



ALBERTA REGISTERED MUSIC
TEACHERS' ASSOCIATION

MINUTES OF MEETING from OCTOBER 17 2022

ARMTA Calgary Branch Board

Date: Oct 17, 2022 at 9:30 am Place: ZOOM

Chair: Frances Ewington

Recorder: Maryellen Pankratz

NAMES OF ATTENDEES AND ABSENTEES

MEMBERS PRESENT: Kaylee Read, Beth Olver, Lorna Sewell, Carolyn Steeves, Rachel McLellan, Frances Ewington, Barb Robertson, Nathene Arthur

Regrets: Cindy Speelman, Karenfaye Shepherd-Carmichael

Guests: none

Meeting called to order at 9:40 am

ORDERS OF BUSINESS

Approval of Minutes from September 19 meeting.

Approval of Minutes from September, 2022 meeting. Distributed via email on Oct 14.

MOTION: Beth moved to accept the minutes from September 19. Nathene seconded the motion. Motion carried.

1. Agenda

REPORTS – No reports were gathered, but some updates were received nevertheless and have been pasted at the end of these minutes.

TABLED FROM LAST MEETING: Music Marathon Receipts

Note: Vice-Chair / Co-Chair Karenfaye had agreed to prepare this agenda and chair this meeting. No agenda was received and there has been no communication from her, so Frances stepped forward to chair. In lieu of an agenda, topics to discuss were entered into the following chat box:

| | | |
|----------|------------------|--|
| 00:18:16 | Rachel McLellan: | Nothing to report for Impromptu |
| 00:18:58 | Carolyn Steeves: | Endowment Committee report |
| 00:19:07 | Maryellen: | Treasurer's Report |
| 00:19:20 | Barb Robertson: | Rotary C3 dates: Mar 4-5 2023 |
| 00:19:26 | Beth: | endowment society signing authority |
| 00:19:37 | Barb Robertson: | no new infor for communications |
| 00:19:40 | Beth: | treasurer job description |
| 00:19:54 | Barb Robertson: | ARMTA AGM Friday in Edmonton in person or Zoom |

00:20:09 Beth: proposed policy and keeping documents
 00:20:16 Barb Robertson: any update on ACRA/OSR?
 00:20:47 Barb Robertson: We had also talked about doing an invent in Nov.
 00:20:52 Barb Robertson: event
 00:21:36 Barb Robertson: She may be swamped with Contemp. showcase at this point
 00:21:36 Kaylee Read: Adult Student Recital is booked for Sunday, Feb 12th at 2pm at
 Asylum for Art. The jotform sign up has been created. Nothing more to report on this. 😊
 00:22:32 Barb Robertson: Great job on ACRA applications and I do get reports to send out.
 00:22:37 Barb Robertson: But I think she needs help.
 01:09:36 Kaylee Read: I apologize - I have to step out. I will pop back in as I can!

Meeting Discussion:

1.1 Impromptu – Rachel: Next date for Impromptu is beginning of February. Call for submission in November. Submissions due January 1. Barb to do a callout for submissions on November 15.

2.1 Endowment Committee Report – Nathene & Carolyn: new Dual Excellence Award

3.1 Treasurer's Report – Maryellen GIC Maturing November 16

MOTION: Beth moved to reinvest the principle of 5000.00 into a new 4-year GIC. Nathene seconded the motion. Motion carried.

4.1 Rotary Concerto Competition – Barb: Originally started 40 years ago with ARMTA, Piano Technicians Guild and the Civic Symphony. Winners play with the symphony in the spring.

5.1 Endowment Society Signing Authority – Beth Olver: Leave the change as is with the bank, but we would have to re-register, so hold off on making the same change to the Bylaws until such time as there are other changes to present to the Registry.

6.1 Treasurer's Job Description – Lorna Sewell and Beth Olver

According to Barb, we're responsible for sending our annual financial reports to Provincial. Beth will add this duty to the job description and will ask Tamara if we also need to submit our AGM meeting minutes.

MOTION: Beth moved to accept the Treasurer's Job Description with no. 6 as amended. Barb seconded the motion. Motion carried.

