



TABLE OF CONTENTS

[Section 1: Meeting Minutes pages 1-2](#)

[Section 2: Agenda pages 3-4](#)

[Section 3: Reports pages 4-14](#)

Calgary Branch Board Meeting

Date: March 17, 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, Carolyn Steeves, Beth Olver, Alexandra Andrievsky, Barb Robertson, Mandy Loban-Jordan

Regrets: Lorna Sewell, Erika Gomez, Angela Frankowski

OPEN ARMTA CALGARY MEETING

ARMTA CALGARY meeting called to order at 9:35 am.

SECTION 1: MEETING MINUTES pages 1-2

2. Approval of Agenda

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

3. Approval of Minutes from February 10, 2024

MOTION: Carolyn moved to accept the February meeting minutes. Alexandra seconded the motion. Motion carried.

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

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

5. Reports for Discussion

5.1a MOTION: Carolyn moved to approve the listed administrator expenses. Mandy seconded the motion. Motion carried.

5.1b MOTION: Alexandra moved to accept the change to home printing. Carolyn seconded. Motion carried.

5.1c ACTION: Alexandra and Sandra Joy will discuss student recitals in further detail and propose a cancellation policy at the next meeting.

5.1d Proposals for spending accumulated surplus of funds

ACTION: Sandra Joy will purchase the following door prizes for the AGM: Three \$30 gift cards from Long & McQuade and two \$30 gift cards from Music Makers.

MOTION: Alexandra moved to reduced new member fee by 50%. Carolyn seconded the motion. Motion carried.

ACTION: Sandra Joy will ask Tamara to change our new member discount from \$25 off to 50% off.

5.2a MOTION: Carolyn moved to accept the budget as presented. Alexandra seconded the motion. Four in favour. One abstained. Motion carried.

MOTION: Carolyn moved to add a \$100 donation to the budget to CSSA Festival (Calgary Suzuki Strings Association). Barb seconded the motion. Motion carried.

ACTION: Maryellen will add the \$100 and will post the approved budget online.

ACTION: Mandy will provide payment information to Maryellen. (DONE)

5.2b MOTION: Alexandra moved to approve up to \$2000 for the chair to attend CFMTA conferences as per the proposal. Mandy seconded the motion. Motion carried.

ACTION: Maryellen will change #15 of the chair job description and will re-post online.

ACTION: Maryellen will add 18.6 to the Policies & Procedures manual and will re-post online.

5.3 ACTION: Alexandra will advise Kaylee that the board is in favour of holding two Adult Student Recitals per year.

5.4 The board is in favour of asking for continued support of RC3.

NOTE: Our new 2025-26 budget is already approved for a \$1000 donation from our branch.

5.5a MOTION: Beth moved to accept the job description changes. Carolyn seconded. Motion carried.

ACTION: Maryellen will make the updates and will re-post online.

5.5b MOTION: Beth moved to accept the proposed changes to 18.5 of the P&P Manual. Alexandra seconded the motion. Four in favour. One abstained. Motion carried.

ACTION: Maryellen will make the update and re-post online.

6.1 Young Artist Tour confirmed for June 1 at Steinway

6.2 ACTION: Sandra Joy will initiate an email to board members inviting them to submit the following ideas for the AGM: catering and gifts for board members.

ACTION: Sandra Joy will ask Annette if she would present two mini sessions.

ARMTA Calgary meeting adjourned at 11:04 am

Endowment Society Meeting called to order at 11:05 am

9.1 MOTION: Alexandra moved to accept the 2025-26 Endowment Society budget as presented. Carolyn seconded the motion. Motion carried.

ACTION: Maryellen will post the approved budget online.

Adjourn Endowment Society meeting adjourned at 11:09 am.

SECTION 2: AGENDA pages 3-4



Calgary Branch Board Agenda March 17, 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

Beth moved to accept the agenda. Carolyn seconded the motion. Motion carried.

