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Calgary Branch Board Meeting

Date: March 16, 2026

Place: Zoom

MINUTES of MEETING

CHAired BY: Sandra Joy Friesen

RECORDING SECRETARY: Maryellen Pankratz

NAMES OF ATTENDEES AND ABSENTEES

Members Present: Sandra Joy Friesen, Looi Tan, Marissa Feria, Alexandra Andrievsky, Carolyn Steeves, Barb Robertson, Mandy Loban-Jordan, Nathene Arthur

Regrets: Erika Gomez

Absent: Angela Frankowski

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 accept the agenda as presented and Alexandra seconded the motion. Carried.

3. Approval of the Minutes of the meeting of February 9, 2026

MOTION: Alexandra moved to accept the February 2026 minutes and Looi seconded the motion. Carried.

4. Approval of Consent Agenda

MOTION: Carolyn moved to approve the consent agenda and Marissa seconded the motion. Carried.

5.1 2026-27 Budget

MOTION: Nathene moved to discontinue the Board Member Honourarium for the 2026-27 budget year and Alexandra seconded the motion. Carried.

ACTION: Maryellen will post the budget on the member website.

MOTION: Nathene moved to accept the ARMTA Calgary budget for 2026-27 as presented and Carolyn seconded the motion. 1 against (Barb), 1 abstained. Motion carried.

TABLED: Discussion about whether or not to write Board Member Honourarium cheques in May for the 2025-26 budget year.

5.2 Director/Officers' Insurance

MOTION: Barb moved that our branch purchase Officer's Insurance under Provincial and Nathene seconded the motion. Carried.

5.3 Honens Masterclass request for May 2026

ACTION: Sandra Joy will advise Michelle Gao that a Honens masterclass was not approved for this year.

5.4 Annual Job Description Updates

MOTION: Nathene moved to accept the job descriptions as presented and Alexandra seconded the motion. Carried.

ACTION: Maryellen will make the changes in the master documents and post on the member website.

5.5 Dropbox account for calgaryfinancial@armta.ca

MOTION: Mandy moved to upgrade this Dropbox account to a paid plan and Nathene seconded the motion. Carried.

ACTION: Maryellen will upgrade calgaryfinancial from a free account to a paid 2T account.

ACTION: Maryellen will delete the Member Dues files from Dropbox for armtaofficers@gmail.com.

ACTION: Maryellen will transfer the consent forms from armtaofficers Dropbox to Google Drive.

TABLED: Discussion about switching from Zoom to Google Meet.

5.6 MTNA Conference Grant request

ACTION: Sandra Joy will advise Karen her request was not approved.

ACTION: Nathene, Sandra Joy and Maryellen will updating the MTNA grant guidelines.

5.7 AGM planning TABLED

5.8 Needs-based Bursaries TABLED

Branch Board meeting adjourned at 11:29 am.

Endowment Society Meeting called to order at 11:30 am.

7.2 2026-27 Budget

MOTION: Nathene moved to accept the Endowment Society budget for 2026-27 and Alexandra seconded the motion. 1 against (Barb). Carried.

ACTION: Maryellen will post the budget on the member website.

ACTION: Maryellen will remove from both recital webpages "A random draw for \$25 cash will be held at all recitals"

ACTION: Alexandra will let the recital hosts that the \$25 random draw has been discontinued.

Endowment Society meeting adjourned at 11:36 am.

SECTION 2: AGENDA pages 3-4



Calgary Branch Board Agenda

March 16, 2026, 10:00 AM

Via zoom

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, Barbara Robertson

Endowment Society Projects: Nathene Arthur, Carolyn Steeves, Cathie Kernaghan, Maryellen Pankratz

1. Welcome, Call to Order

2. Approval of Agenda

3. Approval of Minutes from February 2026 (attachment)

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

4.1 OSR Report

4.2 ACRA Report

4.3 Bookkeeper Report

5. Business

5.1 2026-27 Budget approval (attachment)

5.2 Provincial Rep Report: Insurance decision

5.3 Workshops/Event Report: Request for approval

5.4 Job Descriptions Reviews and Approvals (attachment)

5.4a Music Marathon Convenor

5.4b Internal Auditors

5.4c Administrator (Secretary, Treasurer, Bookkeeper) and Webmaster (Desktop Publ.)

