



## **Calgary Branch Board Meeting**

Date: March 20, 2023 at 9:30 am

Place: Zoom

## **MINUTES of MEETING**

**CHAIR:** Past Chair Beth Olver chaired this meeting

**RECORDER:** Maryellen Pankratz

### **NAMES OF ATTENDEES AND ABSENTEES**

**Members present:** Beth Olver, Cindy Speelman, Kaylee Read, Rachel McLellan, Nathene Arthur, Barb Robertson, Lorna Sewell, Carolyn Steeves

**Regrets:** none

**Guests:** none

### **1. OPEN ARMTA CALGARY MEETING**

ARMTA CALGARY MEETING CALLED TO ORDER AT: 9:34 am

### **ORDERS OF BUSINESS**

#### **2. Approval of Agenda** (including Endowment Society)

**MOTION:** Lorna moved to approve the agenda as presented. Kaylee seconded the motion. Motion carried.

#### **3. APPROVAL OF MINUTES** from 2023 Feb 27

**MOTION:** Barb moved to approve the February 27 meeting minutes. Carolyn seconded the motion. Motion carried.

#### **4. APPROVAL OF CONSENT AGENDA** (Reports for information only, no discussion required)

**MOTION:** Carolyn moved to accept the reports. Cindy seconded the motion. Motion carried.

### **REPORTS FOR DISCUSSION**

#### **5.1 March Madness member engagement report** - Beth Olver

Planning to follow up and implement ideas from members tabled to April, maybe June.

#### **5.2 Treasurer-Bookkeeper report** Maryellen Pankratz, Lorna Sewell

#### **5.3 AGM planning** – Beth

**ACTION:** Beth will ask Frances if she will facilitate an online option; if not, will put out a call to the membership. One paper AGM package per table. Have an agenda outlined for the next meeting.

#### **5.4 register our Branch Chair for CFMTA conference** – Beth (who will make the registration, e-transfer or cheque? Amount of subsidy?)

**ACTION:** Maryellen will complete the registration this week and send an e-transfer. For \$100 discount, use code ARMTA100. Beth will help follow up on that.

### **5.5 Nominating committee report - Beth Olver**

**DISCUSSION:** We don't choose our CFMTA delegate. If there are no Calgary members serving as president, vice president or past president, we will have no CFMTA delegate. We approved the suggestion for the nominating committee to also search for volunteer hosts for small gatherings (in home maybe), volunteer experts for discussions, recital conveners for one recital, volunteers to assist with ACRA/OSR.

### **REPORTS FOR ACTION**

#### **6.1 Branch Budget – Maryellen, Lorna**

**DISCUSSION:** Donation to RC3 can come from Endowment Society if we specify that the funds are to be used as scholarship(s) to be given to a student(s).

The past budget year, Endowment Society ran at a loss, but ARMTA Calgary ran at a profit, so we could donate from ARMTA Calgary to Endowment Society. Discussion tabled to a future meeting.

**ACTION:** Carolyn will find out if the Provincial Recognition Fund would cover our \$1000 our donation to RC3.

**MOTION:** Lorna moved to accept the ARMTA Calgary Branch Budget. Cindy seconded the motion. Motion carried.

#### **6.2 Job description changes – Beth *separate attachments: Board, Conveners.***

**MOTION:** Lorna moved to accept the job descriptions as amended. Nathene seconded the motion. Motion carried.

#### **6.3 Policy on document storage – Beth**

6.3.1 what to do with thank you notes - Barb's question  
Tabled to next meeting

#### **6.4 additional information re administrator salary - Beth**

### **ADJOURN ARMTA CALGARY BRANCH MEETING**

ARMTA Calgary Branch meeting adjourned at 11:42 am.

### **OPEN ENDOWMENT SOCIETY MEETING**

Endowment Society meeting called to order at 11:42 am.

#### **8.1 Approval of minutes from 2023 Feb 27**

**MOTION:** Rachel moved to accept the February 27 meeting minutes. Carolyn seconded the motion. Motion carried.

#### **8.2 APPROVAL OF BUDGET**

**MOTION:** Lorna moved to approve the Endowment Society budget. Carolyn seconded the motion. Motion carried.

### **ADJOURN ENDOWMENT SOCIETY MEETING**

Endowment Society meeting adjourned at 11:44 am.

