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Calgary Branch Board Meeting

Date: October 20, 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, Marissa Feria, Nathene Arthur, Erika Gomez, Alexandra Andrievsky, Barb Robertson, Looi Tan, Carolyn Steeves

Regrets: Mandy Loban-Jordan, Angela Frankowski

OPEN ARMTA CALGARY MEETING

ARMTA CALGARY meeting called to order at 10:03 am.

SECTION 1: MEETING MINUTES pages 1-2

2. Approval of the Agenda

MOTION: Nathene moved to approve the agenda as presented and Alexandra seconded the motion. Carried.

3. Approval of the Minutes of the meeting of September 15, 2025

MOTION: Alexandra moved to approve the September meeting minutes and Looi seconded the motion. Four in favour. One abstained. Carried.

4. Approval of Consent Agenda

MOTION: Nathene moved to approve the consent agenda and Erika seconded the motion. Carried.

5.1 Follow-up/Tabled Business from September, Bookkeeper Report

MOTION #1: Erika moved to make corrections to 1.4 of ARMTA Calgary P&P and 3.8 & 5.1 of Endowment Society Bylaws as follows: "Officers" consist of the Chair, Past Chair, Vice Chair, Treasurer, Bookkeeper and Secretary. Nathene seconded the motion. Carried.

ACTION: Maryellen will update the documents.

POINT #2) CRA (Federal) and Corporate Registry (Provincial) both use the term "Director" in the same manner that we use the term "Officer". In order to provide clarity to those of us who prepare the government returns, may we define "Director" in both the P&P manual, and in the bylaws?

MOTION #2: Nathene moved to add the following definition to the P&P manual, just after the definition of 1.4 Officers: "For the purposes of government reporting, an Officer and a Director are one and the same." Carolyn seconded the motion. Carried.

ACTION: Maryellen will update the P&P manual.

MOTION #3: Alexandra moved to add the following definition to the bylaws, just after the definition of 3.8 Officers: "For the purposes of government reporting, an Officer and a Director are one and the same." Carolyn seconded the motion. Carried.

ACTION: Maryellen will update the Bylaws manual as follows:

- 1) Update the logo, which was changed at the Provincial level in 2022 for all branches.
- 2) Add the line from Motion #3 as number 3.9 and re-number the subsequent points.
- 3) Change 15.8 as follows (has been an outstanding revision for three years (see Meeting Minutes from Sept 2022 and Oct 2022)) "All ~~cheques~~ **payments** rendered on behalf of the Society shall be ~~signed~~ **authorized** by two (2) of the following signing officers (~~preferred but not required~~) (one of **either** the Chair or the Vice Chair, and ~~one of~~ **either** the Treasurer or the Bookkeeper).

ACTION: Sandra Joy will submit the updated bylaws to Alberta Corporate Registry.

6.1 ACRA Report

DISCUSSION: Extend the application guideline for co-requisite dates so that Theory can be completed past the date of the practical exam.

TABLED to November.

MOTION: Nathene moved to add the following two ACRA scholarships for students in piano levels 9 to Diploma with the second and third highest aggregate scores on all exams: 1) ARMTA Maestoso Scholarship \$150 for the 2nd highest score and 2) ARMTA Prestissimo Scholarship \$100 for the 3rd highest score. In the event of a tie, they will be \$125 each. Carolyn seconded the motion. Carried.

ACTION: Sandra Joy will advise Kim Yim that the ACRA committee's request was approved.

6.2 Desktop Publishing Report

DISCUSSION: The board agreed to submit the ad entitled "ARMTA Calgary Silhouette" to CMC Prairie for their 2025 Archer Fest program.

ACTION: Maryellen will increase the font size of the last line and submit the ad to Carlos Tinoco.

SECTION 2: AGENDA page 3



Calgary Branch Board Agenda

October 20, 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, Erika Gomez

Bookkeeper/Treasurer: Maryellen Pankratz

ARMTA Provincial Board Rep: Sandra Joy Friesen

Endowment Society: Nathene Arthur, Carolyn Steeves

1. Welcome, Call to Order

2. Approval of Agenda

3. Approval of Minutes from September 2025 (attachment)

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

4.1 OSR Report

4.2 Impromptu Report

4.3 Sponsorship Report

4.4 Provincial Rep Report

4.5 Rotary C3 Report

5. Follow-up/Tabled Business from September

5.1 Bookkeeper Report: motions (2 attachments)

6. New Business

6.1 ACRA Report: request for approval

6.2 Desktop Publishing Report: question (2 attachments)

7. Announcements

Provincial AGM, October 25; 12:45-1:45, Red Deer

Next Board meeting November 17, 2025; 10:00 am

Adjourn Branch Board meeting at 10:58 am

9. Endowment Society Meeting

SECTION 3: REPORTS pages 4-8

4.1 OSR Report, Jayne Luy

THE OSR RECITAL HAS BEEN SET FOR FEBRUARY 28TH, 2026. THE VENUE IS SECURED AND A FEE OF \$100 HAS BEEN PAID. THE VENUE IS RENTED FROM 5:30 PM TO 9 PM.

