



Calgary Branch Board Meeting

Date: 2021 June 21

Place: Zoom

MINUTES OF MEETING

Chair: Beth Olver

Recorder: Maryellen Pankratz

Members: Beth Olver, Lisa Kiernan, Rachel McLellan, Frances Ewington, Barb Robertson, Denisha Teichroeb, Lorna Sewell, Nathene Arthur, Mary Jane Vandekerkhove Carolyn Steeves

Late arrivals: 9:57 Carolyn Steeves

Early departures: 10:30 Rachel McLellan

Guests: Tanya Foster, Looi Tan, Jackie Law, Rita Thurn

Regrets: none

ITEM	NOTES	Action
1. Welcome Introduction of conveners:	<ul style="list-style-type: none"> Meeting called to order at 9:35 am 	
2. Approval of Agenda Approval – your top 3 items		Frances moved to approve the agenda. Lisa seconded. Motion carried.
3. Approval of Minutes: 2021 May 17		Rachel moved to approve the minutes. Barb seconded. Motion carried.
4. Approval of Consent Agenda <ol style="list-style-type: none"> New member – Melodie Archer Outstanding Student Recital –Ron Proctor Scholarships –LaDona Ahenda Student recitals - Josée Robitaille ARMTA provincial board - Barb 	<ul style="list-style-type: none"> <u>PROMOTIONS</u>: Rita plans to visit some venues, including University of Calgary. She also suggested that she could phone existing teachers a day or two per month to see how they’re doing and to give them a sense of belonging. Melodie assigns board members to phone new members and we should be following up on members who state that they want to be more involved. 	Frances moved to approve the consent agenda. Lisa seconded. Motion carried.

<p>Robertson 6. Promotion – Rita Thurn 7. Sponsorship – Jackie Law</p> <p>No report: catering – Nadia Khlynovskaya Communications - Barb Robertson, Rotary C3 - Barb Robertson</p>	<ul style="list-style-type: none"> • <u>SPONSORSHIP RATES</u>: Due to Covid-19 restrictions still in force this year, we will keep the lower advertising rates that we had last year. 	
<p>5. Announcements</p>		
<p>6. Reports for Discussion</p>		
<p>6.1 Treasurer Reports - Denisha Teichroeb, Maryellen Pankratz</p>	<ul style="list-style-type: none"> • <u>BUDGET</u>: There was a learning curve the past year and there were things that needed to be sorted out, so now we should just monitor how much time it takes to do things. The administrator could advise how much extra time it may take to do a project asked of her. It would also save some time if we're clear in our communication. • <u>BANK</u>: Due to the time and work involved in switching banks, we will remain with Royal Bank for now. 	
<p>6.2 Universal branch fees - Barb</p>	<ul style="list-style-type: none"> • To encourage members at large to join our branches, we should make sure that they know what we're doing and that they are welcome to come. • We could ask the new member convener to send a one-time complimentary copy of Impromptu to provincial members that don't join our branch, as well as an invitation to come to an event. Then Rita could follow-up if need be. 	<p>Mary Jane and Carolyn were asked to provide ideas at budget-time regarding donations and possibly sponsoring scholarships to area festivals.</p>
<p>6.3 Music Marathon –Laura Whitehead</p>	<ul style="list-style-type: none"> • Provincial health restrictions required that we cancel this year's marathon that was scheduled for June. • We will skip it this year and schedule it for next spring 	
<p>6.4 workshops – music exchange</p>	<ul style="list-style-type: none"> • Committee formed to plan an event 	<p>COMMITTEE: Looi, Rita and Lorna</p>
<p>6.5 Impromptu - Rachel McLellan Planning for fall edition</p>	<ul style="list-style-type: none"> • Barb has submitted some articles that she received from members and Rita has written a couple articles too. • We think that the deadline is July 15. 	<p>Rita will get a list of <u>all</u> PDA winners</p>
<p>6.6 nominating committee - Beth</p>	<ul style="list-style-type: none"> • Maybe these positions could be posted on the website. • At budget-time, we might consider whether we should have 	<p>Beth will send out a notice that we're</p>

