



**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**

**MINUTES of MEETING**

Date: March 18, 2024 at 9:30 am  
Place: Zoom

**CHAired BY:** Sandra Joy Friesen  
**RECORDED BY:** Maryellen Pankratz

**NAMES OF ATENDEES AND ABSENTEES**

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

**Regrets:** none

**Guests:** none

Late Arrivals: none

Early Departures: Kaylee at 11:05 and Angela at 11:07

**OPEN ARMTA CALGARY MEETING**

ARMTA CALGARY meeting called to order at 9:33 am.

**SECTION 1: MEETING MINUTES pages 1-3**

**2. Approval of Agenda** [amendment: delete 7.4 (duplicate of 5.3)]

MOTION: Kaylee moved to accept the agenda as amended. Nathene seconded the motion. Motion carried.

**3. Approval of Minutes** from February 12, 2024

MOTION: Carolyn moved to approve the February meeting minutes. Cindy seconded the motion. Motion carried.

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

MOTION: Nathene moved to accept the reports. Angela seconded the motion. Motion carried.

**5.2 Workshops/Events, Kaylee**

ACTION: Kaylee will put together a list of recommended venues for Maryellen to post online.

Gloria Chu booked St. Thomas United for 9am June 8 for masterclass. The board agreed to an honorarium of \$150 for Gloria. Kaylee will put Gloria in touch with Maryellen.

### **5.3 ARMTA Provincial, Nathene Arthur**

No one on this board offered interest in being Vice President of ARMTA Provincial.

ACTION: Nathene will either write a letter for Barb or will contact individuals within the membership to find someone to fill the role of Vice President of ARMTA Provincial.

### **5.4a Sponsorships (query from Calgary Opera), Jackie**

MOTION: Nathene moved to give Jackie permission to negotiate the terms of a trade or in-kind arrangement with Calgary Opera. Carolyn seconded the motion. Motion carried.

ACTION: Will Beth communicate the decision about Calgary Opera to Jackie

### **5.4b Sponsorship Tiers, Jackie Law**

Sponsorships are renewed in June-July.

MOTION: Barb moved to raise rates back to what they were in 2018. Angela seconded the motion. Motion carried.

ACTION: Beth will ask Jackie to go back to 2018 rates and will also ask her to ensure that she is asking for (ACRA) sponsors in addition to advertising.

### **5.5 Past Chair, Beth Olver – P&P Job Description Revisions**

MOTION: Beth moved to approve the proposed changes to the job descriptions. Carolyn seconded the motion. Motion carried.

TABLED: We will combine promotions and social media descriptions at a later date.

### **6.1 Information Meetings (previously called March Madness) Sandra Joy**

Melodie Archer said she can host a meeting on Monday, April 8 in her house.

ACTION: Sandra Joy will write something for Barb to send out to see if anyone in the general membership would be interested in attending. The nominating committee will discuss the plan for the Information Meeting.

The potluck social scheduled for June 2 conflicts with Rotary C3, who desperately needs our support.

ACTION: Kaylee has already started inquiring with the church and with Merlin if they are available to change the social to June 1st.

### **6.3 Piano Heist 2025, Barbara Robertson**

Sandra Joy might consider joining Barb on a Piano Heist committee.

ACTION: Barb will put out a request to the membership for more committee members.

TABLED: 7.1 2024-25 Budget - What to do with a Surplus

### **7.2 2024-25 Budget to approve for presentation at AGM**

MOTION: Beth moved to change the board member honorariums from half fee per person to full membership fee (currently \$65). Kaylee seconded the motion. Motion carried.

This change will take place this year (May 2024).

ACTION: Maryellen will change the total projected budget of this line item from 292.50 to 585.00.

MOTION: Nathene moved to approve the budget as amended. Carolyn seconded the motion. Motion carried.

### **7.3 Planning AGM**

Sandra Joy has asked Frances Ewington if she'll facilitate a Zoom option again.

