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Calgary Branch Board Meeting, Regular

MINUTES of MEETING

Assembly: ARMTA Calgary Branch and Endowment Society of the Calgary Registered Music Teachers

Date: June 15, 2026 | Time: 10:00 am | Place: Zoom Electronic Meeting Platform

CHAired BY: Sandra Joy Friesen

RECORDING SECRETARY: Maryellen Pankratz

NAMES OF ATTENDEES AND ABSENTEES

Members Present Sandra Joy Friesen, Barb Robertson, Mandy Loban-Jordan, Marissa Fera, Looi Tan, Rachel Baljeu, Carolyn Steeves

Regrets Alexandra Andrievsky, Nathene Arthur, Erika Gomez

Absent Angela Frankowski, Mary Jane Vandekerkhove

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: Looi moved to accept the agenda as presented and Marissa seconded the motion. Carried.

3. Approval of the Minutes of the meeting of May 25, 2026

MOTION: Marissa moved to accept the May 2026 minutes as presented and Mandy seconded the motion. Carried.

4. Approval of Consent Agenda (Informational Report)

CORRECTION: Correction: ARMTA Calgary GIC1 maturity date is 2027, not 2025

MOTION: Marissa moved to accept the reports as corrected and Mandy seconded the motion. Carried.

5.2 Approval of Archives Convener Job Description

MODIFICATIONS:

- 1) Provincial Archivist phone number: remove second number
- 2) After "Documents that should be archived include", add: (digital format is acceptable over printouts)
- 3) Add Meeting Minutes to list of documents that should be archived
- 4) Move budgets to list of documents that should not be archived

MOTION: Rachel moved to accept the job description with edits and Marissa seconded the motion. Carried.

ACTION: Sandra Joy and Maryellen will get together to finalize the document

ACTION: Sandra Joy will forward the final document to the new convener, Sandra Narvaez

5.3 Approval of Conference Grant Revisions

Tabled for Barb's suggestions; motion to take place via email

5.4 Sponsorship Tiers approval

MOTION: Carolyn moved to accept the proposed 2026-27 Sponsorship Tiers and Mandy seconded the motion. Carried

5.5 Morning Musicale Scholarship

ACTION: Sandra Joy will invite Barb Robertson and Kim Yim to revise the wording and parameters to include "performance" and ensure that candidates won't also receive the Peter Turner scholarship. Will then submit to Audrey Poirier for approval. Will forward the final revisions to Maryellen for webpage update.

Branch Board meeting adjourned at 10:59 am.

Meeting Continued via Email correspondence

MOTION to APPROVE 5.3 Conference Grants

June 20 5:57 pm Nathene Arthur "I will make a motion that we keep the original document as presented at our June 15th meeting."

June 20 6:12 pm Carolyn Steeves "I will second Nathene's motion."

June 22 9:14 pm Sandra Joy Friesen "If there are no further comments, questions, concerns, I will call for the vote. Please reply by the end of tomorrow Tuesday June 23 with one of the following: "yes", "no", "abstain"

June 23 9:27 pm Sandra Joy Friesen "We have 6 YES, 1 NO, and that will be a majority to go ahead this coming season offering the Conference Grants as proposed."

ACTION: Maryellen will update the grants on the website.

MINUTES
APPROVED

Date of Approval
September 21, 2026

Secretary
Maryellen Pankratz



SECTION 2: AGENDA page 3



Calgary Branch Board Agenda June 15, 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, Rachel Baljeu, Mary Jane Vandekerkhove

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

MOTION: Looi moved and Marissa seconded. Carried.

3. Approval of Minutes from May 2026 (attachment)

Marissa moved and Mandy seconded. Carried.