We are looking for: ARMTA Provincial Board Representative a second auditor	our books professionally audited.	looking for people to fill these two positions.
6.7 officers directors insurance - Denisha	<ul style="list-style-type: none"> Quote from MBS Insurance Brokers of \$1200 is high, especially with our current budget constraints. No action. 	
6.8 member survey - Beth		COMMITTEE: Beth and Frances. Lisa on Jotform
7. Reports for action		
7.1 Website review & update – Beth, Maryellen		COMMITTEE: Beth, Lorna and Denisha
7.2 ACRA report – Tanya Foster 2 motions: dates of eligibility, increase scholarships	<ul style="list-style-type: none"> Tanya will come forward with a revised set of rates for scholarships in bronze to gold for each category.. The new deadline should to be September 1 to August 31. <p><u>MOTION</u>: that the eligible exam period for the ARCA application be adjusted to reflect the new RCM online exams.</p>	Barb moved that the eligible exam period be adjusted to reflect the new RCM online exams. Carolyn seconded. Motion carried
	ARMTA Calgary meeting adjourned at 11:14 am	
Adjourn Board meeting open Endowment Society meeting	Endowment Society meeting called to order at 11:14 am	
7.8 Approval of minutes from April 19		Nathene moved to accept the minutes. Lorna seconded. Motion carried.
7.9 Planning for student events	<ul style="list-style-type: none"> Committee formed to bring forward some ideas for the Sept 13 meeting. 	COMMITTEE: Nathene, Denisha and Carolyn
	Endowment Society meeting adjourned at 11:22 am	
9. Next Meeting	Meeting dates: Sept 13, (Oct 18), GM in October?, Nov 15, (Dec if needed) Jan 17, Feb 14, March budget, Mar 21, Apr 16, AGM May 9, New board May 16	

4. Consent agenda:

4.1 New Member CONVENER REPORT

DATE: 2021/06/09

Melodie Archer

REPORT:

There have been no new Calgary Branch members since Marlene Krickhan in May. You may have noticed that her picture and a bio are on the website. The executive decided to feature new teachers on the website along with their teacher stats and neighbourhoods.

In my New Member Welcome Letter, the relevant section is as follows:

We want to introduce you to our membership!

1) Send a 100 word bio and picture of yourself to me - mel.lynn.archer@gmail.com. It will appear in our CALGARY MEMBER AREA for 3 or 4 months.

2) In order to introduce you to visitors on our website, please send: your picture with your name, subjects or instruments taught, levels taught and the community or neighbourhood where you teach, to me - mel.lynn.archer@gmail.com. This will appear on the Calgary Branch website home page under NEW MEMBER TEACHERS, also for 3 or 4 months.

Elisabeth Olver has also composed a welcome letter that will go to New Members from the Chair.

I have attached both letters for your perusal.

Respectfully Submitted by Melodie Archer - New Member Convener

4.2 OSR CONVENER REPORT

June 5, 2021

Ron Proctor, Lisa Kiernan

TYPE OF REPORT:

INFORMATION for the board

OSR UPDATE: We are waiting for confirmation that live performances may resume.

We have a tentative OSR booking with St. David's United Church for February 2022.

Respectfully submitted, Ron Proctor , Convenor

4.3 Scholarships and Grants CONVENER REPORT

DATE. 2021/06/03

LaDona Ahenda

TYPE OF REPORT:

INFORMATION for the board

No report, except that I had one request for clarification on where the forms are. I directed the writer of the request to the appropriate spot on the website. As the deadline was extended, I will report later if and when an application is under review.

4.4 Student Recital CONVENER REPORT

DATE. 2021 June 9_____

Josee Robitaille Frances Ewington

TYPE OF REPORT:

INFORMATION for the board

The last student recital was held on Saturday May 8, 2021

Online recital made up of 4 mini recitals of approximately 25 minutes each from 2 pm to 4 pm

30 Students participated

10 Teachers participated

1 gift certificate of \$25 from ARMTA was drawn at each mini recital

1 gift certificate of \$100 donated by Long and Mc Quade was drawn amongst all the participants.

Simon Kent was the winner of the \$100 gift certificate.

4.5 Provincial CONVENER REPORT

DATE. 2021,06,21

Barb Robertson

TYPE OF REPORT:

x INFORMATION for the board

-Provincial has done a very good job of informing members of restrictions and constant changes for different Covid stages.

-Provincial is providing a recording opportunity for the piano and vocal winner of the ARMTA competitions. This is instead of the Young Artist concerts.

