



TABLE OF CONTENTS

[Section 1: Meeting Minutes pages 1 - 3](#)

[Section 2: Agenda pages 4 - 5](#)

[Section 3: Reports pages 6 - 17](#)

Calgary Branch Board Meeting

Date: October 16, 2023 at 9:30 am

Place: Zoom

MINUTES of MEETING

CHAired BY: Sandra Joy Friesen

RECORDED BY: Maryellen Pankratz

NAMES OF ATENDEES AND ABSENTEES

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

Early Departures: Cindy Speelman

Regrets: Angela Frankowski

Guests: Kim Yim

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 – Amendment: Added the Provincial Report to 4.3

MOTION: Lorna moved to accept the revised agenda. Kaylee seconded the motion. Motion carried.

3. Approval of Minutes from September 2023

MOTION: Beth moved to accept the September 18 minutes. Carolyn seconded the motion. Motion carried.

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

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

5.1 Bookkeeper Report

Suggested modification to new ARMTA Calgary GIC purchase

OUTCOME: Let the original motion stand.

MOTION: Barb moved to re-invest the \$11,000 Endowment GIC that matures on November 23rd: \$5000 in a 3-year GIC and \$6000 in a 5-year GIC. Lorna seconded the motion. Motion carried.

5.2 ACRA

NOTE: ACRA Convener Kim Yim was present for this portion of the meeting.

BOARD RECOMMENDATION: Change theory scholarship from \$145 back to \$100. One for each subject at levels 9, 10 and associate for up to seven scholarships.

5.3 Sponsorship Report

DISCUSSION: The website offers more exposure than Impromptu.

MOTION: Barb moved to offer a 10% discount to Calgary Opera. Lorna seconded the motion. Motion carried.

ACTION: Sandra Joy will contact Jackie.

5.4 Workshops/Recitals

DISCUSSION: Apply the recommendation of \$2000 to the next budget. Limit food at workshops to a snack, not a meal. For example, fruit & cookies or fruit and a danish. Increase workshop budget from \$900 to \$2000.

ACTION: Beth will write to Nadia our recommendations for limiting catering.

ACTION: Kaylee will send a payment request to Maryellen to send \$100 to Gloria Chu.

ACTION: Sandra Joy will send an email to put out feelers for recital conveners.

5.5 Email/Password Policy update

DISCUSSION: The new email/password policy would be a new section in P & P and also be placed at the beginning of the 2 job description documents, and the relevant job descriptions would be revised to direct the convener to the policy.

OLD DOCUMENTS: No response from Sara Gobrail. Beth will try again.

7.1 Signage

DISCUSSION: The sign that Lorna is getting for MM is to say that this is a fund raiser, not just entertainment. Sandra Joy recommends getting a 2-foot square sign to set on a table at a smaller event like the Young Artist Tour. Tamara Bowie has templates we can use for signs.

ACTION: Sandra Joy will ask Rita Thurn to follow up.

7.2 Vacancies

ACTION: Sandra Joy will send "Contact" changes to Maryellen to update the website.

DISCUSSION: We need a volunteer coordinator. Provincial is trying to get more involved in social media, so we won't actively seek a convener. Nathene has one more year on CFMTA but we should find someone to be the second Provincial Rep. It should ideally be someone on the board.

ACTION: Beth will ask Angela and Cindy if one of them would be a provincial rep.

ACTION: Lorna will create a new Music Marathon email address and will share the name and password to Maryellen.

WEBSITE TRAFFIC DISCUSSION: Googling "ARMTA: results in music teacher calgary, but could we embed specific instruments?

ACTION: Carolyn Steeves will ask Carolyn Garritano to embed specific instruments.

8. Announcements

MASTERCLASS DISCUSSION: Kaylee is planning a masterclass with Kathy. We haven't had a masterclass for so long that we don't have any protocols. It should be one student per teacher. If non-ARMTA, there should be a charge.

NOV 20 MEETING: Barb will be away Nov 9 to 26 and will miss the Nov 20 meeting.
ARMTA Calgary meeting adjourned at 11:05.

9. Endowment Society meeting called to order at 11:06 am.

MOTION: Beth moved to approve both the March 20 minutes and the September 18 minutes. Lorna seconded the motion. Motion carried.

ARCHIVES DISCUSSION: Thank you cards should be displayed at general meetings and then discarded. Hardcopy recital programs should be sent to archives. Sara Gobrail should be invited to the November meeting.

ACTION: Maryellen will make a note to add Sara to next month's meeting invitation.
Endowment Society meeting adjourned at 11:19 am.

NEXT MEETING: November 20.

