



**Calgary Branch**

and Endowment Society of the Calgary Registered Music Teachers

# Annual General Meeting



**Monday, May 10, 2021  
9:30 am**

**Online via Zoom**

# Table of Contents

♪♪ May 10, 2021 Meeting Agenda ♪♪	3
Section 1: Meeting Minutes	4
1.1 Minutes from Annual General Meeting May 11, 2020	4
1.2 Minutes from Special General Meeting December 16, 2020	10
Section 2 Officer Reports	12
2.1 Chair, Beth Olver	12
2.2 Vice Chair, Lisa Kiernan	13
2.3 Past Chair, Nathene Arthur	14
Section 3: Convener Reports	15
3.1 ACRA (ARMTA Calgary Recitals and Awards), Tanya Foster	15
3.2 Impromptu Distribution, Carol Moore	16
3.3 Impromptu Editor, Rachel McLellan	17
3.4 Communications, Barbara Robertson	18
3.5 Music Marathon, Laura Whitehead	19
3.6 New Member, Melodie Archer	20
3.8 OSR (Outstanding Student Recitals), Ron Proctor and Lisa Kiernan	22
3.9 PPG (Piano Pedagogy), Beth Olver	23
3.10 Promotions, Rita Thurn	24
3.11 Provincial Representative, Barbara Robertson and Rita Thurn	25
3.12 Rotary C3 (Calgary Concerto Competition), Barbara Robertson	26
3.13 Scholarships and Grants, LaDona Ahenda	27
3.14 Social Media, Ilkim Tongur	28
3.15 Sponsorship, Jackie Law	29
3.16 Student Recitals, Josee Robitaille, Frances Ewington, Carol Moore	30
3.17 Webmaster, Maryellen Pankratz	31
3.18 Workshops and Events, Looi Tan	32
Section 4: Financials	33
4.1 Treasurer's Report, Denisha Teichroeb & Maryellen Pankratz	33
4.2 Profit & Loss Statement	35
4.3 Balance Sheet	37
4.4 Auditor's Report	39
4.5 Budget	40
Section 5: Election of Members at Large	42
5.1 Nominations, Beth Olver and Ron Proctor	42
Section 6: Motion to Approve the Revised Policies & Procedures as Presented	43
Section 7: Endowment Society	52
7.1 Profit & Loss Statement	52
7.2 Balance Sheet	54
7.3 Budget	56
7.4 Motion to Revise Bylaws	58



**Calgary Branch**

## 🎵 May 10, 2021 Meeting Agenda 🎵

### ARMTA, Calgary Branch

**Chair:** Beth Olver

**Recorder:** Maryellen Pankratz, Administrator

**Quorum:** 7% or 184 members = 13 members

Members Present: \_\_\_\_\_

#### **Welcome**

Introductions:

Board Members

Conveners

New members since April 2020

Call meeting to order at: \_\_\_\_\_

Approval of Agenda

Approval of Minutes: 2020 May AGM

Business arising from the Minutes

Reports:

Officers

Conveners

Financials

Election of Members at Large

Appointment of Auditors for 2021-2022

New Business:

Bylaws and corporate registry

Motion: that the revised Policy and Procedure be approved as presented

#### **Adjournment of ARMTA Calgary Branch Meeting**

---

### **Endowment Society of the Calgary Registered Music Teachers**

Approval of Minutes: 2021 December Special Meeting

Business arising from the Minutes

Financial Reports

New Business

Approval of Revised Bylaws

#### **Adjournment of Endowment Society Meeting**

---

New Board: May 17 ♦ Next Meeting: June 21

# Section 1: Meeting Minutes

## 1.1 Minutes from Annual General Meeting May 11, 2020



Zoom Meeting - Monday May 11th, 2020 - 9:30am Attendance Starts at 9:15am. Necessary Quorum: 14 members (7%)

### **ATTENDANCE:**

Nathene Arthur, ARMTA Calgary Branch Executive President, CFMTA Delegate Gideon Choi, ARMTA Calgary Branch Executive Secretary & Archives Barb Robertson, ARMTA Provincial Representative, Email and Telephone, C3 Concerto Rita Thurn, ARMTA Provincial Representative, Promotions, North Recitals Sharon Carne, ARMTA Calgary Branch Executive Treasurer, Bylaws Policy & Procedures Beth Olver, Bylaws Policy & Procedures Lisa Kiernan, Past President, Bylaws Policy & Procedures, ACRA (previously Honours Recital) Denisha Teichroeb, Impromptu Editor Tanya Foster, ARMTA Calgary Recital and Awards (ACRA) Carol S. Moore, Impromptu Distribution, South Recitals Melodie Archer, New Members Ronald Proctor, Outstanding Student Recital Lindsay Inkster, Webmaster Nadia Khlynovskaya Rachel B. Goldenberg Alicia Romero Rachel McLellan Michelle Everett Faunt Lisa Martin Adeline Ridley Leila MacKenzie Linda Kundert Cathy Stephen Frances Ewington Jennifer Latta Cathy Stephen Marilyn Newbury Madeline Neufeld Colleen Roller

**GAME** with Barb Robertson - music pictionary with Zoom whiteboard

**CALL TO ORDER** 9:37am by President Nathene Arthur

### **1. REVIEW AND APPROVAL OF THE AGENDA**

Motion made to accept and approve the Agenda as amended - Beth Olver - seconded Linda Kundert

In favour: Rita Thurn, Lisa Kiernan, Rachel McLellan, Nadia Khlynovskaya, Rachel B Goldenberg, Michelle Everett Faunt, Sharon Carne, Lisa Martin, Lindsay Inkster, Jennifer, Denisha Teichroeb, Adeline Ridley, Elizabeth Olver, Tanya Foster, Alicia Romero, Barb Robertson, Adeline Ridley, Melodie Archer, Leila MacKenzie, Madeline Neufeld, Colleen Roller.

Opposed: none

Carried

### **2. REGRETS**

### **3. WELCOMING NEW MEMBERS**

Welcome Rachel McLellan from Nelson B.C. and living now in Airdrie.

### **4. ACKNOWLEDGMENT TO CALGARY BRANCH MEMBERS**

### **5. APPROVAL OF MINUTES AGM MARCH 18, 2019**

Motion made to accept and approve the March 2019 AGM Minutes - Cathy Stephan - seconded Rita Thurn In favour: Adeline Ridley, Lisa Kiernan, Lisa Martin, Barb Robertson, Elizabeth Olver, Nadia Khlynovskaya, Rachel McLellan, Sharon Carne, Denisha Teichroeb, Michelle Everett Faunt, Linda Kundert, Rita Thurn, Adeline Ridley, Leila MacKenzie, Rachel B Goldenberg, Marilyn Newbury, Cathy Stephen, Tanya Foster, Madeline Neufeld, Colleen Roller. Opposed: none Carried

## **6. BUSINESS ARISING FROM THE MINUTES**

No business

## **7. EXECUTIVE AND OFFICERS' REPORTS - Consent Agenda**

a) President - Nathene Arthur

Nathene's summary of the year. \* see page 1 of ARMTA Officer Reports AGM 2020

Thank you Nathene.

b) Past President - Lisa Kiernan

Lisa's report on this past year. \* see page 2 of ARMTA Officer Reports AGM 2020

Thank you Lisa.

c) Promotions - Beth Olver

Beth's report about new QR code, and business card order, and current signs and banners. \* see page 3 of ARMTA Officer Reports AGM 2020

Thank you Beth.

d) Internal Communications - Barbara Robertson

Barb's report on handling emails, and setting up Zoom webinars. \* see page 4 of ARMTA Officer Reports AGM 2020

Thank you Barb.

e) Webmaster - Lindsay Inkster

Lindsay's report on her role as webmaster. This was Lindsay's last year in this role. \* see page 5 of ARMTA Officer Reports AGM 2020

Thank you Lindsay.

f) Provincial Representative - Barbara Robertson

Barb and Rita are our link between the Calgary ARMTA branch and our Provincial ARMTA umbrella. They have attended all provincial meetings and reported on vulnerable sector checks, procedure manuals, the CFMTA conference, the student composer competition, how to get your member profile onto provincial, etc. \* see page 6 of ARMTA Officer Reports AGM 2020

Thank you Barb and Rita.

g) Impromptu - Carol S. Moore

Carol mailed out 57 paper copies of Impromptu. The rest were emailed. \* see page 8 of ARMTA Officer Reports AGM 2020

Thank you Carol.

h) ACRA (previously Honours Recital) - Lisa Kiernan

Lisa gave a report about scholarships and thanked everyone that helped. \* see page 9 of ARMTA Officer Reports AGM 2020

Thank you Lisa.

i) North Recitals - G, Rita Thurn

Rita organized the one recital held last year. Some of the recitals were cancelled due to Covid 19. \* see page 10 of ARMTA Officer Reports AGM 2020

Thank you Rita.

j) South Recitals - Carol S Moore

Carol organized our south recitals at Steinway Pianos. Some of the recitals were cancelled due to Covid 19. \* see page 11 of ARMTA Officer Reports AGM 2020

Thank you Carol.

k) C3 (Rotary Calgary Concerto Competition) - Barbara Robertson

Barb organized and reported on C3. \* see page 12 of ARMTA Officer Reports AGM 2020.

Thank you Barb.

l) New members report Melodie Archer

\* see page 13 of ARMTA Officer Reports AGM 2020. Melody reported on 14 new members who have joined since the 2019 AGM.

Thank you Melody.

m) Other reports: bursary sponsorship, piano pedagogy group, social, and archives. We did not receive reports.

n) Nominations - Beth Olver

Beth organized nominations and submitted the report. We have some positions that are filled and some that are still blank. \*see page 14 of ARMTA Officer Reports AGM 2020.

Thank you Beth.

Motion made to accept Executive and Officers' Reports - Rachel McLellan - seconded Rita Thurn

In Favour: Melodie Archer, Lisa Martin, Adeline Ridley, Denisha Teichroeb, Michelle Everett Faunt, Gideon Choi, Nadia Khlynovskaya, Rita Thurn, Adeline Ridley, Rachel McLellan, Linda Kundert, Nadia Khlynovskaya, Denisha Teichroeb, Lindsay Inkster, Michelle Everett Faunt, Sharon Carne, Lisa Martin, Cathy Stephen, Marilyn Newbury, Rita Thurn, Rachel B Goldenberg, Jennifer, Elizabeth Olver, Leila MacKenzie, Tanya Foster, Madeline Neufeld, Colleen Roller.

Opposed: none

Carried 8.

## **TREASURER'S REPORT**

Presented by ARMTA Calgary Executive Treasurer Sharon Carne

a) Financial Documents - Sharon Carne

\* see the ARMTA Calgary Branch, 2019-2020 Financial Statement

Total Revenue - \$15,332.26, Expenses Subtotal - \$2,667.39, Internal Communication Subtotal - \$1,566.87, External Communication Subtotal - \$320.31, Programs and

Scholarships Subtotal - \$3,282.49, Community Sponsorships and Scholarships Subtotal -

\$2,574.66, Total Expense - \$10,411.72, Change in Cash Position (Revenue less Expenses) - \$4,920.54, Bank Balance as of February 29, 2020 - \$32,657.75.

\* see the ARMTA Calgary Branch, 2020-21 Budget

The budget process is one that starts in February. Thank you to everyone who attended the budget meetings, your contribution is appreciated. The budget will be a living document that will have changes throughout the year. The budget can change from month to month depending on restrictions and the ARMTA community. For example: ARMTA wasn't able to fundraise with Music Marathon this year due to Covid 19. This budget is where the ARMTA Executive plans on spending the money through the year, supporting ARMTA members. Thank you Ikim Tongur and Stephanie Darke our Auditors. Thank you Sharon, who is retiring this year. We have appreciated having you as our Treasurer since 2013.

