



## ARMTA PROVINCIAL BOARD MEETING

Saturday, September 15, 2018

9:30 am – 4:30 pm

Liberty Christian Assembly, 6315 Horn St #1B, Red Deer, AB T4N 6H5

### MINUTES

The Alberta Registered Music Teachers' Association unites professional music teachers in their aim to:

- promote the love of music
- promote the knowledge of music by providing superior music instruction
- advocate for the availability of quality music instruction
- provide cultural events and continuing education events
- provide performance opportunities and scholarships for the students

#### 1. CALL TO ORDER

9:30 AM

#### 2. WELCOME AND INTRODUCTIONS

**Present:** Marlaine Osgood (President), Kimerica Parr (Vice-President), Beth Olver (Past President), Judith Ammann (substituting as Edmonton rep), Melodie Archer (Calgary), Nathene Arthur (Calgary), Tamara Bowie (Lethbridge)

**Joined by Zoom:** Jill Kotchon (MAL, 1:15 AM – 3:00 PM), Ida Edwards (MAL, 10:00 AM – 3:00 PM), Sherry Ann Lynn (Policies & Procedures, 11:00 AM – 12:20 PM), Allison Kilgannon (Piano Competition, 3:00 PM – 3:35)

#### 3. AGENDA APPROVAL

**Motion:** To approve the agenda

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

**Priorities:** Policies & procedures – Beth  
Dorothy Buckley awards – 8.d) – Annette  
6.a) – Strategic thinking

#### 4. MINUTES TO BE APPROVED

a) March 4, 2018 board meeting

**Motion:** To approve the minutes of the March 4, 2018 board meeting

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

b) May 25, 2018 Zoom online conference call

**Motion:** To approve the minutes of the May 25, 2018 online conference call with the addition of Annette Bradley present.

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

## 5. BUSINESS COMPLETED BY EMAIL VOTING

### Preamble:

Pat Frehlich was Edmonton Branch Representative from 1999 - 2001. She went on to serve Alberta as CFMTA 2nd delegate. Pat was also involved in Music Conference Alberta and Alberta Music Education Foundation, initiating the run-a-thone. She was responsible for bringing Angela Cheng to MCA in 2010 and coordinating Keyboards for Kids.

**Motion:** That the ARMTA Service Award for 2018 be presented to Patricia Frehlich.

**Moved:** Annette Bradley

**Seconded:** Beth Olver

**9 In Favour**

**1 Abstained**

**Carried March 19, 2018**

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**Motion:** To include the Service Award online vote in the minutes

**Moved:** Nathene, Beth

**All in favour**

**Carried**

## 6. GENERATIVE & STRATEGIC THINKING

a) [Items from the generative discussion, May 5, 2018 ZOOM meeting minutes. Marlaine](#)

- i. Community music events
  - i. Priority for: Kimerica, Nathene, Melodie
- ii. Networking
  - i. Priority for: Kimerica
- iii. Referrals
- iv. Young teachers
  - i. Priority for: Tamara, Judith, Annette
- v. Business practices
- vi. Student teacher groups/collegiate chapters
  - i. Priority for: Kim, Tamara, Beth, Judith, Melodie, Annette
- vii. Recognition in community
  - i. Priority for: Tamara, Beth, Melodie, Judith
- viii. Zoom discussions
  - i. Priority for: Nathene, Beth
- ix. Including more instruments than just piano, more small ensembles. Accessible music for the community, not just classical

The Provincial Festival (AMFA: Alberta Music Festival Association) is starting to include more classes for ensembles. They already have chamber music and piano duets. How can we support teachers to create ensembles? More than “just piano”, we want to be inclusive of other instruments and other genres. ARMTA Red Deer is planning a recital that is just for ensembles. The more students see ensemble work and are part of it, they more they usually want to do it.

- x. House concerts
  - i. Priority for: Nathene, Annette
- xi. What does an ideal music library look like?

**Of these items, these are the greatest priorities:**

1. Student Teacher groups/collegiate chapters
2. Recognition in community
3. Community Music Events
3. Young teachers (which is a follow-through from student teacher groups)

These are all ideas that can be done at both the provincial & branch level. We can ask branches to focus on creating events that are open to the general public. It can be used to as a way to promote ARMTA in the community, especially if we have signs or banners to display. There are Alberta Culture Days events on the last weekend of September each year. (See <https://www.alberta.ca/alberta-culture-days.aspx>) Branches could participate, and there is government funding available. CFMTA's Branching Out project can be used as another type of community event for financial support.

Recognition in the community includes publicity. Beth has included the option of hiring someone to help with branding and marketing as part of the publicity portfolio. CFMTA has considered hiring a consultant for publicity/marketing, but if we are doing something well, it is better to work things out at the provincial level and take it to CFMTA. The purpose of publicity is to promote ARMTA to the general public. One thing that can be sent back to the branches is to encourage members to use our logo and advertise themselves as a member of ARMTA. Vicki will post the logo on the Member's Area and ask Carolyn to create a second version that includes our complete name, Alberta Registered Music Teachers' Association. Pins or stickers to give to students might be included in publicity.

- b) Strategic thinking: How does ARMTA retain and develop relevance in the music community?  
Discuss with reference to:

- i. [Follow-up on contacting non-RMTs on the RCM teacher list](#) Naomi

Since the RCM is no longer posting mailing addresses on their online directory, there is nothing further that we can do with this.

Members can and should still be encouraged to invite teachers that they know to join our association using the letter of invitation posted in the Member's Area.

- ii. [Follow-up on information letter](#) Annette/Naomi

- A. A date for the completion and placement of the Brochures on website for use of branches and members.

This has morphed into not just the information letter, but a brochure/poster aimed at parents and students of the Benefits of Studying with a Registered Music Teacher.

The board loves the poster, but there are a couple of things to tweak:

- perhaps include Alberta Registered Music Teachers' Association more often than ARMTA.
- #5 should not include the amount of liability insurance.
- Make the logo & name bigger & more prominent and higher contrast for the Find a Teacher statement.
- #4 could include that we have affiliations with MTNA or "as well as international connections", or perhaps include MTNA connections in the letter to prospective members.

Vicki will get modifications done, approved by the executive, and out in time to include it in the MCA welcome package with the pencils, which would be mid-October. CFMTA is looking for a half-page welcome to the conference so this could be used for that although it is not our target audience. We would welcome other provinces using this for themselves.

- iii. [Collegiate members](#) Marlaine

The U of A chapter has been approved as a student group! We still need to decide on fees & attendance at board meetings by a rep.

Beth would be careful about charging any fees and calling them a “member” of any kind and recommends calling them a Post-Secondary Collegiate Student, not member. Costs to bring them to a board meeting would be minimal if they car-pooled. From an ARMTA Recognition Fund perspective, the more clearly that they are students and NOT members, the better, since we want these students to be able to receive awards and bursaries from this fund and members cannot.

We will need to establish Post-Secondary Collegiate Convenor to co-ordinate with this and any future collegiate chapters.

The U of A has not given their group a name yet. They are trying to get things going but don't have details from us, and it has taken a while for them to go through the bureaucracy of establishing a student group. The “ARMTA Post-Secondary Student Teacher Group” is our recommendation for a name.

**Motion:** That we call the new collegiate group the ARMTA Post-Secondary Student Teacher Group.

**Moved:** Annette, Nathene **Defeated**

**Discussion:** Kimerica would rather not include “Student Teacher” since at the university, this usually refers to an education student doing practicums.

**Motion:** That we call the new collegiate group the Alberta Registered Music Teachers' Association (ARMTA) Post-Secondary Student Group

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

We will not charge any fees for post-secondary students. They will need some form of identification to show that they are part of the group to be able to get in free to events. We can set up a coupon or discount code for events and application fees. Vicki would be in touch with the Post-Secondary chapter presidents to give them the information to pass on to their members until we have a Post-Secondary Convenor to do it. At the branch level, post-secondary students would be expected to be able to come for free, not just at a member rate.

**Motion:** That we invite one Post-Secondary Student representative to the board meetings either in person or through Zoom with no voting rights.

**Moved:** Kimerica, Tamara

**Discussion:** Is it realistic for students to attend in person, especially if they are from Lethbridge? If we are inviting a post-secondary rep to our provincial board, why are we not inviting a rep from other student groups? The reason is that those student teacher groups are sponsored by the branches, not by provincial.

**All in favour**

**Carried**

Beth will write up a convenor job description for the Post-Secondary Convenor. Marlaine will inform Patty Tao of what we have decided.

## 7. BUSINESS ARISING FROM THE MINUTES

a) Policies & Procedures updates

Sherry Ann Lynn

i. [Updated Job Descriptions](#)

Sherry and Beth have put together the new proposed job descriptions.

Updates to make to the original proposal:

- Under Requirements for all the job descriptions before p. 16, it includes “Editor” rather than “Convenor”, which needs to be updated.
- Identify which positions need to be ARMTA members and which could be someone without a music diploma. That would include webmaster & administrator. For publicity, we want a Publicity Convenor who has the ability to hire someone outside of ARMTA. Strike “music diploma in any discipline” from the qualifications in all positions. We could possibly make it clear that for the Tempo Editor that the convenor’s job is to collect the articles and information and that the formatting could be hired out to a non-member or other volunteers. Sherry & Beth will look at that job description to clarify.
- For the Recognition Fund convenor, rather than “Decide on prizes to be awarded” that it be “Recommend prizes to be awarded” Sherry, Beth & Judith will work out the details of modifying the Recognition Fund to separate out duties for a Scholarship Committee and Scholarship Convenor.
- Under AGM/Conference, the AGM planning will be moved over to the president & administrator’s job description. It needs to include that the Conference Convenor is required to attend the conference and their conference fees will be paid for. We should also be covering their travel & accommodations, which will be brought up at March’s budget meeting. The President will also take care of inviting CFMTA president to the AGM instead of the Conference Convenor.
- Archives – add the proposed retrieval statement.
- Add “Convenor” to every job title for clarity and consistency.
- Continuing Education – include “actively approach and recruit presenters” to create the list of possible clinicians.
- Examining Board – we still need to separate out what is the convenor’s job description and what is the committee’s job description. Include something to the effect of “The Examining Board evaluates applications to determine membership in ARMTA.” This needs more review later.
- Publicity – proposed job description is approved
- Piano Competition & Vocal Competition – add that is in odd-numbered years
- String Competition – add that is in even-numbered years
- All Competitions – remove the reference to Deer Park Alliance and specific locations. Keep examples as part of the information passed from one convenor to the net. Keep “include venue cost”.
- Piano Competition – include “Estimated costs per judge as of 2018”
- Young Artist Tour – “The Young Artist Tour Representative works to...” – see the CFMTA job description as Sherry had proposed. The general duties should refer to the CFMTA job description and how to find it. We would also like to include the Vocal Competition winner in the Young Artist Tour in the future, which would be in addition to what CFMTA includes. Include that it is ARMTA branches that are approached to plan the tour.

At this point, Sherry will send these proposed job descriptions out to the convenors for any further updates to the general duties. Things that are not negotiable are the Confidentiality Agreement, Templates, Terms, and self-evaluation, including everything currently in blue text. We are satisfied with the length of terms proposed. Judith would like it to be clear when it goes to the convenors which things they can and cannot change. They may only make proposed changes to General Duties, and Time & Financial Requirements.

The job descriptions still to be worked out include separating out the Examining Board Chair from the Examining Board Committee, separating the Recognition Fund from the Scholarship Committee, and the Young Artist. Once Sherry & Beth have reviewed all the job descriptions, they can go ahead with proposed changes to approve at the next board meeting.

Good job, Sherry!

### Break for Lunch

ii. [Rules of Order](#)

**Motion:** That we purchase 2 copies of a book called *Call to Order* by Herb Parry, one for administrator & one for the past-president who is responsible for following rules of order.

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

Vicki & Beth will each get their own copies and have a recommendation on whether they will work for our association for the next board meeting. Beth will pass her copy off to Marlaine

b) String competition for 2020 Chrysanthema

A meeting will be held on Monday, September 17 with Chrysanthema, Kimerica, and Elizabeth Raycroft to discuss both string & vocal competitions.

c) Vocal competition for 2019 Kimerica

Regulations and Rules have been set and posted on the website. The date and location have been set. Whitney Sloan has been selected to judge the competition.

The next step is to promote the competition to voice teachers and singers throughout the province.

A meeting with Kim, Beth and Chrysanthema is set for Monday, September 17 at 9:30 am.

Our repertoire requirements have taken into mind what university students are already preparing and what the requirements are for the CFMTA competition.

Branch reps need to take it back to their branches to inform their members.

For prizes, there is a \$750 difference between the first place prizes for piano and for voice because of additional prizes from Jablonski and Dorothy Buckley. The Recognition Fund has the ability to fund the difference, certainly for the current year.

**Motion:** That we match the total vocal competition prizes to the total piano competition prizes with funds from the Recognition Fund if required.

**Moved:** Beth, Nathene

**Discussion:** The Vocal competition will search for a sponsor for a vocal prize like the Jablonski or Thelma O'Neill for a specific category. These specific categories could go to competitors other than first place, such as a best Canadian performance. This is the last year that the Jablonski prize money will be available since the fund is closing.

**All in favour** **Carried**

Dorothy Buckley's award for Best Canadian Performance – see 8. d) Provincial Piano Competition Prizes

d) [Liability insurance for the board](#) [Beth/Marlaine](#)

Ida would vote for having executive insurance, since at \$50/month it doesn't seem as bad as \$600/year.

ARMTA does have general liability insurance if the organization is sued. Executive insurance would cover individual board members if they were individually sued for not doing their due diligence. This would only cover the executive and board members who are considered directors, not all of the convenors.

Kimerica's husband who used to work in insurance.says that insurance companies will usually deny coverage initially and then an appeal needs to be made, since insurance companies generally try to avoid payouts. The odds are slim that either ARMTA or any board member would be sued, but insurance is always a bet against the odds.

**Motion:** That we get the \$600 Executive Insurance.

**Moved:** Beth, Tamara

**Discussion:** We discussed how much money ARMTA has available. While there is money available in the bank, we do have a significant deficit budgeted. At this point, we are only committing to this year, not to ongoing insurance.