**NEXT MEETINGS:** April 17, AGM May 8, New Board May 15

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**Calgary Branch Board Agenda** 2023 March 20 Place: Zoom

Invitation Link: <https://zoom.us/j/5972081431?pwd=cWRpSUo0WENhZVZjUG9SNIVOTTdHdz09>

Attachments are in Google Drive:

<https://drive.google.com/drive/folders/1EONEISDUqTg5RKO8LS3ar5NF39BgIBt2>

Chair - vacant

Administrator Secretary - Maryellen Pankratz

Vice Chair/Co-chair - vacant

Past Chair - Beth Olver

Members at Large - Karenfaye Shepherd-Carmichael (on leave), Beth Olver, 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 Administrator – Nathene Arthur

Members present:

Regrets:

1. **WELCOME** Please put your full name and email in the chat box for attendance

ARMTA CALGARY MEETING CALLED TO ORDER AT:

2. **APPROVAL OF AGENDA** (including Endowment Society) AGENDA FEEDBACK -Type your top 3 items in the chat please. Please note any mistakes seen on this agenda etc.

3. **APPROVAL OF MINUTES** from 2023 Feb 27 (attached)

4. **APPROVAL OF CONSENT AGENDA** (Reports for information only, no discussion required)

4.1 ACRA – Naomi Williams

4.2 Rotary C3 – Barb Robertson

4.3 ARMTA Board (Branch reps) – Barb Robertson, Carolyn Steeves

4.4 March Madness member engagement report - Beth Olver

4.5 No new report: OSR - Rachel Baljeu, Promotion – Rita Thurn, Sponsor ship – Jackie Law, catering - Nadia Khlynnovskaya, Impromptu – Rachel McLellan

4.6 no response for Promotion, New Member, Archives, Endowment Projects, Recitals

5. **REPORTS FOR DISCUSSION**

- 5.1 March Madness report - Beth Olver - will attach a report after the last Party on the 19th.
- 5.2 Treasurer-Bookkeeper report Maryellen Pankratz, Lorna Sewell
- 5.3 AGM planning – Beth
- 5.4 register our Branch Chair for CFMTA conference (who will make the registration, e-transfer or cheque? Amount of subsidy?) - Beth
- 5.5 Nominating committee report - Beth Olver

**6. Business, reports for action**

- 6.1 Branch Budget – Maryellen, Lorna --- *(do Endowment at same time) 2 separate attachments; Branch, Endowment*
- 6.2 Job description changes – Beth **separate attachments: Board, Conveners.**
- 6.3 Policy on document storage – Beth
- 6.3.1 what to do with Thank you notes - Barb 's question
- 6.4 additional information re administrator salary -Beth

**7. Announcements, correspondence, next meeting April 17**

**Adjourn Branch Board meeting**

**8. Open Endowment Society Meeting**

- 8.1 Approval of minutes** from 2023 Feb 27
- 8.2 Approval of CONSENT AGENDA** (Reports for information only)
- 8.3 REPORTS FOR DISCUSSION**
- 8.3.1** Endowment Budget Maryellen, Lorna
- 8.4 Reports for action**
- 8.5 Adjournment**

**Reports and information for agenda items:**

**4.1 ACRA (ARMTA Calgary Recital & Awards) – Naomi Williams**

I will not be returning to this role for next year - can someone let me know if the role ends in June, or in August? (Beth responded May AGM)  
 All the final cheques and medals were mailed out on February 27.  
 I have emailed the Temple to secure the ACRA date for next year - I have asked for January 27, 2024.

**4.2 Rotary C3 CONVENER REPORT 2023, 03, 20 Barbara Robertson**

42 young musicians, (age 6-18) provided 2 full days of a variety of concerti on piano, flute, violin and cello. Performance standards were outstanding.  
 4 winners from the Rotary C3 2023 competition will perform with the Civic Symphony, Sunday June 4. The runners up will perform in a preconcert in the foyer.

