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### Calgary Branch Board Meeting

Date: June 26, 2023 at 9:30 am

Place: Zoom

### MINUTES of MEETING

**CHAired BY:** Beth Olver

**RECORDED BY:** Maryellen Pankratz

#### NAMES OF ATENDEES AND ABSENTEES

**Members present:** Lorna Sewell, Barbara Robertson, Cindy Speelman, Sandra Joy Friesen, Beth Olver, Kaylee Read, Angela Frankowski, Carolyn Steeves

**Regrets:** Nathene Arthur (CFMTA Meeting)

**Guests:** none

#### OPEN ARMTA CALGARY MEETING

ARMTA CALGARY meeting called to order at 9:42 am.

### SECTION 1: MEETING MINUTES pages 1-4

#### 1. Welcome

Beth announced that Sandra Joy has stepped down from active chair to a chair-in-training type of role. Beth prefers to remain as Past Chair and Angela remains as Vice Chair.

#### ORDERS OF BUSINESS

##### 2. Approval of Agenda

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

##### 3. Approval of Minutes from April and May 2023 (Attached separately).

MOTION: Carolyn moved to accept both meeting minutes. Angela seconded the motion. Motion carried.

##### 4. Approval of Consent Agenda (Reports for information, no discussion required)

MOTION: Barb moved to accept the consent agenda. Carolyn seconded the motion. Motion carried.

#### 4.3 Treasurer-Bookkeeper Report

Because the general account has over 55,000, Beth proposed that we invest some money in a GIC.

ACTION ITEM: Maryellen and Lorna will prepare a report for the next meeting.

### 5. REPORTS FOR DISCUSSION

#### 5.1 **Nomination committee** – convener vacancies

ACTION ITEM: Carolyn will notify Tamara that Nathene is replacing Barb but to continue copying Barb until their AGM.

TODAY'S GOAL: Find a volunteer who will meet with the ACRA volunteers, Student Recital volunteers and the Workshop & Events volunteers. This would involve calling a meeting to get them started, as well as helping them determine dates, locations and review job descriptions. If we don't have volunteers, we should cut our losses and not offer those programs.

ACTION ITEM for ACRA/OSR: Barb will oversee a group of volunteers and Beth will sit in on an initial meeting.

ACTION ITEM for STUDENT RECITALS: Kaylee will oversee the volunteers who have offered to run student recitals and Angela will be a backup. Each volunteer will be expected to run a minimum of one recital. The goal is three to six recitals.

ACTION ITEM for WORKSHOPS & EVENTS: Kaylee will also oversee the volunteers who have offered to run workshops and Carolyn will also help. The goal is three workshops, preferably one the last week of August. Volunteers should be aware that participation of as little as ten people per event is considered good attendance.

ACTION ITEM: Beth will send a list of volunteer contact information to Kaylee, Angela Carolyn and Sandra Joy.

#### 5.1a **North Student Recital**

Kaylee and Carolyn need to be aware of report 5.1a from Alice Monson. There was a problem with a parent completing registration instead of the teacher. We need to establish guidelines that apply to all recitals, regardless of the convener and ensure that those guidelines are posted on the website and possibly Impromptu.

#### 5.2a and 5.2b **Music Marathon** Summary and Financial Report

QUESTION: Could we purchase a sandwich board or a sign clarifying that the event we are holding is public, not private?

ANSWER: Music Marathon should make a budget request to include the cost of additional signs.

#### 5.3 **Impromptu** submit dates of recitals and events by deadline July 15

ACTION ITEM: Barb will remind Rachel McLellan to write an email for her to send about the July 15 deadline.

ACTION ITEM: Maryellen will send a template for the “calendar” of events to Sandra Joy.

ACTION ITEM: In addition to the “calendar” of events, Sandra Joy will also write something for the Letter from the Chair.

5.4 **Young Artist Tour** – Friday, June 30 at Michael Lipnicki.  
We're not accepting donations for this event.