**All in favour:** 5

**Not in favour:** 1

**Abstain:** 3

**Carried**

Vicki will contact Westland Insurance to get that set up for this year.

e) [Personal Information Protection Act \(PIPA\)](#) [Vicki](#)

**Motion:** To accept the proposed Privacy and Personal Information Commitment

**Moved:** Beth, Melodie

**All in favour**

**Carried**

f) [Professional development self-evaluation](#) [Beth](#)

Member self-evaluations were chosen because we don't want to try to police whether members are continuing to do professional development.

Convenor & board self-evaluations ask whether each person is doing things to the best of their ability.

Should those evaluation forms come to somebody and be reviewed? Is there someone or a group of people who want to follow up on those self-evaluations? For convenors and board members, those could go to the executive officers. Surveys could be received online by a Google docs form so that results can be shared with executive officers.

**Motion:** That we not do self-evaluations as part of the board or board members duties. Member self-evaluations can be available on the website.

**Moved:** Ida, Judith

**Discussion:**

Ida feels that the idea of self-evaluation is intimidating and judgmental.

Jill commented by Zoom: "Personally speaking, it seems to me that self-evaluations would only be necessary if there is some sense that perhaps not everyone is performing their duties to their fullest abilities. In this case, personal contact and support could be more helpful than self-evaluation. Assume that the person needs help, and just support them, skip the step of the self-evaluation."

Kimerica suggested that we use the self-evaluation as a tool to give to board members who are struggling, only for their own use, but include a line at the bottom that lets them know they can contact a particular someone for support.

Annette would like problems with convenors to be dealt with by dealing with those individuals directly and personally.

Kimerica believes we will get more honesty if it is a personal self-evaluation, not returned to the board.

The intended purpose of the self-evaluation is to help convenors do their jobs, not make them feel bad.

Nathene would also like to include the opportunity for convenors to share their ideas for more that could be done as part of the position and who they would share those ideas with.

Jill commented: "Is ARMTA having trouble finding convenors? Because having people self-evaluate and eliminate themselves is not going to help with that. Identifying people that may need help and reaching out first with support would be more useful. Also, if a convenor is new to the position, unfamiliar with ARMTA, how can they accurately self-evaluate?"

We concluded that is best for self-evaluations to remain a tool to evaluate oneself, not to be received or evaluated by any other member of the board or executive.

**All in favour:** 2  
**Opposed:** 4  
**Abstain:** 2

**Motion defeated**

We would like to add two lines to board & convenor self-evaluations:

- If you would like more help with this position, please contact {vice-president, president, past president, ?}.
- If you have more ideas to develop this position, please contact {vice-president, president, past president, ?}

Jill: "I am a person who could be useful if I were given a cut-and-dried direction of what I could be doing. I'm not someone who has the background knowledge or the energy to be self-directed. I can be of use, though, and I'm not sure that having me do a self-evaluation that tells me I'm not doing my job to my fullest is the most effective way of helping me fulfil my potential."

Most board members like the general idea and found the self-evaluation helpful, but it would be better to call it a Reflection.

Ida would still like the board & convenors to have someone who contacts them to touch base rather than have a self-evaluation form.

Beth will take this discussion into consideration to modify the board & convenor self-evaluation into something that would be more positive for review at the next meeting.

**Motion:** Move that the board adopt the member's Reflection Checklist to be used at the same time as membership renewal.

**Discussion:** The self-evaluation is for a member's own reflection and not to be returned.

**Moved:** Beth, Judith

**All in favour:** 8

**Abstain:** 1

**Carried**

g) [Human Resources](#) [Marlaine](#)

The Muttart Foundation: "The Board and Executive Director: Developing and Nurturing an Effective Relationship." Vicki will send a link to this free online resource to each branch (reps and presidents) for their information as a recommended resource.

Alberta Employment Standards: Vicki will add a link to the Member's Area and include it in an upcoming email newsletter.

h) [Ideas, issues, and actions arising from Board Development workshop](#)

Zoom Meetings

- Possibility: Do a February board meeting by Zoom just for the budget, and a separate meeting or two for other business.
- Possibility: continue to do a 1-2 hour Zoom meeting for generating ideas but talking about a few specific topics.



Calgary branch would be interested in being in on a provincial Zoom account. An annual subscription would be \$149 US/year. It could be used for branch meetings, MAL online gatherings, continuing education, or anything similar. Vicki will post the login information on the Provincial Executive webpage so that all board members and convenors will have access to it.

**Motion:** That we get an annual subscription to Zoom

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

Consent Agenda: Calgary branch is already following a consent agenda so that everything that is simply a report is approved at the beginning. Beth will send a template of their agenda to Vicki as a sample and she and Kimerica can begin implementing this in future board meeting agendas.

One-on-one mentorship: for board members to mentor other board members, which we have already included in our new P&P manual. No further discussion needed.

Code of Conduct for board members: Tabled. Marlaine will look at this before next meeting.

Areas of risk:

1. Only new members have submitted police records checks.
  - Vicki will figure out how many of our current members have been grandfathered in without police checks.

**Motion:** That police record checks be required for ongoing membership every five years. Current members who have had not already submitted a police check would need to submit it by April 1, 2020.

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

Remainder of list: Tabled to next meeting

- i) [Document retention and disposal](#) [Judith/Christine/Vicki](#)

Vicki will still get around to going through ARMTA's paper files to determine what needs to be sent to provincial archives, kept in the administrator's office, disposed of, or scanned for digital archives.

- j) [Inclusion of photos on Find a Teacher search results](#) [Vicki/Carolyn](#)

Vicki will add a place on the renewal form/notice that reminds members how to submit photos. She can also include a "Did You Know?" section on email updates to remind members of things like this that they should already know but are easily forgotten.

- k) Contemporary Showcase Scholarships

The Recognition Fund Convenor will be responsible for contacting Contemporary Showcase to be sure those prizes get distributed and awarded.

The ACNMP (Alliance for Canadian New Music Projects) website lists festivals in Calgary, Edmonton, Red Deer & East Central.

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**From:** mdecgall@telus.net <mdecgall@telus.net>

**Sent:** March 19, 2018 9:55 AM

**To:** Marlaine Osgood <osgoodmg@gmail.com>; 'Vicki Martin, ARMTA Administrator' <admin@armta.ca>; 'Beth & Dick Olver' <rbolver@shaw.ca>

**Subject:** East Central Contemporary Showcase

Hi Provincial executive,

I spoke with Veronica Weber last night. She is the contact person for the East Central Alberta Contemporary Showcase.

She was excited to hear that there might be some funding for their Contemporary Showcase. Rita Kennedy and I got them started when I was part of the Red Deer Branch. They initially had \$500 seed money from ACNMP, but that is used up. She said the biggest expense for them is mileage for adjudicators because of where they are. Their festival alternates between Castor and Coronation and is a one day event. I did not know whether they need to write to ARMTA Provincial and apply for the \$100 or how the money is distributed, but said that I would let her know.

I think that this is a very worthwhile use of our funds. You may contact her directly by e-mail: veronicajweber@gmail.com or cel 403-741-6546. I also spoke to her regarding becoming a MAL of ARMTA and told her of the idea of online connection with other teachers. She is eligible to be an ARMTA member, but notes that the distance from a branch keeps her from doing so.

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## 8. NEW BUSINESS

### a) [Scholarship Convenor](#) [Judith Ammann](#)

**Motion:** Now that the Bursary Awards and Pedagogy Scholarships are established, and most details have been sorted out, I move that the Provincial Board appoint a Bursary/Scholarship Convenor to chair a Bursary/Scholarship Committee.

**Moved:** Judith Beth **All in favour** **Carried**

### b) [Young Artist – Vocal Performer](#) [Beth](#)

It would be great if the Vocal Competition winner could also do a Young Artist Tour. CFMTA has so far only covered expenses for the piano competition winner.

To include the vocal competition winner in the Young Artist tour, we would need to come up with money for travel, accommodation (which is often billeted), a per diem, an accompanist with their travel & accommodations, and a small stipend of \$100 per performance. CFMTA usually gives the performer \$100 or 50% of the proceeds from the concert, whichever is higher.

For the first time doing this, we would recommend the vocal competition tour include only their home city & surrounding areas so that accommodations would not need to be considered. The accompanist would be the choice of the performer to bring their own or use one recommended in the area. It could be two separate tours for piano & vocal or they could collaborate, depending on what the Young Artist Tour convenor can work out.

**Motion:** That for 2019, the Young Artist Tour also include performance opportunities for the vocal performer representing Alberta at the CFMTA Voice competition.

**Moved:** Beth, Kimerica

**Discussion:** Is this too much for Louisa to do since it expands the Young Artist Convenor job description significantly? If not, we will help her.

**All in favour** **Carried**

**Motion:** We will offer funding for the Vocal Young Artist Tour from the Recognition Fund with \$250 per concert to a maximum of 3 concerts within 150 km of the competitor's home town to be paid after the concerts after completed.

**Moved:** Kimerica, Nathene

**Discussion:** Meant to cover \$100 per performance, \$100 per accompanist, and \$50 for travel.

**All in favour** **Carried**

Kimerica & Marlane will touch base with Louisa to talk about expanding her role.

### c) [Examining Board Discussion & Recommendations](#)

- i. Removal of Music Therapy and Suzuki as Registered Subjects

**Motion:** That Music Therapy and Suzuki Method be removed as Registered Subjects.

**Moved:** Annette, Tamara

**Discussion:** Members can still include these as Subjects Taught.

**All in favour**

**Carried**

- ii. Foreign police record checks

We will take a police check from either Canada or whatever country where the applicant has been a resident with their application, and we will need to have a Canadian police records check every five years afterwards.

- iii. Need to recognize non-western music and instruments.

The Examining Board is free to contact any expert in the field for consulting or recommendations. Subash Giri could be used as a resource for non-western music. We could also approach Dr. Michael Frishkopf (director of Candian Centre of Ethnomusicology and teaches at U of A) or Dr. Kathy Robinson (Education Dept. at U of A) as possible authorities.

- d) [Provincial Piano Competition Prizes & Scholarships](#) [Alison](#)

**In need of clarification:**

- Given Ms. Buckley's long history of support for this competition, would ARMTA consider funding the prize that she has long supported in her honour? If not, this scholarship must be taken off the website as it will not be offered this year.

**Motion:** That the ARMTA Recognition fund be tapped for Best Performance of a Canadian Work at the ARMTA Provincial Piano Competition for the future named in honour of Dorothy Buckley.

**Moved:** Judith, Beth

**Discussion:** This would be continued indefinitely.

**All in favour**

**Carried**

**Motion:** That the ARMTA Recognition fund provide a \$250 prize for the Best Performance of a Canadian Work at the Provincial Vocal Competition.

**Moved:** Judith, Kimerica

**Discussion:** Is there someone who we would want to name this award in honour of? Possibly Elsie Hepburn. Branches can submit suggestions to Kimerica by November 1. We don't need to name it and could also name it after a sponsor, so any names would be voted on by email.

**All in favour**

**Carried**

- It was mentioned in a previous email that ARMTA wished to bring the scholarships offered at the provincial level more in line with those offered at the national level. I am unsure what the intention of this proposition is. Perhaps we need to discuss our scholarships?

This was a suggestion that came from elsewhere, not from Allison. Our prizes are already similar in terms of categories, though not in amounts. Judith knew from Sue Wilson who was a former Piano Competition Convenor that it was meant to be in terms of categories.

- Is the Marek Jablonski Prize awarded to the winner of the competition or to the contestant who presented the best performance of a work by Chopin? My vote would be for the latter.

We don't currently have a Chopin prize, a Bach prize, or a Performer with the Most Promise, which are the CFMTA categories with prizes that we don't have. The Jablonski Fund specifically wanted their prize to go specifically to the first-place winner, so it will need to go there for this coming year. After that, we can make alterations for the provincial competition. The Thelma O'Neill prize could be designated for Baroque. The CFMTA prize is currently for a best Chopin prize, but we would recommend to CFMTA that the prize be expanded to any Romantic work and offer a Best Performance of a Romantic Work at the provincial competition as well.

Vocally, we could add a prize specifically for Italian to match the national prizes.

We will leave our piano competition prizes as they are for this year. For the 2021 competition, the Thelma O'Neill prize could possibly be designated for Baroque/Classical.

CFMTA intends to approach the Edmonton branch about continuing the Dorothy Buckley prize in her honour since Dorothy will not be providing scholarships in the future due to advancing age. Judith pointed out that the majority of the CFMTA prizes already come from Alberta teachers.

e) CFMTA Motions Beth

**Motion:** That the administrator, Vicki Martin, prepare and conduct an online survey to determine which (how many) members have in an interest in accessing digital subscriptions (possibly as little as \$12 USD annually) to Clavier Companion and its monthly piano pedagogy webinars

**WITHDRAWN**

Vicki will expect more information about this to come from Pat Frehlich and send out a survey as appropriate.

**ACTION:** That Marlaine Osgood (Kimerica Parr, Patricia Tao) respond to a questionnaire coming from Pat Frehlich re: mentoring programs.

**ACTION:** Board members promote Branching Out: "Music Making a Difference" to their branches

**ACTION:** That conference convener Viktoria Reiswich and continuing education convenor Deanna Oye be asked to select a lecture or workshop presenter and make a video for Alberta's contribution to CFMTA webinar project. There may be a \$200 honoraria from CFMTA for the presenter. Dina Pollock is the CFMTA contact person. Beth will follow up on this with Viktoria & Deanna.

f) Financial support for CFMTA Conference in Winnipeg Marlaine

**Motion:** That ARMTA include a full page colour ad for \$310 to promote that the 2021 conference will be in Edmonton, Alberta in the CFMTA Winnipeg program

**Moved:** Tamara, Nathene

**Discussion:** Vicki & Judith will take this to the Edmonton Branch and work with Carolyn to put the ad together.

**All in Favour**

**Carried**

g) CFMTA Honorary President Marlaine

Helen Dahlstrom was the Honorary president but has passed away. CFMTA has been looking for a new honorary president for the last five years

We could possibly recommend Marilyn King or Peggy L'Hoir from Saskatchewan. Annette will investigate each of them as options.

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

- a) [President's report](#) [Marlaine Osgood](#)
- b) Vice-President's report Kimerica Parr

This past year has been an exciting one – I was thrilled to work with Beth Raycroft in the creation of the upcoming ARMTA vocal competition. We created the repertoire guidelines and contacted many colleagues to inform them of the competition and its requirements. We plan to continue to reach out to non-ARMTA vocal teachers, and invite them to join, and have their students participate. Vocal instruction is strong and vibrant in our province. Beth found an excellent judge for the competition, and I am pleased to announce that professional singer Whitney Sloan will be judging for us.

