

**ARMTA PROVINCIAL BOARD MEETING**

Saturday, February 23, 2019

9:00 am – 1:00 pm

Online via Zoom

# 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 9:05 AM**
2. **WELCOME AND INTRODUCTIONS**

**Present:** Kimerica Parr (President), Marlaine Osgood (Past President), Dustin Anderson (Grande Prairie until 9:30), Adela Wedler (Edmonton), Debbie Gallant (Edmonton, substituting for Rosemarie Horne), Nathene Arthur (Calgary), Rita Thurn (Calgary until 10:15 am), Tamara Bowie (Lethbridge until 12:30), Annette Bradley (Red Deer), Vicki Martin (Administrator), Beth Olver (Publicity and Policies & Procedures from 11:30 to 12:45)

**Absent:** Sheryl Schnare (Medicine Hat)

1. **CONSENT AGENDA** 
   1. Agenda for February 23, 2019 board meeting

**Motion:** To approve the agenda,

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

* 1. Minutes of the September 15, 2019 board meeting
  2. Business completed by email voting
  3. Executive Reports
  4. Convenor Reports
  5. Branch Reports

**Motion:** To approve the minutes and reports under the consent agenda.

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

1. **BUSINESS**
   1. Vice President
      1. Officer rotation

**Motion:** To nominate Dustin Anderson for Vice President

**Moved:** Rita, Adela **All in favour Carried**

Nathene informed us that Barbara Robertson is willing to let her name stand, so nominations will remain open for the next week to confirm with Barb. Nathene would like to be assured that if Dustin Anderson were to become VP, Calgary would like it to be their turn next to provide a VP.

Neither Marlaine nor Beth Olver were able to find it stated anywhere in our policies and procedures or bylaws that we are to rotate the officers between Calgary, Edmonton, and a smaller branch as we have done in practice for many years.

Voting was tabled until Vicki can find if or where in the bylaws and policies and procedures it states that the officers should rotate between branches and whether Barb is willing to let her name stand for nomination.

* 1. [Generative & Strategic Thinking & Planning](#_4._b)_Generative)

The focus at this point is on the top two:

1. Student Teacher groups/collegiate chapters – This is well underway with the U of A group running and a potential new group starting at the University of Lethbridge.

2. Recognition in community - We can do quite a lot with this and Beth already has some great ideas under publicity.

Ideas: Alberta Culture Days, since the Alberta Government provides the venues for free if it provides events for the public. Fort McMurray has used funding from this, and Red Deer is already planning on taking advantage of it. It’s the last weekend of September, which can be a challenging time of year to create programming, but there are ways to work with it.

Tamara on behalf of the Lethbridge branch let us know that their branch is doing well with keeping things aware in the community. On the other hand, they love their logo and don’t want to change it. The recommendation was that perhaps both the provincial and branch logos could be used, since we are promoting both the provincial and the local branch.

Vicki will follow-up with the few remaining board members and convenors who still need to submit signed confidentiality forms.

* 1. [Reflection Tools for Board & Convenors](#_4._c)_Reflection)

[Postponed until Beth Olver joined us at 11:30. Discussed at 12:05]

Change “I am committed to the vision of ARMTA” in the first line to “I am committed to the mission of ARMTA” to refer to ARMTA’s mission statement.

Discussion: Is it valuable to do it on your own? We want people to be improving and feel good about what they are doing, but it is sometimes hard to know without feedback from others. If everyone was paired up with another board member or convenor, they could do it on their own with a deadline for completion. Board members could be paired with other board members or with convenors, and it only needs to be a short discussion. The concern was raised by Tamara that it adds more to the board representative’s plate and that it would be easy to feel judged. It would be better thought of as a mutual mentorship than an evaluation.

**Motion:** To approve the proposed Reflection Tool for convenors and board members

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

Barb will write up a proposal of how it will be implemented.

* 1. [Police Check – Vulnerable Sector](#_4._d)_Police)

Alberta is the first RMT organization to require police checks. The question is whether we should require a standard police check from our members or require a vulnerable sector check, which is an additional layer of security.

Debbie shared her story re: vulnerable sector checks. Because there is someone else who has her birthday who has committed a crime, she was required to submit fingerprints. They were not able to take fingerprints because cleaning solutions had scrubbed them enough that neither digital nor ink fingerprints worked and she was unable to get a vulnerable sector check, though she can get a criminal record check.

Is there a way that we could allow for exceptions? Debbie will follow through with the police to see what can be done in her own situation. She may be an exceptional situation, but it might also help us understand what options are available for anyone else who might find themselves in a similar circumstance.

For school teachers who are getting criminal record checks for employment, there are differences in requirements for different school boards – Fort McMurray does not require a vulnerable sector check for their school boards, but Edmonton does. Plan to Protect which is used by most churches also requires a vulnerable sector check.

Vicki will keep track of which police checks already include a Vulnerable Sector check. As best as she can recall, the majority of the ones submitted already do include a vulnerable sector check.

**Motion:** That we require a Vulnerable Sector check with a police check

**Moved:**  Nathene, Debbie

**Discussion:** We will need to allow for exceptions like Debbie or for members who have criminal records check in their past.

For members who have already submitted a police check without a vulnerable sector check, would their next records check will be required to have a vulnerable sector check or immediately? To be consistent, it would need to be for all members effective immediately.

If members have a records check that is not clear or they are unable to provide a Vulnerable Sector check, that information or an appeal needs to come to provincial board.

**All in Favour Carried**

* 1. [CFMTA Conference 2021](#_4._f)_CFMTA)

For most conferences, it is generally the branches that are responsible, not the provincial association.

The provincial board would like to be kept informed with reports for each board meeting. If there are any concerns that come up, Marlaine (who is chairing the CFMTA 2021 committee) and the committee are welcome to bring them to the board for discussion.

The board’s concern was that there be consistency between conferences since many people attend each year. The conference will advertise what tourist opportunities there are in Edmonton and area. We won’t be advertising that ARMTA will be hosting the 2021 conference until after the Winnipeg conference in July 2019 so that we don’t detract from their conference.

* 1. Items for discussion or action from reports
     1. [Music Conference Alberta – level of involvement in planning committee](#_4._f)_Items)

Marlaine attended the vision meeting and Vicki has attended in the past. Vicki will, as a volunteer, take on being ARMTA’s representative at the planning committee for the next year, since there is a lot that can be learned from MCA that can be used to help plan the CFMTA 2021 conference.

**Motion**: That we accept Music Conference Alberta's invitation to have a seat at the Joint Planning Committee's table.

**Moved:**  Marlaine, Adele **All in favour Carried**

* + 1. [Finance & Administration – request for Tuition Tax Credit receipts](#_4._f)_Items_1)

The board agrees that it would be good to have an official receipt template so that students studying at a grade 9 level and above would be aware of and take advantage of the Tuition Tax Credit.

Vicki will work with Carolyn (who is believed to have a version of Adobe that can create fillable PDFs) to create a form that that can be used by ARMTA teachers including references to the original tax ruling.

* + 1. [Piano & Vocal Competition](#_4._f)_Items_2)

Kimerica called Tiffany Wilson (CFMTA president from MRMTA) to talk about the Voice Competition. The requirements for the singers to prepare for both the provincial and national competitions were quite onerous, so moving forward, we would like to consider changing the requirements to match what university students are doing already.

**Discussion:** Would we want to hold an annual piano competition instead of every other year? It would be a significant cost. Would it increase participation if took place every year? Manitoba has an annual competition, but it includes junior, intermediate, and advanced levels so that students work their way up. If it becomes an annual event, it would need a planning committee rather than just a single convenor. Prize money can come from the Recognition Fund which has plenty of money to give, but money to run the competition would need to come from general funds.

**Motion:** That a committee be put together to explore creating annual competitions

**Moved:** Adela, Debbie **All in Favour Carried**

Kimerica and Nathene are willing to be part of the committee, and Allison Kilgannon will be asked to join.

* + 1. [Young Artist Tour](#_4._f)_Items_6)

The Young Artist Tour runs in some other provinces every year. We are one the few provinces that doesn’t run it every year because we (not CFMTA) ties it to the Piano Competition. We will try to get a reply from CFMTA regarding whether we can have two Young Artists in both piano and voice before next week’s budget meeting.

* + 1. [Collegiate Chapters](#_4._f)_Items_4)

The U of A group is called the “ARMTA University of Alberta Collegiate Chapter” or the “ARMTA U of A Collegiate Chapter" as they had their name submitted and approved by the U of A before we decided to change it to Post-Secondary Student Group. To be consistent, we want to keep all collegiate/post-secondary chapters with the same name. We do not want to ask the U of A to change their name to avoid discouraging them. Going forward, we will return to calling them Collegiate Chapters rather than Post-Secondary Student Groups as decided at the September 2018 board meeting.

The U of L group could include non-university students, and we would encourage them to be inclusive. Marlaine will relay this information to the U of L.

* + 1. [Recognition Fund](#_4._f)_Items_3)

Deferred until next week’s budget meeting.

* + 1. [CFMTA](#_4._f)_Items_7)

**Motion:** That the Vice President spearhead Alberta's contribution to the Webinar Project.

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

* + 1. Publicity

Beth has put forward the essential core statement that “We teach music.” While it is true that we teach music, we also want to include what makes us distinctive to separate us from other music teachers.

The tagline we have developed is too wordy and difficult to remember and needs to be shorter and pithy. We will set up a separate Zoom meeting to revisit our taglines.

Beth does not recommend changing our association’s name or the acronym RMT but would recommend having a unified logo as we have multiple logos in use around the province. Lethbridge is very attached to their logo but is willing to also use the provincial logo.

**Motion:** That ARMTA board sponsor a contest with a prize of $100 to develop a new logo to be used province wide. ARMTA members and their students may make submissions.

**Moved:**  Marlaine, Nathene

**Discussion:** If we ought to include the treble clef and the maple leaf from the CFMTA logo, is there much of a competition? The option is to hire a graphic designer to design a logo that would work to our specifications and include multiple versions for provincial and each branch

**All opposed Motion defeated**

**Motion: T**o search for a graphic designer that would prepare two or three logos with at an expense of $150 or less.

**Moved:** Marlaine, Nathene **All in favour Motion carried**

The approval of the logo will come after the logos have been prepared.

[Five-minute recess from 12:00 to 12:05. We went back in the agenda to discuss Board Reflection Tools with Beth before moving on to next item.]

* 1. Policies & Procedures manual updates
     1. [Job descriptions](#_4._g)_Policies)
        1. Board Members

Add “preferably” to “The alternate must be an ARMTA member, preferably with executive experience.”

We should clarify whether board alternates have voting rights.

* + - 1. Officers
      2. Administrator

**Motion:** To approve the job descriptions for the Board of Directors, the Branch Representatives, and the Administrator

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

Beth could not find anything in the Policies & Procedures that directly addresses that officers rotate between Calgary, Edmonton, and the small branches, so she would like to include it in future revisions. Beth will double-check that she is consistent with the use of “Board of Directors” throughout.

Members At Large and Officers job descriptions will be checked over by the officers and MAL Convenors before being submitted for approval.

* + 1. [Rules of Order](#_4._g)_Policies_1)

**Motion:** To adopt the use of Call to Order as our rules of order in place of Robert’s Rules

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

Branches are encouraged to use and distribute the summary of rules at their branches. We will budget for purchasing a book for each branch at the budget meeting.

