

Calgary Branch Board Minutes of Meeting

Date: Aug 29, 2022 at 9:30 am Place: Zoom

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.

Chair	Frances Ewington		
Recorder	Maryellen Pankratz		
Vice Chair/Co-chair	Karenfaye Shepherd-Carmichael		
Past Chair	Beth Olver		
Members at Large	Karenfaye Shepherd-Carmichael, Beth Olver,		
	Barbara Robertson, Nathene Arthur, Rachel McLellan,		
	Lorna Sewell, Carolyn Steeves, Kaylee Read, Cindy Speelman		
Treasurer	Lorna Sewell		
Bookkeeper	Maryellen Pankratz		
ARMTA Provincial Board Rep	Barb Robertson, Carolyn Steeves		
CFMTA National Delegate	Nathene Arthur		
Administrator	Maryellen Pankratz		

MEMBERS PRESENT: Kaylee Read, Frances Ewington, Lorna Sewell, Rachel McLellan, Carolyn Steeves, Cindy Speelman, Karenfaye Shepherd-Carmichael, Nathene Arthur, Beth Olver, (Barb Robertson joined sometime before 10:26) GUESTS PRESENT: none REGRETS: none

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.

**1. WELCOME** *Please put your full name and email in the chat box for attendance and contacting* **ARMTA CALGARY MEETING CALLED TO ORDER AT: 9:30** am

**AGENDA FEEDBACK** Type your top 3 items in the chat please. Note any mistakes seen on this agenda etc.

## 2. APPROVAL OF AGENDA

MOTION: Rachel moved to accept the agenda as presented. Carolyn seconded the motion. Motion carried.

**3. APPROVAL OF MINUTES** from June 20, 2022 meeting *Please see attachment* MOTION: Rachel moved to accept the June 20 minutes. Carolyn seconded the motion. Motion carried.

**4. APPROVAL OF CONSENT AGENDA REPORTS FOR INFORMATION** – *no discussion or action from the board* 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. **reports below** 

MOTION: Karenfaye moved to accept the consent agenda. Rachel seconded the motion. Motion carried.

## 4.1 PHISHING OF BOARD MEMBERS - Frances and Maryellen

4.2 IMPROMPTU – Rachel McLellan

- 4.3 ONLINE TEACHING PLATFORM Frances:
- 4.4 NORTH STUDENT RECITAL
- 4.5 ACRA
- 4.6 OSR
- 4.7 WORKSHOPS & EVENTS REPORT
- 4.8 SOUTH STUDENT RECITALS
- 4.8 In the absence of a convener for South Student Recitals, the following agreements were made:

For South Student Recitals, Lorna will send a note to people who expressed interest in volunteering. Nathene will hold a recital in Cochrane Karenfaye will hold a recital in Okotoks with Kaylee's assistance

Karenfaye will hold a recital at Studio Bell with Carolyn's assistance

Please review the job description, which is posted online in the Members' Area Calgary Page NOTE: Conveners would do themselves a favour if they collect photo/video release forms before the event take place.

## 5. REPORTS FOR INFORMATION No Discussion/Action Necessary

- 5.1 PROMOTION CONVENERS Frances
- 5.2 TEACHING AIDES Frances

# 6. REPORTS FOR DISCUSSION / ACTION

## 6.1 SOCIAL MEDIA COMMITTEE – Karenfaye

Karenfaye announced that we're up 53% in the last 90 days in post reaches and we're up from 207 to 307 for Facebook. She would like to double post everything on Instagram under the name "ARMTA YYC". She also suggested an eventual switch from WordPress to Wix and a mentorship program to attract younger members.

MOTION: Karenfaye moved to create a \$25 off coupon code "SEPT2022" for new members joining Calgary Branch dues in September 2022. Beth seconded the motion. Motion carried.

## 6.2 ADULT STUDENT RECITALS - Kaylee

Adult Student Recitals will be for students AND teachers aged 18 and over.

Kaylee volunteered to hold an Adult Student Recital and Karenfaye volunteered to assist her.

The convener can book whatever venue is affordable; try to stick with around \$150 per venue. Steinway and Michael Lipnicki were suggested.

If we charge registration fees, we have to pay a SOCAN fee.

## 6.3 MEETING DATES – Frances *Please see attached calendar and let me know if there are any errors*

Board needs to agree on: Dec 19 and Feb 20. Do they need to be moved to a different date?