ACTION: Sandra Joy will send request to board members and conveners for their reports.

ACTION: Sandra Joy will contact Nadia about catering.

ACTION: Sandra Joy will write an email for Barb to send to the membership

ACTION: Nathene will come up with a game and there will be a gift card for the winner.

ACTION: Maryellen will purchase three gift cards from Music Makers (two door prizes).

ACTION: Beth will purchase plants for board member-convener gifts.

Branch Board meeting adjourned at 11:19 am.

**Endowment Society meeting called to order** at 11:19 am.

9.4 2024-25 Budget to approve for presentation at AGM

MOTION: Nathene moved to accept the budget as presented. Beth seconded the motion. Motion carried.

Endowment Society meeting adjourned at 11:21 am.

## SECTION 2: AGENDA



### Calgary Branch Board Agenda

March 18, 2024

Chair - Sandra Joy Friesen

Past Chair - Beth Olver

Administrator Secretary - Maryellen Pankratz

Vice Chair -

Members at Large - Beth Olver, Angela Frankowski, 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

#### **1. Welcome and Land Acknowledgment - 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 February 2024 (see attachment)

#### **4. Approval of Consent Agenda**

4.1 ACRA, Kimberly Yim

4.2 ARMTA Provincial, Carolyn Steeves

4.3 OSR, Rachel Baljeu

4.4 Rotary C3, Barbara Robertson

#### **5. Reports for Discussion and Action Items**

5.1 Administrator/Bookkeeper, Maryellen (3 questions for the Board)

- 5.2 Workshops/Events, Kaylee (List of venues recommendation. Spring Masterclass – see paragraph entitled, “Discussion”)
- 5.3 CFMTA, Nathene Arthur
- 5.4a Sponsorships (query from Calgary Opera), Jackie
- 5.4b Sponsorship Tiers, Jackie Law
- 5.5 Past Chair, Beth Olver – P&P Job Descriptions Revisions (see attachment) submitted for approval

## **6. Business Arising from February Minutes**

- 6.1 Information Meetings (previously called March Madness) Sandra Joy
- 6.2 Branching Out “Random Acts of Music and Speech” moved to June 8, 1:00-3:00 pm
- 6.3 Piano Heist 2025, Barbara Robertson

## **7. New Business**

- 7.1 2024-25 Budget – Motion for the Board to approve: move to “donate” from ARMTA Calgary account to Endowment account to cover deficit (already noted in Maryellen’s report).
- 7.1a What to do with a Surplus – Non-Profits, compiled by Angela Frankowski
- 7.2 2024-25 Budget to approve for presentation at AGM (see attachment).

## **8. Announcements**

- 8.1 Next meeting April 15, 2024
- 8.2 Year-End Potluck and Presentation June 2, 1:00-3:00 pm

Adjourn Branch Board meeting

## **9. Endowment Society Meeting**

- 9.1 Approval of minutes from February 2024 meeting N/A
  - 9.2 Approval of Consent Agenda N/A
  - 9.3 Reports of Endowment Projects N/A
  - 9.4 New Business: 2024-25 Budget to approve for presentation at AGM (see attachment)
- Adjournment

## **Submitted Reports and Updates**

Sponsorships, Jackie  
ACRA, Kimberly  
Workshops/Events, Kaylee  
Piano Heist Update, Barbara  
ARMTA Provincial, Carolyn  
Past Chair, Beth  
Administrator/Bookkeeper, Maryellen  
OSR, Rachel

## SECTION 3: REPORTS

### 4.2 ACRA, Kimberly

ACRA 2024 took place on Saturday, January 27th, 2024 and was a great success.

#### **Day of event**

Sandra Joy MC'd the event and draped medals .

Barb/Beth facilitated smooth awards/medals with Kim announcing winners.

Rachel ordered medals from the Winner's Circle.