**5. EXECUTIVE REPORTS**

1. [President's report Kimerica Parr](#_5._a)_President's)
2. Vice-President’s report vacant
3. [Past-President's report Marlaine Osgood](#_5._c)_Past-President's)
4. [CFMTA report Marlaine Osgood/Kimerica Parr](#_4._e)_CFMTA)
5. [Membership report Vicki Martin](#_5._e)_Membership)
6. [Financial report Vicki Martin](#_5._f)_Financial)
7. [Administrator’s report Vicki Martin](#_5._g)_Administrator’s)

**6. CONVENOR REPORTS**

1. [Archives Naomi Parker](#_6._a)_Archives)
2. [ARMTA Piano Competition Alison Kilgannon](#_6._b)_ARMTA)
3. [ARMTA String Competition Elizabeth Raycroft](#_6._d)_ARMTA)
4. [ARMTA Vocal Competition Elizabeth Raycroft](#_6._d)_ARMTA)
5. [ARMTA Recognition Fund Judith Ammann](#_6._e)_ARMTA)
6. [ARMTA Student Composer Competition Christine Rogers](#_6._f)_ARMTA)
7. [Bursary/Scholarship Karen Gerelus](#_6._g)_Bursary/Scholarship)
8. [Canada Music Week Margaret King](#_6._h)_Canada)
9. [Community Service Award Marlaine Osgood](#_6._i)_Community)
10. [Conference 2018 Viktoria Reiswich](#_6._j)_Conference)
11. [Continuing Education Deanna Oye](#_6._k)_Continuing)
12. [Examining Board Judith Elliot](#_6._l)_Examining)
13. [Members at Large Jill Kotchen, Ida Edwards](#_6._m)_Members)
14. [Policies and Procedures/Bylaws Sherry Ann Lynn](#_6._n)_Policies)
15. [Post Secondary Student Groups Marlaine Osgood](#_6._o)_Post)
16. [Provincial Festival Association Liaison Antonina Cox](#_6._o)_Provincial)
17. [Publicity Beth Olver (interim)](#_6._q)_Publicity)
18. [Social Media Christina Kolos](#_6._r)_Social)
19. [Sponsorship Benjamin Lahring](#_6._s)_Sponsorship)
20. [Tempo Lisa Ng](#_6._t)_Tempo)
21. [Webmaster Carolyn Garritano](#_6._u)_Webmaster)
22. Wellness Michelle Wheatley-Brown
23. [Young Artist Tour Louisa Lu](#_6._v)_Young)

**7. BRANCH REPORTS**

1. [Calgary Nathene Arthur, Rita Thurn](#_7._a)_Calgary)
2. [Edmonton Rosemarie Horne, Adela Wedler](#_7._b)_Edmonton)
3. [Grande Prairie Dustin Anderson](#_7._c)_Grande)
4. [Lethbridge Tamara Bowie](#_7._d)_Lethbridge)
5. Medicine Hat Sheryl Schnare
6. [Red Deer Annette Bradley](#_7._f)_Red)

[**8. CORRESPONDENCE**](#_8._CORRESPONDENCE)

**9. NEXT MEETING**

March 2, 2019 – 9:00am – 1:00 pm – Zoom – Budget Meeting

Further feedback about using Zoom for meetings is welcome. It was good to not have to travel for a winter meeting, but the two weekends do tie up quite a bit of time.

**10. ADJOURNMENT at 12:48 pm**

# 3. Consent Agenda

## 3. a) Minutes of the September 15, 2019 board meeting

See Board Meeting Minutes and Reports.2018 09 15.2.pdf

## 3. b) Business completed by email voting

**Motion:** I would like to make a motion to secure insurance for the board and with Travelers Canada for $960 a year.

**Moved by:** Tamara Bowie on December 5, 2018

**Seconded:** Marlaine Osgood

**In favour:**

Ida Edwards

Jill Kotchon

Nathene Arthur

Rita Thurn

Rosemarie Horne

Tamara Bowie

Nathene Arthur

Adela Wedler

Marlaine Osgood

**Opposed:** none

**Abstained by omission:**

Betty Bischke

Dustin Anderson

**Motion carried:** December 19, 2018

On Thu, Dec 20, 2018, 8:07 PM Kimerica Parr, <kimericap@hotmail.com> wrote:

Since there were two motions of the same nature, I will accept the second motion as a seconder of the first motion.

It appears we have 5 votes for Peggy L'Hoir, 3 abstain and 4 no votes. This appears that the motion is then carried. We will nominate Peggy L'Hoir.

Vicki - is there something I do for this to happen?

Thank you everyone!

Kim

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From: Ida Edwards <idajkedwards@gmail.com>

I will abstain as I don’t know her.

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On Fri, Dec 14, 2018 at 1:44 PM Marlaine Osgood <osgoodmg@gmail.com> wrote:

I vote for Peggy L'Hoir.

Marlaine

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On Fri, Dec 14, 2018, 1:43 PM Marlaine Osgood, <osgoodmg@gmail.com> wrote:

Good point, Annette. Alberta can bring a name forward by nominating Peggy L'Hoir.

Marlaine

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On Fri, Dec 14, 2018, 10:02 AM Adela Wedler, <mwedler@shaw.ca> wrote:

I will abstain. I don’t know her.

Adela

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On Dec 14, 2018, at 8:52 AM, Jill K <nosnjoh@gmail.com> wrote:

Was the motion officially seconded? If so, I will vote yes for Peggy L'Hoir.

Jill

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On Fri, Dec 14, 2018, 5:31 AM Annette Bradley <annette.bradley@koinonia.ca wrote:

I vote for Peggy L’Hoir today.

Annette

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On Dec 13, 2018, at 2:06 PM, Marlaine Osgood <osgoodmg@gmail.com> wrote:

We haven't received a motion as to who to nominate. Helen Dahlstrom was highly accomplished member and possibly we, as of now, do not have a member with the training, skills and experience to take this lifetime designation.

The deadline is Dec. 15 (Saturday). I can send a note to CFMTA President Tiffany Wilson letting her know that we didn't find someone.

Thank you,

Marlaine

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On Sun, Dec 9, 2018 at 1:27 PM Kimerica Parr <kimericap@hotmail.com> wrote:

Would someone like to make a motion that we nominate someone for the position of CFMTA Honorary President?

Kimerica S. Parr

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From: Marlaine Osgood <osgoodmg@gmail.com>

Sent: Saturday, December 8, 2018 9:17 PM

To: Kimerica Parr; Rose Horne; Betty Bischke; Annette Bradley; Ida Edwards; Jill Kotchon; Tamara Bowie; Adela Wedler; nathene arthur; Dustin Anderson; Gloria Rita Thurn

Cc: Vicki Martin ARMTA Admin.

Subject: CFMTA Honourary President Possibilities

Hello All,

At the September meeting we discussed possible candidates for the new CFMTA Honourary President:

8. g) CFMTA Honorary President 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.

Annette prepared the following list of accomplishments for both Marilyn King and Peggy L'Hoir. This is attached along with the bio of and information about Helen Dahlstrom.

The CFMTA Honourary President's position is for life. We don't need to nominate anyone, but if we do, the deadline to submit our nomination is December 15.

Kim would need to ask for a motion in order for us to nominate someone for this position.

Thanks,

Marlaine

# 4. Business

## 4. b) Generative & Strategic Thinking & Planning

There are have been many new ideas generated over the past year!

At the last board meeting, these were considered to be the top four 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)

At the Board Development workshop, these were the top four items listed on our Action Planning Sheet:

1. Develop confidentiality agreement

* Done, although still have yet to receive six from our current board members and convenors

2. FAQ & Elevator Pitch

* FAQ Questions have been drafted. Answers are still being put together by Vicki

3. Partner orientation outgoing members with their replacement

4. Explore how to make more time for generative conversations

* Included May 2018 Zoom meeting, and including this item early in the board meeting agenda

Other ideas from previous meeting minutes:

* Networking
* Referrals
* Business Practices
* Including more instruments than just piano, more small ensembles. Accessible music for the community, not just classical
* House concerts
* Ideal music library
* Zoom meetings
* Consent agenda – already implemented
* One-on-one mentorship – from outgoing board member to next board member
* Code of conduct for board members
* Areas of risk

## 4. c) Reflection Tools for Board & Convenors

See Reflection tool for convenors and board members.pdf

Here is a revision of the reflection tools for board members and convenors that reflects the conversation from the last meeting.

I personally believe that not sharing the process of doing the reflection with at least one other person reduces the effectiveness of the tool.

Beth Olver

## 4. d) Police Check – Vulnerable Sector

There have been a few members who have provided feedback re: the new requirement for police record checks.

**1. Laurainne Williams wrote:**

Many thanks for letting me know about the Police Check. I am so glad ARMTA decided to insist on this as we all want our parents and students to know that our music studios are places where they are safe! … To be honest, I was tempted to take this personally initially. However, I almost immediately realized that the necessity for a Police Check is a reflection on our society and not a reflection on the individual teacher. Coming from a background of being a School teacher in country with a great deal of unrest (South Africa), I am very aware that the safety of students is of paramount importance.

**2. Tim Mallandaine wrote:**

Comment with regard to Police Checks:

It is my belief that a simple police check does not do what is required by ARMTA to alleviate organizational liabilities. The plan needs to include a vulnerable sectors search component for any individual teaching children 18 and under. While we are not volunteers, I think the issues we face are the same as most NFP organizations. Follow this link for some enlightening shortcuts to the process of VS checks: <https://charityvillage.com/cms/content/topic/volunteer_screening_more_than_just_a_police_records_check#.XE3oR1xKhhE>

**3. Marg Thomson wrote:**

To Whom it May Concern:

Although I understand there have been some circumstances that precipitated the decision to require a criminal record check, I do not understand, nor appreciate the application of this to long-time ARMTA members. My last criminal record check was more than 10 years ago when I was teaching pre-school, and I haven’t turned into a criminal since then. I know the intention is to protect the children/students, however some credit has to be given for a long-standing career. I feel this level of experience has not been taken into account.

So, accept this as my official withdrawal from the ARMTA and statement of disapproval.

**To which Marlaine Osgood replied:**

Dear Marg,

We are sorry to hear of your withdrawal from ARMTA. ARMTA is a professional organization that provides a supportive community to make your teaching life easier and safer, with opportunities to expand your skills and form friendships. With recent events, the ARMTA board decided that in order to protect its own good name and to protect our membership, we would make Police Record checks mandatory.

Considering the recent event, it would have been far worse if we were not able to say that we had received a police record check because he had joined before we made the requirement for new members, and worst of all if he had prior convictions that we were unaware of. A long-standing membership or career is unfortunately no guarantee of a clean record, and we feel we can no longer maintain the double standard based on when a member joined. We understand that it is inconvenient and uncomfortable to obtain and provide a police check, but believe it is necessary and hope that you reconsider your decision to withdraw based on it.

We will pass your decision on to the board so they are aware.

**Marg responded:**

Hello Marlaine:

Sorry, my last response was sent before I was finished. I was attempting to find out if all/any other provinces had the same requirements, as this would affect my decision. Can you provide me this information? … I do so appreciate your response, and understand the reasons behind ARMTA’s decision, but closely approaching age 65, and being fully booked, I am also carefully considering whether I still want/need this membership.

**And in the end, she renewed her membership because she needed the insurance.**

**Progress that has been made to get ready for this requirement to begin April 2020:**

1. Since it was in 2009 that ARMTA began to require new and reinstating members to submit a police check as part of their membership application, this means that currently just over 40% of our membership has submitted a police check at some point.

2. Carolyn has included a field in the Member’s Profile that is only editable by administrators to record the date of the last criminal record check received. It is viewable by members that they will be able to see this date. All but the 20 or so members who have submitted their police check since it was announced or recently joined have “False” in this date. This does not mean that we don’t have it, but only that I have not yet entered the dates yet. It will be a big project to go through the applications on file to find and record these dates.

3. ARMTA now has an Agency account registered with the Calgary Police’s ePIC (electronic Police Information Check) so that members can apply online and their results are directly accessible to ARMTA. Carolyn also has login privileges as a backup to the administrator.

**Questions that have arisen:**

The motion as approved at the September 2018 meeting read: 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

1. Are we requiring only a basic criminal records check, or a Vulnerable Sector check? See Understanding a Vulnerable Sector Check.pdf provided by the Edmonton Police for a description of the differences. A Vulnerable Sector check is what is typically required for teachers, since it includes records of pardoned sex offenders among other things, but not all of our teachers work with minors. Not all of the police checks that we have received already would qualify, since we have not been requiring Vulnerable Sector checks to date.

