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Calgary Branch Board Meeting

Date: September 18, 2023 at 9:30 am

Place: Zoom

MINUTES of MEETING - AMENDMENT

CHAired BY: Sandra Joy Friesen

RECORDED BY: Maryellen Pankratz

NAMES OF ATENDEES AND ABSENTEES

Members present: Sandra Joy Friesen, Beth Olver, Cindy Speelman, Lorna Sewell, Kaylee Read, Nathene Arthur, Barb Robertson, Carolyn Steeves

Regrets: none

Guests: Rita Thurn

OPEN ARMTA CALGARY MEETING

ARMTA CALGARY meeting called to order at 9:31 am.

SECTION 1: MEETING MINUTES pages 1-3

1. Welcome

ORDERS OF BUSINESS

2. Approval of Agenda – Amendments: no.9 Change Endowment Society minutes to be approved from May 15 minutes to March 20 minutes.

MOTION: Carolyn moved to accept the agenda as amended. Lorna seconded the motion. Motion carried.

3. Approval of Minutes from June 26, 2023 (Attached separately).

MOTION: Lorna moved to accept the June 26 meeting minutes. Kaylee seconded the motion. Motion carried.

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

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

5. REPORTS FOR DISCUSSION

5.2 Old Documents

ACTION: Beth and Maryellen will work out the details of updating the job descriptions and possibly create a report directed to all conveners specifying the changes.

ACTION: Beth will ask Sara Gobrail if archives has digital processes or only paper.

ACTION: Regardless of whether or not we use the gavel, Beth will pass it onto Sandra Joy in order to continue with tradition.

5.3 Bookkeeper Report

MOTION: Barb moved that we invest \$8000 in a 2-year GIC, \$8000 in a 3-year GIC and \$8000 in a 5-year GIC. Motion defeated.

MOTION: Lorna moved that we invest \$8000 in a 2-year Market Smart GIC and \$16,000 in a 5-year Market Smart GIC. Beth moved to amend the motion to specify that the funds come from the general account. Kaylee seconded the amended motion. Motion carried.

ACTION: Maryellen will contact our bank representative to purchase the two GICs.

5.4 ACRA

ACTION: Barb authorized Maryellen to sign the contract for Temple B’Nai Tikvah. Maryellen will sign and send to Danny Oppenheim.

ACTION: Barb will forward the modified guidelines to Sandra Joy, who will send out for a vote via email.

UPDATE SEP 22: The Eligibility Guidelines document for ACRA/OSR was distributed to the Board September 21-22 for approval via email.

MOTION SEP 22: Barb moved to accept the eligibility requirements outlined in the document entitled, “ACRA-OSR Eligibility for Board Approval (2).docx”. Approval of the document was passed September 26.

6. Business Arising from the Minutes (June 26 minutes).

6.1 Email Address policy The conveners are to open their own email addresses, then share the password with the administrator.

MOTION: Lorna moved to accept the email address policy as written. Carolyn seconded the motion. Motion carried.

ACTION: Beth and Maryellen will fine tune the wording.

6.2 Website updates

ACTION: Beth will send changes to the scholarships webpage to Maryellen.

6.5 Policy & Procedure Manual

ACTION: Sandra Joy and Beth will decide whose job it is to update changes to the P&P Manual. The working Word document will need to be accessible to that person. Once determined, this should be added to the appropriate job description.

7. NEW BUSINESS

7.1 Budget for workshops & professional development If a workshop has a high cost that would exceed the budget, board approval is required.

ACTION: Kaylee and Sandra Joy will create a set of guidelines for presenter honorariums and/or thank you gifts, expense maximums for catering and venue and will determine if a budget increase is necessary.

ARMTA Calgary meeting adjourned at 11:29 am.

9. Endowment Society meeting called to order at 11:29 am.

TABLED: Approved Endowment Society minutes from March 20 meeting (no Endowment Society Meetings in April or May).

REPORTS FOR DISCUSSION

Student Competitions (Endowment Society Projects)

MOTION: Carolyn moved that we adopt the changes detailed in August 31 Report. Beth seconded the motion. Motion carried.

Endowment Society meeting adjourned at 11:37 am.

NEXT MEETING: October 16.