7.1 ARMTA AGM Friday in Edmonton – Barb

8.1 Proposed Policy on document storage - Beth: Have administrator keep a worksheet about when/how/what things are being destroyed. **MOTION MADE IN SEPTEMBER:** Karenfaye moved to scan all hardcopy FOIP documents and archive them in a password-protected cloud document. Barb seconded the motion.

Frances will ask her computer-scientist husband for advice and will forward the info onto Beth to organize. TABLED TO NEXT MEETING

9.1 ACRA/OSR: Frances will ask Naomi if decisions will be sent to both the student and the teacher. The board would like that to be the case.

10.1 Meeting Platform – Maryellen will compare cost and benefits of Zoom and Zoho. Will also look into "Microsoft Meets"

CLOSING

Meeting adjourned at 11:07.

Frances will call Karenfaye to inquire about her well-being.

NEXT MEETING November 21. Frances will chair. Beth will be absent.

Future Meeting Dates: Dec 19? if necessary, Jan 16, Feb 20 (Family Day) TBD?, March 20, April 17, AGM May 8, new board May 15.



ALBERTA REGISTERED MUSIC
TEACHERS' ASSOCIATION

REPORTS

1.1 Endowment Projects Committee – Nathene Arthur, Carolyn Steeves, Laura Whitehead

1. ARMTA Calgary Endowment Project #1: The Poster Competition – Deadline: March 15, 2023, Prizes – \$800
2. ARMTA Calgary Endowment Project #2: The Video Competition – Deadline: June 15, 2023, Prizes – \$1200, Trial Year
3. Project #3 Proposal: Dual Excellence Award

Basic Description

An annual award for students who demonstrate a high level of accomplishment in both music or speech arts and a non-music (secondary) discipline. Accomplishments will be determined through an application process, including performance requirements.

Timeline

Activities must take place between September 1, 2022 and August 31, 2023.

Application deadline: October 31, 2023

Results announcement: January 31, 2024 (or earlier)

Qualifications

1. Must be a student with an ARMTA teacher in good standing during the activity period (September 1, 2022 – August 31, 2023).
2. Students entering must be between the ages of 12(13?) and 19 as of January 1, 2023.
3. Entrants must submit an application form.
4. Entrants must prove accomplishment in music or speech arts through one of the following:
 - a. Practical exam completion of RCM Level 5 or higher with a minimum mark of ___%
 - b. Performance of 3 or more pieces at one of the local music festivals (pieces at minimum level 5 standard) with adjudication indicating a certain level of achievement. Pieces could be in one class, or split between different classes.
 - c. Submission of a recital video with 4 pieces (minimum Level 5).
5. Entrants must prove dedication to a secondary discipline in the following ways:
 - a. Secondary discipline requires minimum 5 (4?) days/week of practise or training for 10 months of the year (maybe 8 months? Some activities may not run for 10 months).
 - b. Must participate in at least one competition/exam in the other discipline with good results.

Application Process

1. Application Form

- a. Student's information, including area of ARMTA study (music with instrument or speech arts), contact information, teacher information.
- b. Information regarding the secondary discipline:
 - i. Type of discipline and commitment required
 - ii. Coach/instructor contact
 - iii. Coach/instructor confirms the number of days required to practise/train
 - iv. Coach/instructor to comment on the student's commitment and achievements
- c. Submission of Exam results, Festival adjudication or Video recital
- d. Submission of competition results from the other discipline
- e. **Short essay (3 paragraphs) from the student, explaining their dedication to the two disciplines and why they deserve the award?**

Award Amounts

First place: \$500
 Runner-up 1: \$250
 Runner-up 2: \$250

Total award budget: \$1000

2.1 TREASURER REPORT - Lorna Sewell, Treasurer & Maryellen Pankratz, Bookkeeper

Bank balances as of October 5, 2022:

\$50,224.85 ARMTA Calgary Branch
 \$14,653.35 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:

GIC Maturing next month The Morning Musicale Scholarship GIC of \$5000 will mature on November 16. As per the most recent motion made on April 18, 100% of the interest earned will be cashed out and used for scholarships. I propose that we reinvest the principal amount of \$5000 in a new 4-year GIC with a maturity date of November 2026.

