



## TABLE OF CONTENTS

Section 1: Meeting Minutes pages 1-2

Section 2: Agenda page 3

Section 3: Reports pages 4-9

### Calgary Branch Board Meeting

Date: April 20, 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, Barb Robertson, Mandy Loban-Jordan, Erika Gomez, Nathene Arthur, Alexandra Andrievsky, Marissa Fera, Carolyn Steeves, Looi Tan

**Regrets:** 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

Added 5.7 per Barb's request.

**MOTION:** Carolyn moved to accept the agenda as amended and Alexandra seconded the motion. Carried.

### 3. Approval of the Minutes of the meeting of March 16, 2026

**MOTION:** Nathene moved to accept the March 2026 minutes as presented and Mandy seconded the motion. Carried.

NOTE per Barb: Kim Yim's ACRA report, which follows the minutes contains three errors:

- 1) Beth Olvr should be Beth Olver
- 2) Endowment Society scholarships awarded \$1,380 should be \$2,615
- 3) ARMTA Provincial scholarships awarded \$2,615 should be \$1,380

### 4. Approval of Consent Agenda

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

### **5.1 GIC Interest Income**

MOTION: Nathene moved to donate investment income earned from all future ARMTA Calgary GICs to the Endowment Society. Not carried.

### **5.2 Board Member Honorariums**

MOTION: Alexandra moved to cancel the Board member Honourarium for the 2025-2026 budget year and Erika seconded the motion. 2 against, 1 abstained. Carried.

### **5.3 AGM May 11, 2026**

ACTION ITEMS:

Sandra Joy will write an email asking members to bring unwanted piano and voice music to this year's Annual General Meeting.

Sandra Joy will bring signage.

Sandra Joy and Erika will prepare an informal questionnaire

Barb will bring flowering plants for volunteers.

Carolyn will man the locked outer door to ensure that members can enter the building.

Alexandra will manage the registration table, checking off those in attendance.

### **5.4 Job Description Updates**

MOTIONS:

Nathene moved to accept the updated Past Chair job description and Barb seconded the motion.

Erika moved to accept the updated Administrator job description and Carolyn seconded the motion.

Nathene moved to accept the updated OSR job description and Carolyn seconded the motion.

All motions carried.

### **5.5 Conference Grant Updates**

MOTION: Nathene moved to accept the conference grant updates as presented and Alexandra seconded the motion. Tabled.

ACTION: Sandra Joy, Nathene, and Maryellen will re-address the Conference Grant updates.

### **5.6 Nominating Committee**

ACTION: Sandra Joy, Erika and Nathene will contact members about job vacancies.

Branch Board meeting adjourned at 11:24 am.

### **7. Endowment Society Projects**

ACTION: Maryellen will send the Story Competition entries to volunteer judges Alexandra and Erika.



Calgary Branch Board Agenda      April 20, 2026, 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, 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 March 2026 (attachment)

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

- 4.1 Administrator
- 4.2 Rotary C3
- 4.3 Provincial Board Rep

**5. Business**

- 5.1 Bookkeeper Report, Report Below
- 5.2 Honorariums to Board members, Report below (Tabled from March 16)
- 5.3a AGM: music donations to hospital palliative care instead of music exchange, Report below
- 5.3b Finish AGM planning (Tabled from March 16) choose a restaurant for lunch
- 5.4 Job Description updates for approval: OSR, Secretary, Past Chair (attachment)
- 5.5 Conference Grant updates for approval, Report Below (Tabled from March 16)
- 5.6 Recruiting volunteers for ACRA, Promotions, Members-at-Large (Archives filled)
- 5.7 Financial discussion - Provincial needs to increase member dues or decrease expenditures

**6. Announcements**

- 6.1 Music Marathon - can any board members help on May 30 to assist with the flow of the day?
- 6.2 AGM May 11, 9:30 am
- 6.3 Next Board meeting May 25, 2026; 10:00 am

Adjourn Branch Board meeting

**7. Endowment Society**

## SECTION 3: REPORTS pages 4-9

### 4.1 Administrator, Maryellen Pankratz

The Administrator for our branch is not required to be an ARMTA member and it is probably common knowledge that I am not. During our last meeting of March 16, someone questioned whether or not I am a board member. When I was hired in 2020, the \*Chair and the \*\*Vice Chair at that time reconciled this distinction by updating the *Policy & Procedure Manual* and the *preamble to each board job description*. According to the text below taken from these two documents, the Administrator IS a branch board member, regardless of whether or not they are an ARMTA member. The full documents where this text originated can be located in the Calgary Branch page of the armta.ca member login website.

