



Calgary Branch Board Meeting

Date: June 20, 2022

Place: Zoom

MINUTES of MEETING

CHAIR: Frances Ewington

RECORDER: Maryellen Pankratz

ATTENDEES: Karenfaye Shepherd-Carmichael, Lorna Sewell, Rachel McLellan, Kaylee Read, Barb Robertson, Frances Ewington, Nathene Arthur, Carolyn Steeves

GUESTS: none

REGRETS: Beth Olver, Cindy Speelman

ITEM	NOTES	Action
1.1 Welcome	<i>Please put your full name and email in the chat box for attendance and contacting</i>	ARMTA Calgary meeting called to order at 9:34 am.

<p>1.2 <i>FYI</i> Intro of the Board</p>	<p>Introduction of Board members At the Board meeting on May 16, new officers were selected. The Board looks like this: Chair/ Co-chair Frances Ewington Vice Chair/ Co-chair Karenfaye Shepherd-Carmichael Past Chair Beth Olver Treasurer Lorna Sewell Members at Large Rachel McLellan, Beth Olver, Kaylee Read, Lorna Sewell, Cindy Speelman, Carolyn Steeves ARMTA Provincial Board members Barb Robertson, Carolyn Steeves CFMTA National Delegate Nathene Arthur Administrator Maryellen Pankratz</p>	
<p>1.3 <i>FYI</i> Objective Statement</p>	<p>OBJECTIVE STATEMENTS ARMTA Calgary Branch is a collection of music teachers that exists: -to promote the professional status of music teachers in the community; -to support private studio music teachers -to promote excellence in music instruction -to encourage and uphold ethical standards of professional conduct among music teachers -to cooperate with music teachers' organizations throughout the province; -to raise the public profile of registered music teachers through cooperation with other branches of ARMTA and CFMTA -to encourage students, teachers and composers by providing scholarships and bursaries</p>	<p>Frances gave a verbal synopsis of the board members and the objective statements.</p>
<p>1.4 <i>FYI</i> Chair Goals - Help please</p>	<p>Please help Frances and Karenfaye promote ARMTA to qualified teachers in your personal circle. More info in #6.1 about membership.</p>	
<p>2. Agenda Feedback</p>	<p><i>Type your top 3 items in the chat please</i> <i>Note any mistakes seen on this agenda etc.</i></p>	
<p>3. Approval</p>	<p><i>Please see attachment</i></p>	<p>Rachel moved to approve the May 16</p>

of Minutes: from the last meeting	(May 16) approval	minutes. Lorna seconded the motion. Motion carried.
4. Approval of Agenda	<i>The term “consent agenda” refers to reports from conveners (and others) that are just for information and that require no discussion or action from the board. - <u>Marked as FYI</u></i>	AMENDMENT: Frances added 10.6 to agenda “Endowment Society Projects” MOTION: Nathene moved to accept this agenda as amended. Carolyn seconded. No vote taken.
5. FYI	<i>Announcements *No Discussion/Action Necessary</i>	
5.1 <i>FYI</i> Rotary C3 This is Barb’s Report	FYI: Barbara Robertson 2022, 06, 20 4 winners from the Rotary C3 2022 competition and 2 winners from past years performed superbly with the Civic Symphony, Sunday June 5. Riley Ngo, student of ARMTA member Colleen Athparia Piano Concerto #5 F major, Saint-Saens Alexa Brianna Manzano, student of ARMTA member Allen Reiser Piano Concerto #2 c minor Op 18, Rachmaninoff Chanan Ngo, student of ARMTA member Fiona Carnie Violin Concerto d minor Op 46, Khachaturian Jinghui Bie, student of Jiajia Li Flute Concerto e minor, Benda I have contacted Manon Mitchell to let her know that I was disappointed with the lack of publicity for ARMTA. She is the incoming president of the Civic Symphony, as well as a dedicated organizer of the competition. She will be sure that ARMTA Calgary has a presence at the final concert next year.	Barb gave a verbal synopsis of her report.
5.2 <i>FYI</i> Possible Collaboration This is Beth’s Report	FYI: Beth talked with Katrina Fost in May. At the time Contemporary Showcase had no leader, but she thought it would be possible to consider collaborating on a workshop for teachers with an adjudicator. This is something we have done in the past. Beth has passed this information on to our new Workshops & Events convener Wei Chi.	Karenfaye announced that she is the new chairperson for Contemporary Showcase and is working on the website now.