We don't normally meet in December unless there is something to discuss; we can decide in November. February 20 falls on Family Day and some board members would prefer not to hold a meeting on that date. February's meeting date is still to be determined.

When should the AGM take place? Admin note: if we follow the previous years, 2023 would fall on Monday, May 8.

## 6.4 TREASURER'S REPORT – Lorna and Maryellen

Frances:

6.4a We have no electronic signature system in place. Should the board put an electronic signature system in place (like DocuSign, Adobe Acrobat Sign, Jotform etc.)?

6.4b Should we allow both the bookkeeper and the treasurer to sign cheques if both the chair and the vice chair are unavailable? Or should we incorporate a contingency where if both the chair and the vice chair are unavailable, then the past chair could sign?

We could make a motion that any two of the current four positions could sign. Beth will take some time and write something up for the next meeting, as this is no longer urgent.

6.5 ZOOM TO ZOHO SWITCH? – Maryellen's Report *Table this topic to a future meeting if time does not allow* We agreed to hold our next meeting via https://sonatico.com/ because it's free and we can test it out.

ADJOURN ARMTA CALGARY MEETING - OPEN ENDOWMENT SOCIETY MEETING

ARMTA CALGARY MEETING ADJOURNED AT: 11:17 am AND ENDOWMENT SOCIETY MEETING CALLED TO ORDER

#### 7. APPROVAL OF MINUTES from June 20, 2022 meeting *Please see attachment*

MOTION: Nathene moved to accept the June 20 minutes. Lorna seconded the motion. Motion carried. MOTION: Nathene moved to accept the agenda as presented. Lorna seconded the Motion. Motion carried.

8. REPORTS FOR INFORMATION No Discussion/Action Necessary 8.1 ENDOWMENT SOCIETY PROJECTS – Nathene and Carolyn

#### 9. REPORTS FOR DISCUSSION/ACTION

9.1 MUSIC MARATHON REPORT - Laura Whitehead - see Laura's recommendations and questions

#### NEXT MEETING Sept 19, 2022

*Meeting dates are 9:30am the 3<sup>rd</sup> Monday of each Month* Sept 19, Oct 17, Nov 21, Dec 19? if necessary, Jan 16, Feb 20 (Family Day) TBD?, March 20, April 17, May 15

#### ADJOURN ENDOWMENT SOCIETY MEETING

ENDOWMENT SOCIETY MEETING ADJOURNED AT: 11:21 am

#### **BOARD MEMBER and CONVENER REPORTS:**

#### 4.1 PHISHING OF BOARD MEMBERS - Frances and Maryellen Report

You may already be aware of this, but our Calgary Branch Board Directory https://armta-calgary.com/contact/branchdirectory/ has been pulled off the public page and used for phishing. Members have been asked for money, gift cards, info, etc from frauds posing to be me or other people on our board.

As of June 25, 2022 the page where the directory was located now directs people to the members' area. If they have questions, it directs them to the "Contact" page, where they can submit their query. Messages sent from this page are received at armtaofficers@gmail.com.

Q: Who receives the armtaofficers@gmail.com? A: The Administrator (currently Maryellen)

Members please check the actual email address the suspected email has come from and block that fraudulent email address.

#### 4.2 IMPROMPTU REPORT – Rachel McLellan

We have the following in this issue:

- letter from the chair
- letter from the editor
- an article from Bronwyn Schuman on independent learning
- an article from Barb Robertson on the CFMTA conference
- and article from Nathene Arthur on the Endowment committee
- a write up by Rachel McLellan on Music Conference Alberta
- a write up by Rachel McLellan on Music Marathon

• a write up by Rachel McLellan on C3, using Barb's report (thank you!)

Impromptu will be published and mailed in September.

## 4.3 ONLINE TEACHING PLATFORM – Frances' Report

The board received an email about this App: Sonatico' - is a Canadian-based alternative to Zoom, Skype, for music lessons. It is FREE to use. Contact: Paul Mark mailto:info@sonatico.com https://sonatico.com/ https://www.youtube.com/channel/UCBeTBYZnHqvfx3IO8kRObGQ Will Karenfaye look into this?