-Relationship with Music Conference Alberta (MCA)

The following motion has been passed by the ARMTA provincial board. Please note the bolded part re August online sessions and an April 2022 in person event.

MCA is moving towards a Part 9 company (Non-profit Company) status) by 2022 or 2023. In this way they can appoint a stakeholder from each participating organization as decision makers.

Planning:

1. move away from specialized sessions/streams, towards overlapping sessions that will draw or inform multiple disciplines
2. ARMTA will come as an equal partner to the table to provide direct input in these crossover sessions
3. Meetings are once a month for a max. of 90 minutes. There is little work in between meetings.
4. 2021/22 provides an intermediary step meaning we will plan for crossover sessions and ARMTA is directly involved with planning decisions. The new structure begins now with the Aug. 2021/April 2022 MCA conference although MCA is not yet a Non-profit Company.

Financially:

1. Under the old structure, ARMTA had no financial risk and received no dividends. We collaborated with AMEF which received dividends for both ARMTA and AMEF.

2. With the new structure, AMEF is removed as the go between. ARMTA receives dividends and shares expenses. Financial risk is low. Over the past 13 years, each conference has provided dividend payments to each association.

ARMTA's expenses are the x number of sessions we host plus shared expenses such as concerts, marketplace. We are then eligible to receive dividends to offset expenses. This is all based on the percentage of members attending MCA. For example, if we had 10% of the attendees at the conference, we would contribute 10% towards the shared expenses, but then receive 10% of all profits. While it may require an initial outlay of funds, we could reasonably expect to get more than that amount back after the conference.

3. In the case of delegates with multiple memberships, ARMTA would carry a part of the expenses and dividends depending on the number of associations the delegates are a member of (example, if Jane Doe is a member of ARMTA and AMEF, both ARMTA and AMEF carry half of each of the expenses and receive half of the dividends.).

We can initially try this on a trial basis as each year we sign a MOU (Memorandum Of Understanding).

This new structure begins immediately. There is no other choice if we want to continue to be involved, but having a place at the table in exchange for a very small financial risk and a more likely financial reward has little downside.

One item AMEF and ARMTA need to work out is how we divide the sessions as we both host studio teacher sessions.

MCA is currently planning a short online conference for August 26-28 on the themes of Recruiting, Rebuilding, Retention, and Relaunching. ARMTA and AMEF have been asked to bring four short TED-style talks (20-30 minutes of pre-recorded video) on these themes. There would also be four main live sessions designed to be cross-discipline on the same topics. If you have any suggestions for topics or presenters, please let us know ASAP as they are hoping to pull session ideas together in the next few weeks.

In the spring of 2022, MCA is planning a shorter in-person conference on April 22-23 (Friday night concert receptions, sessions all day Saturday and ending with a Saturday night concert and reception) at the Banff Centre of the Arts. They intend to return to the fall conference time in October 2022 in Edmonton, and October 2023 returning to Banff.

Budget-wise, we have \$2250 in our 2021-2022 budget for MCA sessions, which includes \$1200 for clinician travel that could easily be re-allocated to MCA shared costs as we won't need it for an online conference. All future MCA budgeting would fall in future budget years, though next year would include both the shorter spring conference and the usual fall conference.

Here are the Music Conference Alberta tentative plans for fall and spring.

- Online back-to-teaching/rebuilding focus in late August. and throughout September. The virtual component will offer 5-6 sessions (TBC) on issues relating to relaunch (recruitment, re-engagement, etc). Likely our portion would be 1 studio teacher session and maybe a general interest/crossover session.
- In-person at Banff Centre April 22-23 with at least 1 concert. We are going to have a theme focusing on BIPOC representation. Probably we can have 3-4 sessions focused on studio teachers, subject to what we want to do for concerts, awards luncheon/concert, etc. We have heard from stakeholders, past delegates, etc. that people just want a chance to gather and celebrate music. Note that these dates coincide with Calgary Catholic School Board's spring break, which is unfortunate but any time in April is likely to do that somewhere in Alberta.

4.6 ARMTA Promotion JUNE 2021.

Since the last Reporting period Promotional Material was delivered to Retail Music outlets in Calgary last Autumn as well as a variety of Music Schools. Our aim is visit these locations again in August and hopefully make further contact with The University of Calgary to distribute more information about The Alberta Registered Music Teachers Association.

