



TABLE OF CONTENTS

[Section 1: Meeting Minutes pages 1-2](#)

[Section 2: Agenda page 3](#)

[Section 3: Reports page 4-8](#)

Calgary Branch Board Meeting, Regular

MINUTES of MEETING

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

Voting Method: Show of Hand

Date: September 21, 2026 | Time: 10:00 am | Place: Zoom Electronic Meeting Platform

PRESIDING OFFICER PRESENT: Sandra Joy Friesen, Chair

RECORDING SECRETARY PRESENT: Maryellen Pankratz

ROLL CALL

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

Late Arrival Rachel Baljeu 10:19

Excused Absences (sent regrets) Erika Gomez, Angela Frankowski

No-shows none

Guests Present n/a

Early Departure Marissa Feria 11:15

1. QUORUM was declared as per article 10.3 of the Policy & Procedure Manual

Members Required: 5

Members Present: 10

OPEN ARMTA CALGARY MEETING

ARMTA CALGARY meeting called to order at 10:04 am

SECTION 1: MEETING MINUTES pages 1-2

2. Approval of the Agenda

AMENDMENT: Moved 4.3 Multi-Discipline Competition to 5.6

MOTION: Carolyn moved to approve the agenda as amended. Motion adopted.

3. Approval of the Minutes of the meeting of June 15, 2026

The Chair approved the June 15 2026 meeting minutes.

4. Approval of Consent Agenda (Informational Reports)

MOTION: Alexandra moved to accept the reports as presented. Motion adopted.

5.1 Job Descriptions

AMENDMENTS: Members-at-Large - #6 change from "Call to Order" to "Robert's Rules of Order in Brief" and add the note from Mary Jane (see below agenda #5.4).

Archives - move paragraph #5 "Late June..." after paragraph #2 "Gathers paper..."

MOTION: Nathene moved to accept the job descriptions as amended. Motion adopted.

ASSIGNMENT for Maryellen: make the amendments as noted, update the Job Description documents, and post online.

5.2a Festival Sponsors

MOTION: Nathene moved to remove Highwood Lions Music Festival from the sponsors that we donate to. 5 in favour, 3 against, 1 abstained. Motion adopted.

ASSIGNMENT for Carolyn: call Highwood Lions to explain that we have cancelled sponsorship for this December.

5.2b Credit Card

MOTION: Alexandra moved to open a credit card for ARMTA Calgary. 9 in favour. Motion adopted.

ASSIGNMENT for Maryellen: start the application process by asking RBC to be put in contact with a Business Relationship Manager in Calgary.

5.3 ACRA

ASSIGNMENT for Maryellen: email the board to schedule an ACRA meeting.

5.4 Robert's Rules Book

MOTION: Carolyn moved to purchase Robert's Rules of Order in Brief for the Chair and the Administrator. 9 in favour.

MOTION: Carolyn moved to purchase the full version of Robert's Rules for the ARMTA Calgary Branch Administrator. 8 in favour, 1 abstain. Carried.

NOTE from Mary Jane: The full version can be viewed online at gutenberg.org and can be downloaded at no cost under the terms of the Project Gutenberg License.

ASSIGNMENT for Maryellen: purchase the books.

5.5 Workshops by Members

MOTION: Mary Jane moved to hire members of ARMTA to give workshops based on a rate of \$120 per hour.

MOTION: Barb moved to postpone indefinitely.

ASSIGNMENT for Sandra Joy: email the board regarding parameters.

5.6 Multi-Discipline Competition

MOTION: Alexandra moved to provide \$150 for a special prize to the multi-discipline competition. 7 in favour, 1 abstain. Motion adopted.

ASSIGNMENT for Nathene: advises Maryellen where and when to pay the \$150 donation

ARMTA Calgary meeting adjourned at 11:28 am.