## **6. Business Arising from the Minutes (May and April minutes).**

6.1 Follow-up to no. 6.1 of March 20 meeting re: Will Provincial Recognition Fund cover our \$1000 donation to RC3? Barb made request initially but has it been made in writing?

ACTION ITEM: This is on Barb's list of things to do.

6.3 **Policy for email addresses** created by conveners to be the property of ARMTA Calgary  
We could add a new policy to the Policy & Procedures manual and/or we could add a line to job descriptions. Perhaps these types of email addresses should be created by the provincial webmaster; if so, each address would end with @armta.ca

ACTION ITEM: Maryellen will prepare a report for the next meeting.

6.4 Request to Provincial to improve **SEO (Search Engine Optimization)** on website

ACTION ITEM: Carolyn will inquire with provincial webmaster Carolyn Garritano. Embedding key words on the website so that ARMTA will show up in search engines when someone is looking for a music teacher.

6.5 **Expenses for Chair to attend CFMTA** conference – increase?

We need to decide if we're covering a subsidy or the total cost of meals, accommodation and transportation. If we send the chair or designate, we shouldn't expect that person to pay a lot of their own expenses. Accommodations should be shared, like they are with Provincial. There has to be limits but there also has to be a reasonable expectation that the chair or designate is not out of pocket for attending on our behalf.

ACTION ITEM: Angela and Sandra Joy will prepare a report for the next meeting.

## **7. NEW BUSINESS**

7.1 Submit event description + photo to **Tempo** as requested

ACTION ITEM: Kaylee will send her photo collage from Adult Student Recitals to Joel at tempoeditor@armta.ca.

7.2a **Policy & Procedure** updates: Who makes the changes to the documents - Chair or Administrator?

- Appendix: Beth proposed replacing the list of job positions on the last page with directions about where to find the information.
- Documents containing personal information: Add the new policy as #18. Change the current 18 and 19 to 19 and 20.

ACTION ITEM: Beth will work with Maryellen on this.

**7.2b Disposition of older documents** – volunteers needed to sort through and scan

We need to act on this new policy now. We have years worth of documents all in different places. They need to be sorted through and filed by year and event. Our google drive is 70% full, so we should open a Dropbox account, which requires a password.

ACTION ITEM: Angela and Beth volunteered to make some arrangements and Maryellen offered to do the scanning.

**7.3 Updates to website** – code of ethics, benefits to membership, high school credits

UPDATE: on June 20, Maryellen linked the first two webpages directly to Provincial's.

ACTION ITEM: Sandra Joy volunteered to research whether or not our branch has additional benefits to membership beyond that of Provincial.

ACTION ITEM: Barb will send links from Alberta Education and RCM to Maryellen for the High School Credits webpage.

**7.4 Calendar:** meeting dates for 2023-2024 season

Sep 18, Oct 16, Nov 20, Jan 15, Feb 19(? Family Day), Mar 18, Apr 15  
 Budget Meetings: Mar 4 ARMTA Calgary, Mar 11 Endowment Society  
 AGM: May 6  
 New Board: May 13

Branch Board meeting adjourned at 11:27 am.

**8. No Endowment Society Meeting**

TABLED UNTIL NEXT ENDOWMENT SOCIETY MEETING: Approval of minutes from March 20, 2023 (no Endowment Society Meetings in April or May)

**9. Next Meeting:** September 18

## SECTION 2: AGENDA pages 5-6

1. **Welcome.** – chair question

2. **Approval of Agenda.** (Agenda feedback - type additional items, errors, omissions into chat box.)

3. **Approval of Minutes** from April and May 2023 (Attached separately).