Maryellen designed the program

Nathene provided the mic/speaker system so that we did not have to rent from Long and McQuade

Beth's husband was our volunteer photographer

Looi assisted with student traffic

Amelia assisted with check in

Students sat in the audience with their parents and were asked to line up by the stage 2 names before them. This operated smoothly and seems ideal given the length of the concert. During award presentations, this resulted in a long line of students awaiting to be called on stage - perhaps a point of improvement.

#### **Preparation**

Everything went smoothly in the planning process leading up to ACRA. Decorations and materials (certificate papers, labels) from previous years were sufficient for the event. The only purchase needed to be made was envelopes.

#### **Budget**

The suggested budget for ACRA is approximately \$1,000, with the largest costs being venue rental (\$550), medals (\$340), and programs (\$150).

**Programs** - 75 were ordered, which was sufficient, with a few extras.

There were 27 performances and 39 scholarship winners.

**Medals** - 2 medals were misprinted for Speech Gold which we are in the process of resolving with The Winners Circle.

#### **Future improvements/suggestions**

- Be sure autoresponders are set before Jotform goes live
- There were a few last minute additions due to miscommunication
  - Make students aware that they should receive confirmation if we received their form successfully
  - Clarify in acceptance letters that students wishing to perform must submit a separate Jotform with performance piece information.
- The webmail service we use (bluehost) seems to have frequent connection issues. If possible, it may be good to switch something less dated and more reliable.

- Have 2 people at the check in table for when it gets busy. It is a good idea for whoever is announcing names to be here to have an idea of pronunciations and attendance. Only students who are in attendance will be announced.

#### **4.3 ARMTA Provincial, Carolyn Steeves**

Barb Robertson was nominated for the 2024 Service Award

A letter of concern regarding Music Conference Alberta on behalf of ARMTA will be sent to Choir Alberta regarding MCA 2021, 2022 and 2023's financial reporting including concerns regarding ARMTA's share of the profit. A meeting will be requested by ARMTA for the Presidents of the MCA organizations to meet and discuss Music Conference Alberta. The Board values being part of MCA and would like to wait to see what happens prior to participating in the next Conference. There was a request for a treasurer position report and a list of policies to be developed.

Barb Robertson resolution regarding the additional cost for a printed copy of the CFMTA magazine was not passed. The board does not recommend that another resolution be sent regarding the cost of the hard copy of the CFMTA Magazine.

There was discussion regarding the CFMTA 2025 Conference in Montreal: There has been a taskforce looking into replacing the current competition format. When a province hosts the Conference; each province does a first competition (Piano) and then they can choose if they host a second competition. Each member pays \$2 from their CFMTA fees for a second competition. The taskforce is looking at making it more cost efficient because 2025 and 2027 hosts have opted to not host the second competition. Two options have been put forward. Option 1 is to have a multi-disciplinary competition open to piano, voice and strings. Option 2 is to have multi-disciplinary option open to all instruments, voice, speech arts etc., that encompass what our CFMTA members teach. Each province could hold their own competition and could elect to send up to THREE finalists of their choosing to the CFMTA finals. Which of the two options do we send to CFMTA before the deadline of March 15th? Option 2 was chosen by the ARMTA board.

ARMTA Provincial life memberships will now be granted to retired members who have reached 50 years as a RMT and who have retired.

Membership fees for board members/convenors will now be waived.

Breaches of Code of Ethics and the Life Membership policies have been updated in the Policy and Procedure Manual

There is a profit of \$6986.84 from 2023 CFMTA Conference hosted in Edmonton. The Board voted to share the profit 50/50 between Edmonton Branch and ARMTA provincial for \$3493.42 each.

The Board agreed to donate \$500 to the Calgary Vocal Festival for this year only to support their inaugural year. ARMTA also voted to donate \$400 to AMFA and \$400 to CWPAF for scholarships.

The Board voted to not to increase membership fees by \$15 and decided to advertise that the board is not increasing fees to help members. This agenda item will be put on the Board agenda again next year.

Annette Bradley will contact Eric Nyland to request a Piano competition in Red Deer.