I worked with Debbie Gallant in updating the ARMTA code of ethics.

It was great to try a fully online meeting, where we all contributed to our new catchphrases. I hope that we continue to do online meetings, as this allows the opportunity for more of our ARMTA members to attend and participate.

Marlaine Osgood lent a book to me – The End of Membership As We Know It - and it made me think about our future, and what services we might offer our members. It is my hope to see us grow and flourish in membership and activities this upcoming year! At the Board Development session, we learned that we might consider holding a vision meeting – separate from our usual board meetings. I believe this to be a good idea (it can even be done online) as we need to know where we are going, and where we plan to end up.

- c) [Past-President's report](#) [Beth Olver](#)
- d) [CFMTA report](#) [Beth Olver/Marlaine Osgood](#)
- e) [Membership report](#) [Vicki Martin](#)
- f) [Financial report](#) [Vicki Martin](#)

Vicki will calculate an estimate of what service fees being charged back to the branches will look like for the coming year so that we can better determine whether we need to raise membership rates at the March 2019 board meeting.

- g) [Administrator's report](#) [Vicki Martin](#)

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

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

**10. CONVENORS: sent out in advance for reading**

- a) [Archives](#) [Naomi Parker](#)
- b) [ARMTA Piano Competition](#) [Alison Kilgannon](#)
- c) ARMTA String Competition Chrysanthema Pashunkova
- d) ARMTA Voice Competition Elizabeth Raycroft/Naomi Williams

Regulations and Rules have been set and posted on the website. The date and location have been set. Whitney Sloan has been selected to judge the competition. The next step is to promote the competition to voice teachers and singers throughout the province. A meeting with Kim, Beth and Chrysanthema is set for Monday, September 17 at 9:30 am. *Submitted by Kimerica Parr*

- e) [ARMTA Recognition Fund](#) [Judith Ammann](#)
- f) [ARMTA Student Composer Competition](#) [Christine Rogers](#)
- g) [Canada Music Week](#) [Margaret King](#)

- h) [Community Service Award](#) [Marlaine Osgood](#)
- i) [Conference 2018](#) [Viktoria Reischich](#)

The AGM will on Friday, not Saturday as mistakenly announced in an email update but correctly announced in Tempo.

- j) [Continuing Education](#) [Deanna Oye](#)

Branches are encouraged to take advantage of the continuing education resources available as Lethbridge is already doing! Deanna is encouraged to contact the branches to be sure that they know what is available. Beth will be sure Deanna knows she needs to be proactive in this area.

- k) [Examining Board](#) [Judith Elliot](#)
- l) Members at Large [Jill Kotchen, Ida Edwards](#)

Facebook is probably not going to be best vehicle for connecting MAL's, but Zoom could work quite well, which Ida will look into.

A suggestion was made that rather than North and South splitting of the MAL convenorship, that Ida and Jill split it more into those that we feel should be encouraged to form their own branch, and those that we feel could be encouraged to take more of advantage of ARMTA and what it offers. The board is fine with Ida & Jill splitting up the job however they want.

It would be recommended that the Medicine Hat branch members be included with any MAL discussions since they are not currently active.

- m) [Policies and Procedures/Bylaws](#) [Sherry Ann Lynn](#)
- n) [Provincial Festival Association Liaison](#) [Antonina Cox](#)
- o) Publicity [vacant](#)
- p) [Social Media](#) [Christina Kolos](#)
- q) [Sponsorship](#) [vacant](#)
- r) [Tempo](#) [Lisa Ng](#)
- s) [Webmaster](#) [Carolyn Garritano](#)

Branches are encouraged to take advantage of what Carolyn has to offer with setting up a website or online event registration.

- t) [Wellness](#) [Michelle Wheatley-Brown](#)
- u) Young Artist Tour [Louisa Lu](#)

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

**Moved:** Nathene, Melodie **All in favour** **Carried**

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

- a) [Calgary](#) [Melodie Archer, Nathene Arthur](#)

This is Melodie's last meeting. A new rep has not been determined.

- b) [Edmonton](#) [Rosemarie Horne, Adela Wedler](#)
- c) [Grande Prairie](#) [Carmen Gorgichuk](#)
- d) [Lethbridge](#) [Tamara Bowie](#)
- e) Medicine Hat [Betty Bischke](#)
- f) [Red Deer](#) [Annette Bradley](#)

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

**Moved:** Beth, Melodie

**All in favour**

**Carried**

**12. CORRESPONDENCE**

**13. NEXT MEETING**

**AGM: Friday, October 26**

**Board meetings:**

- February 23 – 9:00am -1:00 pm by Zoom: Business
- March 2 – 9:00 am – 1:00 pm by Zoom: Budget

We can reevaluate afterwards whether Zoom meetings work for board meetings and plan next year accordingly.

**14. ADJOURNMENT at 5:22 pm**

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## 5. BUSINESS COMPLETED BY EMAIL VOTING

No motions were made by email since the last board meeting.

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## 6. GENERATIVE & STRATEGIC THINKING

### 6. a) Items from the generative discussion, May 5, 2018 ZOOM meeting minutes. Marlaine

- i. Community music events – higher level of support for the teacher – afternoons of music, coffee shops,
- ii. Networking – teachers need support, and we should be able to encourage students to learn from other teachers as well
- iii. Referrals – as opposed to having waiting lists
- iv. Young teachers – they are looking for how it benefits them, and we want them involved
- v. Business practices – best practices for invoicing, billing, and accepting payments. Could be a Facebook discussion, a survey to our members, and/or a workshop set up to talk about it.
- vi. Student teacher groups/collegiate chapters – are better at offering some of these practical issues. Marlaine will contact the leaders to see
- vii. Recognition in community – like RCM
- viii. Zoom discussions – set a topic and set a time for any members to join to call in to discuss a specific topic
- ix. Including more instruments than just piano, more small ensembles. Accessible music for the community, not just classical
- x. House concerts – where ARMTA would be an intermediary for our members, their students, and the music community
- xi. What does an ideal music library look like?

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

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

Since the RCM no longer posts teacher addresses on their Find a Teacher directory, it has become extremely difficult to get them to send a letter inviting them to join ARMTA. Naomi still intends to try to get a few from the Calgary area and will pass them on to Vicki to mail out, but otherwise, this can be considered complete.

#### 6. b) ii. Follow-up on information letter

Annette/Naomi

Re: brochure targeted to parents/the public on the benefits of studying with a registered music teacher, see separate document, [Benefits of studying with a Registered Music Teacher.pdf](#)



## 6. b) iii. Collegiate members

Marlaine

Information: The Post Secondary Collegiate Chapter at the U of A has been approved:

Hi Marlaine,

We have finally been approved as a student group and will be having a meeting. I am wondering about the final decision about membership details. We will need to let students know what their fees will be and what is included in that. It's been so long that the details are now foggy!

Patty

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For discussion/Background:

We still need to discuss:

1. fees
2. attendance at board meetings.

Background from the Oct. 2017 minutes:

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

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.
6. Free ARMTA events
7. 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.
8. 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.

Post-Secondary Collegiate members won't be ARMTA members or affiliates because:

1. 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.
2. 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.
3. 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.
4. 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.

Regarding Board Meetings:

ARMTA Provincial meetings are a full day board meeting, rotating between Red Deer, Edmonton and Calgary. There are only 2 meetings over the year, each on a Saturday, one in September and one in February. 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.

ARMTA Provincial paying for the occasional accommodation for the student also came up.

Proposed Motions:

One motion for the fee to be \$20

One motion to invite one Post Secondary Collegiate member to the board meeting, with each Post Secondary Collegiate Chapter taking turns on a yearly rotating basis.

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## 7. BUSINESS ARISING FROM THE MINUTES

### 7. a) Policies & Procedures updates Lynn

Sherry Ann

#### 7. a) i. Updated Job Descriptions

See [10. n\) Policies and Procedures/Bylaws](#) report for background information  
See separate document, [New Job Description Template.doc](#)

#### 7. a) ii. Rules of Order

Beth

As Sherry and I are reviewing the P & P, this may be a good time to review what rules of order we follow in our meetings.

The P & P says “Roberts Rules of Order” (section VI Meetings page 19 of P & P) but we don’t really follow those: they are seriously aimed at parliamentary order and do not facilitate generative discussion, minutes that contain summaries of discussion

I’ve taken a very cursory look at **Rules of Order for Association Boards by: Jeffrey A. Goldberg** <https://www.arda.org/uploadedFiles/ARDA/HOA.../Rules%20of%20Order.pdf> which is for condo boards but we could adapt.

The Board development page <https://open.alberta.ca/publications/board-development> has an article called “meetings that work” but this is not a set of rules. This article does recommend “Call to Order” by Herb Perry.

[Call to Order: Meeting Rules and Procedures for Non-Profit Organizations](#) by Herb Perry of Big Bay Publishing ([www.morfa.com/bbp/](http://www.morfa.com/bbp/)). 1-9 copies are \$23.95 CDN and 10 plus copies are \$20

**Call to Order, Second Edition**, is a book of rules and procedures especially designed for meetings of non-profit organizations. Since it was first published in 1984, *Call to Order* has helped thousands of people in many different kinds of associations have more effective and harmonious meetings. In the Second Edition, the authors have updated the rules and added sound advice on a wide range of meeting situations. They have also provided examples of best practices drawn from their years of personal experiences both as staff and volunteer. *Call to Order* now provides not only the rules of the game, but also advice on winning plays.

**Call to Order** recognizes the unique needs of people involved in meetings of non-profit organizations — members of boards of directors, chairs, officers, and members and volunteers in professional organizations, charities, churches, non-governmental organizations, social agencies, school councils, youth organizations, clubs, condominium owners' groups, and so on. The meeting rules and procedures in *Call to Order* are easy to understand and apply. They eliminate the confusion and frustration often caused by other rules of order that were designed over a century ago for the meetings of United States House of Representatives and Canadian and British parliaments.

With **Call to Order**, you'll be better prepared and more confident in participating in or leading meetings of non-profit organizations. As a result, your meetings will be more productive — and more enjoyable.

Or we could try contacting our facilitators from March and see if they can recommend something.

## 7. b) String competition for 2020

**Chrysanthema**

## 7. c) Vocal competition for 2019

**Kimerica**

## 7. d) Liability insurance for the board

**Beth/Marlaine**

From: Vicki Martin, ARMTA Administrator [mailto:admin@armta.ca]  
Sent: Friday, September 07, 2018 9:48 AM  
To: Shane Boulier  
Subject: Executive insurance options

Hello Shane,

It was well over a year ago that Bill Nillson provided ARMTA a quote for Executive Liability Insurance. Our board has gone back and forth over whether we should get it, since the cost seems fairly high for what we consider to be a low risk. We have a board meeting coming up shortly, so it's going to come up again. I've been asked to look into whether there are any other options available, such as adding a rider to our existing liability insurance policy to cover board activities as well as teaching activities. What might you have to offer?

Thank you in advance,  
Vicki Martin

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Hello Vicki,

Thank you for your enquiry.

We are unable to add a rider to the existing policy for Executive Liability. We would approach our insurance markets for a quotation and a separate policy would be issued.

I have attached an information sheet on Executive Liability along with an application which would need to be completed. If you would like a quotation please complete, sign and return the application along with a copy of your most recent financial statements.

If you have any additional questions please let me know.

Thank you,

.....  
Shane Boulier CAIB, CIP  
Commercial Account Manager

Westland Insurance Group Ltd.  
Your best coverage is our only policy

.....  
Head Office  
#200, 2121 - 160th Street  
Surrey | BC | V3Z 9N6  
office: 604-543-7788 ext. 274 | direct: 778-545-2068  
fax: 1-866-775-6859 | cell: 778-839-8559  
email: [sboulie@westlandinsurance.ca](mailto:sboulie@westlandinsurance.ca)  
website: [www.westlandinsurance.ca](http://www.westlandinsurance.ca)

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See separate documents, [D&O Liability.pdf](#) and [Executive Insurance Quotation.pdf](#). The quotation for \$1,000,000 of executive insurance is \$600/year.

## **7. e) 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](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.

I have taken a sample Confidentiality Policy provided by the Board Development workshop and put it together with the draft provided at the March 2018 board meeting. For reference, you can see the original document: [Board Development Sample Privacy Policy.pdf](#)

*Vicki*

## **ARMTA's Privacy and Personal Information Commitment**

ARMTA is committed to protecting the privacy of our members and program participants. Our Privacy and Personal Information Commitment is based on internationally recognized privacy principles and fair information practices for the collection, use, disclosure and retention of personal information.

The ARMTA Executive is responsible for personal information under its custody and control, and the ARMTA President and Administrator are accountable for ARMTA's compliance with this commitment.

We will not sell, give away, or distribute our teacher mailing lists by 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. 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.

When personal information is collected, ARMTA will identify the purposes for which it is being collected. Names, addresses, and phone numbers are not deemed personal information under the terms of current federal privacy legislation. To maintain a balance between the need for privacy and the mandate of providing teacher referral services, members have full control over which contact information they wish to have displayed in the online Find a Teacher directory or whether they 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 disclosed as they are found in the online Find a Teacher directory or by neighbourhood.

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where inappropriate. The collected of personal information is limited to that which is necessary for the purposes identified. Information will be collected by fair and lawful means. Personal

information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes. Personal information will be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

Confidential information for our members such as membership applications, 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. The Provincial Archives contains records deemed to be archival, including annual reports, board meeting minutes, membership directories, and records considered no longer current. Supporting documentation for financial records are destroyed after seven years as per common practice, and supporting documentation for scholarships, awards, bursaries, and competitions are destroyed after one year.

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 applications and 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 or 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 secured by locks and passwords appropriate to the sensitivity of the information. 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.

Upon request, an individual will be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. Individuals may request access to their membership and financial records by contacting the ARMTA Administrator. An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Any member or program participant has the opportunity to address concerns regarding compliance with this commitment to the ARMTA President and Administrator.

## 7. f) Professional development self-evaluation

### **For discussion:**

Determine who should receive and review board and convener self-evaluations, and follow up if necessary.

Self-evaluation check lists for convenors and board members to be used annually in conjunction with a review of job descriptions and mandates.