3. Approval of Minutes from February 2025 (attached)

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

4.1 Communication Report, Barb Robertson

4.2 Piano Heist Report, Barb Robertson

4.3 OSR Report, Rachel Baljeu

4.4 Provincial Board Rep Report, Sandra Joy Friesen, Carolyn Steeves

5. Follow-up Business from February

5.1 Administrator Report, Maryellen Pankratz (picture of promotional bags attached)

5.1a Additional admin expenses (PLEASE APPROVE)

5.1b Printing from Home (PLEASE APPROVE)

5.1c Recitals: determine number of students required for recitals to move forward (data attached)

5.1d Proposals for spending accumulated surplus of funds

5.2 Bookkeeper Report, Maryellen Pankratz

5.2a Approve Proposed Budgets for 2025-26 (two attachments)

5.2b Approve Chair Expenses to attend CFMTA Conference)

5.3 Adult Student Recital Report, Kaylee Read.

5.3a Permission requested to hold two Adult recitals per year

5.4 Rotary C3 Report, Barb Robertson

5.4a Question

5.5 Past Chair Report, Beth Olver

5.5a Approve Changes to FOUR Job Descriptions

5.5b Approve changes to P&P Manual (Accumulated Surplus Funds Calculation)

6. New Business

6.1 Young Artist Concert TBC: June 1, 5:30-7:00. Steinway Gallery

6.2 AGM Planning, Sandra Joy Friesen

7. Other Business

8. Announcements

Next meeting April 14, 2024; 9:30 am

Adjourn Branch Board meeting at 11:04 am.

9. Endowment Society Meeting opened at 11:05 am.

9.1 Proposed Budget for 2025-26

SECTION 3: REPORTS pages 4-14

4.1 Communication Report, Barb

We are using the provincial link for mail chimp. I am still 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. As I result 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 continue to respond to the needs of members as they contact me. This is fine with me to continue to respond to members and keep in touch.

4.2 Piano Heist Report

Piano Heist performers, Nico Rhodes, and Patrick Courtin, [the latter a BCRMTA member], presented a fun, engaging, educational concert Feb. 16, 2025 at Brentview Baptist Church. Comments from attendees, from young to old, from musical educators to the general public, have been outstanding. This was a very effective way of ARMTA Calgary reaching out and supporting our students and the general public. As well, it was a very successful fundraising endeavour for ARMTA Calgary.

There was an animated audience of about 250 people. A wider advertising blitz would have been worthwhile so that more people knew about it. Advertising was done through ARMTA Calgary and provincial, APTA and the Calgary Folk Club as well as St. Thomas Church and other NW United churches. Calgary Folk Club donated \$500.00 and a draw for 4 tickets. Brentview Baptist was very supportive. Revenue was about \$7450.00 and expenses were about \$4240. [surplus over \$3200.00] Online ticket sales were through ARMTA and worked very well.

4.3 OSR Report, Rachel Baljeu

The Outstanding Student Recital was held on Feb. 8th from 6:30-8:30. We had 31 students eligible for this year's recital compared to 49 for last year. One reason for the difference in numbers was due to the change in eligibility from 85% to 87% on the conservatory practical exams. 10 students additionally received medals for 90% or over on their exam (last year there were 27). We awarded scholarships to eight students with the best performances at the recital. New this year, we also awarded four scholarships to the students who received 4th place overall in the piano categories from the ACRA applicants.

The recital and awards presentation lasted 1.75 hours.

There was one point where I was worried I wouldn't get the three volunteers for the jury. It may be that the 6:30 start time instead of the 4:00 start time made it more difficult for teachers to get there. I had only one response from the request for jurors in the ARMTA general announcements emails. I sent a separate directly to teachers after going the ARMTA directory, and this got me two more. It was interesting to note that one of the jurors wasn't aware of ACRA/OSR.

Donna Holstine Vander Valk emceed in lieu of Frances Ewington, though she indicated that she wasn't open to doing many of these types of events.

For discussion: The scholarship cheques this year were \$25. This amount seems low to me. Would it make sense to increase to \$30?

FROM MARYELLEN, POINT OF CLARIFICATION: The scholarship cheques were \$50, not \$25. No discussion necessary.

4.4 Provincial Board Rep Report (Carolyn Steeves, Sandra Joy Friesen). Meeting held Fri. Feb 7.

Funding Levels for non-ARMTA events/organizations. These are important outreach opportunities and there is \$ in the Recognition Fund. Moving forward the board should be aware of the amounts we are supporting. The board will take requests on a case-by-case basis as we are not getting flooded.

Strings Competition Convenor in collaboration with Alberta Strings Association is hopeful to have a workshop in Fall 2025; perhaps same weekend as AGM(?).