5.4d Workshops/Events Convenor

5.4e OSR Convenor

5.4f Impromptu Editor

5.4g Promotions Convenor

5.4h Recital Hosts

5.5 Administrator Report, Decision requested

- 5.6 MTNA Conference application request
- 5.7 AGM planning questions: time frame / lunch / music exchange / guest
- 5.8 Needs-based Bursaries
- 5.9 Promotions Convenor position VACANT

6. Announcements

- 6.1 Tabled from Jan 19 meeting Josee Allard Workshop: majority vote for via email on Mar 5
- 6.2 Next Board meeting April 20, 2026; 10:00 am

Adjourn Branch Board meeting adjourned at 11:29 am.

7. Endowment Society Meeting called to order at 11:30 am.

- 7.1 Bookkeeper Report
- 7.2 2026-27 Budget approval (attachment)

SECTION 3: REPORTS pages 4-11

ARMTA CALGARY REPORTS

4.1 OSR Report, Jayne Luy

The OSR took place as scheduled without any hitches. The quality of the piano was not great as it seemed to produce unwanted resonances that had the same effect as being slightly out of tune, although the tuning was completed just a few weeks ago.

The rental of this facility was very inexpensive, but I will likely look for another venue next year, to avoid the disappointing piano. I don't feel that I can submit any new budget information at this point.

I would like to know what the budget for the OSR is? I don't think I was aware of this when I set about to organize the event!

4.2 ACRA Report, Kim Yim

ACRA 2026 took place on Saturday, January 31st and was a great success. The entire ceremony ran for about 2 hours.

MC: Kaylee Read

Photographer: Dick Olver

Sound system - provided by Nathene Arthur

Volunteers: Barb Robertson, Sandra Joy Friesen, Beth Olvr, Jayne Luy, Nathene Arthur

New this year:

- A separate form was used for Graduates and Named Scholarships to enhance clarity and encourage more applicants since the minimum mark for ACRA Application is not applicable for these. In the future, consider adding the Peter Turner scholarship to this list.
- ARMTA Prestissimo & Maestoso Scholarships were introduced.
- "Fourth place" winner was renamed to "Honourable mention"

Total amount in scholarships awarded: \$3,995

Endowment society: \$1,380

ARMTA Provincial: \$2,615

Expenses: \$1,166.18

Venue: \$550

Programs (75): \$345

Medals: \$266.18

Other materials: \$5 (envelopes)

ACRA 2026 Budget Summary

In 2026, ACRA awarded an additional \$325 in scholarships compared to the previous year.

Expenses increased by approximately \$100, primarily due to program-related costs. Although we ordered 25 fewer units, we opted for a larger form factor, which contributed to the increased cost.

We were able to avoid photography and sound system rental expenses during ACRA 2024–2026 due to the generous support of volunteer photographer Dick Olver and Nathene Arthur, who loaned us her sound system.

Based on this year’s performance and spending trends, a suitable budget moving forward would be \$1,250.

4.3 Bookkeeper Report, Maryellen Pankratz

ATTENDANCE

Maryellen Pankratz, Bookkeeper/Treasurer

Sandra Joy Friesen, Chair

Alexandra Andrievsky, Vice Chair

Barb Robertson, Member-at-Large

Nathene Arthur, Member-at-Large

KEY TAKEAWAYS:

ARMTA Calgary

1a) Brava to Barb Robertson for spearheading Piano Heist, which brought in \$6597.13!

1b) Brava to Andrea Case for nearly doubling our sponsorship income, which is up by \$2950!