Self-evaluation check lists for members to be used at membership renewal. The intent is to provide members with a tool to evaluate their contribution as registered music teachers.

### **Self-evaluation convener** Alberta Registered Music Teachers' Association (ARMTA)

Please check all that apply

I have reviewed my job description and passed any suggestions for changes to the Policy & Procedures convener.

I have sent written reports to ARMTA board meetings and the Annual General Meeting.

I have met my goals based on the mandate provided by the board in the job descriptions.

I was not successful with these parts of my mandate:

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- I have considered ideas for improving the service offered under this mandate and made suggestions to the ARMTA board.
- I feel good about this position in ARMTA and want to continue.
- I feel that I am not the right person for this position.
- I feel this position no longer holds value for ARMTA.

**Self-evaluation Board Member Alberta Registered Music Teachers' Association (ARMTA)**

Please check all that apply

- I have reviewed my job description and passed any suggestions for changes to the Policy & Procedures convenor.
  - I am committed to the vision of ARMTA
  - I have sent written reports to ARMTA board meetings and the Annual General Meeting.
  - I have prepared for meetings
    - by reading reports,
    - by preparing questions
    - by doing additional research
  - I have attended board meetings
  - I have attended the Annual General Meeting
  - I have responded to email regarding additional business of the ARMTA board in a timely way
  - I feel that I bring knowledge and skills to the board in the areas of policy making, finance, program development
  - I have reported on the activities of the ARMTA board at branch meetings verbally and in writing.
  - I have met my goals based on the mandate provided by the board in the job descriptions.
  - I was not successful with these parts of my mandate:
- 
- 

**Self-evaluation by each Member of Alberta Registered Music Teachers' Association**

The purpose of this tool is to help members gauge their professional activity and contribution to the music community. The intent is to encourage members to be engaged in the music community outside their own studios.

Please check all that apply

- I am committed to the vision of ARMTA.

In the past year:

I have participated in professional development activities including:

- Workshops such as offered by my branch
- Webinars such as offered by CFMTA, ARMTA, or one of the conservatories
- Conference such as Music Conference Alberta, APTA, MTNA, CFMTA, NATS
- Publishers' workshops such as sponsored by a local music store
- Reading professional articles as may be found in Tempo, Canadian Music Teacher, Clavier
- I am continuing study in my discipline (e. g. voice, string, piano, theory) or a new music discipline.
- I have been a mentor to a new teachers or musician.
- I have attended branch meetings and events.
- I have attended ARMTA (provincial) Annual General Meeting (usually the end of October).
- I serve on my branch (e.g. executive officer, convenor, help with recitals or other events).
- I serve provincially (e.g. executive officer, convenor).
- I serve on non-ARMTA committees or boards in the music community.
- I have given public music performances.
- I participate in the community music as a director or member of choral or instrumental groups.

**MOTION:** Move that the board adopt self-evaluation checklist for convenors as prescribed by job descriptions in Policy & Procedure.

**MOTION:** Move that the board adopt self-evaluation checklist for board members as prescribed by job descriptions in Policy & Procedure.

**MOTION:** Move that the board adopt self-evaluation checklist for members to be used as part of membership renewal.

## 7. g) Human Resources

The Muttart Foundation has a 109 page resource distributed by the Muttart Fellowships called "The Board and Executive Director: Developing and Nurturing an Effective Relationship."

In members area, add a link to Alberta employment standards ([www.alberta.ca/employment-standards.aspx](http://www.alberta.ca/employment-standards.aspx)) for teachers who are employees and for those who hire staff.

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

1. Confidentiality Agreement
  - The confidentiality agreement has been distributed to the board members and are slowly trickling in. Vicki will also get it out to the Examining Board members and the bursary and scholarship committee members and continue to remind everyone to return it.
2. FAQ & Elevator Pitch
  - FAQ: See [Zoom meeting.2018 05 25.pdf](#) minutes for the list of FAQ's that was put together. Vicki still intends to get that put together, pass it by a few ARMTA executive members, and then get Carolyn to post it on the website by the end of September.
  - Elevator Pitch: We have our two catchphrases:
    1. Cultivating music in life
    2. Noteworthy neighbourhood music instructionDo we still want to develop a 30 second – 1 minute summary of what ARMTA is all about in addition to this?
3. Thorough orientation for new members & partner outgoing members with their replacement.
  - Carolyn has created a page within the Member's Area accessible only to board members & convenors where she & Vicki have posted important documents and dates.
  - It continues to remain the responsibility of outgoing board members & convenors to be sure that their successors understand their role & responsibilities.
  - Anything further we wish to do to help with this?
4. Explore how to make more time for generative conversations
  - The Zoom meeting was held on May 25, 2018 and was overall successful. Zoom meetings worked reasonably well for shorter length meetings. A Zoom subscription that allows for meetings over 40 minutes and up to 100 participants costs \$14.99 US/month (about \$19.50 CAN) or \$12.49/month if billed \$149.90 US (about \$195 CAN) annually. Worth it? It can also be used by branches for meetings, MAL for online meetings, or Continuing Education for online sessions/webinars.
  - For clearer job descriptions with lines of authority, Beth & Sherry Ann have proposed changes to the job descriptions in the Policies & Procedures manual. See [7.a\) i Updated Job Descriptions](#) and [New Job Description Template.docx](#)

- We have started using the reporting form which includes separating items for information, for discussion, and for action starting with our next meeting
- Our agenda template has been changed to include GENERATIVE & STRATEGIC THINKING at each meeting before the BUSINESS ARISING FROM THE MINUTES.

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Items Marlene has but hasn't pursued: Consent Agenda, one on one mentorship, Code of Conduct for board members, areas of risk.

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#### FROM THE MINUTES OF THE LAST MEETING:

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

### 7. i) Document retention and disposal

**Judith/Christine/Vicki**

Judith & Christine have been informed that they are free to discard supporting documentation for scholarships and the Student Composer Competition after one year.

Vicki has not yet put out a call to Edmonton members to go through ARMTA’s physical files in her possession to determine what can be disposed of, what should go to provincial archives, and what should be digitally archived. It is still on her to-do list.

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

Members can have their photo placed on the main search results of the Find a Teacher directory by emailing them to Carolyn Garritano at [web@armta.ca](mailto:web@armta.ca). So far, only 8 members have bothered to do so.



## 7. k) Contemporary Showcase Scholarships

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## 8. NEW BUSINESS

### 8. a) Scholarship Convenor

**Judith Ammann**

When I became ARMTA Recognition Fund Convenor, the job was to send notices reminding people that they could ask for money, ask for cheques from CFMTA, and mail the cheques out as directed by the board.

Over the past years, I made some suggestions of ways ARMTA could spend more of the fund by offering Bursaries and Pedagogy Scholarships etc. Because some of these suggestions were mine, it made sense that I would help to establish and manage the new scholarships and bursaries. I enjoyed working with the committee to establish these programs but I think it is important to keep the duties of the Recognition Fund Convenor separate.

**MOTION:** Now that the Bursary Awards and Pedagogy Scholarships are established, and most details have been sorted out, I move that the Provincial Board appoint a Bursary/Scholarship Convenor to chair a Bursary/Scholarship Committee.

**EXPLANATION:** The Bursary/Scholarship Convenor would receive Bursary and scholarship applications and would guide the committee through the decisions regarding bursary and scholarship recipients, and amounts to be granted. The Bursary/Scholarship Convenor would then inform the Recognition Fund Convenor what cheques are required from the CFMTA Trust Fund. This is presently how Branch Awards, Student Composer Awards and other Provincial Board requests work.

### 8. b) Young Artist – Vocal Performer

**Beth**

**MOTION:** That for 2019, the Young Artist Tour also include performance opportunities for the vocal performer representing Alberta at the CFMTA Voice competition. Note that this may require some additional funding (travel & accommodation) that CFMTA might not cover the way they do for piano.

### 8. c) Examining Board Discussion & Recommendations

**Judith Elliot/Vicki**

Some issues that have come to our attention in processing applicants in the past 6 months are:

1. The need to remove Music Therapy and Suzuki as Registered subjects. They can be listed as subjects taught. This came up when we had a new applicant request to be registered in Music Therapy in addition to Violin. The examining board felt that since Music Therapy is something that is practiced, not a subject that they teach, that it should not be a registered subject. In addition, it should be up to the Music Therapy Association to evaluate, not ourselves. Since we do already have one member registered in Music Therapy, to be consistent, it would need to be removed. Once it came up, Suzuki Method was also a subject that should be up to the Suzuki Association of the Americas to determine, not ourselves, and it is a little odd that we only have two members with it as a Registered Subject when there are certainly many more members that teach it.

This decision affects two of our current members, who are currently registered in:

- Marissa Feria: Music Therapy, Piano, Suzuki Method
- Donna Murray: Piano, Suzuki Method

**MOTION:** That Music Therapy and Suzuki Method be removed as Registered Subjects.

2. Some applications come with Police checks from other countries. Should these be considered valid? Should we require Police checks from Canada as well? What sort of criminal record would not allow for membership? What about history prior to a Canadian Police check when applicant is from another country? Determining these parameters is recommended.

3. Need to recognize non-western music and instruments. What level of proficiency/degree status is required and how do we determine this. Should a person with this background be invited to join the Examining board?

## 8. d) Provincial Piano Competition Prizes & Scholarships

[See also 10. b\) ARMTA Piano Competition](#)

**In need of clarification:**

- Given Ms. Buckley's long history of support for this competition, would ARMTA consider funding the prize that she has long supported in her honour? If not, this scholarship must be taken off the website as it will not be offered this year.
- It was mentioned in a previous email that ARMTA wished to bring the scholarships offered at the provincial level more in line with those offered at the national level. I am unsure what the intention of this proposition is. Perhaps we need to discuss our scholarships?
- Is the Marek Jablonski Prize awarded to the winner of the competition or to the contestant who presented the best performance of a work by Chopin? My vote would be for the latter.

## 8. e) CFMTA Motions

**MOTION:** That by October 1, the administrator, Vicki Martin, prepare and conduct an online survey to determine which (how many) members have in an interest in accessing digital subscriptions (possibly as little as \$12 USD annually) to Clavier Companion and its monthly piano pedagogy webinars

**MOTION:** That Marlane Osgood (Kimerica Parr, Patricia Tao) respond to a questionnaire coming from Pat Frehlich re: mentoring programs.

**ACTION:** Board members promote Branching Out: "Music Making a Difference" to their branches

**MOTION:** That conference convener Viktoria Reisch and continuing education convenor Deanna Oye be asked to select a lecture or workshop presenter and make a video for Alberta's contribution to CFMTA webinar project.

There may be a \$200 honoraria from CFMTA for the presenter.

Dina Pollock is the CFMTA contact person.

## 8. f) Financial Support for CFMTA Conference in Winnipeg

September 3, 2018

Greetings Marlane and the ARMTA Provincial Executive!

As we start into September, many of you are likely busy planning and preparing for a new teaching year just as we are here in Manitoba. Of course, in addition to that, those of us who are members of the 2019 Conference Planning Team are diligently working to put together the most interesting and inspiring conference possible.

We're writing to request your financial support for *A Century of Sound Connections*. The theme of the 2019 Conference is *connections* of all kinds, and your contribution would be a tangible recognition of the ties that connect all members of the CFMTA/FCAPM.

There are three specific avenues of support we would like you to consider as you set up your provincial budget for the 2018-19 year.

1. A general contribution to the conference budget – your donation would be acknowledged on the conference website and included in the program book list of donors. Donations can be made to CFMTA (please make a note on memo line: conference donation), and tax receipts will be issued for any donations of \$100.00 or more. Cheques should be mailed to: Alanna Courtney, Conference Treasurer, 1086 McMillan Ave., Winnipeg, MB R3M 0V9

2. Send provincial greetings to the conference by purchasing ad space in our program book. Rates are as follows:

- Business Card Size Ad \$50
- ¼ Page Ad \$110
- ½ Page Ad \$185
- Full Page Ad \$260
- Add colour to any size \$50

To place an ad go to: [CenturyOfSound2019.com/program-ads](http://CenturyOfSound2019.com/program-ads)

3. Make a donation towards a coffee break or put your province's name on a workshop room. For details, please contact Leanne Hiebert at: [president@mrmta.org](mailto:president@mrmta.org)

Your support is greatly appreciated as we plan this exciting event! We look forward to hearing from you!

*Annette Hay and Evangeline Keeley*

*Conference Co-chair*

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**MOTION:** That ARMTA sponsor a coffee break or session at Conference 2019 in Winnipeg.

Projected cost: Coffee/tea only \$500, with snacks \$1000

**8. g) CFMTA Honorary President**

**Marlaine**

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## **9. EXECUTIVE REPORTS**

**9. a) President's report**

**Marlaine Osgood**

**Name:** Marlaine Osgood

**Other board/committee/convenors represented:** Beth Olver, Kimerica Parr, Vicki Martin, Naomi Parker, Debbie Gallant, Ida Edwards, Nathene Arthur, Melodie Arthur, Viktoria Reiswich-Dapp

In March, Beth Olver, Vicki Martin, Naomi Parker and I had a Skype meeting with Derek Chiu, RCM representative. We discussed professional development, webinars, sharing of teacher information (not possible), and online courses. We asked if RCM could advocate for joining ARMTA. As a result of this, I was invited to make a short presentation at the June 7 RCM Workshop in Edmonton.

In the Spring, I visited two branches; Red Deer in March and Grande Prairie in June. Both Branches have an active group of music teachers but each branch has different needs. Red Deer Branch uses the brochures and would like to have access to them from the website member's area.

Because of their distance from other communities, Grande Prairie Branch would appreciate attending ARMTA Edmonton Branch events, particularly if they can be combined with other workshops or concerts in Edmonton. I put Carmen in contact with the Edmonton Branch executive. After lunch with the members, Carmen Gorgichuk gave me a tour of the newly designated Grande Prairie University and we discussed some of the future plans for the University.

Hailey Payne, a reporter with the Calgary Journal (a publication produced by journalism students at Mount Royal University) asked ARMTA to participate in a survey about the ratio of women versus men in the music industry. Beth, Vicki and Kim joined me in responding to Hailey's questions.

On contacting Derek Oger, executive director of Conservatory Canada, he expressed interest in building a relationship between our 2 organizations, starting through announcements in our monthly updates and being the contact for our membership. I gave him our Administrators email address for follow up.