2. Should we receive a record check that is not completely clear of charges or anything else to disclose, what will be the protocol? So far, the only requirement is that members submit one, not that they be free of anything to report. Will membership be automatically denied, or will it be up to the Board or the Examining Board as they review applications to determine whether the charges would be relevant to music teaching?

3. Since I will be bothering to go through police records checks to enter the dates of their check, should I also use them to complete our member records with the following:

a) Full legal name – since the “name” field usually only includes first & last names, it would be helpful both to match police records and degrees/transcripts with a full name. Insurance certificates could be issued to their full legal name as well.

b) Other names used – there isn’t an easy way beside the “notes” section in our database to record other names used, such as maiden names or post-divorce names, but it would often be helpful for searching.

c) Date of birth – we’ve been asking for year of birth for the past few years, but the complete date is required for police checks, and is one of the primary ways that records are matched.

d) Gender – also recorded on a police check, although we’ve never asked for it as part of a membership application. I’m curious to know the breakdown of our membership by sex, but it may not be a particularly helpful statistic to know.

This information would not be posted in the Find a Teacher directory or the member directory but only accessible to administrators and the members themselves. Should we ever down the road decide that we want to submit checks on behalf of our members so that the results are returned directly to us rather than to the member (which does leave open the possibility of falsified records), we will need to have all of this information to be able to do so.

*Vicki Martin*

## 4. e) CFMTA Conference 2021

**Information:**

CFMTA-FCAPM Conference Report 2021

Two meetings have been held, Jan. 22 and Feb. 19, 2019.

1. We identified convenor positions:

Chair – Marlaine Osgood

Competitions/Adjudicators/Masterclasses – Adela Wedler

Hospitality – Subash Giri

Trade Show

Presenters

Registrar/Treasurer - Vicki Martin

Website – Carolyn Garritano

Opening Night Gala - Judith Ammann

Pre-Conference Video- Rosemarie Horne

1. Proposed Dates July 7-10, 2021
2. Theme “Our Rhythm Runs Through It” A logo will be prepared.
3. Print ad for Winnipeg Conference Program will be ready for the April 15 “Canadian Music Teacher” deadline and a pre-conference video is planned for the CFMTA AGM.
4. Started discussion on the Keynote speaker

**Discussion:** Does this need information/discussion at the provincial level? Should it be included with Edmonton branch report or in a separate report? How often?

*Marlaine Osgood*

## 4. f) Items for discussion or action from reports: i. Music Conference Alberta

Re: Music Conference Alberta - Management of the Conference Planning Board:

Currently the board is a two-tier structure composed of co-producers (joint planning committee) and collaborators.

Two changes were proposed to increase the number of voices and ideas brought to the table and to create a direct line of communication to collaborators.

Either:

1. invite collaborators to the quarterly meetings with no requirement to attend, or

2. bring collaborators into the joint planning committee, which meets quarterly, and create a core planning committee that meets more frequently to deal with all the details.

We were also given the option of remaining with the current management structure.

We all agreed to either #1 or #2 above. A proposal will be created for both options and submitted to all stakeholders.

Hi,

We just had our JPC meeting yesterday afternoon. It was decided that all presenting organizations will be invited to have a seat on the JPC, (Joint planning committee) which will meet 3-4 times a year. Likely each organization will have 1, maybe 2 representatives attend. Notice of meeting dates will occur through Doodle Poll so we can determine the best date. There will also be a Core Planning Committee (CPC) comprised of those organizations who are involved in delivering conference services and those with a key financial stake, and this committee will meet monthly. This saves organizations like ARMTA from having to attend meetings that deal with nitty gritty details like food orders, setup, etc. Perhaps ARMTA wants to talk about who will represent the organization at the meetings. I'm looking for clarification about who is on the ARMTA MCA committee - is it just Viktoria or are there others?

We will be asking each organization to sign an MOU, much like ARMTA has in the past. The logistics of that have yet to be determined, but I imagine it will be done sometime in the next month.

Hope that answers your questions. Note that we are setting a deadline for interest session proposals for March 15th. All session information including presenters, bio, head shot and session description will be due at the end of April. I thought I saw an ARMTA call for proposals that stated the due date was end of April, which seems rather late for ARMTA - that will not work well with the timeline.

Regards,

Crystal Krips

Viktoria has asked for someone to help her on the conference committee. The past president will look for someone to assist Viktoria.

**Motion**: that we accept Music Conference Alberta's invitation to have a seat at the Joint Planning Committee's table.

See also Music Conference Alberta 2019 Proposal.pdf for session/clinician proposal.

*Marlaine Osgood*

## 4. f) Items for discussion or action from reports: ii. Finance & Administration

I had a request from Marie Gazzard with regards to a standardized receipt to be used for the Tuition Tax Credit:

I always liked the tax forms that were supplied to us by ARMTA when the CATC was available. Would it be possible to use the form with the CATC portion removed for our Level 9’s and up as a general tax receipt as an ARMTA member or should we use a format of our own without the ARMTA logo?

*Vicki Martin*

## 4. f) Items for discussion or action from reports: iii. Piano & Vocal Competition

For discussion: Include background information and possible impact of issue and/or area.

Despite efforts to contact teachers personally and to distribute information through the branch presidents and to post-secondary institutions, we only received two applications by the competition deadline. Would ARMTA consider hosting a competition annually? Could this help teachers to stay more aware of this opportunity? The competition would be provincial one year and would lead to the national competition in the alternate year.

*Alison Kilgannon*

We welcome any board members that would be available to volunteer on the day to wrangle competitors or hand out programs.

*Elizabeth Raycroft*

## 4. f) Items for discussion or action from reports: iv. Young Artist Tour

**For discussion:**

Currently waiting on a reply from CFMTA Head Office (contacted Cindy Taylor) whether we will be able to have funds to have both a Piano and Vocal Young Artist Tour. Piano should be for sure but dependent on CFMTA’s response, some funds from ARMTA may be required if national organization does not fund the Vocal Young Artist Tour

*Louisa Lu*

## 4. f) Items for discussion or action from reports: v. Collegiate Chapters

For discussion:

The University of Lethbridge would like to include non-U of L music students, specifically U of L conservatory students, in their ARMTA Post Secondary Student Group.

According to the ULSU Handbook, membership in a U of L Student Union-ratified club is not exclusive to university students and is inclusive of community members regardless of age etc. So I think this could be a viable collaborative venture, if the ARMTA board feels that a Collegiate Chapter could include non-university students.

All the best,

Deanna Oye

*Marlaine Osgood*

## 4. f) Items for discussion or action from reports: vi. Recognition Fund

**For discussion:** *.*

**Competitions:** The original mission of the ARMTA Recognition Fund was to supplement the prizes for the Provincial Piano Competition. In the past 4 budget plans, I have included String and Voice Competitions. In 2019, there will be a Voice Competition; the winner will attend the 2019 CFMTA Convention in Winnipeg. I am therefore recommending significant funds for Piano and Voice Competitions. I have been told there is a 2020 String Competition in the planning stages.

The Marek Jablonski Endowment Fund is being dissolved. That fund, for many years, gave the First Place winner of the Provincial Piano Competition a $500 Prize. As part of the dissolution of funds, they have donated $500 toward the 2019 Provincial Piano Competition. That will be the final donation.

*Judith Ammann*

**For discussion:**

1. Offering higher amounts in really exceptional situations would be beneficial. We know that $500 only really pays for 2 months of private music lessons or less than one university class. We have had some exceptional applications this year (involving parental job loss and even death), and it would be helpful for the committee to offer higher amounts to students in dire situations.
2. The 2-year rule has been somewhat hard to track and should perhaps be done away with - if students are applying multiple years in a row, this signals a greater need. The committee is open granting funds in consecutive years if the student need is convincing.
3. The definitions of wants vs. needs must be clearer going forward, and it would be good to get some board guidance on these terms.

**Action:**

1. Raise bursary limits in very exceptional situations to $1000 per student.
2. Raise the overall fund account to $8000 per year. [Judith and I have talked and agreed that the ARMTA recognition fund could support this increase.]

*Karen Gerelus*

## 4. f) Items for discussion or action from reports: vii. CFMTA

We need to decide whose responsibility it is to select and send in our contribution to this yearly Continuing Education/Professional Development initiative. Both the Continuing Education Convenor and Conference Convenor are in the position to recommend a clinician and help in the selection. The duties also include arranging for a recording of the session and sending this recording to the CFMTA webmaster.

Because the Vice President is leaning about ARMTA programs and is Alberta's 3rd delegate, this would be a good training opportunity.

**Motion:** that the Vice President spearhead Alberta's contribution to the Webinar Project.

*Marlaine Osgood*

## 4. f) Items for discussion or action from reports: viii. Publicity

**Action:** In June (?) 2018 the board selected 2 taglines. Lethbridge and Red Deer each have a different tagline or motto. I am asking the board to re-consider the choice of tagline. The comments I have received are that “noteworthy neighbourhood music instruction” is too wordy and does not describe what we do in a simple and direct way. What we do is “teach music”. We might also do it extremely well, and in your neighbourhood, we might also promote culture, and love & knowledge of music, etc. But what all our members do is TEACH MUSIC.

**Action:** There has already been some discussion primarily via email (Feb 3-4) about changing our acronym. There were some interesting alternates put forward and good arguments in favour of keeping our acronym. I strongly recommend that we leave the acronym alone and do more to promote ourselves as music teachers.

A key element in branding will be our logo. Currently, there are a provincial logo and three different branch logos (Calgary, Lethbridge, Red Deer) in use. It seems unreasonable to ask everyone to accept the provincial logo and I would like to encourage our members to be involved in the decision.

**Motion:** that ARMTA board sponsor a contest with a prize of $100 to develop a new logo to be used province wide. ARMTA members and their students may make submissions.

Comments:

* Before proceeding, there should be support from the branches (maybe as represented by the board, although I am continuing to try and speak directly with branch presidents)
* Parameters for a new logo should include using the treble clef and maple leaf (from CFMTA logo), able to include branch names so the branches can adapt for branch use, include spelling out the ARMTA acronym. See Calgary and Lethbridge logos examples for how to include the latter.
* Consider having a graphic designer prepare the final version. Carolyn Garritano does some graphic design, Annette Bradley’s son is studying graphic design. Set $50 honorarium for this service.
* Recommend a committee of 3 (board members?) select at least 3 (maybe as many as 5?) of the submissions and then give the whole membership and opportunity to vote.
* Timeline: deadline for submissions May 15, voting completed by June 1.

*Beth Olver*

## 4. g) Policies & Procedures manual updates: i. Job descriptions

FOR DISCUSSION:

* Wording and details of board job descriptions to ensure they accurately represent the current positions
* If the new email does not generate any responses, a budget to cover any phone expenses is requested

FOR ACTION:

* Job descriptions for the board members to be approved and to be changed in the current Policies and Procedures Manual

*Sherry Ann Lynn*

See Board of directors job description.pdf

See Officers 2.job descriptions.pdf

See Provincial Administrator job description.2.pdf

## 4. g) Policies & Procedures manual updates: ii. Rules of Order

See Call to Order.Rules at a Glance.pdf

The Rules at a Glance document is the 8-page summary of a 150-page book. While many of the rules of order are similar to Robert’s Rules, they are specifically designed for volunteer and non-profit associations, where there is not an opposition party or otherwise adapted from government bodies.

The book walks through the players (roles of the executive), the rules of the game (how meetings are run) and the rules in play (notices, agendas, and minutes). While it is no page-turner, it is easy to understand, straightforward, and clearly explains the rationale behind the rules summarized in the Rules at a Glance.

Pros:

* The rules really are simple and easy to follow, though many of our meetings are not even as formal as the book would suggest.
* The Rules at a Glance would be enough for most board members and branch members to read and understand and refer to as needed.
* Canadian!
* While it assumes that agendas & minutes & reports are each being approved separately, it would not be difficult to adapt for approving them all at once.