# 4.4 NORTH STUDENT RECITAL – Convener: Alice Monson North Student Recital November 26 @ 2:00 pm - 3:00 pm St. David's United Church, 3303 Capitol Hill Crescent NW Deadline for submissions is Nov. 10th. for more information or contact Alice Monson with inquiries. https://armta-calgary.com/north-south-recitals/

A second recital needs to be booked for 2023

## 4.5 ACRA (ARMTA CALGARY RECITALS & AWARDS) Convener: Naomi Williams

FYI - January 28, 2023 @ 3:00 pm - 7:00 pm The deadline for eligible student submissions will be 11:59pm on Sunday, November 6, 2022. Please contact Naomi Williams with inquiries. <u>https://armta-calgary.com/programs/honours-recital/</u> The website needs to be updated to this school year.

## 4.6 OSR (OUTSTANDING STUDENT RECITAL) Convener: Rachel Baljeu

February 11, 2023 @ 4:00 am - 6:00 pm St. David's United Church, 3303 Capitol Hill Crescent NW https://armta-calgary.com/programs/recital-opportunities/ The website needs to be updated to this school year.

#### 4.7 WORKSHOPS & EVENTS REPORT – Convener: Wei (Ivy) Chi-Workshop

Calgary workshop dates: Who? What? Where? When? *lvy absent – tabled to next meeting* 

#### 4.8 SOUTH STUDENT RECITALS – Frances' Report

There is no South Student Recital convener. This position needs to be filled.

## 5. ANNOUNCEMENTS

#### **5.1 PROMOTION CONVENERS Frances Report** UPDATE: Rita has renewed her membership and will keep her position as promotion convener in tandem with Karenfaye.

#### 5.2 TEACHING AIDES – Frances' Report

Strategies to Support Challenging Behaviours put onto website under Teaching Aids

#### 6. REPORTS FOR DISCUSSION / ACTION

## 6.1 SOCIAL MEDIA COMMITTEE – Karenfaye, Kaylee, Barb, Nathene, Carolyn – Karenfaye's Report

Priority - ARMTA Calgary - Market Discovery & Proposal Notes

1. Update Online Presence.

- LinkedIn, Instagram, FB, TikTok, YouTube
- Vote on our YouTube channel name: Music & MasterClasses by ARMTA

• Advertising Campaigns Cost Money - How much are we willing to spend on social media advertising to gain membership?

## No-Boss? Nice. Still want some Support? Join ARMTA... we have your back.

Advertise the membership as a group of music education professionals uniting to provide a union-like association through which members get a sense of belonging, security, special rates and attractive marketing content. It's not just a "diploma club".

- 2. How to raise our membership by offering attractive value at varying levels and rates:
- Attractive financial perks: Member discount cards, loyalty cards
- CPO season tickets at discount prices
- Ironwood BigBand Brunch Tickets
- Festival for Creative Pianists partnership (Martha Hill Duncan is involved!)
- Valentine's Gala
- Musicology Travel Group
- ARMTA Calgary Monthly Newsletter with featured performers and listening activities
- Diverse professional development opportunities
- Live music networking events with upscale awards ceremony

3. New Offering: Soundability Studios (my business) can work with ARMTA Calgary to include a bundle of essential music education software in their membership - with teacher and student licenses at wholesale prices. We need to increase our value to a point where music teachers would pay more for their standard studio expenses if they **don't** have an ARMTA membership.

- Flat.io
- Moodle
- Google Suite
- Piano Marvel
- Theta
- MuseScore
- HookTheory
- Mymusicstaff
- Rewards System
- Achievement Badges
- LoveToPlay Tournaments (Esports for Musicians)
- 4. How to be more inclusive of instrumental and classroom teachers
- Send out a survey and ask them!
- Explain and confirm membership levels, groups, perks and prices, merch, etc.
- Create a target market database (keeping expansion to instrumentalists and classroom music teachers in mind)
- Planning networking events, Christmas Gala...??
- Advertising/Social media campaign costs/budget
- Who knows people in the woodwinds and brass community?
- Three biggest incentives that target instrumental teachers & classroom teachers specifically are:
  - Technology (SmartMusic, Flat.io, etc...)
  - Inclusive performance opportunities in the community, not just big ticket competitions, or for our own studios.
     Productive Networking Events
- Establish any changes that need to be made before publishing the website
- My deadline for publishing is August 31st.