MINUTES APPROVED	Date of Approval October 19, 2026	Secretary Maryellen Pankratz 
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Calgary Branch Board Agenda

September 21, 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

3. Approval of Minutes from June 2026 (attachment)

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

4.1 Music Marathon

4.2 RC3

5. Business

5.1 Job Description approvals: Preamble, Member-at-Large, Archives (attachment)

5.2 Bookkeeper Report (information, discussion, motion)

5.3 ACRA (timeline of tasks attached)

5.4 Administrator Report: Robert's Rules online + ASSIGNMENT to purchase condensed version

5.5 Workshops by members: remuneration rate

5.6 Multi-Discipline Competition

6. Announcements

6.1 Calgary Philharmonic Orchestra discounts

6.2 Next Board meeting October 19, 2026; 10:00 am

6.3 AGM October 24, 5:15 pm in Red Deer

6.4 Alberta Music Educators Summit (\$199 prior to Sept 25), register at:

<https://www.albertabands.com/alberta-music-educators-summit.html>

Adjourn Branch Board meeting

7. Endowment Society

Endowment Projects Report

SECTION 3: REPORTS pages 4-8

4.1 Music Marathon May 30, 2026, Nadia Khlynovskaya

Pledges Received

Cheques	\$ 561.00
Cash	\$1,496.70
E-transfers	\$ 350.00
Canada Helps	\$1,612.65
TOTAL:	\$4,020.35

Pledge sheet donations recorded:

Cash: \$ 1,247
Cheque: \$ 561
E-transfers: \$ 350
Canada Helps: \$ 1,363.34

#registered students: 75

#performers: 71

3 students canceled but donations were made on their behalf

2 students were sick

We did 2 random draws worth \$30 at Music Makers: I didn't record the winners. One was conducted late morning and the other late afternoon.

Top Pledge collectors:

#1 Nathene Arthur collected \$641 in pledges and won A pair of CPO tickets

#2 Jessica Zimmer collected \$500 in pledges and won a Year membership at Studio Bell

#3 Grace Chalcroft collected \$320 in pledges and won a \$40 gift card for St. John's Music

Brief analysis of the Yamaha C3X

For Music Marathon 2026, ARMTA sought to rent a piano through Steinway, our regular supplier. However, when contacted at the end of April, Steinway was fully booked and unable to provide an instrument for May 30. As an alternative, St. John's Music supplied a Yamaha C3X. Although the Yamaha was smaller than the Steinway pianos rented by ARMTA in previous years, it was well-maintained, properly tuned, and delivered a strong overall performance. Nevertheless, the Steinway instruments have generally provided a softer and more refined timbre.

An additional logistical challenge arose because St. John's does not offer weekend deliveries, necessitating the storage of the piano at Sunridge Mall from Friday through Monday. For future events, ARMTA intends to contact Steinway several months in advance to increase the likelihood of securing a rental instrument.

10th anniversary bags: Eight 10th Anniversary bags are remaining from last year. They are in the possession of Nadia Khlynovskaya.

4.2 RC3, Barb Robertson

November 1, tentative 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.

5.2 Bookkeeper Report, Maryellen Pankratz

a) Revenue from September 2026 Impromptu Ads

In meeting with Sandra Joy and Barb in June, we ultimately decided that we would never know if the tier changes I proposed would be successful unless we tried it. Here is the revenue data from this year and the last two fiscal years:

Advertising income in 2024-25 (before new convener) was \$3700

Advertising income in 2025-26 was \$6650

Advertising income in 2026-27 is \$6650 plus \$600 from five vendors for "Sponsor a Student" = \$7250

On a similar note, I had Impromptu printed for the first time. I used a 25% discount code that Rachel McLellan forwarded. In my communication with Little Rock Printing (see their note below), he offered us discount code **ARMTA50** for 50% off all future orders:

We're proud to support the amazing work non-profit organizations like yours are doing in our communities! To make things a little easier, we have two options for discounted pricing just for non-profits:

1. Instant Savings - 25% Off

*You can use the code **NONPROFIT25** at checkout anytime to receive 25% off your order—no extra steps needed.*

2. Join Our Non-Profit Partnership Program - 50% Off

*We also offer a special program that gives you **50% off** all printing services on an ongoing basis.*

All we ask in return is a small acknowledgment of our support—a backlink to www.littlerockprinting.com somewhere on your website.