Cons:

* The Call to Order book may only be purchased directly from the publisher, Big Bay Publishing (<http://www.morfa.com/bbp/products.htm>) and not from most book retailers. A single copy is $23.95 plus $4.79 postage for $28.74 total, or 10 copies can be ordered at $20 plus $20 postage for $220.

*Vicki Martin*

# 5. EXECUTIVE REPORTS

## 5. a) President's report

It has been delightful to work with Beth Raycroft on developing the Vocal Competition. I must thank her for all the hours and hard work she has put into this incredible opportunity for our vocal students.

Chrysanthema and I listened to the nine singers, and selected the top three to attend the live performance in Red Deer, along with an alternate, should any of them be unavailable. Thank you to Chrysanthema for her time and expertise.

I spoke with Tiffany Wilson at length about the vocal competition requirements at the National level, and came to a better understanding of how they were created, and this was helpful in developing our Provincial standards for the Voice Competition.

I look forward to attending the Piano and Vocal Competition, and am honoured to serve as emcee.

I attended Music Conference Alberta for the first time, and was quite happy with the sessions offered, and the collegial atmosphere.

I will be attending CFMTA in Winnipeg in July - another first for me!

I attended the Eduarts Hub Networking discussion as a panelist, and was made aware of the program. It is funded by the Trillium Foundation of Ontario, and their goal is bring artists together as a community. They are creating a "map" of all artists throughout Canada, so that anyone may find where the arts exist in their community. They have a variety of programming, and were looking to hear where our greatest arts need currently exist in northern Alberta. Their website is https://www.eduarts.ca/.

I hope to visit some of the ARMTA branches in the upcoming year - and learn more about each branch: their needs, their successes, and how to celebrate them!

*Kimerica S. Parr*

## 5. b) Vice-President’s report vacant

## 5. c) Past-President's report

As past president, I have searched for people to fill vacant convenorships and vice president:

Jennifer Nowacka is our new archives convenor.

Dustin Anderson has agreed to take on the Vice President position.

Welcome Jennifer and Dustin.

Publicity is the only position still vacant. As the search continues, Beth Olver will act as publicity convenor.

In December, Annette Bradley and I worked on Alberta's nomination for CFMTA's national honorary president.

I attended the Music Conference Alberta Stakeholder's meeting in Edmonton as Viktoria Reiswich was unable to attend.

I continue to keep in contact with Kimerica Parr and Vicki Martin, offering input and advice on the voice competition and the reflection tool.

Arrangements have been made to attend the CFMTA meeting in Winnipeg.

Marlaine Osgood

[See 4. f) Items for discussion or action from reports: ii. Conference](#_4._f)_Items)

## 5. d) CFMTA report

Alberta nominated Peggy L'Hoir for CFMTA Honorary President. Ernest Schneider from Penticton B.C. was selected by the committee.

Alberta's delegates names and contact information have been updated.

Arrangements are being made for the AGM in July during the CFMTA conference in Winnipeg.

CFMTA Webinar Project (to establish a national data base of webinars, professional development videos produced by provincial and territorial associations) – Alberta submitted Krzysztof Jablonski demonstrating how he learned piano technique as a child in eastern Europe, a session that was held during Music Conference Alberta in October 2018.

See also [4. f) Items for discussion or action from reports: vii. CFMTA](#_4._f)_Items_7)

*Marlaine Osgood*

## 5. e) Membership report

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

New Members

Susan Soley Henley Full Voice

Challena Zellick Affiliate Grade 9

Erika Gomez Full Piano

Sheryl Schnare Full Piano

Catherine Lis Full Piano

Wendolin Pazitka Munroe Full Voice, Advanced Theory, Music History

Laura Hamilton Full Piano, Advanced Theory, Composition

Kathy Oostra Affiliate Grade 9

Reinstatements

Shirley Xiao Li Du Full Voice

Frank Ho Full Violin

Nicole Scott Full Piano

Transfers

Michalis Andronikou Transferred out to MRMTA

Frieda Woodruff Gramit Transferred out to BCRMTA

Upgrades

Gabriella Hsu From Affiliate 9 to Affiliate 10

Unchanged since the last board meeting:

Leave of Absence

Rebecca Vizza (extended from March 31, 2019 to March 31, 2020)

Kristy Nemez – to March 31, 2020

Chelsea Braaksma – to October 2019

Barbara Hignell – to March 31, 2021

Suspended

Darrin Hogue

**Membership totals:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **January 30, 2014** | **January 31, 2015** | **January 26, 2016** | **February 17, 2017** | **February 8, 2018** | **February 15, 2019** |
| Full | 387 | 387 | 402 | 400 | 414 | 416 |
| Affiliate Grade 10 | 14 | 15 | 14 | 18 | 18 | 22 |
| Affiliate Grade 9 | 4 | 3 | 5 | 5 | 8 | 8 |
| Retired | 12 | 10 | 12 | 15 | 14 | 15 |
| Honorary Branch Members | 2 | 2 | 2 | 2 | - | - |
| Provincial Life Members | 3 | 3 | 2 | 2 | 5 | 5 |
| **TOTAL** | **422** | **420** | **437** | **442** | **460** | **468** |

**Branch membership totals:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **January 26, 2016** | **February 17, 2017** | **February 8, 2018** | **February 15, 2019** |
| Calgary | 184 | 190 | 193 | 198 |
| Edmonton | 137 | 138 | 148 | 158 |
| Lethbridge | 22 | 23 | 27 | 25 |
| Red Deer | 20 | 19 | 18 | 20 |
| Grande Prairie | 6 | 5 | 4 | 7 |
| Medicine Hat | 6 | 8 | 8 | 9 |
| Members at Large | 62 | 59 | 62 | 51 |
| **TOTAL** | **437** | **442** | **460** | **468** |

## 5. f) Financial report

ARMTA is overall in a healthy position. While we budgeted a $6,022 deficit, moving to an online board meeting in February is a significant saving. With the unspent budget from the Board AGM and Meeting together with both Membership Income and Sponsorship Income coming in over budget, if all other budget lines remain close to their budget, we can project to end the fiscal year with about a $500 deficit.

Both of ARMTA’s GIC’s came up for renewal in the past few months. On consulting with the executive, they were reinvested as follows:

1. $12,000 for 15 months at 1.5% matured November 8, 2018.

$12,226.05 reinvested for 12 months at 2.5% maturing November 22, 2019. This was deliberately done so that it would mature in November, since November – January is usually when we have the least amount of cash flowing through our chequing account.

2. $20,000 for 24 months at 1.65% non-redeemable matured Jan. 20, 2019.

$20,665.45 reinvested for 15 months at 2.55% maturing April 21, 2020.

On a request to be able to receive a payment by e-transfer, I asked the ATB whether it would be possible to set that up for ARMTA. Since deposits only require one signature, it was, and the recommendation was that auto-deposit be set up so that e-transfers sent to [admin@armta.ca](mailto:admin@armta.ca) are automatically deposited into ARMTA’s chequing account for the most accountability possible. This option has been included with membership renewal, and as of February 10, 14 members had sent their membership by e-transfer, representing 10% of the membership payments as of that date. Those same 14 members renewing online would have incurred $6.10 in service fees each for a total of $85.40. It is a little too soon to say since we’d only received 140 renewals for our 468 members, but so far, the number of members paying online by credit card has remained at about 75% and the number of members paying by cheque has dropped from 25% to 15%. It may not be the significant savings in service fees I initially hoped for.

[See also 4. f) Items for discussion or action from reports: iii. Finance & Administration](#_4._f)_Items_1)

