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Calgary Branch Board Meeting

Date: September 15, 2025

Place: Zoom

MINUTES of MEETING

CHAired BY: Sandra Joy Friesen

RECORDING SECRETARY: Maryellen Pankratz

NAMES OF ATTENDEES AND ABSENTEES

Members Present: Nathene Arthur, Sandra Joy Friesen, Alexandra Andrievsky, Mandy Loban-Jordan, Angela Frankowski, Marissa Fera, Barb Robertson, Carolyn Steeves

Regrets: Erika Gomez, Looi Tan

OPEN ARMTA CALGARY MEETING

ARMTA CALGARY meeting called to order at 10:02 am.

SECTION 1: MEETING MINUTES pages 1-2

2. Approval of the Agenda

MOTION: Carolyn moved to approve the agenda as presented and Angela seconded the motion. Carried.

3. Approval of the Minutes of the meeting of June 16, 2025

MOTION: Mandy moved to accept the June meeting minutes and Angela seconded the motion. Carried.

4. Follow-up/Tabled Business from June

MOTION: Alexandra moved to create the planned email circular for parents to sign up for direct communication from ARMTA Calgary branch. Angela seconded the motion. Carried.

ACTION: Maryellen will re-learn Mailchimp or will find a more user-friendly mass email marketing program.

6.2 Bookkeeper Report

Tabled until next meeting

ACTION: Maryellen will gather the relevant bylaws, P&P and information to answer the questions brought up in today's meeting

6.3 Desktop Publisher Report

No action

6.4 Secretary Report

MOTION: Nathene moved to approve the Administrator purchase of Adobe Acrobat Pro and Carolyn seconded the motion. Carried.

6.5 Archives Convener Update

ACTION: Sandra Joy will write a Call to the Membership to fill this vacancy.

ACTION: Sandra Joy will request all conveners/volunteers to get their hard archives to her prior to the Provincial AGM.

6.6 Request from Rotary Calgary Concerto Competition Steering Committee

Barb Robertson agreed to serve as a full committee member of RC3 and a liaison between ARMTA and RC3.

ACTION: Barb will notify Katherine Sinex.

6.7 Request for ARMTA to sponsor APTA conference

MOTION: Barb moved to become a session sponsor at the APTA conference at a cost of \$105. Carolyn seconded the motion. Carried.

ACTION: Barb will notify Shirley Nham and will ask for an email address for etransfer

ACTION: Maryellen will etransfer \$105 to (??the Treasurer, Dara Fensky at treasurer@aptaonline.net??)

6.8 Funding request from CMC

MOTION: Barb moved to sponsor CMC for \$105 and Nathene seconded the motion. One in favour. Seven against. Defeated.

MOTION: Nathene moved to donate \$300 to sponsor CMC in the November 22-23 Canada Music Week Festival. Mandy seconded the motion. Carried.

ACTION: Sandra Joy will advise Maryellen how/when/where to pay.

7. Announcements

The date of the next meeting in October is the 20th at 10:00 am.

Calgary branch meeting adjourned at 11:28 am.

Endowment Society meeting called to order at 11:29 am

9.1 Dual Excellence Teenage Superstar Award Competition, Request for additional funds

MOTION: Nathene moved to approve an additional \$450 to run DETSA in January-February 2026.

Carolyn seconded the motion. Carried.

ACTION: Maryellen will update the budget and upload it to armta.ca/calgarybranch

Endowment Society meeting adjourned at 11:38 am.

SECTION 2: AGENDA page 3



Calgary Branch Board Agenda

September 15, 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

Bookkeeper/Treasurer: Maryellen Pankratz

ARMTA Provincial Board Rep: Sandra Joy Friesen and Barbara Robertson

Endowment Society: Nathene Arthur

2. Approval of Agenda

3. Approval of Minutes from June 2025 (attachment)

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

5. Follow-up/Tabled Business from June

6. New Business

6.1 Mailing *Impromptu* hard copy to members (report below, attachment)

6.2 Bookkeeper Report question, action item (report below)

6.3 Desktop Publisher Report: questions (report below)

6.4 Secretary Report: approval request (report below)

6.5 Archives Convener update

6.6 RC3 request for an ARMTA member to join Steering Committee (report below)

6.7 APTA request for ARMTA to sponsor/advertise in conference (report below, 2 attachments)

6.8 Funding request: Canada Music Week Festival with CMC (attachment)

7. Announcements

Next Board meeting October 20, 2025; 10:00 am

Adjourn Branch Board meeting

9. Endowment Society Meeting

9.1 DETSA update

SECTION 3: REPORTS pages 4-8

6.1 Mailing *Impromptu* hard copy to members

Note from Maryellen: One of the things that our new sponsorship convener said in her letter to potential new advertisers, "With scores of teacher members sharing the magazine with their studio, imagine how many students and parents will see your ad!" (her letter attached)

This is what prompted me this month to invite branch members to sign up for a print version to display in their studios.