The executive had their first meeting via ZOOM at the end of May. Along with discussing where we would like to be in 5 years and how to get there, and compiling a list of FAQ's or quick statements for our website, we adopted 2 catchphrases - "Cultivating Music in Life" and "Noteworthy Neighbourhood Music Instruction." The first we will always use; the second when we have room.

In July, Linda Kundert invited me to attend CASSA's anniversary recital on behalf of ARMTA. ARMTA is a supporter of CASSA and, as such, it was an honour for me to offer congratulations to CASSA on behalf of ARMTA Provincial.

Also in July I attended the CFMTA AGM in Toronto with Beth Olver.

ARMTA provincial's AGM is coming up on October 26 and I have been working with Viktoria Reiswich-Dapp and Vicki Martin to find a venue and organize the meeting.

## **9. b) Vice-President's report**

**Kimerica Parr**

## **9. c) Past-President's report**

**Beth Olver**

In my role as past president I have:

- Contacted by email or by phone over 300 of our members in my search for volunteers to serve as conveners and leaders in our organization. It has been my pleasure to talk with many members about their lives and ideas. Thank you to members who have agreed to be bold and bring forward their gifts and ideas, especially Judith Elliot (new examining board chair), Twila Bakker and Rachel Goldenberg (new examining board members), Louisa Lu (new Young Artist Convener), Heather Hindman (retiring publicity convener). A sponsorship convener is also still needed.
- Filled in as sponsorship convener.
- Advised Calgary Branch that a new vice president of the provincial board should be nominated from Calgary branch before the 2018 October AGM.
- Worked with Sherry Ann Lynn to revise job descriptions to a new format as taken from the March 2018 strategic planning sessions.



Alberta Registered Music Teachers' Association

### **Job Description**

Position:

Authority and Responsibility (if board member) or Terms of Reference (if convenor):  
(include "sign confidentiality agreement", templates belong to ARMTA)

Requirements: (include "Orienting new \_\_\_\_\_" and passing on any documents)

Term:

General Duties:

Evaluation:

Review date:

Approval Date:

### **Additional information for recruiting**

Qualifications and Skills:

Time and Financial Requirements:

Benefits to the Volunteer:

See [Policy & Procedure report](#) for further action.

- Developed self-evaluation forms for board members, convenors, and every member – See [7. f\) Professional development self-evaluation](#)
- Prepared for and attended meetings (CFMTA, ARMTA board), and responded to email correspondence from other board members, the administrator, and convenors
- Monitored the website and suggested updates to Carolyn Garritano and Vicki Martin
- Managed one last extension of the Canada 150 ARMTA 85 commissioned works project: an opportunity for students to post videos of their performances on our website. This did not attract many new performers of this music. Note that all but one of the works has been added to the Contemporary Showcase syllabus!

## **9. d) CFMTA report**

**Beth Olver/Marlaine Osgood**

Name of person preparing report: Beth Olver

Names of other board members, convenors, or committee members represented: Marlaine Osgood

### **Information:**

As representatives of ARMTA, Marlaine Osgood and Beth Olver attended the annual board meeting of Canadian Federation of Music Teachers Associations (CFMTA FCAPM) in Toronto 2018 July 3-6. This was a most exciting meeting: in addition to the tedium of our regular business meeting, we had a whole day to think big, to dream about what CFMTA could be. We thought in terms of what we can offer members, what we can offer our students, and how we can raise the profile of CFMTA. We dreamed of what Registered Music Teachers can do if we use the power of truly being a national body. At the end of the day, our strategic planner (Peter Wright of the Planning Group) guided us in selecting three goals to achieve over the next three years:

- Establish a national data base of webinars, professional development videos produced by provincial and territorial associations
- Establish a national data base of members with a view to more direct communication to individual RMTs from CFMTA
- Establish a national e-festival for members' students any level any ability any discipline

Webinar Project is planned to begin 2018 October with one new video added each month. Each province is asked to submit a video up to 60 minutes long. Topics should be related to pedagogy, studio or program development, and other professional interests.

An annual national E-Festival is being planned. Students from any discipline will be able to submit a video of their performance and have it adjudicated.

Have you tried the free CFMTA app that enables you to read Canadian Music Teacher magazine where ever you have your smart phone or tablet? The first digital only edition of CMT magazine will be December 2020. Since there is no page limit for a digital magazine, there will be an opportunity for each provincial or territorial association to have space for its own content. The digital CMT will be available to anyone and it is hoped that its availability will promote CFMTA. The plan includes offering a smaller paper edition for an additional subscription fee (tax deductible expense) to members who continue to prefer paper.

The first *Year in Review* edition of CMT, available on that CFMTA app and at [www.CFMTA.org](http://www.CFMTA.org), is a pictorial show case of all the competition and award recipients from 2017. The *Year in Review* has been approved to be published annually.

Pat Frehlich, CFMTA chair for professional development, has been working with Clavier Magazine to make it possible for CFMTA members to receive subscriptions to the digital version and webinars at a greatly reduced subscription rate. Further information should come to the board from Pat and response from us by October 1. She is also working with Conservatory Canada, the Francis Clarke Institute, and the Music Teachers National Association to make their webinars available to all CFMTA members.

Registration opens this fall for the 2019 CFMTA conference July 3-6 in Winnipeg. Watch for information in CMT and on the conference website [www.centuryofsound2019.com](http://www.centuryofsound2019.com). Presenter proposals including proposals for "Poster Sessions" will be accepted until 2018 November 1.

Congratulations to Alberta Edmonton Branch who will host the 2021 CFMTA Conference.

Each year CFMTA offers branches a grant for a "Branching Out" event. Between July 2018 and March 15, 2019 the theme is "Music Making a Difference". Use a recital or other event to help a charity (e.g. food bank) that best benefits your community. Your event could be used to promote RMTs. Apply online at [www.CFMTA.org](http://www.CFMTA.org) for your branch's \$100 grant towards the cost of your event.

Helen Dahlstrom was CFMTA honorary president for many years. She has passed away and the search is on for a new honorary president. Who can fill her shoes?

The Hugheen Ferguson Distinguished teacher award (deadline for nominations is 2019 February 15) will continue to be presented at CFMTA conferences: a branch or a province/territory nominates a teacher. The nomination application is accompanied by \$250 which is used for an attractive certificate and a complimentary ticket to the Gala Banquet for the recipient. The balance is placed in the Hugheen Ferguson fund. In 2021, the fund will be used to supply a \$1000 award for Chopin in the National Piano Competition.

[www.CFMTA.org](http://www.CFMTA.org) is a treasure trove of information: applications for all national competitions and programs, archived minutes of executive meetings and budgets, templates for your events, past issues of CMT, bylaws policy and procedures, various insurances available to members. Password for protected areas is "members1935".

See also [8. f\) CFMTA Motions](#).

## 9. e) Membership report

**Vicki Martin**

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

### New Members

Audrey Morrison	Affiliate Grade 10
Esther Thompson	Affiliate 10

Alyssa Ung	Full	Piano
Michael H. J. van der Sloot	Full	Cello Advanced Theory, Composition
Janelle Vandegoede	Affiliate Grade 10	
Kanykei Mukhtarova	Full	Piano, Accompaniment
Annette Martens	Full	Voice
Kenton Zeller	Affiliate 10	
Carla Humphreys	Full	Piano
Dara Fensky	Full	Piano
Lara deBeyer	Affiliate Grade 9	
Genevieve See May Shih	Affiliate Grade 10	
Margot Pagaling	Full	Piano
Melissa Hemsworth	Full	Violin
Scott MacIsaac	Full	Piano
Timothy Wong	Full	Cello

#### Reinstatements

Kay Alexander	Full	Piano
Dustin Anderson	Full	Piano
Janice Rohl	Full	Piano
Susan Elfner-Clow	Full	Piano

#### Transfers

Laura Hawley	Full	Piano, Advanced Theory	from ORMTA
Katherine Seppala	Full	Piano	to Quebec

#### Upgrades

Denisha Teichroeb	from Affiliate 9 to Affiliate 10
Melissa Morelli Lacroix	from Affiliate 10 to Full, Piano

#### Leave of Absence

Kristy Nemez  
Rebecca Vizza  
Chelsea Braaksma  
Barb Hignell

#### Suspended

Darrin Hogue

#### **Membership totals:**

	<b>October 10, 2016</b>	<b>October 6, 2017</b>	<b>September 6, 2018</b>
Full	394	399	408
Affiliate Grade 10	16	18	21
Affiliate Grade 9	5	7	8
Retired	14	17	15
Honorary Branch Members	2	2	0
Provincial Life Members	2	1	6
<b>TOTAL</b>	<b>433</b>	<b>444</b>	<b>458</b>

## **9. f) Financial report**

**Vicki Martin**

As per ARMTA's usual, we continue to underspend what is budgeted. While we had \$2902 deficit at the end of our fiscal year on March 31, that was \$8805 less than the \$11,707 deficit budgeted. For the year to date, we are largely on track with budgeted spending, though the majority of our expenses are still to

come. We have a healthy \$30,732 in our chequing account and \$64,557 in total assets, which is slightly more than we had at this time of the year last year.

The one line item worth noting is the Bank & Service Fees, which was \$883 over budget. Since we began offering online payments in 2016, we have grown from having 62% of our membership payments received online to 75%. The branches have all been informed that the service fees for their membership payments will be deducted from the membership payments we forward to them starting with the 2019-2020 year and events starting immediately. This will reduce our costs somewhat, but online payments will probably continue to grow and so will the cost of service fees.

	2016	2017	2018
Total Membership Income (January-December, including branch income)	\$79,379.00	\$82,270.50	\$84,006.50
Membership income received through Stripe	\$49,881.50	\$60,687.50	\$63,230.00
Percentage of income through Stripe	62.84%	73.77%	75.27%
Total Service Fees (membership only)	\$1567.53	\$1862.31	\$1936.48

**Profit & Loss Budget vs. Actual  
April 1, 2018 – September 6, 2018**

	Apr '17 - Mar 18	Budget	\$ Over Budget	1 Apr - 6 Sep 18	Budget	\$ Over Budget
<b>Income</b>						
Advertising Income	100.00	0.00	100.00	25.00	50.00	-25.00
Conference Income	444.92	0.00	444.92	30.00	0.00	30.00
Donations						
Donations of Gifts in Kind	0.00	0.00	0.00	0.00	0.00	0.00
Donations - Other	100.00	0.00	100.00	0.00	0.00	0.00
<b>Total Donations</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Interest Income	674.74	395.00	279.74	6.91	510.00	-503.09
Membership Income	60,170.00	57,831.00	2,339.00	61,027.50	61,875.00	-847.50
Projects Income						
CFMTA Student Composer Comp.	890.00	900.00	-10.00	115.00	600.00	-485.00
Piano Competition	0.00	0.00	0.00	0.00	150.00	-150.00
String Competition	0.00	0.00	0.00	0.00	150.00	-150.00
Vocal Competition	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Projects Income</b>	<b>890.00</b>	<b>900.00</b>	<b>-10.00</b>	<b>115.00</b>	<b>900.00</b>	<b>-785.00</b>
Sponsorship Income	2,465.00	1,600.00	865.00	2,200.00	2,000.00	200.00
<b>Total Income</b>	<b>64,844.66</b>	<b>60,726.00</b>	<b>4,118.66</b>	<b>63,404.41</b>	<b>65,335.00</b>	<b>-1,930.59</b>
<b>Expense</b>						
Administration						
Administrator Contract	10,560.00	10,560.00	0.00	5,280.00	10,560.00	-5,280.00
Bank & Service Fees	2,523.13	1,640.00	883.13	158.10	2,028.00	-1,869.90
Computer Expenses	62.44	200.00	-137.56	0.00	200.00	-200.00
Mileage	203.11	225.00	-21.89	63.35	175.00	-111.65
Office Supplies	558.96	400.00	158.96	249.55	500.00	-250.45
Post Office Box	339.15	326.00	13.15	345.45	340.00	5.45
Postage	10.50	50.00	-39.50	0.00	0.00	0.00
Rent	600.00	600.00	0.00	300.00	600.00	-300.00
Telephone and Fax	489.16	576.00	-86.84	170.30	384.00	-213.70
<b>Total Administration</b>	<b>15,346.45</b>	<b>14,577.00</b>	<b>769.45</b>	<b>6,566.75</b>	<b>14,787.00</b>	<b>-8,220.25</b>
Advertising & Publicity						
Social Media	0.00	0.00	0.00	60.00	200.00	-140.00
Advertising & Publicity - Other	548.50	1,225.00	-676.50	596.94	1,275.00	-678.06