4.2 Impromptu Report, Rachel McLellan

September 2025's issue was published online on September 3rd, once hard copies had been received in the mail. Hard copies were mailed August 27th. We mailed out 40 newsletters this time, as we sent copies to all the winners of the various student contests.

September's issue cost \$603.39. These costs include printing and mailing. It is a larger amount than usual mainly due to the larger number of copies printed than usual, as well as Little Rock Printing no longer having the cheapest type of paper we used previously.

We had many new advertisers for this edition of Impromptu – thank you very much to Andrea Case for organizing all of that!

Issues are planned for next March and September. Those interested in submitting articles can do so to the Impromptu email address impromptu@armta.ca, or directly to me at RMcLellanMusic@gmail.com

4.3 Sponsorship Report, Andrea Case

I took over as Sponsorship Convenor, this year. I believe that the call for advertisers went well, and Maryellen and I have updated the spreadsheet for use for the awards concert program. Hopefully this new money will be useful to the membership through scholarship awards for their students.

4.4 Provincial Rep Report, Sandra Joy Friesen (committee: Sandra Joy and Barb Robertson)

Barbara attended the Provincial meeting via Zoom on Sep 20.

In the summer, two project proposals passed via email vote were "High School Clubs" and "Community Collaboration" both initiated by vice-president Rose He. Subsequently, a new "High School Student Network Club" Convenor position has been added to Provincial Policy & Procedures. The Community Collaboration Letter is posted on Prov website under "Community Service Award".

NEW: Collegiate Chapter from University of Alberta formed for Edmonton Branch.

TEMPO Magazine: to be available at the ABA conference.

NEW: Continuing Education Funding application deadline is now January 31.

2027 Multi-Disciplinary Competition: committee will be formed to plan. Information on the CFMTA website.

NEW: committee to review PIPA (Personal Information Protection Act)

Provincial Life Membership offered to Marilyn Sinclair.

Needs-Based Bursary increased by \$2000.

ARMTA RECOGNITION FUND: granted Calgary R3 request \$1000. A committee will create a "policy recommendation" for the next meeting. The deadline for scholarships moved to April 30.

Next Board Meeting Saturday February 28, 2026, 9am-3pm.

AGM Saturday October 25, 12:45-1:45, Red Deer.

4.5 Rotary C3 Report, Barb Robertson

The competition will be held:

Friday, March 13 - Sunday, March 15, 2026 at Michael Lipnicki Fine Pianos.

Registrations are now open.

Deadline is Jan. 31, BUT, there is a maximum of 50 entries.

Jury:

- Daniel Scholz
- Zhenni Li-Cohen
- Rolf Bertsch

Winners to play with the Civic Symphony June 7.

As well as being the ARMTA rep, I am now Assistant Competition Director.

5.1 Bookkeeper Report, Maryellen Pankratz

ACTION #1: Correct 1.4 of ARMTA Calgary's P&P manual and 3.8 and 5.1 of the Endowment Society bylaws.

ACTION #2: Add "Director" terminology to both documents

REPORT (Part A) Answers to questions asked at last month's meeting:

QUESTION 1) Barb: suggested that our branch doesn't have bylaws and that we follow Provincial's bylaws and we should ask them because she thinks there is a connection.

ANSWER: While this is true for ARMTA Calgary, Endowment Society of the Calgary Registered Music Teachers has our own bylaws. These can be found in the members' area of armta.ca (also attached to this agenda). I don't believe that Provincial needs to be bothered with this, but if anyone feels that they should be queried, I would ask that someone else take charge of that.

QUESTION 2) Barb: Can we vote Maryellen in as a Director?

ANSWER: This won't be necessary if we follow Sandra Joy's suggestion to update our P&P and Bylaws to state that an officer and a director are one and the same.

QUESTION 3) Angela: Are we opening up the door to say that an Officer (or Director) for someone who is paid to help us (non-member) versus someone who is a piano teacher (member)?

ANSWER: No, because bylaw #5.3.2 addresses this: "The Administrator is not required to be a member of ARMTA".

QUESTION 4) Nathene: What do we need to send to CRA to satisfy them?

ANSWER: Our 2025 report has already been filed with them, so they should be satisfied in that regard. For them to change our address from Lorna to me, they will need to see my name listed either as a Director or as the Treasurer on our next filing. Once that is in place with them, I can mail a new letter asking them to change our address (that letter goes to a completely different location).

QUESTION 5) Alexandra: If Maryellen is submitting CRA's report on behalf of Endowment Society, are they saying that they don't want an Administrator's signature on it?