SECTION 2: AGENDA pages 4 - 5

Calgary Branch Board Agenda

September 18, 2023

Via: Zoom

Chair - Sandra Joy Friesen and Co-chair Beth Olver

Administrator Secretary - Maryellen Pankratz

Vice Chair - Angela Frankowski

Members at Large - Beth Olver, Lorna Sewell, Kaylee Read, Cindy Speelman, Barbara Robertson, Carolyn Steeves, Angela Frankowski, Sandra Joy Friesen

Treasurer - Lorna Sewell

Bookkeeper - Maryellen Pankratz

ARMTA Provincial Board Rep - Carolyn Steeves

CFMTA National Delegate - Nathene Arthur until Fall AGM of ARMTA (provincial)

Endowment Projects - Nathene Arthur

Members present:

Guests:

Regrets: none

ARMTA CALGARY meeting call to order

1. Welcome – Sandra Joy Friesen

As we approach the National Day of Truth and Reconciliation, I would like to formally recognize and respectfully honour the unique and enduring relationship between this land and the Indigenous Peoples of this place. I acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region 3.

2. Approval of Agenda (feedback)

3. Approval of Minutes from June 2023.

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

Past Chair

Provincial Representative

Rotary C3

Adults-Only Recitals

Sponsorship

Catering

5. Reports for Discussion and Action Items

5.1 Email Address Policy (Maryellen)

5.2 Old Documents (Beth, Angela)

5.3 Bookkeeper (Maryellen, Lorna)

- 5.4 ACRA (Barb)
- 5.5 Music Marathon (Lorna)
- 5.6 Workshops (Kaylee)

6. Business Arising from June Minutes

- 6.1 Email Address policy to be added to Policy & Procedure Manual.
- 6.2 Website updates and benefits of membership.
- 6.3 Signage for Music Marathon and other events plus small signage for smaller venues
- 6.5 Policy & Procedure Manual.
- 6.6 Expenses for Chair to attend CFMTA (no action yet)

7. New Business

- 7.1 Budget for events, workshops, PD, and catering. Sandra Joy and Kaylee will meet to set some guidelines to present at the next meeting.
- 7.2 Vacancies

8. Announcements

Next ARMTA Provincial Board meeting is Sat. Oct 14, 2023; if Calgary Board has questions or concerns for Provincial, let Nathene know by Oct. 1.

Next meeting October 16, 2023

9. Open Endowment Society Meeting

Approval of minutes from ~~May 15, 2023~~ March 20, 2023

Approval of Consent Agenda

Reports for Discussion, Nathene and Laura.

Reports for Action

Submitted Reports

- Past Chair, Beth
- Provincial Representative, Nathene and Carolyn
- Rotary C3, Beth (should be Barb, not Beth)
- Student Recitals, Kaylee
- Workshops, Kaylee
- Bookkeeper, Maryellen
- ACRA, Barb
- Music Marathon, Lorna
- Sponsorships, Jackie
- Catering, Nadia
- Communications, Barb (no new report)
- Endowment Society, Nathene and Laura

SECTION 3: REPORTS pages 6 - 17

4.1 Past Chair Report (Beth)

REPORT: Over the summer as past chair I have

- Reviewed our website pages and worked with Maryellen to reorganize them and to make updates
- Sent documents to Kaylee to help her start working on Student Recitals and Workshops& Events
- Assisted Rachel Baljeu and Barb Robertson to start planning the next ACRA and OSR events: checked with scholarship donors, located templates for letters, reviewed information on the website
- Worked with Angela Frankowski to gather old documents that should be saved or destroyed. Refer to Old Documents Report (Sept).
- Redistributed other items that came with old documents to Workshops Events, ACRA, Music Marathon, Maryellen
- Updated the list of Branch Board Members and Conveners
- Supported new chair: proofread Impromptu
- Reviewed minutes from June board meeting

Thank you to everyone who contributed to a great issue of Impromptu

Many thanks to Kaylee for her work on student recitals and Workshops& Events.

And grateful thanks to Sandra Joy for proceeding to move into being our Chair.

4.2 Provincial Representative Report (Carolyn, Nathene)

REPORT: Calgary ARMTA requested Carolyn Garritano with ARMTA Provincial optimize the Find a Teacher search engine. Here is Carolyn Garritano's response dated August 22, 2023.

I have added the free version Yoast SEO to the Calgary Branch website to add key words on your website pages which will help get search results. The provincial site also has Yoast & I will continue to tweak key words & descriptions to try to get better search results. I have added keywords & description to many Calgary pages but not all yet. I will keep working on it or Maryellen is welcome to play around with it too.

