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Calgary Branch Board Meeting

Date: February 10, 2025

Place: Zoom

MINUTES of MEETING

CHAired BY: Sandra Joy Friesen

RECORDING SECRETARY: Maryellen Pankratz

NAMES OF ATTENDEES AND ABSENTEES

Members Present: Sandra Joy Friesen, Lorna Sewell, Alexandra Andrievsky, Mandy Loban-Jordan, Barb Robertson

Regrets: Beth Olver, Carolyn Steeves, Erika Gomez Angela Frankowski

OPEN ARMTA CALGARY MEETING

ARMTA CALGARY meeting called to order at 9:32 am.

SECTION 1: MEETING MINUTES pages 1-2

2. Approval of Agenda

MOTION: Barb moved to approve the agenda as presented. Alexandra seconded the motion.

AMENDMENT: Added 7.1 and 7.2 to Other Business

AMENDED MOTION: Mandy moved to accept the agenda as amended. Barb seconded the motion. Motion carried.

3. Approval of Minutes from January 13, 2024

MOTION: Lorna moved to approve the January minutes. Alexandra seconded the motion. Motion carried.

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

MOTION: Mandy moved to approve the consent agenda. Barb seconded the motion. Motion carried.

5. Follow-up Business from January

5.1 Piano Heist requesting volunteers

ACTION: Maryellen will change on website: will sell tickets at door for \$35 reg / \$25 students (cash or donation).

ACTION: Barb will email the board members to ask for help and will include the times that various volunteers should arrive.

5.2 Administrator Report requesting approval

WITHDRAWAL: Maryellen withdrew the request for approval.

Tabled to AGM.

ACTION: Sandra Joy will work with Maryellen on getting a message out about this before the AGM.

6. New Business

6.1 Young Artist Tour/Concert

CFMTA will waive the \$75 fee plus provide a \$200 subsidy this year because it's their 90th anniversary.

The student will represent Alberta and is a student of Edmonton teacher, Wolfram Linnebach.

ACTION: Sandra Joy will follow up.

6.2 Music Marathon volunteers needed

Sandra Joy will plan to be at the marathon, which will be Sat May 24.

ACTION: Lorna will follow up with Chinook Centre, as the location may change from last year.

7. Other Business

7.1 Esther Honens collaboration

They have offered to provide a masterclass for our students.

ACTION: Sandra Joy will follow up.

7.2 Annette Bradley workshops

Annette is our new provincial president (from Red Deer) and plans to attend our AGM. She also offered to give our teachers a workshop. She sent a document with six different options.

ACTION: Sandra Joy will forward the document.

Branch Board meeting adjourned at 10:26 am.

Endowment Society meeting called to order at 10:26 am.

Endowment Society meeting adjourned at 10:28 am.

SECTION 2: AGENDA pages 3-4



Calgary Branch Board Agenda February 10, 2025, 9:30 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 (non-voting), Carolyn Steeves

1. Welcome, Call to Order

2. Approval of Agenda

3. Approval of Minutes from January 2025 (attached)

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

4.1 Bookkeeper Report

4.2 Communication Report

4.3 ACRA Report

4.4 Rotary C3 Report

5. Follow-up Business from January

5.1 Piano Heist requesting volunteers

5.2 Administrator Report requesting approval

5.3 Email Security with short follow-up quiz after the meeting

6. New Business

6.1 Young Artist Tour/Concert (attached)

6.2 Music Marathon volunteers needed

7. Other Business (added at beginning of meeting)

7.1 Esther Honens collaboration

7.2 Annette Bradley workshops

8. Announcements

Next meeting March 17, 2024; 9:30 am

9. Endowment Society Meeting

9.1 Endowment Society Report / Projects: Nathene

SECTION 3: REPORTS pages 4-9

4.1 Bookkeeper Report, Maryellen

Bank balances as of January 30, 2025:

\$27,303.03 ARMTA Calgary Branch

\$11,638.04 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
		\$24,000		

Endowment Society GICs

Name1	Name2	Amount	Purchased	Matures
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
GIC2	Cdn Bank Market Smart	\$5,000	Nov 22, 2024	Nov 22, 2027
		\$24,570		

Nothing more to report.

4.2 Communication Report, Barb Robertson

We are using the provincial link for mail chimp. Unfortunately I am constantly needing to get a verification code from Carolyn Garritano. The first problem is that I need to enter the code in a timely manner, and we are not often on our computers at the same time. The second is that I then need to find another spare moment(S) to start the process again, and ask for the verification again. Carolyn has kindly sent the information out for me a few times, and I have sent it out in the previous format a couple of times to get the information to our members.

I have been able to forward information, questions, from members to either Sandra Joy, Maryellen, or Tamara at provincial.

I have successfully sent out a few emails since the last meeting in a more consistent, professional format. It has been a learning curve. The solution is to send out multiple emails so I get more "practice". Carolyn Garritano has been a great help.

The biggest glitch was when I needed a code to get in to the program, and it was sent to provincial. I will continue to experiment.

4.3 ACRA Report, Kimberley Yim

ACRA 2025 took place on Saturday, January 25th, 2025 and was a great success.

