

**ARMTA PROVINCIAL BOARD MEETING**

Sunday, March 4, 2018

9:00 am – 4:00 pm

Providence Renewal Centre, 3005 119 Street NW, Edmonton, Alberta

# Minutes

**1. CALL TO ORDER 9:10 AM**

**Present:** Marlaine Osgood (President)

Kimerica Parr (Vice-President)

Beth Olver (Past President)

Debbie Gallant (Edmonton)

Naomi Parker (Edmonton; 1:00-4:30 pm)

Annette Bradley (Red Deer)

Ida Edwards (MAL Convenor)

Nathene Arthur (Calgary, via Skype)

Christine Rogers (Lethbridge, 9:00-12:00 pm via Skype)

Heather Hindman (Publicity Convenor, 1:15-2:15 pm)

Elizabeth Raycroft (Vocal Competition Convenor, 2:15-2:25 vaia Skype)

**2. WELCOME AND INTRODUCTIONS**

**3. AGENDA APPROVAL**

6a. and 7f. can be discussed at the same time. 6j. and 7e. can also be discussed at the same time.

**Motion:** To approve the agenda

**Moved by:** Beth, Kimerica **All in favour Carried**

**4. MINUTES OF OCTOBER 26, 2017 MEETING**

**Motion:** To approve the minutes of the October 26, 2017 board meeting

**Moved by:** Debbie, Annette **All in favour Carried**

**5. BUSINESS COMPLETED BY EMAIL VOTING**

**Motion:** To adopt the business completed by email voting into the minutes

**Moved by:** Debbie, Kimerica **All in favour Carried**

**6. BUSINESS ARISING FROM THE MINUTES**

1. Strategic thinking: How does ARMTA retain and develop relevance in the music community? Discuss with reference to:
   1. [Follow-up on contacting non-RMTs on the RCM teacher list Naomi](#_6._a)_Strategic)

[Discussed in the afternoon with Naomi present.]

Naomi has names for the Calgary area RCM directory members but doesn’t have addresses for most of them since addresses have since been removed from the RCM directory. She’ll try to find as many addresses as possible by April 1 to pass on to Vicki to send the prepared letter inviting them to join ARMTA.

We will ask Derek whether it would be possible to get ARMTA information out to new associates, though we recognize that they may not be able to.

In all our promotional material looking to recruit new members, we need to focus on how ARMTA gives more credibility as a small business owner.

* 1. Follow-up on information letter Annette/Naomi

[Discussed in the afternoon with Naomi present]

We have a Membership Benefits Brochure which focuses on getting members to join. Annette has put together a draft of a brochure which focuses on the benefits of studying with an ARMTA teacher and making parents/the public more aware of ARMTA.

Vicki will work with Carolyn, Heather, Annette, Debbie, and Kimerica to put together a PDF brochure focusing on the benefits of studying with an ARMTA teacher. We can have it available as a downloadable pdf on the website, though we’ll need to continue thinking of other ways to get it out to our audience. We need to focus on the “best quality music education” and focus our “30 second elevator pitch.” It should also be made available in a format that can be shared on social media.

* 1. [Collegiate members Marlaine](#_6._a)_iii.)
     1. Review

Kimerica reported that the ARMTA student group at the U of A is continuing to meet. They are hoping that there might be events right at the U of A for them to take part in. They are very interested in having workshops available right on campus with topics like how to start up a studio. The U of A student group could collaborate with the Edmonton Pedagogy group.

Kimerica would be interested in going to other universities such as the U of C to take this model to their school. Many of the U of C profs are not ARMTA members because they have insurance through the school and have the perception that ARMTA members are only for high school and younger students. We also have contacts at the U of L with Christine Rogers & Deanna Oye and at Red Deer College with Dale Wheeler.

We will wait until the U of A gets approval as a student organization before we move ahead. Once that is in place, we would like to set up a College Chapter Mentor or convenorship to oversee collegiate chapters and get things going, keep in touch and get reports from the collegiate chapters. We will then need to add student memberships to our policies & procedures. We may need to update our bylaws, which don’t even include affiliate memberships yet.

1. [Updates to Mission Statement Debbie/Kimerica](#_6._b)_Updates)

No further action is needed.

1. Policies & Procedures updates Sherry Ann Lynn
2. [Updated Job Descriptions](#_6._c)_i.)

**Motion:** To approve the changes to the Student Composer Competition Convenorship as proposed.

**Moved by:** Christine, Beth **All in favour Carried**

Beth will work with Sherry Lynn to make sure that we get job descriptions for the convenorships that don’t have a job description yet.

1. String and voice competition for 2020 Kimerica

There was some discussion over whether to have the vocal competition in the same year as the piano competition only when there is a CFMTA national competition or whether to always hold it every other year. The plan is to always do it every other year the same year as the piano competition whether CFMTA has national competition for voice or not to avoid confusion. We will plan on doing a vocal competition in 2019 in conjunction with the Piano Competition and again in 2021. We will do just a strings competition in 2020.

We need to be clear about what it is that needs to be done with our convenors to make these string and vocal competitions happen. Beth will work with the convenors to be sure they know what their expectations are and use the piano competition job description as a model. We will need to get the piano and vocal competition convenors to get to work together. Kimerica will work with them, since she is already working on the vocal competition. She is meeting with Elizabeth Raycroft on March 5th to work out further details. They are planning on finding donors to provide prizes for the competition, and the Recognition Fund is available for prize money if not. This competition will hopefully be a drawing card to vocal teachers.

1. National Voice competition 2019 Kimerica

Discussed with 6.d) above. Elizabeth Raycroft was able to join us by Skype for 2:15 – 2:25 for part of this discussion.

The focus will be only senior voice or the CFMTA requirements for this year, and perhaps add a junior category for 2021.

Report emailed from Elizabeth Raycroft following the meeting:

Due to the announcement of a Vocal Competition at the National Conference in Manitoba in 2019, the committee decided to have a separate voice competition this coming spring to be able to provide a suitable candidate to compete.

So far, we have chosen a date of March 23rd, 2019 and that it will be held in Calgary. Chrysanthema is running point in Calgary. We have approached the Cardel Theatre and they are holding the date. They have adequate rooms for warming up and a good piano. We are in the process of compiling for the competitors a list of accompanists that would be interested in accompanying during the competition. Chrysanthema is also approaching hotels to see if we can secure a deal for competitors coming in from out of town.

We are working on the application requirements, but they will reflect those that are posted on the MRMTA website.

I am in the process of creating a poster, which will be sent to all the academic institutions. We have talked to Vicki about including the information in the next monthly update and I also plan a direct email to all the voice teachers. A paper mail out (postcard) with the April renewal is also included in the budget.

We are requesting prize money from the Recognition Fund – I believe that Judith Ammann will speak to this. If this goes through, prizes will look like this:

* 1st place: $1,000 Recognition Fund, $1,000 for performing at the conference, $500 from Marek Jablonski Foundation
* 2nd place: $1,000 (another $1,000 if they end up performing at the conferences as the alternate)
* 3rd place: $500

1. [Liability insurance for the board Beth/Marlaine](#_6._f)_Liability)

It would be $600/year for $1,000,000 of director’s liability insurance. Ida would like to know if it is possible to have a rider added to our current insurance so that it covers more than “activities normal to the provision of music instruction” and includes board activities as well. Kimerica will get her husband who used to work in insurance to look over the proposed policy. Beth believes we are a low risk of having individual board members being sued, but Ida would like to have the insurance.

Vicki will check with Bill at Westland to see if it is possible to add a rider.

1. [Personal Information Protection Act (PIPA) Vicki](#_6._g)_Personal)

We received a sample Confidentiality Policy from the Board Development workshop, which is worth borrowing and stealing from, so this is still a work in progress. We do agree that it is good general practice to only give out neighbourhoods or postal codes in our directories. We do have birth years for most of our members and find it useful, particularly when recruiting volunteers.

As for the membership applications that have already been placed in the Provincial Archives, we can’t do anything about them since that information can’t be removed. We would like to know if Naomi can find out which applications are in the Archives. Most of the ARMTA applications are in a filing cabinet in the administrator’s office. We could take the oldest records or those who are deceased and put them into Archives.

Vicki will take the policy already drafted and the sample confidentiality policy from the board development workshop and put them together for voting on at the next board meeting.

1. [Alcohol & insurance Marlaine](#_6._h)_Alcohol)

It is usually $10 for a liquor license, which can be purchased online. The statement was modified to the following:

ARMTA’s current general liability policy does not include an Alcohol endorsement. If ARMTA members plan on serving alcohol as part of their teaching activities, they need to do their due diligence to obtain proper licensing and insurance.

Vicki will post this in the Member’s Area with the insurance policy details and send it out with the next email update to our members.

1. Bylaw Amendments Marlaine

At the last AGM, the bylaw amendments were defeated. The goal of the proposed bylaw was to encourage more involvement from the Members at Large. Further discussion included under 7.f)

1. [Life Memberships for 50 plus year members](#_6._j)_Life)

Branches have the option of making life members an honorary branch member if they would like.

1. [Professional development requirements survey results Marlaine](#_6._k)_Professional)

Many of the concerns voiced in the survey are false assumptions that we can address and work through.

It would be better to give people a checklist or a personal development plan worksheet so that members are reminded that they need to find ways to do professional development. This can include RCM partnerships. This would be entirely a self-evaluation tool that we could distribute annually. If we can provide lists of resources such as podcasts or books, that would be a better use of resources than policing whether people do professional development. Facebook can be used to promote continuing education for professional development.

Beth and Marlaine will work on developing a self-evaluated checklist, but we are not going to pursue requiring professional development.

1. [Human Resources](#_6._l)_Human)

The cost is too much to hire David Vetters, particularly considering that we don’t have any major issues at the moment. The Board Development workshop presenters may also have information on conflict resolution that we could use as a resource.

1. Archives Naomi

Naomi can adjust her job description to include accessing information, since we can make copies of

Information that we would like to have pulled out:

* Membership directories/lists from before 2005
* Membership applications
* Service award winners before 2005.

Vicki will put a call out to the Edmonton members of the board to meet to sort through ARMTA files in her possession, which will include sending some materials to archives.

**7. NEW BUSINESS**

1. Ideas, issues, and actions arising from Board Development workshop

At the Board Development Workshop, there were four action items that were identified as our top priorities which either our instructors, Jodi Goebel and Azkaa Rahman or other staff from the Board Development program will follow up to see if we have put them into place.

**1. Confidentiality Agreement**

**Board, Convenor, and Standing Committee Members**

**Confidentiality Agreement**

In the course of board and convenorship work, board members, convenors, and standing committee members may have access to confidential information regarding the members of the Association, applicants and students. It is the board members, convenors, or standing committee members responsibility that this information is in no way revealed or divulged except to those within the Association with permitted access to the information. No information regarding members, applicants or students with which the organization is working is to be disclosed to anyone outside the Association without prior written approval from the member, applicant, or student.

Any contravention of confidentiality will result in a formal warning followed by removal from the board, convenorship, or committee for subsequent infractions.

**Name (print):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Motion:** That we adopt this confidentiality agreement for ARMTA provincial and require all board members, convenors, and standing committee members to sign it.

**Discussion:** Offer this form to the branches and encourage them to use it. The provincial administrator will keep the signed copies.

**Moved:** Kim, Beth **All in favour Carried**

**2. FAQ & elevator pitch**

**3. Thorough orientation for new members & partner outgoing members with their replacement.**

Vicki will work with Carolyn to set up a page for board members & convenors similar to the branch areas where we can have all documents and information in one place. More importantly, outgoing branch representatives should plan to meet with incoming branch representatives to be sure that they understand what is involved with their position.

Beth would also like to have the Member’s Area condensed or tabbed so that it is easier to navigate.

**4. Explore how to make more time for generative conversations**

We will have a Zoom meeting before our September board meeting that will focus on generative discussions & developing our FAQ and elevator pitch. This will give us an opportunity to experiment with how well Zoom might work for future board meetings.

One of the biggest issues with convenors not doing their job is unclear job descriptions and making sure that we have lines of authority for who to report to if there is a problem. Clear length of terms is also beneficial. Beth will work through the Policies & Procedures manual with Sherry Lynn to include these wherever possible.

We will start using the reporting form which includes separating items for information, for discussion, and for action starting with our next meeting

Resource books provided by the Board Development workshop were divided between Marlaine, Beth, and Vicki.

Not discussed at the board meeting, but other items on the board development action list for later:

* Ethical & Legal:
  + Checklist for Minimizing Your Liability as a Board and as a Board Volunteer (Handout #14 & #15)
* Roles & Responsibilities:
  + Standard image/vision – communication – what makes us distinct
  + understanding & articulating values
* Policy:
  + Explore advocacy/lobbying to RCM
  + Ask Derek how to influence RCM decision-making
  + Look at updating/enhancing the benefits of membership – “What’s in it for me?”
* Committees:
  + Roberts Rules? Minutes – method
  + Usage of Reporting Template
  + Examining Board Committee – job description/Terms of Reference and decision making defined
* Managing the Work:
  + Explore what possible millennial-aged volunteers want from us.
* Building a Better Board
  + Fact sheet – history/background
  + Recruit Members at Large – a plan
  + Introducing evaluation tools at meetings
  + Convening methods for distance

Items identified as “Parking Lot” to discuss later:

* Identifying Risk
* 3 Modes of Governance: Generative, Strategic, Fiduciary
* Understanding/defining the values of our organization

Members present at the Board Development workshop were:

* Marlaine Osgood
* Kimerica Parr
* Beth Olver
* Debbie Gallant
* Ida Edwards
* Rosemarie Horne
* Adela Wedler
* Vicki Martin
* Annette Bradley

1. [Performance reviews Beth](#_7._b)_Performance)

Naomi believes we need to focus on comradery, support, and appreciation. Beth believes that we can hold volunteers to performance standards as long as we are clear about what we are expecting.

<http://volunteer.ca/> - has many ideas about how to we can help volunteers. Beth would like to go through these resources to pull out the information useful to ARMTA, particularly when there is a convenor who is not meeting expectations. The key is focusing on what the job description is, focusing on how we can help them do the job, and making sure that goals are being followed through.

We are not planning on doing individual performance reviews with every board member or convenor. Self-evaluated performance reviews are enough when the job is being done effectively, but we need a means for how to deal with it when it is not.

1. [RCM partnership, CC and CNCM Marlaine](#_7._c)_RCM)

We have a Skype meeting set up for Thursday, March 15 in the morning. Any board member can join by letting Vicki know they would like to be included.

