

**TABLE OF CONTENTS**  
**Section 1: Meeting Minutes pages 1-3**  
**Section 2: Agenda pages 3-4**  
**Section 3: Reports pages 5-10**

**Calgary Branch Board Meeting**

**MINUTES of MEETING**

Date: November 18, 2024

Place: Zoom

**CHAired BY:** Sandra Joy Friesen

**RECORDING SECRETARY:** Maryellen Pankratz

**NAMES OF ATTENDEES AND ABSENTEES**

**Members Present:** Mandy Loban-Jordan, Alexandra Andrievsky, Lorna Sewell, Sandra Joy Friesen, Beth Olver, Carolyn Steeves, Barb Robertson

**Regrets:** Erika Gomez, Angela Frankowski

**Guests:** Nathene Arthur, Rose He

**OPEN ARMTA CALGARY MEETING**

ARMTA CALGARY meeting called to order at 9:38 am.

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

**2. Approval of Agenda**

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

**3. Approval of Minutes** from October 21, 2024

MOTION: Mandy moved to approve the October minutes as presented. Alexandra seconded the motion. Motion carried.

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

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

**5. Business**

**5.1 Policies & Procedures** wording for 7.7 "honorarium" requires board approval

MOTION: Beth moved to accept the change as presented. Alexandra seconded the motion. Motion carried.

NOTE: Maryellen has already made the change to: "At the end of the term in May, the Administrator will reimburse pay an honorarium equal to the branch membership fees from the past year to Members at Large who have fulfilled their commitment on the Branch Board over the past year."

## 5.2 Bookkeeper Report

- 1) ACTION: Maryellen will change the ARMTA Calgary budget from Calgary Performing Arts Foundation to Calgary Performing Arts Festival and will make the payment in December.
- 2) ACTION: Barb will gather the payment information and will send it to Maryellen before the end of November.
- 3) ACTION: Maryellen will reply to Elaine Case that we would like our upcoming donation to be used for scholarships.

## 5.3 Administrator Report

ACTION: Maryellen will tell Karen Gerelus that her application is approved for the MTNA Conference Grant.

## 6. New Business

### 6.1 Consent Forms

DECISION: Paper copies can be shredded and discarded after they have been saved digitally (to Dropbox).

- 1) ACTION: Beth will update the Convener job descriptions to clarify what conveners are to do with the signed consent forms that they receive.
- 2) ACTION: Beth will work with Maryellen on updating 17.3 and 17.4 of the Policies and Procedures manual.

### 6.2 Communications using ARMTA brand

ACTION: Barb will collaborate with Carolyn Garritano

### 6.3 Milestone certificates to members

ACTION: Barb will pass the milestones onto Sandra Joy for distribution. At the AGM on May 12, 2025, Sandra Joy will present them to members in attendance. The remaining certificates will then go to Maryellen to be mailed.

### 6.4 Music Marathon: Cathy Lis stepping away, need 2 members to assist for 2025

ACTION: Sandra Joy will be present for the day of Music Marathon on May 25, 2024.

## 7. Other Business

### 7.1 Promoting Merlin Thompson's Presentations (Jan 9, Feb 18 and May 22, 2025)

- 1) ACTION: Maryellen will email the text to everyone on the board and they can copy and paste into an email to send to the organizations that they belong to. This will be planned for December and she will include social media conveners (Nadia Khlynovskaya for our branch and Karen Gerelus for provincial)
- 2) ACTION: Maryellen will update the webpage, event calendar and registration forms to say that only Calgary Branch members' admission will be free.  
IMPORTANT: Anyone committing to email the ad to their external organization(s) must reply to everyone in the email to ensure that their organization doesn't receive the same promotional email from more than one person.
  - a) Barb will email the ad to APTA and ARMTA Provincial.

b) Lorna will email the ad to Calgary NATS.

**Brain Gym Workshop**

ACTION: Sandra Joy will ask Colleen Athparia if Dana Luebke would be willing to have his workshop recorded on Nov 26. If he agrees, Barb will ask her husband if he will do the recording.

**8. Announcements**

CORRECTION: Next meeting should be January 13, 2025.