### Profit & Loss Budget vs. Actual

**As of 15 February 2019**

|  |  |  |  |  | **2017-2018** | | |  | **2018-2019** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Actual** | **Budget** | **$ Over Budget** |  | **Actual to 15 Feb 2019** | **Budget** | **$ Over Budget** |
| **Income** | | | | |  |  |  |  |  |  |  |
|  | **Advertising Income** | | | | 100.00 | 0.00 | 100.00 |  | 75.00 | 50.00 | 25.00 |
|  | **Conference Income** | | | | 444.92 | 0.00 | 444.92 |  | 40.00 | 0.00 | 40.00 |
|  | **Donations** | | | | 100.00 | 0.00 | 100.00 |  | 0.00 | 0.00 | 0.00 |
|  | **Interest Income** | | | | 674.74 | 395.00 | 279.74 |  | 573.68 | 510.00 | 63.68 |
|  | **Membership Income** | | | | 60,170.00 | 57,831.00 | 2,339.00 |  | 63,047.50 | 61,875.00 | 1,172.50 |
|  | **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 |  | 200.00 | 150.00 | 50.00 |
|  |  | **String Competition** | | | 0.00 | 0.00 | 0.00 |  | 0.00 | 150.00 | -150.00 |
|  |  | **Vocal Competition** | | | 0.00 | 0.00 | 0.00 |  | 350.00 | 0.00 | 350.00 |
|  | **Total Projects Income** | | | | 890.00 | 900.00 | -10.00 |  | 665.00 | 900.00 | -235.00 |
|  | **Sponsorship Income** | | | | 2,465.00 | 1,600.00 | 865.00 |  | 2,250.00 | 2,000.00 | 250.00 |
| **Total Income** | | | | | **64,844.66** | **60,726.00** | **4,118.66** |  | **66,651.18** | **65,335.00** | **1,316.18** |
| **Expense** | | | | |  |  |  |  |  |  |  |
|  | **Administration** | | | |  |  |  |  |  |  |  |
|  |  | **Administrator Contract** | | | 10,560.00 | 10,560.00 | 0.00 |  | 9,680.00 | 10,560.00 | -880.00 |
|  |  | **Bank & Service Fees** | | | 2,523.13 | 1,640.00 | 883.13 |  | 670.23 | 2,028.00 | -1,357.77 |
|  |  | **Computer Expenses** | | | 62.44 | 200.00 | -137.56 |  | 0.00 | 200.00 | -200.00 |
|  |  | **Mileage** | | | 203.11 | 225.00 | -21.89 |  | 120.05 | 175.00 | -54.95 |
|  |  | **Office Supplies** | | | 558.96 | 400.00 | 158.96 |  | 622.85 | 500.00 | 122.85 |
|  |  | **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 |  | 550.00 | 600.00 | -50.00 |
|  |  | **Telephone and Fax** | | | 489.16 | 576.00 | -86.84 |  | 363.57 | 384.00 | -20.43 |
|  | **Total Administration** | | | | 15,346.45 | 14,577.00 | 769.45 |  | 12,352.15 | 14,787.00 | -2,434.85 |
|  | **Advertising & Publicity** | | | |  |  |  |  |  |  |  |
|  |  | **Social Media** | | | 0.00 | 0.00 | 0.00 |  | 60.00 | 200.00 | -140.00 |
|  |  | **Other** | | | 548.50 | 1,225.00 | -676.50 |  | 828.56 | 1,275.00 | -446.44 |
|  | **Total Advertising & Publicity** | | | | 548.50 | 1,225.00 | -676.50 |  | 888.56 | 1,475.00 | -586.44 |
|  | **Board Expenses** | | | |  |  |  |  |  |  |  |
|  |  | **AGM Expenses** | | |  |  |  |  |  |  |  |
|  |  |  | **Hotels** | | 1,226.41 | 2,210.00 | -983.59 |  | 144.82 | 1,260.00 | -1,115.18 |
|  |  |  | **Meals** | | 112.05 | 480.00 | -367.95 |  | 59.61 | 520.00 | -460.39 |
|  |  |  | **Travel** | | 1,401.30 | 1,784.00 | -382.70 |  | 409.60 | 1,771.00 | -1,361.40 |
|  |  | **Total AGM Expenses** | | | 2,739.76 | 4,474.00 | -1,734.24 |  | 614.03 | 3,551.00 | -2,936.97 |
|  |  | **Board Meetings Travel & Meals** | | |  |  |  |  |  |  |  |
|  |  |  | **Catering** | | 969.16 | 420.00 | 549.16 |  | 337.04 | 455.00 | -117.96 |
|  |  |  | **Hotels** | | 320.00 | 510.00 | -190.00 |  | 129.25 | 420.00 | -290.75 |
|  |  |  | **Meals** | | 0.00 | 280.00 | -280.00 |  | 22.41 | 230.00 | -207.59 |
|  |  |  | **Travel** | | 356.65 | 1,070.00 | -713.35 |  | 716.80 | 1,351.00 | -634.20 |
|  |  | **Total Board Meetings Travel & Meals** | | | 1,645.81 | 2,280.00 | -634.19 |  | 1,205.50 | 2,456.00 | -1,250.50 |
|  |  | **Directors Insurance** | | | 0.00 |  |  |  | 960.00 | 0.00 | 960.00 |
|  |  | **Meeting Room Rental** | | | 579.80 | 250.00 | 329.80 |  | 0.00 | 150.00 | -150.00 |
|  |  | **Board Expenses - Other** | | | 0.00 |  |  |  | 59.88 | 0.00 | 59.88 |
|  | **Total Board Expenses** | | | | 4,965.37 | 7,004.00 | -2,038.63 |  | 2,839.41 | 6,157.00 | -3,317.59 |
|  | **Member services** | | | |  |  |  |  |  |  |  |
|  |  | **CFMTA Delegate Expenses** | | | 0.00 | 200.00 | -200.00 |  | 269.40 | 250.00 | 19.40 |
|  |  | **CFMTA Dues** | | | 13,710.00 | 13,260.00 | 450.00 |  | 15,310.00 | 15,435.00 | -125.00 |
|  |  | **Conference/AGM** | | |  |  |  |  |  |  |  |
|  |  |  | **Catering** | |  |  |  |  |  |  |  |
|  |  |  |  | **Meal payments** | -320.00 | -150.00 | -170.00 |  | -321.00 | -200.00 | -121.00 |
|  |  |  |  | **Catering - Other** | 588.00 | 600.00 | -12.00 |  | 840.00 | 600.00 | 240.00 |
|  |  |  | **Total Catering** | | 268.00 | 450.00 | -182.00 |  | 519.00 | 400.00 | 119.00 |
|  |  |  | **Conference Registrations** | | 295.00 | 295.00 | 0.00 |  | 0.00 | 0.00 | 0.00 |
|  |  |  | **Printing, Postage, and Supplies** | | 70.88 | 100.00 | -29.12 |  | 43.16 | 100.00 | -56.84 |
|  |  |  | **Sessions & Seminars** | |  |  |  |  |  |  |  |
|  |  |  |  | **Clinician Travel** | 1,583.15 | 2,800.00 | -1,216.85 |  | 1,040.13 | 1,200.00 | -159.87 |
|  |  |  |  | **Session Honorariums** | 850.00 | 800.00 | 50.00 |  | 875.00 | 800.00 | 75.00 |
|  |  |  |  | **Other** | 0.00 | 250.00 | -250.00 |  | 155.00 | 250.00 | -95.00 |
|  |  |  | **Total Sessions & Seminars** | | 2,433.15 | 3,850.00 | -1,416.85 |  | 2,070.13 | 2,250.00 | -179.87 |
|  |  | **Total Conference/AGM** | | | 3,067.03 | 4,695.00 | -1,627.97 |  | 2,632.29 | 2,750.00 | -117.71 |
|  |  | **Directory** | | |  |  |  |  |  |  |  |
|  |  |  | **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 |
|  |  | **Total Directory** | | | 700.88 | 840.00 | -139.12 |  | 651.70 | 725.00 | -73.30 |
|  |  | **Honoraria & Gifts** | | | 230.04 | 250.00 | -19.96 |  | 178.31 | 250.00 | -71.69 |
|  |  | **Insurance** | | | 15,400.00 | 14,945.00 | 455.00 |  | 14,175.00 | 15,435.00 | -1,260.00 |
|  |  | **Members Postage** | | | 441.89 | 250.00 | 191.89 |  | 431.40 | 325.00 | 106.40 |
|  |  | **Membership Renewals** | | |  |  |  |  |  |  |  |
|  |  |  | **Membership Renewals Postage** | | 279.72 | 200.00 | 79.72 |  | 99.73 | 300.00 | -200.27 |
|  |  |  | **Membership Renewals Printing** | | 0.00 | 40.00 | -40.00 |  | 0.00 | 0.00 | 0.00 |
|  |  | **Total Membership Renewals** | | | 279.72 | 240.00 | 39.72 |  | 99.73 | 300.00 | -200.27 |
|  |  | **Tempo** | | |  |  |  |  |  |  |  |
|  |  |  | **Editor Honorarium** | | 500.00 | 500.00 | 0.00 |  | 500.00 | 500.00 | 0.00 |
|  |  |  | **Postage** | | 195.04 | 350.00 | -154.96 |  | 320.67 | 300.00 | 20.67 |
|  |  |  | **Printing** | | 509.25 | 510.00 | -0.75 |  | 522.90 | 510.00 | 12.90 |
|  |  | **Total Tempo** | | | 1,204.29 | 1,360.00 | -155.71 |  | 1,343.57 | 1,310.00 | 33.57 |
|  |  | **Website and Database** | | |  |  |  |  |  |  |  |
|  |  |  | **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 |  | 1,681.56 | 1,983.00 | -301.44 |
|  |  | **Total Website and Database** | | | 2,371.14 | 2,310.00 | 61.14 |  | 2,681.56 | 2,983.00 | -301.44 |
|  | **Total Member services** | | | | 37,404.99 | 38,350.00 | -945.01 |  | 37,772.96 | 39,763.00 | -1,990.04 |
|  | **Partnerships** | | | |  |  |  |  |  |  |  |
|  |  | **CASSA** | | | 500.00 | 500.00 | 0.00 |  | 0.00 | 500.00 | -500.00 |
|  | **Total Partnerships** | | | | 500.00 | 500.00 | 0.00 |  | 0.00 | 500.00 | -500.00 |
|  | **President's Expenses** | | | |  |  |  |  |  |  |  |
|  |  | **CFMTA President Visit** | | | 0.00 | 0.00 | 0.00 |  | 492.29 | 400.00 | 92.29 |
|  |  | **Conference Registrations** | | | 295.00 | 300.00 | -5.00 |  | 336.42 | 300.00 | 36.42 |
|  |  | **General** | | | 0.00 | 100.00 | -100.00 |  | 0.00 | 50.00 | -50.00 |
|  |  | **Visits to Branches** | | | 113.40 | 400.00 | -286.60 |  | 433.30 | 400.00 | 33.30 |
|  | **Total President's Expenses** | | | | 408.40 | 800.00 | -391.60 |  | 1,262.01 | 1,150.00 | 112.01 |
|  | **Projects** | | |  |  |  |  |  |  |  |  |
|  |  | **ARMTA Recognition Fund Donation** | | | 0.00 | 100.00 | -100.00 |  | 200.00 | 200.00 | 0.00 |
|  |  | **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 |  | 219.78 | 2,000.00 | -1,780.22 |
|  |  | **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 |  | 83.00 | 100.00 | -17.00 |
|  |  | **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 |
|  | **Total Projects** | | | | 7,773.21 | 9,177.50 | -1,404.29 |  | 1,757.39 | 6,725.00 | -4,967.61 |
|  | **Scholarships** | | | | 800.00 | 800.00 | 0.00 |  | 800.00 | 800.00 | 0.00 |
| **Total Expense** | | | | | **67,746.92** | **72,433.50** | **-4,686.58** |  | **57,672.48** | **71,357.00** | **-13,684.52** |
| **Net Income** | | | | | **-2,902.26** | **-11,707.50** | **8,805.24** |  | **8,978.70** | **-6,022.00** | **15,000.70** |

### Balance Sheet Previous Year Comparison

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **15 Feb 2019** |  | **15 Feb 2018** |
| **ASSETS** | | |  |  |  |  |  |
| **Current Assets** | | | | |  |  |  |
|  | **Chequing/Savings** | | | |  |  |  |
|  |  | **ATB Chequing** | | | 44,653.17 |  | 42,937.86 |
|  |  | **GIC 4** | |  | 20,665.45 |  | 20,330.00 |
|  |  | **GIC 5** | |  | 12,226.05 |  | 12,000.00 |
|  |  | **Stripe** | |  | 4,350.95 |  | 7,444.16 |
|  | **Total Chequing/Savings** | | | | 81,895.62 |  | 82,712.02 |
|  | **Other Current Assets** | | | |  |  |  |
|  |  | **Undeposited Funds** | | | 1,620.00 |  | 1,300.00 |
|  | **Total Other Current Assets** | | | | 1,620.00 |  | 1,300.00 |
| **Total Current Assets** | | | | | 83,515.62 |  | 84,012.02 |
| **Fixed Assets** | | | |  |  |  |  |
|  | **Computer Equipment** | | | |  |  |  |
|  |  | **Computer Equipment Cost** | | | 662.44 |  | 662.44 |
|  |  | **Computer Equipment Depreciation** | | | -662.44 |  | -600.00 |
|  | **Total Computer Equipment** | | | | 0.00 |  | 62.44 |
| **Total Fixed Assets** | | | | | 0.00 |  | 62.44 |
| **TOTAL ASSETS** | | | | | **83,515.62** |  | **84,074.46** |
| **LIABILITIES & EQUITY** | | | | |  |  |  |
| **Liabilities** | | |  |  |  |  |  |
|  | **Current Liabilities** | | | |  |  |  |
|  |  | **Other Current Liabilities** | | |  |  |  |
|  |  |  | **Branch Fees Collected** | |  |  |  |
|  |  |  |  | **Calgary Branch** | 4,290.00 |  | 4,420.00 |
|  |  |  |  | **Edmonton Branch** | 3,545.00 |  | 3,727.50 |
|  |  |  |  | **Lethbridge Branch** | 350.00 |  | 315.00 |
|  |  |  |  | **Red Deer Branch** | 200.00 |  | 150.00 |
|  |  |  | **Total Branch Fees Collected** | | 8,385.00 |  | 8,612.50 |
|  |  |  | **CMT Magazine Print Subscription** | | 120.00 |  | 0.00 |
|  |  |  | **Deferred Income** | | 21,537.50 |  | 24,532.50 |
|  |  | **Total Other Current Liabilities** | | | 30,042.50 |  | 33,145.00 |
|  | **Total Current Liabilities** | | | | 30,042.50 |  | 33,145.00 |
| **Total Liabilities** | | | | | **30,042.50** |  | **33,145.00** |
| **Equity** | |  |  |  |  |  |  |
|  | **Opening Bal Equity** | | | | 31,913.31 |  | 31,913.31 |
|  | **Unrestricted Net Assets** | | | | 12,581.11 |  | 15,483.37 |
|  | **Net Income** | | | | 8,978.70 |  | 3,532.78 |
| **Total Equity** | | | |  | **53,473.12** |  | **50,929.46** |
| **TOTAL LIABILITIES & EQUITY** | | | | | **83,515.62** |  | **84,074.46** |

*Vicki Martin*

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

As per directives from the last board meeting, I have:

* Completed the Benefits of Studying with a Registered Music Teacher poster, copied it for distribution to all conference attendees at Music Conference Alberta (350 of them), posted it on the ARMTA Facebook page, posted it in the Member’s Area, and sent it out in an email update. Three members requested that I send them hard copies, which I did.
* Obtained three quotes for Director’s and Officers liability insurance and purchased a policy for $2,000,000 with Travelers at $960/year using the broker:

Travis Bethune | Commercial Insurance Broker

D: 780-989-4418 | F: 780-438-0097

travis@mbsinsurance.com | www.mbsinsurance.com

#301, 9452-51 Avenue NW, Edmonton, Alberta T6E-5A6

* Neglected to distribute and post the Privacy and Personal Information Commitment until reading through the minutes in preparation for this meeting and was reminded of it. I’ll get right on that.
* Worked with Caroline and Marlaine to get the Self-Reflection Tool for members incorporated into the Member’s Profile so that it is easily visible but not overly cumbersome during renewal. It is also posted as a separate document in the Member’s Area.
* Added a link to the Alberta Employment Standards in the Member’s Area and included it in an email newsletter.
* Sent information to branch representatives and presidents about the Muttart Foundation free Board Development resources at <https://www.muttart.org/publications/board-development-workbooks/> and posted links both on the Provincial Executive page and the Resources for Branches page. The free e-books (in pdf format) available are:
  + Board Building: Recruiting and Developing Effective Boards
  + Drafting and Revising Bylaws
  + Developing Job Descriptions for Board Members
  + Hiring and Performance Appraisal of the Executive Director
  + Financial Responsibilities of Non-Profit Boards
  + Organizing Your Corporate Documents
  + Understanding Your Corporate Documents
* Made progress on police checks – see [4.d) Police Check – Vulnerable Sector](#_4._d)_Police)
* Not yet got around to going through ARMTA’s paper files to determine what needs to be send to provincial archives, kept in the administrator’s office, disposed of, or scanned for digital archives. A large stack of membership directories, Tempo magazines, Annual Reports, AGM minutes, MCA session programs, email updates, and miscellaneous thank you cards from 2015-2019 that clearly belonged to Archives were given to Naomi to deposit.
* Included that photos can be included in the main search results of the Find a Teacher in the membership renewal email/letter and in an email update.
* Started but not finished putting together answers for the FAQ developed at the May 2018 Zoom meeting to post on the website.
* Heard from the CFMTA Conference in Winnipeg that they will provide a full-page colour ad for the CFMTA Conference 2021 in Edmonton at no cost, so the additional funds budgeted for that will not be needed.