#### **4.5 OSR, Rachel Baljeu**

The Outstanding Student Recital was held on Feb. 17th. We had 34 performers at the recital, and had certificates for 49. 27 students additionally received medals for 90% or over on their exam. We also awarded scholarships to eight students with the best performances at the recital.

The event lasted just over 2 hours. St. David's allowed us to extend our booking for 1/2 an hour with no additional cost. They also provided a microphone.

For next year, I will try to not book the event on Family Day weekend. Thanks also to the volunteers who helped out on the day of the recital.

#### **4.6 Rotary C3, Barbara Robertson**

51 young musicians played superbly at the Rotary C3 at Michael Lipnicki Fine Pianos March 8, 9 and 10, 2024. Rotary C3 is open to all music students 18 and under who are studying with a Calgary area teacher. Instruments represented this year were violin, viola, cello, flute, and piano. Almost 1/3 of the teachers with students were ARMTA teachers. 1/3 of the performers were accompanied by ARMTA teachers. Congratulations to Fiona Carnie who taught finalist Benjamin Linton. Congratulations to Kathy Dornian who taught and accompanied runner up Ellie Lu. She also accompanied 2 other runner ups.

Finalists: Sacha Jorba-Wu, (violin), playing Concerto No.1 Op.6 by Paganini with Cadenza by Sauret  
Benjamin Linton, (violin), playing Concerto No.2 in d minor, Op. 22 by Wieniawski  
Chanan Ngo, (violin), playing Concerto in D Major, Op. 35 Austin Gao, (piano), playing Concerto No. 2 in c minor , Op. 18

Runner ups: Jinghui Bai, (flute), playing Fantaisie On Themes from "Der Freischutz" by C.M. von Weber  
by Taffanel  
Coco Zhang (piano), playing Concerto in a minor Op.54 by Schumann  
Matthew Craig, (cello), playing Concerto No.1 in E flat Major, Op. 107, by Shostakovich  
Ellie Lu, (piano), playing Concerto No.1 in E minor, Op. 11, by Chopin

Thanks to John Robertson, (my husband), and Mirko Zatka, (husband of a former student) and the Calgary Folk Club for providing the live streaming of the event. I was the MC Saturday and Sunday, and directed the volunteers. It was a long weekend, but the music was stellar. that the winners will play with the Civic Symphony at the Jack Singer Concert Hall, Sunday June 2 at 2:30, with the runner ups playing at a pre concert in the foyer.

#### **5.1 Administrator/Bookkeeper, Maryellen (3 questions for the Board)**

**March 4 ARMTA Calgary Budget Meeting** In attendance from 10:00 to 11:41 were Lorna, Maryellen, Angela, Beth and Barb. Proposed budget attached for approval to present at AGM.

**March 11 Endowment Budget Meeting** In attendance from 10:00 to 11:36 were Lorna, Maryellen, Nathene, Sandra Joy, Beth, Barb and Angela. Proposed budget attached for approval to present at AGM.

**Sponsorship Rates** Last April, the board approved the revised sponsorship tiers that Jackie had been asked to prepare (copy attached). The amount recommended and approved for "Prestissimo" was \$850. Prior to September, she couldn't find her rate sheet and mistakenly told Yamaha \$800. Would today's



board be amenable to asking her to communicate the amount of \$850 to Yamaha before the Sept 2024 Impromptu?

**Sponsorship Honorarium** As a means of rewarding/encouraging the convener to find advertisers, would the board be in favour of changing the current honorarium of \$300 to something of a “commission” of 10% of advertising sales?

**Finance Committee** Myself and Lorna are proposing to start a finance committee and wonder if anyone else would like to join? Each year, ARMTA Calgary projects a net loss, but in actuality, we end up with a net profit. Since we are a non-profit organization, we would propose various manners of spending the surplus of funds. We would each make a list of ideas and bring them to a meeting to discuss with each other. And then report our recommendations to the next board meeting and request the relevant motion(s). What does the board think of this and if so, would anyone else like to join us?

