



ALBERTA REGISTERED MUSIC
TEACHERS' ASSOCIATION

MINUTES OF MEETING

ARMTA Calgary Branch Board

Date: Sept 19, 2022 at 9:30 am Place: ZOOM

Chair: Frances Ewington

Recorder: Maryellen Pankratz

NAMES OF ATTENDEES AND ABSENTEES

MEMBERS PRESENT: Karenfaye Shepherd-Carmichael, Frances Ewington, Beth Olver, Kaylee Read, Cindy Speelman, Barb Robertson, Rachel McLellan, Nathene Arthur, Carolyn Steeves QUORUM ACHEIVED, Lorna Sewell arrived around 9:48 am

Meeting called to order at 9:31 am

Regrets: None

Guests: Rita Thurn

Guest Regrets: Naomi Williams and Rachel Baljeu

ORDERS OF BUSINESS

1. Approval of Agenda

AMENDMENTS: moved OSR from 8.2 Endowment Society to 6.5a ARMTA Calgary

Moved Conference Grant from 9.1 Endowment Society to 6.7 ARMTA Calgary

Added after completion of agenda: Report from Karenfaye added to 6.1. Provincial Report from Barb added as 9.1a.

MOTION: Beth moved to accept the agenda as amended. Nathene seconded the motion. Motion carried.

2. Approval of Minutes from August 29 meeting.

Approval of Minutes from August 29, 2022 meeting. Distributed via email on Aug 29, Sep 16 and Sep 18

MOTION: Beth moved to accept the minutes as printed. Carolyn seconded the motion. Motion carried.

Consent Agenda

5.2 Workshops & Events Announcement: Wei Chi resigned yesterday as convener.

Karenfaye will check into fees for a workshop around Nov 17 to 20 with a voice adjudicator and possibly a social around Christmas time. Annual budget is 650.00. After the board agrees on an event, we will solicit the general membership for a convener to organize everything.

Rita has all the old brochures stored at her house and will report look into the cost of getting new signage with the new logo branding.

Maryellen was asked to help Kaylee with Jotform Adult Student Recital registration and will email her to get started.

Rita will send pianist/organist job posting to Barb to email to the general membership.

6.2 Advertiser Rates Tabled until February to see what the economy is at that time.

6.3 Calgary Signing Authority

MOTION: Rachel moved to adopt the following change to 17.4 of Policies & Procedures (**change in red**): All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers (**preferred but not required**): one of the Chair or the Vice Chair, and one of the Treasurer or the Bookkeeper. Karenfaye seconded the motion. Motion carried.

6.5 ACRA

MOTION: Karenfaye moved to scan all hardcopy FOIP documents and archive them in a password-protected cloud document. Barb seconded the motion.

Barb will email Naomi to offer her help regarding specification of all the extra awards that can be applied for and she volunteered to scan all the FOIP documents.

QUESTION: Should we develop a policy to specify how long we will keep various documentation?

Nathene will contact Provincial and CFMTA to ask how long we should keep certain documents.

Lorna says will pose the same question to Alberta Charities.

Motion tabled until the research is done.

6.5a Frances will ask Rachel B. to clarify if OSR will be on Saturday or Sunday (February 11).

6.6 OSR Cheques - If no award certificates are found, Maryellen will contact Rachel B. to create certificates to go with the cheques.

6.7 Conference Grant - Maryellen will notify the two applicants that they are approved, pending the additional requirements posted on the website.

ARMTA Calgary Meeting adjourned at 11:11 am.

Endowment Society Meeting called to order at 11:11 am.

MOTION: Nathene moved to accept the agenda. Lorna seconded the motion.

PROVINCIAL REPORT to be add to the agenda as 9.1a.

Motion carried.

MOTION: Beth moved to accept the minutes from August. Lorna seconded the motion. Motion carried.

9.2 Music Marathon Receipts Tabled to next meeting

CLOSING

- Meeting adjourned at 11:31 am
 - Next Meeting Monday, October 17 at 9:30 am
 - Karenfaye will prepare the October 17 agenda, with Beth's help.
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Calgary Branch Board Agenda

Date: Sept 19, 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, Maryellen Pankratz

Bookkeeper - Maryellen Pankratz

ARMTA Provincial Board Rep - Barb Robertson, Carolyn Steeves

CFMTA National Delegate Administrator - Nathene Arthur

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

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES from August 29, 2022 meeting
Please see attachment

4. APPROVAL OF CONSENT AGENDA

– 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.