<p>5.3 <i>FYI</i> Complaint against a Calgary ARMTA teacher</p> <p>This is Frances' Report</p>	<p>FYI: Frances Ewington</p> <p>On May 27, 2022, there was a complaint against a Calgary ARMTA teacher. Provincial is handling this case. No action from the Calgary branch is needed at this time. Information provided below, should future action be required.</p> <p>Complaint against teacher</p> <p>Withdrawal and Expulsion of members:</p> <p>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.</p>	<p>Frances gave a brief description of the complaint, which should have been made not to the branch, but to provincial, since they are the ones who grant memberships.</p>
<p>5.4 <i>FYI</i> Impromptu Reminder</p> <p>This is Rachel's Report</p>	<p>We are looking for teachers who would like to submit an article for the next Impromptu.</p> <p>Please contact Rachel, (RMcLellanMusic@gmail.com.) for more info... ..the deadline is July 15.</p>	<p>Rachel had to get a new computer and has lost access to the impromptu email address, so send articles to her personal email. She will contact Maryellen for the password. Barb announced that Gloria will submit an article.</p>
<p>6. Reports</p>	<p>For Discussion/Action</p>	

<p>6.1 Policy on non-members and conveners.</p> <p>This is Beth's Report</p>	<p>Beth June 11, 2022</p> <p>Earlier in 2022 our Promotion convener, Rita Thurn, agreed to continue in the position. Then we learned that she had not renewed her Branch membership. In 2021, Rita took a leave of absence from ARMTA. She continued as Publicity that year, too. The logic was that provincially we have had a member on leave continue to serve on the Examining Board. Rita has still not renewed her branch membership</p> <p>Our Policies and Procedures do not specifically require that conveners be members. In part 4 Branch Board point b states "Members at Large will be members in good standing". Part 6 Conveners does not say anything about membership status of conveners. In job descriptions, the Administrator and the Webmaster specifically are not required to be members of ARMTA.</p> <p>Recommendation: the Branch state specifically that conveners be members in good standing. Administrator and Webmaster continue to be exceptions. May say that exceptions may be considered by the board.</p> <p>Proposed motion: That to ARMTA Calgary Branch Policies and Procedures part 4 the following statement be added: Conveners shall be members in good standing of ARMTA Calgary Branch. The administrator and the webmaster are excluded from this requirement.</p>	<p>Nathene moved that all conveners be members in good standing of ARMTA Calgary branch.</p> <p>Barb seconded the motion.</p> <p>Motion carried.</p> <p>DISCUSSION: It was suggested and agreed that we combine promotion and social media into one position, as they seem to be redundant.</p> <p>ACTION ITEM: Frances will thank Rita for all that she has done and that she is hereby relieved as promotion convener.</p>
<p>6.2 Membership is down :(</p> <p>This is Frances' Report</p>	<p>There are currently 176 members of Calgary Branch. This is down from last year. Discussion - Who will/has followed up with people who have left? Reasons for leaving include - Switched from Calgary Branch to MAL, Started a Leave of Absence, Switched to Retired, Not Worth the Money, & Unknown.</p> <p>Who will/has followed up with new teachers about joining?</p> <p>BRAINSTORM.....</p>	<p>Karenfaye's comments: "When social media is used properly alongside of performances on YouTube we can offer competitions from east board we can do quite a lot more that would involve members' studios. We don't have a lot of technology and social media presence. Webmaster role is too separate to be useful. Needs to be more accessible to integrate with social media to make a more</p>