**Idea Examples**

- Bigger gifts for board members and conveners for AGM
- Transfer to Endowment Society to cover their net loss
- Administrator bonus (if so warranted)

**Bank balances** as of March 11, 2024,:

- \$24,894.94 ARMTA Calgary Branch
- \$9715.98 Endowment Society

**ARMTA Calgary GICs**

<b>Name1</b>	<b>Name2</b>	<b>Amount</b>	<b>Purchased</b>	<b>Matures</b>
GIC1	Cdn Bank Market Smart	\$8,000	Nov 17, 2023	Nov 17, 2025
GIC2	Cdn Bank Market Smart	\$16,000	Nov 17, 2023	Nov 17, 2028
		<b>\$24,000</b>		

**Endowment Society GICs**

<b>Name1</b>	<b>Name2</b>	<b>Amount</b>	<b>Purchased</b>	<b>Matures</b>
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
GIC4	Cdn Bank Market Smart	\$11,000	Dec 1, 2023	Dec 1, 2026
		<b>\$25,320</b>		

**TREASURER: Nothing to report.**

**5.2 Workshops & Events / Student Recitals, Kaylee**

- Adult Student Recital
- Kathy Dornian Piano Masterclass

### Upcoming Events:

-May 10<sup>th</sup> (NATS Collaborative Voice Event)

-June 2<sup>nd</sup> (Year End Potluck Social and Merlin Thompson Presentation)

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### Adult Student Recital

- Sunday, February 11<sup>th</sup> @ 2pm
- We had a wonderful afternoon recital with twelve performers from seven different studios (voice, piano, cello, violin, guitar, and speech arts).
- The response was once again very positive this year! The adult students really appreciated having a recital dedicated to them in a comfortable space to share their skills, eat, drink, and enjoy with their family and friends.
- Scott Arnold from Asylum for Art is a joy to work with and I am happy to have the connection after using his space multiple times in this past year. He makes the process very simple. I highly recommend this venue.
- Frances Ewington's student, Safia Comtois-Mohamad won the door prize draw of \$25.
- All performers signed waivers and I still have these in my possession as most people forgot to send online and signed in person.
- Photos of the event were added to a Google Drive and sent to Maryellen and Rachel for advertising purposes.
- Cost:
  - o \$150.00 for venue
  - o \$45.66 for programs
  - o \$25.00 door prize

**=\$220.66 total**
- Venue was paid directly from Maryellen to Asylum. Other expenses were submitted to Maryellen with a payment request via email.

### Kathy Dornian Piano Masterclass

- Six advanced level pianists (level 9-ARCT) from six different studios registered for the class.
- We were originally planning to give advanced students 25-30 minutes each, but the class filled with these six students before I could even disable the JotForm, so after speaking with Kathy we decided to give each around 20 minutes and allow all of them to participate.
- Kathy Dornian was able to offer a wonderful class with great advice for each pianist. They were able to work through specific passages of their pieces to improve their technique and expression. She was able to engage all the attendees and offer advice that would benefit the students or any other musician. She was a pleasure to work with and said enjoyed working with all of the students!

- One of the teachers who attended requested we have a microphone for the master teacher next time as she had a hard time hearing. This is something to note for the future at this venue.
- Only three out of the six performers signed waivers as their parents were not present and I still have these in my possession.
- Cost:
  - o \$189.00 for venue
  - o \$200.00 for Kathy Dornian Honorarium
  - o \$65.96 for coffee and donuts

**=\$454.96 total**

\*Expenses were submitted to Maryellen with a payment request via email.

\*Coffee & Donuts: I had expected more people would have showed (17 were in attendance - snowstorm may have affected attendance). I had estimated 20-25 people, which would have put the food budget around \$2.5-\$3 per person.

- Barb Robertson had offered to be the mandatory venue monitor to help save the added cost from the church. She was able to fill this position because she is a member of St. Thomas. She also brought the ARMTA signs as they were in her possession.