MCA is not happening this fall so 2 options in lieu of MCA are being proposed. Proposal #1 with AMEF in Red Deer at Gaetz memorial. Income and expenses would be \$981 because we are sharing with AMEF. Registration fee is \$65 Proposal #2: Work with Alberta Band Association and AMEF for a two-day conference at Red Deer Polytechnic. Would include a marketplace and concert would be bigger with the honour band and still 4 workshops. Income and expenses are estimated at \$1126. Registration fee is \$149. The board liked proposal #2.

Professional Development funding: \$400 eligible for applicants to attend CFMTA. \$ to be given in advance of the conference.

Good news: new 'non-piano' members joining ARMTA!

NEW: 2027 Competition to be Multi-Instrumental with Instruments, Piano, Voice eligible to participate

Budget Points:

- Administrator (Tamara Bowie) salary increased
- Social Media Publicity – CANVAPRO subscription. Branches will be informed and invited to use (Susan Henle is the one working on this)
- Reimbursements for members travelling to the AGM

TEMPO: getting content is always a challenge.

Continuing Education idea presented from Nova Scotia: provide more resources to members other than the select videos in CFMTA.

NEW: Voice Competition in lower levels. This was moved, seconded, carried, but this will need a Convener (yet to be determined).

High School Club idea/partnership: Rose He (vice-pres) is proposing this and will provide a more detailed proposal. This partnership would give our students the opportunity for more volunteer hours, and again, it is outreach and good things come out it all.

Hard Copy Directory discussion: status quo and gradually wean members off the hard copy; “opt in”

CFMTA Composition Competition: scholarship eligible for students in the province, even if they are studying with a teacher in another province.

Leave of Absence discussion (nothing new decided) and 1-year leave of absence granted for Michael Parr.

5.1 Administrator Report, Maryellen Pankratz

5.1a Additional admin expenses (PLEASE APPROVE)

- \$20 one-month Wave subscription
- \$20 to \$30 one-year subscription for CC Cleaner Pro
- \$60 to \$65 Adobe Acrobat Pro
- \$45 to \$50 Additional month of InDesign for March issues of Impromptu
- \$86 Address labels (I looked at VistaPrint on March 6th and they were having a sale ending that day, so I made the purchase) To reach free shipping, I also bought 25 bags at 20% off. If anyone who has a use for the bags, let me know! (Picture attached)

5.1b Printing from Home (PLEASE APPROVE)

We currently reimburse home printing at \$0.10 per copy. I think the only place this information is located is on the Payment Request Form. I will need to subscribe to Adobe Acrobat Pro to change it. I propose the following changes:

- 1) change home printing reimbursement to \$0.15 cents per copy (cost at Staples is \$0.20)
- 2) add colour printing reimbursement in the amount of \$0.50 per copy (cost at Staples is \$0.75)

5.1c Recitals: determine number of students required for recitals to move forward

The virtual recital held on November 17 only had six participants. May we please determine for future recitals how many registrations should be required before having to cancel? Please see the attached data taken from Jotform from the last two years. I'm proposing that we add to the Student Recital Host job description:

If the number of applicants is less than 15(?), the host will be responsible for cancelling the recital and informing all parties.

5.1d Proposals for spending accumulated surplus of funds

AGM PLANNING

Increase door prizes at AGM Last year was two \$50 gift cards for Music Makers.

Professional caterer for AGM Coffee and breakfast snacks -or- lunch (e.g. Spolumbo's sandwiches)

MORE MEMBER BENEFITS!

Since we have an accumulated surplus of funds, here are some ideas for adding more member benefits. If any of these are approved, I would be willing to create the Jotforms and join committees to plan the details.

New member fee We currently have a discount code for new branch members to receive \$25 off. I propose we waive their branch fee in full for their entire first year.

"Most Improved Student" Invite teachers to elect their "most improved student" of the year. Both teacher and student would receive a cash prize (cheque). Choose the winner(s) either by random draw (easiest) or pre-determined criteria.

"Space Share" A group of two or more members could apply for funds to hold a recital for their combined studios.

"Hire a Technician" Teachers could apply to receive funding to hire a technician to inspect a used instrument that they are considering purchasing for their studio.

"Member Poll" We could set a deadline and everyone who participates would be included in a random draw. The last polls that I'm aware of were held in 2018 and 2021. If approved, I can provide a list of the questions that have been previously asked so that board members to review/edit/add.