From a logistics perspective, it would make sense that the Secretary must take minutes at board meetings and therefore must attend the board meetings. One could then conclude that someone who regularly attends the board meetings, is a board member.

\*Beth Olver

\*\*Lisa Kiernan

From page 2 of the Policy & Procedure manual:

### DEFINITIONS

- 1.1 **A.R.M.T.A.** and **ARMTA** mean Alberta Registered Music Teachers' Association (1982).
- 1.2 **C.F.M.T.A.** and **CFMTA** mean Canadian Federation of Music Teachers' Association; F.C.A.P.M. and FCAPM mean *féderation canadienne des associations de professeurs de musique*.
- 1.3 **"Branch Board"** or **"Board"** means ARMTA Calgary Branch Officers, ARMTA Calgary Branch Members at Large, CFMTA Delegate and ARMTA Board Members.
- 1.4 **"Officers"** consist of the Chair, Past Chair, Vice Chair, Treasurer, Bookkeeper and Secretary of ARMTA Calgary Branch.

From page 1 of the Branch Board Job Descriptions:

**Preamble to each job description**

### **By ARMTA Calgary Branch bylaws**

1. The Branch Board will consist of four to nine Members at Large including the officers (but not the administrator), ARMTA board members (1 for each 100 branch members), CFMTA delegate, and an (paid, non-voting) Administrator.
2. This Board will be the governing body of this Association and will have full control and management of the business and affairs of ARMTA Calgary Branch.
3. All members of the Board, elected or appointed, are expected to attend all meetings of the Board as called by the Chair, as well as the Annual General Meeting and the General Meetings of the Branch.

## 4.2 Rotary C3, Barb Robertson

*ARMTA members in italics*

### **2026 Rotary Calgary Concerto Competition Winners**

**Dallevin Lapaire, 16 years old**

W.A. MOZART

Piano Concerto No. 21 in C Major, KV. 467

Teacher *Jani Parsons*

Accompanist *Jani Parsons*

**Bowen Li, 15 years old**

SAINT-SAËNS

Introduction and Rondo Capriccioso for Violin, Op. 28

Teacher Diana Cohen

Accompanist *Susanne Ruberg Gordon*

**Sophie Ryskine, 18 years old**

RÓZSA

Viola Concerto, Op. 37

Teacher Chris Sandvoss

Accompanist Oksana Yaremchuk

**Josephine Wen, 17 years old**

KORNGOLD

Violin Concerto in D major, Op. 35

Teacher Maria Van Der Sloot

Accompanist *Karen Neary*

### **2026 Rotary Calgary Concerto Competition Runners Up**

**1<sup>st</sup> Ian Quon, 12 years old**

Piano Concerto a minor Schumann

Teacher *Jani Parsons*

Accompanist *Jani Parsons*

**2<sup>nd</sup> Ethan Wang, 10 years old**

Piano Concerto a minor Grieg

Teacher Marilyn Engle

Accompanist *Susanne Ruberg Gordon*

**3<sup>rd</sup>, Alysse Li**

**13 years old**

Violon Concerto d minor Khachaturian

Teacher Van der S

Accompanist Oksana Yaremchuk

**4<sup>th</sup>**

**Mateo Barcan**

**18 years old**

Cello Concerto E flat Major Shostakovich

Teacher Plena Kylchik

Accompanist *Karen Neary*

Jani Parsons, an ARMTA member was a teacher of 1 winner and 1 runner up.

Jani Parsons, Suzanne Ruberg-Gordon and Karen Neary, all ARMTA members were accompanists for 3 winners.

There were 51 performers taught by 31 teachers with 19 accompanists.