4. **Approval of Consent Agenda.** (Reports for information, no discussion required)

**No new report:** Adult Recitals convener - Kaylee Read, ACRA past convener - Naomi Williams, Sponsorship convener - Jacqueline Law, Communications convener - Barbara Robertson

4.1 Rotary Calgary Concerto Competition (RC3) – Barb Robertson

4.2 Catering– Nadia Khlynovskaya

4.3 Treasurer-Bookkeeper – Maryellen Pankratz

4.4 Student Recitals, South convener, Marissa Feria; mentioned she wants to host Adult recitals, but willing to convene Student Recitals

5. **Reports for Discussion (see Reports below) and Action Items.**

5.1 **Nomination committee** – convener vacancies, volunteers for ACRA/OSR ( ARMTA Calgary Recital and Awards/ Outstanding Student Recital), Student Recitals, and Workshops/Events: 3 board members needed to convene planning meetings.

See also report 5.1a North Student Recital

5.2a and 5.2b **Music Marathon** Summary and Financial Report

5.3 **Impromptu** (SJF): submit dates of recitals and events by deadline July 15

5.4 **Young Artist Tour** – update (SJF), recommendation to book earlier

6. **Business Arising from the Minutes (May and April minutes).**

6.1 Follow-up to no. 6.1 of March 20 meeting re: Will Provincial **Recognition Fund** to cover our \$1000 donation to **RC3**? Barb made request initially but has it been made in writing?

6.3 **Policy for email addresses** created by conveners to be the property of ARMTA Calgary

6.4 Request to Provincial to improve **SEO (Search Engine Optimization)** on website - motion

6.5 **Expenses for Chair to attend CFMTA** conference – increase?

7. **New Business.**

7.1 Submit event description + photo to **Tempo** as requested -- what pictures, who will follow up

7.2a **Policy & Procedure** updates: - Confirm who makes the changes to the documents - Chair or Administrator?

- Appendix
- Documents containing personal information

7.2b **disposition of older documents** – volunteers needed to sort through and scan

7.3 **Updates to website** – volunteers re code of ethics, benefits to membership, high school credits

7.4 **Calendar:** meeting dates for 2023-2024 season

Sep 18, Oct 16, Nov 20, Jan 15, Feb 19, Mar 18, Apr 15

Budget Meetings: Mar 4 ARMTA Calgary, Mar 11 Endowment Society

AGM: May 13 (or May 6?)

New Board: May 20 (or May 13?)

Adjourn Branch Board meeting

**8. Open Endowment Society Meeting**

Approval of minutes from March 20, 2023 (no Endowment Society Meetings in April or May)

Approval of Consent Agenda: n/a

Reports for Discussion: n/a

Reports for Action: n/a

Adjournment

**9. Announcements**, correspondence, next meeting: September 18

**SECTION 3: REPORTS pages 6-15**

**4.1 Rotary Calgary Concerto Competition (RC3) REPORT** submitted by Barbara Robertson

I attended the Civic Symphony concert with the winners and the pre-concert with runner ups. What outstanding talent. I presented two of the cheques to winners.

I have a program for archives.

Provincial: Nathene will take over for me in the fall - I will stay on as a spare in the meantime and attend the September meetings.

**4.2 CATERING CONVENER REPORT 2023.06.13 Nadia Khlinovskaya\_\_\_\_\_**

The breakfast expenses for the GM on May 8th, 2023, amounted to \$134.18. In response to my request, the budget was raised.

**4.3 TREASURER-BOOKKEEPER REPORT** submitted by Maryellen

Treasurer: Lorna Sewell and Bookkeeper: Maryellen Pankratz

**Bank balances** as of April 10, 2023:

\$55,110.09 ARMTA Calgary Branch

\$12,379.71 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:**

**Regarding 5.3 in April 17 Meeting Minutes** On April 20, I spoke with Jinwen Hu, our account representative at Royal Bank. After a brief investigation and discussion with a colleague, she reported that the letter dated March 20 was sent to us by mistake.

**Music Marathon Budget** As approved at the April 17 meeting, I added 1000.00 to the Music Marathon expenses portion of the 2023-24 Endowment Society Budget. The budget in the AGM meeting package printouts includes this addition.

**Interac purchase** On May 5, I used the ARMTA Calgary debit card to purchase our printouts for the May 8 AGM. Total paid 68.04.