**Branch Board meeting adjourned at 10:53 am.**

**SECTION 2: AGENDA pages 3-4**



Calgary Branch Board Agenda

November 18, 2024, 9:30-11:00 AM

Chair: Sandra Joy Friesen

Past Chair: Beth Olver

Vice Chair: Alexandra Andrievsky

Administrator: Maryellen Pankratz

Members at Large: Beth Olver, Lorna Sewell, Barbara Robertson, Carolyn Steeves, Angela Frankowski, Sandra Joy Friesen, Erika Gomez, Mandy Loban-Jordan, Alexandra Andrievsky

Treasurer: Lorna Sewell

Bookkeeper: Maryellen Pankratz

ARMTA Provincial Board Rep: Carolyn Steeves, Sandra Joy Friesen

Endowment Society: Nathene Arthur, Carolyn Steeves

**1. Welcome, Call to Order**

## **2. Approval of Agenda**

### **3. Approval of Minutes** from October 2024 (October Minutes included)

### **4. Approval of Consent Agenda** (reports for Information only)

4.1 Provincial Rep Report

4.2 Piano Heist

4.3 Chair Report

### **5. Follow-up Business from September**

5.1 Policies & Procedures wording for 7.7 “honorarium” requires approval

5.2 Bookkeeper Report questions

5.3 Administrator Report question

\*Congratulations to Barbara for ARMTA Service Award

### **6. New Business**

6.1 Consent Forms discussion/decision

6.2 Communications using ARMTA brand (as per AGM report included, pages 15-16)

6.3 Milestone certificates to members

6.4 Music Marathon: Cathy Lis stepping away, need 2 members to assist for 2025

### **7. Other Business**

7.1 Since we need at least 10 registrants for each of Merlin Thompson’s workshops, we will open them to the general public for a fee of \$25 each. Would anyone be willing to advertise them to other organizations?

### **8. Announcements**

Next meeting January 20, 2024; 9:30 am.

Adjourn Branch Board meeting

### **9. Endowment Society**

Endowment Projects – no report

## **SECTION 3: REPORTS pages 5-10**

#### 4.1 Provincial Rep Report, Carolyn Steeves & Sandra Joy Freisen

The ARMTA Provincial AGM was held at Music Conference Alberta, Friday, October 25th, 2024, at 12:00 p.m. at MacEwan University, Allard Hall, Room 11-459. Here are some highlights.

The AGM bid adieu to Nathene Arthur. Nathene served faithfully for many years as a Branch Representative, VP, President, Past-President and with CFMTA. She was sincerely thanked for her time and service to ARMTA, she will be sorely missed. ARMTA Provincial has a new President, Annette Bradley and Vice President, Rose He. Sandra Joy Freisen is the new Calgary Branch Representative.

The 2024 ARMTA Service Award was presented to Barbara Robertson for her very many years of service to ARMTA Calgary, ARMTA Provincial, and CFMTA. So well deserved! Barb gave a wonderful acceptance speech!

The Music Pedagogy Scholarship, the Continuing Education Scholarship, the Bette Joan Rac Scholarship and the Betty Phelan Scholarship were all presented.

The Milestone Awards were presented by Annette Bradley. Barb Robertson has the Calgary Branch Recipient's Awards for those not in attendance in person.

Calgary Branch Milestone Award Winners

10 Diane Lane	15 Nadia Khlynovskaya	20 Leila MacKenzie
10 Iva Mark	15 Dr. Chrysanthema Nikol	25 Doug Evans
10 Lorna Sewell	15 Alice Monson	25 Tracy Taylor
10 Cindy Speelman	20 Colleen Athparia	30 Adeline Ridley
10 Colleen Roller	20 Natalie Brodsky	30 Carolyn Steeves
10 Alicia Woynarski	20 Gloria Chu	40 Janice A Dahlberg
15 Margaret Brentnall	20 Marnie Deschenes	40 Allen Reiser
15 Fiona Carnie	20 Barbara Eriksson	45 Linda Kundert
15 Stacey Ennig	20 Amelia Farahbakhsh	50 Madeline Neufeld
15 Sharon Field	20 Rachel Hop	55 Bernadette Covey

The Strings Competition was held on Nov. 2<sup>nd</sup> and the webpage for the Piano Competition has now been updated and entry dates are finalized. The application deadline is January 1<sup>st</sup>, 2025, and the winner will compete in Montreal in July 2025.