Total amount of scholarships awarded: \$3,670

Amount from Endowment Society: \$2310

Amount from ARMTA Provincial: \$1460

Amount in named scholarships: \$300

Expenses

Venue Rental: \$550

Programs (100): \$255

Medals: \$252

Other materials: \$10 (envelopes)

We did not have to purchase any other materials, rent a sound system, or hire a photographer this year. Dick Olver volunteered as our photographer. Nathene Arthur lent us her sound system.

Little Rock Printing provided code "nonprofit25" in 2024 for 25% off programs.

A suitable budget would be \$1,500 moving forward in case of such additional expenses.

4.4 Rotary C3 Report, Barbara Robertson

- Friday, March 7 (afternoon only)
- Saturday, March 8 (all day)
- Sunday, March 9 (all day)

at Michael Lipnicki Fine Pianos

5.1 Piano Heist Report, Barbara Robertson

Ticket sales are over 100.

Hotels have been booked.

I will pay an extra \$90 to this amount to cover the meal buyout.

100 copies of the program have been printed.

I will buy water and some snacks – suggested sale price of \$1/\$2

I will buy a fruit and veggie tray for the artists.

****They would also like access to tea/coffee . Designate****

Sandra Joy and Angela have offered to help with tickets etc. My husband will help and also a couple of students.

Jobs will be:

- collecting tickets
- selling tickets – I am thinking that if they do not have cash, they could make a donation of \$35 or \$40 per ticket on our “donate now” button
- selling snacks
- bring and set up banners
- draw forms – for Folk Club tickets and Piano Heist merch.
- introduction and Land Acknowledgement
- John and I will be there to help with set up at 3:00.

5.2 Administrator Report regarding Student Communications, Maryellen Pankratz

Further to last month’s report, I am REQUESTING APPROVAL to carry out the project of direct student communication. Please see the following two items below:

1. Erika wrote a great email that we’d like to ask Barb to send out. See below and THANK YOU, Erika!!
2. Screen shot of where the link in the email will take students/parents.