"Volunteer Recognition" Invite members to submit 1st, 2nd and 3rd place nominations. Announce and award winners at AGM.

Increase Board Member Honourarium (currently \$65)

5.2 Bookkeeper Report, Maryellen Pankratz

Bank balances as of March 11, 2025:

\$24,685.49 ARMTA Calgary Branch

\$ 9,264.38 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		

5.2a MOTION: Approve Budgets for 2025-26 (two attachments) from meetings held on March 3 and 10

ARMTA Calgary Budget

- 1) Spend accumulated surplus of funds in the amount of \$4350. See Beth’s report (5.5b) for computation and requested update to P&P.
- 2) Donate \$500 Piano Heist income back to Calgary Folk Club (same amount they donated to us).
- 3) Donate investment income (GIC) to Endowment Society.

Endowment Society Budget

Unlike ARMTA Calgary, Endowment Society will not be classified as having a surplus of funds. Those monies will be kept in place for future scholarships.

OSR Awards We added \$100 for two additional scholarships (they currently award eight \$50 scholarships). I was in contact with Rachel Baljeu before the budget meetings and she is aware that this is in discussion. If approved, would you like me to notify her of the final decision or would someone else like to do that?

5.2b MOTION: Approve Chair Expenses to attend CFMTA Conference)

Change #15 of Chair job description as follows:

ARMTA Calgary Branch shall send the branch Chair (or in the absence of the Chair, a designated Branch Board member) to CFMTA conference in odd numbered years. The Branch will ~~pay the conference registration fee and up to \$500.00 accommodation and other expenses upon submission of receipts~~ **cover up to \$2000 for expenses depending on the location and length of time spent at the conference. Refer to the Policies & Procedures Manual for specifications and conditions. This sum amount should be revisited by the executive annually on occasion to adjust for inflation.**

Add to Policies & Procedures Manual as follows:

SECTION: Revenue and Finance, Records

18.6 ARMTA Calgary Branch shall send the branch Chair (or in the absence of the Chair, a designated Branch Board member) to CFMTA conference in odd numbered years. The Branch will cover up to \$2000 for expenses depending on the location and length of time spent at the conference:

18.6.1 If conference is in Calgary or area: reimburse cost of conference ticket

18.6.2 If conference is within driving distance: reimburse up to \$1000 for full 3-day conference. Driving distance is defined as being more than 80 km from the member's home. Amount will be prorated for stays shorter than the full 3-day conference. \$1000 includes ticket to conference, hotel, gas and meals.

18.6.3 If location of conference requires plane travel: reimburse up to \$2000 for full 3-day conference. Amount will be prorated for stays shorter than the full 3-day conference. \$2000 includes ticket to conference, round-trip plane tickets, hotel, gas and meals.

18.6.4 Conditions

Must provide copies of conference ticket, hotel bill and plane ticket to the bookkeeper (administrator)
Must write an article and supply photos for Impromptu
Must commit to being chair for at least two full years

5.3 Adult Student Recital Report

The third annual Calgary Branch Adult Student Recital took place at the Cornerstone Music Café in Deer Ridge on Sunday, February 9th @ 4:30pm. We had 11 students (voice, piano, and violin) from seven different studios register for the recital – there was one cancellation, leaving us with ten performances. The repertoire was from a variety of genres and levels. In previous years, this event was held at Asylum for Art. This year's event was booked there once again, however the venue ended up shutting down permanently just before Christmas 2024. I was happy to find Cornerstone as an alternative at a very affordable rental rate. Their venue included cafe seating offering a drink and snack menu. The casual setting created a fun and comfortable atmosphere that helped calm the nerves of the adults performing. The response from the performers and guests was extremely positive and many people asked when the next adult recital would be!

-The \$25 ARMTA door prize draw was awarded to Rayna Boschman, a singer from Lorna Sewell's studio.

COST:

\$50	venue	
\$25	prize	
\$24.40	programs	
=\$99.40	TOTAL	

All photo waivers were signed by students, and I was able to take many photos and videos of the event that will be added to the dropbox.

See March issue of Impromptu for more highlights of the event.