**Motion made to accept the 2019-2020 Financial Statement** - Barbara Robertson - seconded Cathy Stephen In Favour: Alicia Romero, Nadia Khlynovskaya, Rachel McLellan, Rita Thurn, Michelle Everett Faunt, Adeline Ridley, Denisha Teichroeb, Marilyn Newbury, Lisa Martin, Lindsay Inkster, Leila MacKenzie, Cathy Stephen, Rachel B Goldenberg, Adeline Ridley, Tanya Foster, Sharon Carne, Elizabeth Olver, Rita Thurn, Melodie Archer, Madeline Neufeld, Colleen Roller.

Opposed: none

Carried

## 9. NEW BUSINESS

Proposed Bylaws/Policy & Procedures presented by Beth Olver

a) ARMTA Calgary Bylaws

There are 3 documents that came in the meeting package.

\* see Alberta Registered Music Teacher's Association (1982) Calgary Branch Bylaws (revision 2020). In the past it has been difficult to find enough volunteers to fill all the executive positions and not all convenors were able to attend monthly meetings. The new proposed revision has 4-9 elected members at large, a paid administrator (who will serve as Secretary, Treasurer, Bookkeeper, and Webmaster), plus the 3 people who serve on the provincial board. Among the Members at Large they will choose a Chair and a Vice Chair. Members at Large will serve for 2 years with no limits on the number of times they can stand. Members at Large are voted in at the AGM. Vacancies can be filled by appointment. The Chair cannot be chair for more than 4 consecutive years. Convenors will not have voting privileges. Quorum will be 5 members of the board. These changes will allow for more flexibility for volunteers, who will be able to do more or less depending on their life circumstance and other annual commitments. *See document for other changes.*

Motion made to accept Bylaw revisions - Beth Olver - seconded Sharon Carne

In Favour: Lisa Martin, Rachel McLellan, Denisha Teichroeb, Lindsay Inkster, Carol Moore, Melodie Archer, Rita Thurn, Marilyn Newbury, Cathy Stephen, Linda Kundert, Sharon Carne, Leila MacKenzie, Tanya Foster, Lisa Kiernan, Rachel B Goldenberg, Madeline Neufeld, Colleen Roller.

Abstained: Michelle Everett Faunt

Opposed: none

Carried

b) ARMTA Calgary Policy and Procedures

\* see Proposed Policy & Procedures ARMTA Calgary Branch †

This document is changed to align with the Bylaws. Objectives should be changed to Statements. Code of ethics is newly added to Policy & Procedures. Membership section has a procedure for complaints. Membership privileges and dues are unchanged. The document has made clear what is required from each board member role. *See document for other changes.*

Motion made to accept ARMTA Calgary Policy and Procedures as amended - Beth Olver - seconded Cathy Stephen

In Favour: Marilyn Newbury, Rita Thurn, Nadia Khlynovskaya, Rachel B Goldenberg, Lisa Martin, Tanya Foster, Denisha Teichroeb, Carol Moore, Sharon Carne, Cathy Stephen, Linda Kundert, Leila MacKenzie, Lindsay Inkster, Rachel McLellan, Melodie Archer, Alicia Romero, Elizabeth Olver, Gideon Choi, Madeline Neufeld, Colleen Roller.

Opposed: none

Carried

## **10. ELECTIONS**

a) Nominating Committee Report

\* see Nomination Report to Annual General Meeting May 11, 2020 on page 14 of ARMTA Officer Reports AGM 2020 presented by Beth Olver

With the new proposed Bylaws and Policy & Procedures passed, the membership is voting for 4-9 Members at Large. Nominated Persons: Lisa Kiernan, Beth Olver, Denisha Teichroeb, Frances Ewington, Carol S. Moore, and Rachel McLellan.

b) Election of new Board

Motion to elect by acclamation the persons nominated as Members at large for the ARMTA Calgary Branch Board - Beth Olver - seconded Barb Robertson

In Favour: Frances Ewington, Lisa Kiernan, Leila MacKenzie, Sharon Carne, Michelle Everett Faunt, Lindsay Inkster, Denisha Teichroeb, Marilyn Newbury, Leila MacKenzie, Alicia Romero, Rachel B Goldenberg, Rachel McLellan, Lisa Martin, Cathy Stephen, Rita Thurn, Tanya Foster, Elizabeth Olver, Gideon Choi, Nadia Khlynovskaya, Melodie Archer, Madeline Neufeld, Colleen Roller.

Opposed: none

Carried

\*Barb Robertson, Rita Thurn, and Nathene Arthur are automatically on the ARMTA Calgary Branch Executive as provincial representatives.

c) Thank You to departing Board members: Sharon Carne (Treasurer since 2013), Katrina Thompson-Fost (PPG), Lindsay Inkster (Website), Gideon Choi (Secretary), Lisa Kiernan (Past President), Karen Gerelus (Music Marathon), Rita Thurn (Provincial Rep). Cards will be mailed.

d) Announcement by Lisa Kiernan - A huge thank you to Nathene Arthur. Nathene is stepping down as president of the branch and receiving a plaque acknowledging for her time and service as president.

## **11. ANNOUNCEMENTS**



a) ARMTA Calgary Continuing Education Scholarship (May 2020 to May 2021 timeframe, \$500) - new extended deadline June 1st, 2020. Contact: LaDona Ahenda - [ladona.ahenda@gmail.com](mailto:ladona.ahenda@gmail.com) for details.

b) Next ARMTA Calgary Branch Board meeting: tentatively set via ZOOM for Monday, June 15, 2020, pending new Board availability for that date.

c) CASSA presented by Linda Kundert. CASSA is moving all 2020 programs online this summer: On-Site Programs cancelled for the summer of 2020. Their interdisciplinary programs will include: Pedagogy, Piano Masterclass, Jazz Piano, Piano, Musical Theatre, Songwriting, Playwriting/Creative Writing for two age groups and Business of the Arts. Online camp information available at <https://www.cassamusicalarts.com>.

d) Provincial ARMTA Milestone Award Recipients

Milestone certificates are presented for years of membership. Congratulations to Calgary recipients: Adeline Ridley, Carolin Steeves, Marian Parrott, Janice A. Dahlberg, Allen Reiser, Linda Kundert, Madeline Neufeld, and Bernadette Covey.

e) Music for Everyone announcement from Alicia Romero Music for Everyone gives the opportunity for children of vulnerable families to have access to music lessons. More information to come.

f) CPAF has changed it's original policy of 'no refunds' and is now offering them. Thank you to those who took the time to write letters to the CPAF organization.

## **12. ADJOURNMENT**

Nathene Arthur declared meeting adjourned at 11:46 am.

## 1.2 Minutes from Special General Meeting December 16, 2020



Calgary Branch Special General Meeting

MINUTES of MEETING

Date: 2020, December 16

Forum: online via Zoom

**Chair:** Beth Olver      **Recorder:** Maryellen Pankratz (non-member)

**Attendees:** Frances Ewington, Rachel McLellan, Barb Robertson, Lisa Kiernan, Carol Moore, Denisha Teichroeb, Rita Thurn, Nathene Arthur, Lorne Pankratz, Cathy Stephen, Sharon Carne, Ron Proctor, Nadia Khylynovskaya, Elaine Case, Jayne Luy

Joined after vote took place: Jacqueline Law, Mary Jane Vandekerkhove

**Required Vote:** Per Bylaw 11.1: A quorum for the business of a general meeting shall be seven per cent (7%) members in good standing as of one week before the meeting. As this time, there are 192 Calgary members; as such, 14 affirmative votes are required.

---

Meeting Called to order at 9:35 am

### **As per our bylaw #18, this is a Notice of Motion to revise the Bylaw # 15.6**

Move that Bylaw 15.6 "All cheques rendered on behalf of ARMTA Calgary shall be signed by two (2) of the following signing officers (the Chair, the Vice Chair and the Treasurer)." be rescinded and replaced with "*All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers (either the Chair or the Vice Chair, and either the Treasurer or the Bookkeeper).*"

**Background:** When the Bylaws were written in the spring of 2020, we allowed for the Treasurer duties to be divided between a treasurer (a member of the board serving an administrative function) and a paid bookkeeper (serving a practical function), should the paid Administrator not take on all the functions of Treasurer including bookkeeping. We did not understand the effect of continuing our practise of having cheques signed by two persons from among the chair, the vice chair, and the treasurer. Two signatories is a risk management measure to prevent misuse of our funds. Not adding or including the bookkeeper as a possible signatory was a desire to keep control of our funds in the hands of ARMTA members.

This has created problems:

- The bookkeeper does not have direct access to banking information required to perform the duties we wanted the bookkeeper to perform: such as making deposits, making disbursements (writing cheques), updating and keeping financial records.
- We do not have a bank card for the bookkeeper
- We would like to be able to do more electronic banking as many businesses and persons also prefer electronic banking. Again, the bank does not allow the bookkeeper without signing authority to do this.

The simplest solution is to give the bookkeeper signing authority.

**Comments:** requiring the Chair or Vice Chair to one of the 2 authorizing persons ensures that a board member other than the Treasurer or Bookkeeper is aware of disbursements being made on behalf of ARMTA Calgary Branch.

---

Moved by Denisha Teichroeb, seconded by Nathene Arthur that Bylaw 15.6 “All cheques rendered on behalf of ARMTA Calgary shall be signed by two (2) of the following signing officers (the Chair, the Vice Chair and the Treasurer).” be rescinded and replaced with “*All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers (either the Chair or the Vice Chair, and either the Treasurer or the Bookkeeper).*”

The motion is passed with 15 affirmative votes. There were no votes against and no one abstained.

Meeting adjourned at 9:37 am.

## Section 2 Officer Reports

### 2.1 Chair, Beth Olver



#### Calgary Branch

Our first year as re-organized ARMTA Calgary Branch Board working with new bylaws and policy and procedure and a new administrator: so much for all of us to learn this year!

As chair, I

- Interviewed applicants for Branch Administrator with Barb Robertson and Lisa Kiernan
- Assisted new administrator, Maryellen Pankratz, with settling into her new job
- Worked with Maryellen to set agendas for Board meetings and gather reports
- Developed templates for agendas and for reports
- Reviewed minutes and reports
- Assisted Calgary Branch Board in beginning to prepare COVID guidelines teachers, and when we joined forces with the provincial board, assisted in the continuing work
- Worked with Lisa Kiernan, Nathene Arthur and each of the conveners to update all the convener descriptions
- Worked with Lisa Kiernan, Rachel McLellan, Maryellen Pankratz, Denisha Teichroeb to revise Branch Policy and Procedure, Job description for Administrator, and Endowment Society Bylaws
- Contributed articles, board member lists, and calendar events to Impromptu as required.
- Met with members of Piano Pedagogy Group as they discussed the future of the group and the need for a new advisor from ARMTA.
- Formed the nomination committee with Ron Proctor and contacted many members by phone.

Thank you to board members (Frances, Lisa, Rachel, Carol, Denisha, Barb, Rita, Nathene, Maryellen) who made every effort to attend our meetings (nearly 100% attendance) and work with me to make our new processes work. Our newest Members at Large have been so prepared to jump in and help as needed. I am looking forward to handing off to the next generation of leaders among us.

Thank you to these conveners and board members who are stepping down Lindsey Inkster (webmaster for many years), Carol Moore student recitals and Impromptu distribution for many years), Rita Thurn (ARMTA Board member term complete)

I am especially proud of our recitals conveners Tanya Foster, Lisa Kiernan, Ron Proctor, Carol Moore, and Josee Robitaille, and our events conveners Looi Tan, Frances Ewington, Barb Robertson, and Nathene Arthur who made it possible for recitals and events to happen online.

## 2.2 Vice Chair, Lisa Kiernan



### Calgary Branch

In the role of vice chair, I have continued to attend monthly board meetings when able to. I assisted both the ACRA and OSR conveners in organizing the virtual recitals and helped transition the ACRA convener in her new role, providing assistance as requested.

I have been working on revisions to the Endowment Society Bylaws, with the assistance of other board members.

I was also able to sit in on discussions regarding the administrator job description as well as provide feedback on the combined branch bylaw/policy and procedures document.