**WINNERS:**

Jacob Cai, Grieg Piano Concerto in A minor, Opus 16, 1st Mvt  
 Laec Lorentzen, Dvorak Cello Concerto in B minor, 1st Mvt  
 Robert Mulchrone, Mendelssohn Violin Concerto in E minor, Opus 64 1st Mvt  
 Sofia Fakeley, Popper Hungarian Rhapsody

**RUNNERS UP:**

1. Oscar Hanqi Zhang, Mozart Piano Concerto in D minor, Opus 466, 1<sup>st</sup> Mvt
2. Tessa Nysetvold, Dvorak Cello Concerto in B Minor, opus 104, 1<sup>st</sup> Mvt
3. Josephine Wen, Mendelssohn Violin Concerto in E minor, Opus 64 1st Mvt
4. Sacha Jorba-Wu, Mozart Violin Concerto No. 5 in A Major, K219, 1<sup>st</sup> Mvt

9 ARMTA Teachers had 15 competitors

8 ARMTA teachers accompanied 18 competitors

The Calgary Folk Club supplied equipment and my husband, John Robertson live streamed all performances.

Jury: Lana Henschell, Karl Hirzer, Rolf Bertsch

Steering Committee: Manon Mitchell, Barb Robertson, Michael Lipnicki, Nicole Lipnicki, Natalia Molochinikov, Dale Jackson, John Chik

#### 4.3 Provincial CONVENER REPORT 2023 03 20 Barbara Robertson, Carolyn Steeves

- Members are reminded to read the monthly ARMTA provincial emails.
- CFMTA conference is July 5-7. Early bird deadline is March 31. Members can use the code "ARMTA100" to save \$100 for in person registrations.
- There are now special Milestone Awards for membership of 55, 60, and 65 years, with certificates for each non award year after 60.
- **ACTION:** There is \$400 that each branch can apply for Continuing Education
- ARMTA Provincial is continually looking for volunteers to fill positions. Please contact Nathene.

##### Information for Branch Reps - Tamara Bowie

(some points will also be circulated in ARMTA newsletters)

- **CONTINUING EDUCATION FUNDING AVAILABLE FOR OTHER EVENTS**  
Just a word of encouragement to ARMTA Branches to take advantage of Continuing Education funding still available this fiscal year. Please send me a description of your event, dates/locations, full budget, and amount requested (please specify the item(s) the amount is requested for). If you have questions, feel free to contact [deanna.oye@uleth.ca](mailto:deanna.oye@uleth.ca). (There is \$400 available to every branch each fiscal year for Professional Development)
- (CFMTA) The Branching Out event deadline is March 15th this year and the deadline to send the information to CFMTA is March 31st.
- ARMTA members can obtain instrument insurance through Front Row Insurance. This is for personal use and Front Row has offered discounted rates to members of ARMTA.  
  
Please see the link below for more information.  
<https://musicians.frontrowinsurance.com/create-policy>
- CFMTA ESSAY Competitions. There are four levels of competition, only the top two have funding so far. Provinces, branches and individuals are needed to support the awards - for instance the

High School Award is \$500 and needs funding this year. Charitable tax receipts are given. WHO should members contact to donate??

- CFMTA Professional Development. There is a “Video Resource Library” <https://www.cfmta.org/en/video-resources/> and CFMTA is looking to expand their resources. If ARMTA or even an Alberta Branch is holding a high-level workshop, CFMTA will pay the presenter \$150, mail us video equipment (kit contains: iPhone, tripod, holder, wireless mics, etc). The workshop would need to be approved first - send in the request 4 weeks in advance. They have a “huge budget” to grow this VRL. If you are interested, contact Laura Liu at [professional-development@cfmta.org](mailto:professional-development@cfmta.org)
- Provincial Awards to Branches for student awards. \$850 for each smaller branch (Grande Prairie, Medicine Hat, Lethbridge, and Red Deer) and \$1500 each for Calgary and Edmonton through ARMTA Recognition fund. Checks must be for minimum \$100 and made out to the Student’s name directly will be available again 2023-2024 fiscal year. Contact Judith Ammann at [pjamman@shaw.ca](mailto:pjamman@shaw.ca) to request money.
- Website hosting available. Members have access to our shared hosting for a \$50 per year fee so they can have a custom website. The first year is \$25. (Details in Feb 12/27, 2022 minutes). Members would be responsible for their domain name registration fee (usually \$15-\$25 per year). This is applicable to member’s who already have a website and would like to save some money on hosting fees or member’s who would like to set up a website for the first time.  
<https://armta.ca/member-entrance-page/> Click on the box that says “Member’s Website” for full details.
- Info for you as Branch Rep. AGM is going to be in October in conjunction with the Music Conference Alberta. ARMTA will reimburse your expenses for travel to AGM. Mileage .61/km and 1 night hotel (shared accommodation) or 2 nights hotel if you travel more than 290km as well as \$50/day for food (with receipts). Please plan on attending if you are able.
- There are some Convenorship positions available. If you know someone who would be good at these jobs or may be interested, PLEASE let Nathene Arthur know. Our organization is largely run by volunteers and ARMTA needs help to offer all of our programs. If you could all send her one or two names, it would be helpful as you have the personal contact with branch members. Nathene will call and ask them but appreciates your input. Full job descriptions can be found in the Policy and Procedure manual. Most of them take less than 10 hours total/year.