The only issue we ran into was that the ARMTA signs were being used for the event the day before. While I attempted to arrange a meet up or pickup of the signs with Rachel Baljeu, she did not want me to pick them up from her home on the Sunday and suggested I go without. Instead, I have added the ARMTA logo onto the corner of the group photo.

5.3a Suggestion:

Potentially having two adult student recitals per year? One in the fall, one in the winter/spring? If it

works with the budget and amount of total student recitals planned. I am happy to discuss this option with the board if necessary!

5.4 Rotary C3 Report, Barb Robertson

41 extremely talented musicians competed Friday, March 7 evening, Saturday, March 8, and Sunday, March 9 at Michael Lipnicki Fine Pianos with results Sunday evening. I emceed the entire competition. John Robertson and Mirko Zatka, thanks to the Calgary Folk Club provided live streaming of the event.

Instruments represented

- 12 violinists
- 2 violists
- 3 cellists
- 1 marimba
- 23 pianists

Winners to play with the Civic Symphony June 1

- Charlotte Giraudeau, piano, teacher Marilyn Engle
- Coco Zhang, piano, teacher Akiko Tominaga
- Aaron Janse-Deng, cello, teacher, Morag Northey
- Oscar Hanqi Zhang, piano, Akiko Tominaga

Runner Ups to play at a pre concert performance:

- Avery Krahn, Violin, teacher, Kathryn Stewart-Corvino
- Aidan Lu, piano, teacher, Marilyn Engle
- Jinqu Hu, violin, teacher, Eric Auerbach
- Ian Quon, piano, teacher, Jani Parsons

Jury:

- Ann Elliot-Goldschmid, violinist from Victoria
- Joseph Fridman, pianist from Edmonton
- Rolf Bertsch, director and conductor of the Civic Symphony

Steering committee

- Chair, Katherine Sinex
- Manon Mitchell
- Barb Robertson
- Fiona Carnie
- Nicole Lipnicki
- John Chik
- Dale Jackson

1/3 of teachers represented were ARMTA teachers and 2/5 of accompanists represented were ARMTA teachers
Sponsors:

- Rotary Club of Calgary, Downtown
- Rotary Club of Calgary, Heritage Park,
- Mr. and Mrs. C. Barnes
- Calgary Civic Symphony

- ARMTA
- Calgary Folk Club
- Michael Lipnicki Fine Pianos

- ARMTA got lots of recognition and thanks during the competition
- One of the winners also being one of the top ARMTA provincial winners has a non ARMTA teacher

5.4a Discussion:

We have gratefully received two \$1000 scholarships for the winners from the ARMTA Recognition Fund as competitors have come from other areas of Alberta in the past. Do we want to ask for continued support?
-explanation of expenses

5.5 Past Chair Report, Beth Olver

5.5a MOTION: Approve Changes to FOUR Job Descriptions

Information: At the end of January each board member and convener was sent an email requesting that they advise the Chair whether they were planning to continue in their positions, and requesting that they review their job descriptions to see that they accurately describe what should be done, and to send the Past Chair any changes. A reminder was sent Feb 25. Replies were received from Sandra Joy, Alexandra, Lorna, Angela, Erika, Barb, Carolyn, Nadia, Kim, Kaylee, Jackie.

Action required: Move that the changes requested be approved by the Board and that the Administrator revise the Job description documents

JOB DESCRIPTION CHANGE #1: Chair

Impromptu Responsibilities to be completed by the Chair:

1. The chair's message must be submitted to the editor on time.
2. ~~Ensure an updated list of Branch Board members and of Conveners is in each issue.~~
3. ~~A Calendar of Events must be completed for each issue.~~
4. The Chair or designate proofreads ~~of the~~ Impromptu before it is published.

JOB DESCRIPTION CHANGE #2: Treasurer

6. Presents ~~audited~~ **reviewed** financial statements at the Annual General Meeting, sends copies to the Chair and the Secretary, and provides paper copies to the meeting as directed by the Board.

JOB DESCRIPTION CHANGE #3: The Music Marathon Convener -- *Lorna Sewell*

Music Marathon

was established as a fundraiser to provide scholarships, master classes, and other supports for students of all abilities. It is an eight-hour performance event, in which ARMTA teachers sign up their studio for a block of performance time (in 15-minute increments). The teachers arrange for students from their studio to fill the performance block. Participating students must collect pledges. The top three pledge collectors receive a prize donated by performing arts organizations. Random draws are also made for which donated prizes are secured. If necessary, cash prizes for random draws may be allocated by the Endowment Society funds.