MOTION:

5. REPORTS FOR INFORMATION No Discussion/Action Necessary

5.1 IMPROMPTU – Report - Rachel & Maryellen - Impromptu is now online. Here is the link to the Impromptu webpage <https://armta-calgary.com/impromptu-newsletter/>
Hard copies were printed September 8th and mailed September 9th.

5.2 WORKSHOPS & EVENTS - Report - Wei Ivy Chi & Beth Olver

Beth will assist Wei with this role as Wei is new to Calgary and ARMTA. The hope is 1 event will be planned between now and Christmas.

5.3 MUSIC CONFERENCE ALBERTA - Barb Robertson is looking for someone who has not been to MCA before to get a half price registration with her. Please let her know if you are interested.

6. REPORTS FOR DISCUSSION / ACTION

6.1 SOCIAL MEDIA COMMITTEE – Report - Karenfaye

Houston we have a problem!!! Calgary set up at \$25 discount SEPT2022 code for September but Provincial has a \$50 discount in October. Question? What do we want to do about this?

REPORT RECEIVED AFTER COMPLETION OF AGENDA - Added to 6.1

Karenfaye SC 2022-09-19 Report

Recital Bookings

1. Rotary Performing Arts Centre (RPAC) - Okotoks
 1. RPAC is unavailable for the dates we were interested in (around mid-December.)
 2. Will look at this location again for a weeknight near Christmas if anyone is interested in an ARMTA Holiday Show.

2. Alexandra Centre Society - Inglewood (8th Ave SE)
 1. Has two suitable places IF everyone is okay with a Roland Digital Grand for the performances. Depending on size the booking will be for either:
 - [Alexandra Dance Hall](#)
 - [Rose Room](#)

Coupon Conundrum

Our effort to promote with a \$20 off Branch Fees coupon for September was made without the knowledge of Provincial's \$50 off Provincial Fees coupon in October. In my opinion, both coupons are not enough to make a difference.

I have been working off of the Invitation letter in the members area, sending emails and making calls to high school music teachers in Calgary, both from the Public and Catholic boards and am generating some interest in this way for now.

Membership Boost = Value Boost

We still need to be able to offer more in membership - has anyone considered the offer for Soundability Studios to offer a discounted portal including AMLTAs, a substitute for MyMusicStaff, etc to generate some community?

In any case, to reach our target audience, which is **all** qualified music teachers, (private studios, classrooms, all orchestral and traditional instruments), we need a social media campaign and a budget for social media advertising. I propose we start with the \$300 pre-allocated to Publicity.

Publicity and Social Media

Unable to find a common time with Rita to discuss use of Publicity Budget for Social Media
Rita has many brochures with old branding on them that she does not want to throw out. Thoughts?

6.2 ADVERTISER RATES (no action required at this time)

From: [Jackie Law](#)

Sent: Friday, September 9, 2022 7:36 PM

Hi Maryellen,

I am sorry about the loss of revenue when I kept the lowered rate, but I had to weigh this against the loss of advertisers. Even at this lowered rate, I still lost 2 advertisers, namely Blue Notes and Mount Royal , gaining a return advertiser, V.A. Hill. What report would you like me to submit? Everything is in the spreadsheet already. I could write them out if you like me to.

Next June I am quite sure to be raising the rate.

NOTE: Jackie's report from June of 2021 includes the current lowered rates and the previous higher rates for Impromptu. At that time, we kept the lowered rates:

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

6.3 CALGARY SIGNING AUTHORITY - Report - Beth Olver

Please see attached

17.4 All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers (preferred but not required: either the Chair or the Vice Chair, and either the Treasurer or the Bookkeeper). Discussion? Should we change this?

6.4 ARMTA CALGARY RECITALS Report - Alice, Nathene, Karenfaye, Kaylee

2 North Calgary recitals, 1 Cochrane recital, 1 Okotoks recital, 1 Studio Bell recital, 1 Adult Art Asylum recital. Question? Do we have the budget for 6 recitals at the total cost of \$200 each (\$150 rental, \$50 programs and photo/video release forms)? Question? Is there a convener for Calgary South recital and do we have enough in the budget for this?

6.5 ACRA - Report - Naomi Williams Convener report

The Temple Bnai Tikva has been booked and the contract has been signed. Maryellen has been in touch to discuss payment with the temple.

I met with Tanya via zoom at the beginning of August, she went through some things she felt would be helpful I know, and sent me some documents.