2) Board Member Honourarium discontinued

Sandra Joy informed us that a Provincial member did some research and found that from CRA's perspective, payments to board members are not allowed, regardless of what you call it. To protect our organization, as well as our volunteers, we have terminated the board member honourariums. Some alternative means of thanking our board members could include

- a) Social events for volunteers
- b) "Outstanding Volunteer of the Year" awards
- c) Newsletter articles about volunteers' achievements

3) ASF (Accumulated Surplus Funds)

Workshops and Community Sponsorship projections are included in the ASF. This determination will be reported to the membership at the AGM:

ASF Plan for 2026-27

\$3,460.00	Community Sponsorship
\$150.00	Josée Allard Workshop April 17, 2026 (majority vote via email on March 5)
<u>\$1,428.91</u>	Fall/Winter Teacher Workshops
\$5,038.91	Total Accumulated Surplus Funds

Community Sponsorship

120.00	Airdrie Rotary Festival of Performing Arts
120.00	Bow Valley Music Festival
120.00	Calgary Performing Arts Festival
120.00	Calgary Vocal Festival
120.00	Highwood Lions Festival
120.00	APTA (new)
120.00	CSSA Festival (Calgary Suzuki Strings Association)
120.00	Strathmore Performing Arts Festival
500.00	Calgary Contemporary Showcase
1000.00	Cassa Musical Arts Scholarship Donation
<u>1000.00</u>	Rotary Calgary Concerto Competition Donation
\$3,460.00	

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

Provincial Board meeting was held Saturday February 28, 2026, via zoom.

***Directors and Officer's insurance is available for Branches to purchase as an add on to ARMTA Provincial's policy for a fee of \$200/year.** This policy is optional and the cost is the responsibility of the branch for now. By the way, in June 2021, our branch received a quote for Director's Insurance from MBS Insurance Brokers for \$1200 a year. **Does the Board want to make a motion to purchase this insurance under ARMTA Provincial?**

Continuing Education Funds: managed by convenor, Deana Oye. **Our Calgary Branch was generously approved for \$795** for the John Burge event in February. Application forms are available online in the member's area, under Resource tab.

New member fees beginning April 1, 2026: The board voted on having pro-rated fees for new members after October 1. More information coming soon. **ARMTA will be adding a questionnaire to the application form to gather information and statistics.**

Recognition Fund Budget: Branch awards for students from the Recognition Fund will be the same as last year. \$850 for smaller branches and **\$1500 for Calgary** and Edmonton. There will be *no* funding this year for Contemporary Showcase.

ARMTA Recognition Fund: Form to request funds is on www.armta.ca under Prov Exec tab in member's area. Lorrie Wittke (lorrie99@telus.net), convenor manages this fund. Anyone can donate to the ARMTA Recognition Fund. Branches and/or individuals can find a donation link on www.armta.ca. The Donate tab is at the top of the page. You can also donate online through Canada Helps or mail a cheque and form to Lorrie Wittke.

RECOGNITION FUND BUDGET	
Projects 2026-27	Approved at Budget meeting Feb 28, 2026
Biennial Awards	
ARMTA Multidiscipline Competition	\$2,125 annually
Strings Competition	\$2,000 annually
CASSA (Calgary Arts Summer School) Scholarships	\$500
Provincial Awards to the Branches	\$6,400
Calculated at \$850 each for Small Branches \$1,500 each for Calgary and Edmonton (Grande Prairie, Medicine Hat, Lethbridge, Red Deer)	
Student Composer Competition Awards	\$900
Bursaries (Needs Based and Newcomer)	\$14,000
ARMTA Pedagogy Scholarships	\$2,000
Rotary Calgary Concerto Competition	\$1,000
Contemporary Showcases (Calgary and Edmonton)	\$0
Total - \$28,925.00	

ARMTA Provincial is looking for: 1) Archives Convenor (physical provincial archives are in Edmonton, prefer someone from Edmonton area or someone who travels to Edmonton yearly) Job Description: deposit items from ARMTA to the Alberta provincial archive once a year or every other year, 2) Canada Music Week Convenor: Job Description: Contact branches and receive reports about the yearly Canada Music Week activities. Submit report to CFMTA once a year, and 3) Vice-President to serve October 2026-2028, then with move to President 2028-2030.

From CFMTA: 1) accepting applications for Treasurer, paid position. Lois Kerr is the current treasurer and she will train the new person for two months this summer, and 2) seeking a French translator for their meetings documents and national correspondence.

Upcoming Conferences: 1) Connection Canada Online Virtual PD days in July 2026, and 2) In person Conference in Wolfville, Nova Scotia, July 2027.