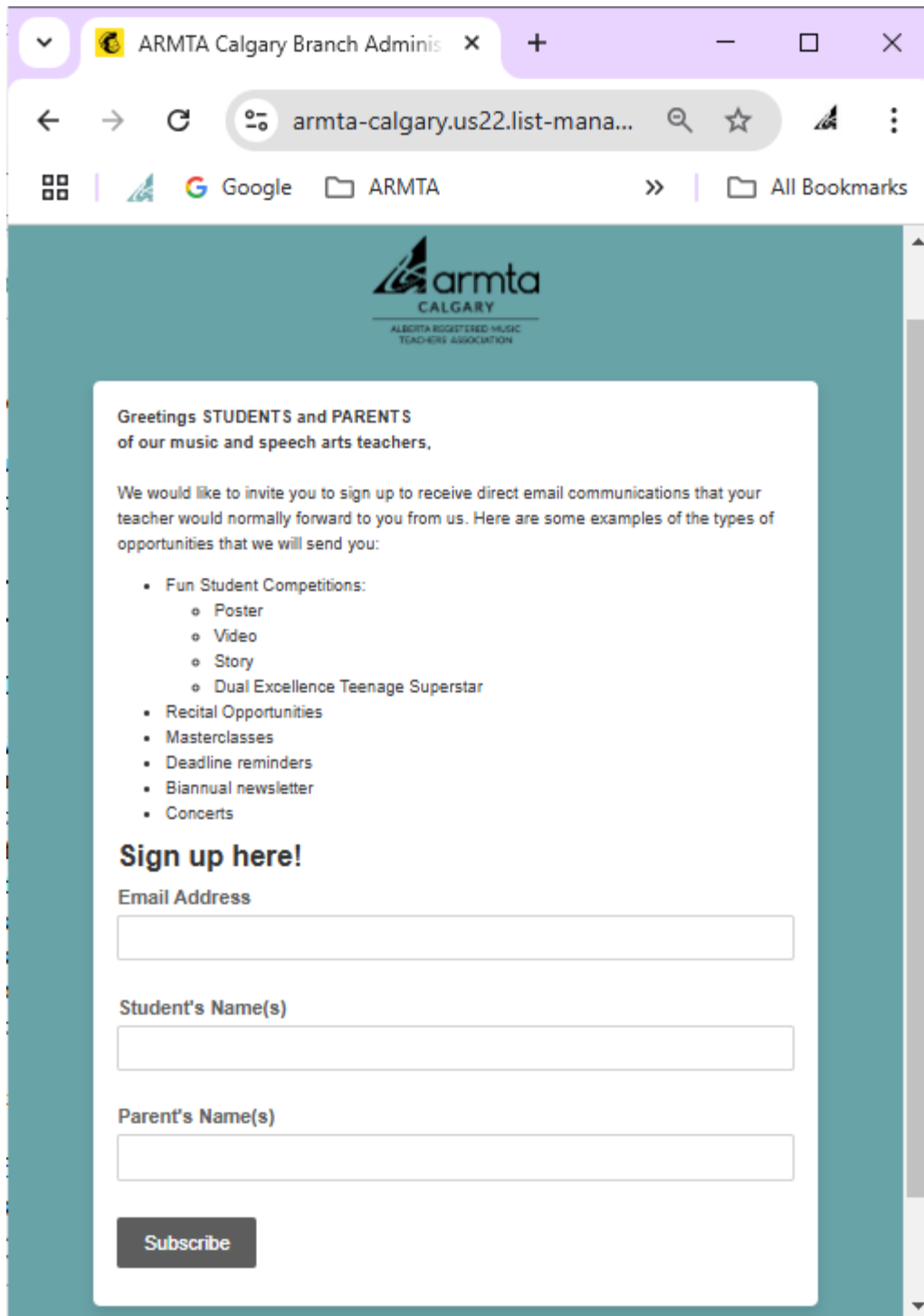
Hello ARMTA-Calgary teachers,

We are requesting your assistance in establishing contact with our students. We would like to extend an invitation to them to be included in ARMTA-Calgary communications. These email circulars will advise students and parents of events and opportunities within our branch in order to assist them in feeling a part of the greater Calgary music community. We were hoping that you might be willing to forward the attached e-mail inviting your students to join the distribution list. It provides the sign-up link for them to do so. Please note that we are not intending to replace or interfere with any communications you might be doing with your students. An example of emails that they would receive are deadlines and announcements to participate in our poster (and related) competitions. Imagine not having to forward our emails to your students anymore!

Link: <http://eepurl.com/i6OoQA>

If you have any questions or concerns please do not hesitate to reach out to any member of the branch board. Thank you so much for your assistance in engaging your students!

With regards,
Calgary Branch Board



5.3 Email Security, Maryellen Pankratz - with contributions from Carolyn Garritano and Tamara Bowie from Provincial. A short quiz will be sent to you after the meeting. Participation is mandatory, but keep in mind that having knowledge of this subject can help to protect YOU.

A phishing email is a deceptive message designed to trick the recipient into revealing sensitive information by posing as a legitimate entity. The internet is continuously being searched for contact names & email addresses by robots that can search huge amounts of data in seconds.

Be cautious of any email request that seems out of the ordinary, especially if they ask about money or banking, or if they convey a sense of urgency.

Be wary of emails that “don’t seem right” and appear to be from someone who has bank authorization (chair, vice chair, treasurer or the administrator/bookkeeper).

Fraudsters can email you posing as a member of the executive team. It will look like the email was sent by one of us. To verify the real sender of the email: Click on the name of the person that the email came from at the top of the email. This will expand the area, showing you the real email address that it came from. This is the easiest way to determine if the email is fraudulent.

Never send money.

If in doubt, don’t click on links or open attachments.

If still uncertain, don’t reply to the email. Instead, start a new email to the person to ask them about it.

9.1 Endowment Society Report / Projects: Nathene

Committee members: Carolyn Steeves, Laura Whitehead, Maryellen Pankratz, Nathene Arthur

Current Projects: Story Competition, Poster Competition, Video Competition, Dual Excellence Teenage SuperStar Competition

Our Endowment Committee had meetings in October, November, and January, largely to finalize details of the DETSA Competition and Judges’s Rubrics. We thank the ARMTA Board for the extra allotting of \$125 for “3rd Place” DETSA Awards in November.

1 The inaugural DETSA Competition had nine entries. The winning entries were notified on January 12th.

2 Future DETSA Competition will have a new Rubric and only ONE Category to enter. Students will need to have proof of two activities: (a) one activity with an ARMTA teacher (i.e. one Exam, festival or a group of solo-type public performances) and (b) a different ARMTA activity with an ARMTA/non-ARMTA teacher OR a secondary extracurricular discipline such as a sport, skating, dancing, chess club etc. which happens after school hours. The 2025-2026 Rubrics have been completed.

3 There was some confusion by ARMTA teachers about the DETSA rules and we did receive phone calls and emails. Thank you for your feedback. The new Rubrics will be much clearer.

4 Laura Whitehead has also developed a “Student Sheet” where students can keep track of what they do throughout the year. This will be available to print from online.

5 New rules for the DETSA will be sent out to all Calgary ARMTA teachers by early February so they can remind their students to consider entering this competition.

6 Four Competitions. Going ahead into 2025-2026 we plan to proceed with four competitions, adding in the Story Competition. The Story Competition was referred to in October as the Creative Writ-

ing Competition, and is now re-named, with the same parameters as were approved in the fall. The guidelines for Poster, Video and DETSA are all either very similar to last year, or revamped and finalized.

7 We presented a Budget of \$3,000 to the Board in the fall. This would include:

- a. Poster Competition \$435 (two age categories)
- b. Video Competition \$315 (all combined into one age category)
- c. DETSA Competition \$900 (one age category)
- d. Creative Writing \$1,230 (three age categories)

So the total amount = \$2,880 with a cushion of \$120 for potential ties. MaryEllen has the Budget Rubric for all of these classes with a breakdown of first, second and third places along with "Random Draws" from all entries - which makes a huge difference in encouraging students to enter.