	Apr '17 - Mar 18	Budget	\$ Over Budget	1 Apr - 6 Sep 18	Budget	\$ Over Budget
<b>Total Advertising &amp; Publicity</b>	548.50	1,225.00	-676.50	656.94	1,475.00	-818.06
<b>Board Expenses</b>						
<b>AGM Expenses</b>						
Hotels	1,226.41	2,210.00	-983.59	0.00	1,260.00	-1,260.00
Meals	112.05	480.00	-367.95	0.00	520.00	-520.00
Travel	1,401.30	1,784.00	-382.70	0.00	1,771.00	-1,771.00
<b>Total AGM Expenses</b>	2,739.76	4,474.00	-1,734.24	0.00	3,551.00	-3,551.00
<b>Board Meetings Travel &amp; Meals</b>						
Catering	969.16	420.00	549.16	0.00	455.00	-455.00
Hotels	320.00	510.00	-190.00	0.00	420.00	-420.00
Meals	0.00	280.00	-280.00	0.00	230.00	-230.00
Travel	356.65	1,070.00	-713.35	0.00	1,351.00	-1,351.00
<b>Total Board Meetings Travel &amp; Meals</b>	1,645.81	2,280.00	-634.19	0.00	2,456.00	-2,456.00
<b>Meeting Room Rental</b>	579.80	250.00	329.80	0.00	150.00	-150.00
<b>Total Board Expenses</b>	4,965.37	7,004.00	-2,038.63	0.00	6,157.00	-6,157.00
<b>Member services</b>						
<b>CFMTA Delegate Expenses</b>	0.00	200.00	-200.00	269.40	250.00	19.40
<b>CFMTA Dues</b>	13,710.00	13,260.00	450.00	15,310.00	15,435.00	-125.00
<b>Conference/AGM</b>						
<b>Catering</b>						
Meal payments	-320.00	-150.00	-170.00	0.00	-200.00	200.00
Catering - Other	588.00	600.00	-12.00	0.00	600.00	-600.00
<b>Total Catering</b>	268.00	450.00	-182.00	0.00	400.00	-400.00
<b>Conference Registrations</b>	295.00	295.00	0.00	0.00	0.00	0.00
<b>Printing, Postage, and Supplies</b>	70.88	100.00	-29.12	0.00	100.00	-100.00
<b>Sessions &amp; Seminars</b>						
Clinician Travel Expenses	1,583.15	2,800.00	-1,216.85	169.54	1,200.00	-1,030.46
Session Honorariums	850.00	800.00	50.00	0.00	800.00	-800.00
Sessions & Seminars - Other	0.00	250.00	-250.00	105.00	250.00	-145.00
<b>Total Sessions &amp; Seminars</b>	2,433.15	3,850.00	-1,416.85	274.54	2,250.00	-1,975.46
<b>Conference/AGM - Other</b>	0.00			0.00	0.00	0.00
<b>Total Conference/AGM</b>	3,067.03	4,695.00	-1,627.97	274.54	2,750.00	-2,475.46
<b>Directory</b>						
Directory Postage	403.94	500.00	-96.06	374.80	425.00	-50.20
Directory Printing	296.94	340.00	-43.06	276.90	300.00	-23.10
<b>Total Directory</b>	700.88	840.00	-139.12	651.70	725.00	-73.30
<b>Honoraria &amp; Gifts</b>	230.04	250.00	-19.96	40.80	250.00	-209.20
<b>Insurance</b>	15,400.00	14,945.00	455.00	14,175.00	15,435.00	-1,260.00
<b>Members Postage</b>	441.89	250.00	191.89	325.24	325.00	0.24
<b>Membership Renewals</b>						
Membership Renewals Postage	279.72	200.00	79.72	0.00	300.00	-300.00
Membership Renewals Printing	0.00	40.00	-40.00	0.00	0.00	0.00
<b>Total Membership Renewals</b>	279.72	240.00	39.72	0.00	300.00	-300.00
<b>Tempo</b>						
Editor Honorarium	500.00	500.00	0.00	500.00	500.00	0.00
Postage	195.04	350.00	-154.96	283.50	300.00	-16.50
Printing	509.25	510.00	-0.75	522.90	510.00	12.90
<b>Total Tempo</b>	1,204.29	1,360.00	-155.71	1,306.40	1,310.00	-3.60
<b>Website and Database</b>						
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	1,371.14	1,310.00	61.14	424.19	1,983.00	-1,558.81
<b>Total Website and Database</b>	2,371.14	2,310.00	61.14	1,530.31	2,983.00	-1,452.69
<b>Total Member services</b>	37,404.99	38,350.00	-945.01	33,883.39	39,763.00	-5,879.61
<b>Partnerships</b>						
<b>CASSA</b>	500.00	500.00	0.00	0.00	500.00	-500.00

	Apr '17 - Mar 18	Budget	\$ Over Budget	1 Apr - 6 Sep 18	Budget	\$ Over Budget
Total Partnerships	500.00	500.00	0.00	0.00	500.00	-500.00
<b>President's Expenses</b>						
CFMTA President Visit	0.00	0.00	0.00	0.00	400.00	-400.00
Conference Registrations	295.00	300.00	-5.00	0.00	300.00	-300.00
General	0.00	100.00	-100.00	0.00	50.00	-50.00
Visits to Branches	113.40	400.00	-286.60	319.90	400.00	-80.10
<b>Total President's Expenses</b>	<b>408.40</b>	<b>800.00</b>	<b>-391.60</b>	<b>319.90</b>	<b>1,150.00</b>	<b>-830.10</b>
<b>Projects</b>						
ARMTA Recognition Fund Donation	0.00	100.00	-100.00	0.00	200.00	-200.00
Collegiate Chapters	0.00	200.00	-200.00	0.00	200.00	-200.00
Commissions	1,920.13	2,187.50	-267.37	0.00	0.00	0.00
Community Service Certificates	0.00	100.00	-100.00	0.00	25.00	-25.00
Continuing Ed./Travelling Work.	2,609.27	4,000.00	-1,390.73	19.84	2,000.00	-1,980.16
Piano Competition	2,070.52	1,240.00	830.52	260.00	1,500.00	-1,240.00
Recognition Fund Postage	67.43	100.00	-32.57	0.00	100.00	-100.00
Strings Competition	0.00	0.00	0.00	0.00	0.00	0.00
Student Composer Competition	1,105.86	1,250.00	-144.14	994.61	1,200.00	-205.39
Vocal Competition	0.00	0.00	0.00	0.00	1,500.00	-1,500.00
<b>Total Projects</b>	<b>7,773.21</b>	<b>9,177.50</b>	<b>-1,404.29</b>	<b>1,274.45</b>	<b>6,725.00</b>	<b>-5,450.55</b>
<b>Scholarships</b>	<b>800.00</b>	<b>800.00</b>	<b>0.00</b>	<b>800.00</b>	<b>800.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>67,746.92</b>	<b>72,433.50</b>	<b>-4,686.58</b>	<b>43,501.43</b>	<b>71,357.00</b>	<b>27,855.57</b>
<b>Net Income</b>	<b>-2,902.26</b>	<b>-11,707.50</b>	<b>8,805.24</b>	<b>19,902.98</b>	<b>-6,022.00</b>	<b>25,924.98</b>

**Balance Sheet  
As of September 6, 2018**

	6 Sep 18	6 Sep 17
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Chequing/Savings</b>		
ATB Chequing	30,732.73	30,493.45
GIC 4	20,330.00	20,000.00
GIC 5	12,000.00	12,000.00
Stripe	454.67	0.00
<b>Total Chequing/Savings</b>	<b>63,517.40</b>	<b>62,493.45</b>
<b>Accounts Receivable</b>		
Accounts Receivable	640.00	1,200.00
<b>Total Accounts Receivable</b>	<b>640.00</b>	<b>1,200.00</b>
<b>Other Current Assets</b>		
Undeposited Funds	400.00	0.00
<b>Total Other Current Assets</b>	<b>400.00</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>64,557.40</b>	<b>63,693.45</b>
<b>Fixed Assets</b>		
<b>Computer Equipment</b>		
Computer Equipment Cost	662.44	662.44
Computer Equipment Depreciation	-662.44	-600.00
<b>Total Computer Equipment</b>	<b>0.00</b>	<b>62.44</b>
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>62.44</b>
<b>TOTAL ASSETS</b>	<b>64,557.40</b>	<b>63,755.89</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Other Current Liabilities		

<b>Branch Fees Collected</b>		
<b>Calgary Branch</b>	130.00	65.00
<b>Edmonton Branch</b>	65.00	947.50
<b>Lethbridge Branch</b>	-35.00	0.00
<b>Total Branch Fees Collected</b>	<u>160.00</u>	<u>1,012.50</u>
<b>Total Other Current Liabilities</b>	<u>160.00</u>	<u>1,012.50</u>
<b>Total Current Liabilities</b>	<u>160.00</u>	<u>1,012.50</u>
<b>Total Liabilities</b>	<b>160.00</b>	<b>1,012.50</b>
<b>Equity</b>		
<b>Opening Bal Equity</b>	31,913.31	31,913.31
<b>Unrestricted Net Assets</b>	12,581.11	15,483.37
<b>Net Income</b>	19,902.98	15,346.71
<b>Total Equity</b>	<u>64,397.40</u>	<u>62,743.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>64,557.40</b>	<b>63,755.89</b>

## 9. g) Administrator's report

**Vicki Martin**

The Annual Society Return was filed with Alberta Corporate Registries on July 25, 2018.

There has not been anything beyond the normal tasks in the administrator's job description to note. Hours worked are:

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	66.08
March		55.42	56.50	38.58	35.58	57.83
April		40.92	57.00	49.58	47.33	43.50
May		52.42	37.42	33.92	27.67	34.58
June		31.75	37.17	40.08	19.67	24.00
July		23.75	36.17	38.33	27.83	27.58
August		20.33	36.92	33.00	19.67	27.92
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	40.60
Total	93.23	532.49	564.75	540.49	473.58	324.82

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## 10. CONVENORS REPORTS

### 10. a) Archives

**Naomi Parker**

This year I visited the Provincial Archives once to deposit pictures, thank you notes, CASA information and concert programs.

### 10. b) ARMTA Piano Competition

**Alison Kilgannon**

The ARMTA Piano Competition will be held on March 9th, 2019 at Gaetz United Church in Red Deer, AB. The venue contract has been signed (see attached) and we have access to the facility for the entire day for \$260 including piano tuning. A copy of our insurance policy was submitted to them as well.

Jimmy Brière from the Université de Montréal has been booked as our piano judge (See attached contract). I will be discussing travel plans with him in the next few days. Dale Wheeler has agreed to screen the audition tapes for us.

**Publicity:**

The website has been updated with current information and can accept applications at any time. Regular notices, including date of competition and deadline for application, have been placed in the Tempo magazine and in ARMTA updates which are emailed out to all members. I have also personally contacted teachers who have entered students in the past or who I think may have interested students. If you have any teachers who you think would appreciate this little reminder, please forward their names to me and I will be happy to send a note.

**Scholarships:**

Scholarships Funded by ARMTA Provincial:

- 1st Place: \$ 1,000
- plus \$ 1,000 for representing ARMTA at the CFMTA National Competition
- 2nd Place: \$ 1,000
- 3rd Place: \$ 500
- Marek Jablonski Prize: \$500 (held in trust from the now disbanded Jablonski Foundation)
- Plus \$200 for each participant who does not place to help to cover expenses associated with the competition.
- Thelma Johannes O'Neill prize: \$250 Offered by ARMTA Edmonton Branch
- Dorothy Buckley Prize: \$250 for the best performance of a Canadian work. DISCONTINUED

Judith Ammann has generously served as our liaison with Dorothy Buckley. However, due to Ms. Buckley's deteriorating health, it was not possible to confirm funding at this time. Please see the message below:

"Hello Judith,  
Thank-you for visiting Dorothy, as you can see her condition has deteriorated a lot since Christmas. Most of the time she is living in the past and often mistakes Rick, my husband for her brother, and as you could tell her reality is not accurate. Therefore I do not want to send money for the prizes anymore as she is incapable of making her wishes clear and there are no instructions in her legal papers regarding music bequests.  
Sincerely,  
Nola Buckley"

**In need of clarification:**

- Given Ms. Buckley's long history of support for this competition, would ARMTA consider funding the prize that she has long supported in her honour? If not, this scholarship must be taken off the website as it will not be offered this year.
- It was mentioned in a previous email that ARMTA wished to bring the scholarships offered at the provincial level more in line with those offered at the national level. I am unsure what the intention of this proposition is. Perhaps we need to discuss our scholarships?
- Is the Marek Jablonski Prize awarded to the winner of the competition or to the contestant who presented the best performance of a work by Chopin? My vote would be for the latter.

**10. c) ARMTA String Competition Chrysanthema Pashunkova**

**10. d) ARMTA Voice Competition Elizabeth Raycroft/Naomi Williams**

**10. e) ARMTA Recognition Fund Judith Ammann**

**Bursary Committee:** Marlaine Osgood, Elizabeth Raycroft, Karen MacDonald

**Pedagogy Scholarship Committee:** Marlaine Osgood, Elizabeth Raycroft

SPECIAL THANKS TO MARLAINE, BETH, AND KAREN!!

**Information:** The Balance in the ARMTA Recognition Fund is \$43,355.47

In this current budget year, ARMTA Provincial has granted:

- \$2,300 in Needs Based Bursaries
- \$2,000 was awarded to 2 ARMTA Pedagogy Scholarship recipients: Bo-rum Hammond and Katherine Tilbury.
- \$500 to ARMTA Student Composers
- \$200 to 4 students who performed the 150<sup>th</sup> Canada Commissioned pieces

The committee added a statement to the Pedagogy Scholarship form. This makes it more clear that ARMTA members cannot apply for these scholarships ARMTA Recognition Fund money cannot be awarded to members of the association. It is against the law.

**For Discussion:** See [8. b\) Scholarship Convenor](#)

**10. f) ARMTA Student Composer Competition Christine Rogers**

### **Summary**

There were 26 entries (25 students) this year submitted from 8 teachers. Adjudicator Jesse Plessis (currently pursuing his doctorate at Université de Montréal) awarded six first place prizes in Preparatory, A1, B1, B2, C and D Categories which were entered in the CFMTA National Competition. This year we renamed "Divisions" as "Categories" and added a Preparatory 8 years and under Category, all to line up with the CFMTA Competition. 5 out of 26 ARMTA entries were by regular mail, the rest by online entry.