When you search for music teachers, our ARMTA websites are always very close to the top. When you start searching for specific instruments, we get bumped down a little because we do not specialize in 1 instrument.

We can keep adding information about specific disciplines of music teachers on our websites to help with this. I did something like this for piano, voice & violin for Edmonton teachers by adding a separate page for each of them with our directory map showing just those teachers.

I did something similar for Calgary this week where I added links to those specific searches at the bottom of the find a teacher page, but I did not add separate pages. It will take a while to see if this

helps search results. I could try adding the separate pages too & then just not include them in the menu so other instruments are not offended.

The best way to get higher ranked on Google is to have matching keywords in the page titles, page slugs, page headings & also the first paragraph of text on the page. So, think about these things when adding or updating content on each page.

If you change page slugs, it will take a while for Google to re-index the pages so try to avoid this.

Members can also be encouraged to add phrases like “Piano teacher in Calgary” or “piano lessons for adults” into their profile descriptions to get search results that take them to their profile in our teacher directory.

I will keep checking in on the Calgary website & search results over the next few weeks to see if there is some improvement.

The next ARMTA Provincial Board meeting is Saturday October 14th, 2023? And if the Calgary ARMTA branch has any questions or concerns for Provincial to please let us know by October 1st.

4.3 Rotary C3 (Barb)

Saturday, March 9 and Sunday, March 10, 2024

Deadline, January 31, 2024

<https://www.rotaryc3.com/>

Michael Lipnicki Fine Pianos 6033 Centre St S, Calgary, AB T2H 0C2

4.5 Sponsorship (Jackie Law)

There are 8 sponsors :

Long & McQuade Musical Instruments.	\$550
Michael Lipnicki Fine Pianos.	\$550
Music Makers Calgary.	\$550
Music for Young Children.	\$400
Bearspaw School of Music & Arts.	\$ 80
Yamaha Canada Music Inc.	\$800
Ambrose University.	\$250
V. A. Hill Fine Strjngs.	\$250

T=3,430

4.6 Catering (Nadia Khlinovskaya)

ARMTA Calgary Teacher Workshop expenses are \$142.95.

5.2 Old Documents (Beth, Angela)

Beth Olver and Angela Frankowski met on August 23 to find Consent forms to be saved digitally for 50 years, and application forms which can be destroyed after a year. There are four points for action/discussion.

There are paper **consent forms** that need to be digitized and saved – given to Maryellen

- 2023 Adult Recital
- 2022 Music Marathon
- 2023 Music Marathon
- 2015 Composer Showcase
- 2015 Joint Recital (L Sewell, J Stauffer, L Ahenda) -- may have been scanned
- 2015 Music Marathon -- may have been scanned

Action: We should determine whether there are digital consent forms for ACRA, OSR, other recitals, other years of Music Marathon, poster & video projects, other events. These forms should be stored with other digitized consent forms.

There are documents that should be archived if copies are not already in the **archives**.

- Older Calgary branch brochures,
- 2015 Composer Showcase program
- 2015 & 2019 Young artist recital programs
- 2015, 2016, 2017 Honours Recital programs
- 2023 First Adult Recital program
- President's binders for 2007, 2006, 2008, 2009, 2010, 2015, 2016
 - I have binders with my notes from 2013, 2014, 2015, 2016, 2017, 2018
 - **Action:** Sara Gobrail, the archives convener, should determine whether the archives contain agendas, minutes, maybe reports from 2007- 2018. If not those binders should go to archives. If archives already has these years, binders that are more than 10 years old should be discarded/shredded.
 - Documents from 2019 to present: Particularly since we started meeting online, there are not paper copies of minutes and agendas. The administrator, Maryellen, likely has digital copies. **Action:** How should we manage archiving those documents?

For **shredding**: New member forms 1995-2000, 2022 & 2023 Music Marathon records of donations – 2023 should be kept for a year.

These items have been distributed: There is a storage tote box of **items for ACRA** recital: tablecloths, registration table signs, artificial flowers and vases, paper, printable labels, name card blanks and holders, embosser for certificates. This box should stay with the ACRA convener.