ANSWER: No, they are saying that they won't follow the instructions of someone who is not listed as a Director (or Chair, Treasurer, etc). Bylaw #5.1 states that the Secretary is an officer (the Secretary is the Administrator). As suggested by Sandra Joy in our September 15 meeting, we should form a motion to update our documents to say that for the purposes of government reporting, an officer and a director are one and the same.

REPORT (Part B):

NOTE: The bylaws that I copied into the September 15 agenda were from a draft made in February 2021. The official bylaws that were filed in June 2021 do NOT make mention of two additional members or the general public. I therefore retract that part of my question last month and apologize for the mistake.

POINT #1) When looking at who is considered an officer, I found a discrepancy between these two documents:

ARMTA Calgary Policy & Procedures (P&P) definition in 1.4 (P&P Manual attached):

1.4 "Officers" consist of the Chair, Past Chair, Vice-Chair, and the Administrator (or Secretary and Treasurer) of ARMTA Calgary Branch.

Endowment Society Bylaws' definitions in 3.8 and 5.1 (Bylaws attached):

3.8 "Officers" shall consist of the Chair, Vice Chair, Secretary and Treasurer.

5.1 The Officers shall consist of the Chair, Vice Chair, Secretary, Treasurer.

I would suggest that the correct definition of Officers is Chair, Past Chair, Vice Chair, Treasurer, Bookkeeper and Secretary.

MOTION #1: make corrections to 1.4, 3.8 and 5.1 as agreed by the board.

POINT #2) CRA (Federal) and Corporate Registry (Provincial) both use the term "Director" in the same manner that we use the term "Officer". In order to provide clarity to those of us who prepare the government returns, may we define "Director" in both the P&P manual, and in the bylaws?

MOTION #2: Add the following definition to the P&P manual, just after the definition of 1.4 Officers:
Add 1.5 For the purposes of government reporting, an Officer and a Director are one and the same.

MOTION #3: Add the following definition to the bylaws, just after the definition of 3.8 Officers:
3.9 For the purposes of government reporting, an Officer and a Director are one and the same.

6.1 ACRA Report, Kimberley Yim

I have an update on ACRA regarding new scholarships which I believe needs to be approved by the board.

I was recently made aware by Maryellen of extra room in the ACRA budget that could be used for scholarships (below).

After meeting with the ACRA committee (Rachel Baljeu, Barb Robertson, and myself), we settled on an idea - to create 2 new named scholarships: "ARMTA Maestoso Scholarship" and "ARMTA Prestissimo Scholarship".

These new scholarships are inspired by Allen Reiser's PPC (Piano Performance Collective) Scholarship and will follow the same requirements. The PPC Scholarship is \$200 awarded to the applicant in advanced piano (Levels 9 to Diploma) with the highest aggregate score on all exams. The "ARMTA Maestoso Scholarship" will be \$150 awarded for the 2nd highest score. The "ARMTA Prestissimo Scholarship" will be \$100 awarded for the 3rd highest score. In the event of a tie, it will be \$125 each.

These new scholarships are named in alignment with the titles of our sponsorship tiers - both the Maestoso and Prestissimo tiers of sponsorship include recognition of the business name when the scholarship is awarded. In the event that we do have a sponsor at this level, their business name will be added to the scholarship name. For example, with Yamaha as a Maestoso sponsor this year, that award will be named "Yamaha ARMTA Maestoso Scholarship". This solves the problem we ran into last year with Yamaha being invited to present a scholarship in their name while we did not have one at the time.

We discussed several other options and factors before settling on this being the best method to award more in scholarships. Some reasons include piano being the most competitive discipline, having more named scholarships, being more stable/predictable than changing the amount of gold/silver/bronze, accommodating potential sponsors, and being a fair balance between exam level and marks.

Please let me know if this is approved by the board. I will then contact Maryellen to make these changes to the named scholarships page of our website. If you need any further information, please let me know.

6.2 Desktop Publishing Report, Maryellen Pankratz

Last month, I received the following email from CMC. Through subsequent correspondence, I learned that the ad would be for their program and the size should be 5.5 W x 8.5 L in PNG or JPG. Please see the two attached ads that I created based on the parameters he gave me. Would the board be in favour of approving one of these for publication?

From: Carlos Tinoco <carlos.tinoco@cmccanada.org>

Sent: Friday, September 26, 2025 9:33 AM

To: ARMTA Calgary Administrator <armtaofficers@gmail.com>; Andrea Case <cello.case@gmail.com>

Subject: 2025 ArcherFest Ad

Hi you two,

ARTMA is partnering with CMC Prairie for our 2025 Archer Fest on November 22 and 23 at the National Music Centre. Would you be able to send me promotional materials for ARMTA, an ad for the program if you would like as well? Happy to answer any questions. Thanks!

Cheers,

Carlos Tinoco

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