An ARMTA Provincial Social Media Convenor has been hired, Karen Gerelus, and she has started working and posting. Please follow @armtaprovincial on Instagram if you haven't already to see her work.

The next ARMTA Provincial Board meeting is Friday, February 7<sup>th</sup> at 8:30 a.m. – 1:30 p.m. over zoom.

#### 4.2 Piano Heist, Barbara Robertson

I have forwarded the \$500 cheque from the Calgary Folk Club. They have given us a gift card for 4 tickets to any remaining show this year. We will need to do a draw for these tickets at the concert. I have also sent them info for:

- their table notices,
- 2 announcements from the stage at concerts – 1 before Christmas and 1 just prior to our concert.
- CFC social media

I have sent info to ARMTA provincial for distribution in their monthly blasts. I have arranged for hotels to be booked.

I actually met the agent in Fort Saskatchewan in October – it is too bad we did not pursue this more as we could have got them to work with students in whatever form we wanted, but because of other concerts this will not be possible.

I will continue to send out info to our members and encourage them to come. I would really appreciate if any of you could spread the information to any groups you are involved with.

#### **4.3 Chair Report, Sandra Joy Friesen**

- Correspondence with Looi Tan and her Teach Music Academy requesting experienced teachers' involvement: email has been sent to the membership
- Submitted application to CFMTA Branching Out for the \$100
- Contacted Rose He, welcoming and inviting her to our Branch Board
- Contacted Tom Anderson with Provincial Alberta Archives to receive our archives box, via Yvonne Boon in Edmonton
- Submitted application to Provincial Continuing Education funds for our November workshop Brain Gym
- Looking into Bylaws

#### **5.1 Policies & Procedures wording for 7.7 "honorarium" requires approval (P&P doc included)**

On Oct 21, the board agreed to add the following amendment to 7.7 (Branch Board) of the P&P:

"At the end of the term in May, the Administrator will reimburse branch membership fees from the past year to Members at Large who have fulfilled their commitment on the Branch Board over the past year."

The bookkeeper has since recommended the following change to the wording in order to avoid tax implications and asks the board for approval:

"At the end of the term in May, the Administrator will ~~reimburse~~ **pay an honorarium equal to the** branch membership fees from the past year to Members at Large who have fulfilled their commitment on the Branch Board over the past year."

## 5.2 Bookkeeper Report, Maryellen

**Bank balances** as of November 10, 2024:

\$30,018.23 ARMTA Calgary Branch

\$13,104.94 Endowment Society

### ARMTA Calgary GICs

Name1	Name2	Amount	Purchased	Matures
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

Name1	Name2	Amount	Purchased	Matures
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>		

### Outgoing Community Sponsorship Donations

**Question 1)** Next month, I will pay the donations agreed to in the attached budget and I need to ask for clarification on one sponsor. The budget says \$100 to "Calgary Performing Arts Foundation". Is this correct or is it supposed to say "Calgary Performing Arts Festival?"

**Question 2)** I have never paid either of these organizations before. Would someone be willing to provide me the information required to make this payment? We need an email address of where to send the e-transfer. Or, if they don't accept e-transfer, we'll need a mailing address.

**Question 3)** Regarding the \$100 donation to Calgary Vocal Festival, Elaine Case would like to know if our donation is to be used for operating expenses, scholarship or a combination of these two?

## 5.3 Administrator Report, Maryellen

## MTNA Conference Grant Application

The deadline for the new MTNA Conference Grant is November 15. As of this report date, we have received one application:

Applicant: Karen Gerelus

Date of Conference (Start Date): Mar 15, 2025

Location of Conference: Minneapolis, Minnesota

Have you attended an MNTA conference before? Yes

When was the last time you attended: 2019

I understand that if my application is approved, payment is contingent upon submission of my

receipt and my Impromptu article by April 15th. Yes

I promise that I will be attending this conference in-person: definitely

Please explain: I am attending MTNA 2025 as an accepted presenter. Conference fees have already been paid (\$522 CAD) with flight and hotel bookings forthcoming.