There are also:

- 2 books of music by Dean Blair from Palliser Music that should be used as door prizes. – *Kaylee for Aug 30*

- Box of promotional pencils (old logo) – *hand out at workshops and general meetings - Kaylee for Aug 30*
- CFMTA brochures – *distribute at workshops and general meetings - Kaylee for Aug 30*
- **Action:** A gavel for the chair - *to Sandra Joy? Not needed for online meetings, would we start using it for general meetings?*
- A book by Alexandra Munn – *what to do, how to make available?*
- One copy of *Call to Order* -- Maryellen for her use or for distribution to new board members
- Strong box/cash box -- *to Music Marathon -- Lorna Sewell?*
- Alberta Government books for not-for-profit boards from 2015 workshop they did with us, and maybe from provincial when they did a workshop on Board development -- would we like to take board meeting time to review some things, or just encourage board members to look over the information?

5.3 Bookkeeper Report (Maryellen, Lorna)

Bank balances as of September 6, 2023:

\$51,468.02 ARMTA Calgary Branch

\$10,730.55 Endowment Society

Endowment Society GICs

Name1	Name2	Amount	Purchased	Matures
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
		\$25,320		

BOOKKEEPER'S REPORT:

2023-2024 Budget Would the board like to set some guidelines regarding workshops? It would help for the organizer to have more direction and it would help me know where to code the actual expenses. For instance, are we going to pay the presenter and if so, how much? Is there a limit to catering expenses per workshop? Is there a limit to venue expenses per workshop? Are there any other workshop expenses to be aware of? The budget amount set for "Teacher Workshop/Honorarium (incl venue)" was \$650. The amount set for "Mini Professional Development Gatherings NEW" was \$300. Is there an actual difference between these two categories? The amount spent for the August 30 *Brain Hacks* workshop was \$382. Should the total budget amount for workshops & gatherings be increased for the year?

Auditor's Report for Endowment Society When Lorna prepared the 2023 CRA return, she found that I had made a typo when I pulled the figure from the balance sheet to the audit report. Lorna attached a sticky note to our return acknowledging the error. It is unfortunate that neither of the two auditors caught the mistake.

Sign-In Protection Alert for ARMTA Calgary bank account On the evening of July 30, I received this notice from our bank: *“There was an unsuccessful attempt to sign on with your Username/Client Card and password on Sunday, 30 Jul 2023 at 05:13:45 EDT. We disabled your Online Banking access because we couldn’t verify your identity. Did you try signing in to Online Banking on this date?”*. I reported that neither Lorna nor myself tried signing in on that date, so I was prompted to change our password and security questions.

Wave Connected Bank Account Problem Since the above-reported security issue, Wave has been unable to automatically import our transactions. Wave stated that *“Your financial institution indicated that your login credentials have changed or your multi-factor authentication has been updated.”* I reported the issue to our personal bank rep, who wonders if our client card number may have been compromised. She said that our client card number stays with us for life and cannot be changed, so she suggested that I change our sign in to a username that I create myself. For that, I had to go see her in person and I did this on Aug 25. Wave still can’t connect though; I think it’s because there’s an additional layer of sign-in security now that Wave can’t deal with.

New Cheques On July 25, I ordered more cheques for ARMTA Calgary. I received the new cheques in the mail in early August, but they were incorrect (they were personal cheques with only one signature line). On Aug 25, I returned them to our personal rep at the Crowfoot branch. She refunded us and ordered the correct cheques, which I have received.

Donation In July, we received a \$50 donation through Benevity from Jin Wang (student Robert Wang) with this comment: *“Thank you for the great program to my boy’s piano learning: Teacher - Frances Ewington”*. I passed the information onto Frances.

Investment As requested by the board in June, I spoke with RBC about the options for an investment from our ARMTA Calgary bank account. We were advised to stick with a MarketSmart GIC, which we traditionally invest in for Endowment Society. The current rates can be found here at the following link. After clicking the link, scroll down to RBC Equity-Linked GICs, then choose “RBC Canadian Banking MarketSmart GIC”. We can choose a term of 2-years, 3-years or 5-years.
<https://www.rbcroyalbank.com/investments/gic-rates.html>

5.4 ACRA (Barb)

January 27, 3:30 start, entrance as close to 2:00 as possible
Temple B’nai Tikvah, 900 – 47th Ave SW has been booked
Guidelines have been edited.

Board needs to approve the guidelines.

Contract will be sent to Maryellen to sign and pay.

There will be presentation to recipients of diplomas.

Thank-you to Rachel who has worked on guidelines and the jotform application.

Thank-you to Maryellen and Caroline G. who have worked on email addresses, website, etc.

Thank-you to Beth who has organized meetings and contacted sponsors of special scholarships

Email, which I hope to use is: ACRA@ARMTA.ca

Please let me know if you would like to get involved.