Submitted by G. Rita Thurn

4.7 Sponsorship June 2021 Jackie Law

Should we change our advertising rates this year? In 2020, we decreased our rates due to Covid-19:

Tier	2020	2019
Largo	\$35	\$50
Adiagio	\$65	\$100
Andante	\$120	\$200
Allegretto	\$180	\$300
Allegro	\$300	\$500
Vivace	\$400	\$700
Presto	\$500	\$800
Pretissimo	\$700	\$1000

6. REPORTS FOR DISCUSSION

6.1 Treasurer's Report for JUNE 21, 2021

Denisha Teichroeb, Treasurer

Submitted by Maryellen Pankratz, Bookkeeper

TYPE OF REPORT: INFORMATION

Bank Balances as of June 4, 2021

General Account	<u>\$48,277.47</u>
Endowment Account	<u>\$12,798.67</u>
GIC Investments (details below)	<u>\$24,000.00</u>

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

TYPE OF REPORT: DISCUSSION

ARMTA Calgary is about \$3000 over-budget. The two main culprits are the administrator and virtual assistant pay and donations. The administrator and virtual assistant pay account for 27% of the budget. Donations account for 20%. At this rate, the bank balance will be down to \$15,000 in five years.

I have been looking into switching banks to reduce or even eliminate our bank fees. However, when I did the math, bank fees only account for 1% of our expenses. Since I've already done the research, I will go ahead and share the results with you in the next section. In the meantime, you might want to re-visit the budget again. I have been tasked with re-vamping it to include expense tracking and in doing so, I will need to ask you for some decisions and some advice. So I would like to recommend another budget meeting in the fall.

TYPE OF REPORT: ACTION

Would the board like to consider switching banks?

We are currently with Royal Bank's *Business Community Account*. Because we are required to have two separate chequing accounts, our monthly fee of 3.75 is doubled. Additionally, we are only allowed 10 withdrawals per month, so when we write around 40 cheques in February to ACRA and OSR winners, we are charged an additional 0.60 cents each, depending on the month in which they are cashed. They also charge us 1.50 to send e-transfers and 1.10 to pay by direct deposit. Yes, we could continue sending cheques, but postage is 1.96 including GST because we have to mail each cheque twice: once to the second signatory and once to the payee.

Here are some statistics from our accounting software:

ARMTA Calgary: Since January 2018, we have paid 167.30 in bank fees. This averages out to 47.80 per year.

Endowment Society: Since March 2018, we have paid 423.74 in bank fees. This averages out to 130.38 per year.

CIBC offers a *Not for Profit Business Operating Account*. The monthly fee is 4.00, but this is waived if the average daily bank balance is \$5000 or greater. They allow 30 transactions per month including e-transfer.

In February 2019, we bought 200 cheques for Endowment Society at a cost of 146.50. We currently have about 100 Endowment Society cheques left and 30 ARMTA Calgary cheques.

We mustn't close the Endowment Society account yet because there are still outstanding ACRA cheques. (8 as of this writing). These will become stale-dated on September 1st. After that, we can close the account, if we wish.

GICs cannot be moved. After they mature, we can use the funds to purchase new GICs from CIBC or anywhere else for that matter.

The Extra work involved in setting up two new accounts may not be worth the extra effort to save us only 1% of annual revenue. All four signing officers will have to visit their nearest CIBC for an in-person appointment because our IDs and our signatures have to be witnessed by a bank representative. And, if I understand correctly, I would have to bring our bylaws and policies & procedures for Endowment Society, as well as the provincial bylaws and ARMTA Calgary's policies & procedures.

6.2 Universal Branch Fees

The question becomes whether you [as a Calgary branch] would rather have more members or more money.

I've attached two docs: one has the list of current MAL's and the branch that they are closest to. The "rural" ones are the ones far enough from a branch that they may just want a specific rural branch like Ida has semi-proposed. And actually, our two NWT members should probably join the newly formed NWTRMTA. You may want to disagree with me on where they would go.

The second shows what revenues would be for each branch if we were to charge \$30, 35, 40 and up through to \$65 for the universal branch fee. To distribute the total amount that we receive in branch fees (about \$22,000) equally, we'd be looking at a \$50 universal branch fee. That would, however, mean that Calgary & Edmonton would have a little over \$1000 less in revenues. To keep their revenues equal, we'd need a \$55 universal branch fee, but that means that we are expecting the smaller branch members and MAL's to cough up a total of \$2000 more than they are currently paying.