**Cash withdrawal** On May 5, I withdrew 25.00 from the ATM from Endowment Society. I gave this to Nathene at the AGM on May 8. She will hand this money to the winner of the random draw at the May 27 Cochrane Student Recital.

**June 10 Music Marathon proceeds** Lorna received \$2235 in cash and cheques and this has been deposited to Endowment Society. As of today, Canada Helps has brought in 1130.84 for Music Marathon.

1135.00 Cash received  
 1100.00 Cheques received  
 1130.84 Canada Helps  
 910.17 Expenses  
 75.00 Draw prizes  
**2380.67 Net Profit to-date**

**TREASURER’S REPORT:**

Lorna wrote out charitable receipts at the Music Marathon, reconciled the donation records and the bank deposit.

**5.1 Nomination committee – volunteers 2023**

*Members at Large:* need to nominate 6 for 2-year terms – need 4 more

- **Beth Olver, Kaylee Read, Cindy Speelman** have one year remaining in their 2-year terms
- **Lorna Sewell, Barb Robertson, Angela Frankowski, Sandra Joy Friesen** elected for new 2-year terms

ARMTA Board Members: need 1 more

- **Carolyn Steeves** - 1<sup>st</sup> year of second two-year term
- **Nathene Arthur** 1<sup>st</sup> year of first two-year term ( May 19 email)

Convener vacancies:

ARMTA Calgary Recital and Awards (**ACRA**)

- Seek 4-6 volunteers to assist ACRA/OSR:
  - **Barb Robertson** (March 23) committee member (March 29)
  - **Amelia Farahbakhsh** (March 30 phone) yes
  - **Looi Tan** (march30 email)
  - **Crystal Yang** (March 31 phone)
  - **Kathy Dornian** (April 3 email) day of if attending with students
  - **Sarah Irwin** (April 4 phone)
  - **Wei Chi** ( Lisa email may 4) week days only
  - **Monique Fournier** ( from Ilsa email April 13) small job maybe
  -

**Music Marathon: Cathy Lis, Nadia Khlynovskaya, Lorna Sewell**

*Other possible members for music marathon:*

- **Looi Tan** (March 30 email)
- **Crystal Yang** (March 31 phone)
- **Sarah Irwin** (April 4 phone)
- **Monique Fournier** (from Ilsa email April 13) small job maybe
- **Wei Chi** ( Lisa email may 4) week days only
- 

**Media** is vacant

**Student Recitals** - seek 2-6 volunteers who will arrange at least one recital each, and ask a Member at Large to coordinate them

- **Marissa Feria** (email April 1)
- **Alena Naumchyk** (Lisa email may4) -has been organizing in south senior & store



- **Kaylee Read** (adult)
- Assist on day of
  - **Crystal Yang** (March 31 phone)
  - **Kathy Dornian** (April 3 email) day of if attending with students
  - **Sarah Irwin** (April 4 phone)
  - **Margaret Brentnall** (April 10 phone) maybe
  - **Wei Chi** ( Lisa email may 4) week days only

**Workshops & Events** is vacant –

- seek 2 – 4 volunteers to each arrange/host one professional development event
  - **Melodie Archer** for hosting a meeting/gathering
  -
- seek 2 – 4 volunteers to share expertise at a small gathering
  - **Looi Tan** (march30 email) how to teach group piano classes, some group activities that teachers may want to do for their masterclass or ensemble playing and re-arranging, or group rhythm games. My expertise is in the Yamaha method, but it doesn't necessarily have to be exactly Yamaha.
  - **Kathy Dornian** (April 3 email) offering expertise at workshops/master-classes, depending on timing of course
  - **Jani Parsons** (email April 7) *Is it possible that I could organize and teach a masterclass or workshop, if that is of interest? It may be possible for me to even arrange to have the event take place at the University of Calgary, if that is of interest.*
  - **Yang Gao** (phone April 10) *clinician on piano performance*
  - **Jennifer Latta** (email April 12) *workshop*
  - **Gloria Chu** (email April 12) *workshop or masterclass , provided a resume with presentation topics*
  - **Ilkim Tongur** ( from lisa email April 13 – *workshop on composing*
  - **Plamen Paskalev** ( **email April 13** *If there is an interest on the subject I can do a 20-30 minutes workshop on how to take a basic care of the piano. The workshop would deal with the most frequent problems as sticking*