The amount reported to us on the maturity notice is 49.32 and this was based on an interest rate of 2.00%.

5.1 Endowment Society Bylaws re signing authority – Beth Olver

Currently bylaw 15. Finance states

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

Which is identical to what the Branch Policy & procedure stated. At the September meeting we changed the wording to

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).

Maryellen has correctly pointed out that the Endowment Society Bylaws should have the same change made.

My understanding is that because the Endowment Society bylaws are registered with Alberta Registry, every time we want to make a change, the change must be reviewed and approved by the registry.

I recommend holding off on making the same change to the Endowment Society Bylaws until such time as there are other changes to present to the Registry. I feel the work involved does not balance with the benefit.

6.1 Treasurer Job Description – Beth Olver

the Treasurer job description is proposed as an addition to the job description document for Board members. There are 3 columns in the document: the first 2 are already part of job descriptions under "administrator". The 3rd is a separate Treasurer description to be added. the first 2 columns are for information and comparison.

The Administrator as Bookeeper -
currently in job descriptions

1. Has signing authority for the branch (refer To Policy & Procedures 17.4)

The Administrator as Treasurer -
*currently in job descriptions. **If the Treasurer is not the administrator this description inactive.***

1. Is one of the signing officers of ARMTA Calgary Branch.

2. If the Treasurer and the Bookkeeper are two persons, the Treasurer will be one of the members at large on the board and will oversee the Bookkeeper.

3. With the advice of the Branch Board, prepares the Calgary Branch budget and the Endowment Society budget at the start of each new fiscal year. The Branch budget is approved by the Branch Board and presented at the Annual General Meeting.

Treasurer Description – *proposed new description*

The treasurer position may be held by a board member at large in addition to the administrator/bookkeeper, or by the administrator alone.

1. The finances of the Branch are maintained by the administrator/bookkeeper and overseen by the treasurer. Both individuals are signing authorities for the Branch in addition to 2 other individuals as described within the policy and procedures of the Branch under "ARMTA Calgary signing authority"

2. With the advice of the branch board through consultation meetings, treasurer with the assistance of the bookkeeper prepares the Calgary branch budget and the Endowment Society budget at the start of each new fiscal year. The branch budget is presented to

| | | |
|--|---|---|
| <p>7. Submits a report for each Branch Board meeting including balances of Branch and Endowment Society accounts and investments.</p> <p>8. Assists the Treasurer in preparation of the financial statements to be presented at the Annual General Meeting.</p> | <p>Copies of the budget are made available to the membership.</p> <p>4. After fiscal year-end, prepares financial statements for Branch and for the Endowment Society to be presented to the Board and approved by the Annual General Meeting.</p> | <p>the branch board for approval and then is presented at the Annual General Meeting by either the bookkeeper or the treasurer. Copies of the budget are made available to the membership.</p> <p>3. With the assistance of the Bookkeeper, the Treasurer prepares financial statements for Branch and for the Endowment Society to be presented to the Board and approved by the Annual General Meeting.</p> |
| <p>2. Maintains accounts for ARMTA Calgary Branch and the Endowment Society using Wave software program (or other software with Board approval).</p> <p>3. Pays all expenses as provided in the approved budget. Note: any non-budget expense and any over budget expenses exceeding \$200 require approval of the Branch Board.</p> <p>4. Deposits all funds received in whatever bank the Board may select.</p> <p>5. Issues receipts as required (such as donations, workshop fees)</p> <p>5. Tracks expenses against the approved budget.</p> <p>6. Reconciles monthly bank statements</p> | <p>5. Initiates an annual audit for Branch and Endowment Society accounts after fiscal yearend and provides all relevant data as requested by the auditors.</p> <p>6. Files the Corporate Registry annual return for the Endowment Society within 6 months of fiscal year-end (last day of February).</p> <p>7. Files Canada Revenue registered charity return for the Endowment Society within 6 months of fiscal year-end (last day of February).</p> | <p>4. The treasurer initiates an annual audit for the Branch and for the Endowment Society financial statements. Audited financial statements are signed by the auditors in triplicate: (one for CRA, one for AB Registries, and one for the chapter files).</p> <p>5. For the Endowment Society, the treasurer prepares, signs and submits the Alberta Registries' "Society Annual Return" which is due on the last day of the month of incorporation (May 31st) and the Canada Revenue Agency's "Registered Charity Information Return" which is due within 6 months of the chapter's fiscal year-end.</p> |
| <p>9. Reviews job description</p> | <p>8. Presents audited financial statements at the Annual General Meeting, sends copies to the Chair and the Secretary, and provides paper copies to the meeting as directed by the Board.</p> <p>9. Reviews job description annually</p> | <p>6. Presents audited financial statements at the Annual General Meeting, sends copies to the Chair and the Secretary, and provides paper copies to the meeting as directed by the Board.</p> <p>7. The treasurer reviews the job</p> |

