital. What form it will take, when, etc.

BACKGROUND: I have made an inquiry with a specialist in the field of Audio/Visual Events. We went through a few scenarios....

1. Have a professional to edit and compile videos sent in by students and then uploaded to youtube. The fees in this scenario would be far above what the budget would allow.
2. Hire Audio/Visual tech to take individual videos of students at a remote location, compile and upload to youtube. This could possibly bring down the hourly rate, however we would still need a location (unless it was free). Budget restraints are still a major factor here.
3. Livestreaming – Some forms of livestreaming have participant limitations. We would need to keep our current location and still have funds left over to hire a technician to facilitate. This would also be very dependant on whether we are still allowed groups indoors and assuming no one is in isolation or quarantine, etc.
4. Have students/parents record their pieces at homes. They would then email to our google account where Lisa is willing to compile and upload to youtube. The link can then be posted on the ARMTA website and sent out to teachers. This would be under the assumption the videos are not edited for lighting or sound after being sent in.

RECOMMENDATIONS: It is this committee's recommendation that we proceed with scenario #4. Budget restraints, pandemic uncertainty and overall instability of 2020/21 makes it very difficult to plan anything at this point. Scenario 4 gives us the ability to plan now, stick to that plan and keep within budget. It may not be the most "professional" option but there are advantages to it....students can share their performance with more friends/family. Viewers can also watch at anytime, regardless of time zone or worrying about their internet connections. This would keep our "recital" as stress free as possible without having to worry about back-up plans or last minute changes.

**7-6 ARMTA Provincial Rep** Barb Robertson TYPE OF REPORT: Information. Discussion, Action

The ARMTA AGM will be Friday, Oct. 23, 1:00 (online). Milestone awards will be "presented".

Instead of Music Conference Alberta, there will be future online sessions. Sessions include 2 on Baroque dances as they pertain to interpreting the music. More details will come from ARMTA Provincial.

When we receive money from ARMTA provincial for workshops, we are to send information about the event to Deanna Oye for her to include in her reports. Because of COVID-19, some events were cancelled after funds were distributed. Branches may keep this money, with the understanding that it will be used for an event. Deanna needs to know when this event takes place. WHO WILL CONTACT DEANNA?

We need to apply to receive funds from the Recognition Fund. We have extra money this year because there was a misunderstanding last year. \$1200 can be distributed to non ARMTA members, such as winners at the ACRA, (ARMTA Calgary Recital and Awards), formerly Honours Recital.

- This money comes from CFMTA – we need to apply for it in lots of time prior to the event
- Cheque amounts must be for a minimum of \$100.

WHO WILL REQUEST THIS MONEY?

Calgary Branch should send any plans for Canada Music Week to Tamara Bowie in Lethbridge. WHO WILL DO THIS?

There was an error and the applications for funds for student aid were closed. They have now been reopened. There are still funds. Students may currently apply, even if they received funds last year.

Future Young Artists must be given hotel compensation. Billeting is no longer allowed. There will be funds to cover costs.

CFMTA would like copies of workshops that we do so that they can be shared with other branches. This would involve getting permission from all involved. I would presume that there would be no financial compensation for clinicians.

Barbara Robertson, Rita Thurn