I have also collected correspondence related to the ACRA; thank you letters from several students which I will save to pass on to the secretary or archivist.

Respectfully submitted,

Lisa Kiernan

## 2.3 Past Chair, Nathene Arthur



### Calgary Branch

Thank you for this opportunity to go over the past year and review the many ways ARMTA Calgary has continued its forward momentum in this most interesting of times.

Like most of you, there is a blurry area of online workshops and webinars. For me, these include Calgary ARMTA, Provincial ARMTA, NATS, RCM, Conservatory Canada, Music Conference Alberta (MCA) and CFMTA. There is so much information out there, and I am grateful. I love seeing the passion and the expertise of our fellow musicians and educators.

As Past Chair, I have attended most of the ARMTA Calgary meetings in full or at least in part (on my busy days). I have been involved with the three "Branching Out" workshops, chaired one meeting, helped with the Impromptu edition that came out in February 2021, provided information as needed when dealing with past events such as Music Marathon where I had helped in the past, etc. I am happy to state that our current Board has a good blend of new and old faces, and many upcoming events are on the way.

As current ARMTA Provincial President, and second delegate to CFMTA, I am also learning about the Provincial level piano, strings and voice competitions, and am serving on the 2023 committee for "The Rhythm Runs Through It" CFMTA Conference in Edmonton that has been rescheduled from 2021 to 2023. Along with our excellent Provincial Reps, Barb and Rita, we are keeping communications open and are collaborating with the CFMTA "Connecting CanadaVideo Montage Project" as well, featuring videos of Alberta and Albertan musicians. Thank you Calgary ARMTA!

My highlight this year? Out of the many ways that being on this board has been a positive the past year, my favourite highlight was helping Melodie Archer in the contacting of "New Members". A phone call, a wonderful chat with a talented, busy, joyful new ARMTA member. (Yes, you know who you are, initials MW!). Every member of ARMTA is our true treasure. We look forward to meeting many of you in the future. You are also welcome to contact ARMTA and see which of our many projects and plans may become a welcome new inspiration and a way to "pay-it-forward" in your own lives.

We have been given much, my fellow teachers, and if there is anything our city and province need right now it is beauty and order. As musicians, we know these things. Let us continue to support each other in ARMTA. Our association is a place where teachers can group, re-group, and make a better future for ourselves, our families, our communities and our province. Together we can make a huge difference.

Thank you,  
Nathene Arthur

## Section 3: Convener Reports

### 3.1 ACRA (ARMTA Calgary Recitals and Awards), Tanya Foster



#### Calgary Branch

In the spring/summer of 2020 it was decided we would move ahead with the ACRA application process regardless of COVID issues or lack of practical exams in some disciplines. Application process was opened in September and we had a very good showing even with some disciplines not able to complete exams.

It was further decided to forgo a traditional recital in favor of an online recital due to rapidly changing public health measures. Winners were asked to record their pieces and send to our email address. These videos were uploaded to Youtube by Lisa and a link was sent out to parents/teachers. We had a total of 37 scholarship winners with some of the applicants receiving more than one scholarship. The Provincial Recognition Fund was able to cover more scholarships this year due to a rollover from previous year and some scholarships not being filled.

Medals, cheques and congratulatory letters were either delivered or picked up in February.

We are hoping/planning to have an in-person recital this coming year.

We will also need to update/tweak the joform application as there were some issues with it this year. I feel the traditional deadlines that have been used in the past will also need to be adjusted. RCM is now offering a lot more flexibility with remote and online option which will need to be reflected on our end.

### 3.2 Impromptu Distribution, Carol Moore



#### Calgary Branch

On October 24, 2020, 49 copies of Impromptu were mailed out at a cost of \$97.05

A Box of 100 envelopes was purchased on January 3, 2021 at a cost of \$28.34

The Winter Impromptu was mailed out on February 18, 2021 at a cost of \$107.24



### 3.3 Impromptu Editor, Rachel McLellan



#### Calgary Branch

Denisha Teichroeb, with help from the Virtual Assistant, Miriam Johnston took on the publishing of the fall Impromptu. ARMTA Calgary thanks you.

ARMTA Calgary also thanks Carol S. Moore who has looked after distributing the Impromptu for many years.

There was no editor for the Winter edition. Barb Robertson, Nathene Arthur and Maryellen Pankratz all volunteered to be responsible for publishing a “finale” Impromptu. They had help from Jackie Law, (Sponsorship), Beth Olver, (proofing) , and many contributors of articles, etc.

It was a learning experience for Barb, Nathene and Maryellen, but all decided the Impromptu was an important benefit to ARMTA Calgary members.

We are very happy that Rachel McLellan will take over as editor with Maryellen taking over the desktop publishing responsibilities. Barb will help as needed.

Our current plan is as follows:

Publish September 1<sup>st</sup>, tentative deadline of August 1<sup>st</sup>

Publish March 1<sup>st</sup>, deadline February 1<sup>st</sup>.

Rachel McLellan

### 3.4 Communications, Barbara Robertson



#### Calgary Branch

-I continue to send e-mails to our members on an as needs basis.

-Members without e-mails were contacted for the May 2020 AGM. (Our AGM was online, and these teachers do not have access to attend meetings by ZOOM. However, it is an opportunity to be in contact with them.)

-Judith Elliott organized the phoners. Barb Tetzlaff, Carol Moore, and Ethel Huber have been doing the phoning.

-The numbers of teachers they phone has decreased significantly over the year, so we will just have 1 phoner in 2021-22. As our last membership year has ended, and a few of the teachers who were phoned will not be renewing, we did try to make contact with them.

-I forward questions, queries, comments, etc. that I receive, to the appropriate local or provincial representative if I cannot respond.

-I have recently sent out 6 "Get Well" or "Condolence" cards to members.

Respectfully submitted,

Barbara Robertson

### 3.5 Music Marathon, Laura Whitehead



#### Calgary Branch

Heritage Park has confirmed that we can use their town square area at the front of the park on Sunday June 6<sup>th</sup> from 9:30am to 5:30pm. They will setup the tent for us, but will be unable to setup chairs due to COVID restrictions. No charge for the tent.

Steinway Gallery will provide us with a piano, which will be delivered around 8am that morning. They will loan a Model B grand, unless weather is very poor, in which case they will provide a digital piano. If the Model B is delivered, they will have someone tune it shortly after delivery.

We must provide our own audio equipment (microphones, speakers, cords). I believe that Nathene can provide equipment.

Because the piano is being delivered outside of normal delivery hours, and pickup/delivery must happen on the same day (no place to store the piano overnight), the piano movers would normally have additional fees for 'overtime' delivery. They have offered to waive those extra fees, plus charge \$275 each way (slightly less than quoted by Steinway), in exchange for some advertising. I will speak with the piano movers to see if we can get any further discount, but we are within our budget.

I hope to have the pledge forms and announcement ready before the end of April. In addition to teachers announcing/organizing their own students, I would like 2-4 volunteers to assist with disinfecting throughout the day.

We may have to cancel the event on short notice, depending on the COVID restrictions at the time. For that reason, I will suggest that students collect pledges closer to June, or ask people to donate their pledge even if the event is cancelled.

We will limit people to 30min blocks to make it fair to all.

Public singing could be challenging under the current restrictions. It will be suggested that voice teachers provide shields for singers and only sign-up for 15-minute blocks.

After reading the new restrictions carefully today (April 25<sup>th</sup>), an outdoor performance is going to be challenging under current restrictions. Only 10 people are allowed to observe an outdoor performance. I'm not sure if Heritage Park will allow us to continue with this event unless restrictions ease.

### 3.6 New Member, Melodie Archer



#### Calgary Branch

The following list is those who have joined in the last year.

**Rachel McLellan** (*May 2020*)  
**Tanya Brown** (*May 2020*)  
**Mary Jane Vandekerkhove** (*June 2020*)  
**Lori Lynn Anderson Doering** (*July 2020*)  
**Tricia Edwards** (*Sept. 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*)  
**Melissa Wiley** (*February 2021*)

The following is a short report from Vickie Martin at Provincial detailing changes members have made.

Switched from Calgary branch to Member at Large:

- Karen Gerlus
- Eric Nyland

Switched from Member at Large to join the Calgary branch:

- Margaret Anne Thomson
- Naomi Williams

Started a Leave of Absence:

- Lindsay Inkster
- Rita Thurn
- Christel Humfrey

Switched to Retired membership:

- Maureen Hassock
- Danuta Wijas
- Roslyn Martin

New member:

- Elizabeth Clarke
- Reinstated member:
- Benjamin Lahring

Not renewing:

- Alyssa Ung – not teaching any more
- Lucie Alaimo – not teaching any more

Still intends to renew:

- Iris To

Contacted by email, text or phone to see if they were planning on renewing and haven't replied:

- Brian Cross
- Chen-Po Jenny Jen
- Donna Murray
- Linh Nguyen
- Stephanie Darke
- Karen Lee

At the April 19 executive meeting, I suggested that we put new members in our web site, both in the Calgary and Provincial site. This would give them an introduction to our community. This action was agreed on by the executive.

Respectfully Submitted by Melodie Archer

### 3.8 OSR (Outstanding Student Recitals), Ron Proctor and Lisa Kiernan



#### Calgary Branch

The OSR was a virtual recital this year, via Zoom. The recital has been sent to the teachers of the eligible students, and to the Jury (made up this year of Cathy Stephen, Colleen Roller, and Ron Proctor) on Feb. 20<sup>th</sup>. The scholarship winners were announced the following week, and their teachers informed. Certificates of participation and scholarships were delivered to the students' teachers thereafter.

The scholarship winners were Selena Han, Alexia Lee, Cindy Ma, Nora McCluskey, Michael McHugh, Priyanka Samuel, Maddex VanHierden, and Yishui Xu.

If public performances resume next year, I have booked St. David's United Church for Saturday, February 19, 2022, Saturday afternoon.

Respectfully submitted, Ron Proctor

### 3.9 PPG (Piano Pedagogy), Beth Olver



#### **Calgary Branch**

The Piano Pedagogy Group (PPG) is a group of newer teachers who meet to encourage and support one another in both continuing their own education and in developing their teaching skills. They usually have an advisor from ARMTA Calgary Branch. This past year there was no advisor, but six or eight continued to gather on Zoom once a month.

In April, Christine Goertzen (president) and Gillian Siddall (vice president) had an online chat with Elizabeth Clarke. She has agreed to be their advisor when she moves to Calgary this summer and joins ARMTA.

### 3.10 Promotions, Rita Thurn



#### Calgary Branch

I agreed to take over the position of Promotions Convenor in October 2020. All materials pertaining to this position are in my possession.

October 2020, I took the time to visit Long & McQuade Stores, Steinway, R&S Music & Music Direct. ARMTA Materials were distributed to each of them.

No further interaction has occurred since that time due to COVID & A Complete Hip Replacement Surgery.

I do have an ARMTA advertising Placard in my office that needs to be returned to Josee Robitaille since I stepped down from Chairing ARMTA N.W. Recitals for the past four years.

Respectfully submitted,

G. Rita Thurn



### 3.11 Provincial Representative, Barbara Robertson and Rita Thurn



#### Calgary Branch

We attended provincial meetings virtually in the fall and winter.

-Vulnerable sector checks are needed by all members, except retired members.

-Congratulations to winners of the 2021 ARMTA Piano Competition. All are students of Calgary ARMTA teachers. Jerry Li will represent Alberta at the CFMTA Piano Competition in July 2021.

- Jerry Li, teacher Colleen Athparia
- Elly Hung, teacher Alexandra Andrievsky
- Caroline Dratnal, teacher Colleen Athparia

-The Voice competition deadline was April 18, 2021. There were 2 entries from Edmonton and 1 from Calgary. The winner will also represent Alberta at the CFMTA convention in July 2021.

-CFMTA Conference 2021, July 8-10, will be online for a total fee of \$49.00.

-I submitted Calgary pictures for the Alberta 5 minute montage to be shown at the CFMTA conference.