Music Marathon Convener

Conveners/Co-conveners are approved by the Chair of ARMTA Calgary Branch in consultation with the Branch Board. Conveners are invited to the Branch Board meetings by the Chair when there is something to discuss with

the Board. Three co-conveners have worked well together by dividing up the following tasks in the job description:

1. Is responsible for organizing the annual fundraising event. The convener is encouraged to find committee members (check with Volunteer Coordinator or the Board) and distribute duties.
2. Selects a date for the event.
3. Books a public venue for the event. Indoor venue is best, in consideration of the rented equipment and piano as weather conditions are unreliable.
4. Arranges a piano loan. Steinway Piano Gallery has been our supplier in the past, providing a seven-foot Steinway piano Model B. Arrangements for moving and tuning are made at the time of the rental contract.
5. ~~Arranges for a microphone and amplifier from Long and McQuade where there is a commercial account (2020) or borrows equipment from ARMTA members.~~ Arranges for 1 or 2 microphones, amplifier and speakers from Long and McQuade.
6. ~~May use Endowment Society Funds, or contacts vendors/organizations to request prizes for students with the highest pledges, and/or random draws. The CPO usually donates a pair of concert tickets. Cash draw prizes of \$25 each have been used in the past but this was deemed to be more work than it was worth as many performers didn't stay around to listen.~~ Contacts vendors/organizations to request prizes for students with the highest pledges, and random draws. The CPO usually donates a pair of concert tickets, Studio Bell donates a family membership as well as day passes and Stage West has donated a pair of tickets for their dinner theatre.
7. Using Jotform, creates a registration process for the event, in which teachers can select a block of time for their studio. ~~Teachers organize their students to fill their block of time, ensuring that photo/audio-video consent forms are completed for each student. This is found at: armta.ca/calgarybranch~~
 - Collect the names of the students performing from their teachers prior to Music Marathon and create a check-in spreadsheet which includes these names, teachers names, along with pledges collected (spreadsheet sample will be made available for new convener)

should be #8: The application must include student or parent consent. (Log into armta.ca/calgarybranch for Photo-Audio-Video Consent Form).
8. Creates or updates pledge forms. Ensures the forms are available online – contact the administrator for assistance with this. Encourage donors to use Canada Helps. Have a QR code available for onsite donations through Canada Helps.
9. Serves as the contact for teachers and students participating in the Music Marathon.
10. Promotes the event and makes announcements that include clear event and registration instructions. Contact the administrator to update the programs and events pages on the website, social media convener, and requests advertisements through the communications convener.
11. Recruits and organizes volunteers for the event. Volunteers required are:
 - ~~3-4 people~~ 2-3 people at the check-in/registration table per shift
 - stage manager to help with each student's set-up ~~(This may be the student's teacher or a designate),~~ photographer to capture some moments from the event. **(if the student's teacher isn't available) as well as make any necessary announcements.**
 - photographer to capture some moments from the event.
12. Arranges to have the COI (Certificate of Insurance) prepared in advance, including extra coverage for the piano and sound equipment **(this can be arranged with Long & McQuade.**
13. Collects and returns the audio equipment ~~or assigns the task to a volunteer.~~
14. Liaises with the venue contact. **Makes sure that all necessary chairs, tables and signage is available at the event.** Attends and oversees the day of the event, assisting with setup, registration and clean up.
15. Ensures that someone from the board, the treasurer or someone given authority to write receipts, attends the event to collect the pledges.

16. **Collects and** sends photographs taken at the event to the webmaster Administrator) and the Impromptu Editor for publication.
 17. a) Scans/digitizes all paper consent forms (if applicable).
 - b) Uploads all signed consent forms to ARMTA Calgary's Dropbox account (ask the Administrator for access).
 - c) Shreds all paper copies after successful upload.
 18. Makes a budget request annually prior to the Branch budget meeting.
 19. Agrees that any templates, files, email developed for Music Marathon become the property of ARMTA Calgary. At the end of term of service, agrees to orientate the successor to this position. See [Passing on of documents, email accounts](#) on page 2.
 20. Prepares a Report for the Annual General Meeting, and for Board meetings as requested. Digital copies are sent to the Chair and to the Secretary/Administrator.
 22. Attends Board meetings as required.
 23. Reviews job description annually (February) and makes changes as necessary. Provides the Past Chair with the updated job description.
- Last updated 2025 March 1st