I have begun to upload those documents, plus others, into a Google Drive folder on the ARMTA account called ACRA 2022/23. I plan to store all future documents and correspondence there.

I am in the middle of gutting the jotform and the application package. The website will display all the information teachers need to know to apply, rather than a 12 page document being downloaded and poured through. Much of the information in that package is now available on the website (which was unfortunately down today, I was hoping to pull scholarship information from it).

What I plan to change:

- More clarity around what teachers and students can apply for and how to distinguish them (practical exam highest mark awards - theory mark awards - diploma awards - other scholarships - OSR)
- clearer information around what is required to apply for the different opportunities, when it needs to be completed by, and who is eligible
- a streamlined jotform and application package - teachers may only submit supporting documentation by uploading PDF's to the jotform - we will no longer accept mailed applications, or emailed applications.
- a second step to the process - only students who have been successful will be contacted to provide their RSVP, what they will perform, and photo release - the emails will be sent directly to the students, and teachers will be cc'd.
- Cheques and awards will no longer need to be picked up and distributed by teachers if they are not collected at the event - they will be sent directly to the student (who would have disclosed their mailing address when they accepted the award), and they will need to be cashed by a certain date or else the award money will be forfeited (TBD with input from treasurer)
- recruiting volunteers earlier in the process to help me out if needed, as well as volunteers for the date of the recital
- working closely with the OSR convenor as our application process is linked

Finally, Tanya has a box full of information and documents and other things that she wants to drop off at my house. Some of this information contains personal addresses, birth dates, etc. of past applicants. I am not sure I should have eyes on that info. I also wanted to know if we have written processes around the collection of personal info, how long we store it for, and how and when we dispose of it. Some of the things she has could be sent to archives, some should be destroyed. Who do we loop in to help us with what goes where? Is there a way we can keep this role from becoming a heavy box full of things that has to be shlepped all over the city when the role changes hands?

Thank you for your patience as I wrap my head around this convenorship. Action brings clarity...and clarity is kindness, so I plan to act with confidence, and will take the bumps as they come! Ultimately, I hope to serve our membership and our students by offering them an event where the selection process is clear, clean, and the event is a well-organized and joyful celebration of what a great student/teacher pairing can accomplish!

Ah! I should have added that I spent an hour with Maryellen today going over her feedback around the event in the past, and that I will meet with her next week to upload and update the website, which we can then blast out to the membership. The deadline will be November 4, at 11:59pm, so 6 weeks should be plenty of time for teachers to get their applications in.

Besides the three spaces for uploading documents Naomi added (one for practical marks, one for theory marks, and one for parental consent form), does she need to add any more fields for the other scholarships or diploma awards? What do those applications entail? Which brings up a question...who oversees those? Is that also Naomi's role?

6.5a OSR - Report - Rachel Baljeu - Moved from 8.2 to 6.5a

I am looking forward to being the convenor for the OSR this year. I have reserved St. David's United Church for Sunday, Feb. 11 from 3:00-6:00, and plan to start the recital at 4:00. There had been an issue with the distribution of the scholarship cheques from the 2022 recital, and this has been (or will be shortly) resolved. I have also created a new email account for any communications regarding the recital, at armtaosr@gmail.com.

6.6 TREASURER'S REPORT – Lorna and Maryellen

Bank balances as of September 16, 2022:

\$49,747.05 ARMTA Calgary Branch

\$14,743.40 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		

BOOKKEEPER'S REPORT:

OSR Cheques: Beth was able to retrieve the OSR cheques from the previous convener and they were dropped off with me. There were eight cheques issued and only seven were returned. But on September 12, Annalina McDouall cashed her cheque, so she received it somehow and all cheques are accounted for. I will either change the date and initial the change or write new cheques.

Music Marathon donation forms are currently with the treasurer, who will sign and mail all of the donor tax receipts. She also took the booklet of pre-printed receipts (serial numbers 0475 through 0499).

6.3 Calgary Signing Authority: I would like to suggest that the preferred signers be the bookkeeper and the treasurer. I believe that this combination falls better in line with the duties of the financial officers. This would also take some pressure off of the chair, who already has many responsibilities.

6.7 CONFERENCE GRANT REPORT – Maryellen - moved from 9.1 to 6.7

Sept 11/22 (deadline for Conference Grant applications)

We have received two applications for the Conference Grant:

Gloria Chu application date May 24, 2022

Frances Ewington application date Jul 13, 2022

Question? May we tell them that they are approved now? Should Maryellen handle this?

