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Calgary Branch Board Meeting

Date: November 20, 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: Beth Olver, Kaylee Read, Cindy Speelman, Sandra Joy Friesen, Lorna Sewell, Carolyn Steeves, Nathene Arthur

Late Arrivals: Carolyn at 9:34. Nathene at 9:56

Regrets: Barb Roberrtson, Angela Frankowski

Guests: None

OPEN ARMTA CALGARY MEETING

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

SECTION 1: MEETING MINUTES pages 1-2

1. Welcome

ORDERS OF BUSINESS

2. Approval of Agenda

MOTION: Beth moved to accept the agenda. Cindy seconded the motion. Motion carried.

3. Approval of Minutes from October 2023

MOTION: Kaylee moved to accept the October minutes. Carolyn seconded the motion. Motion carried.

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

MOTION: Lorna moved to accept the consent agenda. Beth seconded the motion. Motion carried.

5. Backup person for logins and passwords

Regarding No. 13 of the Job Descriptions: Provincially, the auditors recommended that the administrator not be the sole keeper of the information. That someone else have access to it in case something

happens to the administrator. Carolyn asked Tamara if the provincial administrator would be willing to be our backup person for holding account logins and passwords. Tamara agreed with conditions.

ACTION: Maryellen will follow up with Tamara

5.1 As per Lorna, Beth will correct #5 of Administrator as Treasurer job description.

6. Business Arising from October Minutes

6.1 Master Class protocols/process for accepting students as participant.

ACTION: Sandra Joy and Kaylee will formalize written guidelines for workshops, recitals, masterclasses.

6.2 ARMTA Board Member as Provincial Rep

ACTION: Beth has written a request for a provincial rep and other vacancies for Barb to email to the membership when she returns.

6.3 Publicity materials using Vista

7. New Business

7.2 Apply to Provincial for Workshop Funding

ACTION: Sandra Joy will email Deanna.

Sharing the administrator's Zoom login with conveners

PROBLEM: Gloria Chu hosted a virtual recital yesterday using the administrator's Zoom account. She tried to log in a few days prior and found that Zoom didn't recognize her device and required that she enter an access code that was emailed to the administrator and only valid for ten minutes.

PROBLEM: For security, the administrator's Zoom settings only allow Canadian residents to join our meetings.

SOLUTION: Every board member present agreed that we should pay conveners of virtual recitals to purchase their own one-month subscriptions to Zoom or a related platform. At 21.49 plus GST, this is considerably less than renting a venue.

ARMTA Calgary meeting adjourned at 10:28 am.

9. Open Endowment Society Meeting

Meeting called to order at 10:28 am.

Approval of Minutes from October 2023

MOTION: Carolyn moved to accept the minutes from October. Cindy seconded the motion. Motion carried.

Meeting adjourned at 10:34 am.

Next meetings: January 15, February 19, March 18, April 15, May 6 (AGM), May 15 (new board)

SECTION 2: AGENDA pages 3-4



Calgary Branch Board Agenda

November 20, 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

Endowment Society Projects - Nathene Arthur

Members present:

Regrets:

ARMTA CALGARY meeting called to order at

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 October 2023 (attached)

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

4a. Provincial Report, Carolyn Steeves & Barb Robertson

4b. Treasurer Report, Lorna Sewell & Maryellen Pankratz

4c. Past Chair Report, Beth Olver

4d. Events, Kaylee Read

5. Reports for Discussion and Action Items

5.1 Approval of updated documents, Beth Olver

(See [no. 17](#) and [no. 21.2](#) of attached *Policies-Procedures-2023 Nov revision proposed*)

(see [purple text](#) text in attached two Job Description documents)

5.2 Archives question, Beth Olver (see last paragraph of Report 4c below)

6. Business Arising from October Minutes

- 6.1 Master Class protocols/process for accepting students as participant.citals, masterclasses
- 6.2 ARMTA Board Member as Provincial Rep
- 6.3 Publicity materials using Vista

7. New Business

- 7.1 Contemporary Showcase
- 7.2 Apply to Provincial for Workshop Funding (Angela?)
- 7.3 Notices to Membership re CPA, Vacancies, Recital Coordinators, Members-at-Large
- 7.4 Fee for non-ARMTA members to attend workshops