SECTION 2: AGENDA pages 4 - 5



Calgary Branch Board Agenda

October 16, 2023

Via: Zoom

Chair - Sandra Joy Friesen and Co-chair/Past 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:

Call ARMTA CALGARY meeting to order

1. Welcome from Sandra Joy.

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

3. Approval of Minutes from September 2023

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

Treasurer Note from Lorna: "Maryellen is a wonderful asset to ARMTA Calgary"

4.1 Catering, Nadia

4.2 Rotary C3, Barb

4.3 Provincial Report, Carolyn & Barb

5. Reports for Discussion and Action Items

- 5.1 Bookkeeper Report – GIC questions/discussion (Maryellen)
- 5.2 ACRA – awards amounts (Barb, welcome to Kim)
- 5.3 Sponsorships – question of discount (Jackie)
- 5.4 Workshops/Recitals – proposed plan and budget (Kaylee)
- 5.5 Email/Password Policy update – where to insert the policy (Beth)

6. Business Arising from September Minutes

- 6.1 Updated job descriptions for conveners (Beth, Maryellen) See 5.5
- 6.2 Old Documents (Beth) - archives have digital processes or only paper? See 5.2

7. New Business

- 7.1 Signage for events including smaller signage for smaller venues
- 7.2 Vacancies

8. Announcements

ARMTA Provincial Board meeting is 11:45-1:15 (hybrid), Friday Oct 14, 2023.
Next meeting November 20, 2023

Adjourn Branch Board meeting

9. Open Endowment Society Meeting

- Approval of minutes from March and September meetings 2023
- Approval of Consent Agenda
- Reports
- New Business
- Adjournment

Submitted Reports and Updates

Sponsorships, Jackie
Catering, Nadia
Bookkeeper, Maryellen
ACRA, Barb
Rotary C3, Barb
Workshops/Student Recitals, Kaylee
Password Policy, Beth

SECTION 3: REPORTS pages 6 - 11

4.1 Catering - Nadia

The breakfast expenses for the ARMTA Teacher Workshop on August 30th, 2023, amounted to \$142.95.

4.2 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

4.3 Provincial Report – Carolyn Steeves and Barb Robertson

On Saturday October 14th the ARMTA Provincial Board of Directors met over ZOOM for their fall Board meeting. Several topics were discussed. Here is a summary.

It was decided the Recognition Fund Convenor will manage the administration of the Recognition Fund and Bursaries and a separate Co-Convenor, the Scholarship Convenor, will administer the scholarships. The decisions for all the bursaries and scholarships will still be decided by the current 4-member committee.

David Schnare joined the board meeting to discuss the ARMTA social media platforms. After a lengthy discussion, ARMTA Provincial formed a committee to further investigate ways of increasing traffic and content on ARMTA's social media. The more that ARMTA members are engaged and sharing on the ARMTA Facebook/Instagram, the better. More specifics and advice to follow.

There was discussion on how much formal post-secondary study an applicant must accrue in their requested instrument through a non-BMus program to be eligible for membership in ARMTA. For full membership in ARMTA a Bachelor of Music is required. While the majority of the applicants have a Bachelor of Music or ARCT, there have been a few, 2-3 per year, who apply with a Bachelor of Arts with a major in music. It was decided to leave the decision to the committee.

ARMTA Provincial moved that the ARMTA recognition fund supply \$1000 for the winners of the Rotary Calgary Concerto Competition as requested by ARMTA Calgary.

Beth Olver joined the board meeting as Chair of the Policy and Procedure committee. A number of Policy and Procedures were amended. A policy and procedure committee including Beth Olver, Rosemarie Horne and Marlaine Osgood was formed to address other policy concerns moving forward. ARMTA Provincial is looking for a new Chair of the Policy and Procedure Committee.

Joel Windsor, the new Tempo editor, would like pictures taken on a good camera as opposed to a cell phone for insertion into Tempo magazine. Pictures taken on a cell phone may not appear in Tempo magazine due to quality.

ARMTA Provincial Board members defeated a motion that Provincial fees be waived for board members.

Board members approved a motion to pay an invoice of \$1440 to CFMTA for the Competitions and CFMTA Conference 2023. They also approved a motion to approve \$500 in additional funding for the studio sessions for the upcoming Music Conference Alberta 2023.

5.1 BOOKKEEPER REPORT - Maryellen Pankratz, Bookkeeper & Lorna Sewell, Treasurer

TYPE OF REPORT: ACTION requested: GICs

Bank balances as of October 6, 2023:

\$54,658.10 ARMTA Calgary Branch
 \$10,576.80 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:

New GIC purchase for ARMTA Calgary All of our existing GICs were purchased between November 23 and November 28. I think it would be advantageous to wait until then. We have a GIC maturing next month, so if we roll it over, I could kill two birds with one stone. In this job, I get used to what time of year that each duty is performed. So for consistency and convenience, I would prefer to purchase the new GICs during that time-frame in November and Lorna is in agreement.