What it really reveals is the giant disparity between Calgary & Edmonton and all the other members. Calgary would have 45% of our provincial members, Edmonton would have 37%, and all the rest only add up to 17%. I initially liked the idea of a universal branch fee, but now I'm not so sure. Like The End of Membership proposed, it's probably better to focus on giving members better [perceived] benefits for their membership dollar.

Vicki Martin

6.3 Music Marathon CONVENER REPORT

DATE: 2021/06/10

NAMES of committee members: Laura Whitehead

TYPE OF REPORT:

- INFORMATION for the board
- DISCUSSION questions for the board

REPORT:

As everyone is aware, Heritage Park had to cancel all music events in June. Therefore, we had to cancel music marathon.

We need to think about when the next Music Marathon should occur.

BACKGROUND:

When should we plan the next Marathon? September is too soon, since lesson terms are just beginning. By October, it is getting too cold to plan an outdoor event. I don't think it's worth scheduling a date between October and March at this time. We should wait until we know for certain that indoor performances will be allowed.

If Music Marathon fill quickly, perhaps we can host two next year, to make up for the lost funds.

6.4 WORKSHOPS & EVENTS CONVENER REPORT

DATE 2021, June 21

Looi Tan

TYPE OF REPORT:

x__ ACTION motion or action you would like the board to take

Assuming we will be able to meet in person late August, I was thinking of having a music books/ score exchange for teachers.

Some teachers want to get rid of some music, some are tired of the our own library of music, and would like to exchange.

Not sure how it will all work, as I assume teachers will have to separate into prebeginner, Elementary 1-3 level, Intermediate 4-7 level, and advance 8-10 level, for Duets, ensemble, or any solo works.

What do you think?

Thinks to consider:

- need a big location (for social distancing) and room for teachers to browse other's music.
- Time for each teacher to sort it out their music to exchange
- Not sure if there should be a donation? Or how to make 'exchange' fair? 1 solo piece / 1 book? Any limitation.
- When teachers arrive, how to sort the music into categories.
- Can be a social event, where teachers get to meet others, Experienced and New teachers to mingle. Light beverages.

I would definitely need help organizing this, if you think this idea will run.

I haven't plan anything for the mid year yet.

Looi

6.7 OFFICER'S INSURANCE

2021, June 9

Denisha Teichroeb, Treasurer

REPORT:

After contacting MBS Insurance Brokers, I got a quote for Director's and Officer's Insurance. The total for one year is \$1,200. Do we feel that we need this insurance? We currently do not have a budget for this item, so if we have a budget meeting in the fall, we would need to decide if we want to add it.

6.8 Branch survey proposal

June 2021

Beth Olver

Every once in a while a new member calls because they are trying to determine how much to charge for music lessons. Quite a few years ago, Calgary Branch did a survey of members and at the request of at least one member made a recommendation for fees. The recommendation was well publicized among members.

Is this a good time to review the recommendation?

Is this a good time to do another member survey? If so what other kinds of things would you want to ask about?

- Demography of members (age, how many students, what levels,)
- Priorities for Calgary Branch board?
- New projects? Suggestions?
- Value of current programs?

Social issues: music education for disadvantaged, racial representation among our members or students;

7. REPORTS FOR ACTION

7.2 ACRA CONVENER REPORT

DATE: June 9, 2021

Tanya Foster, Lisa Kiernan

REPORT:

Information: Next years ACRA has been booked for Saturday, January 29th 2022

Discussion/Action:

We suggest that the eligible exam period for the ARCA application be adjusted to reflect the new online exams RCM has been provided.

Is there a possibility of increasing the scholarship amount for the ACRA winners?

BACKGROUND:

RCM online exams have given quite a bit more flexibility for exams dates. Students are now allowed to book exams with only 2 weeks notice with extended exam dates.

Please see attached excel spreadsheet with scholarship amounts.

RECOMMENDATIONS:

The new eligibility period could be from September 2020 to August 2021.

If the budget allows, we would like to start with the lowest amounts (\$30, \$40, \$50) by adding \$10 each and move up from there as funds allow.