35.5% or 11/31 teachers are ARMTA members

43% or 22/51 students were taught by ARMTA members

47% or 9/19 accompanists are ARMTA members

55% or 28/51 students used an ARMTA member as accompanists

**Jury was:**

Rolf Bertsch

Zhenni Li Cohen

Daniel Scholz

**ARMTA Calgary and ARMTA provincial were both acknowledged as sponsors of 2 of the scholarship to the winners. (\$1000.00 each)**

**RISING STAR CONCERT with the CALGARY CIVIC SYMPHONY**

Jack Singer Concert Hall, Sunday, June 7, 2:30 p.m.

Pre concert show including Runner Ups.

**STEERING COMMITTEE:**

Katherine Sinex, Manon Mitchell, Barb Robertson, Fiona Carnie, Michael Gray, Rolf Bertsch, Dale Jackson

Live streamed by John Robertson and Mirko Zatka

I acted as emcee for the competition.

**4.3 Provincial Board Rep, Sandra Joy Friesen**

Representatives: Barb Robertson and Sandra Joy Friesen

ARMTA Provincial has received official notice that Choir Alberta will not be having Music Conference Alberta in the future. In 2022 and 2023, ARMTA Provincial signed MOA agreements that were not honoured and that is why Alberta Band Association started doing their own conference and they invited AMEF and ARMTA to join in the Conference.

ARMTA Provincial recently received the financials from MCA 2022 and 2023. Crystal Kripps (AMEF Executive Director) has been working hard to sort this out. AMEF will receive a payment for the portion of profits from those two conferences. ARMTA will receive half of that and before March 31st, they will send us our portion which is \$2880.

**5.1 Bookkeeper Report, Maryellen Pankratz**

**Investment Income from ARMTA Calgary GICs**

At our March 17 meeting of last year, the board agreed to donate to Endowment Society the interest received from GIC1. This GIC matured on November 17. I transferred those funds on April 1st.

Would you like to make this a regular practice for all future investment income? If so, I would suggest putting this to a motion now to put the procedure in place. If agreed, would you like to use this wording? MOTION: to donate investment income earned from all future ARMTA Calgary GICs to the Endowment Society.

## **5.2 Honorariums to Board members**

Can Board members of a Non-Profit be paid honorariums?

<https://www.npgs.ca/post/nonprofit-board-compensation-when-should-board-members-be-paid>

The topic of nonprofit board compensation continues to generate significant discussion among nonprofit leaders. While many organizations have traditionally relied on volunteer boards, growth and increased complexity often require a more structured and professional approach to governance.

Determining when to compensate board members depends on the organization's size, maturity, and operational demands.

### **When to Introduce Nonprofit Board Compensation**

For smaller or grassroots nonprofits—especially those without staff—board compensation is generally not appropriate. However, as organizations expand, expectations placed on board members increase.

Nonprofit board compensation becomes more relevant when:

- The organization has grown significantly in revenue and operational complexity
- Board members are expected to provide specialized expertise
- There is a need to attract and retain experienced professionals
- The nonprofit has reached a stage of long-term maturity, such as milestone anniversaries and sustained growth

As a general guideline, organizations operating in complex environments may consider compensation when revenues exceed \$1 million, or \$3 million in less complex settings.

Other answers from two general online sources:

1. Yes. Non-profit directors may be remunerated IF the non-profit's bylaws allow for it and the amount is disclosed on the financial statements BUT charities and most funding bodies and agencies do not permit directors to be paid as directors.

2. Yes, board members can be paid an honorarium, provided the organization's bylaws permit it and it is disclosed in financial statements. In Canada, honorariums are considered taxable income for directors, subject to payroll deductions like CPP and tax. While common in some sectors, charities often prohibit paying directors for their board duties: Key Considerations:

- Authorization: The organization's bylaws or policies must specifically allow for remuneration.
- CRA Treatment: Honoraria are considered income from an office. The organization must withhold income tax and CPP, and issue a T4 slip.
- Charity Restrictions: Charities usually do not permit directors to be paid for their role as directors.
- Types of Payments: Payments can be structured as per-meeting honorariums or set stipends.
- Services Rendered: Board members can be paid for services unrelated to their duties (e.g., catering), but this should be at arm's length.
- Expense Reimbursement: Reasonable, board-approved expenses are generally acceptable

Of further note....Do you have to report honorarium income?

