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Calgary Branch Board Meeting

Date: January 13, 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, Angela Frankowski, Beth Olver, Mandy Loban-Jordan, Erika Gomez, Alexandra Andrievsky, Carolyn Steeves

Late Arrival: Barb Robertson at 9:50.

Regrets: none

Guests: none

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

AMENDMENT: Added 6.3 Piano Heist Report sent from Barb at 8:05 this morning

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

3. Approval of Minutes from November 18, 2024

MOTION: Lorna moved to approve the November minutes as presented. Mandy seconded the motion. Motion carried.

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

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

5. Business

5. Follow-up Business from September

5.1 Administrator Report

ACTION: Erika will write an invitation for teachers to forward to their students to sign up for our student-parent email communications. Maryellen will advise and will create a link to the sign-up page.

ACTION: Maryellen will advise Erika and create a link to the sign-up page.

ACTION: Maryellen will remove “your teacher will no longer have to forward our emails and flyers to you”.

6. New Business

6.1 Saklofske Scholarship

There will no longer be a scholarship from Brent Saklofske. Last year was the last time.

ACTION: Maryellen will remove “Harold Saklofske Scholarships” from the website.

6.2 Nominating Committee

It is the time of year for the chair to put together a nominating committee.

OPPORTUNITY: Sandra Joy is asking for another two or three people to help contact the membership via phone/email.

6.3 Piano Heist, Barb Robertson

PLAN: Angela offered to help at the door. Barb will make and print some tickets to sell at the door. Will also make a sign pointing to where to buy tickets. We will give complimentary tickets to the members helping Barb and the folks helping from the Calgary Folk club.

7. Other Business – City Permits for home businesses

Sandra Joy received a question from a new member asking if a city permit for home business was required in Calgary.

ACTION: Alexandra was invited to put some of the information she shared today into an article for Impromptu.

ACTION: Anyone with any knowledge or advice about this, please share with Alexandra.

Branch Board meeting adjourned at 10:24 am.

SECTION 2: AGENDA pages 3-4



Calgary Branch Board Agenda January 13, 2025, 9:30-11:00 AM
Via zoom

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 November 2024

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

- 4.1 Catering Convener Report
- 4.2 C3 Report
- 4.3 Communication Report
- 4.4 Bookkeeper Report
- 4.5 Provincial Rep Report

5. Follow-up Business from September

- 5.1 Administrator Report

Announcements

Thank you to Barbara for establishing the formal correspondence/communication format!

6. New Business

- 6.1 Saklofske Scholarship

6.2 Nominating Committee

6.3 Piano Heist, Barb Robertson

7. Other Business

Sandra Joy had a question from a member. Do we all have to get a city permit for their home businesses? There's a home occupancy class 1 and class 2. Class 1 free and guaranteed but only 3 visitors per week. Class 2 \$450/year and only 15 visitors per week. But the permit has to be in a non-residential area. If a neighbour complains, then the city won't bother you. If there's a complaint, a bylaw officer will sit outside your house and count the number of people coming in and out of your house.

Alexandra was invited to put some of this information into an email for Rachel to add to Impromptu. Mandy said someone who moved onto a cul-de-sac neighbors wondered why so much more traffic and reported her and she had to move her business to a church. Condos are also very restrictive.

Offer suggestions: get to know your neighbours, have students park around the corner.

8. Announcements

Next meeting February 10, 2024; 9:30 am

9. Endowment Society Meeting

Any business items?

Adjourn Endowment Society meeting

SECTION 3: REPORTS pages 4 - 8

4.1 Catering Convener Report, Nadia Khlynovskaya

Brain Gym Workshop – November 26th

Catering expenses for the event totalled \$47.10 for 20 participants

4.2 C3 Report, Barb Robertson

Thank you to Sandra joy for volunteering to help out.

Thank-you to the ARMTA provincial recognition fund for sponsoring \$1000 each to 2 of the winners.

Calling all young musicians: Registration is now open for the 2025 Rotary Calgary Concerto Competition!

Registration CLOSES at 11:59 PM MT on January 31st, 2025.

To register, click here to follow the 3-part application process:

1. Read the rules (make sure you qualify and your concerto is at least Grade 10 level)
2. Pay your NON-REFUNDABLE registration fee
3. Fill out the application form

More information about the competition is available on the competition website.

The competition will be held on the FIRST weekend in March 2025

- Friday, March 7 (afternoon only)

- Saturday, March 8 (all day)
- Sunday, March 9 (all day)

Questions? Either e-mail info@rotaryc3.com or call 403-970-0557.
 Please share this email with other students, teachers, and accompanists.
 Katherine Sinex
 Competition Director,
 Rotary Calgary Concerto Competition
info@rotaryc3.com
 (403) 970-0557

4.3 Communication Report, Barb Robertson

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.