#### **Convenorships**

Archives (best if from Edmonton)  
Canada Music Week  
Sponsorship Convenor  
Tempo Content Convenor

- As per the last board meeting, members will be recognized with Milestone Awards at beginning at 10 years every 5 years and every year after 60. Members will receive a certificate except for 30 (key chain), 40, 50, 55, 60, and 65 will receive a glass award.

### **5.1 March Madness member engagement report - Beth Olver**

Four Parties were held: In person House Parties on

- Saturday March 4 at 2 PM at Lorna Sewell's – 9 attended
- Monday March 13 at 10 AM at Melodie Archer's - 4 attended

And Online Parties on

- Friday March 17 at 10 AM - 5 attended
- Sunday March 19 at 2 PM – 3 attended

Most Branch members received a personal email or phone call inviting them to attend a March Madness Party. Beth prepared scripts for the callers. Beth Olver, Laura Whitehead, Ilkim Tongur, Jennifer Wolsey, Carolyn Steeves, Kaylee Read, Cindy Speelman, Jackie Law, and Rita Thurn made 15-20 contacts each. Barb Robertson sent out reminders to register.

Maryellen Pankratz managed the Jotform registration and set up Zoom meetings

Beth Olver facilitated the meetings. Lorna, Kaylee and Rachel took notes from discussions

Some gleanings from the meetings

- There is a desire to see and meet other members, catch up with friends and meet new colleagues
- more social events – reminded about past events: composer showcase, Chinese New Year with silent auction and performances
- more professional development
  - online chats around a given topic, or video
  - teachers with expertise sharing with other members, use expertise within the branch
  - smaller groups, discipline specific
  - rotate through the disciplines (speech arts, wind & brass, voice piano, theory)
  - record sessions and have available on the website for a period of time
  - bring in outside guests online
  - more informal “coffee” gatherings wherein member teachers offer to share their ideas about various teaching topics: teachers teaching teachers in an intimate gathering similar to house party. Learning from each other as well as socializing.
- Lending library for teacher and student resources
- Repertoire classes and masterclasses for student development
  - April, November ahead of festivals or exams
  - Focus on developing skills, works in progress over polished performance
  - Maybe between 2 studios – each teacher works with the other's students
  - Offer online pre-adjudication (evaluation of student's recorded playing ahead of a festival or exam)
- Whiteboard or platform online for teachers to connect with each other:
  - Sharing studios to give our students experiences with other teachers and share teaching styles.
  - Collaborative pianist listing
  - Students seeking collaborative experience

- Teachers sharing ideas
- Can we set up a way to help people carpool to Branch gatherings?
- Connecting students for collaborative music experience – voice teacher looking for senior piano students to accompany students
- optimize website so that it is a top result when googling for music teachers in Calgary suggested
  - google ads?
  - maybe a provincial initiative
- Mentoring for beginning teachers – invitation to sit in with experienced teachers as they teach in their studio
- Online options remain important
  - encouraged to have online option for AGM and other in person events and classes
  - Recordings of professional development, master classes, discussion groups
  - Need to find the expertise for recording and live streaming
- Discussion about where and how often to have studio recitals – venues (senior care facilities, churches, festivals, use of recital opportunities offered by the branch)
- Start a book club for members --- any kind of literature
- Positive comments about Impromptu
- Positive comments about adult student recital -- have more opportunities for adult students
- Learned about youth and adult string opportunities
- Some updates for the website
  - School credits page - RCM theory requisites, Alberta curriculum match
  - Sort pages into new categories: Performance, Teachers, Parents, Students, contact us