Suggested modification to new GIC purchase Upon further reflection, I recall Beth saying not too long ago that we prefer if possible for our investments to come due once a year in case we need to use some of the invested funds. The approved motion last month was that we invest \$8000 in a 2-year GIC and \$16,000 in a 5-year GIC. I would like to suggest that we over-rule that in favour of the original motion, which was that we invest \$8000 in a 2-year GIC, \$8000 in a 3-year GIC and \$8000 in a 5-year GIC. Unfortunately, they don’t over a 4-year GIC.

Endowment GIC maturing next month Would you like to purchase a new GIC in about five weeks using the principle of 11,000? A 3-year term would mature in November 2026 . Or we could split the amount and invest half in a 5-year term, which yields a better rate:

<https://www.rbcroyalbank.com/investments/gic-rates.html>

Zoom Discount through techsoup.ca In March, I reported that I signed us up with TechSoup Canada and we were approved. They partner with leading brand online software companies to offer discounts to non-profit organizations. On September 11, I purchased a one-year Zoom subscription using TechSoup’s coupon code, which gave us 50% off. Here is the fee breakdown:

26.25 TechSoup
105.00 Zoom (Regular price 210.00)

131.25 Total Paid (total savings 78.75)

Envelope Purchase On September 13, I purchased 200 #10 “inner” envelopes. For the purposes of mailing cheques for second signature, these will go with the “outer” envelopes that I purchased in July of last year.

TREASURER’S REPORT: Nothing to report.

5.2 ACRA Report – Barb Robertson

Thank-you to Kim Yim who is stepping in as convener.

Applications are being accepted. The process takes time to add contact info and save RCM info.

There is one glitch that will need to be fixed as high theory marks automatically get entered into advanced theory and some of the dates of these exams were in a previous year.

I have compared scholarship amounts from the last 2 years. Amounts were higher last year, and I am wondering if we should maintain them, or alter them, especially for the advanced theory. Amounts are between \$45 and \$145, depending on level and Gold, silver or bronze.

January 27, 3:30 start, entrance as close to 2:00 as possible

Temple B’nai Tikvah, 900 – 47th Ave SW has been booked

Contract has been signed and fees paid

Email: ACRA@ARMTA.ca

5.3 Sponsorship Report – Jackie Law

We have received a request to advertise with us from Patricia Kesler of Calgary Opera, I have already sent her our Sponsorship rates. Since she has missed the September 2023 issue of the Impromptu, even though she will still get to advertise at our website as well as ACRA programmes etc. , should she be given a certain percentage off our Sponsorship rates, e.g. 25%?

5.4 Workshops/Recitals – proposed plan and budget - Kaylee

Proposed Plan & Budget for ARTMA Calgary Teacher Workshops and Student Recitals

Meeting: Thursday, October 5th, 2023

Attendees: Sandra Joy Friesen, Angela Frankowski, Kaylee Read

Objective: To discuss budget and guidelines for ARMTA Calgary Workshops and Recitals

Discussion: We discussed the importance of investing in quality events with interesting topics, experienced presenters, and inspiring venues. These events will not only support our members in their professional development goals, but build our community of music teachers, and connect with other arts organizations in Calgary. We also hope through this investment, other teachers in Calgary will see the value that ARMTA membership provides and will choose to join our association.

Current Workshop Budget: \$900 per year

Purposed Workshop Budget: \$2000 per year

Potential Guidelines to Consider:

1. Workshop and Event Convener can use their discretion regarding the following aspects of planning (assumption that all plans fall within budget):
 - a. How many events are feasible within the year.
 - b. Enlisting volunteers to assist with planning and hosting workshops.
 - c. Strive for low-cost or free venues such as piano stores, but ultimately book the venue that fits the requirements of each presenter and workshop.
2. Events
 - a. Will be focused on professional development for the teachers.
 - b. Should be offered for a variety of different instruments or apply to all musicians.
 - c. Can be for social purposes, however reserve majority of the budget for workshops, presenters, venues, etc. Social events with a small budget such as house parties, potlucks, etc. may be scheduled.
3. Honorarium for presenters: \$150-200 depending on the length of the presentation.
 - a. Presenters are welcome to donate this amount back to ARMTA if they accept a tax-deductible donation receipt.
4. Suggested Location & Food budget: \$200 maximum