5.5 Music Marathon (Lorna)

Music Marathon 2024 will be on Saturday, May 25. It will be held at Chinook Center Grand Courtyard. The mall opens at 10am on Saturdays but we are able to be inside to set up as early as 8am. The performers may begin at 9am. We will determine the start time once we get to setting the performance schedule. There is a loading dock close to the Grand Courtyard. Chinook Center will provide some advertising throughout the mall and we will be setting out Music Marathon specific signage close to our stage area as well as on the second floor just above the stage. The mall will also put up social media posts, an event page on their website and on their digital directories. They will also provide tables, extension cords, ropes to cordon off the performance area. We are waiting to hear from Steinway Piano Gallery regarding using one of their grand pianos again. According to Cathy, it looks promising.

Based on last year's expenses, it looks as though our budget will be as follows:

Signage:	\$200
Piano moving:	\$600
Insurance	\$150
Prizes:	\$ 50 (possibly no cost; we may just stick with the prizes from CPO and NMC
Total:	\$1,000

RECOMMENDATIONS: Board approval of budget, date, location.

5.6a Workshops (Kaylee)

BACKGROUND: The first Calgary Teacher Workshop of the new academic year took place at the RGO Treehouse South at CSpace in Mardalooop on **Wednesday, August 30th, 2023 @ 10am**. The presentation was "Brain Hacks for Learning Music" with Gloria Chu. This event was a great success. Many teachers said it was reinspiring going into a new year of teaching. Following the engaging presentation, attendees participated in a discussion and enjoyed refreshments with great company! We are looking forward to more events this year and hoping to get dates confirmed as soon as possible!

Registration and Attendance:

-Emailing to membership: The link was broken when sent out to membership. Once Barb was notified, she resent the link a few days later. We may want to investigate why this happens to avoid multiple emails and frustration in the registration process. The same issue occurred for the Adult Recital in Feb as well.

-There was the wrong expiration date on the jotform settings while I was out of service on vacation, however it was resolved with the help of Rachel Baljeu.

-Advertising: The event was posted on the ARMTA website, circulated by email via Barb, posted multiple times on ARMTA Facebook, as well as my own Sing with Kaylee social media accounts.

-We had 19 members register on jotform. 15 of which attended.

Other:

-Beth brought two music books that were used for a door prize. After attendees entered their names, Sonia Poon was awarded the gift.

-A gift was given to Gloria Chu thanking her for her time: A card, homemade teacup candle, and \$50 Gift Card to Long & McQuade.

-I have multiple videos and photos from the performance. I have posted these on the ARMTA Facebook account. I have a google drive with photos that I will share to the board.

-Sandra Joy was able to retrieve the ARMTA signage and banner from Lorna and bring to the event. She is keeping them for future events.

Expense Review:

-\$189 venue rental fee (RGO Treehouse at CSpace Mardalooop)

-\$50 Long & McQuade GC for Gloria

Total: \$239 (Kaylee Spent)

Additional Costs: Catering Expenses - \$138

- When I asked Nadia (Catering Convener) to help with the food for the event, she said she used a \$3 per person budget (\$3 x 20 attendees = **\$60**). I planned the budget around this.
- Nadia ended up spending approximately **\$138** on the food (over double the budget).
- She had to purchase coffee and plates in bulk that will be used at future events
- I believe the amount of food she purchased was overestimated for this event and I was surprised by her total spending. I understand food costs have increased. It may take time to determine the amount of food we truly need for events.
- Nadia took home the leftover food.
- I believe she was submitting her expenses directly to Maryellen.

Grand Total for Event: \$377

RECOMMENDATIONS/QUESTIONS:

-I was able to discuss volunteer opportunities with the attendees and have people offering to help out this year!

-Should we consider increasing catering budget based on the current cost of food? Currently, Nadia said her budget is \$2.5-\$3 per person.

-I have filled out my form for reimbursement and submitted it to Maryellen. I believe Nadia was submitting her own.

5.6b Workshops & Events / Student Recitals (Kaylee)

Plans for teacher workshops/events as well as student recitals are in progress. Recruitment of and communication with volunteers throughout the summer was difficult, however I now have a group of volunteers as well as a few presenters lined up. Below is a progress report on what we have planned so far. I hope to offer events that are a draw for teachers of all instruments. So far we are looking at events for piano, voice, strings, speech arts. We may not be able to get all instrument groups each year, but I recommend we make up the discrepancy in the following year.

