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#### **Calgary Branch Board Meeting**

Date: May 26, 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, Barb Robertson, Nathene Arthur, Mandy Loban-Jordan, Alexandra Andrievsky, Marissa Feria, Looi Tan

**Regrets:** Carolyn Steeves, Angela Frankowski, Erika Gomez

#### **OPEN ARMTA CALGARY MEETING**

ARMTA CALGARY meeting called to order at 10:04 am.

### **SECTION 1: MEETING MINUTES pages 1-2**

#### **2. Approval of the Agenda**

MOTION: Mandy moved to accept the agenda as presented. Barb seconded the motion. Carried.

#### **3. Approval of the Minutes** of the meeting of April 14, 2024

MOTION: Alexandra moved to accept the April meeting minutes. Marissa seconded the motion. Motion carried.

#### **5. Priority Business**

##### **5.3 Selection of Officers to the Board: Treasurer, Provincial Board Rep**

Maryellen agreed to the position of "Administrator as Treasurer"

Barb and Alexandra agreed to the position of Provincial Board Representative

##### **5.4 Executive, Members-at-Large, Conveners, Volunteers Contact List (attached)**

ACTION: Maryellen will update the contact list and post it on the website.

##### **5.5 Dates for 2025-26 Branch Board meetings**

Budget Meeting: Mar 9 both entities – The board agreed to try covering both the ARMTA Calgary and Endowment Society budgets in the same meeting

See agenda for the remaining meeting dates. NOTE: **time changed to 10:00 for all meetings**

### 6.1 Sponsorship Tiers Approval

**Allegretto Tier** The following amendments were made during the meeting. The remaining tiers were already updated in April.

Rate	Your Logo Displayed on ARMTA Calgary's website	Size of Ad in <i>Impromptu</i> Newsletter for one year (2 issues)	Size of Ad in ACRA Program (ARMTA Calgary Recital & Awards)
\$350	No	1/2 page	Business card

MOTION: Alexandra moved to accept the 2025 Sponsorship Tiers and Mandy seconded the motion. Carried.

### Tabled to next meeting

7.1 Wording: AGM Motion #4

7.2 Motion for "Email Circular" sign-up for parents

7.3 Volunteers: Colleen Athparia: to mentor young piano teachers; Sandra Narvaez: general

Next Board meeting June 16, 2025; 10:00 am

Branch Board meeting adjourned at 11:17 am

## SECTION 2: AGENDA pages 2-3



Calgary Branch Board Agenda May 26, 2025, 10:00 AM

Chair: Sandra Joy Friesen

Vice Chair: Alexandra Andrievsky

Administrator: Maryellen Pankratz

Members at Large: Barbara Robertson, Carolyn Steeves, Angela Frankowski, Sandra Joy Friesen, Erika Gomez, Mandy Loban-Jordan, Alexandra Andrievsky, Nathene Arthur, Looi Tan, Marissa Feria

Treasurer:

Bookkeeper: Maryellen Pankratz  
ARMTA Provincial Board Rep: Sandra Joy Friesen  
Endowment Society: Nathene Arthur

Guests: Laurel Howard Mason NOT PRESENT

## **1. Welcome, Call to Order**

1.1 Introductions, new members-at-large: Looi Tan, Marissa Feria, Nathene Arthur

## **2. Approval of Agenda**

## **3. Approval of Minutes** from April 2025 (attached)

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

## **5. Priority Business**

5.1 Orientation: job descriptions, website, Endowment Society, Q&A

5.2 Reflections of 2024-25 & Planning for 2025-26

5.3 Selection of Officers to the Board: Treasurer, Provincial Board Rep

5.4 Executive, Members-at-Large, Conveners, Volunteers Contact List (attached)

5.5 Setting dates for 2025-26 Branch Board meetings; proposing:

2025 - Jun 16 / Sep 15 / Oct 20 / Nov 17

2026 - Jan 19 / Feb 9 / Mar 16 / Apr 20 / May 25

Budget Meetings: Mar 2 - Branch and Mar 9 - Endowment

AGM May 4

## **6. Follow-up Business from April**

6.1 Sponsorship Tiers Approval (attachment) *See Report Below*

## **7. Other Business if time permits**

7.1 Wording: AGM Motion #4 (AGM minutes attached for reference only) concerns voiced, see attachment

7.2 Motion for "Email Circular" sign-up for parents. *See Report Below*

7.3 Volunteers: Colleen Athparia: to mentor young piano teachers; Sandra Narvaez: general

## **8. Announcements**

Rising Stars concert, June 1, 2:30 (2 tickets available for ARMTA at the door)

Young Artist concert, June 1, 5:30

Next Board meeting June 16, 2025

## **9. Endowment Society Meeting**

## SECTION 3: REPORTS pages 4-5

### 6.1 Sponsorship Tiers Approval (attachment)

Please determine the terms of the “Allegretto” tier between these two choices. Remember that these costs pay for advertising, they are not donations. **To view the entire tier sheet, refer to the attachment.**

Tier	Rate	Your Logo Displayed on ARMTA Calgary’s website	Size of Ad in <i>Impromptu</i> Newsletter for one year (2 issues)	Size of Ad in ACRA Program (ARMTA Calgary Recital & Awards)
\$300 or \$350	Yes or <a href="#">Live link</a>	1/4 page	Business card or 1/4-page	

### 7.2 Motion for “Email Circular” sign-up for parents

#### Background:

**Sept 16, 2024** Idea was first discussed

**Oct 21, 2024** Administrator was given the go-ahead to start the project

**Jan 13, 2025** Administrator reported that Mailchimp account and sign-up form were created and graphics were designed.

**Feb 10, 2025** Administrator reported the following, after which concerns were raised and the project was tabled until the AGM:

Further to January’s report, I am REQUESTING APPROVAL to carry out the project of direct student communication, beginning with this invitation written by Erika:

Hello ARMTA-Calgary teachers,

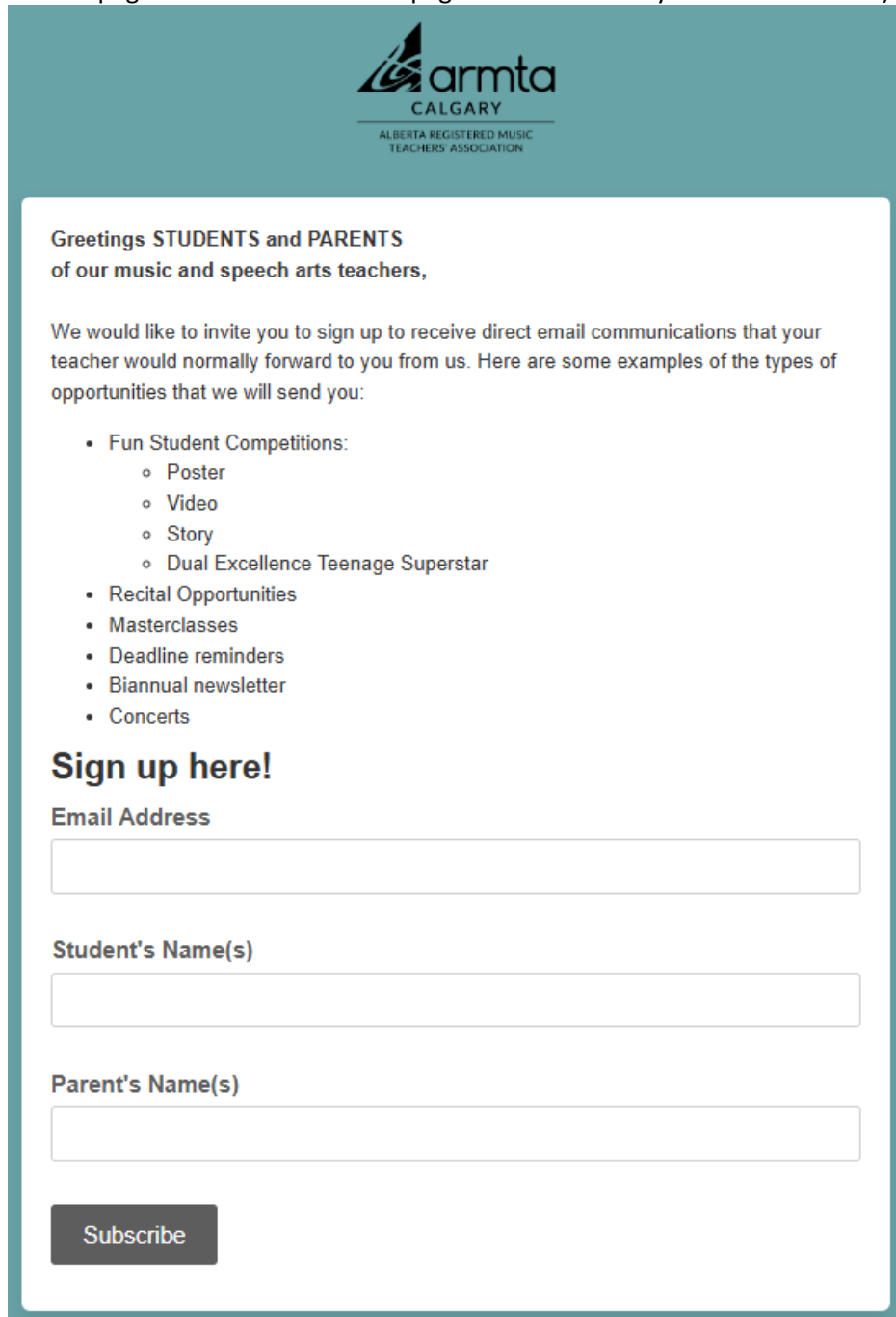
We are requesting your assistance in establishing contact with our students. We would like to extend an invitation to them to be included in ARMTA-Calgary communications. These email circulars will advise students and parents of events and opportunities within our branch in order to assist them in feeling 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

(Screen shot on next page – this is what the webpage looks like when you click on the link)



The screenshot shows a webpage for the armta CALGARY branch. At the top is the armta CALGARY logo, which includes the text "armta CALGARY" and "ALBERTA REGISTERED MUSIC TEACHERS' ASSOCIATION". Below the logo, the text reads "Greetings STUDENTS and PARENTS of our music and speech arts teachers,". This is followed by an invitation to sign up for direct email communications. A bulleted list of examples of communications is provided: Fun Student Competitions (with sub-points: Poster, Video, Story, Dual Excellence Teenage Superstar), Recital Opportunities, Masterclasses, Deadline reminders, Biannual newsletter, and Concerts. Below the list is a "Sign up here!" heading. Underneath are three input fields labeled "Email Address", "Student's Name(s)", and "Parent's Name(s)". At the bottom of the form is a dark grey "Subscribe" button.

**armta**  
CALGARY  
ALBERTA REGISTERED MUSIC  
TEACHERS' ASSOCIATION

**Greetings STUDENTS and PARENTS**  
of our music and speech arts teachers,

We would like to invite you to sign up to receive direct email communications that your teacher would normally forward to you from us. Here are some examples of the types of opportunities that we will send you:

- Fun Student Competitions:
  - Poster
  - Video
  - Story
  - Dual Excellence Teenage Superstar
- Recital Opportunities
- Masterclasses
- Deadline reminders
- Biannual newsletter
- Concerts

**Sign up here!**

**Email Address**

**Student's Name(s)**

**Parent's Name(s)**

**Subscribe**