**ARMTA Provincial winners were awarded in 6 Categories:**

Name	Title	Teacher
<b>Preparatory: 8 years and under</b>		
Ezra Eaton <i>1st</i>	Brave Little Cygnets	Mari Alice Conrad (Edmonton)
Mark Rico-Lam <i>2nd</i>	Mountain Suite for Solo Piano	Heather Hindman (Edmonton)
Evyn Pahl <i>3rd</i>	Raindrops and Thunder	Jamie Deibert (Medicine Hat)
<b>Category A1: 11 and under</b>		

Shayaan Morshed <i>1st</i> (Edmonton)	Cosmos	Susan Maxwell
Jacob Eaton <i>2nd</i>	The Snowy Owl's Flight	Mari Alice Conrad (Edmonton)
Adam Hoag** <i>3rd</i>	The Hungry Lion's Hunt	Mari Alice Conrad (Edmonton)
Akira Muriyad <i>HM</i>	When the Ants Come Marching In	Susan Maxwell (Edmonton)
Hally Pahl <i>HM</i>	The Owl's Flight	Jamie Deibert (Medicine Hat)
<b>Category B1: 15 and under</b>		
Charlie Eaton** <i>1st</i>	Collecting Clouds	Mari Alice Conrad (Edmonton)
Michael Wang* <i>2nd</i>	Nocturne	Susan Maxwell (Edmonton)
Jerry Li** <i>3rd</i>	Overwhelming Awe	Colleen Athparia (Calgary)
Tammy Young* <i>HM</i> (Edmonton)	New Beginnings	Susan Maxwell
Tiffany Young* <i>HM</i>	Moonlight Rag	Susan Maxwell (Edmonton)
<b>Category B2: 15 and under</b>		
Sophia Lavigne** <i>1st</i>	Stars	Jamie Deibert (Medicine Hat)
<b>Category C: 19 and under</b>		
Lucas Haines** <i>1st</i>	Ballade a capriccio	Samantha Yoon (Edmonton)
Sam Barber* <i>2nd</i>	Voyage	Linda Kundert (Calgary)
<b>Category D: Open</b>		
Chantalle Sabourin* <i>1st</i>	Expression Movement One Reverie Movement Two (Postlude)	Jamie Deibert (Medicine Hat)
Chantalle Sabourin* <i>2nd</i>	Sweet Reminiscences	Jamie Deibert (Medicine Hat)

## CFMTA Results

### **Ezra Eaton:** *Brave Little Cygnets*

Second place, Preparatory Level – 8 years and under, Class 1, composition for solo instrument

Teacher: Mari Alice Conrad

### **Chantalle Sabourin:** *Expression Movement One, Reverie Movement Two (Postlude)*

Second place, Category D – Open

Teacher: Jamie Deibert

## Financial Summary

Income	<b>Total entry fees</b>	<b>\$620.00</b>	(26 entries)
<b>Expenses</b>	Adjudication Fees	\$760.00	paid to Jesse Plessis
	Award Money	\$500.00	paid to 6 – 1 <sup>st</sup> place winners
	Convenor Expenses	\$ 54.61	postage, printing
	CFMTA Entry fees	<u>\$180.00</u>	CFMTA Student Composer Competition
	<b>Total Expenses</b>	<b>\$1494.61</b>	

## Detailed Financial Report

### Entries and Fees

Name	Title	Teacher
<b>Preparatory (8 years and under) \$20 each, 3 entries X \$20 = \$60</b>		
Eaton, Ezra	Brave Little Cygnets	Mari Alice Conrad (Edmonton)
Evyn Pahl	Raindrops and Thunder	Jamie Deibert (Medicine Hat)
Mark Rico-Lam	Mountain Suite for Solo Piano	Heather Hindman (Edmonton)

**Category A1 (11 years and under)** \$20 each, 5 entries X \$20 = **\$100**

Jacob Eaton	The Snowy Owl's Flight	Mari Alice Conrad (Edmonton)
Adam Hoag**	The Hungry Lion's Hunt	Mari Alice Conrad (Edmonton)
Shayaan Morshed (Edmonton)	Cosmos	Susan Maxwell
Akira Muriyad	When the Ants Come Marching In	Susan Maxwell (Edmonton)
Hally Pahl	The Owl's Flight	Jamie Deibert (Medicine Hat)

**Category B1 (15 years and under)** \$25 each, 13 entries X \$25 = **\$325**

Kassandra Combdon*	Golden Leaves	Susan Maxwell (Edmonton)
Charlie Eaton**	Collecting Clouds	Mari Alice Conrad (Edmonton)
Isabelle Ferdais	Evening on the Water	Jamie Deibert (Medicine Hat)
Jude Godard Hat)	Back in Time	Stephanie Schmaltz (Medicine Hat)
Shawn Jiang**	The Northern Lights	Susan Maxwell (Edmonton)
Isaac Johnston**	Fire Dance	Mari Alice Conrad (Edmonton)
Angela Li*	Lily of the Valley	Susan Maxwell (Edmonton)
Jerry Li**	Overwhelming Awe	Colleen Athparia (Calgary)
Ruben Thomas*	The Life of a Pirate	Susan Maxwell (Edmonton)
Krihika Venkataramadas*	Lazy Dayz	Susan Maxwell (Edmonton)
Michael Wang*	Nocturne	Susan Maxwell (Edmonton)
Tammy Young* (Edmonton))	New Beginnings	Susan Maxwell
Tiffany Young*	Moonlight Rag	Susan Maxwell (Edmonton))

**Category B2 (15 years and under)** \$25 each, 1 entries X \$25 = **\$25**

Sophia Lavigne**	Stars	Jamie Deibert (Medicine Hat)
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**Category C (19 years and under)** \$25 each, 2 entries X \$25 = **\$50**

Sam Barber*	Voyage	Linda Kundert (Calgary)
Lucas Haines**	Ballade a capriccio	Samantha Yoon (Edmonton)

**Category D (Open)** \$30 each, 2 entries X \$30 = **\$60**

Chantalle Sabourin*	Expression Movement One	Jamie Deibert (Medicine Hat)
Chantalle Sabourin*	Reverie Movement Two (Postlude)	Jamie Deibert (Medicine Hat)
Chantalle Sabourin*	Sweet Reminiscences	Jamie Deibert (Medicine Hat)

\*denotes 2017 participant

\*\*denotes 2016 participant

\*\*\*denotes 2015 participant

**Total Entry Fees received: \$620****Adjudicator Fees**

The Adjudicator was Jesse Plessis (currently pursuing Doctoral studies at the Université de Montréal)

Preparatory (8 years and under) 3 X \$20 = \$60

Category A1 (11 years and under) 5 X \$20 = \$100

Category B1 (15 years and under) 13 X \$30 = \$390

Category B2 (15 years and under) 1X \$30 = \$30

Category C (19 years and under) 2 X \$40 = \$80

Category D (Open) 2 x \$50 = \$100

**Total Adjudicator Fees: \$760****Adjudicator Expenses:** None this year**First Place Awards**

Preparatory Category Class 1 (8 and under): **\$50**

First Place Ezra Eaton  
52569 Range Road 224  
Sherwood Park, AB T8A 4R4  
Teacher: Mari Alice Conrad  
Composition: *Brave Little Cygnets*

Category A Class 1 (11 years and under): **\$50**

First Place Shayaan Morshed  
276 Dixon Road  
Fort McMurray, AB T9K 2X7  
Teacher: Susan Maxwell  
Composition: *Cosmos*

Category B Class 1 (15 years and under): **\$75**

First Place Charlie Eaton  
52569 Range Road 224  
Sherwood Park, AB T8A 4R4  
Teacher: Mari Alice Conrad  
Composition: *Collecting Clouds*

Category B Class 2 (15 years and under): **\$75**

First Place Sophia Lavigne  
361 9th St. SW  
Medicine Hat, AB T1A 4P1  
Teacher: Jamie Deibert  
Composition: *Stars*

Category C Class 1 (19 years and under): **\$100**

First Place Lucas Haines  
18 Arbor Cres.  
St. Albert, AB T5L 5E6  
Teacher: Samantha Yoon  
Composition: *Ballade a capriccio*

Category D Class 1 (open): **\$150**

First Place Chantalle Sabourin  
7 Chow Ave. SW  
Medicine Hat, AB T1B 2S9  
Teacher: Jamie Deibert  
Composition: *Expression Movement One, Reverie Movement Two (Postlude)*

**Total Prize Awards: \$500**

**Entry Fees for 2018 CFMTA Student Composer Competition**

Preparatory (8 years and under) Ezra Eaton	<b>CFMTA Entry Fee: \$20</b>
Category A Class 1 (11 years and under) Shayaan Morshed	<b>CFMTA Entry Fee: \$20</b>
Category B Class 1 (15 years and under) Charlie Eaton	<b>CFMTA Entry Fee: \$30</b>
Category B Class 2 (15 years and under) Sophia Lavigne	<b>CFMTA Entry Fee: \$30</b>



Category C Class 1 (19 years and under)

Lucas Haines

**CFMTA Entry Fee: \$40**

Category D Class 1 (open)

Chantalle Sabourin

**CFMTA Entry Fee: \$40**

**Total CFMTA Entry Fees: \$180**

### **Convenor Expenses**

Postage

Letters, Certificates and Receipts to Students \$39.69

Printing

CFMTA composition copies to scan \$ 1.65

Certificates, Cover Letters, Adjudications \$13.27

**Total Convenor Expenses: \$54.61**

**\$54.61**

Respectfully submitted,

*Christine Rogers*

### **10. g) Canada Music Week**

**Margaret King**

Nothing to report.

### **10. h) Community Service Award**

**Marlaine Osgood**

Information: No award applications were submitted for the June 30 deadline.

I will send more frequent notices in the monthly updates.

### **10. i) Conference 2018**

**Viktoria Reiswich**

Committee members: Beth Olver, Viktoria Reiswich-Dapp.

Our clinicians for Music Conference Alberta 2018 October 25-27 at the Sutton Place Hotel in Edmonton are Krzysztof Jablonski (Canada) and Michèle Wheatley-Brown (Canada).

Krzysztof Jablonski is presenting a lecture recital titled "Chopin's etudes" which is scheduled to take place on Saturday, October 27, 9:00 am – 10:15 am, and a masterclass for advanced piano on Saturday, October 27, 1:30 pm – 2:45 pm.

Michèle Wheatley-Brown is presenting a lecture titled "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" which is scheduled for Friday, October 26, 9:00 am – 10:15 am.

ARMTA pays clinician Krzysztof Jablonski \$250 for the masterclass and \$250 for the lecture recital, plus expenses including accommodation for one night, plus mileage at \$0.35/km and the ticket for the Award's Luncheon plus \$30 for breakfast & supper the day of October 27, 2018.

ARMTA pays clinician Michele Wheatley-Brown \$250 for the lecture, plus expenses including accommodation for one night, plus mileage at \$0.35/km and \$50 per day for meals the day of October 26, 2018.

Clinicians are able to attend the conference for free. AMEF (Alberta Music Education Foundation), ACF (Alberta Choral Federation) and ABA (Alberta Band Association) cover the facility and promotion costs.

We hope that ARMTA members will also find many other inspiring speakers at MCA 2018.

ARMTA relies on sponsors to assist with the costs associated with MCA clinicians. We are continuing to combine sponsorship for clinicians at MCA with advertising needs of Tempo (see separate report). Our gold sponsors are Steinway Piano Gallery Calgary (Tom Lee), Long & McQuade musical instruments and Yamaha Canada; silver sponsors are Westland Insurance, My Music Staff, Piano Technicians Guild Alberta, Palliser Music and The Royal Conservatory.

Our ARMTA AGM is once again being held during MCA on Saturday, October 27th from 5:45 pm to 7:45 pm location tba.

Looking ahead to MCA 2019, we would appreciate your feedback and suggestions for clinicians. Who would you like to see at MCA 2019?

*Viktoria Reischwich-Dapp*

## **10. k) Continuing Education**

**Deanna Oye**

### **RED DEER**

Avan Yu, Piano Master Class – February 26, 2019, Burman University  
Requested amount: \$190 for two-hour master class fee (\$95/hour)

### **GRANDE PRAIRIE**

Piano Master Class – description/dates not yet received  
Requested amount: \$500 (amount to be confirmed)

### **LETHBRIDGE**

Jennifer Latta, Piano Yoga Workshop – September 22, 2018, Casa  
Requested amount: \$100 to be returned (or portion thereof) after expenses

Keys to Piano Workshop – Magda Adamek and Akiko Tominaga, clinicians – March 1 and 2, 2019  
Requested amount: \$650 to cover fee for one clinician

Rachel B. Goldenberg, Voice Workshop and Master Class – March 30, 2019, Lethbridge Public Library  
Requested amount: \$350 to be returned (or portion thereof) after expenses

Detailed budgets are available for the above three events.

### **OTHER PROPOSALS TO COME**

Funds are still available for 2018-2019. I will contact branches this week to encourage more applications if they have events they are planning.

I am meeting with the Teaching Centre at the University of Lethbridge to see if arrangements could be made to offer some of our music events (special guests, lectures etc.) in an online forum for ARMTA members. I will report to the board the results of those meetings.

*Deanna Oye*

## **10. l) Examining Board**

**Judith Elliot**

Perhaps due to the summer months applications were not as numerous as in previous reporting periods.

Affiliate approved for:

Affiliate 9 ..... 1

Affiliate 10.....6 with 2 being upgrades from Affiliate 9

Full Membership was approved for:

Piano ..... 7

Violin..... 1

Cello..... 2

Voice..... 1

Full Membership for Advanced Theory was also granted to one of the cello applicants and to the voice applicant.

We also welcomed two new members to the Examining Board:

- Twila Bakker
- Rachael Goldenberg

They join Dale Wheeler, Peter Fielding, Ruston Vuori to form our committee.

See also [8. d\) Examining Board Discussion & Recommendations](#)

*Submitted by Judith Elliott*

**10. m) Members at Large  
Edwards**

**Jill Kotchen, Ida**

**10. n) Policies and Procedures/Bylaws**

**Sherry Ann Lynn**

**Name of person preparing report:** Sherry Ann Lynn

**Names of other board members, convenors, or committee members represented:** Beth Olver

**Information:** A revising of the job descriptions as listed in the Policy and Procedures manual, using the new format from the training session in the spring of 2018.

**For discussion:** Include background information and possible impact of issue and/or area. The new format completely changes the layout of the job descriptions, in an effort to have a more consistent representation and clearer outline of the responsibilities and requirements of each job. The end goal is to create a job description that will be helpful to the volunteer and give a consistency to the position.

**10. o) Provincial Festival Association Liaison**

**Antonina Cox**

I am happy to report that this year's recipients of ARMTA scholarships at the Provincial Festival are:

Class 312 - Cello - 16 & under  
Sabrina Sandvoss (Bragg Creek)

Class 702 - Piano 16 & under  
Caroline Dratnal (Calgary)

Class 924 - Girls 16 & under  
Jorja-Rae Wilcox (Airdrie)

Class 923 - Boys 16 & under  
Dew Bhaumik (Fort McMurray)

*Antonina Cox*

**10. p) Publicity**

**vacant**

## 10. q) Social Media

Christina Kolos

We've had a social media presence since January 2016. Our numbers are as follows:

Facebook Public Profile 157 Likes (up from 112)

166 Followers (up from 115)

Facebook Closed Group 69 Members (up from 42)

Twitter 20 Followers (up from 15)

On March 15, 2018 we boosted our contest for Canada 150 performance videos for money. It cost \$20. It reached 1,374 people and had 36 link clicks.

Our 'Find a Teacher' ad campaign ran between August 17th-August 31<sup>st</sup>, 2018. It cost \$60. We reached 2,611 people with 130 people interacting with our post via shares, comments and likes. 33 people clicked on our link within the post directing them to our website.

My plan is to run a general paid promotion of our website and run another 'Find a Teacher' ad with attention to it never being too late to find a teacher.