keys or strings that sounds off tune. The focus would be what my fellow teachers can do to resolve some of the problems without the assistance of a piano technician. I can demonstrate that if there are pianos available on the spot. (The cases are slightly different with the uprights and grands) Or if there is no piano available, I can the PPT presentation

- **Bronwyn Schumann** ( Lisa email May 3) doctoral research

### **5.1 a NORTH STUDENT RECITAL REPORT submitted by Alice Monson**

REPORT: The North Calgary recital was held on May 13<sup>th</sup>, 2023 with 23 student participants and 9 teachers submitting students. There was voice, violin, cello, speech arts and piano performances.

COMPLIMENT: Thanks to those involved in setting up the Jotform application process for Student Recitals, well done! This makes the process much easier than in past years.

BACKGROUND: There was considerable confusion in the application process, resulting from students of one teacher submitting applications online, rather than the teacher herself submitting her students' applications. This resulted in 15 minutes of submitted time by the one teacher (limit is 6 students/8 minutes). The teacher had no knowledge of which of her students had submitted applications. Despite explaining and re-explaining the guidelines, the teacher was adamant in wanting all her student applicants to perform, expecting that an exception be made for her. As well, changes continued to be made as to who was performing, and request for changes continued to be made after the recital program was emailed out to all. This took considerable extra convener time and frustration (holding to the boundary of the stated guidelines) while planning the recital. [In fairness to the process, engagement with the teacher took place, rather than cutting off students after limits reached.]

Teachers submitted total minutes for pieces that were shorter than actual performance times, despite the posted guideline of rounding up. Several teachers submitted pieces easily 2-3 minutes longer than actual performance time. This took extra convener time in planning the recital time length, as these pieces were familiar to the convener; YouTube recordings were checked to gauge recital length accurately.

Emails directly to the convener after the recital was full and online submissions had been closed indicated that this recital could have been 2 or even 3 times in length if all applications were accepted. Several teachers requested by phone calls and direct emails that exceptions be made to include their students, even when the online application indicated that the recital was full. The Convener assistant did not show up for the performance, which did pose difficulties for the afternoon.

### **5.2a Music Marathon Summary Meeting June 19, 2023** submitted by Cathy Lis

Present: Lorna Sewell, Nadia Khlynovskaya and Cathy Lis. Co-Conveners met in a follow-up meeting to discuss the following:

#### **The organization of the event:**

- Needs to begin in September the year prior to the event.

- Requires 3-4 co-conveners in order to be effectively run.
- Lorna Sewell, Cathy Lis and Nadia Khlynovskaya have agreed to co-convene the 2024 Marathon. A fourth co-convener would be appreciated. Preferably one who is “tech savvy”.
- It would be preferable to have advertising in place in September to start the donation process. Nadia suggested advertising through the Neighbors website to reach out to all quadrants of the city. Also need to create a donation page for Facebook. Can we set up a donation request on Google for the Marathon event?
- At the event we need more visible signage for donations, so the public knows we are holding the event to raise funds for ARMTA.
- Would like to have a more comprehensive list of students performing from the teachers. Not necessarily an order of performance.
- Recommended that the event be held in Chinook Center next year.