-ARMTA Provincial is now connected to 211, a government service line.

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

Respectfully submitted,

Barbara Robertson

-

### 3.12 Rotary C3 (Calgary Concerto Competition), Barbara Robertson



#### Calgary Branch

The Rotary Calgary Concerto Competition, initially the Calgary Concerto Competition, sponsored originally by ARMTA Calgary, the Piano Technicians 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.

Winners, organizers, sponsors, were interviewed for the Civic Symphony Maestro Symphonic Sundays. I represented ARMTA Calgary and spoke on ARMTA and our involvement with C3.

### 3.13 Scholarships and Grants, LaDona Ahenda



#### Calgary Branch

In the past year, I have been in touch with the conveners of the ARMTA Student Recitals and the Honours Recital. Both conveners had already taken responsibility to hand out the designated amounts.

I also tweaked the ad promoting the Continuing Education Grant Scholarship. It has been regularly advertised but to date I have received no applications, nor did I last year.

Several more scholarships had been originally proposed, arising from the success of the initial Music Marathons. They have been moved to Provincial (Student Bursary) and the PPG (PPG) to administer. Theory scholarships were also part of the original package, and they have moved to ACRA as part of all those scholarships.

As noted above, the conveners of the Student recitals and the Honours Recital are already taking care of those awards. All that remains for the Scholarships Convener is the Continuing Education Scholarship (perhaps Grant is a more appropriate designation), and there has never been an application. A year or two ago I posed the question that possibly the application process was daunting, but it was agreed that grant applications are always thorough and daunting in real-world situations and this should be no different.

I invite discussion about the necessity of this convener position, as the one remaining scholarship could easily be absorbed by another convener or board member. The requirements and application form are already in place.

### 3.14 Social Media, Ilkim Tongur



#### Calgary Branch

In the last year I updated mainly the Facebook page of Calgary Branch of ARMTA. I kept posting the information about online recitals, workshops, and other related information. Also, to my best ability I announced the COVID-19 related updates as soon as I became aware. I shared the links and charts related to COVID-19 precautions as they are pertinent to music teachers. I also started an Instagram page. Currently that page didn't attract too much attention.

### 3.15 Sponsorship, Jackie Law



#### Calgary Branch

In 2020, we had 11 sponsors bringing in a total of \$2,720 plus \$200 in scholarship donation.

#### **They are:**

Bearspaw School of Music & Art  
Long & McQuade  
Music for Young Children  
V.A. Hill Fine Strings  
Yamaha Canada

#### **New Sponsors:**

Ambrose University  
Calgary Master Piano  
Hafermehl Piano Services  
Mount Royal University

#### **Also made scholarship donation:**

Michael Lipnicki Fine Pianos  
Music Makers Calgary

### 3.16 Student Recitals, Josee Robitaille, Frances Ewington, Carol Moore



Calgary Branch

#### Online ARMTA STUDENTS RECITALS YEAR 2020-2021

##### **NOVEMBER 7, 2020**

16 students participated in our first online recital

##### **FEBRUARY 27, 2021**

21 students represented by 9 teachers participated. 1 gift certificate was drawn per recital group. 1 ukulele was donated by our sponsor Music Makers. The picture of the ukulele winner is on the ARMTA-Calgary website.

##### **SATURDAY MAY 8, 2021**

Josée Robitaille reached out to Long and McQuade to ask for a draw prize for our students as they are going to be our sponsor for the May recital. They were very pleased to participate.

As ARMTA decided, I will purchase 4 gift certificates of \$25 each and Long and McQuade will donate an additional gift certificate of \$100 to be drawn on May 8 amongst all participants. Josée Robitaille will do the draw live and distribute the prizes to all winners. I thought I would share the good news with you all.

##### **SATURDAY MAY 8 2-4 pm**

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

**GROUP 1 2:00-2:20pm**

**GROUP 2 2:30-2:50pm**

**GROUP 3 3:00-3:20pm**

**GROUP 4 3:30-4:00pm**

Josée Robitaille will receive the emails and collect the information from students and send the schedule to Frances Ewington along with the programme. Frances will send the invitations and host the recitals online.

##### **September 2021- June 2022**

All recitals will remain online unless the health restrictions are lifted. No booking will be made as facility owners do not take reservations at the moment.

Respectfully submitted,  
Josee Robitaille

### 3.17 Webmaster, Maryellen Pankratz



#### Calgary Branch

Since entering this role in June 2020, I have updated the following web pages:  
CALGARY <http://armta-calgary.com/>

Home Page: header (ARMTA logo)  
photographs in slideshow  
sponsor logos

Programs: ARMTA Calgary Recitals and Awards  
Outstanding Student Recitals  
North-South Student Recitals

Information: Newsletter  
Membership (added “Become a Member” page)

#### Events

Contact: Calgary Branch Board Directory 2020-2021

PROVINCIAL <https://armta.ca/calgarybranch>

Calgary: Documents  
Forms  
Newsletters

and I added “Media’ and “Minutes & Reports”

#### Calgary Archive

I also added a new page for Calgary Executives, for central access to and storage of board-related documents.

In October, I updated the webmaster job description.

### 3.18 Workshops and Events, Looi Tan



#### Calgary Branch

- 1 Aug 18, 2020 (Tuesday) 10:00-11:30 – Covid-19 Guidelines for Back to school zoom workshop. Speaker: Rachel B Goldenberg. 29 attended.
- 2 Sept 24, 2020 (Thursday) 10:00-11:00 – Zoom workshop: How to deal with difficult parents. Discussion. Conversation led by Ivea Mark. 28 members attended.
- 3 Jan 31, 2021 (Sunday) – 1:00-2:00pm Branching Out Workshop #1.  
Speaker: Kien To – Social Media's Role in the Music Industry. 9 members attended.
- 4 February 25, 2021 (Thursday) 10:00am-11:00 am. Branching Out Workshop #2.  
Speaker: Dale Erickson – Learning Through the Arts: the Story of Calgary Arts Academy and how performing arts are incorporated into core learning. 9 Members attended (I think).
- 5 March 10, 2021 (Wednesday) – 10:00-11:00 Branching Out Workshop #2. Speaker: Subash Giri – Multi-cultural Music. 4 members attended.

#### Discussion Topic:

- Going forward, due to the Pandemic, may not be practical to plan for anything in-person yet? Should we attempt more zoom workshops for teachers? I find it very hard to plan with the unknown restrictions.
- How to reach potential members and be more publicly visible/ involve in the community. Our Branching Out did not attract any *outside* people, I don't think.



## Section 4: Financials

### 4.1 Treasurer's Report, Denisha Teichroeb & Maryellen Pankratz



#### Calgary Branch

##### 1) Bank Balances as of April 24, 2021

General Account	<u>\$49,285.46</u>
Endowment Society Account	<u>\$13,158.02</u>
GIC Investments (details below)	<u>\$24,000.00</u>

Cdn. Bank Market Smart GIC 3-year GIC matures Nov. 23, 2021	\$ 5,000
Morning Musicale Scholarship 3-year GIC matures May 17, 2022	\$ 5,000
Cdn. Bank Market Smart 5-year GIC matures Nov. 23, 2023	\$11,000
Peter Turner Scholarship 5-year GIC matures Nov. 20, 2025	\$ 3,570

2) The balance in the general account includes a cheque recently received from ARMTA Provincial for 2021-22 membership fees. The dues totalled \$10,565 from 188 members, however, 243.81 was deducted from the credit card service provider, as they collect 2.9% plus \$0.15 cents from each payment. The total cheque deposit was \$10,321.19.

3) We opened a Dropbox account, where we share electronic files. We also opened a shared email address [calgaryfinancial@armta.ca](mailto:calgaryfinancial@armta.ca).

4) We reformatted the Expense Claim form and we created a Payment Request form.

5) The Peter Turner Scholarship matured in November. We renewed the principal (\$3000) and interest (\$570) into a new five-year GIC.

6) In November, a special meeting was opened to all Calgary ARMTA members, at which time the bookkeeper was voted in as a signatory for the ARMTA Calgary bank account. However, the Endowment Society was forgotten. In January, the board voted the bookkeeper in as signatory to the Endowment Society account, until such time as this is opened to all members at the May AGM. This occurs in the final agenda item of today's meeting package (see 15.8 of Endowment Society Revise Bylaws).

7) The budgets for the 2021-2022 year were done in early February like they have been in previous years. However, some of the figures were out because our fiscal year didn't end until February 28. In future years, we will create the budgets in March. Budgets can certainly be updated more often than annually, but for our purpose of comparing the anticipated amounts with the actual figures earned and spent, they should be created after year-end. You may notice that the last line of the budget is actually the net profit or loss and that figure matches the first financial statement (the Profit & Loss Statement).

8) Maryellen has begun utilizing some helpful and time-saving features in our accounting software, such as automatic importing of bank transactions and computer-generated financial statements. She also found a coding error that had taken place in the past when cheques written to ARMTA Calgary were actually meant for the Endowment Society. Those amounts should be in-and-out without affecting any budgeted categories, such as sponsorship. She has now created a new category to accommodate this situation, as well as a *Refund* category, which was necessary after Covid-19 forced the cancellations of events last year. You may notice on the Profit & Loss statement that the same dollar amount for each new category occurs in both the Income section and the Expenses section.

9) As of March, we have begun making electronic payments. Royal Bank does charge us \$1.50 to send an e-transfer, but in the absence of in-person meetings, we have had to pay the cost of two stamps per cheque written: one to mail to the second signing officer and another to mail the to the recipient. We also have the option to make payments via bank-to-bank transfer (EFT), for which the fee is \$0.85. In order to use this, the recipient will have to provide us their banking information to us.

10) The bookkeeper and treasurer job duties were updated in March and are just in the process of some final touches.

11) While reconciling the monthly bank statements, Maryellen has been noticing an additional \$2.00 monthly bank fee being charged to our Endowment Society account. This has been in addition to the regular bank fee of \$3.75 and has not been charged to the ARMTA Calgary general account. When she inquired, Royal Bank found that that this is for a feature that we don't use and was incorrectly placed on our account in July 2018. They have now cancelled this feature and have refunded \$70.00 to our account.

12) We have been asked this year to incorporate Expense Tracking into the bookkeeper's job. The initial set-up will be a big project. We plan to look for some free budgeting software, as this will be most likely easier maintained and shared than Excel spreadsheets.

13) Maryellen has done some last minute formatting to the budgets. These include:

- correcting the "Actual" columns in reference to no.7 above (figures as of Feb 28 fiscal year-end)
- shaving number of columns down to a one-year comparative
- colour-coding
- Adding a *Variance* column
- Inserting the ARMTA logo

We hope that these modifications will make the material a little less dry.

14) Ilkim Tongur and Rachel Goldenberg kindly volunteered their time with us on April 24, 2021 in order to audit our books. Many thanks to you both.