If anyone else has applied by Nov 15, I will announce it during our meeting and we will need to hold a random draw, which I will prepare. If not, should I tell Karen that her application is approved?

### 6.1 Consent Forms discussion/decision

On Fri, Oct 18, 2024 at 12:08 PM ARMTA Calgary <[armtaofficers@gmail.com](mailto:armtaofficers@gmail.com)> wrote:

For all hardcopy consent forms, I scan them and save them to our Dropbox account. Of course, I also save the digital copies to Dropbox.

Beth, I'm just looking at the convener job descriptions and it looks like conveners are instructed to collect consent forms, but not what they should do with them afterward. We should definitely fix that, don't you think?

Maryellen

From: Sandra Joy Friesen <[sandrajoyfriesen@gmail.com](mailto:sandrajoyfriesen@gmail.com)>

Sent: Friday, October 18, 2024 12:55 PM

To: ARMTA Calgary <[armtaofficers@gmail.com](mailto:armtaofficers@gmail.com)>

Cc: ARMTA Beth Olver <[betholver754@gmail.com](mailto:betholver754@gmail.com)>

Subject: Re: Consent Forms

Perhaps just adding to the statement for conveners: hard copy consent forms should be sent to the administrator for scanning and loading to Dropbox? And then you can shred the hard copies.

Sincerely,  
Sandra Joy Friesen



On Fri, Oct 18, 2024 at 5:38 PM ARMTA Calgary <[armtaofficers@gmail.com](mailto:armtaofficers@gmail.com)> wrote:

Actually, I just sent a bunch of hard copy consent forms for archiving. They shouldn't be shredded, should they? I thought they were a backup to our digital copies.

Maryellen

On Tue, Oct 22, 2024 at 10:06 AM Sandra Joy Friesen <[sandrajoyfriesen@gmail.com](mailto:sandrajoyfriesen@gmail.com)> wrote:

We can keep the consent forms for Archives, no problem. They serve as a record of who attended each event (but it's a lot of paper).

Sincerely,  
Sandra Joy Friesen

On Tue, 22 Oct 2024 at 21:33, Sandra Joy Friesen <[sandrajoyfriesen@gmail.com](mailto:sandrajoyfriesen@gmail.com)> wrote:

From Provincial: Yvonne confirms that PAA can/will destroy material that is not for archives, which includes consent forms that have confidential information. Tamara keeps them in the Branch and says we can do whatever we decide as a Branch.

From Edmonton: Esther admits she doesn't know what they do and that perhaps they should add it to their November meeting to discuss : )

I can put it as a discussion point for the November meeting, perhaps shredding after 1 year (and Maryellen keeps a copy in Dropbox anyway)?

And event hosts/convenors need to be reminded to keep track of their consent forms and get them over to Maryellen after the event.

Sincerely,  
Sandra Joy Friesen

From: beth olver <[betholver754@gmail.com](mailto:betholver754@gmail.com)>  
Sent: Saturday, October 26, 2024 11:10 AM  
To: Sandra Joy Friesen <[sandrajoyfriesen@gmail.com](mailto:sandrajoyfriesen@gmail.com)>  
Cc: ARMTA Calgary <[armtaofficers@gmail.com](mailto:armtaofficers@gmail.com)>  
Subject: Re: Consent Forms

Hi Sandra Joy  
We may already have a policy in the P & P that covers this.  
Beth

17 DOCUMENTS  
Documents containing personal information

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

17.2 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).

17.3 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.

17.4 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.

17.5 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

From: ARMTA Calgary <armtaofficers@gmail.com>

Sent: Saturday, October 26, 2024 11:42 AM

To: beth olver <betholver754@gmail.com>; Sandra Joy Friesen <sandrajoyfriesen@gmail.com>

Subject: Re: Consent Forms

Thanks Beth,

17.5 has a minor error that says digital copies are stored in ARMTA Calgary's Google Drive. It should say Dropbox, not google.

17.3 and 17.4 don't address whether they refer to digital copies or paper copies or both. If I understand provincial archives correctly, it sounds like they won't store paper copies of our consent forms. Should we then clarify 17.3 and 17.4 to refer only to digital copies? If so, could they also clarify that the paper copies should be shredded after they are stored digitally?

Please advise, thanks  
Maryellen