Marlaine will also pursue partnerships with Conservatory and CNCM as well. Conservatory Canada is already doing online webinars which we would be pleased to partner with.

1. [Document retention and disposal Judith Ammann/Christine Rogers](#_7._d)_Document)

Christine Rogers, convenor for the Student Composer Competition, has both digital and hard copies. Hard copies of compositions submitted by students are usually returned to the student.

**Motion:** That we keep records for one year only from competition and scholarship applications and maintain the records of winners and who receives money.

**Moved:** Beth, Kim **All in favour Carried**

1. Retired & life members Beth/Vicki
2. whether they retain membership in CFMTA or can be redefined to only receive Canadian Music Teacher subscriptions

**Motion:** That the Policies & Procedures be revised to say that “3. Life members will not be counted as members for the purpose of calculating CFMTA dues. ARMTA will pay for their subscriptions to the Canadian Music Teacher Magazine (2018 $20/yr) and for delivery of Tempo. 4. Life members may be Full members or Affiliate members.”

**Moved:** Beth, Annette **All in favour Carried**

1. [Membership drives in rural areas Beth Olver](#_7._e)_Membership)

Ida would like to have a Rural Members group or branch to help connect the rural teachers. That could be done by Skype, Facetime, or Zoom meetings. We would encourage Ida to pursue getting rural teachers to connect since they have their own unique issues. We would also pursue having online webinars and workshops that would be available to rural teachers. It is possible for our members to join multiple branches, so members could join both the Rural Members and their closest city branch. We will plan on modifying the MAL job description to include both encouraging people to join the local branch if they live close and to helping the rural teachers connect and find support. If Ida can get 4 other members to agree to come together to form a Rural Branch, we can approve them as a branch at the next board meeting, using “residing in the same vicinity” in its broadest meaning including all of Alberta.

1. [Inclusion of photos on Find a Teacher search results](#_7._g)_Inclusion)

We will inform members that they can send photos to Carolyn if they would like to have their photo or business logo included in the Find a Teacher search results. Vicki will put it in the next email update.

1. [Nominations for ARMTA Service Award](#_7._g)_Nominations)

Possible nominations: Marilyn Sinclair, Pat Frehlich, possibly Dale Wheeler

Annette will call them to see if they have ever received the Service Award, starting with Marilyn Sinclair. We will vote by email after she lets us know.

1. [Nominations to Examining Board](#_7._h)_Nominations)

The examining board is now fully staffed with Rachel Goldenberg coming on. Scott Arnold has expressed interest and may be a sixth member. If we need any further members, Beth would like to look in the Edmonton area since most of the current members are from Red Deer and Calgary.

1. Budget
2. [Operating Budget Vicki/Kimerica](#_7._i)_i.)

**Motion:** To approve the final budget as adjusted.

**Moved:**  Kim, Nathene **All in Favour Carried**

1. [Recognition Fund Budget Judith Ammann](#_7._i)_ii.)

The proposed Post-Secondary Scholarship is a duplicate of the ARMTA Pedagogy Scholarship, so that is not needed. We would like to have a second ARMTA Pedagogy Scholarship only for students of ARMTA for $1000, using everything else as it is in the original application. It will be a single application for both scholarships with the addition of a question asking whether they study with an ARMTA teacher. One recipient must be an ARMTA student, and the other is open to any student, whether an ARMTA student or not.

For the Contemporary Showcase scholarships, we will have $100 per festival, including Lethbridge, West Central, Calgary, Edmonton, and Red Deer for a total of $500 as needed.

The Performance of ARMTA commissioned works is budgeted for the current year but will not be needed in the future.

The “Piano Summer School” mentioned is actually PianoFest.

Bursaries will be a maximum of $6000 total with a maximum of $500 per student.

**Motion:** To approve the Recognition Fund budget as amended above.

**Moved:**  Beth, Debbie **All in favour Carried**

**8. EXECUTIVE REPORTS: sent out in advance; referred to; not read verbatim**

1. [President's report Marlaine Osgood](#_8._a)_)
2. Vice-President’s report Kimerica Parr
3. [Past-President's report Beth Olver](#_8._c)_Past-President's)
4. [CFMTA report Beth Olver/Marlaine Osgood](#_8._d)_CFMTA)
5. [Membership report Vicki Martin](#_8._e)_Membership)
6. [Financial report Vicki Martin](#_8._f)_Financial)
7. [Administrator’s report Vicki Martin](#_8._g)_Administrator’s)

**Motion:** To approve the Executive Reports as presented

**Moved:**  Beth, Kimerica **All in favour Carried**

**9. CONVENOR REPORTS: sent out in advance for reading**

1. [Archives Naomi Parker](#_9._a)_)
2. [ARMTA Piano Competition Alison Kilgannon](#_9._b)_ARMTA)
3. ARMTA String Competition Chrysanthema Pashunkova
4. ARMTA Voice Competition Elizabeth Raycroft/Naomi Williams
5. [ARMTA Recognition Fund Judith Ammann](#_9._e)_ARMTA)

At the next meeting, we will review what the prizes are for the provincial piano competition to get them to match the CFMTA prizes. We would like Allison to make recommendations for our next meeting.

1. [ARMTA Student Composer Competition Christine Rogers](#_9._f)_ARMTA)
2. [Canada Music Week Margaret King](#_9._g)_Canada)
3. [Community Service Award Marlaine Osgood](#_9._h)_Community)
4. [Conference 2018 Viktoria Reiswich](#_9._i)_Conference)

Jon Kimura Parker and Jane Coop are not available to come. Viktoria is looking into seeing if Krzysztof Jablonski who works at Mount Royal might be able to come. Michael Kim and his wife are teaching in Minnesota and would be a possible presenter.

1. Continuing Education Deanna Oye

Marlaine will let Deanna Oye know that we would like to pursue online seminars using Facebook Live or Zoom.

1. [Examining Board Diane Ferguson/Judith Elliott](#_9._k)_Examining)
2. [Members at Large Jill Kotchen, Ida Edwards](#_9._l)_Members)
3. Policies and Procedures/Bylaws Sherry Ann Lynn
4. Provincial Festival Association Liaison Antonina Cox
5. [Publicity Heather Hindman](#_9._o)_Publicity)

Heather was able to attend from 1:15 – 2:15

Our publicity focus should be on making ARMTA more visible to the general public rather than trying to recruit new members. The website and social media is the focus of our budget since it is the most effective use of funds.

Members should be encouraged to use Registered Music Teacher as opposed to RMT and feel free to use the ARMTA logo.

1. [Social Media Christina Kolos](#_9._p)_Social)
2. [Sponsorship vacant](#_9._q)_Sponsorship)
3. [Tempo Lisa Ng](#_9._r)_Tempo)
4. [Webmaster Carolyn Garritano](#_9._s)_Webmaster)
5. [Wellness Michelle Wheatley-Brown](#_9._t)_Wellness)
6. [Young Artist Tour vacant](#_9._u)_Young)

**Motion:** To approve the Convenor Reports as presented

**Moved:**  Debbie, Naomi **All in favour Carried**

**10. BRANCH REPORTS: representatives will summarize their submitted reports**

1. [Calgary Melodie Archer, Nathene Arthur](#_10._a)_)
2. [Edmonton Naomi Parker, Deborah Gallant](#_10._b)_Edmonton)
3. [Grande Prairie Carmen Gorgichuk](#_10._c)_)
4. [Lethbridge Brenda Lockmuller](#_10._d)_Lethbridge)
5. [Medicine Hat Betty Bischke](#_10_e)_)
6. [Red Deer Annette Bradley](#_10_f)_)

**Motion:** To approve the Branch Reports as presented

**Moved:**  Beth, Naomi **All in favour Carried**

**11. CORRESPONDENCE**

Vicki will let Melanie know that we will not be able to fund the Fort Saskatchewan Music project.

Marlaine will send a letter of congratulations to CASSA for celebrating their 25th year. They have been renamed Cassa Musical Arts.

**12. NEXT MEETING**

Saturday, September 15 9:30 to 4:30 in Red Deer, AB

Saturday, February 23 in Calgary, AB

AGM: Saturday, October 27th in Edmonton. Time to be determined.

**13. ADJOURNMENT at 4:30 PM**

# 5. BUSINESS COMPLETED BY EMAIL VOTING

### Commissioned Works

Amended Motion: Move that to encourage students to send their video recordings of the Canada 150 ARMTA 85 commissioned works for posting on social media, that ARMTA offer a $50-dollar award (scholarship) from the ARMTA recognition fund for performance of each of the eight pieces of music. Total of up to $400 (eight pieces x $50). Recipients chosen by random draw from submissions received by (February 28, 2018).

MOVED BY: Beth Olver

SECONDED: Kimerica Parr.

In Favour: 10

Not in Favour: 0

Abstain: 0

MOTION CARRIED January 19, 2018

### Calgary Contemporary Showcase

I will move that the ARMTA recognition fund supply an additional $50 scholarship for Calgary Contemporary Showcase 2017 in order to cover a tie between a pianist and a singer in the Alberta 150 ARMTA 85 class.

Should another Contemporary Showcase also request, they will be covered as well.

MOVED BY: Beth Olver

SECONDED: Naomi Parker

In Favour: 9

Not in Favour: 0

Abstain: 1

MOTION CARRIED November 24, 2017

# 6. BUSINESS ARISING FROM THE MINUTES

## 6. a) Strategic thinking: How does ARMTA retain and develop relevance in the music community? Discuss with reference to:

### 6. a) i. Follow-up on contacting non-RMTs on the RCM teacher list Naomi

Two weeks ago, I did resume my search for Calgary addresses again. I had copied about 129 names by hand of Calgary people from the RCM list which I had compared with the ARMTA list but I had not copied down the addresses. When I returned to the RCM website National directory and list of certified teachers, they were no longer available. I felt guilty that I had not done the addresses sooner. But I phoned Toronto and they said that this list is no longer published. Now a person who wants a teacher must type in their own postal code they then send a message through RCM to the teachers near the postal code on the pop up list which appears. Some have their address available ion an obscure icon So I got a list of Calgary postal codes and am trying to make a list but it is taking a very long time. Will continue to work on this even after Adela takes over. But it all made me wonder if RCM had found out that I was using their list. Maybe Derek could give us a list. It would be do much easier . And it is something RCM could do to show us good will.

This was a very big project. I notice that Edmonton has some new members. We're any of these connected to the search?

*Naomi*

I have been checking to see if new applications coming in were on the “invite” list, and only 2 of the 133 invitations we sent out to Edmonton area teachers have been. One was Louisa Lu, who is well familiar with ARMTA, and the other is Jennifer Thomas whom I met at the Edmonton Branch Membership Appreciation and has apparently known Leslie Bai (on the Edmonton executive) through APTA conferences for years. You could conclude either that the letter was the tipping point or that it made no difference. I’d like to think that it’s one more weight in the balance, and that for most of the people who got the letter that it would be one more small reason to join ARMTA, not the main reason.

*Vicki*

### 6. a) ii. Follow-up on information letter Annette/Naomi

### 6. a) iii. Collegiate members Marlaine

1. Review

I am currently contacting Branches, gathering information about their Student Teacher clubs.

Below is the most current correspondence with Patty Tao:

December 6, 2017

Hi Patty,

At the ARMTA Board meeting, there was much discussion about the Collegiate Chapter and student fees.

There was some concern about Collegiate Chapter members being called a type of affiliate membership. To avoid confusion with our current Affiliate Grade 9 and Grade 10 members, a "Post- Secondary Collegiate Student" membership designation was preferred.

Because insurance and Provincial membership go in hand in hand, and because there are students studying privately, who either have to pay full fees for Affiliate 9, 10 or are not members, concerns were expressed about the fairness of some students receiving Provincial membership and insurance at a reduced fee and others not.

Provincial membership is also required for CFMTA membership. Because the only practical benefit of CFMTA are the Canadian Music Teacher magazine and entering the CFMTA Student Composer Competition, the Board felt paying a fee for this wouldn't be to their advantage.

One other item that arose were the scholarships, competitions and bursary that are available. The funds for these come out of the ARMTA Recognition Fund which is not available to ARMTA members. If Collegiate members are ARMTA members, they are not eligible for the ARMTA Music Pedagogy Scholarship, ARMTA Bursary, Provincial Piano or Voice Competition and Student Composer Competition.

There is support for a "Post-Secondary Collegiate Student" Membership available to Collegiate Chapters. This is a special category, just for ARMTA. For a nominal fee it would include:

1. Waive Provincial fees

2. Waive membership application fee

3. Waive police check with proof of enrollment in post-secondary in lieu

4. Benefits from CFMTA (Canadian Federation of Music Teachers' Association), including liability insurance, are not included in this membership.

5. As with Affiliate memberships, the “Registered Music Teacher” designation can't be used.

5. Free ARMTA events

6. Can enter students in competitions (including the ARMTA Student Composer Competition), recitals, or awards, although they wouldn't be able to enter the CFMTA Student Composer Competition.

7. Collegiate Chapter members, as part of this membership, can enter the Student Composer Competition, Provincial Piano and Voice Competition and apply for ARMTA Music Pedagogy Scholarship and ARMA Bursary.

One last item are the board meetings. ARMTA Provincial meetings are a full day board meeting, typically in Red Deer. There are only 2 meetings that alternate between Saturday and Thursday. Questions came up about Post-secondary students having the time or wanting to come to an all day meeting. If a student were interested in attending, the President would invite the collegiate member but there would be no voting rights.

There is a lot to work through. Please let me know of your thoughts.

Best regards,

*Marlaine*

January 4, 2018

Marlaine,

We are still waiting to be approved as a new organization from the University. We did not apply until the fall, and I think it was a busy time. I will have the President check on our application.

Happy New Year to you as well!

*Patty*

## 6. b) Updates to Mission Statement Debbie/Kimerica

The mission statement & Code of Ethics has been updated on the Code of Ethics page on the website, in the ARMTA application (both web and hard copy versions), in the Policies & Procedures manual, and in the Membership Benefits brochure.

## 6. c) Policies & Procedures updates

### 6. c) i. A. Updated Job Description: Student Composer Competition

Add the items in red:

5. locate a judge that has an interest in, or is familiar with, children’s creative music writing and has qualifications in Composition and/or Music Theory. Fees for the judge’s services based on Minutes of 2014 Board Meeting:

a. $20 for 8 years and under

b. $20 for 11 years and under

c. $30 for 15 years and under

d. $40 for 19 years and under

e. $50 for Open Class

12. send a list of the winners to the Provincial Administrator who will forward students’ monetary awards:

a. $50 for 8 years and under winner

b. $50 for 11 years and under winner

c. $75 for 15 years and under winner

d. $100 for 19 years and under winner

e. $150 for the Open Class winner

13. send the original submissions of the winners ~~"winners" and "runner-ups"~~ to the chair of the CFMTA Competition (round 2) by June 1 or the designated date listed on the CFMTA website.