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

4.1 RC3 (report below)

4.2 Bookkeeper Report (report below)

5. Business

5.1 Archives documents discussion (report below)

5.2 Job Description approval: Archives Convenor (attachment)

5.3 Conference Grants changes approval (report below)

5.4 Sponsorship Tiers approval (report below and 2 attachments)

5.5 Morning Musicale Scholarship

6. Announcements

6.1 Pizza Party Social: Board members, convenors, volunteers, postponed to the early fall

6.2 Next Board meeting September 21, 2026; 10:00 am

Adjourn Branch Board meeting at 10:59 am.

7. Endowment Society Meeting

SECTION 3: REPORTS pages 4-7

4.1 RC3 Report, Barb Robertson

The Civic Symphony Rising Stars concert with the winners of the RotaryC3 competition on Sunday June 7 was super.

Looking ahead, dates are earlier next year.

November 1, opening date for applications. Please note that space is limited.

January 8. Deadline for applications.

February 13 to 15, competition dates.

April 25, Rising Stars concert.

4.2 Bookkeeper Report

On May 28, I filed our Society annual return for 2026 with Corporate Registry Service Alberta via email.

On June 11, I filed our Registered Charity Information Return with CRA via Canada Post.

Bank balances as of June 8, 2026

\$34,267.86 ARMTA Calgary Branch

\$12,128.04 Endowment Society

ARMTA Calgary GICs

Name1	Name2	Amount	Purchased	Matures
GIC1	Cdn Bank Market Smart	\$8,000	Nov 21, 2025	Nov 21, 2025 ²⁷
GIC2	Cdn Bank Market Smart	\$16,000	Nov 17, 2023	Nov 17, 2028
		\$24,000		

Endowment Society GICs

Name1	Name2	Amount	Purchased	Matures
GIC1	Peter Turner Scholarship	\$3,820.00	Dec 5, 2025	Dec 5, 2028
GIC3	Morning Musicale Scholarship	\$5,000	Dec 5, 2025	Dec 5, 2030
GIC4	Cdn Bank Market Smart	\$11,000	Dec 1, 2023	Dec 1, 2026
GIC2	Cdn Bank Market Smart	\$5,000	Nov 22, 2024	Nov 22, 2027
		\$24,570		

Please see the announcement below from *Wave*, our accounting software. I had been using their automated bank connection and transaction auto-import, which was a real time-saver. Their Pro plan is overpriced at \$25 per month and that's for each account. If you pay annually, they reduce the fee by \$50 for a total of \$250 per year, and we have two entities. I suspect that their fee would cost a lot more than it will cost to pay me for me time, so I will have to start adding each journal entry manually. Perhaps 3 or 4 times a year, I could pay for one month here and there? For instance, during months when there are a lot of ACRA, OSR, and Student Project cheques being cashed.

WAVE Updates to your premium feature access

Starting June 1, premium features like bank connections and collaborator access will only be available on Wave's Pro Plan. To maintain uninterrupted access to automated bank connections, collaborator access, transaction auto-import, auto-categorize, and auto-merge, upgrade your business to Pro anytime before June 1.

5.1 Archives Report, Sandra Joy Friesen

Our Calgary Branch archives are now stored in Provincial Archives of Alberta in Edmonton, which are available for the public.

When we made the transition to PAA back in 2024, our contact there, Tom Anderson, gave us the following instruction for what we may submit: "We look to acquire records that document what you do, so minutes, agendas, promotional material, correspondence, images, either paper or in any electronic format. I would suggest that you provide us a copy of folders that are on the various drives/computers, ensuring they remain in the order they are now, and just save to a USB. As for the material that is only on a website, if there is some way to capture those files or that site, all the better. The main thing is to preserve inactive records, so only provide us with material that the association is no longer using."

+

It is up to us to determine exactly what we want to archive. Considering we want to keep this area of our organization simple and streamlined, this is the question for brief discussion: Out of the following list, what should be kept for archives?