ADJOURN ARMTA CALGARY MEETING - OPEN ENDOWMENT SOCIETY MEETING

7. APPROVAL OF ENDOWMENT SOCIETY MINUTES & AGENDA

from Sept, 2022 meeting Please see attachment

8. REPORTS FOR INFORMATION No Discussion/Action Necessary

8.1 ENDOWMENT SOCIETY PROJECTS – Report - Nathene & Carolyn

9.1 REPORTS FOR DISCUSSION/ACTION

REPORT RECEIVED AFTER COMPLETION OF THE AGENDA added as 9.1a Provincial Rep Report 2022 09 19 Barbara Robertson, Carolyn Steeves

-**FUTURE ACTION:**We need to keep in contact with the provincial administrator as we make changes.

-**ACTION :** ACRA rep needs to apply for equivalent of \$1500? From the recognition fund. Minimum amounts \$100.

-There are several positions to be filled on the provincial board.

- Recognition fund convener
- Tempo content convener
- Archives convener
- Canada music week convener
- Sponsorship convener
- Policy and procedure convener
- VP
- And they will be hiring a Tempo layout person

-A task force is being set up to look into adding Speech Arts and Drama for high school credits

-ARMTA members are now able to obtain instrument insurance through Front Row Insurance

[https://musicians.frontrowinsurance.com/create-policy for details....looks](https://musicians.frontrowinsurance.com/create-policy-for-details...looks) to be about 1% of value of instrument

MCA Oct. 20-22 Edmonton

- Early Bird Registration is now open until Sept. 30th.
- Two-For-One Delegate registrations must include 1 x returning delegate and 1 x new delegate.
- Discounts for student registrations!
- Alexina Louie is one of the presenters.
- **ARMTA Provincial meeting** Oct. 21 11:30 – 1:00, (live in Edmonton, or virtual)
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CFMTA 2023 Conference

- July 5-8. 2023 in Edmonton or virtual
- Early bird price is \$450, BUT, ARMTA members registering for the in person conference will get a rebate of \$100, and be entered in a draw to have registration refunded.
- This will include all sessions, all concerts, 2 lunches, etc.
- Hotel costs are reasonable and include breakfast and parking
- **ACTION:** Does ARMTA Calgary want to sponsor a coffee break, or session at CFMTA 2023?

Voice and Piano competition:

- Deadline is December 1.

- Winners will represent Alberta at CFMTA competition

Call for first round jury members for ARMTA's Piano Competition

The Piano Competition Convenor is seeking first round judges. Entries will be submitted as a video. First round judges will each be paid \$25/entry watched, with a deadline for final-round selection of Jan. 10, 2023. If you are interested in this position, please contact Eric Nyland at eric.nyland@gmail.com
See all details: <https://armta.ca/provincial-piano-competition/>

9.2 MUSIC MARATHON RECEIPTS - Maryellen & Beth

The CRA is particular about tax receipts. Each receipt must have a unique serial number. Maryellen has a book of receipts in her possession - serial numbers 0475 through 0499. Beth could start at number 10000 and we could use that series of numbers for all receipts created on computer. Each receipt must be signed, most likely by Lorna. We must also keep a photocopy of every receipt issued after she signs them. Lorna should keep the photocopies because the Treasurer will need to know the total dollar amount of all receipts issued when she files our annual returns.

INFO: Does a registered charity have to issue official donation receipts for gifts it receives?

No. Receipting carries with it a certain administrative burden. Therefore, registered charities may choose to issue receipts according to certain criteria, or they may choose not to issue receipts at all. Some registered charities set minimum donation thresholds for receipting. Others do not provide receipts during certain fundraising events.

Remember that donors cannot claim a charitable tax credit or deduction unless they are issued an official donation receipt. Therefore, registered charities are strongly advised to make potential donors aware of any circumstances in which a receipt will not be issued.

For our next fundraising event, Beth would like us to consider only providing receipts through Canada Helps. This would eliminate much work after the event. We would have to say upfront that "although we are happy to receive cash and cheques at the event, those who wish to have a receipt for income tax purposes must use Canada Helps."

For this year, since we promised receipts for amounts \$20 and above, we must proceed with providing receipts.

Beth wants to do this electronically.

NEXT MEETING Oct 17, 2022

Meeting dates are 9:30am the 3rd Monday of each Month

Oct 17, Nov 21, Dec 19? if necessary, Jan 16, Feb 20 (Family Day) TBD?, March 20, April 17, AGM May 8, May 15.

ADJOURN ENDOWMENT SOCIETY MEETING