		<p>powerful connection with members.”</p> <p>COMMITTEE FORMATION: Karenfaye, Kaylee, Barb, Nathene, Carolyn</p> <p>ACTION ITEM: Karenfaye will write a report describing her ideas to use social media to increase membership and will send it to everyone.</p>
<p>6.3 ‘Teaching Tips’</p> <p>This is Frances’ Report</p>	<p>Jodi Neumann Koop came to the AGM and gave a talk about working with challenging learners. She has given us an awesome synopsis of her talk.</p> <p>Barb found it too large to email. It worked for me. Do we want it on the website instead?</p>	<p>MembershipWorks limits the size of attachments that Barb can send in an email.</p> <p>ACTION ITEM: Frances will ask Jody Neumann Kopp for permission to post her AGM presentation in the members area of the website.</p>
<p>6.4 Administrator employment agreement</p> <p>This is Beth’s Report</p>	<p>Maryellen’s first contract was for 2 years and is up for renewal. Barb Robertson, Beth Olver and Frances Ewington reviewed the terms of the contract. As asked by the board, a procedure or plan was developed to monitor salary increases.</p> <p>Proposed motions: a) Motion - administrator’s salary be reviewed annually to ensure that it continues to be fair and in line with salaries for similar positions in similar not-for-profit organizations in the Calgary area. b) Motion - administrator contract with Maryellen Pankratz be renewed as prepared in the draft contract presented and attached.</p>	<p>a) Karenfaye moved to review the administrator’s salary annually. Kaylee seconded the motion. Motion carried.</p> <p>b) not discussed</p>
<p>6.5 Fall Preparation Meeting Dates</p> <p>6.6 Recital</p>	<p>Meeting dates are held at 9:30am the 3rd Monday of each Month July 18?, Aug 15?, Sept 19, Oct 17, Nov 21, Dec 19?, Jan 16, Feb 20 (Family Day)?, March 20, April 17, May 15</p> <p>When is the AGM? - The Annual General Meeting of ARMTA Calgary Branch shall be held each year, within the first three (3) months of the end</p>	<p>It was proposed that we don’t submit reports if we meet in the summer and to limit discussion to one or two special topics only and don’t exceed one hour.</p>

<p>Dates</p> <p>6.7 Workshop Dates</p> <p>These are Beth's Reports</p>	<p>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.</p> <p>ARMTA Recital conveners please have dates ready for Impromptu DEADLINE Then get them to Maryellen to be put on website.</p> <p>Workshop conveners please have dates ready for Impromptu DEADLINE Then get them to Maryellen to be put on website.</p>	<p>No meeting in July. Move Aug 15 to Aug 29. Will table the decision about Dec 19 and Feb 20 to a different meeting, as well as the AGM date and workshop dates.</p> <p>ARMTA Calgary meeting adjourned at 10:45 am.</p>
<p>7.Adjourn Board meeting</p>	<p><i>Open Endowment Society meeting</i></p>	<p>Endowment Society meeting called to order at 10:45 am.</p>
<p>8.Approval of Minutes</p>	<p><i>Please see attachment</i></p> <p>(May 16) approval</p> <p>(April 18) approval</p>	<p>Carolyn moved to approve the May 16 minutes. Karenfaye seconded the motion. Motion carried.</p> <p>Carolyn moved to approve the April 18 minutes. Nathene seconded the motion. Motion carried.</p>
<p>9. FYI</p>	<p><i>Announcements - No Discussion/Action Necessary</i></p>	
<p>9.1 <i>FYI</i></p> <p>Endowment Society \$ vs ARMTA Calgary Branch \$ - know the difference.</p> <p>AKA What is the Endowment Society?</p>	<p>FYI - 2022 June 6 Beth Olver</p> <p>During our budget preparations in spring 2022, there was a question about expenses for Music Marathon and recitals (ACRA in particular). Maryellen Pankratz and I met with Sharon Carne, a previous Treasurer of our Branch.</p> <p>Sharon explained that for CRA there must be a clear separation between the accounts for the Endowment Society (incorporated with charitable number) and the ARMTA Calgary Branch (which is incorporated under ARMTA provincial). Direct transfers from the Branch account make the separation fuzzy.</p>	<p>Frances gave a verbal synopsis of Beth's report.</p>