High School Student Network: Rose He, convenor rose.h312@gmail.com

Multidiscipline Competition: Open to Voice, Piano, and Strings this year. The committee is organizing and will work with publicity to get information to members. Tentative dates: first round video submission Nov. 1, 2026; in-person competition held in Red Deer Feb. 6, 2027. Two winners from this competition will be chosen to represent ARMTA at the CFMTA National Competition in Nova Scotia in July 2027.

Publicity: All promotions benefit from early information transfer from convenors or committees directly to Publicity. We don't need all the information in order to begin a promotion. Please do not wait until you've crossed all the t's and dotted all the i's before contacting Publicity (Tamara Bowie admin@armta.ca; Susan Henley susanhenleyvoice@gmail.com). It is best to begin awareness campaigns several months in advance of event dates and application deadlines. Six months is not too early.

Branding: Promotions benefit from brand consistency. Thank you for adhering to the ARMTA brand standard. Teal must feature somewhere on all material, virtual or tangible. Copies of *Benefits of Membership* can be requested from the ARMTA Administrator, Tamara Bowie (admin@armta.ca). High-quality printed copies will be mailed to you and covered by the publicity budget.

Social Media: Submit short, ready-to-post content, images, or videos via DM to Karen Gerelus karen@gerelusmusic.com. Posts with real people doing real things are the most impactful. Encourage all members to *share* and engage with the ARMTA Provincial content. Provincial convenors should collect as many images or videos as possible from events. Summarize results from competitions and scholarships (including winners' headshots).

2026 Service Award: Rosemarie Horne to receive; award to be presented at October 2026 AGM.

5.3 Workshops/Event Report, Michelle Gao

1. CONFIRMED EVENTS and EXPENSES

1a) Online Workshop – Improvisation Workshop

- Date: Friday, April 17, 2026
- Format: Online
- Presenter: Josse Allard
- Topic: Improvisation Workshop
- Clinician Fee: \$150

1b) IPPA Masterclass Scholarship

- Date: May 31, 2026
- Organizer: IPPA International Piano Competition
- Scholarship Contribution: \$600

2. EVENT UNDER PLANNING: Piano Masterclass with Honens

A piano masterclass is currently being planned with Honens. Further details will be discussed in an upcoming online meeting on Mar. 10 with the Honens team.

- **Potential Date:** During the week of May 25–29, 2026
 - **Clinicians:** Jon Kimura Parker and two other Honens Competition semifinalists
 - **Estimated Duration and Cost:** Unknown. Based on last year’s event, the cost was \$300 for a four-hour masterclass with one clinician. This year, the masterclass may involve up to three clinicians, and the duration may extend to 4-6 hours, and estimated cost can be around \$400 - \$600.
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3. Anticipated Workshops (September 2026 – February 2027)

Between September 2026 and February 2027, the branch expects to organize additional workshops. At this time, the specific presenters, topics, and formats have not yet been determined. It is anticipated that two to three workshops may be organized during this period.

Estimated cost per workshop: \$150 – \$600 / Average \$ \$375 per workshop

Estimated Total Cost: \$1000 - \$1200 for 3 workshops

4. Budget Summary

Event	Estimated Cost
Online Improvisation Workshop – Josse Allard	\$150
IPPA Masterclass Scholarship	\$600
Honens Piano Masterclass	\$400 – \$600
Fall/Winter Workshops (Sept 2026 – Feb 2027, 3 events)	\$1000-\$1200

Estimated Total Budget

- Minimum Total: \$2150
- Maximum Total: \$2550

(Final costs may vary depending on the number of workshops and finalized arrangements with guest clinicians.)