#### **Discussion:**

1. I recommend we create an ongoing list of venues we recommend as well as their contacts for anyone planning recitals or events in the future. Possibly a Google Doc that we could all access and edit. It might make the process less intimidating for new conveners who need to find venues.
2. Gloria Chu has asked about having another masterclass to cater to the more elementary level musicians before June exams. She is willing to teach it, and since she teaches piano, voice, and violin – it could potentially be open to multiple instruments.
  - a. I think this is a great idea, however I am unable to take on another event as I still have many events (ARMTA and for my own studio) to plan and host from now until June.
  - b. If someone else from the board is willing to find a location to book and host the event, this could be a great opportunity for more students.

#### **Upcoming Events:**

##### **May 10<sup>th</sup> (NATS Collaborative)**

- Mamdani Center (Calgary Opera) is booked for Friday, May 10<sup>th</sup>
- I am awaiting more information on Rachel Hop's presentation and what she will require and how the budget will be split between ARMTA Calgary and NATS. She is very busy with CVF right now, but hoping we will chat soon.

##### **June 2<sup>nd</sup> (Year End Potluck Social and Merlin Thompson Presentation)**

- St. David's United Church is booked for this event Sunday, June 2<sup>nd</sup>

- Potluck Social 1-2pm
- 2-3pm: “Teaching in June with September in Mind” – A presentation from Merlin Thompson

### **5.3 CFMTA, Nathene Arthur**

At our provincial ARMTA zoom meeting this weekend it was confirmed that Annette Bradley will go ahead into the provincial Presidency at the ARMTA AGM in October. So we are now beginning our search for a new Provincial Vice President - and in the normal rotation of things that VP will come from the Calgary Branch.

### **5.4a Sponsorships, Jackie Law**

Feb 27 query from Jackie:

Would the ARMTA be interested in any sort of trade or in-kind arrangement? For instance, we could offer an ad in one or more of our Main Stage performance programs, or specifically in the program for our Family Opera (the December production of Beauty and the Beast sold out 10 shows at the Mamdani, largely attended by families with children. If not, that's absolutely fine, but I thought I'd put the option out there.

Feb 27 response from Beth:

I think this a great opportunity and we should find out more --- like what is the equivalency of an ad in the opera program to an ad in Impromptu or on our website.

Feb 27 response from Sandra Joy:

Reciprocal advertising sounds like a good idea, reaching more people interested in music. Maybe there are other organizations who would be interested.

Feb 27 response from Lorna:

I agree. However, is the reason for seeking out advertisers to bring in revenue, or to get our name out there? Just a question to consider. There would need to be guidelines established as I think we still benefit from the revenue stream and wouldn't want all advertisers going the way of reciprocal advertising would we?

Feb 27 response from Barb:

Lorna's comments are very important: revenue or exposure

Feb 28 response from Sandra Joy:

Let us keep it on the discussion table. (I was seeing it as simple exposure for ARMTA and not considering any revenue.) Jackie, we will hold off for now and if the Board comes up with guidelines and decides to pursue it with Calgary Opera in the future, we will let you know. Thank you for bringing it to our attention.

Feb 28 response from Jackie:

Thank you all for your inputs and for Sandra's recommendation. I will just tell Calgary Opera that we are not pursuing this option yet, perhaps in the future, after more discussion with the Board.

### **5.4b Sponsorships, Jackie Law**

For the new sponsorship season starting Fall 2024, should we stay at the same rates (see below) as last year? If not, how many percent higher or lower?

	<u>2018</u>	<u>2020</u>	<u>2023</u>
LARGO	50	35	45
ADAGIO	100	65	80
ANDANTINO	200	120	150
ALLEGRETTO	300	180	250
ALLEGRO	500	300	400
VIVACE	700	400	550
PRESTO	800	500	650
PRESTISSIMO	1,000+	700	850

**6.3 Piano Heist 2025, Barbara** (in preliminary planning stages, looking for board approval and involvement)

New information:

- I should be receiving the contract soon. WHO should sign this. I presume that I will need a deposit. I can cover this for now. I will have the artistic director of the Calgary Folk Club check it all over for us.