8. Announcements

- 8.1 Contemporary Showcase Thursday morning workshop with adjudicator (Rebekah Jordan-Miller) and performance (Sandra Joy) of Canadian compositions for piano.
- 8.2 Alexander Technique presentation/workshop by Laura Hynes, January 7, 2024
- 8.3 Next meeting January 15, 2024

Adjourn Branch Board meeting

9. Open Endowment Society Meeting

- Approval of minutes from October 2023 meeting
 - Approval of Consent Agenda
 - Reports
 - New Business
 - Adjournment

Submitted Reports and Updates

- Provincial Report, Carolyn
- Bookkeeper, Lorna
- Past Chair, Beth
- Events, Kaylee

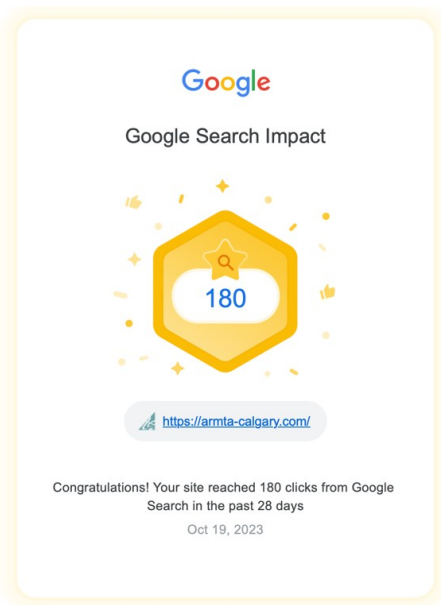
SECTION 3: REPORTS pages 5-8

4a. Provincial Report, Carolyn Steeves & Barb Robertson

The ARMTA Provincial AGM was held on Saturday October 21st at Allard Hall on the campus of MacEwan University in Edmonton as part of Music Conference Alberta 2023. It was lovely to have an in person gathering in such a beautiful facility!

All the ARMTA Provincial Reports, the 2022-23 Financial Statement and the 2023-24 Budget were passed and two auditors were appointed for the 2023-24. Annette Bradley from the Red Deer Branch was elected Vice-President. The two Music Pedagogy Scholarships and a Continuing Education Scholarship were presented. Congratulations to Calgary ARMTA member Rose Schmaltz for receiving the Continuing Education scholarship. The Milestone Awards for 2023 were presented with 20 Calgary ARMTA members being recognized. For Calgary ARMTA members not present, their awards will be presented at the Calgary ARMTA AGM on Monday May 6th. Carolyn Garritano from Edmonton Branch was presented the ARMTA Service Award both at the ARMTA Provincial AGM and the 2023 Music Conference Alberta Awards Luncheon. Retiring Provincial Calgary ARMTA Board member Barb Robertson was also recognized for her many years of service to ARMTA. We will miss you Barb! ARMTA President Rosemarie Horne ended the AGM beautifully with a tribute to all ARMTA members.

Carolyn Steeves has been in contact with Carolyn Garritano regarding increasing Calgary ARMTA teacher searches on the website by implanting key words. Carolyn Garritano shared this Google email.



ARMTA Milestone Awards for 2023

Congratulations to the following Calgary ARMTA members for their significant numbers of continuous years of membership in Alberta Registered Music Teachers' Association!

10 Anne Scott
 10 Mary-Ann Podgorski
 10 Marc Houde
 15 Jennifer Latta
 15 Jacqueline Law
 15 Sandra Joy Friesen
 15 Christina Martin
 15 Michelle Everett Faunt
 15 Radek Sokulski
 15 Radina Baharova-Gubeva
 20 Lise Tourigny
 20 Jay-Arnel Arca
 20 Esther Bing
 20 Melodie Archer
 20 Maureen Hossack
 20 Angela Frankowski
 30 Denise Jamieson
 35 Nathene Arthur
 50 Pauline Ashley
 55 Elisabeth Szojka

4b. Treasurer Report, Lorna Sewell & Maryellen Pankratz

Bank balances as of November 12, 2023:

\$53,408.47 ARMTA Calgary Branch
 \$11,454.05 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: Nothing to report.