## 6. d) String and voice competition for 2020 Kimerica

## 6. e) National Voice competition 2019 Kimerica

## 6. f) Liability insurance for the board Beth/Marlaine

Ontario, New Brunswick have Westland Commercial Liability for 5,000,000.00

B.C. has Directors Insurance and is looking into whether this can extend to the branches.

Nova Scotia will start discussion at their next meeting.

*Marlaine*

ARMTA’s insurance policy covers ARMTA generally, then all our teachers in the umbrella underneath. If someone were to sue ARMTA, the same terms and conditions as our teacher policy applies. The full details of our insurance policy is posted in the Member’s Area: <https://armta.ca/prov18/wp-content/uploads/2018/02/Insurance-policy-details.2017-2018.pdf>. That means we already have $5,000,000 of general liability insurance, and we could still consider the Director’s insurance on top of that, but generally speaking, we’re covered.

*Vicki*

## 6. g) Personal Information Protection Act (PIPA) Vicki

In order to comply with the Province of Alberta’s Personal Information Protection Act (Alberta Regulation 366/2003), the following Privacy & Personal Information Commitment has been drafted. It addresses the primary concerns addressed in the Act – see <https://servicealberta.ca/pipa-overview.cfm> for an overview of the Act and <http://www.qp.alberta.ca/1266.cfm?page=2003_366.cfm&leg_type=Regs&isbncln=9780779749003> for the complete Act. It should be noted that “directories” are officially not considered to be “personal information” and are not considered protected information.

The following is written in plain English since I am not a lawyer and have no intention of pretending to write as one. I’ve had Carolyn look over this to be sure everything meets with her approval as far as the website and database goes.

*Vicki*

**ARMTA’s Privacy and Personal Information Commitment**

ARMTA is committed both to protecting your privacy and to providing teacher referral services through our teacher directory. To maintain this balance, you have full control over which contact information you wish to have displayed in the online Find a Teacher directory or whether you wish to be included in this directory at all. Prospective students contacting ARMTA to find a teacher may be given phone numbers and email addresses. Teaching locations will only be given as they are found in the online Find a Teacher directory or by neighbourhood. *[Is this something we are prepared to commit to at the branch level as well?]*

We will not sell, give away, or distribute our teacher mailing lists for either mail or email with anyone other than the Canadian Federation of Music Teachers’ Associations (CFMTA), our ARMTA branches, and with other ARMTA members in our Members Directory.

Confidential information for our members such as membership applications, *[Except there is at least one batch of applications that was deposited in the provincial archives, which means that it is now public information available to anyone who might bother to request it.]* birth years, requests for leaves of absence, scholarship applications, and the like will be shared with ARMTA branches, committee members and volunteers only as needed for the purposes of fulfilling their role. Members may request access to their membership and financial records by contacting the ARMTA Administrator. The Provincial Archives contains records deemed to be archival, including annual reports, board meeting minutes, membership directories, and records considered not longer current. Supporting documentation for financial records are destroyed after seven years as per common practice, and supporting documentation for scholarships, awards, and competitions are destroyed after one year. *[If this works for the board & convenors as per Judith and Christine’s recommendation.]*

Students who enter competitions, masterclasses, other events for students or apply for awards or scholarships can expect to have their name, the name(s) of their teachers, and their city announced. The ARMTA Bursary is the exception, for which all recipients are kept confidential.

ARMTA relies on third-party service providers for our online services, including MembershipWorks for our membership management, Stripe for processing online payments, and MailChimp for email delivery. Our third-party service providers have been chosen for their expertise and integrity and will not sell our share our data. Our website is secured with an SSL certificate, and credit card information is not stored or kept by ARMTA. All ARMTA records both physical and digital are reasonably protected with passwords and locks. Should any records of ARMTA or our third-party providers be stolen, breached, or accessed without authorization, all ARMTA members and affected parties will be notified.

While we consider our email updates and newsletters to be a benefit of membership and automatically subscribe our members, we will comply with Canada’s Anti-Spam Legislation and members may unsubscribe at any time.

## 6. h) Alcohol & insurance Marlaine

If ARMTA members plan on serving alcohol at an ARMTA event in a public venue, a liquor license, available at most liquor stores, and events liability insurance, available through most insurance companies, are required.

Our Westland Insurance policy does not include an Alcohol endorsement.

If the event is held in a private residence, the host's home insurance policy will cover the event.

## 6. i) Bylaw Amendments Marlaine

## 6. j) Life Memberships for 50 plus year members

We have 5 new life members because of offering life memberships to our retired members who have been a member of ARMTA (or other RMT associations) or over 50 years:

* Frances Scragg
* Ruth Nolan
* Jennifer Bosse
* Roberta Stephen
* Audrey Poirier

In addition, there are 8 other members who have been around ARMTA for over 50 years that are still teaching. They have been informed by letter that if/when they choose to retire that they can inform the administrator and receive a life membership.

* Alexandra Munn
* Marilyn Sinclair
* Doreen Laing
* Eleanor Young
* Geraldine Haythorn
* Betty Lou Beatty
* Lois Cox
* Brian Cross

*Vicki*

## 6. k) Professional development requirements survey results Marlaine

See ARMTA Professional Development Survey results.printable.docx.

Considerations, ideas, and thoughts from the Professional Development survey comments:

* Consider cost to new teachers and almost retired teachers – lowered requirements/no requirements
* online workshops/webinars
* partner with RCM – Dec. 13, 1027 “I shared (with) RCM that ARMTA is considering PD hours for renewal of membership. We would be able to provide validation that a teacher attended one of our workshops upon ARMTA's request”. Derek
* wide enough variety to cover special needs teaching, “holistic” approach to teaching (i.e. Yoga etc.)
* affordability
* Not only learning new material, but review
* Different grade level requirements??
* Average PD hours over 2 – 3 years
* Grace period with a plan

*Marlaine*

## 6. l) Human Resources Marlaine

Yes, the minimum 10 hours per month is a bit pricey for us.

David Vetters may be open to changing that.

Marlaine

DRAFT Employment Contract

This Employment Contract (“Agreement”) is entered into as of the date of last signature below (“Effective Date”) between the Alberta Registered Music Teachers Association (ARMTA) (“the Employer”) and David Vetters (“the Employee”).

Whereas, the parties agree as follows:

1. Project Related Work

The Employer desires to have the Employee undertake project work from time to time whereby the hours of payment shall be negotiated in advance of commencing the work. The Employee agrees to use reasonable effort to perform the Project. The Employer acknowledges that the Employee makes no express or implied warranties for results of the Project. For administration purposes, an email of agreement between the Employee and Employer regarding billable hours shall suffice and be considered a binding addendum to this agreement.

2. Duration of Contract

The period of employment shall commence on April 01, 2018 and end after 12 months. The period of employment may be extended by mutual written agreement of the parties.

3. Hourly Rate of Pay

The Employer shall pay the Employee an hourly rate of pay in the amount of $150.00/hour. Based on the cyclical nature of the work and to ensure that this contract is viable for both parties, it is agreed that the Employer shall pay the employee a minimum of 10 hours of pay per month of employment, regardless of the amount of work performed. For the purposes of coding time spent on phone calls, it is understood and agreed upon that telephone conversations between the Employer and Employee shall be rounded to an hour for the purposes of coding payment. For example, should the Employee receive a phone call from the Employer that lasts for twenty minutes or less, this time shall be coded as an hour of work.

4. Hours of Work

Unless mutually agreed upon, the Employee’s hours of work shall consist of time worked after 4:30 p.m. on weekdays and weekends.

5. Payment Schedule

The Employee shall be paid on a monthly basis.

6. Termination

This Agreement may be terminated by the Employer upon sixty (60) days’ written notice to the Employee. This Agreement may be terminated by the Employee upon fourteen (14) days’ written notice to the Employer.

7. Publicity

The parties will mutually agree on any press releases or other publicity relating to their employment relationship.

8. Privacy

The Employer will carefully treat all personal information of the Employee in accordance with applicable privacy laws. As such, the Employee’s personal information will only be collected, used and disclosed by the Employer for purposes reasonably required to maintain this employment relationship.

9. Liability

The Employer agrees to hold the Employee harmless from any loss, claim, damage, or liability of any kind in connection with this Agreement.

10. Confidentiality

The Employer and Employee will hold the terms of this Agreement in strictest confidence and will not publish or disclose its terms to any person except to legal and financial advisors for the purpose of obtaining advice regarding the Agreement or to such government agencies as may be required for income reporting purposes or as otherwise required by law.

11. Counterparts and Facsimile

This Agreement may be executed in any number of counterparts, each of which is deemed to be an original, but which together shall constitute but one instrument. This Agreement shall be considered accepted once it has been executed by both parties. A signature delivered by facsimile or electronic means will be considered binding for each party.

12. Entire Agreement

This Agreement embodies the entire understanding between the Employer and the Employee and any prior or contemporaneous representations, either oral or written, are superseded. No amendments or changes to this Agreement shall be effective unless made in writing by authorized representatives of the parties.

DATED AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, ALBERTA THIS \_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR THE EMPLOYER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR THE EMPLOYEE

## 6. m) Archives Naomi

# 7. NEW BUSINESS

## 7. a) Ideas, issues, and actions arising from Board Development workshop

## 7. b) Performance reviews

We should have a means to review conveners: Generally, we have good people volunteering and doing a satisfactory or great job., and we let volunteers stay on until they decide to leave. However, once in a while someone accepts a position and is not adequate to the task but does not resign on their own. It would be good practise for an officer to speak with each convener every year in terms of

* + What has been accomplished
  + What their goals are and do those goals align with the board’s
  + Whether they get the support they need

It might be good to have a process to also review offers and branch reps

*Beth*

## 7. c) RCM partnership, CC and CNCM Marlaine

Skype meeting with Derek Chiu set for Thursday, March 15 at 10:15.

Hi Marlaine, Dec. 15, 2017

Yes, we can do a skype session with teachers and different branches. This is easy to do and organize. We can set this up individually with branches, a single teacher or a group.

RCM Certified teachers receive a discount at our online book store. What teachers need to know is that all print material whether it is RCM Publishing, Hal Leonard, Henle, etc. have very low margins. Music retailers make very little money on publications. If there are further discounts, the books would be sold at a loss. This is very important to know.

OMRTA and RCM hold joint workshops in their different branches. For instance, a branch will invite RCM to lead a workshop on a topic. We then negotiate fees for the workshop. This may be especially beneficial for non-piano teachers. Maybe we organize a string workshop perhaps. There are many ways to approach this.

One of the things I believe we need to do connect more teachers in Alberta with the Royal Conservatory so that they can ask questions. There are a lot of myths and rumors going on out there and it is important for teachers to know the truth but to have an opportunity to ask their questions. This is something we can develop for the spring!

Thanks

Derek

Hi Marlaine, Feb. 14, 2018

Hope all is well. I would like to set up some skype sessions with the different ARMTA Branches. How might we get started on this. Do you think we should have one with the ARMTA Executive Branch? Maybe we can write a joint invitation and send out to each branch? What do you think?

Thanks,

Derek

## 7. d) Document retention and disposal Judith Ammann/Christine Rogers

How long should applications for bursaries, scholarships, and competitions be kept? Judith & Christine recommend shredding applications after 1 year and only keeping records of winners and who received money.

See also [ARMTA Recognition Fund Convenor’s Report](#_9._e)_ARMTA)

## 7. e) Retired & life members Beth/Vicki

i) whether they retain membership in CFMTA or can be redefined to only receive Canadian Music Teacher subscriptions

To: Anita Perry

There is a question that has come up, since it has been drawn to our attention that CMT magazine subscriptions can be purchased for $20. This member list includes 2 provincial life members and 17 retired members. Would it be appropriate for ARMTA to be purchasing a subscription for these members rather than considering them a member for whom we pay the full $35-member fee, or was that not the intent? They’re not teaching, not insured, and not taking part in any other CFMTA programs.

Vicki Martin

Dear Vicki,

Thank you for your enquiry. I hope I can answer this and be of some help.

Each province is in charge of how they deal with their membership, so this is not quite the responsibility of the CFMTA administration. All we require is your mailing list of those who are to receive the CMT magazine.

In Manitoba, we pay for our Life Members to receive their copy of both the Provincial "Take Note" magazine and the CMT. However, retired members fees cover their copies. As this would be an executive decision, maybe at your next meeting, you could add it to your agenda and come up with a provincial solution!

Good luck!

Tiffany A. Wilson, President CFMTA/FCAPM

Hi Marlaine, Beth, & Kimerica,

The question and its answer are much more murky than I imagined. We get to decide what defines a CFMTA member and whether our provincial life members and retired members are considered CFMTA members? CFMTA says so! Our policies & procedures manual seems to indicate that they are CFMTA members:

Retired Member

1. Non-practicing teachers may apply to the Provincial Administrator for retired status.

2. The annual fee shall be one-half of the current full membership fee.

3. Retired Members receive the Provincial Newsletter (Tempo).

4. Retired Members are members of CFMTA but do not receive insurance coverage. They will receive a subscription to The Canadian Music Teacher Magazine.

Life Member

1. Life membership is a provincial designation and is granted at the discretion of the Provincial Board.

2. Life membership may be granted for:

a. meritorious and long-standing service at the provincial and national levels.

b. active membership and service with ARMTA for fifty (50) years.

3. Provincial fees for Life Members (including CFMTA fees) shall be the responsibility of ARMTA Provincial.

So, it would seem that we either need to continue paying for their fees as CFMTA members at $35 or change our P&P so that we only purchase them a CMT subscription at $20, unless there’s something I’m misunderstanding.

Vicki

I think you're right on that, Vicki.

Other than the magazine, there really isn't much else retired members would use from CFMTA.

What did we tell the retired and life members - CFMTA membership or CMT Magazine?

I agree with Beth about considering changing the P and P Manual.

Marlaine

The letter that just went out to new and potential provincial life members only mentioned still receiving CMT, not CFMTA “membership.”

I can put on the list of things for the next board meeting. The only thing we’ll want to do is make a distinction between provincial life members who are retired (which most of them are or will be) and those that are still teaching, like Dorothea Johanson. Those that are still teaching will still need insurance and should still be considered CFMTA members.