annually (January) and proposes changes as necessary to the Past Chair.

10. The bookkeeper is not required to be a member of ARMTA

11. The bookkeeper may be a paid position. The position and wages are reviewed annually by the Branch Board.

(January) and proposes changes as necessary to the Past Chair.

description annually and submits changes as necessary to the Past Chair.

8.1 Proposed policy on documents containing personal information -- Beth Olver

The 2 PIPA documents are additional information

ARMTA Calgary Branch's policies around gathering, keeping, or disposing of personal information are voluntary.

Paper copies of registration and application forms for occasions including recitals, master classes, or grants, should be shredded 12 months after the event. Digital copies should be removed from any digital storage (such as hard drives, discs, memory sticks).

Permissions for publication of creative endeavours (such as composition, art, or performances) shall be kept until those products are removed from public access, or after 20 50 years.

Permissions for the use of pictures or videos of persons shall be kept until those likenesses have been removed from public access, or after 20 50 years.

ARMTA Calgary Branch is not subject to PIPA (Personal Information Protection Act) see worksheet 1 at <https://www.alberta.ca/personal-information-for-non-profits-and-other-organizations.aspx> As a non-profit, this is only required if the personal information is "used or disclosed for commercial activity". The guideline is that we keep the personal information only for as long as the personal information is required for legal or business purposes.

See 3 attachments PIPA non-profit worksheet, PIPA security plan, PIPA disposal plan

FOIP (Freedom of Information and Protection of Privacy) does not apply To ARMTA because we do not provide access to information outside of our own use.

http://www.servicealberta.ca/foip/online_training/focusprivacy/html/000F1F652B9D10345A760203000000E7/000F1F652B9D10345A7D0202000004C3.htm

Lorna: "I have corresponded with FOIP/PIPA help desk. Here is a summary of the information I received with regard our required treatment of personal information. As a non-profit, this is only required if the personal information is "used or disclosed for commercial activity". The guideline is that we keep the personal information only for as long as the personal information is required for legal or business purposes."

After the time mentioned above, we must destroy the records containing the personal information. OR render the information as non-identifying.

I take from this that all of the registration forms which have been saved should be destroyed. I would

suggest that even the permission slips related to photos/videos taken during activities can be destroyed, leaving the photos/videos with no identifiable information attached to them.

Barb: “think we should keep a record of the photo/video permissions. we are doing that at Church. In this day and age it seems that people are going back years to deal with issues that happened in the past.”

Protecting Personal Information: A Workbook for Non-Profit Organizations



Worksheet 1

Is your organization subject to PIPA?

1. Is your organization
 10. incorporated under Alberta's *Societies Act*,
 11. incorporated under Alberta's *Agricultural Societies Act*, or
 12. registered under Part 9 of Alberta's *Companies Act*?

Go to question 2.

YES.

NO. Your organization is fully subject to PIPA. (Go to next page.)

2. Does your organization
 7. Operate a private school (as defined by the *School Act*),
 8. operate an early childhood services program (as defined by the *School Act*), or
 9. operate a private college (as defined by the *Post-secondary Learning Act*)?

Your organization is subject to PIPA for the collection, use and disclosure of personal information for that operation.

YES.

NO. Go to question 3.

3. Does your organization sell, barter or lease a membership list, donor list, or other fund-raising or client, volunteer or employee list?

Your organization is subject to PIPA for the collection, use and disclosure of personal information on that list.