Brian Kroeker
PRESIDENT

b) Request to remove Highwood Lions Music Festival from the sponsors we donate to

Making ten donation payments every year is time consuming and I wonder if this one is worth my time. In early December, I asked the Festival Director where to mail our cheque, which she provided. She did thank us for our continued support and said they were very grateful. She also asked if they could use the logo in my email and I confirmed. However, we are currently listed on their website without our logo, which they did for their other Bronze donor. In 2024, they didn't acknowledge us at all on their website, even though I provided our logo then too. I suspect the same outcomes probably occurred in their programmes. The Director did apologize profusely and say that they value ARMTA and our teachers. Highwood is one of the four sponsors that I would have to continue paying by cheque or e-transfer.

c) Request to open a credit card

In today's digital world, I think that we could streamline our purchases by having a credit card. It could replace my personal credit card, which is on file with Zoom, Jotform, Doteasy, CCleaner, and Adobe. It could be used for online orders such as medals and printing. There may be occasions when a convener would prefer to use our it rather than personally paying and claiming the expense. It would be especially helpful when making our annual donation payments, which is an arduous task. For cheque and e-transfer, I have to contact someone at each organization to ask if the address is the same as the previous year. And I have to check if the contact person changed too. Six of the ten organizations that we sponsor offer the option of paying online via credit card.

This summer, I asked our bank what would be involved in opening a credit card. Two of us (myself and either Sandra Joy or Alexandra) would need to be a Signing Officer. Since we're not a small business, which has owners, none of our personal information would have to be offered. As a non-profit, they would use one of our GICs as cash collateral. If the board approves this request, I will need to ask RBC to put me in touch with a Business Relationship Manager in Calgary to apply.

5.3 ACRA 2027

Assignment	Task
Maryellen	Jotform: ACRA applications, Graduate/Named Scholarship applications, ACRA Performance Agreement & Photo Release, OSR Performance Agreement & Photo Release
Maryellen & ____	Review & tighten up the multiple choice answers to the last question on the application about volunteering.
Maryellen & ____	Review scholarship amounts and increase to reflect budget Promote application of Named Scholarships (do not require a minimum mark) Applications: Verify documentation and that requirements are met (dates, minimum marks, theory co-requisites and time frames) Advanced exams have 1 extra year to complete theory co-requisites
Maryellen	Export Jotform into spreadsheet to sort data and determine winners Arrange for volunteers & contact donors (see this question at end of Jotform applications: I am willing to help out - please contact me for the following opportunities For theory awards, look at/include exams from advanced student applications Forward results to Jayne Luy, OSR convener armtaosr@gmail.com
Maryellen & Barb?	Arrange for \$1500 Provincial Scholarship Fund from Tamara admin@armta.ca Process Graduate Applications Prepare and e-mail acceptance letters to students & follow up one week before deadline
Maryellen	Process "Sponsor a Student" donations (Ambrose University, Michael Lipnicki Fine Pianos, Long & McQuade, Yamaha, Harold Gleusteen Memorial) Invite Yamaha to attend, present the scholarship, and display their advertising banner. Arrange for <i>Peter Turner Memorial Scholarship</i> Arrange for <i>Piano Performance Collective Scholarship</i> Arrange for <i>Morning Musicale Scholarship</i> Arrange for <i>Eileen and Elgar Higgin Memorial Scholarship</i>
Maryellen	Export data from Jotform Performance Agreements and send to the next person Determine total length of performances and number of gold, silver, and bronze winners Decide on performance order. Prepare program details and send to Maryellen.
Maryellen	Create recital programme
Alexandra	Proofread recital programme
Maryellen	Send file to printer and have the proof mailed. After ME confirms or corrects the file, arrange for delivery or pick up of 100 programmes. Receive recital programmes. Pick up from Little Rock Printing at 2222 Portland Street SE (if location is too far, ask Maryellen to have them couriered to your house).
Jayne Luy	Order medals and arrange for delivery or pick up to _____.
Maryellen	Pay venue in early January Arrange for gifts for graduates
Nathene?	Arrange for microphone and amp
Beth's husband?	Arrange for photographer Arrange for emcee and prepare document with pronunciation of student names. Instruct emcee to name Long & McQuade as the donor of the Prestissimo Scholarship. Instruct emcee to invite Yamaha's representative on stage to present the Maestoso Scholarship.