<p>This is Beth's Report</p>	<p>Expenses for Endowment Society programs (Music Marathon, ACRA & other recitals, other programs) should be paid out of the Endowment Society account.</p> <p>If ARMTA Calgary Branch wishes to support any program (e.g. Music Marathon expenses or ACRA expenses) in the Endowment Society, a cheque (e-transfers might be acceptable) should be written from the Branch General account and deposited to the Endowment Society as a grant (or donation) to the Endowment Society from ARMTA Calgary. This creates a clear paper trail should CRA ever investigate the Endowment account.</p> <p>A list of donors (e.g. Music Marathon) should be kept with the account.</p>	
<p>9.2 <i>FYI</i> Music Marathon</p> <p>This is Maryellen's Report</p>	<p>Laura's report is delayed and tabled until summer.</p> <p>Maryellen has submitted the #s</p> <p>Music Marathon donations netted \$4273.76:</p> <p>\$2088.51 donations received through Canada Helps</p> <p>\$705.00 six cheques received at the event</p> <p>\$1480.25 cash received at the event</p> <p><i>Please see attachment</i></p>	<p>Maryellen announced that another \$100 donation was received a few days ago through Canada Helps, less their fee.</p>
<p>10. Reports</p>	<p><i>For Discussion/Action</i></p>	
<p>10.1 AMFA for the Canada West Performing Arts Festival</p> <p>This is Carolyn and Barb's Report</p>	<p>ARMTA CONVENER REPORT: Provincial Representative</p> <p>DATE: June 13, 2022</p> <p>COMMITTEE: Carolyn Steeves and Barb Robertson</p> <p>INFORMATION for the Board</p> <p>REPORT: In Carolyn's new role as Festival Liaison Convenor with ARMTA Provincial, ARMTA Provincial was able to donate scholarship money to AMFA for the Canada West Performing Arts Festival directly by cheque. The deadline to donate to the Provincial Music Festival had passed but money had been budgeted.</p> <p>RECOMMENDATIONS: I would like to encourage ARMTA Calgary to contact ARMTA Provincial to investigate how they were able to facilitate the</p>	<p>Carolyn gave a verbal description of her report.</p>

	<p>donation in trying to find a way forward for ARMTA Calgary to make similar donations. Respectfully submitted, Carolyn Steeves and Barb Robertson</p>	
<p>10.2 Treasurer Report Bank Balances</p>	<p>TREASURER REPORT MEETING DATE June 20, 2022 NAMES of committee members: Lorna Sewell, Treasurer & Maryellen Pankratz, Bookkeeper TYPE OF REPORT: INFORMATION for the board Bank balances as of June 11, 2022: \$51,840.64 ARMTA Calgary Branch \$16,055.53 Endowment Society <i>Please see attachment</i></p>	<p>10.3 The Morning Musicale GIC that matured in May was a 3-year term and the interest received was \$750.</p> <p>10.5 Maryellen is fine with having her credit card on file with Jotform and also has it on file with Doteasy and now Zoom.</p>
<p>10.3 GICs</p>	<p>GIC The Morning Musicale Scholarship matured on May 17. The principal was \$5000 and the interest we received was \$750. As instructed, I purchased a new \$5000 GIC for a 6-month term and the interest rate is 2.00%.</p>	<p>10.6 Nathene apologized for not submitting a report and provided some statistics and welcomed ideas for her committee. Karenfaye would like to sit in on a committee meeting. Kaylee suggested that we run recitals specifically for adult students.</p>
<p>10.4 Alberta Corporate Registry Reports are due kind-of</p>	<p>Corporate Registry Report: I learned that our Alberta Corporate Registry Reports are due on May 31st, but they told me not to worry because they give non-profits 2-1/2 years and said we're not in arrears. I have completed the reports, but Lorna will need to review them and sign them. We have a meeting set for June 7 to get her up to speed on the Treasurer role.</p>	<p>Endowment Society meeting adjourned at 11:10 am.</p>
<p>10.5 JOTFORM These are Maryellen's Reports</p>	<p>JOTFORM Account: Lisa Kiernan had her credit card on file with Jotform. Since she is no longer on the board, she contacted me on June 7 and I switched it to my credit card. The next billing date is July 24th.</p> <p>10.6 Video competition – Nathene and Carolyn</p>	

10.6 ENDOWMEN T SOCIETY PROJECTS		
11. Next Meeting	August 29th	