JOB DESCRIPTION CHANGE #4: Rotary Calgary Concerto Competition (RC3)

3. The competition continues to support students by providing a unique opportunity to perform a movement of a ~~symphony~~ **concerto** with an orchestra

The Rotary Calgary Concerto Competition (RC3) Convener

3. Requests that all publicity for Rotary C3 (website, programs, presence at the winners performance with the **Civic Symphony**) include ARMTA

5.5b MOTION: Approve changes to P&P Manual (Surplus Funds Calculation)

18.5 Surplus funds: **when the Branch has more funds in hand than a reserve to cover expenses for one year, use the following procedure.**

~~18.5.1 ARMTA Calgary Branch annually direct "surplus funds" from one budget year plus 10% of the "accumulated surplus funds" (less average annual actual expenditures, and until the surplus is not more than average annual expenditures) to the next budget year.~~

18.5.1 From the year end Balance Sheet, the accumulated surplus is the amount of "Total Cash and Bank" listed under Assets, and assumes liabilities are \$0.00.

The "Total Cash and Bank" amount should not fall below \$20,000 (a reserve of expenses in an average year).

Each year 15% of the amount exceeding \$20,000 should be used by the Branch for special projects. Such that, for example, if at the end of fiscal year A, the "Total Cash and Bank" amount is \$50 000, then subtract \$20,000 from \$50,000. The remaining amount is \$30,000. Fifteen percent (15%) of \$30,000 is \$4500 and it is to be used for special projects in the following year.

18.5.2 The board shall annually determine which budget lines, additional projects, or other groups (e.g. the Endowment Society, community festivals, special events, conferences) will benefit **from "surplus funds"**.

18.5.3 The Board shall report annually to the membership at AGM how any surplus funds will be used that year.

6.2 AGM Planning, Sandra joy Friesen AGM Monday May 12, 2025. 9:30-12:00

- a. Venue booked: St. David's United; booked from 9:00 for set up
- b. Gift Cards from Music Makers for the door prizes – how many, how much?
- c. Small gifts for volunteers of Board members, Conveners, Administrator – continue with small flowering plants or new ideas?
- d. Catering: Nadia to be contacted (?)

Guest Presenter: Annette Bradley, ARMTA Provincial President – 6 workshops to choose from; my personal preference is Workshop #6 to apply to all music and speech arts teachers

1. A Day-by-Day Approach to Practicing

Students often spend wasteful time practicing their new pieces or reviewing old ones. They, seldom know what "going over" or "learn this piece" actually means. This lecture will give you a step-by-step methodological approach from a second year player and up to ARCT levels.

2. Memorize All This?

Many students do not have the ear or energy to memorize. This approach suits all levels and gives even the most insecure performer, the confidence to learn and successfully perform a piece by memory.

3. Pacing Students for Practical Piano Examinations

As an examiner, I often hear pieces that have reached their peak and passed over and by the time it is performed at the exam, which results in a run-away train. This lecture presents a practical and adaptable year plan for prepping and pacing an average piano student for an exam without spending an entire year on three or four list pieces and two etudes. Depending on the length of the lecture, I can also include a plan for the technical skills element of the exam, plan as well.

4. The Wonder List ("I wonder what it is?")

Often students wonder what the interval or chord is. In this lecture, I will provide a list using a mix of solfege (do, re, mi's), and other ideas for recognizing intervals. As well, I will connect the usefulness of the solfege in helping identify confidently, the chord progressions required for Level 5 and up for RCM Examinations.

5. Tricky Rhythms? No problem!

A surefire way that has been proven to work in my studio, university classes and school classroom for the last 40 years. This approach connects the theory behind rhythm and subdivision as soon as a student starts playing 16th notes. I will explain through an interactive session that will equip you to successfully read/play and teach almost any rhythm found in print music. This approach works with all ages.

6. Performance Opportunities and Motivation

In order for any students to be more comfortable with performing, I have offered my students more experiences. Come and hear about some of those ideas that are effective and motivating for your students and more interesting for you as a teacher. Without these opportunities, I would become bored teaching week in and out. Having taught privately in a studio for over four decades, I speak from experience.