YES.

NO. Go to question 4.

4. Does your organization engage in any other “commercial activity”? For example, are you operating a day care centre or a fitness centre, or offering training or selling products for fees like those charged by the for-profit sector?

Your organization is subject to PIPA for the collection, use and disclosure of the personal information connected to the commercial activity.

YES.

NO. Your organization is not subject to PIPA. Your organization may choose to adopt best practices to protect the personal information of your clients and staff.



Worksheet 7

Security practices

- We keep records in paper files**
 - Locked file cabinets and desk drawers protect information in paper files.
 - Keys are only provided to staff who need access to the files to perform their work.
 - Paper files are cross-cut shredded (or otherwise destroyed) before being disposed of.



The Edmonton Police Service found thousands of credit and debit card receipts from one retail store in the possession of known criminals. The store had failed to shred or otherwise destroy the receipts before throwing them into the back-alley dumpster. Since the store's point of sale equipment did not truncate – or black out – some of the credit and debit card numbers, the thieves were able to use some of the information to commit fraud (IPC Investigation Report 2006-IR-003).

- We keep records in electronic form**
 - Computers are password-protected.
 - Staff must log in to access personal information.
 - Personal information is accessible only to those who need it.
 - Computers are physically secured (e.g. secured to a desk by a cable lock) and doors are locked.
 - Firewalls and anti-virus software are kept up-to-date, to protect against invasive malware.
 - Networks have adequate encryption according to current encryption standards (this will protect personal information, along with any other confidential information of your organization).
- We send or receive personal information via fax or email**
 - Cover sheets are used to instruct a recipient to contact the organization if a fax is received in error.
 - Frequently used numbers are programmed into the fax machine to avoid dialling errors.
 - We call in advance of sending a fax containing sensitive information to ensure the intended recipient knows it is coming, and then to confirm the fax was received.
 - We only use secure email to send or receive personal information, especially when the information is sensitive.

- We store personal information on portable media devices (e.g. laptops or flash drives)**
 - Personal information is stored on portable devices like laptops, flash drives and CDs or DVDs only when necessary; only as much personal information is stored as is necessary for the task.
 - Portable media devices are password-protected and encrypted according to current encryption standards.
 - Portable media devices are not left unattended and are securely locked away when not in use.
- Our volunteers/employees sometimes take files containing personal information home to work on**
 - Our policy is to only take home records if necessary and with approval.
 - Staff must make sure the records are kept locked up and are not accessible to other household members.
- Our staff members are aware of their obligation to protect privacy**
 - Our board members, employees and volunteers receive information about their obligation to protect personal information.
 - Our board members, employees and volunteers know who our privacy contact is.
- We accept credit or debit cards for payment**
 - Point of sale machines truncate, or black out, part of the credit or debit card numbers on the receipt.
 - Our copies of credit and debit card receipts are shredded (or otherwise destroyed) when they are no longer needed.
- We post membership, team lists, team schedules, etc. on our website**
 - Consent is obtained to post names, photographs, and other personal information on our website.



One option is to set up a separate password-protected web page for each team, with only coaches and team members having the password.



Worksheet 3D Plan to dispose of the “leftovers”

“Inactive” File

Action Plan

| | |
|---|--|
| <p>File location/name (e.g. "Old members" - paper file)</p> | <p>Review date: _____</p> <p>Destroy after ___ months (e.g. 12, 18)</p> <p>Destruction method: _____</p> |
| <p>File location/name</p> | <p>Review date: _____</p> <p>Destroy after ___ months</p> <p>Destruction method: _____</p> |
| <p>File location/name</p> | <p>Review date: _____</p> <p>Destroy after ___ months</p> <p>Destruction method: _____</p> |
| <p>File location/name</p> | <p>Review date: _____</p> <p>Destroy after ___ months</p> <p>Destruction method: _____</p> |
| <p>File location/name</p> | <p>Review date: _____</p> <p>Destroy after ___ months</p> <p>Destruction method: _____</p> |
| <p>File location/name</p> | <p>Review date: _____</p> <p>Destroy after ___ months</p> <p>Destruction method: _____</p> |