Action/planning, input/ help needed

EARLY planning: in the next 2 months

- I would like some help deciding on prices and incentives.
- Input on how to sell/distribute tickets –
  - o Eventbrite – fee involved.
  - o There is a fee through ARMTA provincial.
  - o should I just accept e-transfers, or
  - o can ARMTA Calgary do that?
  - o Can we email a ticket?
- I am looking for someone to create a poster
- Once the contract is signed, this can go on our website
- Do we need to be involved with SOCAN?

March 5 reply from Maryellen:

*Hi Barb, I think I can help with a few of your questions...*

*The person to sign the contracts is normally the convener or the person organizing it. If you're not comfortable signing it, perhaps Sandra Joy or myself.*

*If a deposit is required, I can pay that directly if I am provided with an invoice. Please find out if they accept e-transfer and if so, I'll need the email address that they set up for that.*

*I strongly recommend using Provincial's stripe account to accept payments and Membership Works to sell the tickets. Provincial has everything in place to do this. I can help with Membership Works. Don't worry about fees; that is unavoidable and a normal part of doing business.*

*If authorized for the extra work, I can make the poster in August when I rent the software to create Impromptu. I would need artwork and/or photos of/from the performers.*

FUTURE planning/action: fall

- I will advertise to ARMTA Calgary and ask for info to be forwarded to provincial
- I will advertise through APTA.
- I will advertise to Calgary Folk Club, hopefully other Folk clubs as they have an extensive mailing list.
- I will also advertise to St. Thomas Church, and hopefully other United Churches
- Should we sell water/packaged snacks?
- Any other suggestions?

#### PREVIOUS INFORMATION

Lifelong friends, and colleagues, Nico Rhodes, and Patrick Courtin, shocked and appalled by the realization that piano just isn't cool anymore, set off on a divine quest to redeem the keyboard and reinstate its reputation as the greatest instrument of ALL TIME! Armed with the music of the greatest composers, songwriters and performers of the past 300 years, and the technology of the 21st century – their virtual orchestra D.O.U.G.I. (Digital Orchestral Ultimate Gizmo Intelligence), Nico and Patrick deliver everything from classical piano raptures to bombastic boogie woogie, from romantic piano ballads to 80's keyboard synth battles in their show Piano Heist! What ensues is a mishmash of theatrical wonder, comedy, audience participation, heartfelt stories, a pinch of history, and a world of musical madness. (Patrick is a BCRMTA member)

I saw a 15 minute preview and was thoroughly entertained. It is good for all ages.

#### **Purposes:**

- to entertain students and show them that “piano” and “music” are great, ie., to inspire them to continue with musical studies and musical involvement
- ARMTA fundraiser

#### **Details:**

- Scheduled for Sunday, Feb. 16, 2025, time to be determined....earliest start is 5:00

- Brentview Baptist Church – holds 500
- Approximately \$4000-\$4500 budget (Fees, hotel, meals, venue rental, sound crew, etc.)
- Ticket revenue – prices need to be determined, but 300 tickets at \$25 would be \$7500

**Help Needed:**

- Promoting and selling tickets.
  - Ticket revenue – prices need to be determined, but 300 tickets at \$25 would be \$7500
  - Do we offer adult/children/family tickets
  - Do we offer a free ticket to an ARMTA member if they can sell 10 tickets
  - Do we print tickets/sell online?
- Additional fundraising
- Selling water/packaged chips/whatever
- Dealing with SOCAN
- Writing reports.