#### 6.3 MEETING DATES – Frances' Report Please see attachment

#### Please review the calendar and let me know if there are any errors.

No meeting in July. Moved this meeting Aug 15 to Aug 29. Meeting dates are held at 9:30am the 3rd Monday of each Month: Sept 19, Oct 17, Nov 21, Dec 19?, Jan 16, Feb 20 (Family Day)?, March 20, April 17, May 15

Board needs to agree on: Dec 19 and Feb 20. Do they need to be moved to a different date? When should the AGM take place?

## 6.4 TREASURER'S REPORT – Lorna and Maryellen

Bank balances as of August 25, 2022:

\$50,955.20 ARMTA Calgary Branch \$14,938.58 Endowment Society

## **Endowment Society GICs**

Name1	Name2	Amount	Purchased	Matures
GIC3	Morning Musicale Scholarship	\$5,000	May 20, 2022	Nov 16, 2022
GIC4	Cdn Bank Market Smart	\$11,000	Nov 23, 2018	Nov 23, 2023
GIC2	Cdn Bank Market Smart	\$5,750	Nov 26, 2021	Nov 26, 2024
GIC1	Peter Turner Scholarship	\$3,570	Nov 20, 2020	Nov 20, 2025
		\$25,320		

## **Maryellen's Report**

\* The eight OSR cheques written on March 14 have still not been cashed. These will become stale-dated on September 14. I have instigated a number of inquiries with the (previous) convener. The last email thread was nearly a month ago where he found that he still had the cheques in his possession. I asked if he would mail the cheques directly to the students and try to get the addresses from their teachers. He agreed but still no cheques have been cashed.

\* In June, I purchased envelopes with the ARMTA debit card then learned from the bank that our agreement technically doesn't allow for that because we required two signing authorities. So they added the following clause in our PENDING MCA:

If the amount is less than \$200, it only requires one to sign (bookkeeper or treasurer)

The amount of \$200 was taken from page 4 of our the Board Job Descriptions:

The Administrator as Bookkeeper No.3 Note: Any non-budget expense and any over budget expenses exceeding \$200 require approval of the Branch Board.

**Lorna's Report:** The administrator completed the Annual Return for Alberta Non-Profit Company as it was past due. The treasurer signed and mailed the return on July 21/22. Alberta Registries sent proof of filing/registration on August 17/22. The treasurer completed and filed the CRA Registered Charity Information Return August 13/22.

#### 6.4a ELECTRONIC SIGNATURES – Frances:

We have no electronic signature system in place. Should the board put an electronic signature system in place (like DocuSign, Adobe Acrobat Sign, Jotform etc.)?

#### 6.4b PAST CHAIR SIGNATURE – Frances:

Recipients of the video competition could not get their scholarship right away this summer as Frances and Karenfaye were both on vacation. Our signature policy specifies that it has to be either the Chair (Frances) or the Vice Chair (Karenfaye), and either the Treasurer (Lorna) or the Bookkeeper (Maryellen). So technically, that would mean that the bookkeeper and the treasurer can't both sign. Maybe we should take a vote on changing it to include that combination? Or we might want to incorporate a contingency where if both the chair and the vice chair are unavailable, then the past chair could sign. Discussion and action

## 6.5 ZOOM TO ZOHO SWITCH? – Maryellen's Report

I've been looking for other online meeting apps and would like to recommend Zoho Meetings. The cost looks to be less than Zoom, which is \$20/mo or \$200/yr. It would take some getting used to, but I tested it out with someone and liked it.

The pricing that I saw (link below) is \$7/mo (for 11-25 participants). I particularly like that it emails invitees directly from the software instead of copying the link and going to your email separately. Then if you do it that way, it automatically adds it to your calendar (google only???) and if the invitee clicks "accept", I'd receive an email to that effect. This would be helpful to know if they decline. Another wonderful feature is that the software will <u>automatically</u> send out meeting reminders and that would take some of the workload off of me.

You can also do polls where I could type in "all in favour of such and such motion", then everyone clicks yes or no and it seems like people's votes are so much more confidential that way. And it would probably be easier to view the number of votes that way than to try to see everybody who is raising their hand. https://www.zoho.com/meeting/pricing.html

UPDATE from Maryellen: In order to facilitate today's meeting, I had to re-sign with Zoom. They had a 50% off promotion for six months, so I accepted. If the board is in favour of switching to Zoho, can we decide before the six month promotion ends in late February?