We also mailed an Impromptu to the DETSA winners and the Story Competition winners and have received positive feedback from parents whose kids enjoyed seeing themselves in print, as well as reading the stories from the other students.

Print/Mailout Stats:

Little Rock Printing \$6.80 per copy

Postage Stamp \$2.74 per copy

9x12" envelope \$0.33 per copy

Total \$9.87 per copy

6.2 Bookkeeper Report, Maryellen

Sharon Carne: Treasurer from approx. 2012 to May 2020

Denisha Teichroeb: Treasurer from May 2020 to May 2021

Lorna Sewell: Treasurer from May 2021 to May 2025

I recently filed our CRA return and I also requested that they change our mailing address. They phoned me today (August 13) to tell me that they are unable to change our address because I am not listed as a Director.

Following the example of Sharon's CRA filings Lorna and I have always listed each board member as a Director. We left me off because I am not a member of ARMTA. Today I learned from the CRA that it is only our internal rules and bylaws that dictate who is a Director. Our bylaws don't contain the word "Director" anywhere, but I believe the following three points are relevant in this case:

5.7 The Officers shall be the governing body of this Society and shall have full control and management of the business and affairs of the Endowment Society of the Calgary Registered Music Teachers, and will report to the Board.

5.1 The Officers shall consist of the Chair, Vice Chair, Secretary, Treasurer, and two additional members of the Calgary Branch of ARMTA or the general public.

5.2 Board members shall consist of officers, additional individuals and conveners, and an (paid, non-voting) Administrator. In the case that the Administrator is an ARMTA member in good standing they shall retain voting rights.

Questions: Who do the "two additional members" refer to? SHOULD SAY MEMBERS AT LARGE
And what exactly is the meaning of "the general public"?

Are the Directors the same people as the Officers? YES change 5.7 or 5.

Could we revise the bylaws to answer those questions? And in order to provide clarity to those who prepare the provincial and federal returns, could we define "Director" and add a paragraph stating who the directors consist of? Also, I strongly believe that the Bookkeeper should also be considered an Officer. Since the Bookkeeper and the Secretary are the same person, could we change 5.1 as follows?

5.1 The Officers shall consist of the Chair, Vice Chair, ~~Secretary~~, **Administrator**, Treasurer, and two additional members of the Calgary Branch of ARMTA or the general public.

For the last three years, the following has been an outstanding bylaw revision:

6.3 of Sept 2022 Minutes have the policy change regarding who is eligible to sign cheques. 5.1 of Oct'22 Minutes says hold off on making the same change to the Bylaws until such time as there are other changes to present to the Registry.

Add ACTION ITEM to the September 15 meeting minutes: Maryellen will inform Lorna that the CRA will maintain her address until next year when I file the next return.

6.3 Desktop Publisher Report, Maryellen

On April 14, 2025, the board agreed to discontinue the sponsorship honourarium this year (after paying Jackie Law). She was paid \$300 per year for substandard work.

Andrea Case, the new sponsorship convener has taken over and has already obtained nine new advertisers. She herself has opted to run two advertisements with us:

\$200 Andante level for Kensington Sinfonia

\$200 Andante level for Lily String Quartet

She has secured an additional \$2900 in revenue over what the previous convener was bringing in.

Would the board be interested in implementing an offer to cover the cost or portion of advertising cost to each sponsorship convener per year? And if so, would this be written into the Sponsorship job description or the Policy & Procedures manual?

6.4 Secretary Report, Maryellen

I try to keep our administration fees low, but everything is so expensive. I applied for non-profit pricing for both Zoom and Adobe, but was rejected. They both determine eligibility through "Goodstack". There was no reason provided for the rejections, other than to say that they look at "certain types of activities the program is aimed at and having nonprofit status doesn't automatically grant eligibility".

Last year, I was able to secure a half-price **Zoom** subscription through TechSoup. Unfortunately, this is no longer offered. Therefore, Zoom will be full price this year and our subscription is set for auto-renew on Sept 12. The cost is of 214.90 plus GST.