*Christina Kolos*

## 10. r) Sponsorship

vacant

Name of person preparing report: Beth Olver

Names of other board members, convenors, or committee members represented: Lisa Ng, Vicki Martin

### **Information:**

Our sponsors support ARMTA's involvement in Music Conference Alberta and the publication of Tempo magazine.

We have three gold (\$400) sponsors:

- Steinway Piano Gallery Calgary (Tom Lee) (ad received) (invoice sent)
- Long & McQuade musical instruments (cheque received) (ad received)
- Yamaha Canada (ad received) (cheque received)

Four silver (\$200) sponsors:

- Westland Insurance (cheque received) (ad received)
- My Music Staff (cheque received) (ad received)
- Piano Technicians Guild Alberta (ad received) (invoice sent)
- Palliser Music (granted free in recognition of their assistance with 2017 commissioned works) (ad received)
- The Royal Conservatory (ad received) (invoice sent)

And two bronze (\$100) sponsors:

- The Personal insurance (ad received) (cheque received)
- Conservatory Canada (ad received) (cheque received)

Total sponsorship dollars is \$2200 of which \$800 is still to be received as of August 30.

There are no advertisers only.

I regret to report that Red Deer College School of Creative Arts has been closed and therefore can no longer be one of our sponsors.

The sponsors have all been promised recognition in ARMTA printed programs and their logo live linked on our website.

**Sponsorship plan:**

Sponsor Tier	Amount	Recognition at Music Conference Alberta	Recognition at ARMTA sponsored events	TEMPO * Deadline July 15, 2018	Appear on <a href="http://www.armta.ca">www.armta.ca</a>
Sponsor	\$50-\$99			Business card size ad	Name in list of sponsors
Bronze	\$100-\$199		Business Name in printed programs	½ page ad	Logo with live link to website
Silver	\$200 -\$399	Logo in printed programs ARMTA sponsored sessions	Business Name in printed programs	full page ad	Logo with live link to website
Gold (first 3 only)	\$400	Logo, & verbal recognition at ARMTA sponsored sessions	Logo in printed programs	full page ad premium location (first 3 only)	Logo with live link to website

## 10. s) Tempo

**Lisa Ng**

In the 2018 publication, we were lucky to have continuous support from members who were willing to contribute articles sharing professional views. Please help spread the word to encourage more submissions for the coming year. If you as board member has someone in mind who can contribute to our magazine, please contact me. I would also like to see branches sharing news in the magazine to reflect the spirit of a provincial association. Please ask your branch to write short paragraphs (max. 150 words) and submit photos of major events that we can publish in the upcoming issue.

*Submitted by Lisa Ng, Tempo Editor*

## 10. t) Webmaster

**Carolyn Garritano**

### 1. ARMTA Provincial Website & Maintenance:

We continue to use WordPress for our content management system. Since January 2018 we have been using a theme called "OnePress". Lethbridge Branch & Edmonton Branch websites are using 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.

**NEW:**

- “Noteworthy Neighbourhood Instruction” & “Cultivating Music in Life” have been added to the front page of our website.
- We now have an “Exec Only” tab in the member’s area of our website. Only provincial executive members have access. If you are on the provincial executive, you will automatically have access when you login to the members area with your usual email & password.
- There are videos of students performing Canada 150 ARMTA 85 commissioned works on our main page.
- Find A Teacher results are now sorted by last name.

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

2. Public Member Profiles:

**NEW: Add your photo in our Find A Teacher results.**

Members can email their photo to [web@armta.ca](mailto:web@armta.ca) to be added beside your name when someone searches using our Find A Teacher directory page.

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. 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.armtaredeer.org](http://www.armtaredeer.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 – SEPTEMBER 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 Membership Work (MW)s: <https://membershipworks.com/>

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

**Provincial Executive Label:**

Members who are part of the provincial executive have had a label added to their account so they can access the “Exec only” tab in the member’s area of our website.

**Manage Account - Profile:**

If you click on "Profile" when you are in the manage account section, you can see your payment history of membership fees & events & print your current membership card. You can also re-print or email your membership payment receipts.

**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 Membership Works 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*

**10. u) Wellness****Michelle Wheatley-Brown**

Wellness resources and articles are up-to-date on the ARMTA website. Current international research initiative into health education for musicians was shared via email to membership.

As this role is new, the job description is being developed and I anticipate a discussion of the scope of this role will result in a more active contribution in the coming year.

Respectfully submitted,

*Michèle Wheatley-Brown*

**10. v) Young Artist Tour****Louisa Lu**

Next Young Artist Tour: Spring 2019

I am planning to call Mrs. Gallant sometime this week after I finalize my University schedule to work on contacting the branches about the concerts for the Young Artist Tour for guidance.

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**11. BRANCH REPORTS****11. a) Calgary****Melodie Archer, Nathene Arthur**

The Calgary ARMTA Branch is doing well. Our new Executive was elected at our AGM on March 19, 2018:

- President - Lisa Kiernan
- Past President - Alicia Romero

- Vice President 1 - open
- Vice President 2 - Nicole Sun
- Secretary - Kay Alexander
- Treasurer - Sharon Carne

All other Calgary Convenors can be found at [www.armta-calgary.com](http://www.armta-calgary.com)

Provincial Board Representatives remain as Melodie Archer and Nathene Arthur.

We have developed a new Bursary for Calgary ARMTA teachers that will make it possible for Executive members to also apply for funds to do Professional Development. In the past, Executive members were excluded and this one is designed to allow them to apply along with other branch members. We still maintain our annual Student Need Bursary and Teacher Bursary.

The Calgary Executive board established a regular, central area, meeting place so that any members who wish to attend will know where we are for the meetings (as we used to move around from house to house). This is a positive change, and hopefully we will get a few more members able to drop in and share ideas.

The following Events took place over the past year:

1. Calgary International Children's Festival - May 23-26, 2018. ARMTA had a booth at this three day event. It was well presented and well received.
2. Honours Recital - January 27, 2018
3. Music Marathon (fundraiser) - May 26, 2018
4. Outstanding Students Recital (OSR), 3 North Side Student Recitals, and 3 South Side Student Recitals.
5. Workshop with Jena Pang August 9, 2018, on "How to Prepare Students for Festivals, Competitions and Adjudications" which also included Masterclasses for violin and piano students.

We are still supporting the PPG (Piano Pedagogy Group), and the upcoming Chamber Music Program.

We made the ARMTA Provincial Milestone Awards presentations at our AGM, where possible, and the others were either mailed out or given to others to pass along in person. All recipients were contacted by phone and/or email, and expressed their appreciation at this acknowledgement. It was wonderful to hear the happiness in their voices at being remembered in this way.

We are looking into getting a "Virtual Assistant", someone with strong computer skills, to help with our Executive and Convenors. Special thanks also to the members who worked so hard and updated our Bylaws over the past year. Very good work, it was a large job! Kudos!

We have seven new members between October 2017 and March 2018.

The year ahead looks amazing, and we look forward to working with the new Executive once again, both in Calgary Branch, and at Provincial level.

Respectfully submitted,

*Nathene Arthur*

## **11. b) Edmonton**

**Rosemarie Horne, Adela Wedler**

As of May 23 2018 we have 147 total members (127 full, 9 affiliate, 9 retired and 2 honorary members). On Friday June 1, 2018 we held our AGM. The following officers were elected

- Rosemarie Horne—President
- Subash Giri – Vice President
- Jessica Ginn—Treasurer



- Margaret King—Secretary
- Past President – Judith Ammann

Jan Janovsky is the new Continuing Education Convenor. Helen Stuart is our new Website Sponsorship and Advertising Convenor. The FESST (Further Education Scholarship for Student Teachers) award was presented to Renette Schabert. The Exceptional Service Award was presented to Gladys Odegard. Much thanks was expressed to those convenors and members who made our 2017-2018 year so successful.

We are in the beginning stages of planning our next year. Jan Janovsky will kick off our Continuing Education with a Concert and Workshop with Hilario Duran the weekend of October 13th. The Edmonton Transcultural Orchestra will also participate in our continuing education workshops in the new year.

The Northern Alberta Concerto Competition is coming up with an application deadline of Monday October 1, 2018. Preliminary Round will be November 4 and final round January 13, 2019.

The Awards Recital and Scholarship presentation will be December 2, 2018.

Student recitals will also be held throughout the year.

Respectfully Submitted,

*Rosemarie Horne and Adela Wedler*

## 11. c) Grande Prairie

**Carmen Gorgichuk**

We had a wonderful meeting with Marlaine Osgood on May 29th, 2018 at our local café Jefferies. It was well attended by our ARMTA teachers as well as the local teachers of GPMTA. There was good discussion about the future goals for workshops and direction of our branch. We thank Marlaine very much for taking the time and interest to visit Grande Prairie.

We did not have a spring workshop due to a variety of factors of my schedule and our members. We have heard from Deanna Oye that that workshop support from ARMTA is a possibility for this upcoming year. We definitely want to have a workshop this coming year.

We are having our local meeting to appoint Executive on Friday, September 21st, 2018 and we will update you of changes. Our new members to the Grande Prairie branch are Esther Thompson and Tina Alexander-Luna. Dustin Anderson has successfully finished his Masters in Performance and Musicology at U Vic and will be resuming his teaching in Grande Prairie. We are proud of Dustin's achievement who also is a former B. of Music student of GPRC. Kathy Seppala has moved to Quebec City, who was our former Treasurer. We wish her well and thank her for volunteering for our ARMTA branch over the last number of years.

*Carmen Gorgichuk*

## 11. d) Lethbridge

**Tamara Bowie**

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

The branch currently has 24 members.

The 5th annual **Keys to Piano** workshop took place on March 2nd and 3rd, 2018. This workshop was presented by the University of Lethbridge Conservatory of Music in collaboration with The Lethbridge Branch. It featured clinicians Magdalena von Eccher and Cheryl Emery-Karapita. The event included a Friday evening presentation for teachers, and Saturday masterclass sessions in which students performed and received comments and direction from the clinicians. Between the morning and afternoon Saturday sessions, the clinicians performed a program including works of Mozart, Chopin, Liszt, Rachmaninoff, and Richard Strauss, joined by soprano, Liesel Fedkenheuer. Over 30 teachers and

students participated. The Lethbridge Branch is grateful for the continued support of ARMTA Continuing Education as a sponsor for this event.

A spring recital was held on March 10th at the Lethbridge Public Library. Eighteen students performed various selections, many in preparation for the Lethbridge Music Festival. University of Lethbridge student guest performers, Dana Visser, Piano (from the studio of Deanna Oye) and Tate Orlita, Piano (from the studio of Akiko Tominaga) played Impromptu in G flat major op. 90 no. 3 by Schubert, and Nocturne in C minor, op. 48 no. 1 by Chopin, respectively.

On Saturday, May 26th, following a final general recital in which 21 students performed in the University of Lethbridge Recital Hall, a Baroque Dance Workshop took place presented by Camille Rogers. Music teachers and students of all disciplines (including some dance students!) were introduced to how the gestures and movements of Baroque Dance can inform the interpretation and teaching of works by Bach, Handel and their contemporaries. The Lethbridge Branch is grateful for the support of the University of Lethbridge for making the Recital Hall available for these two events.

The branch hosted the RCM examiner, Claudette Caron for lunch on Friday, June 15th.

Upcoming activities include a Piano Yoga workshop on September 22nd featuring Jennifer Latta, and our annual Canada Music Week Recital and Awards Presentation on November 24th. We will be holding a Practise-a-thon in February 2019 to raise money for our annual awards program.

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*

## **11. e) Medicine Hat**

**Betty Bischke**

## **11. f) Red Deer**

**Annette Bradley**

The Red Deer Branch is excited about the plans in place for the upcoming Recital and Dessert evening featuring ARMTA members and other professional musicians who will perform in the "Autumn Soundscape" on Saturday, October 20th at 7:00 pm in Red Deer. All performances will feature ensemble music of some kind ranging from vocal duets, piano duets, piano duos, to string, brass and woodwind ensembles. All funds raised from this event will go toward our ARMTA Student Scholarship fund. Perhaps you would like a ticket? Cost is \$20.00. Call Annette at 4035965267 or Estelle at 4033480411 for more details or to reserve a ticket.

We have moved our meetings back to Saturdays at 3:30 PM. Angela Siemens is speaking on finding fun in music in September, Peter fielding is speaking in November, and Allison Kilgannon is speaking in May. We are having a President's Soiree in March. Lots of good things coming up.

The new executive is excited to embark on a new season in September with President Annette Bradley, Vice-President Joyce Emms, Secretary Treena Baker, Treasurer Peter Fielding, and other capable and willing conveners.

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## **12. CORRESPONDENCE**

A request came from the Canadian Music Centre:

- Thank you again for your past support of the Canadian Music Centre, Prairie Region. I wonder if you would like to invest in a tax-deductible CMC Membership with Voting Privileges? Membership is \$125 and allows an individual to participate in our Annual General Meeting, which usually takes

place in April. It also is a tangible way to express support for our mission, stated as: "The Canadian Music Centre is the catalyst that connects you to the ever-evolving world of Canadian musical creation through performance, education, and promotion." *etc. with more information, brochure, and list of their sessions at Music Conference Alberta.*

Thank you's were received from:

- "Thank you ARMTA Provincial/Canada 150! I enjoyed learning The Morning Dew." [no name signed]
- "Thanks ARMTA Provincial for being my donor. I had a lot of fun playing my pieces and participating in this showcase! Thanks, Shawn Wang"
- "My name is Caroline Dratnal and I was happy to learn that I was selected as the recipient of the class 702 winner's scholarship. Your generosity has motivated me to keep working towards my dreams and has reminded me that good things come from working hard. Thank you, Caroline Dratnal"
- Calgary Contemporary Showcase – for scholarship donation
- Cassa – for \$500 donation
- AMFA – for \$800 donation
- Ruth Nolan – for giving her provincial life membership

19th March 2018

To the President and members of the  
Board of ARMTA,

My sincere appreciation for  
honouring me with a provincial  
life membership, and for the wealth  
of information I receive through  
Tempo, news and updates, and the  
Canadian Music Teacher Magazine.

I am so impressed by the scope  
of knowledge, encouragement,

and assistance available to our  
Teachers.

I treasure my designation, my  
certificate, and the Organization  
they represent.

Thank you for your dedication  
to ARMTA.

Wishing you  
continuing success,

Ruth Nolan.

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