Respectfully submitted,  
Denisha and Maryellen

## 4.2 Profit & Loss Statement

### Profit and Loss

#### ARMTA Local Calgary Branch

Date Range: Mar 01, 2020 to Feb 28, 2021



#### ACCOUNTS

<b>Income</b>	
Membership Fees	\$12,163.43
Refunds	\$258.25
Sales (Newsletter Advertising)	\$2,720.00
Teacher Workshops/Recitals	\$750.00
Transfer to Endowment Society	\$300.00
<b>Total Income</b>	<b>\$16,191.68</b>
<b>Total Cost of Goods Sold</b>	
	<b>\$0.00</b>
<b>Gross Profit</b>	
	<b>\$16,191.68</b>
<b>As a percentage of Total Income</b>	<b>100.00%</b>
<b>Operating Expenses</b>	
ACRA Expenses - Grant to Endowment	\$762.00
Bank Charges	\$45.00
Contractor Pay: Administrator	\$1,640.00
Contractor Pay: Virtual Assistant	\$125.00
Donation: CASSA Scholarships	\$1,000.00
Donation: Calgary Concerto Competition	\$1,000.00

Donation: Contemporary Showcase	\$500.00
Exec. Membership Rebate	\$195.00
Honorarium: Newsletter	\$500.00
Honorarium: Sponsorship	\$300.00
Honorarium: Treasurer	\$400.00
Member care, cards, gifts, president's expenses	\$217.12
Newsletter Distribution – mailing cost	\$206.32
Newsletter Printing	\$509.76
Office supplies, photocopy	\$41.99
Online Services	\$127.27
Refunds	\$258.25
Teacher Workshops/Recitals	\$41.99
Transfer to Endowment Society	\$300.00
<b>Total Operating Expenses</b>	<b>\$8,169.70</b>

<b>Net Profit</b>	<b>\$8,021.98</b>
<b>As a percentage of Total Income</b>	<b>49.54%</b>

## 4.3 Balance Sheet

# Balance Sheet

## ARMTA Local Calgary Branch

As of Feb 28, 2021



### ACCOUNTS

Assets	
<b>Cash and Bank</b>	
Chequing	\$40,397.31
<b>Total Cash and Bank</b>	<b>\$40,397.31</b>
<b>Other Current Assets</b>	
Accounts Receivable	\$240.00
<b>Total Other Current Assets</b>	<b>\$240.00</b>
<b>Long Term-Assets</b>	
<b>Total Long-Term Assets</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$40,637.31</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-Term Liabilities</b>	
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
<b>Equity</b>	

**Retained Earnings**

Profit for all years \$32,615.33

Profit between Mar 1, 2020 and Feb 28, 2021 \$8,021.98

**Total Retained Earnings \$40,637.31**

**Total Equity \$40,637.31**

## 4.4 Auditor's Report



### Calgary Branch

YEAR-END FEBRUARY 28, 2021

Report on the Financial Statements

Having reviewed the bank accounts and audited the accompanying financial statements, we believe these statements to be accurate to the best of our knowledge.

ARMTA Calgary Local Branch:

Profit & Loss Statement March 1, 2020 to February 28, 2021

Balance Sheet as at February 28, 2021

Endowment Society of the Calgary Registered Music Teachers:

Profit & Loss Statement March 1, 2020 to February 28, 2021

Balance Sheet as at February 28, 2021

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion, the cash flows and financial statements present to be an accurate representation of both organizations' current financial position.

Submitted by:

---

Ilkim Tongur, member since 2016

Date

---

Rachel Goldenberg, member since 2011

Date

**THE SIGNED AUDIT IS IN THE POSSESSION OF  
THE TREASURER / BOOKKEEPER**

## 4.5 Budget



### ARMTA CALGARY BRANCH Budget March 1, 2021 to February 28, 2022

BUDGET – ARMTA Calgary Branch	Projected	Actual	Variance	Projected	Actual	Variance
REVENUE	Budget	Cost	(Positive)	Budget	Cost	TBD
	2020-2021	2020-2021	2020-2021	2021-2022	2021-2022	2021-2022
Membership Fees	11,500.00	12,163.43	663.43	11,500.00		
Sponsorship Advertising	3,300.00	2,720.00	(580.00)	2,000.00		
Teacher Workshops/Recitals	500.00	750.00	250.00	0.00		
Young Artist (CFMTA Competition)	0.00	0.00	0.00	0.00		
Branching Out	100.00	0.00	(100.00)	100.00		
Misc. Revenue (Student Workshop/ Recitals)	25.00	0.00	(25.00)	0.00		
<b>TOTAL REVENUE</b>	<b>\$15,425.00</b>	<b>\$15,633.43</b>	<b>\$208.43</b>	<b>\$13,600.00</b>		
<b>EXPENSES</b>						
<b>Administration</b>						
Office supply, photocopy	200.00	41.99	158.01	200.00		
Online services (Jotform)	130.00	127.27	2.73	130.00		
Treasurer Honorarium	400.00	400.00	0.00	400.00		
Executive Membership Rebate	325.00	195.00	130.00	195.00		
Virtual assistant	1,200.00	125.00	1,075.00	1,000.00		
Bank charges	75.00	45.00	30.00	75.00		
CFMTA delegate	100.00	0.00	100.00	100.00		
CFMTA Conference (Chair - biannual exp.)	400.00	0.00	400.00	200.00		
Glenbow archives (U OF C)	80.00	0.00	80.00	80.00		
Administrator	0.00	1,640.00	(1,640.00)	3,600.00		
<b>Subtotal</b>	<b>2,910.00</b>	<b>2,574.26</b>	<b>335.74</b>	<b>5,980.00</b>		
<b>Internal Communication</b>						
Miscellaneous (Cards, Gifts, Member Care, President's Expenses)	500.00	217.12	282.88	500.00		
Sponsorship Honorarium	300.00	300.00	0.00	300.00		
Newsletter Honorarium	500.00	500.00	0.00	0.00		
Newsletter Printing	500.00	509.76	(9.76)	500.00		
Newsletter Distribution - Mailing cost & env.	300.00	206.32	93.68	300.00		
<b>Subtotal</b>	<b>2,100.00</b>	<b>1,733.20</b>	<b>366.80</b>	<b>1,600.00</b>		
<b>External Communication</b>						
Membership/Promotion	700.00	0.00	700.00	500.00		



Webmaster Honourarium	200.00	0.00	200.00	0.00
Website domain renewal	40.00	0.00	40.00	40.00
<b>Subtotal</b>	<b>940.00</b>	<b>0.00</b>	<b>940.00</b>	<b>540.00</b>

**Programs and Scholarships:**  
**Branch - Member and Student Programs**

Meetings/Social gatherings	1,200.00	0.00	1,200.00	600.00
Teacher Workshops/Recitals	1,000.00	41.99	958.01	1,000.00
Continuing Education Grant (teachers only)	1,000.00	0.00	1,000.00	500.00
Student Workshops/Recitals	600.00	0.00	600.00	600.00
Outstanding Recitals	300.00	0.00	300.00	300.00
Sponsorship Scholarship (ACRA)	200.00	0.00	200.00	200.00
ACRA Expenses	1,900.00	762.00	1,138.00	1,200.00
Music Marathon expenses	900.00	0.00	900.00	900.00
Music Marathon Programs	0.00	0.00	0.00	0.00
SOCAN License Fees	150.00	0.00	150.00	150.00
Young Artist Recital (Biennial event)	0.00	0.00	0.00	0.00
<b>Subtotal</b>	<b>7,250.00</b>	<b>803.99</b>	<b>6,446.01</b>	<b>5,450.00</b>

**Community Sponsorships and Scholarships**

Calgary Performing Arts Foundation Scholarship	200.00	0.00	200.00	200.00
CASSA Scholarship Donation	1,000.00	1,000.00	0.00	1,000.00
Rotary Calgary Concerto Competition Donation	1,000.00	1,000.00	0.00	1,000.00
Calgary Contemporary Showcase Donation	500.00	500.00	0.00	500.00
PPG Grant	0.00	0.00	0.00	0.00
Branching Out (clinician and venue expenses)	100.00	0.00	100.00	500.00
CFMTA Conference Donation	500.00	0.00	500.00	0.00
<b>Subtotal</b>	<b>3,300.00</b>	<b>2,500.00</b>	<b>800.00</b>	<b>3,200.00</b>

<b>TOTAL EXPENSES</b>	<b>\$16,500.00</b>	<b>\$7,611.45</b>	<b>\$8,888.55</b>	<b>\$16,770.00</b>
-----------------------	--------------------	-------------------	-------------------	--------------------

<b>Income Statement (Profit or Loss)</b>	<b>(\$1,075.00)</b>	<b>\$8,021.98</b>	<b>\$9,096.98</b>	<b>(\$3,170.00)</b>
--	---------------------	-------------------	-------------------	---------------------

## Section 5: Election of Members at Large

### 5.1 Nominations, Beth Olver and Ron Proctor



#### Calgary Branch

The nomination committee sought for Members at Large for our Branch Board, ARMTA Board Member to represent Calgary Branch provincially, and conveners for Archives, Catering, Student Recitals, Social Media, and an Advisor for Piano Pedagogy Group.

The following are continuing **Members at Large** with one year remaining in their two year term:

- Frances Ewington
- Rachel McLellan
- Denisha Teichroeb

The following have let their names stand for election to a two year term as Members at Large:

- Mary Jane Vandekerkhove
- Carolyn Steeves
- Lorna Sewell

The following have let their names stand for election to a one year term as Members at Large

- Lisa Kiernan
- Beth Olver

Question: We currently have 6 Members at Large. Do we want 8 Members at Large?

An **ARMTA Board Member** (2 year term) to represent Calgary Branch provincially is still to be determined.

- Regina Thomas – Barb Robertson is checking
- Will check with Marie Gazzard later in the fall if still vacant

The following have agreed to be **conveners**:

- Sara Gobrail – Archives
- Han Ding - Student recitals
- Elizabeth Clarke - Piano Pedagogy Advisor
- Nadia Khlynovskaya – catering
- social media – no one has been found

Respectfully Submitted,  
Beth Olver

## Section 6: Motion to Approve the Revised Policies & Procedures as Presented

*We have learned that since ARMTA Calgary Branch is a branch of ARMTA, our branch cannot register its own bylaws with Alberta Corporate Registries ([see attachment "Corporate Registry bylaws returned ..."](#)) Calgary Branch Board has determined that combining bylaws and P & P will simplify our governing documents.*

*Copies of current Bylaws 2020 and of Policies and Procedures 2020 are found at <https://armta.ca/calgarybranch/>.*

### Draft of Policies and Procedures 2021 ALBERTA REGISTERED MUSIC TEACHERS' ASSOCIATION (1982) CALGARY BRANCH

The Policies and Procedures are intended to be a "living document" for the purpose of clarifying the day to day operation of ARMTA Calgary Branch.

#### 1 DEFINITIONS

- 6.1 **A.R.M.T.A.** and **ARMTA** mean Alberta Registered Music Teachers' Association (1982).
- 6.2 **C.F.M.T.A.** and **CFMTA** mean Canadian Federation of Music Teachers' Association; F.C.A.P.M. and FCAPM mean fédération canadienne des associations de professeurs de musique.
- 6.3 "**Branch Board**" or "**Board**" means ARMTA Calgary Branch Officers, ARMTA Calgary Branch Members at Large, CFMTA Delegate and ARMTA Board Members.
- 6.4 "**Officers**" consist of the Chair, Past Chair, Vice-Chair, and the Administrator (or Secretary and Treasurer) of ARMTA Calgary Branch.
- 6.5 "**Members at Large**" means ARMTA Calgary Branch members elected to serve on the ARMTA Calgary Branch Board.
- 6.6 "**CFMTA Delegate**" means the Calgary branch member who is an officer of the provincial ARMTA Board.
- 6.7 "**ARMTA Board Members**" or "Branch representatives" means the ARMTA Calgary Branch members who represent the Branch at the Provincial ARMTA Board.
- 6.8 "**Chair**" means chairperson of the ARMTA Calgary Branch.
- 6.9 "**Past Chair**" means the immediate Past-Chair of the ARMTA Calgary Branch.
- 6.10 "**Vice-Chair**" means Vice-Chair of the ARMTA Calgary Branch.
- 6.11 "**Administrator**" means Administrator of the ARMTA Calgary Branch.
- 6.12 "**Secretary**" means Secretary of the ARMTA Calgary Branch.
- 6.13 "**Treasurer**" means Treasurer of the ARMTA Calgary Branch.
- 6.14 "**Term**" means term of office.
- 6.15 In this document, unless the context otherwise requires, words imparting the singular number of the masculine gender shall include the plural number of the feminine gender, and where the context requires reference to persons, shall include firms and corporations.