Other than that, most of my time was spent managing members and money and mail as per my job description.

**Hours worked:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MONTH | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
| January | 67.22 | 59.50 | 52.83 | 40.75 | 43.33 | 28.08 |
| 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 | 53.67 |  |
| October | 66.75 | 68.73 | 95.67 | 84.67 | 58.25 |  |
| November | 35.08 | 36.33 | 36.08 | 38.00 | 32.00 |  |
| December | 19.25 | 16.67 | 25.50 | 22.33 | 14.98 |  |
| Average/month | 44.37 | 47.06 | 45.04 | 39.47 | 40.31 |  |
| Total | 532.49 | 564.75 | 540.49 | 473.58 | 483.72 |  |

# 6. CONVENOR REPORTS

## 6. a) Archives

I made one trip in 2019 to the Provincial Archives to deposit thank you notes, minutes and reports and programs. There are three deposits from 2017 to 2019 which have not been yet accessed by the Archives.

Naomi Parker

## 6. b) ARMTA Piano Competition

Information: The 2019 ARMTA provincial piano competition will be held in conjunction with the ARMTA voice competition on March 9th in Red Deer, AB, at Gaetz United Church. We received two applications by the original deadline of January 15th. The deadline was then extended to February 15th in the hope of attracting more applicants. We have since received one more application and I have been in contact with a fourth possible student.

Dr. Dale Wheeler has kindly agreed to screen the tapes and has already evaluated the three submissions we have so far.

I have made contact with Louisa Lu, our Young Artist Tour coordinator. She was making inquiries into whether the winner of the voice competition and the winner of the piano competition will tour together or not and was working to confirm some possible recital hosts.

The Black Knight Inn in Red Deer has kindly agreed to donate the hotel room for our judge and has offered a discount on rooms for competitors and their families. Their logo will be included in the program. Our judge’s flight from Montreal came to $650.27. The confirmation email has been forwarded to Vicki with this report. ARMTA has already paid $260 for the Church rental which includes piano tuning.

The ARMTA recognition fund has confirmed a contribution of $3750 toward prizes as follows:

* 1st place: $1000 plus $1000 for the candidate who represents Alberta at the national competition
* 2nd place: $1000
* 3rd place; $500
* Dorothy Buckley Prize: $250

The Marek Jablonski prize of $500 will be funded by the money held in trust from the now disbanded Marek Jablonski Foundation and the Thelma Johannes O’Neill Prize will be funded by ARMTA Edmonton.

We are looking for volunteer so if any members are planning to attend and are willing to help, I would be very happy to hear from them! Thank you.

See also [4. f) Items for discussion or action from reports: iv. Piano & Vocal Competition](#_4._f)_Items_2)

*Alison Kilgannon*

## 6. c) ARMTA String Competition

See 6.d) ARMTA Vocal Competition

## 6. d) ARMTA Vocal Competition

The information for the competition was compiled and Carolyn and Vicki posted it on the ARMTA website. There were several inquiries from both teachers and competitors. Eight competitors were successful in getting their completed applications in on time, after the deadline was extended to be consistent with the Piano Competition.

The judge’s contract has been signed and timing arrangements have been made in consultation with Alison Kilgannon. Rehearsals for the competitors will be between 11:00 and 12:30 a.m. and the competition will begin at 5 p.m. Each competitor will be given 50 minutes to complete their program, with a 10-minute break in between. We expect to announce the winner shortly after 8 p.m.

The video submissions have been viewed by a subcommittee consisting of Kimerica and Chrysanthema and they will choose the top three finalists. These finalists and their teachers will have been notified on the 16th, with instructions for the finals. The other competitors will also be notified on the 16th. If one of the top three is unable to attend, Kimerica and Chrysanthema will choose a four finalist.

We were delighted that the competitors represent a good portion province; one from Edmonton, one from Red Deer, one from Lacombe and five from Calgary, and came from five teachers.

Information is being sent to all branches asking for them to put this event on their branch calendar. A program will be completed in conjunction with Alison Kilgannon.

Letters are being prepared and sponsors contacted for next year’s String Competition. Chrysanthema has found and contracted a venue.

See also [4. f) Items for discussion or action from reports: iv. Piano & Vocal Competition](#_4._f)_Items_2)

*Elizabeth Raycroft, Chair, Provincial Voice and String Competition*

*With Kimerica Parr and Chrysanthema Pashunkova*

## 6. e) ARMTA Recognition Fund

**Information:** Thank you branches and to Provincial for continuing to donate to the fund as a way to celebrate members who have served Provincial and the branches of ARMTA.

**2018** **Revenue** (Donations)**Jan.** 2018- **Jan.** 2019

Marek Jablonski Endowment $ 500.00 held for 2019 Piano Competition

Personal donation 125.00

Provincial and Branch donations. 300.00

Rusconi Foundation 19,421.00

TOTAL 20,346.00

**2018 Expenditures (**Disbursed Funds) to January 2019 **2018**

ARMTA Provincial Student Composer Competition $ 500

CASSA (Calgary Arts Summer School) Scholarships 300

Branch Awards from ARMTA Provincial 3,000

Provincial Piano Competition N/A

On-line performances of commissioned 150th works 200

Needs-based Bursary \* 3,300

ARMTA Music Pedagogy Scholarship 2,000

Contemporary Showcase (Edm and Cal) 200

**TOTAL $9,500**

**\*one Needs -based Bursary of $500 request is presently being processed.**

**Balance in the ARMTA Recognition Fund (January 10, 2019) is 58,806.47.**

See also [4. f) Items for discussion or action from reports: viii. Recognition Fund](#_4._f)_Items_3)

*Judith Ammann*

## 6. f) ARMTA Student Composer Competition

Nothing really new since the last meeting.

Jesse Plessis is once again our adjudicator and the deadline for submissions is April 1st.

*Christine Rogers*

## 6. g) Bursary/Scholarship

The needs-based bursaries saw a change of hands from Judith Amman to Karen Gerelus in November 2018. It was clear upon taking over the role that many general ARMTA members seemed not to know about these bursaries. An info-graphic was published in ARMTA email communications which spurred an influx of student applications. When applications were received, they were reviewed by a 4-person committee, and recommendations were forwarded to Judith Amman who requests funds from CFMTA and distributes cheques & letters. There is still $1550 of $6000 remaining in the account for 2018 - 2019, and bursaries have been granted in the range of $250 - $500 to students.

See also [4.f) Items for discussion or action from reports: viii. Recognition Fund](#_4._f)_Items_3)

*Karen Gerelus*

*Representing: Eric Nyland, Elizabeth Raycroft, Marlaine Osgood*

## 6. h) Canada Music Week

There is nothing to report for CMW. A reminder of upcoming deadlines: Student Composer Competition deadline is April 15 and the National Essay Competition deadline is May 1.

*Margaret King*

## 6. i) Community Service Award

Louisa Lu, student of David Tutt, received a Gold Service Award

*Marlaine Osgood*

## 6. j) Conference 2018

No report at this point. At this point I am just waiting for proposals and looking/asking around for possible clinicians.

*Viktoria Reiswich*

Conference Report continued:

Notes from Music Conference Alberta (MCA) meeting – January 15, 2019

Feedback indicated 2018 was one of the best conferences in regards to the number of “cross platform sessions.” To increase attendence further, we discussed having a non-member fee and out of province invitations. Some felt it was time to approach the Alberta Piano Teacher's Association (APTA) again about joining MCA.

Location and layout of the conference site was discussed:

* having a “destination conference” at Banff on a more regular basis. The higher cost of Banff is a consideration.
* Keeping the conference site to a more concentrated area is desired. If the sites are too spread out it's difficult for delegates to get to sessions.

Two general ideas were brought forward:

* offer a one-day conference for specific instruments such as all strings sessions on one day
* proceedings of the conference posted after. John Reid and Guillaume Tardiff will discuss this further and bring recommendations back to the committee.

Direction or a policy was requested regarding hiring non-Alberta presenters.

Bramwell Tovey is confirmed as the Keynote Speaker.

See also [4. f) Items for discussion or action from reports: i. Music Conference Alberta](#_4._f)_Items_5)

*Marlaine Osgood*

## 6. k) Continuing Education

For the fiscal year ending March 31, 2019, the following Continuing Education fund allocations have been made to ARMTA branches:

**LETHBRIDGE BRANCH:**

**Jennifer Latta Piano Yoga Workshop, Sept. 22, 2018 -- $90.10** (to cover deficit)

**Admission Fees**: **$340.10**

**Expenses:**

Clinician Fee $300.00

Handout Printing $10.50

Piano Rental $56.70

Casa Rental $63.00

Total Expenses **$430.20**

**Deficit:** **$90.10**

**Keys to Piano Workshop, March 1-2, 2019 -- $650** (to cover cost of one clinician)

Clinicians: Akiko Tominaga and Magda Adamek

Annual collaboration with the U of L Conservatory of Music

**Rachel Goldenberg Voice Workshop and Masterclass, March 30, 2019 -- $350**

1:00-4:30 p.m.

Lethbridge Public Library Main Branch Theatre Gallery

Students: $10, Teachers: $20, Singers in masterclass: $15

Workshop to focus on anatomy, physiology and vocal health to be followed by masterclass with up to 6 students participating

Expenses

Clinician Fee: $500.00

Library Rental: $75.00

Masterclass Pianist Fee: $80.00

Total $655.00

Projected Revenue (15-20 participants) $225 to $300

**Requested Amount: $350** (any portion after expenses to be returned)

**RED DEER BRANCH:**

**Avan Yu Piano Master Class, Feb. 26, 2019 (on tour with Prairie Debut), $190**

Location: Burman University (venue provided free of charge)

Master class fee: $95/hour for 2 hours = **$190**

**GRANDE PRAIRIE BRANCH:**

**Voice Workshop with Allison Arends, March 12-16, 2019, $1000**

Workshop events include private lessons for teachers and students, work with the Boys’ Choir organization, a recital, and a masterclass/workshop

Total projected expenses $7220.00

Total projected income (participant fees) $4420.00

Application for Rotary Grant $1000.00

Requested from Continuing Education **$1000.00**

**SUMMARY OF CONTINUING EDUCATION ALLOCATIONS UP TO MARCH 31, 2019:**

Lethbridge Branch $1090.10

Red Deer Branch 190.00

Grande Prairie Branch 1000.00

**TOTAL $2280.10**

*Respectfully submitted by Deanna Oye, Continuing Education Convenor, February 2019*

## 6. l) Examining Board

2018 September to March 2019 Applicants

Susan Henley – Full Voice – September 2018

Challena Zellick – Affiliate 9 – October 2018

Erika Gomez – Full Piano – October 2018

Sheryl Schnare – Full Piano – October 2018

Catherine Lis – Full Piano – October 2018

Laura Hamilton – Full Piano, Theory, Composition – Jan. 2019

Wendolin Munroe – Full Adv. Theory, Music History, Voice – Jan. 2019

Gabriella Hsu – Upgrade to Affiliate 10 – February 2019 (piano)

Kathy Oostra – Affiliate 9 – February 2019 (violin)

Due to relatively small number of applicants, there have been no issues that have arisen as the result of an applicant difficult to assess.