#### **Areas requiring overseeing for subsequent Music Marathons:**

- Venue
- Piano instrument, piano movers, sound equipment
- Chairs, tables
- Prize draws
- Secure insurance coverage for the piano
- Advertising
- Registration, forms for video/photos, donations

#### **The day of the event:**

The event ran from 9:00 – 4:45. The first slot at 9:00 the teacher did not show. We had a successful run through the remainder of the day. The only weather factors were the wind picked up later morning and the temperature mid afternoon until finish was quite warm. - Volunteers were very helpful throughout the day, however we only had two co-conveners there all day. It would have been better to have three or four co-conveners there so we could take breaks and be assured that an organizer was there to oversee the registration process.

- We had great support from Heritage Park (Olek Janusz) in the setting up of the tables, tent, and chairs, and the overseeing of the sound equipment.
- There was a noticeable lack of signage to let the public know that we were there to raise money for ARMTA as well as provide some entertainment. It looked like an event that Heritage Park was putting on despite our ARMTA banner being displayed.
- The piano movers were there promptly at 5:00 to pick up the piano.
- We received many positive comments about the event from the volunteers and families.

#### **The prize draws:**

- 3 sets of 2 CPO concert tickets were won by our top 3 fund raisers, Nathene Arthur (\$300.00), Avery Palmiere (\$200.00) and Daruis Atkinson (\$140.00).
- A one-year family membership for the National Music Center was our end of day event draw that went to Kinnari Shanoy
- 3 cash prizes of \$25.00 drawn for Early bird @ 10:00, Morning @ 12:00 and Afternoon @ 4:45 were won by, Alex Fong, Danica Marks and Emilie van der Merwe

All prizes have been received and the CPO and National Music Center have been provided with the winner's names. Thank yous and notes of appreciation have gone out to all our sponsors; Steinway, Heritage Park, Calgary Philharmonic, and National Music Center. Special thanks to all the teachers that came out to volunteer their time. A list of the prize winners from the event has been sent to Barb Robertson for distribution.

**Music Marathon REPORT** submitted by Nadia Khlynovskaya

On June 10th, 2023, I had expenses related to the Music Marathon. I used \$25.17 to buy a Thank You card and a box of candies as a gesture of appreciation towards the Heritage Park team. They generously offered us a free venue, audio equipment, chairs, tables, and an event tent, and provided their assistance throughout the entire day.

**5.2b Music Marathon 2023 Financial report** submitted by Lorna Sewell

**INCOME**

|  |         |         |
|--|---------|---------|
| Total cheques received at the event:     | \$750   |         |
| Cheque received prior to event:          | \$350   |         |
| Total cheques                            | \$1,100 | \$1,100 |
| <br>                                     |         |         |
| Total cash received at the event:        | \$1,135 | \$1,135 |
| <br>                                     |         |         |
| Total Canada Help (CH fees not removed): | \$1,015 | \$1,015 |

**Total Income: \$3,250**

**EXPENDITURES**

|                                     |          |                 |
|-------------------------------------|----------|-----------------|
| Piano moving                        | \$700    |                 |
| Draw prizes (3 @ \$25)              | \$ 75    |                 |
| Chocolates for Olek @ Heritage Park | \$ 25.17 |                 |
| Extra insurance to cover piano      | \$150    |                 |
| <b>Total expenditures</b>           |          | <b>\$950.17</b> |

**Net income: \$2,299.83**

**5.5 YOUNG ARTIST TOUR (SJF): submit Financial Report + \$75 cheque**

From May 15, 2023 Meeting:

HOST BRANCHES FOR THE YOUNG ARTIST TOUR Responsibilities

The Host Branch shall:

1. be responsible for securing one night hotel accommodation at an economical rate for each of the Young Artist and Collaborative Artist and submitting the receipt for reimbursement attached to their Financial Report.
2. arrange for the rental of a concert facility, tuning of the piano and any other physical arrangements necessary.
3. arrange for the distribution of posters and for TV, radio, and newspaper advertising.

4. arrange at the local level for the printing and distribution of the concert program.
5. submit a Financial Report for the concert to the Regional Young Artist Chair along with a cheque for \$75 or 50% of the net proceeds whichever is higher.