Proposed Plan (Pending responses from other conveners, presenters, venues)

Budget: \$900 for workshops and events, small social prof dev events. If masterclass teachers require payment, we will need to reduce our schedule to save on budget. My initial plan had included virtual presentations, however those who have volunteered to present have expressed their strong preference for in person events, so I have had to pivot.

Workshops & Events

August 30	Gloria Chu	Teacher Workshop	\$377
November	TBD	Strings Masterclass or Workshop	\$100
January	TBD	Voice Masterclass	\$100
March 2	Kathy Dornian	Piano Masterclass *Awaiting venue	\$100
April	TBD	Teacher Workshop	\$50
May/June?	TBD	Speech Arts Presentation	\$50

Student Recitals - \$150 per venue + Programs

December 3 or 10th	Alena	*Awaiting venue confirmation
February 11th	Adult Student Recital (Kaylee Read)	*Confirmed
<u>Date TBD</u>	Angela_	*Venue / Date TBD
<u>Date TBD</u>	Gloria	*In NW / Date TBD
	Marissa	*Possible host or day of help

6.1 Email Address policy (Maryellen, Beth)

July 6 I asked Carolyn Garritano for her thoughts on which email provider to use. These email addresses could be created by the provincial webmaster - if so, each address would end with @armta.ca. It is possible though that some members may find it difficult to add an @armta.ca address to their email app accounts. If they are uncomfortable or encounter problems, could they contact the provincial webmaster for assistance? For simplicity, we could ask that any new email

addresses created end with @gmail.com. But it is difficult or impossible for the convener to access a gmail or outlook account if the previous convener has removed their own access.

REPORT

While trying to obtain access from former conveners to email boxes and google drives, it became apparent that we don't just need a policy for ARMTA Calgary Email. It would also benefit our branch to have the same policy for ARMTA Calgary Documents and also for Committees. I have written the following three policies for review. I recommend adding these not only to the Policies and Procedures Manual, but also to any relevant job descriptions.

Add a point to the Administrator (secretary) description:

- Is the keeper of access information (passwords, account names) to all ARMTA Calgary Branch online and cloud-based and shared accounts (such as Dropbox, Google Drive Jotform, Zoom, email address) opened by conveners or committees in order to facilitate carrying out their duties. This is to ensure that new conveners have access to the that information and that email addresses can be consistently used.

Committees

For every committee of two or more, there should be a team leader who takes responsibility for overall organization and communication. The team leader will ensure that all committee members have access to relevant files, cloud-based drives and shared email boxes. If the group requires access to an application (e.g. Dropbox, Jotform, Zoom), the team leader will work with the branch administrator.

ARMTA Calgary Email

All email addresses opened on behalf of ARMTA Calgary branch become the property of ARMTA Calgary branch. At the end of your term, you are responsible for passing along the password to the replacement officer or convener and for ensuring that they have successfully accessed the account. Only after the new officer or convener has successfully logged into the account are you then permitted to remove your phone number, recovery email and any other **personal** details connected to the account. Furthermore, the branch administrator must be apprised of the password at all times.

ARMTA Calgary Documents

All documents created on behalf of ARMTA Calgary branch become the property of ARMTA Calgary Branch. At the end of your term, you are responsible for ensuring that the replacement officer or convener has successfully received all relevant documents. If said documents are located in a cloud-based drive (e.g. Dropbox, Google Drive), you are responsible for ensuring that the replacement officer or convener has full administrator/editor access to the drive. Only after the new officer or convener has successfully logged into the account with administrator/editor privileges are you then permitted to remove yourself from the account. Furthermore, the branch administrator must be apprised of any potential passwords at all times.

Current email addresses (that I am aware of):

ACRA: armtahonoursrecital@gmail.com (Naomi gave the password to me but I can't access the account)

OSR: armtaosr@gmail.com (password should be with Rachel Baljeu)

Music Marathon: musicmarathoncalgary@gmail.com (Laura Whitehead considers this her personal information and won't give us the password)

Impromptu: impromptu@armta.ca (I have the password and also shared it with Rachel McLellan & Barb Robertson after it was first created)

Add to Policy & Procedures under Conveners and/or in new section called Documents

9 CONVENERS

9.1 The conveners shall be established as deemed necessary by the Chair in consultation with the Branch Board.

9.2 Conveners report to the Branch Board through the Chair and the Secretary.

9.3 Conveners perform the duties as described in the appendix of job descriptions.

9.4 Conveners attend meetings of the Board as invited by the Chair.

New section called "DOCUMENTS"

documents containing personal information

.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.