**8.1 ENDOWMENT SOCIETY PROJECTS** – Committee Members: Nathene Arthur, Carolyn Steeves, Laura Whitehead Nathene's Report:

We had a spectacular year in 2021-2022 with this new Committee. Calgary ARMTA successfully set up, found Judges, made rubrics, advertised, ran, and promoted two competitions: Poster (deadline was March 1, 2022) and Video (deadline was June 15th). This was a win-win-win for students, teachers and ARMTA Calgary promotionally.

This fall Nathene and Carolyn will propose to start off with the keeping the above two successfully run and mostly in place competitions, and look for ideas for a third competition. Laura has agreed to stay on if our third (new) competition is the "Double Trouble" one that was listed as a possibility last year. This is one she would like to run with. So right now, that one is looking like a strong possibility! We look forward to seeing these competitions grow.

# 9. REPORTS FOR DISCUSSION/ACTION

9.1 MUSIC MARATHON REPORT – Convener: Laura Whitehead - Summary of Music Marathon 2022

Music Marathon took place at Heritage Park Town Square on June 4, 2022. The event was largely a success. 15 different teachers registered for 7.25 of the 8 available performance hours. Unfortunately, one teacher was not an ARMTA teacher and therefore, not able to participate, while another teacher canceled last minute. We were able to fill those spots the day of the marathon with some impromptu performances.

The disciplines represented were piano, violin, voice, guitar and speech arts, with the majority of performances on the piano. The level of music varied from beginner to ARCT. Most of the seated audience were there to support the performers (teachers, family members, studio mates), but we did have park visitors stopping to listen. One gentleman sat with his dog for a couple of hours. Afterwards, he stopped by the tent and asked how he could donate. We also had a few park visitors asking about ARMTA and how to find and ARMTA teacher.

To register, teachers requested a performance slot through jotform. The names of the performers were not required, only the length of spot requested (15, 30, 45 or 60 minutes) and the teacher's information. The teachers were required to fill the time slot with students from their studios. After the request deadline, I made a schedule based on teachers' time preferences. On the day of the event, performers checked in at the registration desk. I recorded performers' names and

donation amounts in a spreadsheet. We also collected their pledge forms and gave them draw slips for the prizes. It was the teachers' responsibility to organize and announce their students.

There were two people running the registration table; myself and another volunteer. One person helped in the morning, then had a replacement in the afternoon. While two volunteers were adequate at certain periods, at other times we were swamped with students checking-in. A third person would have been beneficial at the desk. That person could have issued receipts on the spot for cash donations, which would reduce volunteer work after the event. I was also by myself for teardown and cleanup, and no one signed up for stage management. Without the staff at Heritage Park, we would not have been able to monitor the sound equipment and run the registration desk.

Heritage Park was wonderful. They provided a tent, tables, chairs and audio equipment at no charge. They also had staff to assist throughout the day with the setup and monitoring of the sound system. As the weather conditions and performance types changed throughout the day, they were able to adjust microphone and speaker settings for us. The provision of audio equipment was a life saver. It not only saved ARMTA money, but it prevented me from having to pick-up, setup and drop-off audio equipment. At the end of the day, the staff said our event was a wonderful addition to the park and that they would be happy to host us again.

Steinway Gallery was also fantastic, giving us a discount on the rental and arranging for the piano delivery and pickup. It was great that they were willing to provide a grand piano for an outdoor event. I did learn a week after the event; however, that they would not have delivered the piano if the weather was very poor, and they did not have a digital instrument that they could send in lieu (that differed from what I was initially told, but there were staff changes happening during the rental arrangements). Therefore, we were lucky that the weather cooperated. That fact is something to keep in mind for future events. We should probably consider a different venue, or a different rental provider.

Because the event was outdoors, the piano had to be dropped off and picked up the same day. This resulted in RPM piano movers working outside of their regular hours. I could tell that the workers were slightly unimpressed by the extended hours. Another reason that an indoor location may be better in future years. The piano could be delivered and collected on different days.

I gave cases of beer and thank-you cards to the people at Steinway Gallery, RPM Piano Movers and Heritage Park. I did not claim this expense as it was not approved, but I felt that it was an important gesture. The three companies went above and beyond to make our event a success.

Our insurance provider quoted me approximately \$300 in additional fees for the event. I was told that we required additional insurance for a public event, as well as insurance to cover the rental piano. The certificates were prepared before the event and I was told that they would send an invoice to ARMTA.