2023-2024 Workshops & Social Event Budget

<u>Date</u>	<u>Presenter</u>	<u>Topic</u>	<u>Venue</u>	<u>Honorarium</u>	<u>Total</u>
August 30	Gloria Chu	Brain Hacks Teacher Workshop	\$327	\$50 (add \$100?)*	\$477
November 17	Joyce Janzen/Nita Pelletier	Keyboard Harmony Workshop	Virtual		\$0
	\$300 (two presenters)	\$300			
January 7	Laura Hynes	Alexander Technique		\$150	\$200
				\$350	
March 2nd	Kathy Dornian	Piano Masterclass *Awaiting venue	\$200	\$200	\$400
May	Rachel Hopp	NATS Collaborative Voice Workshop		\$200	\$150
				\$350	
June	House party	Potluck Social	\$0	\$0	\$0
					<u>\$1877</u>

****Kaylee Read proposes we retroactively send Gloria an additional \$100 payment for her presentation from August 30th.***

Other potential workshops

Angela Frankowski What is speech arts?
 Sharon Carne Sound Wellness Institute

****Please see student recital budget and plan on the following page.***

ARMTA Calgary Student Recitals

\$1200 Total budget

Each Recital: \$150 per venue + Programs + \$25 scholarship

November 19th	Gloria Chu	Virtual
December 3 rd @ 3pm	Alena	*North Fish Creek – Senior Center
January	Marissa	*Venue / Date TBD
February 11 th @ 2pm	Adult Student Recital (Kaylee Read)	*Asylum for Art

**We have discussed this budget, and feel \$1200 per year is reasonable for student recitals.*

5.5 Email/Password Policy update – Beth

Add to P & P at either 8.4 Administrator as Secretary

The Branch Administrator is the keeper of all passwords to ARMTA accounts including Email, cloud-based drives like Dropbox or Google Drive, Jotform, Zoom.

Create a new section in P & P to hold this policy:

Policy for ensuring that subsequent conveners have access to passwords and to relevant files, cloud-based drives and shared email boxes.

1. *The Branch Administrator is the keeper of all passwords to ARMTA accounts including Email, cloud-based drives like Dropbox or Google Drive, Jotform, Zoom.*
2. *The conveners and board members who use them are responsible for ensuring the Branch Administrator has this information.*
3. **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.
4. ~~4. **ARMTA Calgary Email:** All email addresses opened on behalf of ARMTA Calgary branch become the property of ARMTA Calgary branch. At the end of ~~you~~ the term, ~~you~~ are the convener is responsible for ~~passing along~~ providing? 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~~ is the convener permitted to remove ~~your~~ personal phone number, recovery email and any other details connected to the account. ~~Furthermore,~~ The Branch Administrator must ALWAYS be apprised of the password. ~~at all times.~~~~
5. ~~5. **ARMTA Calgary Documents:** All documents created on behalf of ARMTA Calgary branch become the property of ARMTA Calgary Branch. At the end of ~~you~~ the term of office, ~~you~~ are the convener is 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 the convener is 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~~ is the retiring convener then permitted to remove ~~yourself~~ their self from the account. ~~Furthermore,~~ The Branch Administrator must ALWAYS be apprised of the password. ~~at all times.~~ ~~Furthermore,~~ the branch administrator must be apprised of any potential passwords at all times.~~

Include the policy in board and convener job descriptions.

Alternately, in stead of placing the whole policy in each description, just include a statement referring to the policy as it appears in the P & P and as it appears at the beginning of the job description documents. - Agrees to follow the Policy for ensuring that subsequent conveners have access to passwords and to relevant files, cloud-based drives and shared email boxes.

Add to job board descriptions

Administrator p4 (or Administrator as Secretary p5)

Add to convener job descriptions, replacing or adding to statements

ACRA - # 21 At the end of the term of service, agrees to orientate the successor to this position.

#22 Agrees that records and templates become the property of ARMTA Calgary. The ACRA convener keeps templates of application forms and letters, tables for scholarship amounts etc., and may keep a more detailed timeline and list of duties.

Impromptu #14 At the end of the term of service, agrees to orientate the successor to this position.

#16 Agrees that templates for the newsletter become the property of ARMTA Calgary.

Music Marathon #21, At the end of term of service, agrees to orientate the successor to this position. #22 Agrees that any templates developed for Music Marathon become the property of ARMTA Calgary.

OSR #12 At the end of the term of service, agrees to orientate the successor to this position.

#14 Agrees that records and templates become the property of ARMTA Calgary. The ACRA convener keeps templates of application forms and letters, tables for scholarship amounts etc., and may keep a more detailed timeline and list of duties.

Social Media #6 Agrees that any templates developed under social media become the property of ARMTA Calgary

Student Recitals -think about creating a section for hosts and a section for the coordinator – coordinator gets pieces about passwords and emails

Volunteer Pool coordinator – becomes the person who ensures conveners know policy on email addresses and passwords?

Workshops & Events– only if there is a team

Endowment Society Projects #12 Agrees that any templates developed become the property of ARMTA Calgary.