The subjects of Music Therapy and Suzuki are no longer subjects under which applicants can register.

*Submitted by Judith Elliott*

*Representing Dale Wheeler, Ruston Vuori, Twila Bakker, Peter Fielding, Rachael Goldenberg*

## 6. m) Members at Large

Nothing to report

*Jill Kotchon*

## 6. n) Policies and Procedures/Bylaws

* Job descriptions being prepared for the Policies and Procedures Manual
  + No changes to the convenor’s job descriptions at this time
  + Changes to the Board job descriptions provided to the appropriate board members.
  + Beth has made herself available for answering questions and clarifying points about the board positions.

- The document containing all the new job descriptions was sent out to the convenors. A few responses came back. Following this meeting, a new email will be drafted containing the same information and requesting the responses of the convenors with regards to their job descriptions.

See also [4. g) Policies & Procedures manual updates](#_4._g)_Policies)

*Sherry Ann Lynn*

*With Beth Olver*

## 6. o) Post Secondary Student Groups

The U of A is up and running. They requested the names of members offering workshops as well as teachers willing to act as mentors. Katherine Tilbury, president of the student group, was referred to Deanna Oye for names of workshop presenters. For teacher mentors, I asked ARMTA's pedagogy teachers if they were willing to mentor and build a relationship with students and Elizabeth Raycroft, Shelagh Scott, Linda Steinbring, and Geraldine Haythorne have stepped forward to help.

I've been in contact with Deanna Oye, Lisa Boutin and Nick Sullivan at the University of Lethbridge and they are interested in starting an ARMTA Student Pedagogy Group.

See also [4. f) Items for discussion or action from reports: vii. Collegiate Chapters](#_4._f)_Items_4)

*Marlaine Osgood*

## 6. p) Provincial Festival Association Liaison

Nothing to report

*Antonia Cox*

## 6. q) Publicity

In talking to Marlaine Osgood in October as my term as a board officer was ending, I agreed to serve a short term as publicity convener.

2018 October meeting: Beth Olver, Marlaine Osgood, David Visentin (Victoria Conservatory of Music) at MCA

David suggests

* considering a change to our logo and acronym. Does our name match our mission?
* Creating an information video featuring what benefits we offer, especially benefits that similar groups do not offer
* Website needs
  + an emotional appeal: e.g. picture of mother and child with caption “she was your first teacher”
  + something to draw more active engagement like contests, art work by students, YouTube channel to post student performances
  + historical section ---- what we have been successful with, how we have made an impact

My goal is to improve the ARMTA brand. When you think of something like the Nike swoosh, or MacDonald’s golden arches, or the blue and white Ford logo, those symbols immediately bring to mind worldwide what the company is, what variety of products it has available, and its history of reliability. I would like ARMTA to have that kind of recognition in Alberta: that we teach music, that we are leaders in music education. With the number of different ARMTA logos, taglines, webpages, and Facebook pages currently in use by the board and the various branches, we do not have a single recognizable “brand”. We are losing out conveying that consistent message across the whole province. A common logo used by every member and every branch in all online media and in printed materials should have a much greater effect on messaging in each region and across the province.

Since mid-January, I have begun contacting the branches about unifying ARMTA’s online appearance. I sent each branch president a page (attached to report) outlining my ideas on logos, taglines, Facebook pages, and webpages. Calgary branch executive (January meeting) supports the principal of unifying our look and is moving to link events pages. Lethbridge branch has some concerns about local identity and costs involved (they recently vectorized their branch logo and invested in a new banner). At time of writing, I have not yet had sufficient communication with Red Deer, Grand Prairie, Medicine Hat or Edmonton to hear their level of support or concerns.

February 5, I had a conversation with Carolyn Garritano (provincial webmaster) and Christina Kolos (provincial Facebook page). We discussed ways to unify ARMTA’s online appearance, leverage a larger provincial audience (rather than smaller local audience), and maybe simplify some things for the branches. Carolyn and Christina have already moved forward to unify the appearance of ARMTA.ca and the provincial Facebook page by using the same banner and the current logo. Carolyn has taken action to move followers of Edmonton branch Facebook page to provincial Facebook: she will become a branch moderator on the provincial Facebook page. Christina is ready to invite each branch to have a moderator on the Facebook page. Perhaps branches will want to retain a “by invitation only” Facebook page. Carolyn has also taken steps to make the ARMTA.ca events page easier to use and to clarify which branch is sponsoring each event. She is able and ready to link branch events pages to ARMTA.ca

See also [4. f) Items for discussion or action from reports: i. Publicity](#_4._f)_Items_5)

Attachment: Information sent to branches

**ARMTA has a branding issue**. We would like to be known as Registered Music Teachers, but the general public hears RMT and thinks Massage Therapist. What if it meant *“R” Music Teacher*?

I have volunteered to serve as ARMTA’s provincial convenor for publicity. I want to share some things I have been thinking about for some time.

In October 2017 Kat Macaulay spoke at a Calgary Branch meeting. She said some things that I think could help ARMTA with publicity and use of social media. Kat has a Facebook Live show called “Casual Coffee and Social Media Questions with Kat” on Wednesdays and co-hosts “Simple Social Live” where they tackle social media and digital marketing questions for businesses and entrepreneurs.

Kat Macaulay says “branding” is what you are known for; is your public identity; is what others say about you. Your brand should be consistent, online and offline, and use the same logo, font, and colours everywhere your name is seen.

**What can we do to improve our brand**?

Branding, a single look and message, is essential for giving RMTs name recognition by our target audience (families seeking music teachers, and music teachers) as the “go to” for private music lessons.

* Currently our name and logo are not associated with private music lessons.
* Currently there is a provincial logo and several branches have their own logo

A **single common logo** in all media is important for name recognition. Use of a common logo in printed brochures and recital programs, websites and Facebook pages, promotion items like pencils, pins, and stickers will improve recognition of ARMTA. A common logo used by individual teachers and by every branch shows our target audience that ARMTA is active all over the province.

* Currently the province has a logo
* Currently Calgary, Red Deer, & Lethbridge each have their own logo,
* Edmonton uses the provincial logo.
* Generally individual teachers do not use an ARMTA logo in their printed or online materials.

A **common message** in all media (printed brochures and recital programs, websites and Facebook pages is also important for improving our branding.

* In summer 2018, the ARMTA board chose 2 “tag lines” or pitch lines: “noteworthy neighbourhood music instruction” and “cultivating music in life”. So far they only appear on ARMTA.ca and on the most recent order of pencils.
* Red Deer uses “Promoting the Love and Knowledge of Music” on its home page
* Lethbridge uses “providing leadership in Private Music Education in our community” on its home pages
* The other branches have no tag line.

A **common look** to website and Facebook pages again improves recognition of the ARMTA name.

* ARMTA provincial has a website designed by Carolyn Garritano, our web master
* Edmonton & Lethbridge branch websites are also designed by Carolyn, and are similar to the provincial ARMTA.ca page.
* Red Deer and Calgary branches each have their own look.
* The ARMTA Facebook page has its own look.

**Every ARMTA member** could be encouraged to announce their membership in ARMTA by using the common logo (and tag line) on studio materials like their email signature, printed programs, studio policies and registration forms, studio websites.

* The provincial logo is available for members’ use on the armta.ca website.

**Every branch** could be encouraged to make use of the ARMTA.ca events page to promote events (workshops, recitals, awards being presented). The province-wide exposure of branch events and individual accomplishments gives evidence that ARMTA is active across the province.

* Currently Edmonton and Lethbridge are the only branches that use ARMTA.ca events page. This makes it look like ARMTA is mostly active in Edmonton.
* Edmonton, Calgary, Red Deer, and Lethbridge websites each have an events page on the branch website.

**Every branch** could be encouraged to make use of the ARMTA Facebook page to promote events (workshops, recitals, awards being presented). Again, it is desirable to post from across the province to show that ARMTA is engaged in teaching music all over the province.

* Currently, Christine Rogers (Lethbridge) and Christina Kolos (Edmonton) are the only regular posters of ARMTA events on the provincial ARMTA Facebook.
* Calgary had a Facebook page but it has not been maintained
* Edmonton has an active Facebook page
* A google search for “ARMTA on Facebook” brings up the provincial Facebook page and an Edmonton branch page

As individuals and as separate branches we have limited effect. **Working together** as a group we are over 400 and we have much more power to effectively make ourselves known as the “go to” for private music lessons.

**Since ARMTA and its branches have several different logos, I propose we hold a contest to create a new logo.** This will only be worth doing if every branch and the ARMTA board agree to use the new logo in all media, so I am in the process of contacting each branch with a view to persuading everyone that sharing a common logo, message and look will benefit us all.

*Beth Olver*

## 6. r) Social Media

Our numbers are as follows:

Facebook Public Profile - 177 Likes (up from 157 at September board meeting report)

- 187 Followers (up from 166)

Facebook Closed Group – 77 Members (up from 69)

Twitter – 21 Followers (up from 20)

I recently updated the look of our Facebook and Twitter pages to be more in line with the look of our provincial website. Our current aim is to make our advertising and community impact more direct and easily accessible. As such we (Beth Olver in Publicity and I) are currently encouraging our different branches to dissolve their social media pages and join our main provincial page as content moderators so that we can work together to get a greater presence in all communities across Alberta. We are also starting to collect data to see what impact our advertising is having on the traffic to our main websites.

*Christina Kolos*

## 6. s) Sponsorship

I'm not sure if you prefer a generous budget or a conservative budget, but from looking at what was received last year, and who the donors were, I don't see why we shouldn't anticipate at least $2000 again. Our main donors are stable organizations who give in the vicinity of $200 - $400, which is quite reasonable to ask of them. This is my first year in this role and I don't want to overpromise, but I believe setting a $2000 goal is reasonable.

*Benjamin Lahring*

## 6. t) Tempo

We were lucky to have an issue of Tempo packed with contents in 2018. Upon an invitation, Magdalena Adamek and all Canada 150 ARMTA 85 commissioned composers contributed an article to our magazine, and we received pitches from our members, Melanie Smith-Doderai and Karen Gerelus. Thanks also to the hard work of Beth Olver and Vicki Martin, our issue was filled with sponsors' ads, and the magazine was completely loaded.

Planning for the 2019 issue is under way. I would like to ask Board members to suggest some topics that they would like to see published in the magazine, and to refer or suggest some names (and fields) whom they think would be able to write for Tempo. To reflect that our "provincial" content, I am going to encourage and remind all branches to submit their news to share with others.

*Lisa Ng*

## 6. u) Webmaster

**ARMTA Provincial Website Annual Report – FEBRUARY 2019**

1. ARMTA Provincial Website & Maintenance:

Website hosting was renewed with Bluehost in January 2019 for a 3-year term for $722.43 ($531.04 USD)

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 including:

* Prominent images with links to branch websites on the main page of the website.
* “Noteworthy Neighbourhood Instruction” & “Cultivating Music in Life” on front page of our website.
* “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 member’s area with your usual email & password.
* Videos of students performing Canada 150 ARMTA 85 commissioned works on our main page.
* Find A Teacher results 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:

**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.armtareddeer.org](http://www.armtareddeer.org)

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

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

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

**ARMTA Provincial Database Annual Report – FEBRUARY 2019**

Since April 2015 we have been using a membership management system for storing our provincial member’s information called Membership Works (MW)s: <https://membershipworks.com/>

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

I have been making changes & updates to the membership registration form, events & other areas of our Membership Works system as instructed by the administrator & event coordinators.