5.5 Administrator Report, Maryellen Pankratz

CLOUD STORAGE Paid Plans:

\$164 per year for 2TB with Dropbox Cloud Storage

\$232 per year for 2TB with Google Drive Cloud Storage with Google Meet Platform

\$226 per year for Zoom Meeting Platform (no cloud storage) account ends Sept 11th

Dropbox Account for calgaryfinancial@armta.ca

In 2020, a new Treasurer was introduced to our board. A few months later, a brand new paid job was created and I was brought in to be the Administrator. As Bookkeeper, I worked closely with the new Treasurer, who opened a free Dropbox account so that we could store financial documents that we could both access. After she left two years later, I have continued to store our financials here; I consider this backup storage for important documents, as computers and USB keys can become corrupted. The

free account only provides 2GB and we are officially out of memory. I have documents that I can't upload anymore. If the board would like me to continue storing our financials here, we will have to upgrade to a paid account. The other option is to open a free Google Drive account, which provides 15GB. This would require a good deal of time for me to transfer all the files, but I would be willing to do it in the summer. However, if we do that and eventually reach the 15GB maximum, the cost to upgrade would be almost \$70 higher than it would be had we stuck with Dropbox.

Dropbox Account for armtaofficers@gmail.com

A couple years ago, when the question of how and where to store signed consent forms was raised, the board decided that they should be stored in the cloud, after which paper copies would be shredded. At this time, I opened a free Dropbox account, not realizing that they only provide 2GB. This account is out of memory too and again, I have files now that I can't upload. I store confidential files such as our Articles of Incorporation, and my Administrator Contracts. I was also asked to store Branch Member Fees here. I have a theory that Dropbox split our memory between Admin files and Team files (i.g. Kaylee uploaded her Adult Student Recital consent forms). I transferred and deleted the Team file, but can't seem to get our second gig of memory back.

Google Drive Account for armtaofficers@gmail.com

We already have a free Google Drive account under armtaofficers, which I "inherited" when I was hired (meaning there were already files stored there). The most important things stored here are pictures from events and data and files from Jotform. Our storage is currently half-full.

RECOMMENDATIONS

- 1) Upgrade to paid plan for calgaryfinancial Dropbox account.
- 2) Keep free armtaofficers Dropbox account, but transfer the consent forms to Google Drive.

QUESTIONS

1) May I delete the Branch Member Fees files? Since Provincial is in charge of member fees, they would already be storing that information. I can continue to store them, but each year, there is a huge Excel file that takes many many minutes just for the file to open. Then expanding the columns and deleting unnecessary columns to make everything fit horizontally is also time-consuming in such a large file. I have to do all this to turn it into a nice-looking PDF file that I can upload to Dropbox. Is all this really necessary? At the very least, could I stop saving these files each year? Keep in mind that even the existing files are taking up precious memory in Dropbox.

2) By summertime, please decide if you'd like to keep Zoom in the fall or upgrade our Google Drive to include more memory and Google Meet.

5.6 MTNA Conference application request, Karen Gerelus

On Tue, Mar 10, 2026 at 12:02 PM Karen Gerelus <karen@gerelusmusic.com> wrote:
Hello Maryellen,

I'm curious to know if there have been any applications for the MTNA Conference grant this year? I realize that I'm not technically eligible to apply since I benefitted from this grant within

the previous 5 years, but wonder if the board would consider my application in the instance that there are *no* other applicants?

I am due to be in Chicago at MTNA later this month and thought I would ask.

MTNA Conference Grant Guidelines

Preference will be given first to applicants who are attending the MTNA conference for the first time, and second to those who have not benefitted from this grant in the previous *five* years. \$400 is available annually.

Each year one Calgary Branch member attending the MTNA Conference may receive \$400. If there is more than one applicant, applications will be placed in a draw.

The application **deadline is November 15th** and is for the MTNA conference the following March. The grant recipient will be announced by *November 30*.

The **Branch Administrator** must receive the article and a copy of the receipt for conference fees paid by *April 15*.

ENDOWMENT SOCIETY REPORT

7.1 Bookkeeper Report, Maryellen Pankratz

Endowment Society Budget

1) ACRA and OSR

Added funds, with the intention of increasing the amount of each scholarship.

2) Student Recital Awards

We wish to eliminate the \$25 random draws held at our Student Recitals.

3) Net Loss

To avoid a projected net loss, we flirted briefly with two ideas:

a) Fundraising. However, with Music Marathon and with \$24,820 invested in GICs, this is also unnecessary.

b) Not reinvesting the entire portion of the \$11,000 GIC set to mature in November. Ultimately, that idea can be re-introduced to the board in October. However, if our bank account is still in a good financial position by then, this is probably not necessary.