TREASURER'S REPORT: In my pursuit of the CRA's confirmation of our Registered Charity Information Return (form 23010) I spoke with a representative of the Charities Directorate. Phone contact for client service is 1-800-267-2384. Two topics came up:

- 1) When there is a change of directors in the Endowment society, it is necessary to change the names on the CRA directorate's "internal list of directors". This is different than the list we

include with our returns. Currently there are no names on this list for our society and hasn't been for some number of years. Being on this list will enable the current directors to have access to the CRA online after creating a "My Business Account", or by phone. This will enable us to do our returns online as well as speak with a CRA rep by phone regarding our society. The list of names must be sent to Directorate of the CRA, Ottawa, Ontario K1A 0L5. It will not reach them if we send information to Summerside, PEI with the return. I sent a letter to the Directorate on November 3rd requesting that Sandra Joy Friesen as chair, Angela Frankowski as Vice Chair and myself as Treasurer be added to the "internal list of directors" for now. This will be updated when the next return is sent after the AGM and before August 28th. The names we give the Directorate for their internal list is up to our discretion.

- 2) The second item is regarding the "Mailing Address" update. We have been trying to change this for a few years with no success. I finally found out why. We have been sending the change of address with the CRA return to Summerside, PEI but we should be sending any changes to the CRA Directorate in Ottawa. I included this in my Nov 3rd letter. The address I gave was mine as Treasurer.

4c. Past Chair Report, Beth Olver

For information: catering, email password policy added to documents, Archives, Vacancies
Follow up on **catering**

I emailed Nadia with our concerns about expenses:

On Wed, Oct 25, 2023 at 12:54 PM beth olver <betholver754@gmail.com> wrote:

Hello Nadia,

We thank you very much for your willingness to supply food and drink to our Branch events and your desire to provide a good variety of food and cater to special diets like gluten free is greatly appreciated.

However, the board has concerns about how much has been spent and how much has been left over from the catering events in May and August. Perhaps there has been some failure to communicate how many were expected at the events or what is wanted for most of our catered events.

In April you requested an increase of 30% per person to \$3.25 per person and the board agreed. Therefore, for a gathering of 15-20 people the maximum catering expense will be \$65.

We are looking for a light snack or "coffee break", not a meal. Our gatherings are usually between breakfast and lunch times. So, coffee/tea/water and a snack (such as one of these: a square of cake, or a couple of cookies, or a small serving of fruit and a little cheese, or cheese and crackers, or Timbits, or a small muffin). We believe that a drink and a small snack will easily stay under \$3.25 per person.

Beth Olver for ARMTA Calgary Branch Board

here is her reply

Thanks for your message. I understand your concerns about the catering costs for the May and August Branch events. Sometimes, I buy food and tableware for several events, so I'm going over the budget.

I agree to provide a light snack as you mentioned. I'll make sure it stays within our \$3.25 per person budget and meets your requirements.

Best regards, Nadia

Email /Password Policy

The Policy and Procedures Document, the Job Descriptions – conveners and the Job Descriptions – Board have all been updated with the insertion of the new policy. All will need to have new dates inserted to show most recent update. The board may wish to approve the revised documents before they are posted online. The 3 documents should be in the meeting package.

I finally talked to the **Archivist**, Sara Gobrail. She promised to email her contact at the Glenbow with the question about digital or paper copies. The Board may wish to discuss whether we want to keep our own digital archives (cloud based) in addition to or in place of using a public archive like the Glenbow. **Vacancies:** I talked to Cindy and Angela about becoming our ARMTA Board representative and they both declined, although Angela expressed interest for another time. I have prepared an email for Barb to send to the membership describing the vacancies.

4d. Events, Kaylee Read

REPORT: Workshops & Events / Student Recitals

-Please view the updated details for the events and recitals this year:

2023-2024 Workshops & Events

<u>Date</u>	<u>Presenter</u>	<u>Topic</u>	<u>Venue</u>
August 30	Gloria Chu	Brain Hacks Teacher Workshop	CSPACE
November 17	Joyce Janzen/Nita Pelletier	Keyboard Harmony Workshop Virtual	Virtual
January 7	Laura Hynes	Alexander Technique	The Room YYC
March 2nd	Kathy Dornian	Piano Masterclass	St. Thomas United Church
May 10th	Rachel Hop	NATS Collaborative Voice Workshop	Mamdani Center-Calgary Opera
June		Potluck Social	Kaylee Read Home

Student Recitals

November 19 th @ 3pm	Gloria Chu	Virtual
December 3 rd @ 3pm	Alena	North Fish Creek – Senior Center
January 27 th @ 4pm	Marissa	Fish Creek United Church February
11 th @ 2pm	Adult Student Recital (Kaylee Read)	Asylum for Art