#### 2 Proposed **OBJECTIVE STATEMENTS** board approved 2021 March 15

ARMTA Calgary Branch is a collection of music teachers that exists:

- 2.1 to promote the professional status of music teachers in the community;
- 2.2 to support private studio music teachers

2.3 to promote excellence in music instruction

2.4 to encourage and uphold ethical standards of professional conduct among music teachers

2.5 to cooperate with music teachers' organizations throughout the province;

2.6 to raise the public profile of registered music teachers through cooperation with other branches of ARMTA and CFMTA

- o to encourage students, teachers and composers by providing scholarships and bursaries

### 3 CODE OF ETHICS

This Code of Ethics is a statement of the general principles governing the professional behaviour and conduct of members of the association in their relations with one another. It is to be applied in particular circumstances and cases, as the conscience of the individual member shall dictate, having due regard for any current usage or practice of ARMTA or its branches. Professional conduct that is not, in good faith, consistent with such principles or that willfully departs there from is unethical.

- o **ARMTA promotes:**
  - high musical and academic qualifications among its member teachers
  - progressive ideas on the teaching of music
  - workshops and lectures for the continuing education of teachers
  - attendance at Provincial /Territorial and National conventions
  - awareness of Canadian contemporary music
  - formal tuition contracts between the teacher and the student
- o **The Code of Ethics expresses our commitment to:**
  - the profession
  - the student
  - the community
- o The teaching of music is primarily a cultural activity, yet all business matters should be handled in a professional manner.
- o Music shall be taught with the object of improving its prestige as an art form and enhancing the status of music in the community.
- o The art of music teaching shall be regarded as a continual process of self-education and improvement to develop professional excellence and improve standards.
- o Students shall be treated with consideration and patience.
- o Fair and honourable business practices shall at all times be observed in dealing with students, their parents and other members of the association.
- o Members of the association may fairly compete with one another, but misrepresentation of one's own or disparage of another member's professional standing or personal qualities is unethical conduct.
- o A fair and reasonable period of continuous instruction shall warrant a member's claiming a student.
- o On the undertaking to give instruction to a student who has formally received instruction from another teacher, a member should be satisfied that the student has formally discontinued instruction with the former teacher.

- **MEMBERSHIP**

- Membership in ARMTA Calgary Branch is open to those who are members in good standing of ARMTA provincial.
    - Types of membership are defined by ARMTA Provincial.
    - Full members as defined by ARMTA provincial.
    - Affiliate members as defined by ARMTA provincial.
    - Honorary Branch membership may be granted at the discretion of Calgary Branch Board (local dues paid by Calgary Branch)
  - Withdrawal and Expulsion of members:
    - The Branch Board may suspend membership of any member whose fees are in arrears.
    - The Branch Board may reprimand, or expel any member who has acted to the detriment of our Association. Refer to ARMTA provincial code of ethics and ARMTA Calgary Branch code of ethics.
    - Should a member of the public contact ARMTA Calgary with a complaint against a member teacher, an officer in consultation with two other Branch Board members will hear the complaint and interview the teacher. This group may examine whether the teacher has been in compliance with his/her studio policies and make recommendations regarding resolution. They may also determine whether any wrong-doing has occurred that would require the expulsion of the member.
    - Expulsion for a reason other than fee payment, entitles the aggrieved member to a hearing before a Membership Jury which shall consist of the Past Chair, Chair and three (3) ARMTA Calgary Branch members.
    - Loss of membership: any member who resigns, withdraws or is expelled from the Branch will forthwith forfeit all right, claims and interest arising from or associated with membership in ARMTA Calgary Branch.
- **MEMBERSHIP DUES**
    - **Branch dues** are to be paid directly to the Provincial Administrator along with provincial dues. The Provincial Administrator forwards branch dues back to the branch.
    - The annual membership dues of the Calgary Branch are established by the general membership at the Annual General Meeting.
    - The branch fee shall be paid by March 31 of each year.
  - **PRIVILEGES OF MEMBERSHIP**
    - Provincial regulations regarding membership privileges take precedence over branch descriptions. Please refer to ARMTA and CFMTA for ARMTA Provincial and CFMTA privileges of membership.
    - Each full member and each affiliate member of ARMTA Calgary Branch
      - receives information and news from ARMTA Calgary Branch, ARMTA Provincial, and CFMTA online via emails, bulletins and website publications
      - may have the minutes of the meetings of the Branch, upon request.
      - may access the “members only areas” (password protected areas) of ARMTA Calgary Branch, ARTMA, and CFMTA websites where documents are stored.
      - may be listed on ARMTA website “Find a Teacher” service.

- has the privilege of using the ARMTA and CFMTA name and logos on studio materials such as business cards and recital programs.
- is encouraged to attend all Branch general meetings with the privilege of one vote.
- is eligible for election and appointment to the Board of the ARMTA Calgary Branch.
- is eligible, as well as their students, to attend and/or participate in Calgary Branch workshops and competitions.
- has the benefit and prestige of all advertising done by the Calgary Branch.
- Only full members are entitled to use the designation “Registered Music Teacher” or the abbreviation “RMT”.

- **BRANCH BOARD**

- The Board will consist of four to nine Members at Large including the officers (but not the administrator), ARMTA board members (1 for each 100 branch members), CFMTA delegate, and an (paid, non-voting) Administrator.
- The Members at Large will be members in good standing, and are elected by the membership at the Annual General Meeting.
- The Members at Large will determine among themselves who will be the Chair and Vice-Chair. In the event that there is not an Administrator, Members at Large may serve as Treasurer and as Secretary.
- The Administrator
  - may serve as the Secretary,
  - may serve as the Treasurer; or if the Treasurer is a Member at Large, may serve as the Bookkeeper under the Treasurer,
  - may serve as the Webmaster.
  - is not required to be a member of ARMTA.
- This Board will be the governing body of this Association and will have full control and management of the business and affairs of ARMTA Calgary Branch.
- An Officer or Board Member may be removed from their position under the following circumstances:
  - Not fulfilling their duties for six months as outlined in this Policies and Procedures Manual and job descriptions.
  - Has engaged in unethical behaviour according to the Calgary Branch of the Alberta Registered Music Teachers Association (1982) code of ethics.

- **DUTIES OF OFFICERS AND BRANCH BOARD**

- 8.1 **Chair:** The chair will:

- with the guidance of the Board give leadership to the Branch.
- appoint conveners and committees as necessary to carry out the business of the Branch.
- preside at all meetings of the Branch and the Board.
- be an ex-officio member of all Branch Committees.
- be entitled to have voting privileges to cast a deciding vote.
- perform duties as described in the appendix of job descriptions.
- **Vice-Chair:** The Vice-Chair will
  - assume the duties of the Chair in the absence of the Chair.
  - perform duties as described in the appendix of job descriptions.

- **Past Chair:** The Past Chair will
    - act as Parliamentarian at all General and Board meetings of the Branch.
    - serve ex-officio in an advisory capacity.
    - perform duties as described in the appendix of job descriptions.
  - The **Administrator** will as **Secretary**
    - keep accurate minutes of the General meetings, Board meetings, and any Special meetings of the Branch.
    - keep a record of the attendance at meetings.
    - perform duties as described in the appendix of job descriptions.
  - The **Administrator** will as **Treasurer**
    - present an audited statement at the Annual General Meeting.
    - with the advice of the Board, prepare a budget to present at the Annual General Meeting.
    - perform duties as described in the appendix of job descriptions.
  - The **Administrator** will as **Bookkeeper**
    - deposit all funds in whatever bank the Board may select.
    - maintain accounts of receipts, and disbursements
    - perform duties as described in the appendix of job descriptions.
    - The bookkeeper is not required to be a member of ARMTA
  - **Members at Large:** Each Member at Large will:
    - provide expertise to assist when required.
    - perform duties as described in the appendix of job descriptions
  - **ARMTA Board Members and CFMTA Delegate:** The ARMTA Board members and the CFMTA Delegate will
    - attend their respective meetings as representatives of the Branch.
    - serve as liaison between the Branch and the ARMTA Board.
    - perform duties as described in the appendix of job descriptions.
  - All members of the Board, elected or appointed, are expected to attend all meetings of the Board as called by the Chair, as well as the Annual General Meeting and the General Meetings of the Branch.
- **CONVENERS**
    - The conveners shall be established as deemed necessary by the Chair in consultation with the Branch Board.
    - Conveners report to the Branch Board through the Chair and the Secretary.
    - Conveners perform the duties as described in the appendix of job descriptions.
    - Conveners attend meetings of the Board as invited by the Chair.
  - **MEETINGS OF THE BRANCH BOARD**
    - Branch Board Meetings may be attended in person or by electronic means (such as ZOOM) as specified by the Secretary.
    - Regular meetings shall be held on dates, at places and at times set by the Chair.
    - A quorum shall consist of five members of the Board, with voting by simple majority. The Chair will vote only if there is a tie.
    - Board meetings shall be open to all members in good standing without voting privileges.

- At all meetings of the Branch Board, Policies and Procedures shall guide the proceedings. A current edition of “Call to Order: meeting Rules, Procedures and Advice for Non-Profit Organizations” will govern procedural details.
- **ELECTION OF MEMBERS AT LARGE**
  - The Election of Members at Large is held at the Annual General meeting.
  - The **Nominating Committee** (one to three members appointed by the Chair) will present a slate of nominees, with the prior consent of nominees, for Members at Large to the Calgary Branch membership one week prior to the Annual General Meeting. Nominations, with prior consent of the nominee, may also be accepted from the floor at the Annual General Meeting.
  - Voting shall be by show of hands or by secret ballot, a simple majority being required to elect a member at large. The Chair will vote only if there is a tie.
  - Members at Large are elected for a 2 year term. A Chair will not hold office for more than four consecutive years.
  - Elected Members at Large commence their terms immediately and serve until their successors are elected.
  - Any vacancy occurring during the year may be filled by appointment of the Branch Board.
  - If the Branch is unable to hold elections at the Annual General Meeting, the Vice-Chair will become Chair should the current Chair be unable to continue until elections can be held.
- **GENERAL MEETINGS**
  - General Meetings may be attended in person or by electronic means (such as ZOOM) as specified by the Secretary.
  - The **Annual General Meeting** of ARMTA Calgary Branch shall be held each year, within the first three (3) months of the end of the fiscal year, in Calgary, on a day fixed by the Board. Fourteen (14) days’ notice of such meeting shall be communicated by email to all members by the Chair or Secretary.
  - At every Annual General Meeting, the business of the meeting shall include:
    - the minutes from the previous AGM
    - business arising from the minutes
    - Reports of the Chair, Vice-Chair, and Administrator; and reports from Conveners as determined by the Board.
    - the Financial Statement for the previous year
    - the report of the Auditors
    - the presentation of the budget
    - the election of Members at Large
    - the appointment of auditors for the ensuing year
    - new business
  - The Chair presides over the Annual General Meeting or assigns a chairperson to preside over the meeting.
  - The Chair of the meeting may adjourn the meeting if an issue cannot be resolved in a timely manner. The Branch Board will send out a new notice with the time and place of the adjourned meeting. The only agenda items are those specific topics left from adjourned meeting.



- Any **Special General Meeting** may be called if needed, at the discretion of the Chair and the Board. Members shall be notified of such meetings at least seven (7) days in advance. This special meeting will only address the matters described in the agenda and no other matters.
    - Any member calling a special meeting must submit a detailed agenda describing exactly what business will occur. This special meeting will only address the matters described in the agenda and no other matters.
  - At all meetings of the Board and all General meetings of ARMTA Calgary Branch Policies and Procedures shall guide the proceedings. A current edition of “Call to Order: meeting Rules, Procedures and Advice for Non-Profit Organizations” will govern procedural details.
- **VOTING AT GENERAL MEETINGS**
    - All members in good standing for the current year shall have a vote in all general and/or special meetings.
    - Voting shall be by simple majority.
    - The Chair will vote only if there is a tie.
  - **QUORUM AT GENERAL MEETINGS**
    - A quorum for the business of a general meeting shall be seven per cent (7%) members in good standing as of one week before the meeting.
    - In the event a quorum is not present 15 minutes after time called for the meeting, the business of the meeting shall stand adjourned for 30 minutes. The members not present will immediately be notified electronically and given that time to join the meeting, including electronically. The meeting will be called to order and Quorum will be the number of members present.
  - **SEAL OF SOCIETY SEAL of ARMTA CALGARY BRANCH**
    - The Branch Board may adopt a seal or logo.
    - Any seal and/or logo adopted shall:
      - be the common seal or logo of ARMTA Calgary Branch.
      - used as deemed by the board (e.g. on certificates)
      - be in the custody of the Chair, Secretary, or Treasurer.
  - **REMUNERATION**

16.1 Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the association shall receive any remuneration for his/her services.