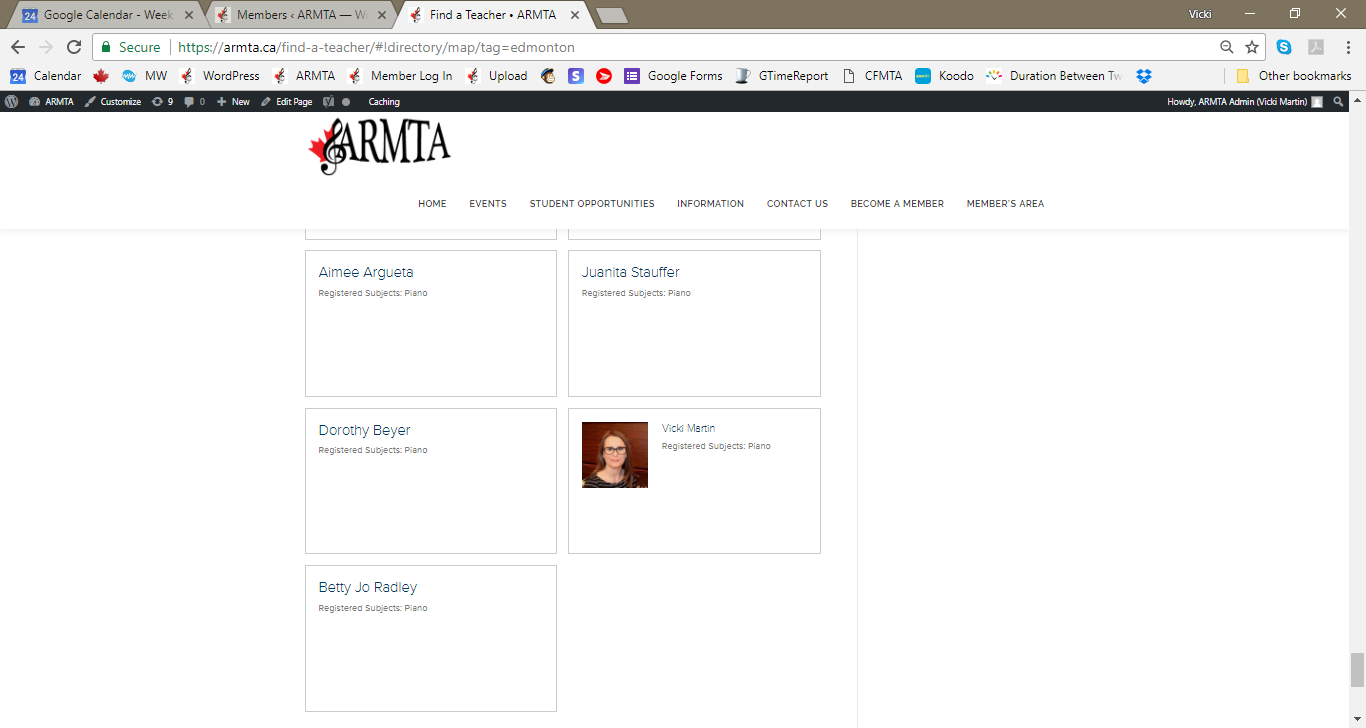
Vicki

## 7. f) Membership drives in rural areas Beth Olver

At our board meeting (maybe the board development meeting), can we do more brainstorming about membership drives especially in rural areas. I wonder about offering workshops and including a deal on first year membership fees for attendees. There are several communities with active local music teacher associations.

## 7. g) Inclusion of photos on Find a Teacher search results

Sample of what including photos on the Find a Teacher search results could look like:



MembershipWorks sets up a “business card” for their search results that normally members can add photos to and include their own text. Since we wanted to include Registered Subjects, we customized it so that only admins can edit the business card information, but that also means that members cannot add their own photos here, although they can put photos in their profile that is visible after you click on the member’s business card for more details.

For a short while, Carolyn Garritano and Christina Kolos had their photos up as they were experimenting what it would look like, which led to the following email discussion:

Hi Carolyn,

Do you know how it is that you and Christina Kolos came to be the only members with photos showing directly on the Find a Teacher website and not just when you go into that member’s profile? If there’s a way for all our members to do the same, we should let them know how, but if not, then it would be best if we took them off so that everyone is equal…

Vicki

Hi Vicki!

I stumbled across this a few weeks ago when Christina & I were meeting with Heather Hindman. We uploaded our photos to test it out. If you log into membership works, click on a member & go to their profile, there is a place to drag & drop (or click & upload) a photo in the business card box where we put their registered subjects. You can go try it out if you like.

We CAN allow members to access the business card box & upload their own photo but then they would also have access to change their Registered Subjects, which we do not want them to have access to.

I was going to suggest to you that we could announce to members that they can send their headshot photo to me & I could upload it for them if they wanted it on there.

I think it’s nice to have the option to have the photos right on the business cards. I’m also ok being the one to accept all the photos. Even if it’s not an official headshot, I can crop the photo like I was doing for meet our members (I actually still have those photos).

Heather Hindman’s idea was to try to set up a day where member could come and have a professional head shot taken to be posted but I am not sure that would be easy to arrange.

As new members join they could submit a photo with their application if you wanted them too.

What do you think?

Carolyn

Reluctant overall, I’m afraid. It is a lot more visually appealing than a list of names, especially with its setup as “business cards”. However, given that we only have 73 out of 457 members (16%) who have bothered to upload photos which I think is easier than bothering to email it to someone else (though someone older than I might not agree), I suspect that we wouldn’t have a very high participation rate, so it would favour only a few. It definitely would not be easy to set up a photo shoot, even if it got more of our members to participate. While I appreciate the offer of doing it for our members, it is administratively more work than I think it is worth.

My philosophical objection would be that it also means that prospective students are going to be making their first impressions and judgements of their teachers as much (or more) based on appearance as their qualifications. I suppose it happens anyways, but if it can be delayed, so much the better. Would you expect to see photos of headshots on a directory of doctors, dentists, accountants, or lawyers? Probably not, though business logos would be more likely.

If you and Heather have already talked about it, then it is very likely we disagree. Think it would be worth having the board hash it out?

Vicki

I think maybe we do need to ask more people for their opinion. I think people would like to see what a teacher looks like to get a first impression before calling. It would be up to the member whether or not they want to have a photo posted. If they think it’s an unfair advantage, then they should go to the trouble of getting a photo posted. If there are teachers not actively looking for students, they may decide they don’t need a photo posted.

There are many Edmonton area music school’s adding photos to their websites which is probably why Heather liked the idea (including her Suzuki school). Here are some examples:

* <https://www.edmontonsuzukipiano.ca/about/teachers/>
* <http://resonatemusic.ca/music-school/why-us/our-team/>
* <http://www.albertamusicacademy.com/site/about_us>
* <https://www.visionaryperformingarts.ca/our-teachers>
* This Canada/Alberta music teacher directory has photos… some are our members: <https://musicteachersdirectory.org/CAN/AB/Edmonton-Music-Teachers-Alberta-Music-Lessons>

RCM directory does NOT have photos.

I did a brief search for other professions. I didn’t find Alberta doctors or dentist listings with photos but I did find some lawyers: <http://www.lawyerlocate.ca/Alberta>

For accountants I couldn’t find a provincial listing with photos but some individual firms have photos of their staff: <http://kingco.ca/accounting-team/>; <https://www.collinsbarrow.com/en/edmonton-alberta/professionals>

I didn’t search very hard for these listings so there are probably lots more examples of places that do & do not have photos.

It’s probably going to be tricky to make everyone happy but is probably worth considering.

Carolyn

I’m not opposed… just reluctant, and want to make sure that we’re being equitable to all our members.

The Alberta Dental Association <http://www.dentalhealthalberta.ca/index/Pages/find-a-dentist> and the College of Physicians & Surgeons of Alberta <http://search.cpsa.ca/physiciansearch> don’t have pics - if it matters, but you’re right that some will and some won’t.

I can pass on our discussion to the executive (Marlaine, Beth, Kimerica) and let them either decide or take it to the next board meeting.

Vicki

Hello Marlaine, Beth, and Kimerica, plus Carolyn & Heather to keep you in the loop,

Carolyn and I have been having a little discussion about how or whether we might include photos on the Find a Teacher directory for ARMTA, and this is something she and Heather have already discussed as well. MembershipWorks is designed to have “business card” ads which can include a photo, though we have restricted a member’s ability to edit it themselves so that we can include their Registered Subject there and not have that edited. The rest of the discussion you can read below.

At the risk of making too big of a deal about a relatively minor thing, could you either weigh in or decide to take this to the board?

Vicki

Hi all,

I apologize as I think I am confused here—don’t we already have photos in our profiles? It looks like some people do…Are we debating not having this as an option anymore, or just not showing photos on the main page (but keeping them in member profiles)? If the latter, I’m not sure it really makes that big of a difference—it’s just a click away.

Either way, I am in full support of having photos and encouraging all members to have some kind of profile pic but do feel some kind of quality control, or at least advice, for members would be helpful to ensure the photos are professional and not personal. I’m not sure we can compare to other professions (medicine, dentistry, etc.) as every profession has it’s own standard for these things. The arts definitely have more images-- of artists, performers and teachers-- in their PR materials. Music professors at universities have these, performing ensembles, composers, and many music schools as well. I have faith that people would not pick or deny an instructor simply because of their picture, as hopefully they went to ARMTA to begin with because they are looking for qualifications, region, specialty, etc. Maybe I am too optimistic…. Given our social media-driven world—where profiles with images/information are the norm-- it might be interesting to consider the professional presentation of not having this. Just a thought, but I do also appreciate Vicki’s concerns about equity, so maybe a board discussion would be wise.

I hope that helps,

Heather

Just to clarify that ARMTA is a professional organization not a music school, firm or company.

Professional organizations don't have photos (other examples: Canadian Bar Association and the Association of Professional Engineers and Geoscientists of Alberta). Music schools, firms, companies tend to have photos.

What is the purpose of having photos of our members available to the public?

What are some other ways we can use our energies to increase the visibility of ARMTA?

I will suggest that the photos come off the website for now. Please be reminded that we are here to serve the best interests of the membership and should not use our position for personal advantage.

Marlaine

HI

I would be one member not particularly interested in having my photo on the teacher directory ---- partly I am not trying to grow my studio.

That said, I have no strong feelings either way. Certainly, I don’t think a picture weighs much in the selection of a teacher. I can see that the lack of a picture may not attract “visits’ the way the presence of a picture might.

If everyone has the option of posting a head shot in the directory, then I think it is fair enough, especially if that option is promoted at membership renewal time.

I hear Vicki’s concerns especially about the work involved.

If Carolyn is willing to post headshots of members who will send pictures to her, that would be OK by me.

Beth

Hi Vicki!

Here is an email conversation that happened after Calgary member Laurainne Williams came across my photo when it was temporarily posted on the business card in the find a teacher page. She would definitely be in favour of having photos or logo images of some type because the names in the listing. (See conversation below.)

Did you want to discuss this option with more board members at this time?

I will leave it up to you to decide.

Carolyn

Hi Carolyn

I hope this finds you well.

Laurainne Williams, my wife, is a member of ARMTA and teaches piano in Calgary.

She has asked me to find out from you how I can put her photo on the main page of the ARMTA website armta.ca (as you have done).

Can you help me out here please?

If it is too laborious a task to describe the steps by email, I wonder if I could call you from Calgary and, (with both of us sitting in front of our PC's) you could lead me step by step through the process until it is done?

(It should only take a couple of minutes of your time and I know Laurainne would be very grateful.)

Forwarded for your favorable consideration.

Thank you, Carolyn!

Ron Williams

Hi Carolyn,

Thanks a million for bringing it to the executive’s attention.

It also looks a tad unprofessional just having almost empty box outlines showing just a couple of lines.

A teacher’s photo/logo/trademark etc. would take away the barrenness of these boxes and look more attractive to the viewer, whether it be the public or other. Just a thought. Hope the executive views your request favorably,

Take care, thanks again, good luck in your efforts and all the best,

Thanks!

Ron

**POSSIBLE SOLUTIONS:**

1. As Carolyn suggests, have members forward their photo to her to have her post them in the “business card” so that we can be sure that members cannot edit their Registered Subjects.

2. Allow members to edit their own “business card” entirely and post their own photos. In this case, we would probably want to start by removing the Registered Subjects: line from every member, and probably list everyone’s current Subjects Taught instead. This would certainly appeal to Affiliate members, who have already complained that it is hard to see what they teach since they are only listed as Affiliate 9 or Affiliate 10.

3. Leave it as it is.

## 7. h) Nominations for ARMTA Service Award

We need to nominate a recipient for the 2018 ARMTA Service Award to be presented at the 2018 AGM/MCA!

Past recipients are:

2005 Linda Kundert-Stoll

2006

2007 Bettijo Smith

2008 Rhoda Murray

2009 Susan Wilson

2010 Priscilla King

2011

2012 Joan Milton

2013 Bev Moore

2014 Judith Ammann

2015 Dorothy Buckley

2016 Carol Mellors

2017 Teresa Allred

## 7. i) Nominations to Examining Board

With Annette Bradley and Diane Ferguson resigning from the Examining Board, they are down to four members:

Beth Olver has several people currently interested, but if you have any further suggestions, please submit them to her or Marlaine.

## 7. j) i. Operating Budget Vicki/Kimerica

See Budget Planning.2018-2019.xls and ARMTA Budget Request Details.2018-2019.pdf

## 7. j) ii. Recognition Fund Budget Judith Ammann

**ARMTA Recognition Fund Scholarship Budget Committee**

**Report to ARMTA Provincial Board Meeting March 2018**

**The recommendations below are indicated as follows:**

**Black** is unchanged from past budgets and may not require (much) discussion

**Red** is for changed or new items that may require discussion - board approval

**Blue**is for funds that have been in place but have not been accessed in past years

**2018 Projects Budget**

Biennial Piano Competition $4,000 every 2 years $2,000 annually unchanged

Provincial Voice Competition PRIZE MONEY 2019 $2,000 Annual incentive for future

Provincial String Competition PRIZE MONEY 2019 $2,000 Annual incentive for future

CASSA (Calgary Arts Summer School) Scholarships $300 Annually unchanged

Provincial Awards to the Branches $3,500 Annually unchanged ***Calculated at $750 each for Calgary and Edmonton $500 each for 4 Small Branches***

Student Composer Competition Awards $700

Bursaries (Needs Based) max. $6,000

***See \* below and* \* *below***

ARMTA Pedagogy Scholarship $1,000 increased?