Maryellen	Gather volunteers and assign roles Prepare congratulatory letters, envelopes and cheques Prepare check-in form Send reminder email a few days before the event After-event duties
Alexandra	Cross-check and let people who don't qualify know
Rachel	Process entries, who's in ACRA and who's in OSR
Barb will participate	
Planning committee ME, Rachel, Barb	

POSSIBLE TIMELINE and DEADLINES

- Oct 5 open ACRA for registration
- Nov 15 deadline to apply for ACRA and Grad Ceremony / Named Scholarships
- Nov 16 to 29 process Jotform data and determine winners
- Nov 29 to 10 prepare congratulatory letters
- Dec 10 to 13 send out congratulatory letters with a deadline of Dec 27
- Dec 27 deadline for students to respond to acceptance letter - no changes after Jan 3
- Jan 3 to 10 send cheque data to Maryellen
- **! How much time does Provincial need to issue their cheques?**
- Jan 10 send info for recital programme to Maryellen.
- Jan 15 order a free proof of recital programme from Little Rock Printing and mail to Maryellen.
- _____ order 100 recital programmes to be couriered to _____ by January 27?

5.4 Administrator Report, Maryellen Pankratz

After discussion with Sandra Joy last month, I used our debit card to purchase a book from Indigo for \$16.79: "Robert's Rules of Order Newly Revised In Brief". I did so after having borrowed the book from the library with the goal of gaining a clearer conception of meeting procedures. This is a condensed 213 page version of the regular 816 page book. "Robert's Rules of Order" is the most widely used and accepted guide to parliamentary procedure in North America and has been maintained since 1876. "In Brief" still left me with a few questions, so I am currently borrowing the regular 816 page book. Purchase would be around \$25 for paperback or \$45 for hardcover.

The book that we currently use, "Call to Order" has left me with only a vague notion of the guidelines. It seems to me as if it's meant to dispel some universal misunderstandings rather than outline the protocols required to serve on a board. I think it will make a nice supplement to Robert's Rules of Order.

Sandra Joy and I would like our branch to own a second book of Robert's Rules for the Chair to use, however, the bookstore only had one copy.

5.6 Multi-Discipline Competition, Nathene Arthur, Convenor, 2027 AMDC Committee

RE: Special Awards for the ARMTA inaugural Multi-Discipline Competition

On behalf of the ARMTA Multi-Discipline Competition Committee, I am writing to ask the ARMTA Calgary Branch to consider a one time donation of a "Special Prize" at our in-person AMDC on February 6th, 2027 in Red Deer. This competition will be open to advanced senior students of our ARMTA teachers in the

disciplines of piano, voice and strings. A link is included here: <https://armta.ca/provincial-multidiscipline-competition/>

The ARMTA Recognition Fund will cover all the main 1st and 2nd Place Awards, as well as a “Best Canadian” Award, as awarded by our three-discipline panel Judges.

Our AMDC Committee is now asking each ARMTA Branch to consider offering a one-time “Special Prize” to celebrate the achievements of our students who are competing to be sent to the inaugural CFMTA 2027 Multi-Discipline National Conference in July 2027 in Nova Scotia.

In the past, Special Prizes have been given for “Best Baroque (or Classical, or Romantic, or Modern etc) Performance”. There have been “Most Promising” and other awards given. These can be named after specific teachers (Edmonton Branch has the “Thelma J. O’Neill Award” for example).

The amounts are up to each ARMTA Branch, and of course, are totally voluntary. The usual amounts range between \$100-\$250 for these Special Prizes.

If you would like more information, I would welcome hearing back from you before October 1st so we can begin to set up the Award and add it to our website as further incentive for our students to enter, and of course, to acknowledge the contributions of our ARMTA branches towards our inaugural Provincial AMDC Competition this year in Red Deer.

7. Endowment Society Projects, Nathene Arthur

The Calgary ARMTA Endowment Projects Committee has planned for three competitions this year: (1) Movie competition - deadline to apply November 15th, (2) Poster Competition - deadline to apply March 14, 2027, and (3) Slideshow Competition - deadline to apply July 11, 2027.

Our Committee consists of Carolyn Steeves, Cathie Kernaghan, Maryellen Pankratz and Nathene Arthur.

We are hoping our ARMTA Calgary teachers let their students know about these competitions and we are able to inspire the creativity of our students once again with these “all students can enter” type projects.