There is an inconvenience to not having the Pro version of Adobe Acrobat. The branch approved me for a \$65 subscription in March and I recently went to sign up and learned that the fee is much higher than I thought. It looks like the fee is **\$311.88 per year plus GST and I am requesting for approval of this expense.**

6.6 RC3 request for an ARMTA member to join Steering Committee

My name is Katherine Sinex, and I'd like to introduce myself as the new Competition Director for the Rotary Calgary Concerto Competition (RC3). I want to extend my sincere thanks to ARMTA for its ongoing and generous support of the competition, both through your annual sponsorship and the dedicated volunteers you've provided year after year. Your contributions have had a meaningful and lasting impact on the success of the RC3 and on the young musicians we serve.

Following the 2025 competition, RC3 has adopted a formal Charter to guide and strengthen our operations moving forward. As part of this new structure, we have established a Steering Committee that includes a designated representative from the Alberta Registered Music Teachers' Association (ARMTA). This representative will serve as both a full committee member and a liaison between ARMTA and RC3, ensuring the voices of ARMTA teachers and students are well represented in our planning and decision-making.

While we've had the pleasure of working with several ARMTA members in various capacities in the past, we felt it would be appropriate to reach out to ARMTA directly to invite you to nominate a representative for this important role. For your reference, Fiona Carnie is currently serving on the committee to represent non-piano instrumentalists and their teachers.

We also hope that ARMTA will consider continuing its valued sponsorship and volunteer support as we move forward under this new Charter. Your partnership has been, and continues to be, essential to the spirit and success of the competition.

Please let us know whom you would like to appoint to the Steering Committee. We would be pleased to welcome them aboard.

6.7 APTA: Request to become a session sponsor for \$105

My name is Shirley, and I am reaching out as the Tradeshow Convenor for the Alberta Piano Teachers Association (APTA). We are thrilled to be hosting our upcoming APTA Conference in Calgary on

September 26–27, 2025, and I'd like to personally extend an invitation to ARMTA to join us as a session sponsor for this exciting event. I have attached a PDF with more information on exhibiting or sponsoring.

Event Highlights:

Date: September 26–27, 2025

Location: Best Western Premier Plaza in Calgary, Alberta

Audience: Music educators, piano teachers, students, and industry leaders

By becoming a session sponsor (\$105), you will enjoy a range of exclusive benefits, including Acknowledgement in Conference Program, during Sessions verbally and with placards and Flyer advertisements can be enclosed in registrants' packages but must be received before Sept 20.

We would be honored to have your support for this important event and are eager to discuss how we can best collaborate to make it a success for both your business and the APTA community. Please feel free to contact me directly if you have any questions or would like to explore sponsorship opportunities further.

Thank you for considering this opportunity. I look forward to the possibility of partnering with you! If you'd alternatively like to learn more about joining us as a trade show exhibitor, please feel free to let me know!

6.8 Canada Music Week Festival with Canadian Music Centre, Sandra Joy

The CMC is celebrating their 45th anniversary this year along with the 25th anniversary of the death of an important Canadian composer, Violet Archer (1913-2000)

The Festival includes a 2 significant events on November 22 and 23, at the National Music Centre downtown Calgary. It is being organized by Janna Sailor, director of the CMC Prairie Region and a few CMC members (myself included)

The Festival will include the following, plus other potential details still to be worked out. Important members and composers of the CMC across the province will be in attendance.

Saturday Nov 22, 1:30:

- Composer readings with local musicians playing through some of Archer's instrumental scores along with Violet Archer's niece from Montreal, who is a professional writer, reading excerpts from her children's book that shares the life story of Violet
- Violet's piano will be on display along with other interesting displays from the CMC and supporting organizations (ARMTA hopefully)

Sunday Nov 23, 1:30:

- Concert featuring Violet Archer's piano works (Sandra Joy, pianist) plus perhaps a few songs with a soprano (TBC)
- Students of Violet Archer in attendance to share some of their stories of her as a leading composer and composition teacher
- Presentation to Allan Gordon Bell of the Violet Archer Lifetime Achievement Award

- VIP reception to follow (at the King Eddie, TBC)

CMC Prairie Region is intent on creating an educational collaborative relationship with ARMTA going forward. This Festival and celebration would be a first step / first event in this relationship. The Canada Music Week Festival is an event that we at CMC plan to coordinate annually, with expanding the event to include more musicians, composers, and events across the province each year, with the sole purpose of celebrating our Canadian composers and their music!

Request for ARMTA Calgary to participate as a sponsor for this event with some financial support towards event costs (\$300?) and presenting a display in the lobby during the Festival.