Post- Secondary Scholarships max. $2,000 New?

Contemporary Showcases $300? New in 2017

Performance of ARMTA commissioned works $400 New

TOTAL RECOMMENDED SPENDING $20,200 - PROVIDED ALL PROJECTS MOVE AHEAD

**\*In 2017,** the Provincial board allowed an increase to the original $5,000 that was budgeted but increased to maximum $7,000. The committee granted $6,500. The request for $6,000 is considering that the Piano Summer School in Red Deer advertises that ARMTA Recognition Fund may be able to assist their applicants. Last summer, 2 applicants received help to attend this excellent camp run by Jason Cutmore. I received glowing letters of gratitude. This is an excellent place to show of ARMTA’s support.

**Re: amounts awarded -** For a person in need, $250-300 may pay for 5-7 lessons. While the fund is strong and the Alberta economy continues to struggle, $300-500 per applicant is more realistic.

*Submitted by Judith Ammann*

# 8. EXECUTIVE REPORTS

## 8. a) President's report Marlaine Osgood

The Board Development Fundamentals Workshop is booked for March 2 and 3. Thank you Vicki Martin for gathering and delivering the required documents.

Organizing ARMTA's partnership with the Royal Conservatory is ongoing. I had further correspondence with Derek Chiu, Royal Conservatory Representative in Alberta, about ways we could partner such as joint workshops through Branches. Branch Presidents have been updated. There will be further discussions in the Spring.

In preparation for the March Board meeting, I contacted other Provincial Associations about Liability Insurance. Ontario and New Brunswick have Westland Commercial Liability Insurance. B.C. has Westland Director's Insurance and is looking into having this extended to Branches. Nova Scotia will start discussions at their next meeting.

A Professional Development survey went out to the membership. Seventy-two members or 15% of our membership responded.

The CFMTA is offering a National Voice Competition at the National Conference in Winnipeg 2019. Prizes are available at the National level: 1st prize - $5000; 2nd prize - $3000; 3rd prize - $2000. Provincially, Judith Ammann will give a proposal on prize amounts using the ARMTA Recognition Fund. Beth Raycroft and Kimerica Parr are prepared to organize the Provincial competition for voice.

Respectfully Submitted,

*Marlaine Osgood*

## 8. b) Vice-President’s report Kimerica Parr

## 8. c) Past-President's report Beth Olver

The special project to mark Canada 150 ARMTA 85 saw the commissioning and performances of 8 new works for students during 2017. The project expanded again to encourage students to post videos of their performances of these pieces. This has had a slow start, but there is hope that it will create a boost to ARMTA online presence and for Palliser Publishing and the composers. The ARMTA recognition fund is providing up to eight $50 scholarships to support this effort.

I am currently seeking new conveners: sponsorship, examining board chair, examining board members, and Young Artist. Many thanks to retiring Conveners Diane Ferguson, Deb Gallant, and Annette Bradley (examining board member).

During the past year I have filled in as sponsorship convener.

I have been working with the MAL conveners Jill Kotchon and Ida Edwards to actively encourage branch membership and to supportive programs for members at large.

CFMTA board will meet again in July in Toronto. Watch for proposals that will require your comments, questions and recommendations. CFMTA will also meet for an additional day for board development. The password for members to access information on CFMTA.org is members1935.

*Beth Olver*

## 8. d) CFMTA report Beth/Marlaine

Nothing to report.

## 8. e) Membership report Vicki Martin

Since our last board meeting, there have been the following changes in our membership:

New Members

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **MEMBERSHIP TYPE** | **REGISTERED SUBJECTS** |
| Chi-Wen | Kao-Dube | Full | Violin |
| Andrew | Sims | Full | Piano |
| Loesha | Eastman | Full | Piano |
| Amanda | Michel | Affiliate Grade 10 |  |
| Louisa | Lu | Full | Piano, Violin |
| Leslie | Mahr | Full | Violin, Viola |
| Marcia | Katzmar | Full | Voice |
| Tyson | Oatway | Full | Guitar |
| Gabriella | Hsu | Affiliate Grade 9 |  |
| Tracy | Bozzi | Affiliate Grade 10 |  |
| Dorie | Gold | Full | Flute |
| Nicole | Sun | Full | Piano |
| Subash | Giri | Full | Ethnomusicology |
| Dave | Wall | Full | Guitar, Composition |
| Kanykei | Mukhtarova | Full | Piano, Accompaniment |
| John | Murray | Full | Voice |
| Christina | Robertson | Full | Piano |

Reinstatements

None

Transfers

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | **MEMBERSHIP TYPE** | **REGISTERED SUBJECTS** |
| Patty | Wu | Full | Piano |
| Gillian | Lemire-Elmore | Full | Piano |

Both transferred in from BCRMTA

Upgrades

Nicole Sun – upgraded from Affiliate 10 to Full, Piano

New Provincial Life Members (50+ years of membership)  
Frances Scragg

Ruth Nolan

Jennifer Bosse

Roberta Stephen

Audrey Poirier

Leave of Absence

Jerry Ozipko

Kristy Nemez

Rebecca Vizza

**Membership totals:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **January 30, 2014** | **January 31, 2015** | **January 26, 2016** | **February 17, 2017** | **February 8, 2018** |
| Full | 387 | 387 | 402 | 400 | 414 |
| Affiliate Grade 10 | 14 | 15 | 14 | 18 | 18 |
| Affiliate Grade 9 | 4 | 3 | 5 | 5 | 8 |
| Retired | 12 | 10 | 12 | 15 | 14 |
| Honorary Branch Members | 2 | 2 | 2 | 2 | 0 |
| Provincial Life Members | 3 | 3 | 2 | 2 | 5 |
| **TOTAL** | **422** | **420** | **437** | **442** | **460** |
| **Growth from prior year** |  | **-.5%** | **4.0%** | **1.1%** | **4.1%** |

**Branch membership totals:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **January 26, 2016** | **February 17, 2017** | **February 8, 2018** |
| Calgary | 184 | 190 | 193 |
| Edmonton | 137 | 138 | 148 |
| Lethbridge | 22 | 23 | 27 |
| Red Deer | 20 | 19 | 18 |
| Grande Prairie | 6 | 5 | 4 |
| Medicine Hat | 6 | 8 | 8 |
| Members at Large | 62 | 59 | 62 |
| **TOTAL** | **437** | **442** | **460** |

*Vicki Martin*

## 8. f) Financial report Vicki Martin

**Balance Sheet**

**As of January 31, 2018**

|  |  |  |  |  |  | **31 Jan 18** |  | **31 Jan 17** |  | **$ Change** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ASSETS** | | |  |  |  |  |  |  |  |  |
|  | **Current Assets** | | | | |  |  |  |  |  |
|  |  | **Chequing/Savings** | | | |  |  |  |  |  |
|  |  |  | **ATB Chequing** | | | 32,628.22 |  | 30,652.98 |  | 1,975.24 |
|  |  |  | **GIC 3** | |  | 0.00 |  | 18,802.00 |  | -18,802.00 |
|  |  |  | **GIC 4** | |  | 20,000.00 |  | 20,000.00 |  | 0.00 |
|  |  |  | **GIC 5** | |  | 12,000.00 |  | 0.00 |  | 12,000.00 |
|  |  |  | **Stripe** | |  | 3,931.89 |  | 3,631.11 |  | 300.78 |
|  |  | **Total Chequing/Savings** | | | | 68,560.11 |  | 73,086.09 |  | -4,525.98 |
|  |  | **Other Current Assets** | | | |  |  |  |  |  |
|  |  |  | **Undeposited Funds** | | | 200.00 |  | 0.00 |  | 200.00 |
|  |  | **Total Other Current Assets** | | | | 200.00 |  | 0.00 |  | 200.00 |
|  | **Total Current Assets** | | | | | 68,760.11 |  | 73,086.09 |  | -4,325.98 |
|  | **Fixed Assets** | | | |  |  |  |  |  |  |
|  |  | **Computer Equipment** | | | |  |  |  |  |  |
|  |  |  | **Computer Equipment Cost** | | | 662.44 |  | 662.44 |  | 0.00 |
|  |  |  | **Computer Equipment Depreciation** | | | -600.00 |  | -400.00 |  | -200.00 |
|  |  | **Total Computer Equipment** | | | | 62.44 |  | 262.44 |  | -200.00 |
|  | **Total Fixed Assets** | | | | | 62.44 |  | 262.44 |  | -200.00 |
| **TOTAL ASSETS** | | | | |  | **68,822.55** |  | **73,348.53** |  | **-4,525.98** |
| **LIABILITIES & EQUITY** | | | | | |  |  |  |  |  |
|  | **Liabilities** | | |  |  |  |  |  |  |  |
|  |  | **Current Liabilities** | | | |  |  |  |  |  |
|  |  |  | **Other Current Liabilities** | | |  |  |  |  |  |
|  |  |  |  | **Branch Fees Collected** | |  |  |  |  |  |
|  |  |  |  |  | **Calgary Branch** | 2,340.00 |  | 2,112.50 |  | 227.50 |
|  |  |  |  |  | **Edmonton Branch** | 2,210.00 |  | 2,105.00 |  | 105.00 |
|  |  |  |  |  | **Lethbridge Branch** | 140.00 |  | 140.00 |  | 0.00 |
|  |  |  |  |  | **Red Deer Branch** | 75.00 |  | 75.00 |  | 0.00 |
|  |  |  |  | **Total Branch Fees Collected** | | 4,765.00 |  | 4,432.50 |  | 332.50 |
|  |  |  |  | **Deferred Income** | | 11,165.00 |  | 11,015.00 |  | 150.00 |
|  |  |  | **Total Other Current Liabilities** | | | 15,930.00 |  | 15,447.50 |  | 482.50 |
|  |  | **Total Current Liabilities** | | | | 15,930.00 |  | 15,447.50 |  | 482.50 |
|  | **Total Liabilities** | | | | | 15,930.00 |  | 15,447.50 |  | 482.50 |
|  | **Equity** | |  |  |  |  |  |  |  |  |
|  |  | **Opening Bal Equity** | | | | 31,913.31 |  | 31,913.31 |  | 0.00 |
|  |  | **Unrestricted Net Assets** | | | | 15,483.37 |  | 15,839.49 |  | -356.12 |
|  |  | **Net Income** | | | | 5,495.87 |  | 10,148.23 |  | -4,652.36 |
|  | **Total Equity** | | | |  | 52,892.55 |  | 57,901.03 |  | -5,008.48 |
| **TOTAL LIABILITIES & EQUITY** | | | | | | **68,822.55** |  | **73,348.53** |  | **-4,525.98** |