Calgary Philharmonic has been extremely generous. I asked if we could get one additional pair of concert tickets because we had multiple students go above and beyond in their fundraising. They responded by offering us three pairs of concert tickets for the top three fundraisers. We should be sure to promote the CPO in one of the ARMTA communications.

According to my tally, we raised \$4455.25. \$2185.25 in cash/cheque donations and \$2270 online. Approximately 25% of our donations were collected by one performer. Without that performer's donations, our total raised would have been closer to \$3300. Music Marathon required a lot of organization and volunteer hours on my part. I put at least 200 hours into this event since September 2021. I wonder if the amount of work to organize the event is adequately reflected by the

funds raised. Perhaps the next convener(s) can brainstorm ways to make the event less work and more cost effective. Running an all-day concert at a church or venue that already has a piano could be easier.

# LESSONS LEARNED:

Steinway Gallery will not provide a piano for an outdoor event if the weather is very poor – they don't have a digital to send in the event of bad weather.

Neither Market Mall or Chinook Mall returned my calls regarding use of their space. The Core was willing to let us use their space, but couldn't accommodate us on a weekend due to reduced hours. They could possibly host the event next year if the hours return to normal. Steinway Gallery suggested that we contact New Horizon Mall. New Horizon Mall has asked Steinway Gallery if they can suggest performances for the mall.

Any outdoor spaces belonging to the city have a user fee for events. We could apply for a non-profit use of space months in advance. However, as soon as you need a tent or any equipment, a fee is charged. I believe the minimum fee was \$3000. Outdoor events require same day piano delivery and pickup, which is inconvenient for the piano movers.

Our insurance company will charge additional fees for an event in a public space and insuring a rental piano If we use a venue with a piano already provided, and keep the event 'private', it should be included with our normal insurance

Heritage Park was the only outdoor space that I could find for no charge. The use of a free tent, tables, chairs and AV equipment saved us at least \$1500.

The majority of teachers requested afternoon time slots. It was harder to fill the morning spots.

Some students did not complete or bring pledge forms

Many students had cash or cheque donations

Most students had donations of \$25 or less, while some students raised large amounts.

Some teachers brought a plethora of students to perform, which created a backlog at the check-in table

It was challenging to find volunteers for the event. Only 2 people added their names to my volunteer sign-up sheet, and Lorna could only find one other volunteer. An additional 3-4 volunteers would have been ideal.

Random spectators may approach the organizers asking for information about ARMTA, the event, and how to donate It was a huge amount of work to run the event. I probably put in atleast 200 hours between September and June, plus some time in August. There will be additional hours from another volunteer to write receipts.

Our CanadaHelps website address is long and complicated. It was challenging to direct people where to donate, without having a quick link.

## **RECOMMENDATIONS:**

- I think this event would be more realistically tackled by two conveners. One person could organize the donations (making pledge forms, setting up Canada Helps, tallying donations, writing receipts, etc.), while the other person could be the event coordinator (venue, rentals, teacher sign-up, etc). Splitting the duties in two might make it easier to find volunteers.
- More volunteers are needed the day of the event. I recommend three people at the desk at all times.
  - One person recording students' and teachers' names
  - One person verifying donations and giving out draw slips
  - One volunteer writing receipts for cash donations.
  - Plus, we should have volunteers to assist with stage management/sound system/setup and teardown
- Have blank pledge forms on hand for those students who forget to complete/bring them.
- Need someone at the event who can write receipts as we receive cash donations (solidifying the need for three volunteers at the check-in table).
- While the outdoor event at Heritage Park was wonderful, we could run into issues getting a piano if the weather is poor. Unless we have a backup instrument, it would be better to find an indoor space.

- To save time and be more cost effective, we may want to hold the event in a venue with a piano as an all-day concert. That would reduce our rental and insurance costs, remove the risk of weather complications, and require less communication/organization with various vendors. The downside would be the lack of public exposure. The insurance company told me that once we advertise or allow the general public to attend, we must pay additional fees.
- It would be good to have ARMTA pamplets/info sheets that we can hand out. Also, instructions on how to donate to Music Marathon. Perhaps business-sized cards with ARMTA's website and the CanadaHelps info would be helpful.
- The ARMTA sign didn't hold up well in the wind. Do we have a more sturdy ARMTA sign, such as an A-Frame sign?