**5.2 TREASURER-BOOKKEEPER REPORT** Lorna Sewell, Treasurer & Maryellen Pankratz, Bookkeeper

**Bank balances** as of March 13, 2023:

\$46,005.56 ARMTA Calgary Branch  
 \$11,254.44 Endowment Society

**Endowment Society GICs**

<b>Name1</b>	<b>Name2</b>	<b>Amount</b>	<b>Purchased</b>	<b>Matures</b>
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
GIC3	Morning Musicale Scholarship	\$5,000	Nov 28, 2022	Nov 28, 2025
		<b>\$25,320</b>		

**BOOKKEEPER’S REPORT:**

**ARMTA Calgary Budget Meeting** On March 6, Lorna, Maryellen, Beth and Barb met for two hours to create the ARMTA Calgary budget for 2023-24. The attached budget projects a net loss of (492.50).

To avoid income tax implications for board members, we changed the name of the “Board Member Fee Rebate” to “Board Member Honorarium”. The amount remains at half of the branch member fee paid.

On March 4 after the NW house party, Beth sent the following email, which we forgot to address in



the ARMTA Calgary budget meeting. This was addressed the following week in the budget meeting for Endowment Society. *“Based on today's group, it would be good to allow something for honorariums for teachers who lead professional development sessions plus allowance for food and maybe space to rent.”*

**Endowment Society Budget Meeting** On March 13, Lorna, Maryellen, Nathene and Barb met for one hour to create the Endowment Society budget for 2023-24. The attached budget projects a net loss of (3800.00).

We created a category line called “Mini Professional Development Gatherings” and estimated \$75 for four gatherings. This is where we addressed the item missed in the budget meeting for ARMTA Calgary.

**CFMTA Conference Grant** To date, one member has applied for the CFMTA Conference Grant.

**TechSoup Canada** partners with leading brand online software companies to offer discounts to non-profit organizations. I applied Endowment Society at [techsoup.ca](https://techsoup.ca) and we were accepted on March 7. A few examples from their catalogue are Adobe Acrobat Pro, Zoom, Avast Antivirus, Microsoft Office, Quickbooks, Docusign, Google for Nonprofits.

**OSR cheques from last year** With the help of Barb Robertson and Esther Bing, the two outstanding cheques from last year have now finally been cashed.

#### **TREASURER’S REPORT:**

**Book of Donation Receipts** As approved at the last board meeting, Lorna purchased a book of 600 tax slips on March 11 from Staples for 203.68 including GST.

#### **5.3 AGM Planning:**

Rosemarie Horne is confirmed as Guest speaker (Provincial programs). St David’s United Church TM room is confirmed for venue. Catering Convener Nadia has been asked to supply coffee/tea and snacks. Members will be asked to bring their own mugs (less garbage). Need to publicize and promote, gather annual reports from conveners and officers, prepare agenda package. Are we offering online option? Who will make arrangements and monitor?

#### **5.4 CFMTA registration for Calgary Branch Chair**

(who will make the registration, e-transfer or cheque? Amount of subsidy?) - Beth

The registrar, Vicki Martin, for CFMTA conference 2023 suggests:

*I believe the best way would be to register them under the name of “Calgary Branch Chair” with an email address of whoever is willing to look after it in the meantime. Once you know who that person will be, let me know and I can update their name, contact information, and whether they have any dietary concerns.*

The early bird fee is \$445. I don't recall how much the Branch has stated we would subsidize sending our Branch Chair to attend CFMTA conferences as our representative. If the amount of subsidy is less than \$445 we may be asking the chair to cough up the balance I believe that if the Chair does not want to go, another board member can be designated.

I hope there is something in the already in the budget or at least in the files from 2017-2019. I think Nathene went in 2019 (Winnipeg) and had at least some of her expenses covered. Unfortunately, I failed to include this information in the latest P & P (and no one pointed it out). We should choose to pay by either e-transfer or cheque

### **5.5 Nominating committee report - March 2023 Beth Olver**

Lorna Sewell and Beth Olver have agreed to be part of the committee. One or two more are being sought.

Beth has begun to confirm with current board members and conveners who will be staying on.