Canadian resident, with honorarium payments less than \$500 in a calendar year are not required to report income tax. Canadian resident, for payments greater than or equal to \$500 in a calendar year must be reported on a T4A slip as T4 income.

### **5.3 AGM: music donations to hospital palliative care instead of music exchange, Sandra Joy Friesen**

One of my adult students, Kristen Viaje Tucker is Director of Palliative Care in Alberta Health Services. She mentioned to me last week in her lesson that she was able to get the administration to purchase a number of keyboards for patients to use. She was so thrilled because of how important it is to bring the option of making music to patients. So now they have all these keyboards but no sheet music or books. I immediately suggested that with all our piano and voice teachers in ARMTA, it would be a great idea to ask teachers to bring keyboard and vocal music they no longer need or want to our AGM as a donation. She said they would be able to pay for the music, but I don't think we want to sell our music, that's not right from my perspective.

### **5.5 Conference Grant updates, Sandra Joy Friesen, Nathene Arthur, Maryellen Pankratz**

#### **MTNA**

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.

If there are no applicants who meet this criteria, consideration will be given to repeat applicants.

~~\$400~~ \$500 is available annually.

#### **CFMTA**

Preference will be given first to applicants who are attending a national conference for the first time, and second to those who have not benefitted from this grant in the previous ~~three~~ years for the previous conference.

If there are no applicants who meet this criteria, consideration will be given to repeat applicants.

Up to three CFMTA conference attendees may receive \$1000 each (~~was \$350~~). If there are more than three applicants, applications will be placed in a draw. ~~Any balance may be awarded to MCA attendees in odd number years.~~

The application deadline is ~~March 30~~ March 15 and is for the national conference the summer of the same year. The names of those receiving the grants will be announced by April 1.

**MCA** (~~Remove logo~~) name is changing

Preference will be given first to applicants who are attending ~~the MCA~~ this conference for the first time, and second to those who have not benefitted from this grant in the previous ~~two~~ years.

If there are no applicants who meet this criteria, consideration will be given to repeat applicants.

Up to \$1000 is available ~~in even-numbered years~~ annually.

~~In non-CFMTA conference years,~~ Up to ~~five~~ four Calgary Branch members attending MCA may receive \$200 \$250 each. If there are more than 5 four applicants, applications will be placed in a draw.

### **7.1 Endowment Society Projects, Nathene Arthur**

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

The four members of the Calgary ARMTA Endowment Projects Committee have been busy with our four current projects: Story, Poster, Video and DETSA.

1. Story Competition. Our Story Competition currently has a new registration deadline of April 19th. We have heard from some students that the one page limit for Grades 5-8 was too short, and they felt they needed more space to tell a good story. We will look at those comments for future competitions.
2. Poster Competition is our most popular competition.
3. Video Competition. We are discussing transforming this into a "Make a Movie" Competition. Students create a 1-5 minute video, which can be a skit showcasing their ARMTA discipline, others can join within them in performing or taking on a role. The ARMTA student would be the director as well as the main performer, and the video would have Movie Title, Director, Producer and Credits. This is still being developed....but it is very exciting!
4. DETSA Competition (Dual Excellence Teenage Superstar Award). We felt there was too much paperwork and volunteer hours. In our new format, DETSA applicants would send in a google slideshow/powerpoint which includes a showcase of what they are doing. "Arts in My World" or "A Day in the Life" are potential titles. The slideshow would show how their ARMTA discipline is integrated into their lives at school, extra curricular activities (dance, sports, drama, community engagement etc), where they share their passion for their ARMTA discipline. The slideshow would include the ARMTA achievements and activities...thus eliminating the need for paperwork. The students would include pictures taken at their exams, festivals, recitals, seniors lodges, etc. The slide show could also have background music/audio and/or narration. This is still being polished.

In short, we have been busy and we definitely enjoy bouncing creative ideas off of each other. Looking forward to the new year ahead!