**Profit & Loss Budget vs. Actual**

**As of January 31, 2018**

|  |  |  |  |  |  | **2016-2017** | | |  | **2017-2018** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **Apr 2016 - Mar 2017** | **Budget** | **$ Over Budget** |  | **Apr 2017 - Jan 2018** | **Budget** | **$ Over Budget** |
|  | **Income** | | |  |  |  |  |  |  |  |  |  |
|  |  | **Advertising Income** | | | | 50.00 | 0.00 | 50.00 |  | 50.00 | 0.00 | 50.00 |
|  |  | **Conference Income** | | | | 50.00 | 0.00 | 50.00 |  | 444.92 | 0.00 | 444.92 |
|  |  | **Donations** | | |  | 50.00 | 0.00 | 50.00 |  | 75.00 | 0.00 | 75.00 |
|  |  | **Interest Income** | | | | 302.68 | 275.00 | 27.68 |  | 340.03 | 395.00 | -54.97 |
|  |  | **Membership Income** | | | | 58,260.50 | 57,190.00 | 1,070.50 |  | 59,575.00 | 57,831.00 | 1,744.00 |
|  |  | **Projects Income** | | | |  |  |  |  |  |  |  |
|  |  |  | **CFMTA Student Composer Comp.** | | | 1,180.00 | 95.00 | 1,085.00 |  | 385.00 | 900.00 | -515.00 |
|  |  |  | **Piano, Voice, & Strings Comp.** | | | 200.00 | 150.00 | 50.00 |  | 0.00 | 0.00 | 0.00 |
|  |  |  |  | **Vocal & Strings Comp** | |  |  |  |  |  |  |  |
|  |  |  | **Travelling Workshops Income** | | | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.00 |
|  |  | **Total Projects Income** | | | | 1,380.00 | 245.00 | 1,135.00 |  | 385.00 | 900.00 | -515.00 |
|  |  | **Service Fee Income** | | | | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.00 |
|  |  | **Sponsorship Income** | | | | 1,600.00 | 2,450.00 | -850.00 |  | 2,465.00 | 1,600.00 | 865.00 |
|  | **Total Income** | | | | | 61,693.18 | 60,160.00 | 1,533.18 |  | 63,334.95 | 60,726.00 | 2,608.95 |
|  | **Expense** | | | |  |  |  |  |  |  |  |  |
|  |  | **Administration** | | | |  |  |  |  |  |  |  |
|  |  |  | **Administrator Contract** | | | 8,400.00 | 8,400.00 | 0.00 |  | 8,800.00 | 10,560.00 | -1,760.00 |
|  |  |  | **Administrator Expenses at AGM** | | | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.00 |
|  |  |  | **Bank Fees** | | | 2,028.52 | 1,250.00 | 778.52 |  | 633.29 | 1,640.00 | -1,006.71 |
|  |  |  | **Computer Expenses** | | | 289.99 | 280.00 | 9.99 |  | 0.00 | 200.00 | -200.00 |
|  |  |  | **Mileage** | | | 178.50 | 225.00 | -46.50 |  | 119.35 | 225.00 | -105.65 |
|  |  |  | **Office Supplies** | | | 526.22 | 400.00 | 126.22 |  | 404.08 | 400.00 | 4.08 |
|  |  |  | **Post Office Box** | | | 326.55 | 326.00 | 0.55 |  | 339.15 | 326.00 | 13.15 |
|  |  |  | **Postage** | | | 26.78 | 50.00 | -23.22 |  | 0.00 | 50.00 | -50.00 |
|  |  |  | **Rent** | |  | 600.00 | 600.00 | 0.00 |  | 500.00 | 600.00 | -100.00 |
|  |  |  | **Telephone and Fax** | | | 584.07 | 576.00 | 8.07 |  | 457.20 | 576.00 | -118.80 |
|  |  | **Total Administration** | | | | 12,960.63 | 12,107.00 | 853.63 |  | 11,253.07 | 14,577.00 | -3,323.93 |
|  |  | **Advertising & Publicity** | | | | 179.11 | 575.00 | -395.89 |  | 528.50 | 1,225.00 | -696.50 |
|  |  |  | **Social Media** | | |  |  |  |  |  |  |  |
|  |  | **Board Expenses** | | | |  |  |  |  |  |  |  |
|  |  |  | **AGM Expenses** | | |  |  |  |  |  |  |  |
|  |  |  |  | **Hotels** | | 1,381.09 | 1,925.00 | -543.91 |  | 1,226.41 | 2,210.00 | -983.59 |
|  |  |  |  | **Meals** | | 24.78 | 400.00 | -375.22 |  | 112.05 | 480.00 | -367.95 |
|  |  |  |  | **Travel** | | 1,646.20 | 1,626.00 | 20.20 |  | 1,401.30 | 1,784.00 | -382.70 |
|  |  |  | **Total AGM Expenses** | | | 3,052.07 | 3,951.00 | -898.93 |  | 2,739.76 | 4,474.00 | -1,734.24 |
|  |  |  | **Archivist Travel & Expenses** | | | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.00 |
|  |  |  | **Board Meetings Travel & Meals** | | |  |  |  |  |  |  |  |
|  |  |  |  | **Catering** | | 869.10 | 800.00 | 69.10 |  | 307.16 | 420.00 | -112.84 |
|  |  |  |  | **Hotels** | | 89.00 | 140.00 | -51.00 |  | 0.00 | 510.00 | -510.00 |
|  |  |  |  | **Meals** | | 0.00 | 40.00 | -40.00 |  | 0.00 | 280.00 | -280.00 |
|  |  |  |  | **Travel** | | 662.90 | 470.00 | 192.90 |  | 0.00 | 1,070.00 | -1,070.00 |
|  |  |  | **Total Board Meetings Travel & Meals** | | | 1,621.00 | 1,450.00 | 171.00 |  | 307.16 | 2,280.00 | -1,972.84 |
|  |  |  | **Meeting Room Rental** | | | 0.00 | 250.00 | -250.00 |  | 0.00 | 250.00 | -250.00 |
|  |  | **Total Board Expenses** | | | | 4,673.07 | 5,651.00 | -977.93 |  | 3,046.92 | 7,004.00 | -3,957.08 |
|  |  | **Member services** | | | |  |  |  |  |  |  |  |
|  |  |  | **CFMTA Delegate Expenses** | | | 1,381.37 | 490.00 | 891.37 |  | 0.00 | 200.00 | -200.00 |
|  |  |  | **CFMTA Dues** | | | 11,466.00 | 11,414.00 | 52.00 |  | 13,110.00 | 13,260.00 | -150.00 |
|  |  |  | **Conference/AGM** | | |  |  |  |  |  |  |  |
|  |  |  |  | **Catering** | |  |  |  |  |  |  |  |
|  |  |  |  |  | **Meal payments** | -130.00 | -200.00 | 70.00 |  | -320.00 | -150.00 | -170.00 |
|  |  |  |  |  | **Catering - Other** | 549.91 | 1,200.00 | -650.09 |  | 588.00 | 600.00 | -12.00 |
|  |  |  |  | **Total Catering** | | 419.91 | 1,000.00 | -580.09 |  | 268.00 | 450.00 | -182.00 |
|  |  |  |  | **Conference Registrations** | | 128.84 | 295.00 | -166.16 |  | 295.00 | 295.00 | 0.00 |
|  |  |  |  | **Printing, Postage, and Supplies** | | 99.33 | 100.00 | -0.67 |  | 70.88 | 100.00 | -29.12 |
|  |  |  |  | **Sessions & Seminars** | |  |  |  |  |  |  |  |
|  |  |  |  |  | **Clinician Travel Expenses** | 1,386.66 | 1,200.00 | 186.66 |  | 1,583.15 | 2,800.00 | -1,216.85 |
|  |  |  |  |  | **Session Honorariums** | 1,375.00 | 1,600.00 | -225.00 |  | 850.00 | 800.00 | 50.00 |
|  |  |  |  |  | **Sessions & Seminars - Other** | 328.13 | 200.00 | 128.13 |  | 0.00 | 250.00 | -250.00 |
|  |  |  |  | **Total Sessions & Seminars** | | 3,089.79 | 3,000.00 | 89.79 |  | 2,433.15 | 3,850.00 | -1,416.85 |
|  |  |  | **Total Conference/AGM** | | | 3,737.87 | 4,395.00 | -657.13 |  | 3,067.03 | 4,695.00 | -1,627.97 |
|  |  |  | **Directory** | | |  |  |  |  |  |  |  |
|  |  |  |  | **Directory Postage** | | 504.32 | 450.00 | 54.32 |  | 403.94 | 500.00 | -96.06 |
|  |  |  |  | **Directory Printing** | | 341.78 | 325.00 | 16.78 |  | 296.94 | 340.00 | -43.06 |
|  |  |  | **Total Directory** | | | 846.10 | 775.00 | 71.10 |  | 700.88 | 840.00 | -139.12 |
|  |  |  | **Honoraria & Gifts** | | | 280.17 | 350.00 | -69.83 |  | 217.09 | 250.00 | -32.91 |
|  |  |  | **Insurance** | | | 15,010.00 | 14,805.00 | 205.00 |  | 14,035.00 | 14,945.00 | -910.00 |
|  |  |  | **Members Postage** | | | 269.22 | 250.00 | 19.22 |  | 326.71 | 250.00 | 76.71 |
|  |  |  | **Membership Renewals** | | |  |  |  |  |  |  |  |
|  |  |  |  | **Membership Renewals Postage** | | 326.80 | 200.00 | 126.80 |  | 0.00 | 200.00 | -200.00 |
|  |  |  |  | **Membership Renewals Printing** | | 34.44 | 0.00 | 34.44 |  | 0.00 | 40.00 | -40.00 |
|  |  |  | **Total Membership Renewals** | | | 361.24 | 200.00 | 161.24 |  | 0.00 | 240.00 | -240.00 |
|  |  |  | **Tempo** | | |  |  |  |  |  |  |  |
|  |  |  |  | **Editor Honorarium** | | 500.00 | 500.00 | 0.00 |  | 500.00 | 500.00 | 0.00 |
|  |  |  |  | **Postage** | | 340.61 | 400.00 | -59.39 |  | 195.04 | 350.00 | -154.96 |
|  |  |  |  | **Printing** | | 509.25 | 560.00 | -50.75 |  | 509.25 | 510.00 | -0.75 |
|  |  |  | **Total Tempo** | | | 1,349.86 | 1,460.00 | -110.14 |  | 1,204.29 | 1,360.00 | -155.71 |
|  |  |  | **Website and Database** | | |  |  |  |  |  |  |  |
|  |  |  |  | **Database Developer Fees** | | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.00 |
|  |  |  |  | **Webmaster Contract** | | 1,000.00 | 1,000.00 | 0.00 |  | 1,000.00 | 1,000.00 | 0.00 |
|  |  |  |  | **Website Hosting** | | 1,188.16 | 1,310.00 | -121.84 |  | 843.00 | 1,310.00 | -467.00 |
|  |  |  | **Total Website and Database** | | | 2,188.16 | 2,310.00 | -121.84 |  | 1,843.00 | 2,310.00 | -467.00 |
|  |  | **Total Member services** | | | | 36,889.99 | 36,449.00 | 440.99 |  | 34,504.00 | 38,350.00 | -3,846.00 |
|  |  | **Partnerships** | | | |  |  |  |  |  |  |  |
|  |  |  | **CASSA** | | | 500.00 | 500.00 | 0.00 |  | 0.00 | 500.00 | -500.00 |
|  |  | **Total Partnerships** | | | | 500.00 | 500.00 | 0.00 |  | 0.00 | 500.00 | -500.00 |
|  |  | **President's Expenses** | | | |  |  |  |  |  |  |  |
|  |  |  | **CFMTA President Visit** | | | 352.86 | 400.00 | -47.14 |  | 0.00 | 0.00 | 0.00 |
|  |  |  | **Conference Registrations** | | | 0.00 | 300.00 | -300.00 |  | 0.00 | 300.00 | -300.00 |
|  |  |  | **General** | | | 0.00 | 100.00 | -100.00 |  | 0.00 | 100.00 | -100.00 |
|  |  |  | **President's Expenses at CFMTA** | | | 0.00 | 0.00 | 0.00 |  | 0.00 | 0.00 | 0.00 |
|  |  |  | **Visits to Branches** | | | 0.00 | 400.00 | -400.00 |  | 0.00 | 400.00 | -400.00 |
|  |  | **Total President's Expenses** | | | | 352.86 | 1,200.00 | -847.14 |  | 0.00 | 800.00 | -800.00 |
|  |  | **Projects** | | |  |  |  |  |  |  |  |  |
|  |  |  | **ARMTA Recognition Fund Donation** | | | 100.00 | 100.00 | 0.00 |  | 0.00 | 100.00 | -100.00 |
|  |  |  | **Collegiate Chapters** | | | 0.00 | 0.00 | 0.00 |  | 0.00 | 200.00 | -200.00 |
|  |  |  | **Commissions** | | | 1,600.00 | 0.00 | 1,600.00 |  | 1,920.13 | 2,187.50 | -267.37 |
|  |  |  | **Community Service Certificates** | | | 22.66 | 100.00 | -77.34 |  | 0.00 | 100.00 | -100.00 |
|  |  |  | **Continuing Ed./Travelling Work.** | | | 1,050.00 | 1,500.00 | -450.00 |  | 2,609.27 | 4,000.00 | -1,390.73 |
|  |  |  | **Piano, Vocal, Strings Comp.** | | | 1,600.63 | 5,250.00 | -3,649.37 |  | 2,070.52 | 1,240.00 | 830.52 |
|  |  |  |  | **Vocal & Strings Comp** | |  |  |  |  |  |  |  |
|  |  |  | **Recognition Fund Postage** | | | 43.13 | 100.00 | -56.87 |  | 0.00 | 100.00 | -100.00 |
|  |  |  | **Student Composer Competition** | | | 1,277.22 | 600.00 | 677.22 |  | 1,105.86 | 1,250.00 | -144.14 |
|  |  | **Total Projects** | | | | 5,693.64 | 7,650.00 | -1,956.36 |  | 7,705.78 | 9,177.50 | -1,471.72 |
|  |  | **Scholarships** | | | | 800.00 | 800.00 | 0.00 |  | 800.00 | 800.00 | 0.00 |
|  | **Total Expense** | | | | | 62,049.30 | 64,932.00 | -2,882.70 |  | 57,838.27 | 72,433.50 | -14,595.23 |
| **Net Income** | | | | |  | **-356.12** | **-4,772.00** | **4,415.88** |  | **5,496.68** | **-11,707.50** | **17,204.18** |

## 8. g) Administrator’s report Vicki Martin

Other than the usual day-to-day administrator duties, I have submitted updates to the currently active branches and their contact information to Corporate Registries, though I have not received acknowledgement of the receipt yet.

With no exceptional projects this last year (like switching over to a new online database or petitioning Alberta Education have been in past years) and with online payments taking less time to process and maybe just because I’ve finally learned how to the job faster, hours worked this last year have decreased somewhat:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MONTH** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** |
| January |  | 67.22 | 59.50 | 52.83 | 40.75 | 43.33 |
| February |  | 47.58 | 63.17 | 62.17 | 76.25 |  |
| March |  | 55.42 | 56.50 | 38.58 | 35.58 |  |
| April |  | 40.92 | 57.00 | 49.58 | 47.33 |  |
| May |  | 52.42 | 37.42 | 33.92 | 27.67 |  |
| June |  | 31.75 | 37.17 | 40.08 | 19.67 |  |
| July |  | 23.75 | 36.17 | 38.33 | 27.83 |  |
| August |  | 20.33 | 36.92 | 33.00 | 19.67 |  |
| September |  | 72.02 | 59.17 | 34.75 | 33.83 |  |
| October |  | 66.75 | 68.73 | 95.67 | 84.67 |  |
| November | 62.75 | 35.08 | 36.33 | 36.08 | 38.00 |  |
| December | 30.48 | 19.25 | 16.67 | 25.50 | 22.33 |  |
| **Average/month** | **46.62** | **44.37** | **47.06** | **45.04** | **39.47** | **43.33** |
| **Total** | **93.23** | **532.49** | **564.75** | **540.49** | **473.58** | **43.33** |

# 9. CONVENOR REPORTS

## 9. a) Archives Naomi Parker

I deposited materials from ARMTA Provincial in February 2018. These items included CASA documents from 2017, items from MCA 2017, and various thank you notes. These will be officially accessed by the archivist at a later date. An official receipt will then be issued which will itemize the materials used.

In response to the discussion of the October 2017 executive meeting, I would like to express the following thoughts:

1. All accessed items in the Provincial Archives are found on the Archives website at hermis.alberta.ca. Some materials are found online in entirety and some by ordering reproductions made by the Archives. All accession information is available so that one can quickly find items on actual visits to the building. These are various devices in the building which can be used by visitors to copy material.

2. Files in the archives are not in digital form as paper files still last longer.

3. If the purpose of ARMTA is to have files available in digital form, the files on the Archives building would have to be adapted. If the goal is to keep some paper files, these would have to be stored by someone. One of the purposes of having the Provincial Archives is it have a safe place for our documents to be stored.

4. Perhaps the Archives Convenor position could be expanded to retrieve documents on occasion as necessary, as well as to deposit them.

Restfully submitted

*Naomi Parker*

## 9. b) ARMTA Piano Competition Alison Kilgannon

March 9th, 2019. I am planning to have it held at Gaetz United Church here in Red Deer with a judge coming from Montreal.

I have an email assuring me that the date is in their schedule, but I have not been able to get an official rental for yet for the venue. The judge has also confirmed but I have not yet sent the contract out. I do not anticipate changes.

## 9. c) ARMTA String Competition Chrysanthema Pashunkova

## 9. d) ARMTA Voice Competition Elizabeth Raycroft/Naomi Williams

## 9. e) ARMTA Recognition Fund Judith Ammann

**ARMTA RECOGNITION FUND Report to ARMTA Provincial Board**

**March 2018**

Thank you to Provincial and to the branches that donate to the fund and to members who encourage others to donate to the fund to celebrate members who have served Provincial and the branches of ARMTA.

**2017** **Revenue** (Donations) $18,569. (of which $18,444 is the Rusconi donation for 2017)

I am including a shadowed comparison of the 2016 spending.