## **17 REVENUE AND FINANCE, RECORDS**

17.1 The **fiscal year** begins March 1st and ends February 28/29th.

17.2 The accounts of ARMTA Calgary will be audited by two members in good standing who are not Branch Board Members at the time of the audit.

17.3 The books and records of ARMTA Calgary may be inspected by any member in good standing at the Annual General Meeting or at any time convenient to the Secretary and Treasurer.

17.4 All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers (either the Chair or the Vice Chair, and either the Treasurer or the Bookkeeper).

- **DISTRIBUTION OF ASSETS UPON DISSOLUTION**

18.1 Upon dissolution of the **Endowment Society** of ARMTA Calgary Branch and after payment of all debts and liabilities, the remaining monies and/or property of the Society shall be distributed or disposed of ARMTA (1982) Calgary Branch.

18.2 Upon dissolution of ARMTA **Calgary Branch**, and after payment of all debts and liabilities, the remaining property of the branch shall be distributed or disposed of by ARMTA Provincial.

## **19 AMENDMENTS**

19.1 The following sections of the Policies and Procedures of ARMTA Calgary Branch may be amended by the Branch Board and must be presented to a General Meeting before they take effect. The membership must be given 7 days' notice that amendments will be presented for approval at such General Meeting.

- 4 Membership

- 7 Branch Board

- 8 Duties of officers and Branch Board

- 10 Meetings of the Branch Board 10.3 re quorum and voting

- 11 Election of Members at Large

- 12 General Meetings 12.2, 12.3, and 12 .4

- 13 Voting at General meetings

- 14 Quorum at General Meetings

- 17 Revenue and Finance, Records

19.2 All other sections of this Policies and Procedures may be amended by the Branch Board as any regular meeting of the Board. Such amendments must be presented as information to the members at the next General Meeting.

### **1. INDEX TO THE APPENDIX OF JOB DESCRIPTIONS**

- a. posted separately at <https://armta.ca/calgarybranch/> under documents

- b. **Branch Board:**

- 1.b.i. Chair

- 1.b.ii. Vice Chair

- 1.b.iii. Past Chair

- 1.b.iv. Administrator

- 1.b.v. Secretary

- 1.b.vi. Treasurer and bookkeeper

- 1.b.vii. Board Member/ Member at Large

- 1.b.viii. ARMTA Board members

- 1.b.ix. CFMTA delegate

- c. **Conveners and Committees**

- 1.c.i. Archives Convener

- 1.c.ii. ARMTA Calgary Recital and Awards (ASRA) Convener

- 1.c.iii. Catering Convener

- 1.c.iv. Communications Convener

- 1.c.v. Impromptu Editor

- 1.c.vi. Music Marathon Convener

- 1.c.vii. New Members Convener

- 1.c.viii. Outstanding Student Recital (OSR) Convener
- 1.c.ix. Piano Pedagogy Group Advisor
- 1.c.x. Promotion Convener
- 1.c.xi. Rotary Calgary Concerto Competition (RC3) Convener
- 1.c.xii. Scholarships and Grants Convener
- 1.c.xiii. Social Media Convener
- 1.c.xiv. Sponsorship Convener
- 1.c.xv. Student Recitals Conveners
- 1.c.xvi. Webmaster
- 1.c.xvii. Workshops and Events Convener

## Section 7: Endowment Society

### 7.1 Profit & Loss Statement

#### Profit and Loss Endowment Society

Date Range: Mar 01, 2020 to Feb 28, 2021



#### ACCOUNTS

Income	
Calgary Foundation Grant	\$727.00
Donations - ACRA	\$700.00
Donations – ARMTA General Account	\$762.00
Donations – Sponsorship Program	\$200.00
Donations, Canada Helps - ACRA	\$115.80
Donations, Canada Helps - General	\$36.20
GIC – principal pd at term	\$3,000.00
GIC interest	\$570.00
<b>Total Income</b>	<b>\$6,111.00</b>
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>
<b>Gross Profit</b>	<b>\$6,111.00</b>
As a percentage of Total Income	100.00%

#### Operating Expenses

ACRA Scholarship Awards	\$410.00
Bank Fees	\$81.00
Purchase of Investments	\$3,570.00
<b>Total Operating Expenses</b>	<b>\$4,061.00</b>

<b>Net Profit</b>	<b>\$2,050.00</b>
-------------------	-------------------

As a percentage of Total Income	33.55%
---------------------------------	--------

## 7.2 Balance Sheet

# Balance Sheet

## Endowment Society

As of Feb 28, 2021



### ACCOUNTS

Assets	
<b>Cash and Bank</b>	
Cash on Hand	\$24,570.00
Chequing	\$14,889.22
<b>Total Cash and Bank</b>	<b>\$39,459.22</b>
<b>Other Current Assets</b>	
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Long Term-Assets</b>	
GIC 1	-\$3,570.00
GIC 2	-\$5,000.00
GIC 3	-\$5,000.00
GIC 4	-\$11,000.00
<b>Total Long-Term Assets</b>	<b>\$24,570.00</b>
<b>Total Assets</b>	<b>\$14,889.22</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-Term Liabilities</b>	

<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>

<b>Equity</b>	
<b>Retained Earnings</b>	
Profit for all years	\$12,839.22
Profit between Mar 1, 2020 and Feb 28, 2021	\$2,050.00
<b>Total Retained Earnings</b>	<b>\$14,889.22</b>
<b>Total Equity</b>	<b>\$14,889.22</b>

## 7.3 Budget



### Calgary Branch

### ENDOWMENT SOCIETY OF THE CALGARY REGISTERED MUSIC TEACHERS

Budget March 1, 2021 to February 28, 2022

BUDGET – Endowment Society REVENUE	Projected	Actual	Variance	Projected	Actual	Variance
	Budget	Cost	(Positive)	Budget	Cost	TBD
	2020-2021	2020-2021	2020-2021	2021-2022	2021-2022	2021-2022
<b>Donations</b>						
Music Marathon	1,500.00	0.00	(1,500.00)	1,500.00		
ACRA (including Saklofske)	800.00	700.00	(100.00)	800.00		
Sponsorship Program	400.00	200.00	(200.00)	400.00		
ARMTA General Grant (for ACRA/HR and MM expenses)	2,800.00	762.00	(2,038.00)	2,800.00		
Miscellaneous Revenue (ACRA Recital photos)	0.00	0.00	0.00	0.00		
Canada Helps - General	500.00	36.20	(463.80)	100.00		
Canada Helps - ACRA	0.00	115.80	115.80	100.00		
Canada Helps - Music Marathon	0.00	0.00	0.00	100.00		
<b>Total Donations</b>	<b>6,000.00</b>	<b>1,814.00</b>	<b>(4,186.00)</b>	<b>5,800.00</b>		
<b>Investments</b>						
Calgary Foundation Grant	700.00	727.00	27.00	700.00		
3-Yr GIC (\$5000 Redeemable Nov 23/21)	0.00	0.00	0.00	5,000.00		
3-Yr GIC (\$5000 Redeemable May 17/22)	0.00	0.00	0.00	0.00		
5-Yr GIC (\$11,000 Redeemable Nov 23/23)	0.00	0.00	0.00	0.00		
5-Yr GIC (\$3570 Redeemable Nov 20/25)	0.00	0.00	0.00	0.00		
Investment - principle paid at term	3,000.00	3,000.00	0.00	0.00		
Interest from GIC	500.00	570.00	70.00	1,200.00		
<b>Total Investment Income</b>	<b>4,200.00</b>	<b>4,297.00</b>	<b>97.00</b>	<b>6,900.00</b>		
<b>Total Revenue:</b>	<b>\$10,200.00</b>	<b>\$6,111.00</b>	<b>(\$4,089.00)</b>	<b>\$12,700.00</b>		
<b>EXPENSES</b>						
<b>Student Program &amp; Grants</b>						
ACRA Recital Scholarships	3,000.00	410.00	2,590.00	3,000.00		
Music Marathon Scholarships	150.00	0.00	150.00	150.00		
Outstanding Student Scholarships	400.00	0.00	400.00	400.00		
Student Recital Gift Cards	0.00	0.00	0.00	300.00		
ACRA Recital Expenses	1,900.00	0.00	1,900.00	1,900.00		
Music Marathon Expenses	900.00	0.00	900.00	900.00		
Student Workshops	600.00	0.00	600.00	600.00		
Teacher Programs	0.00	0.00	0.00	0.00		
Community Programs	0.00	0.00	0.00	0.00		



Music for Everyone Pilot	870.00	0.00	870.00	0.00		
<b>Total Scholarships &amp; Programs</b>	<b>7,820.00</b>	<b>410.00</b>	<b>7,410.00</b>	<b>7,250.00</b>		
<b>Administration</b>						
Bank Fees	100.00	81.00	19.00	100.00		
Postage	50.00	0.00	50.00	25.00		
<b>Total Administration</b>	<b>150.00</b>	<b>81.00</b>	<b>69.00</b>	<b>125.00</b>		
<b>Purchase of Investments</b>						
Purchase of GIC	3,500.00	3,570.00	(70.00)	6,200.00		
<b>Total Investments</b>	<b>3,500.00</b>	<b>3,570.00</b>	<b>(70.00)</b>	<b>6,200.00</b>		
<b>Total Expenses</b>	<b>\$11,470.00</b>	<b>\$4,061.00</b>	<b>\$7,409.00</b>	<b>\$13,575.00</b>		
<b>Income Statement (Profit or Loss)</b>	<b>(\$1,270.00)</b>	<b>\$2,050.00</b>	<b>\$3,320.00</b>	<b>(\$875.00)</b>		

## 7.4 Motion to Revise Bylaws

### Endowment Society of the Calgary Registered Music Teachers BYLAWS

#### 1. PREAMBLE

##### 1.1 The Society

In 1987, the Board of the Calgary Branch of the Alberta Registered Music Teachers' Association created the Endowment Society of the Calgary Registered Music Teachers as an incorporated registered charity. The Endowment Society was created as a subsidiary of, and entirely controlled, by the Calgary Branch of the Alberta Registered Music Teachers' Association.

##### 1.2 Objectives

The Endowment Society of the Calgary Registered Music Teachers' primary goal is the funding of the various scholarship and bursaries programs of the Calgary Branch. (Charitable donations number: 0759209-22-24. Corporate Access Number: 50365969).

##### 1.3 The Bylaws

The following Bylaws are set forth for the Endowment Society of the Calgary Registered Music Teachers.

#### 2. NAME

**2.1** The name of the society is Endowment Society of the Calgary Registered Music Teachers, which is incorporated as a Registered Charity. The Endowment Society of the Calgary Registered Music Teachers is a local subsidiary of the Calgary Branch of ARMTA to fund scholarships and grants to support students and teachers.

**2.2** The Calgary Branch of ARMTA is a branch under the **Alberta Registered Music Teachers' Association (1982)**. This Association is incorporated under the name 'Alberta Registered Music Teachers' Association (1982)', corporate access number 502568751 as a registered society and non-profit organization, according to the Societies Act, RSA 2000 S-14

#### 3. DEFINITIONS

**3.1 A.R.M.T.A.** and **ARMTA** mean The Alberta Registered Music Teachers' Association (1982).

**3.2 C.F.M.T.A.** and **CFMTA** mean Canadian Federation of Music Teachers' Association; F. C. A. P. M. and FCAPM mean *fédération canadienne des associations de professeurs de musique*.