**Outreach and support/sponsorship:**

I am submitting a proposal to the Calgary Folk Club for the following:

- Help in promotion
- Draw for free tickets to a Calgary Folk Club concert
- \$ donation to purchase “X” number of tickets for a student in need

I will offer them promotion of the Calgary Folk Club, banner, possibly trailers on foyer screens, adv

**7.1a What to do with a Surplus – Non-Profits, compiled by Angela Frankowski**

Q Do we put any surplus into Revenue for new fiscal year?

No. See ‘The Mechanics’ for details. Basically, you need to carry the surplus forward to cover a deficit you can create in the next fiscal year (by deciding to spend more in an area). Document in the minutes (decisions about where to spend more in the next year) and accounting (spreadsheets).

Q Do we need to allocate funds for the surplus?

Yes. You allocate funds from the surplus at the fiscal year end for the next year.

This is the focus of this document - please read. Also see ‘How large can a surplus be and still be viewed as a surplus and not a profit?’

Q Can ARMTA Calgary make a donation to the Endowment Society? (And use a surplus in this manner)

Yes. Really this is a legal question not an accounting one. The Endowment Society is also aligned with ARMTA Calgary’s vision. If the constitution and bylaws say that we can give

donations or is silent about whether we can give donations then, yes, ARTMTA Calgary can give donations to another entity that is aligned with their mission. Donations should be recorded into the director's minutes and captured in the accounting.

### **Executive Summary**

It is up to us as a non-profit organisation to decide what to do.

When you have a surplus the board decides where to spend more. See 'The Mechanics' below.

Keep a clear mention in the minutes regarding decisions about how the surplus will be allocated. Keep clear financial records of carrying forward the surplus to cover a deficit.

Check the bylaws, but otherwise show Income Statement as a surplus and balance stating "Surplus brought forward."

See what has been done in previous years.

The beginning balance for the new fiscal year

Just has the Balance Sheet items

Also has the total balance to date - so this will just be one number.

See 'The Mechanics' for a full explanation

### **Three Main Points**

#### **1. Surplus versus Profit**

- Look at our constitutional bylaws re allocations of the surplus.
- When draft accounts are produced, the Directors approve and allocate the surplus as they wish.
- Look at minutes of previous surplus allocations (2/3 years).

#### **2. Legislation**

- Read legislation governing non-profits in Alberta (governed by province).
- However, the legislation is fairly standardized across the provinces. Something like "The Societies Act of Alberta." Check the index (beginning or end) for anything about a surplus.

#### **3. Income Tax Purposes**

- Any audit from the CRA is done by charitable directors in Ottawa (centralised). They would start with a questionnaire before they would embark on an audit.
- Profit? They would look at the society's intentions and the directors' minutes plus bylaws to see if we were just trying to make money (instead of running a non-profit).

### **The Mechanics**

The beginning balance for the new fiscal year :

Just has the Balance Sheet items

Also has the total balance to date - so this will just be one number.

On the next Income and Expenses sheet

- State a surplus of \$X
- Go ahead and spend more in the chosen area (Directors agree and captured in minutes).
- Then your chosen spending area, for example, 'Conferences' would then be at a deficit.
- Then the balance sheet says 'surplus carried forward to cover deficit.'

Another way to explain this:

We don't usually show it as a spending of the surplus. We would show an expense item then end up with a deficit, creating a deficit for the year. The surplus would then be brought/carried forward.



**How large can a surplus be and still be viewed as a surplus and not a profit?**

A few thousand dollars is well within reason for the CRA not to even look into a non-profit's books and organisation. If there are continuing surpluses that are larger and they occur year after year, then it becomes more important for the non-profit to:

- State their intentions with money clearly in their minutes
- Find ways to allocate funds to their initiatives (to decrease the surplus)
- Also, the CRA would start to take interest if there were paid positions / directors' fees.

**7.4 CFMTA, Nathene Arthur**

At our provincial ARMTA zoom meeting this weekend it was confirmed that Annette Bradley will go ahead into the provincial Presidency at the ARMTA AGM in October. So we are now beginning our search for a new Provincial Vice President - and in the normal rotation of things that VP will come from the Calgary Branch.