*Members at Large:* need to nominate 6 for 2-year terms

- Beth Olver, Kaylee Read, Cindy Speelman have one year remaining in their 2-year terms
- Rachel McLellen, Frances Ewington, Karenfaye Shepherd Carmichael have resigned
- Carolyn Steeves and Lorna Sewell may let their names stand for election for new 2-year terms
- *ARMTA Board Members:* need 1 for sure
- Barb Robertson is coming to end of second 2-year term and is not eligible to be re-appointed.
- Carolyn Steeves is coming to end of first 2-year term and may be appointed again.
- *CFMTA Delegate:* Nathene Arthur's term on ARMTA Board (provincial) is coming to a close. If a Calgary Branch member becomes ARMTA Vice President, that member will be our CFMTA delegate.

Convener vacancies:

- ARMTA Calgary Recital and Awards (ACRA) - Naomi Williams has resigned
- Music Marathon remains vacant
- Social Media is vacant
- Workshops & Events is vacant
- Student recitals needs at least one more
  - Need to confirm Archives – Sara Gobrail, Catering Nadia Khlynovskaya, Communications - Barb Robertson, new Members- Melodie Archer, Promotion – Rita Thurn, Rotary Calgary concerto Competition (RC3) – Barb Robertson, Sponsorship - Jackie Law, Student recitals – Alice Monson,
- Confirmed to continue: Outstanding Student recital – Rachel Baljeu, Endowment Society Projects -Nathene Arthur, Impromptu - Rachel McLellan

Suggestion:

- We seek 2-6 volunteers who will arrange at least one recital each, and ask a Member at Large to coordinate them
- We seek 2 – 4 volunteers to arrange one event each. The event can be a small gathering in home to share information & ideas on a topic (how to teach sight reading, studio management using some internet platform) or a large event like a composer showcase.
- We seek volunteers who would be willing to share their expertise (on a beginner method, how to play Debussy, ear training, teaching rhythm reading, ....)
- We seek volunteers to assist with ACRA/OSR as committee members or willing to do a task

### **6.3 Proposed policy on documents containing personal information -- proposal from Beth Olver, revised March 2, 2023.**

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 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 50 years.

Documents to be kept more than 12 months, shall be scanned if they are not already digital documents, and kept in ARMTA Calgary's Google Drive. The Administrator will have access and provide access to conveners and officers of the Branch on an as needed basis.

## Background

Sept 19 2022 minutes 6.5 ACRA

MOTION: Karenfaye moved to scan all hard copy 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.

Oct 17 2022 minutes 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 hard copy 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

Need to determine logistics of password-protected cloud storage: who has access to cloud storage, how access will be transferred to those newly given authority to access, who will be the keeper of the password, costs of having /maintaining cloud storage

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.

Attached with Oct'22 Agenda: 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](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.

6.4 additional information re administrator salary -Beth

**Administrator fair wage --- research**

<https://alis.alberta.ca/occinfo/wages-and-salaries-in-alberta/accounting-technicians-and-bookkeepers/1311/> \$28.95

<https://ca.indeed.com/career/bookkeeper/salaries/Alberta> Highest paying cities for Bookkeepers near Alberta Calgary \$26.67/hr

[https://www.payscale.com/research/CA/Job=Bookkeeper/Hourly\\_Rate/c69d891c/Calgary-AB](https://www.payscale.com/research/CA/Job=Bookkeeper/Hourly_Rate/c69d891c/Calgary-AB) \$24.14

<https://alis.alberta.ca/occinfo/wages-and-salaries-in-alberta/administrative-assistants/1241/> administrative assistants \$25.99 /hr

[https://www.payscale.com/research/CA/Job=Office\\_Administrator/Salary/851f51a0/Calgary-AB](https://www.payscale.com/research/CA/Job=Office_Administrator/Salary/851f51a0/Calgary-AB) \$21.44

[https://www.glassdoor.ca/Salaries/calgary-administrative-assistant-salary-SRCH\\_IL0,7\\_IM970\\_KO8,32.htm](https://www.glassdoor.ca/Salaries/calgary-administrative-assistant-salary-SRCH_IL0,7_IM970_KO8,32.htm)

Alberta health services range \$23-26, ABM college \$20

<https://ca.talent.com/salary?job=non+profit> Canada \$21.28