**2017 Expenditures** (Disbursed Funds)  **2016** **2017**

ARMTA Provincial Student Composer Competition $ 155 $ 550

CASSA (Calgary Arts Summer School) Scholarships 300 300

Branch Awards from ARMTA Provincial 2,600 3,450

Provincial Piano Competition 2,700 N/A

D.Buckley Prize (covered by cheque from Dorothy) 250. N/A

Needs-based Bursary 5,000 6,500

ARMTA Music Pedagogy Scholarship 1,000

MCA performers of commissioned works 300

Contemporary Showcase (Edm and Cal) 150

**TOTAL $11,005 $12,250**

**Balance in the ARMTA Recognition Fund (to January 2018) is 47,730.47.** (was $42,411.47 in Jan 2017)

**Bursary recipient information**: I am asking the board to discuss what “paper information” needs to be kept on past recipients. My thought is that as little as possible should be kept, particularly regarding bursary recipients; they are told that their information is confidential between the Bursary Committee members. All names, amounts and reason for award is on file, electronically and a printed spreadsheet. Also on file, electronically, is some discussion between the committee members.

**ARMTA Music Pedagogy Scholarship**: There were 5 very strong applicants for this new scholarship. The board may wish to expand this program. I think offering 2 scholarships of $1,000 a year would be financially viable.

**Contemporary Showcase:** These awards are an excellent way to support commissioned and Alberta or Canadian composers’ music. I am recommending an increase for the board to consider.

**Competitions:** The original mission of the ARMTA Recognition Fund was to supplement the prizes for the Provincial Piano Competition. In the past 3 or 4 budget plans, I have included String and Voice Competitions. You may have noticed that there will be a Voice Competition at the 2019 CFMTA Convention in Winnipeg. I am therefore recommending significant funds for Piano and Voice and also for Strings since I have been told there is a 2019 String Competition in the planning stages.

The Marek Jablonski Endowment Fund is being dissolved. That fund offered $500 to the First Place winner of the Provincial Piano Competition. As part of the dissolution of funds, they have donated $500 toward the 2019 Piano Competition but that will be the final donation.

The Piano Competition Committee may wish to initiate prizes, at the provincial level, that reflect the specific prizes offered at the National (CFMTA) level.

**Branch Representatives:** Please remind your Branch executives of the money the ARMTA Recognition fund has Branches each year. Please remind the Branch to acknowledge, at the awards presentations, that this money comes from **ARMTA Provincial and the ARMTA Recognition Fund**. In 2016, the board approved **$500** for small branches and **$750** for Edmonton and Calgary.

Lois Kerr is the current treasurer of CFMTA. She is very efficient and generous with her time; the cheques arrive very quickly after I send my requests – mainly electronically, to her. She writes many cheques – often quite small cheques and I want to acknowledge her to you.

Thank you to Karen MacDonald, Marlaine Osgood and Beth Raycroft, who serve on the Recognition Fund Committee. I appreciate their thorough and sensitive consideration of the work we do.

Respectfully,

*Judith Ammann, Convenor*

## 9. f) ARMTA Student Composer Competition Christine Rogers

**2018 ARMTA Student Composer Competition**

Teachers are invited to prepare students to enter the 2018 ARMTA Student Composer Competition. The deadline is April 1st, 2018. Two new things this year: we have renamed the categories and added a Preparatory 8 years and under category to line up with the CFMTA Competition. Also, we will have an online button for students to upload a performance of their composition. Complete details, application form and online registration can be accessed at https://armta.ca/student-composer-competition/

Contact Convenor Christine Rogers at c4rogers@telus.net for more information.

## 9. g) Canada Music Week Margaret King

Nothing to report

*Margaret King*

## 9. h) Community Service Award Marlaine Osgood

Five students are receiving Community Service Awards following the January deadline:

Bronze: Annabelle Idega-Wong Teacher - Kathleen Seutter

Emma Salame Teacher - Martina Smazal

Silver: Amy Chau Teacher - David Tutt

Gold: Julia Chau Teacher - David Tutt

Louisa Lu Teacher - David Tutt

## 9. i) Conference 2018 Viktoria Reiswich

I received 3 proposals from Michele Wheatley-Brown on body mapping for musicians. Beth and I agreed that her proposals sound interesting but that at this point we can't decide on a definite number of sessions until we receive a schedule for MCA and until we know who else will be presenting. I am attaching her proposals.

Today I received an email from Jon Kimura Parker. Unfortunately, he is not available for MCA 2018 but his email sounds very positive, so I hope to arrange something for 2019. I contacted Crystal to find out dates for MCA 2019. It would be helpful to be able to book sessions a year in advance. I am also attaching Jon Kimura Parker's email below.

I will now contact Jane Coop who agreed to come in 2016 but discovered she had a conflict.

I hope this helps.

Best,

*Viktoria*

Jane Coop will not be able to come. See email below.

I will try Michael Kim next and also ask at the U of A Music Department if there may be some synergies with any of their guests in October.

I will draft a session proposal for our members to submit for 2018/2019 MCA. If we still find a high-profile musician and can't afford more sessions this year we still can use promising proposals for next year.

*Viktoria*

**PROPOSALS FROM MICHELE WHEATLEY-BROWN:**

**What Every Musician (and their teachers) Need to Know about the Body  
 Bridging the gap between the science of movement and the art of making music.**

This seminar provides an overview of the internationally recognized curriculum What Every Musician Needs to Know about the Body taught in music schools such as Oberlin and New England Conservatories. In this seminar, you will discover how a basic understanding of the body’s anatomical structures and awareness of how we are designed to move can liberate a free and natural musical technique, help improve performance, and avoid playing-related pain and injury.

This material is applicable to all musicians and teachers—from singers to string players, pianists to percussionists. This is an interactive workshop, so please come prepared to learn, move and have some fun.

**“Sit Up Straight!” or not.  
 What Every Musician (and their teachers) Need to Know about Sitting and Standing**

This seminar explores how our sitting and standing habits influence our freedom to make music. We will explore how our body’s bony structures are designed to help us sit and stand in a way that feels and looks GREAT! No more slouching and no more trying to ‘stand or sit up straight’. When we sit and stand with our body’s design, we discover more poise and movement that is easier, freer; and ultimately, more musical. This material is applicable to all musicians and teachers.

A brief masterclass will demonstrate how concepts can be integrated into the classroom and studio.

**“Take a Deep Breath!”  
 What Every Musician (and their teachers) Need to Know about Breathing**

This seminar explores the real structures and movement of breathing to help free up a natural, easy breath to sing and play our instruments. We will dispel myths in how we teach breathing so that we can talk to our students with accurate and logical language. We will explore practical tools and movement activities to share with your students and try on in your own studio and classroom.

This material is applicable to all musicians and teachers and will also include a brief masterclass.

**MCA STAKEHOLDERS MEETING – January 21**

Since Marlaine was sick and I went to the meeting instead, I just wanted to quickly report on the MCA Stakeholder meeting on January 21.

This meeting included reps from every organization involved (including CADME and the Canadian Music Centre, who are new) and was very much a big picture goal setting meeting. I was able to bring up the suggestion of more flexible registrations (1/2 day or single session) as an “opportunity” in their SOAR analysis, and when we broke out into small groups to set goals, the big ones I put forward were to (1) Have conference promo materials available by June 1 and (2) Plan the conference a year in advance. The second included so that keynote speakers can be announced for the following conference at the end of the conference and so that dates and places for the following MCA get posted on the website immediately afterwards, since it’s still not on the website and the dates announced in the program were wrong (it’s actually October 25-28, the usual Thursday evening through Sunday morning, the same weekend but the wrong dates). Each small group brought their goals to the big group, they were put up on flipchart pages on the wall, and at the end, everyone got to vote on their most important goals with coloured stickers. Those two plus (3) world-class keynotes and (4) destination locations like Banff, Jasper, etc. were by far the most popular. As Brandon put it, “You can tell we’re in a room full of administrators.” It might be hard to make it happen for this year, but it was pretty clear that working further in advance was enough of a priority around the room that it should improve in future.

It never really fit to bring up hosts for clinicians, so I’m afraid I didn’t, and it might be something that we need to do ourselves, not necessarily expect MCA to do.

It may be that when things move to the Joint Planning Committee that choral and band dominate again, but certainly at this meeting, having studio teachers involved seemed to be valued and appreciated. I may have spent too much time comparing us with APTA and lamenting that they don’t seem to be interested in joining MCA, but I dream of one big conference with them one day so that our piano teachers don’t have to choose one conference over the other.

Hope that’s enough for now…

*Vicki*

## 9. j) Continuing Education Deanna Oye

I’m sorry that I have not been able to submit an official report for Continuing Education. I’m on tour in Texas and New Mexico giving concerts and master classes until next week. However, I did want to mention that I would like to explore the possibility of providing interested branches with presentations/classes on topics of broad interest via Facebook Live or some other system. I would like to know if the Board is interested in going this route.

## 9. k) Examining Board Diane Ferguson/Judith Elliott

The past 6 months have flown by so quickly. I thought as we aged, we got to relax and enjoy the fruits of our labor. But our new world seems to have changed that for many of us. I seem to be busier than ever but enjoying it all.

We had so many applicants this fall partly due to the Music School at Taylor requiring their teachers to carry liability insurance. So, the insurance was a factor in many joining ARMTA.

We approved the following:

Piano 7

Voice 3

Strings 3

Guitar 2

Flute 2

Brass 1

Affiliate 9 2

Affiliate10 2

**Some to note:**

Louisa Lu was given full membership in both Piano and Violin.

Dave Wall received full membership in both Composition and Guitar

Kanykei Mukhtarova received full membership in Piano and Accompaniment

And our newest category was Subash Giri receiving full membership in **Ethnomusicology.**

Thank you

*Diane Ferguson*

*Note: Diane Ferguson has resigned as chair of the examining board, but Judith Elliott, who has been part of the examining board for quite a few years, has stepped up to be chair.*

## 9. l) Members at Large Jill Kotchen, Ida Edwards

I have had a little trouble getting hold of Ida consistently, and now it seems she needs some time to think things through, which is totally understandable. At any rate, it means we have nothing to report, as I haven't wanted to move ahead without her consent. I'd like to be consistent with our approach. Please let me know your thoughts.

*Jill Kotchen*

All I can report that I have been our Facebook group. I would like to have a list of the members at large and if I missed this email somewhere; my apologies. I want to get more familiar with the members at large policy and how this can work for people like myself for the future. Currently, the primary benefit for me is the insurance policy and being recognized as a registered music teacher. I live in a small community of about 3000 and enjoy being a part time music teacher very much. I offer the advanced training to students in a rural setting.

*Ida Edwards*

## 9. m) Policies and Procedures/Bylaws Sherry Ann Lynn

## 9. n) Provincial Festival Association Liaison Antonina Cox

## 9. o) Publicity Heather Hindman

I met with Carolyn and Christine and we discussed how to use electronic resources more efficiently, since they are cheaper and reach more people. We also discussed the challenges of consistency in our public presentation. Anything connected to “ARTMA” would benefit from being unified (I think Beth referred to this as branding), so in the future it might be worth investigating in content management for websites rather than having all the websites different (branch vs. provincial). This would still allow branches autonomy over content but would ensure visual continuity. This is sort of the point of the stock photos to lead towards that—the website is our #1 publicity tool. The final things to consider for the board: it might be helpful to outline some strategic goals for the coming 3-5 years. This would help us on the publicity end more to direct our time. For example, is the goal to get more members? To get ARMTA’s name out? To attract students for our members? With limited resources, we can only do so much…….

## 9. p) Social Media Christina Kolos

We're up to 55 members in the Facebook private group and 123 likes on our main page with 126 following. Still on an upward trend.

*Christina*

## 9. q) Sponsorship vacant

I encourage every convener who prints a program or has other opportunity to acknowledge our provincial sponsors to do so. The sponsors’ logos are on ARMTA.ca website and can easily be included on printed programs. Verbal acknowledgement is also appreciated.

There are four gold ($400) sponsors:

• Long & McQuade Musical Instruments,

• School of Creative Arts at Red Deer College,

• Yamaha Canada, and

• The Royal Conservatory of Music;

four silver sponsors ($200):

• My Music Staff,

• Steinway Piano Gallery Calgary (Tom Lee Music),

• The Personal Insurance Company,

• Westland Insurance Company,

• Palliser Music (for their assistance with commissioned works)

one bronze sponsor ($100)

• Conservatory Canada,

*Beth Olver*

## 9. r) Tempo Lisa Ng

For the next issue, I would like to ask board members to come up with a list of potential writers, so I can contact them in advance. I am hoping to probe deeper to get more members around the province involved to reflect a provincial magazine.

## 9. s) Webmaster Carolyn Garritano

**ARMTA Provincial Website Report – FEBRUARY 2018**

1. ARMTA Provincial Website **NEW THEME** & Maintenance:

We continue to use WordPress for our content management system. In January 2018, I updated the website to a more modern looking theme called “OnePress”. I have also updated Lethbridge Branch & Edmonton Branch websites to the same theme. The main image on the front page is different for each branch to give each branch their own identity while still maintaining a unified look across the province. Other branches are also welcome to switch to the WordPress theme “OnePress”. Email [web@armta.ca](mailto:web@armta.ca) if you need assistance in the transition.

I have been making changes & updates to the information on the website as instructed by the administrator & the past president.

**If you have a photo of something ARMTA related, please email it to** [**web@armta.ca**](mailto:web@armta.ca)

2. Public Member Profiles:

Members are encouraged to add information into their member profiles in the find a teacher directory so they will be found in more searches. You can add any text & photos. Click the “Profile” tab when logged into “Manage Account” section of the member’s area. You can add images in the “Profile Gallery” box & add text in the “Profile Description” box. Anything added here will show up in the find a teacher directory when someone clicks your name.

3. “I’m a member of ARMTA because…”:

Photos of members & their statements have been added to the front page of the website. Currently we have 11 member statements posted online. Members can send me more statements & their photo at any time to be added into the collection. You also have the option to send a statement without a photo.

4. Local Branches Hosted under ARMTA provincial (shared hosting):

ARMTA Provincial can host unlimited websites on their account for no additional hosting fees. This means that branches can eliminate website hosting fee from their budgets & use the money for something else. The website’s branch is only responsible for their domain name registration fee (usually $10-$15 per year). Send an email to [web@armta.ca](mailto:web@armta.ca) if your branch would like to do this.