Most convener descriptions already include these 2 statements (or similar)

- At the end of term of service, agrees to orientate the successor to this position.
- Agrees that any templates developed for (Communications) become the property of ARMTA Calgary.

Your proposed 3 policies are really an expansion and clarification of orienting the successor and keeping templates (including email addresses) the property of the Branch.

9. Endowment Committee Zoom Meeting

August 31, 2023 - 10am - Via Zoom

Attendance: Laura Whitehead, Carolyn Steeves, Nathene Arthur

1 Time: Meeting went from 10am to 11:30am.

2 Projects: This Committee recommends only doing two Projects this year: the Poster Competition and the new DETSA (Dual Excellence Teenage Superstar Awards). Due to low participation in the Video Competition the past two years this has been dropped (only 13 entries last year).

3 Endowment Committee Budget: Poster Competition and DETSA ask for a budget of \$3,000 for this year, the same as last year.

4 Poster Competition details - Budget is \$800. a. Deadline to apply would be April 1, 2023. b. Two categories: 10 and under and 11 and over. c. Cash prizes in each category (\$400 total x 2): i. 1st place = \$150 ii. 2nd place = \$125 iii. 3rd place = \$75 iv. Honorable Mention = \$50 (Judges' discretion) d. Same details and rubrics as 2021 and 2022 e. Website to be updated with new deadline application date and new prize amounts. f. Publicity. Teachers to be notified and reminded.

5 DETSA Competition details - Budget is \$2,200. a. Deadline to apply would be October 15, 2023 b. One age category: teenager between September 1, 2023 and August 31, 2024. Two overall categories - Category 1: Music/Speech Arts (ARMTA Teachers subjects) and one secondary discipline; Category 2: two Music (ARMTA Teachers) disciplines (two music or one music and one Speech Arts). c. We worked through the 1st, 2nd and 3rd place prize amounts and recommend the following amounts in two categories (\$950 x 2): i. 1st place = \$500 ii. 2nd place = \$300 iii. 3rd place = \$150 iv. Up to three honourable mentions in each category of \$50 each = a potential additional \$300 (Judges' discretion) d. Activities take place between September 1, 2023 and August 31, 2024. Results announced by January 31, 2025 or sooner, depending on the speed of the Judges and number of entries. e. Application Form. Details for Application form (Proposal No. 3) contains all details, and once approved will be finalized by our committee and sent to MaryEllen for the website. f. Rubrics. We have developed a Judges' Rubric. Once approved, this will also go to MaryEllen for the Judges to see (not online). g. A general announcement will be on our website by October 1st, and all application forms and full rules will be sent to ARMTA teachers and on the website by November 1st. h. We will work on poster ideas for publicity in teachers' studios.

6 Judges. We are trying to keep the "volunteer" duties of our well qualified judges to a minimum. We would encourage Calgary ARMTA to consider a Thank You card with a small gift card (i.e. \$20 Tim Hortons) for all future Judges. This would need to come from the Calgary ARMTA General budget and not from Endowment.

7 Next Meetings. If needed we can meet at the following two times: a. Thursday September 14, 2023 at 10am via zoom b. Wednesday September 27, 2023 at 10am via zoom

8 Meeting adjourned at 11:30am.

Final Notes Regarding the 2022 -2023 Projects:

a. Judges. Many thanks to our amazing ARMTA Calgary Competition Judges: Alexandria Andrievsky, Crystal Weica, Bronwyn Schuman and Marie Gazzard (Posters) and Cindy Speelman, Mary-Ann Podgorski, Adelheid Perrin and Rhona-Mae Arca (Creative Video). Their time spent on grading and comments were appreciated by all the students who entered. And special thanks to Lorna Sewell who helped us find our Judges.

b. Entry Numbers. The Poster Competition had a total of 18 entries, all of them in the 12 & under category. So we split the class into 9 & under and 10 & over to balance the categories. The Creative

Video Competition had a total of nine entries - again we split them to balance the categories - five in the 11 & under four in the 12 & over.

c. Viewing. The Posters and Creative Videos can be seen online on our website. Submitted by Nathene Arthur, August 31, 2023 on behalf of the ARMTA Calgary Endowment Projects Committee.