### **6.1 Action Item from 6.1 of March 20, 2023 Meeting submitted by Carolyn Steeves**

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

I asked Tamara Bowie about this. I was told we needed to out in a written request. I emailed with Barb Robertson, she made the request initially, and she was going to write something and submit it or that at least was my understanding. ARTMTA provincial does not meet until October 14th.

### **6.3 Develop a policy about email address opened on behalf of our branch**

**Sent:** April 24, 2023 11:23 AM

Hi Laura,

Since you're no longer the Music Marathon convener, that email address should be passed onto the new convener. Could you provide the password to us please?

Maryellen

**Sent:** Monday, April 24, 2023 12:09 PM

Hi Maryellen,

That email address was created with my personal information and is linked to my personal email so I don't want to share it with anyone. I can forward any pertinent emails.

Maybe ARMTA can create a Music Marathon email using the ARMTA domain that can be transferred from person to person?

Laura

**Sent:** Wednesday, April 26, 2023 5:10 PM

Hi Beth,

Perhaps we should develop a policy that if a convener opens an email address on behalf of our branch, that it becomes the property of ARMTA Calgary. I've made a note that I'd like to approach this at the next meeting.

Maryellen

**6.4 Request to Provincial about optimizing website for google results**  
**Action Item from 6.4 of April 17, 2023 Meeting**

We hope that through pursuit of a more easily searchable website and more online traffic, more students and music teachers would learn about what ARMTA offers.

Sent: Saturday, April 22, 2023 2:48 AM

Hi Beth,

I would like to make a motion on behalf of ARMTA Calgary Branch that there be time and attention dedicated to improving the Calgary branch and provincial websites' SEO (Search Engine Optimization). We hope that through pursuit of a more easily searchable website and more online traffic, we can increase our membership.

Thank you,  
Kaylee Read

**6.5 Increase expenses for chair to attend CFMTA?**

from April 17, 2023 meeting, we agreed to review this at a later time:

From the 2023 (and back to 2020) version of job description for Chair point 14

ARMTA Calgary Branch shall send the branch Chair (or in the absence of the Chair, a designated Branch Board member) to CFMTA conference in odd numbered years. The Branch will pay the conference registration fee and up to \$500.00 accommodation and other expenses upon submission of receipts. This sum should be revisited by the executive annually.

Should the \$500 expense amount be increased by 10%?

**7.1 Submission Request to Tempo**

From Tamara Bowie to Carolyn Steeves on June 16

"This year, we have a new Tempo Editor, Joel Windsor. For the Branch News section in the magazine, he has requested something different.

Could you each submit one thing you are most excited about that happened in your branch over the last year with a photo? Please send submissions to [tempoeditor@armta.ca](mailto:tempoeditor@armta.ca) before July 15<sup>th</sup>.

Thank you, Tamara Bowie"

**7.2a Updates to Policy & Procedure document**

1. Section 20 Index To The Appendix Of Job Descriptions 20.2 conveners and committees has at least one to remove and at least one to add. Perhaps it would be better to just call it “conveners and committees “ and state where to find the descriptions

2. From April 17 meeting a policy on **documents containing personal information** was accepted. It needs to be added to the P & P

- Maybe under section 17 Revenue and Finance Records as point 17.3.1
- Or a whole new section to be inserted after the current section 17
- Should it be referred to in the Administrator’s description?

This is the new policy

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

.2 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).

.3 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.

.4 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.

.5 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.

**7.2b Disposition of older documents:** We have several collections of documents to sort through ( keep for archives, scan and store digital copies, destroy)

- Frances Ewington has some boxes with this kind of thing as well as an embosser, a money box, tablecloths for/from ACRA
- Naomi Williams may have some boxes of documents, too

**7.3 website updates** - reconsider code of ethics, and volunteers to update pages

- Benefits of membership - *information on this page needs to be updated*
- Code of Ethics – *Calgary board should consider adopting the provincial code of ethics*
- High school credits—*update new RCM labels, Con Can labels to match AB curriculum · a description for "student recitals' -- who can perform*