**3.3 ARMTA** is a provincial member of **CFMTA**.

**3.4** The Calgary Branch of ARMTA is a branch of ARMTA (1982).

**3.5** The Endowment Society of the Calgary Registered Music Teachers is a local subsidiary of Calgary Branch of ARMTA to fund scholarships and grants to support students and teachers.

**3.6 “Society”** means the Endowment Society of the Calgary Registered Music Teachers.

**3.7 “Board”** means officers, committee conveners and some ARMTA Board members, **and an (paid, non-voting) Administrator**.

**3.8 “Officers”** shall consist of the **Chair, Vice Chair, Secretary and Treasurer**.

**3.9 “Term”** means term of office.

**3.10 “Chair”** means **Chair** of the Endowment Society of the Calgary Registered Music Teachers; who is also the **Chair** of the Calgary Branch of ARMTA.

**3.11 “Past Chair”** means the immediate **Past Chair** of the Endowment Society of the Calgary Registered Music Teachers; who is also the **Past Chair** of the Calgary Branch of ARMTA.

**3.12 “Vice Chair”** means **Vice Chair** of the Endowment Society of the Calgary Registered Music Teachers; who is also the **Vice Chair** of the Calgary Branch of ARMTA.

**3.13 “Secretary”** means Secretary of the Endowment Society of the Calgary Registered Music Teachers; who is also the Secretary of the Calgary Branch of ARMTA.

**3.14 “Treasurer”** means Treasurer of the Endowment Society of the Calgary Registered Music Teachers; who is also the Treasurer of the Calgary Branch of ARMTA.

**3.15 “Board Member”** means additional members of the board of the Endowment Society of the Calgary Registered Music Teachers to include the **Past Chair**, conveners and two additional individuals.

**3.16** In these Bylaws, unless the context otherwise requires, words imparting the singular number of the masculine gender shall include the plural number of the feminine gender, and where the context requires reference to persons, shall include firms and corporations.

## **4. MEMBERSHIP**

**4.1** Membership in the Society is restricted to members in good standing of the Calgary Branch of the Alberta Registered Music Teachers’ Association (1982). Every member of the Calgary Branch of the Alberta Registered Music Teachers’ Association (1982) is automatically a member of the Endowment Society of the Calgary Registered Music Teachers. Every member shall have the right to take part in the charitable activities of the Society. Each member’s obligation is to support the work of the Society in whatever way he or she may be able.

**4.2** Any member ceasing to be a member in good standing of the Calgary Branch of the Alberta Registered Music Teachers Association (1982) shall cease forthwith to be a member of the Endowment Society of the Calgary Registered Music Teachers.

## **5. BOARD MEMBERS OF THE ENDOWMENT SOCIETY**

**5.1** The Officers shall consist of the **Chair, Vice Chair, Secretary, Treasurer**

**5.2** Board members shall consist of officers, **two additional individuals (members at large)** and conveners, **and an (paid, non-voting) Administrator.**

**5.3** **The Administrator of ARMTA Calgary Branch may carry out the duties of the Treasurer and Secretary of the Endowment Society**

**5.3.1** **if the Treasurer is a member at large, may carry out the duties of the Bookkeeper under the Treasurer.**

**5.3.2** **Is not required to be a member of ARMTA**

**5.4** No member of the Board shall receive remuneration, **excepting the administrator. Honorariums may be approved by the branch board for one or more positions or conveners.**

**5.5** A Board Member can resign by giving 60 days written notice. Refer to Policies and Procedures Manual for the resignation process.

**5.6** A Board Member may be removed from their position under the following circumstances:

**5.6.1** Not fulfilling their duties for six months as outlined in the Policies and Procedures Manual;

**5.6.2** Has engaged in unethical behaviour according to the Calgary Branch of the Alberta Registered Music Teachers Association (1982) code of conduct.

**5.7** The Officers shall be the governing body of this Society and shall have full control and management of the business and affairs of the Endowment Society of the Calgary Registered Music Teachers, and will report to the Board.

**5.8** The Board of the Endowment Society of the Calgary Registered Music Teachers will report all motions to the Board of the Calgary Branch of ARMTA for final approval.

## **6. BOARD MEETINGS**

**6.1** **The business of the Endowment Society shall be reviewed and discussed as part of the regular branch board meetings.**

**6.2** A quorum shall consist of one half of the Board Members with voting by simple majority.

**6.3** Meetings can be attended in person or by electronic means as specified by the Secretary.

**6.4** Regular meetings shall be held on dates, at places and at times set by the President.

**6.5** Board meetings shall be open to all members in good standing without voting privileges.

## **7. DUTIES OF BOARD MEMBERS**

**7.1 Chair:** The **Chair** shall:

**7.1.1** with the guidance of the Officers of the Society, give leadership to the Society to carry out the business of the Society; and

**7.1.2** shall perform the duties as outlined in the Policies and Procedures Manual.

**7.2 Vice Chair:** The **Vice Chair** shall

**7.2.1** assume the duties of the **Chair** in the absence of the **Chair**;

**7.2.2** preside or assign an officer to preside at all meetings of the Society; and

**7.2.3** shall perform the duties as outlined in the Policies and Procedures Manual.

**7.3 Past Chair:** The **Past Chair** shall

**7.3.1** act as Parliamentarian at all General and Executive meetings of the Branch, and shall serve ex-officio in an advisory capacity; and

**7.3.2** shall perform the duties as outlined in the Policies and Procedures Manual.

**7.4 Treasurer:** The Treasurer shall:

**7.4.1** present an audited statement at the Annual General Meeting;

**7.4.2** under the guidance of the Board, shall prepare a budget to present at the Annual General Meeting; and

**7.4.3** shall perform the duties as outlined in the Policies and Procedures Manual.

**7.5 Secretary:** The Secretary shall:

**7.5.1** keep accurate minutes of the Annual General Meeting, General Meeting, Board, and any Special meetings of the Branch and keep a record of the attendance;

**7.5.2** deal with correspondence as directed; and

**7.5.3** perform the duties as outlined in the Policies and Procedures Manual.

**7.6 The Administrator, if carrying out the duties of the Secretary shall:**

**7.6.1** keep accurate minutes of the General, Board, and any Special meetings of the Endowment Society.

**7.6.2** keep a record of attendance at the meeting

**7.6.3** carry out the duties as outlined in the Policy and Procedure Manual

**7.7 The Administrator** if carrying out the duties of the **Treasurer** shall:

**7.7.1** present an audited statement at the Annual General Meeting.

**7.7.2** with the advice of the Board, prepare a budget to present at the Annual General Meeting.

**7.7.3** carry out the duties as outlined in the Policy and Procedure Manual

**7.8 The Administrator** if carrying out the duties of the **Bookkeeper** shall:

**7.8.1** deposit all funds in whatever bank the Board may select

**7.8.2** maintain accounts of receipts and disbursements

**7.8.3** carry out the duties as outlined in the Policy and Procedure Manual

**7.8.4** the Bookkeeper is not required to be a member of ARMTA.

**7.9 Additional Board Member:** Each additional Board Member shall:

**7.6.1** provide expertise to assist when required; and

**7.6.2** perform the duties as outlined in the Policies and Procedures Manual.

**7.10 Conveners:** Each Convener shall:

**7.7.1** be established as deemed necessary by the **Chair** in consultation with the Officers; and

**7.7.2** perform the duties as outlined in the Policies and Procedures Manual.

## **8. ELECTION OF OFFICERS**

**8.1** Elections shall be held annually to elect Members at Large for the Calgary Branch of ARMTA. Elected Members at Large determine who among them will be the officers of the Branch and of the Endowment Society.

**8.2** Elections are for a one (1) year term. Board members are eligible for further service. A President shall not hold office for more than two consecutive terms.

**8.3** Elected officers shall commence their term immediately and serve until their successors are elected.

**8.4** Any vacancy occurring during the year shall be filled by appointment of the Board.

## **9. MEETINGS**

**9.1** The Annual General Meeting shall be held each year within the first six (6) months of the calendar year in Calgary on a day fixed by the Officers. Fourteen (14) days' notice of such

meeting will be communicated to all members mainly electronically (email, text, newsletter, website) or by phone.

**9.1.1** At every Annual General Meeting, the business meeting shall include:

- a. the minutes from the previous AGM;
- b. business arising from the minutes;
- c. the Reports of the Conveners Convenors;
- d. the Financial Statement for the previous year;
- e. the report of the Auditors;
- f. the **approved** budget presented for **information**;
- g. the election of officers;
- h. the appointment of auditors for the ensuing year; and
- i. new business.

**9.1.2** The **Chair** presides over the Annual General Meeting or assigns a chairperson to preside over the meeting.

**9.1.3** The chair of the meeting can adjourn the meeting if an issue cannot be resolved in a timely manner. The Society will send out a new notice with the time and place of the adjourned meeting. The only agenda items are those specific topics left from adjourned meeting.

**9.2** Any special meetings shall be held at such time and place in Calgary as determined by the **Chair** or Officers, in which case twenty one (21) days' notice of such special meeting shall be communicated to all members mainly electronically (email, text, newsletter, website) or by phone.

**9.1.1** Any member calling a special meeting must submit a detailed agenda describing exactly what business will occur. This special meeting will only address the matters described in the agenda and no other matters.

## **10. QUORUM**

**10.1** Seven percent (7%) of members shall constitute a quorum at any general and/or special meetings of the Society.

**10.2** For all general and/or special meetings, in the event that a quorum is not present 15 minutes after time called for the meeting, the business of the meeting shall stand adjourned

for one (1) hour. The members will be notified electronically immediately and given that hour to be present. Quorum at the continued meeting will be whoever is present.

## **11. VOTING**

**11.1** All members in good standing for the current year shall have a vote in all general and/or special meetings.

**11.2** Voting shall be by majority.

**11.3** The **Chair** will vote only if there is a tie.

## **12. SEAL OF SOCIETY**

**12.1** The Society shall not have a seal.

**12.2** The Board may use or adopt the phrase “Endowment Society of the Calgary Registered Music Teachers.”

## **13. ACQUISITION OF PROPERTY**

**13.1** The Society may acquire office furniture, equipment, books and other items deemed necessary for the operation of the Society.

## **14. BORROWING POWERS**

**14.1** The Society shall not have the power to borrow money from financial institutions.

## **15. FINANCE**

**15.1** The Registered office for the Society is located in Calgary, Alberta.

**15.2** The **fiscal year** begins March 1st and ends February 28/29th.

**15.3** A percentage of Donations or gifts received will be disbursed and a percentage will be invested within the taxation year in accordance with the requirements of the Income Tax Act.

**15.4** The ratio of the percentage of disbursement and investment will be reviewed annually by the Board.

**15.5** The accounts of the Society will be audited by two members in good standing who are not members of the Officers at the time of the audit.

**15.6** The Board keeps and files all necessary minutes and financial books and records of the Society as required by the Bylaws, the Societies Act, or any other statute or laws.



**15.7** The books and records of the Society may be inspected by any member in good standing at the Annual General Meeting or at any time convenient to the Secretary and Treasurer.

**15.8** All cheques rendered on behalf of the Society shall be authorized by two (2) of the following signing officers (**either the Chair or the Vice Chair, and either the Treasurer or the Bookkeeper**)

## **16. DISTRIBUTION OF ASSETS UPON DISSOLUTION**

**16.1** Upon dissolution of the Endowment Society of the Calgary Registered Music Teachers and after payment of all debts and liabilities, the remaining monies and/or property of the Society shall be distributed or disposed of to ARMTA (1982) Calgary Branch.

## **17. AMENDMENTS TO AND EFFECT OF BYLAWS**

**17.1** The Bylaws may be rescinded, altered or added to by a “Notice of Motion” passed by a majority of not less than three-quarters of such members entitled to vote as are present in person at a General Meeting of which fourteen (14) days’ written notice specifying the intention to propose the motion as “Notice of Motion” has been duly given.

**17.2** The passing of the Bylaws of the Society shall supersede all former Bylaws and their previous amendments. Amendments to these Bylaws must be presented in writing one month prior to the Annual Meeting.