Meeting Minutes including AGM reports

Budgets and Financial statements

Copies of Impromptu

Recital Programs

Photographs

Information brochures

Correspondence including: thank you notes from students or other organizations

Pages from our website

Digital Files

5.3 Conference Grant changes, Sandra Joy Friesen, Nathene Arthur, Maryellen Pankratz

Presented at April 20 board meeting - tabled to re-address the criteria

MTNA

Preference will be given to applicants **in the following order:**

1) to those who have previously attended but have not benefitted from this grant

2) to those who are attending for the first time

3) to those who have not benefitted from this grant in the previous ~~five~~ years

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

Each year, ~~one Calgary Branch member attending the MTNA Conference~~ **one attendee** may receive ~~\$400~~ **\$500**. If there is more than one ~~applicant~~ **candidate**, applications will be placed in a draw.

The application deadline is ~~November 15th~~ **November 1** and is for the conference the following March. The grant recipient will be ~~announced~~ **notified** by November 30.

CFMTA (*by the way, the \$1000 amount is specifically for locations that require a costly flight and hotel*)

Preference will be given to applicants **in the following order:**

- 1) to those who have previously attended but have not benefitted from this grant**
- 2) to those who are attending for the first time
- 3) 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 these criteria, consideration will be given to repeat applicants.

Up to three attendees may receive \$1000 each (~~was \$350~~). If there are more than three ~~applicants~~ **candidates**, applications will be placed in a draw.

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

MCA Alberta Music Educators Summit

Preference will be given to applicants **in the following order:**

- 1) to those who have previously attended but have not benefitted from this grant**
- 2) to those who are attending for the first time
- 3) to those who have not benefitted from this grant in the previous ~~two~~ years

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

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

Up to ~~five~~ **four attendees** ~~Calgary Branch members attending~~ may receive ~~\$200~~ **\$250** each. If there are more than ~~5~~ **four candidates**, applications will be placed in a draw.

The application deadline is ~~September 10~~ **September 1** and is for the conference that fall. ~~Members chosen to receive the grant~~ **The grant recipients will be notified by** ~~September 20~~ **September 30**.

5.4 Sponsorship Tiers for 2026-27, Maryellen Pankratz

Presented and tabled at January 19 board meeting

With the change in Sponsorship Convener last year, our advertisements increased from 8 to 17. This created some problems with the ACRA Recital Programme (albeit nice problems). Many of the other problems listed were already causing issues prior to the increase in sponsorship.

Attachments

Proposed Tier Sheet for 2026-27

2025-26 tier sheet (for comparison purposes)

Problem	Solution
Business card size in both publications is awkward and leaves extra wasted space	Replace business card size with 1/8 size
Too many ads in the ACRA Recital Programme - longer, more costly publication	* Separate ACRA tiers from Impromptu.
1/4-page ads and smaller are too hard to read in ACRA, due to smaller-sized publication	Increase ACRA publication from 8.5 x 5.5 to 8.5 x 7 and eliminate ads smaller than 1/4-page
Too many back and forth emails - ads sent from sponsor to Andrea to Rachel - Rachel uploads to google drive	Create online order form, to which ads can be uploaded and integrated to automatic storage in google drive
No room on current tier sheet to include dimension sizes essential for sponsors to create ads	Create image examples with dimensions on page 2 of Tier Sheet

* In meeting with Sandra Joy and Barb, we discussed limiting ad space in ACRA to full page only. The other sponsors' names would be listed or their logos would be displayed. However, this would guarantee loss of revenue. Allowing sponsors the option of purchasing an ad in ACRA allows for the potential to re-gain a portion of lost income.

New

"Sponsor a Student". ACRA already has the Prestissimo and Maestoso scholarships in place. For the Vivace and Presto levels, if the sponsor doesn't name the parameters or the student to award, the ACRA team would have to determine who to extend the scholarship to. Alternatively, we could leave the text area blank and the sponsored funds would just go into "the kitty". The Vivace and Presto options would create a small amount of extra administrative work when preparing the student(s)' award letter. However, as the Branch Administrator, I have already offered to handle the administrative duties associated with the ACRA convener's job description.

Computation of Rates

I calculated rates based on the 2025-26 Tier Sheet by using ratios to account for adjusted ad and publication sizes.