**Local branches taking advantage of this:**  
Edmonton Branch [www.armtaedmonton.ab.ca](http://www.armtaedmonton.ab.ca) Lethbridge Branch [www.lrmta.com](http://www.lrmta.com)  
Calgary Branch [www.armta-calgary.com](http://www.armta-calgary.com) Red Deer Branch [www.armtareddeer.org](http://www.armtareddeer.org)

5. Website SUB-domains: **READ THIS if your SMALL BRANCH would like a website!**

ARMTA Provincial can host sub-domains for NO additional charge, not even a name registration fee.   
An example of a sub-domain is lloydminster.armta.ca

As part of my general website duties, I would be willing to set up very basic websites for smaller branches for no set-up cost. Contact [web@armta.ca](mailto:web@armta.ca) to get started.

**ARMTA Provincial Database Report – FEBRUARY 2018**

I have continued to help members with login problems & other database issues.

Since April 2015 we have been using a membership management system for storing our provincial member’s information called Member Find Me (MFM). [www.memberfind.me](http://www.memberfind.me)

In August 2016 Member Find Me changed its name to Membership Work (MW)s: <https://membershipworks.com/>

This is a subscription-based service that is currently $79 USD / month.

**Payment History:**You can now see your payment history of membership fees & events in your “profile” section of the member’s area.

**Admin Access:**

Any branch can have a Branch Admin set up to gain access to their Branch member’s information & set up events for registration & online payment. So far Calgary, Edmonton & Red Deer branches are making use of this.

If your branch would like admin access contact [web@armta.ca](mailto:web@armta.ca).

**Event List:**

Any branch can post their events in MembershipWorks so members can register online (& even pay online if you choose). Membership Works keeps track of registrations & payments received. You can put the registration from right on your own branch website. Contact [web@armta.ca](mailto:web@armta.ca) if you would like to start using this feature.

Submitted by:

*Carolyn Garritano*

## 9. t) Wellness Michelle Wheatley-Brown

Nothing to report at this end, other than that the list of resources has been started and is very much a 'living' list which can be added to as need be.

## 9. u) Young Artist Tour vacant

*Debbie Gallant has resigned from the Young Artist Convenorship. She has the following report from last year’s tour:*

**CFMTA Alberta Young Artist 2017**

The CFMTA Young Artist, Alberta is offered to the winner of the Alberta Piano Competition which is held every two years. The winner of this year’s Alberta Piano Competition is Edmonton pianist, Louisa Lu. Louisa was chosen out of four competitors to perform at the Canadian Federation of Music Teachers’ National Piano Competition. This year this Canadian competition will be held in Baltimore in March at the Music Teacher’s National Association Conference. Louisa will showcase her competition repertoire in preparation for the national competition as the Alberta Young Artist 2017.

Louisa loves to play piano and violin and particularly enjoys exploring Canadian music. Louisa holds ARCT Diplomas from the Royal Conservatory of Music in both Piano and Violin Performance and received the Licentiate in Piano Performance (LRCM) at the age of 14. In 2016, she placed 1st in the Canadian Music Competition National Finals in the 18 years category.

Louisa currently studies Honors Neuroscience at the University of Alberta. She plans on integrating her musical background into her university studies, using her talent to give back to community. Her interdisciplinary research essay, titled “Music therapy as an alternative treatment for Alzheimer’s disease” was awarded 2nd place at the 2016 CFMTA National Essay Competition.

Louisa’s music teachers include Wolfram Linnebach, James Keene and masterclasses with Mr. Michael Massey.

Three concerts have been arranged:

* The first took place in Edmonton on Sunday January 29th at 2 pm at Ascension Lutheran, 8405-83 Street. This recital was a success with an audience of about one hundred persons. Louisa played selections by Bach, Haydn, Liszt, Rachmaninoff, Ligeti, and Marc-Andre Hamelin. Marlaine Osgood, representing CFMTA presented a certificate to Louisa congratulating her on being the Alberta Young Artist 2017. A reception followed. Admission was by donation.
* Louisa was excited to travel to Whitehorse for the second concert of her CFMTA Alberta Young Artist concert tour. It was held on February 19th at 3:00 pm at the Yukon Arts Centre, Studio Theatre. Forty-five persons were in attendance; admission was by donation with $365 collected at the door. Contact was Danette Readman for this recital. YRMTA recommends raising the per diem allowance and gave Louisa $50/day knowing that they would not be able to include it in their expenses to CFMTA.
* Louisa also performed in Calgary on Friday February 24 at 7:30 pm at Michael Lipnicki Fine Pianos, 6033 Centre Street South, Calgary. The contact for this concert was Eric Nyland. There were forty-one persons in attendance. No donations were accepted. Eric arranged for Louisa to appear in a television interview with Global Television. Eric also suggested that a higher per diem be given the artist ($40 per day).

It has been a joy to work with Louisa and the other branches in planning the CFMTA Alberta Young Artist 2017. Special thanks to Dina Pollock and Carolyn Garritano for their help in editing and preparing posters and programs. Thanks to William Andrews for arranging travel to Whitehorse and to the local conveners, Danette and Eric for arranging concerts in their branches.

Respectfully submitted,

*Deborah Gallant*

# 10. BRANCH REPORTS

## 10. a) Calgary Melodie Archer, Nathene Arthur

ARMTA Calgary has had another busy year!

On January 27, 2018 we held the Honours Recital at Temple B’NAI TIKVAH. This is our flagship event and the standards continue to improve. Because there are so many other excellent students, we hold the Outstanding Student Recital. This year it was held on February 3rd at St. David’s Church.

The Honens Festival was held in Calgary this year September 7 - 10, 2017 in various locations around the city.

Our Music Marathon was held on May 15, 2018. This time at the Core Shopping Mall/Stephen Avenue Mall. It was indoors, and we had a lovely Grand Piano to Play on!

We held 3 Workshops over the past year.

The first was with Dr. Magda Adamek held at Steinway Piano Gallery on May 7, 2017.

Next was a mindfulness workshop with Tina Thrussel held at Lipnicki Fine Pianos.

The Third was a 2-day Board Development Workshop held in September. This was for the ARMTA board and covered topics such as Volunteer engagement, conducting meetings effectively, as well as communication, roles and responsibilities and bylaws.

Our AGM was held on March 13, 2017. We had Karen King as our guest speaker. Her topic was called “The Trooper and the Terminator” and it condensed her research on why some students are motivated to continue music lessons and others drop out. Unfortunately, we did not meet quorum and the meeting was adjourned after 45 minutes.

Our Spring GM was held on May 15, 2017. We voted on several important motions, including the new quorum rules, Student Recital rates, election of new executive officers, and the approval of the 2017-18 budget.

Our Fall GM was held on October 16, 2017. Our guest speaker was Kat Macaulay whose topic was Business, Branding & Beyond.

We held 6 executive meetings over the year as well as our usual budget meeting and one specifically on our Endowment Budget. Alicia Romero has clarified how our endowment works and educated the board about this important subject.

The MTNA conference was held in Baltimore, Maryland and Beth Olver attended.

We held 6 student recitals, 3 in the South and 3 in the North. These are held for the students of all our members and gives students extra performance opportunities.

Of serious concern is finding members willing to volunteer at the board level. Some positions are empty.

Our Executive as of now is:

ARMTA Calgary Branch Executive 2017-2018

President Alicia Romero

Past President Michelle Everett Faunt

Vice-President 1 Lisa Kiernan

Vice-president 2 Ivea Mark

Secretary Nathene Arthur

Treasurer Sharon Carne

These will of course change at our March 19, 2018 AGM.

*Respectfully submitted by Melodie Archer*

## 10. b) Edmonton Naomi Parker, Deborah Gallant

Edmonton Branch is fortunate to have Rosemarie Horne and Judith Amman as Co- Presidents this year. We have a vibrant executive with many wonderful ideas and plans.

At the end of December 2017, our branch membership stood at 148 with 18 new members joining since April 2017.

The branch held a special Canada 150 Canadian Suite recital in October hosted by Jan Janovsky and the Other Hand trio. This concert also featured students of ARMTA teachers performing Canadian Music.

Jan Janovsky also spoke at a very informative Continuing Education session in January on Teaching Beginner Jazz and Composition.

In November an interesting Canada Music Week event was held featuring the compositions of ARMTA member and composer, Linda Purves, and performances by a variety of musicians all playing Canadian music

We have a lively Pedagogy group this year for student teachers who have had workshops on topics such as studio management, ear training and technique, history and theory.

In December, the annual ARMTA awards recital was held for students obtaining high exam marks and those receiving special scholarships and prizes.

In January, the Northern Alberta Concerto Competition was held for voice and piano. The winners included Howard Yan (senior piano), Elise Noyes (senior voice), and Evan Yin (intermediate piano).

The Clementi Project was held on February 4 featuring students playing together with members of the Edmonton Youth Orchestra.

These activities, together with many other tasks have taken place because of the dedication and vision of our members.

Respectfully Submitted,

*Deborah Gallant & Naomi Parker*

## 10. c) Grande Prairie Carmen Gorgichuk

**GPMTA – June 1, 2017 – December 31, 2017**

Opening balance as of June 1, 2017: $675.39

ARMTA grant: 500.00

Carmen Gorgichuk dues: 10.00

Ashley Clayton dues: 10.00

Beth Peters dues: 10.00

Mary-Anne Lynch dues: 10.00

Kathy Seppla dues: 10.00

Nicole Bergen dues: 10.00

Closing balance as of December 31, 2017: $1235.39

The Grande Prairie ARMTA Branch received $500 in 2017-2018 to fund a teacher’s workshop. Our first event was held May 2017 Guitar and Piano workshop with guest clinician Chris McIntyre & Michelle Powell. The remainder of these monies will fund a scholarship recital masterclass event to honor those receiving ARMTA scholarships. In 2018-2019, our branch is planning a piano/vocal choral workshop with an ARMTA clinician. This is still in planning stages.

*Carmen Gorgichuk, President*

## 10. d) Lethbridge Brenda Lockmuller

Executive 2017/18: President – Christine Rogers; Vice-President – Brenda Lockmuller; Secretary – vacant; Treasurer: – Karen MacDonald; Corresponding Secretary – Mary Lee Voort

The branch currently has 27 members.

Christopher Norton gave a workshop on October 26th, 2017, featuring his approach to composing; introduction to his compositions, and introducing students to improvisation in the lesson.

The Lethbridge Branch combined their annual Canada Music Week Recital and Student Awards Presentation with a Canada 150 Celebration on Saturday, Nov. 25th, 2017. This event was sponsored by a Canada 150 Grant from the City of Lethbridge and a Branching Out Grant from CFMTA. Thirty-one students performed selections by Canadian composers including Anne Crosby, Christine Donkin, Nancy Telfer, Linda Niamath, Pierre Gallant, Boris Berlin, and Clifford Poole. Two new pieces by Alberta composers commissioned by ARMTA for their 85th Anniversary were performed by student violinist Alayna McNeil, Remembering a Fenian Song by Michalis Andronikou, and Donkey Riding, a Canadian Folk Song, by Geoffrey Bell. Door prizes including concert tickets, iTunes cards and cash prizes were drawn after the performance for recital participants.

At the conclusion of the recital, 43 awards totaling nearly $2000 were presented to students for the highest marks in practical and theory exams for the previous year, including the ARMTA Recognition Fund awards given to 5 students with the highest marks in both a practical and theory exam—Tanner Lockwood, Nathan Lockwood, Zitong Wu, Chloe Palsky, and Jessie Irwin. This year the Lethbridge Branch Piano Awards were given in memory of long-time member, Joan Milton, who passed away on August 18, 2016. Her son, Davin was in attendance to participate in the presentation. The following ARMTA Milestone recipients were recognized for their years of provincial membership during the presentation as well: Isabelle Slater 30 years, Mary Lee Voort 35 years, and Doreen Laing 60 years. Teachers, students and families enjoyed cake following the event.

An informal Christmas recital and an adult student gathering were held on Saturday, December 9th, 2017.

The Lethbridge Branch presented a fundraising recital featuring local piano duo John-Paul Ksiazek and Graeme Roset, on Saturday, January 20th, 2018 at Casa. They performed Mozart’s two piano sonata and a two-piano arrangement of Gershwin’s Rhapsody in Blue to a sold-out house. Over $1600 was raised for the Branch’s Annual Student Awards Program.

Upcoming events include the 5th annual Keys to Piano workshop which will take place on March 2nd and 3rd, 2018. This workshop is presented by The Lethbridge Branch in collaboration with the University of Lethbridge Conservatory of Music. Cheryl Emery-Karapita and Magdalena von Eccher will be the clinicians. The Lethbridge Branch is grateful for the support of ARMTA Continuing Education.

A spring recital will be held on March 10th at the Lethbridge Public Library.

Every month during the teaching term the Lethbridge Branch holds a Coffee and Conversation get-together at the home of member, Linda Davies.

*Prepared by Christine Rogers, President, Lethbridge Branch of ARMTA*

## 10 e) Medicine Hat Betty Bischke

Our branch continues to struggle with declining membership. As our members get older, there are no new teachers to replace those that have retired or passed on. Our group has been on the verge of folding for quite some time. We continue to support our local festival by sponsoring several awards. Our membership meets a few times throughout the year to plan recitals and plan our annual awards.

## 10 f) Red Deer Annette Bradley

Since our last meeting in October, our Red Deer Branch had a Christmas Social over lunch, an executive meeting in January, and a meeting planned for March 16 with Dr. Dale Wheeler presenting a lecture and discussion in regard to what makes a practical instrument exam successful and that impresses and disappoints an examiner. Deanna Oye, the Chair of the Music Department at the University of Lethbridge, is in the dialogue stage with us in offering her and her some of her piano student's services, by giving a masterclass and a piano concert in April or May.

Our branch continues to submit students to perform at the Hospital by bringing some musical joy to the patients three times a year. We support our local festival by donation award money for deserving recipients.

Red Deer Branch has had difficulty with finding an appropriate meeting time this year because some of our executive have taken on more responsibilities outside of their usually teaching schedule and are unable to attend the meetings. Also, with this being the problem, our membership is having difficulties making decisions and plans, so nothing much has or is happening this year.

Sincerely,

*Annette Bradley*

# 11. CORRESPONDENCE

Correspondence received includes:

* Request for funding from Melanie Smith for the Fort Saskatchewan Music Project
* Request for funding from CASSA (already approved for 2017-2018 and sent)
* Request for funding from AMFA (Alberta Music Festival Association) for 2018-2019
* Thank-you cards/letters from
  + Lethbridge Branch for Keys to Piano workshop funding
  + CASSA
  + Isaskia (sp?) – CASSA bursary recipient
  + Alliah Sampson – “kind donation” which allowed her to attend CASSA Musical Theatre Show-time camp