4.4 Bookkeeper Report, Maryellen Pankratz

Bank balances as of January 6, 2025:
 \$27,929.53 ARMTA Calgary Branch
 \$14,217.44 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		

4.5 Provincial Rep Report, Carolyn Steeves and Sandra Joy Friesen

1. Budget requests are due Jan 10. Barbara put in a request earlier in December for funding for awards for the Rotary C3 competition. This funding request was approved.

2. Multiple notices have been sent out to Board members warning of the many scam/phishing emails and texts that continue to circulate. Be wary and smart is the message.

3. Anonymous Conference Survey. The results will help the Conference Convenor and Board in making decisions regarding our future conferences. Those who completed the survey were able to check off numerous reasons. They were as follows:

- a. Reasons for not attending ARMTA's Annual conference (Music Conference the) are:
 - 12% of those surveyed say they attended other teaching conferences in its place.
 - 53% find their teaching schedule interferes with it
 - 53% that there is not enough offered that interests them.
 - 41% felt life commitments get in the way of attending
 - 29% said it is too expensive when you consider accommodation, travel, fuel, meals, and re-scheduling students.
 - Those taking the survey are aware of MCA and did not attend the APTA Conference in its place.
- b. Reasons for not attending ARMTA's National Conference (Canadian Federation of Music Teachers Associations, CFMTA) conferences held bi-annually in early July, are:
 - 65% the expense of the entire event including travel, accommodation, fuel, meals, etc.
 - 24% attend other teaching conferences in its place.
 - 6% say their teaching schedule doesn't allow it.
 - 47% felt life commitments get in the way of attending.
 - 24% do not feel the event interests them.
- c. When asked about purchasing a series of one-hour online workshops instead of having a two days including an overnight conference shared:
15% said "Yes". 35% said "No". 55% maybe but it would depend on the workshops offered.

5.1 Administrator Report, Maryellen Pankratz

DONE:

Completed all action items from November (and the following, which was left over from October):

Created Mailchimp account for future communication emails to students-parents

Created graphics to use in Mailchimp communications

SEE BELOW: Created a sign-up form to embed on our website (I have not added it to the menu yet). Is there a better way to say "your teacher will no longer have to forward our emails and flyers to you"?

PENDING:

Create an email where students/parents can sign up directly from the email instead of from our website.

Create/send an email to members, requesting them to forward to the email to their students/parents to invite them to sign up for our email circulars.

Publish the webpage with the sign-up form

FOR FURTHER CONSIDERATION (should be done before posting on website):

Figure out how to keep our emails out of people's spam folders

Figure out security and privacy so that robots can't access the sign-up form.

Figure out security and privacy so that internet trolls can't sign up random people.

May we suggest that when members take on new students, they ask if they want to sign up for our email

circular?

If anyone has suggestions or advice about this project, please let me know.

The screenshot shows a web browser window with the following content:

- Browser tab: Student-Parent Communication
- Address bar: armta-calgary.com/student-parent-communication-sign-up/
- Navigation icons: back, forward, refresh, home, search, signal strength, battery, and a menu icon.
- Bookmarks bar: Google, ARMTA, Inbox (3) - armtaoffi..., Gmail, Adobe Acrobat, All Bookmarks.
- Page title: **Students and Parents**
- Text: *Stay informed about ARMTA Calgary events! Sign up to receive communication emails.*
- Text: **Your teacher will no longer have to forward our emails and flyers to you**
- Text: *Examples of communications: Student Competitions, Student Recitals, Masterclasses, Concerts, ACRA (ARMTA Calgary Recital and Awards)*
- Section header: **Subscribe**
- Text: * indicates required
- Form field: Student's Name(s) *
- Form field: Email Address *
- Button: **Subscribe**
- Logo: **INTUIT mailchimp**

6.3 Piano Heist Report, Barb Robertson

Ticket sales have just started to increase. We have sold over 61 tickets to date, Hotels have been booked.

Maryellen will pay the final amount to the artists.

** We will add an extra \$90 to this amount to cover the meal buyout.

Program has been designed. I will print some and we will have a QR code for the program.

**Where should I get it 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 . I can bring a kettle, tea bags, instant coffee

We will do the \$90 buy out for meals. (see above)

I will likely need some help checking tickets and selling snacks. I do have some help and will send a request for more help.

**I suggest that we have a float and sell tickets at the door. Price?

**Are there people who should get complimentary tickets? How do I do that?

-draw at Folk Club? Helpers?