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

**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. 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.

Currently Provincial, Edmonton & Lethbridge are using this feature.

Contact [web@armta.ca](mailto:web@armta.ca) if you would like to start using this feature.

*Carolyn Garritano*

## 6. v) Wellness Michelle Wheatley-Brown

## 6. w) Young Artist Tour

Young Artist Tour has yet to happen, as we are waiting for both the Provincial Piano and Vocal Competition to take place in March. Budget request for both competitors to represent Alberta in the National Competition in Winnipeg have been submitted

See also [4. f) Items for discussion or action from reports: vi. Young Artist Tour](#_4._f)_Items_6)

*Louisa Lu*

# 7. BRANCH REPORTS

## 7. a) Calgary

1. Calgary ARMTA is in a state of transformation. Over the past year, the current Executive has struggled with a lack of involvement by the Calgary members. So, in response, we have developed a strategy which will be put forward as a Motion at the AGM in March, whereby we hold one AGM every spring (around May) and one GM every Fall (around October). This would cut one of our current GMs annually, and hopefully concentrate attendance. We would then propose to hold more Workshops (with small information sessions at the beginnings) during the year for the teachers. We currently have 190 members.

Our current Executive is:

President: Lisa Kiernan

VP1 and VP2: open

Secretary: Kay Alexander

Treasurer: Sharon Carne

Past President: Alicia Romero

Provincial Board Representatives: Nathene Arthur, Rita Thurn

2. Of this current Executive, all positions are open, and we will have a totally new set of names after March 18th (excepting Provincial Board Members, who will continue their terms).

3. In the past six months we have held the Honours Recital, the Outstanding Students Recital, North Student/South Student Recitals, and helped with Contemporary Showcase and Rotary C3 events among others.

4. We did a Membership survey with interesting (and differing results) from ARMTA teacher members under 5 years compared to over 30 years. We will be discussing that in more detail for sure. We are facing a new generation with different expectations and wishes for ARMTA. We are listening, and hopefully adapting.

FOR DISCUSSION:

Can Provincial give us more information on the Provincial ZOOM service? We will be discontinuing our own subscription in May.

[Admin reply by email: The provincial Zoom account login is admin@armta.ca with "watchthis" as the password. This info is posted on the Provincial Executive page when you log in to the Member's Area if you ever need to find it again.]

Also, noted in the November minutes for Calgary: we have received no news from the Young Artists Tour. What has happened with that?

[Admin reply by email: We're planning a Young Artist Tour! It may also include the Vocal Competition winner, depending on which city they are from, since we thought we'd start them with just a couple of concerts in their area. Louisa Lu is your contact at louisa.lu1997@gmail.com.]

Respectfully Submitted,

*Nathene Arthur*

The ARMTA Calgary, Endowment Society have been in the process of rewriting their bylaws for the past year and are almost completed. It is difficult at times to get together so most of the meetings are by Skype. Honours Recital was held on February 2nd, 2019 and was very successful. ARMTA’s second North Student Recital will be held on February 23rd, 2019, Convenor, Rita Thurn. The third North Student Recital is on May 25th at the same Venue, St. David’s United Church. Other information pertinent to ARMTA Calgary was sent in Nathene Arthur’s Report.

*Rita Thurn*

## 7. b) Edmonton

Edmonton Branch Executive:

President – Rosemarie Horne

Vice President – Subash Giri

Jessica Ginn – Treasurer

Margaret King – Secretary

Past President – Judith Ammann

**Information:**

ARMTA Edmonton is a very active branch, hosting many activities for teachers and students. Continuing Education recently hosted a workshop on World Music with guests, the Edmonton Transcultural Orchestra. February 3 saw performances at the Clementi Sonatina Project. The Music Pedagogy Group (student teachers) have recently had workshops on Creative Music Making and Teaching Basic Theory. On February 22 a masterclass for students in grade 8-ARCT in piano is being held with Avan Yu, the youngest performer to win the Canadian Chopin Competition. Thank you to Prairie Debut for making this possible. There are also many other activities that the Edmonton Branch is involved with. One of the very exciting events that we are starting to plan for is the CFMTA conference in 2021. Marlaine Osgood is chairing this planning committee and has set up various convenorships.

*Submitted by Adela Wedler*

*Also representing Rosemarie Horne*

## 7. c) Grande Prairie

Executive Members:

* Dustin Anderson, President
* Gwen Bartek, Vice-President
* Nicole Bergen, Treasurer
* Beth Peters, Secretary

General Members:

Christine Anderson, Carmen Gorgichuk, Jeannie Pernal, Alison White, Esther Thompson, Mary-Ann Lynch, Tara Gibson, Nikki Meeres, Greg Loewen, Chantal Jodoin, Jeremy Thielman, Ashley Clayton, Tina Alexander

Information

Prior to September, the GPMTA was somewhat in stasis regarding event / workshop planning and there were only several meetings through Sept 2017-2018. This was largely due to (then president) Carmen Gorgichuk’s new position as Chair of Fine Arts at the Grande Prairie Regional college making substantial demands on her time. In September of 2018, Carmen stepped down from the executive due to continued time constraints, though she remains an active member. In her place, Dustin Anderson returned to the position of president. The additional members of the executive remained the same: Gwen Bartek, Vice-President; Nicole Bergen, Treasurer; Beth Peters, Secretary.

Our primary goals this year have been to resume monthly meetings, plan a spring workshop for local teachers and grow our membership, particularly teachers of instruments other than piano. To this end, we decided that the spring workshop should focus on voice, since voice teachers and their students have not yet had a clinician brought in to work with them. We invited soprano Allison Arends from Toronto to be our clinician and visit Grande Prairie in March. Allison was selected because she ticked many of the boxes for different teachers in the community: Allison is a festival clinician, professional performer, private teacher, RCM examiner, and she has worked with boys’ choirs. While in Grande Prairie, Allison will be providing private lessons for students and teachers, will work with the Grande Prairie Boy’s Choir and their director (Jeannie Pernal, who is part of the GPMTA), will be a guest at the college during their weekly masterclass, will give a recital open to the public and will conduct a workshop and masterclass. This will make Allison’s visit our most ambitious project to date. Her time in Grande Prairie will span five days (March 12-16).

A number of voice teachers have joined the GPMTA since September. Tara Gibson, Nikki Meeres and Tina Alexander have become part of the association adding to the two voice instructors that were already members (Mary-Ann Lynch and Jeannie Pernal). Additionally, a second guitar teacher joined the association (Ashley Clayton) and is an active member in our meetings, as well as several additional piano teachers (Esther Thompson, Chantal Jodoin, Jeremy Thielman). This year has seen our highest and most consistent attendance at meetings with around 12+ teachers attending each month.

In addition to the voice clinician, Derek Chiu (RCM representative for Alberta) offered to visit Grande Prairie to provide an RCM workshop on “Integrating Theory into the Lesson” as well as a piano masterclass. Since many of our teachers are piano instructors, we felt that this event was worthwhile and yet small enough to add to the year’s plans without disrupting participation for the voice clinician events. Derek Chiu’s workshop will take place on February 23rd.

The GPMTA has also spent this year aggressively lobbying the local music festival committee for increased transparency in the evaluation process in order to make the festival experience more enjoyable and consistent for students. Dustin Anderson has proposed a marking guide and has attended several music festival committee meetings where he pushed for transparency in students’ scores, assessment criteria for adjudicators in the form of a rubric and improving the language and tone of the adjudicators so that it is ultimately an encouraging atmosphere regardless of where a student is in their learning process (without sacrificing the integrity of the assessment itself). The GPMTA drafted a letter in support of these changes with many teachers signing their names in support. As a result, the April 2019 music festival will feature a prototype version of an assessment rubric for some of the clinicians to work with and discussion will continue on the matter at the next music festival AGM in September.

Finally, additional near-future goals include expanding our ARMTA membership, as several teachers that are new to the GPMTA would likely meet the requirements (hold degrees and are active teachers) or are currently working toward RCM ARCT goals, both in practical and in pedagogy before applying.

*Dustin Anderson*

## 7. d) Lethbridge

**Executive 2018/19:** President – Christine Rogers; Vice-President – Brenda Lockmuller; Secretary – vacant; Treasurer: – Karen MacDonald; Corresponding Secretary – Mary Lee Voort

The Branch currently has 26 members.

The Lethbridge Branch hosted a Piano Yoga Workshop on September 22nd. A number of teachers and students attended the presentation by clinician, Jennifer Latta. Participants learned yoga breathing techniques and poses to help improve their physical and mental approach to playing the piano. The Lethbridge Branch is once again grateful to the support of ARMTA Continuing Education.

On November 24th, the annual Canada Music Week Recital and Student Awards Presentation was combined with the CFMTA Branching Out initiative: Making a Difference. Students and teachers were invited to bring non-perishable food items for the local Food Bank. Four boxes of food were collected for donations. At the conclusion of the recital, 44 awards totalling over $2000 were presented to students for the highest marks in practical and theory exams during the December 2017-August 2018 examination sessions, including the ARMTA Recognition Fund Awards given to 5 students with the highest marks in both a practical and theory exam—Joel Siebert, Reuben Peters, Jessica Morton, Hannah Birrell and Jessie Irwin.

This year during the Awards Presentation, the Lethbridge Branch recognized former member Mr. James Ringland, the designer of the Lethbridge Branch logo. A card and gift were presented to thank him for sharing his talents by providing such a beautiful design for us to use to represent our group in the community. In addition, the following ARMTA Milestone recipients were recognized for their years of provincial membership during the presentation: Marilyn Sinclair, 55 years and Linda Dickey, 45 years.

A Christmas recital and an adult student gathering were held on Saturday, December 15th, in the studio of Betty Jo Radley.

The biennial Practise-a-thon was held February 4-9 to raise money for the Lethbridge Branch’s awards program. Results are yet to be determined. Students set practise goals with their teachers, solicited pledges and then attempted to reach their practise time goals and win prizes. Prizes, including gift cards and concert tickets donated by community sponsors (Music Court, Long and McQuade, Lethbridge Symphony Association, Lethbridge Community Band Society, University of Lethbridge Department of Music),will be awarded for the most hours practiced in 4 age categories as well as for the most money raised.

Upcoming events include the 6th annual Keys to Piano workshop which will take place on March 1st and 2nd, 2019. This workshop is presented by The Lethbridge Branch in collaboration with the University of Lethbridge Conservatory of Music. Magda Adamek and Akiko Tominaga are the clinicians. The Lethbridge Branch is grateful for the ongoing support of ARMTA Continuing Education.

A spring recital will be held on March 23rd, 2019 at the Lethbridge Public Library.

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

*Tamara Bowie*

## 7. e) Medicine Hat Sheryl Schnare

## 7. f) Red Deer

The Red Deer Branch has been enjoying the meetings, socials and PD we have had this year. The change back to Saturday meetings at 3:30 -5: 30 pm has proven successful. We have welcomed a new member Dara Fensky who is a piano major. Our PD has included members Dr. Peter Fielding sharing his life of studies and specialties in theory and has offered assistance on this topic if and when any of us need it. Dr. Alison Kilgannon spoke on helping prepare and control nervous performance jitters and Angela Seamans spoke on the extras one can include to make music enjoyable. We are looking forward to the Masterclass with Avan Yu masterclass at the end February and are grateful to ARMTA Provincial for covering his expenses for this continuing education experience.

In October, we had a very successful ensemble concert and dessert night featuring ARMTA members and friends performing a variety of ensemble music. We had 12 different performing groups play everything from Baroque to Jazz; two pianos to brass and string trios. The evening raised $3500.00 for our student scholarship fund. We were pleased that provincial president Marlaine Osgood came down to attend the concert and to give greetings at it.

Still on the itinerary for March, is a “Social” or Soiree in the evening at the home of the Branch President for everyone to bring their spouse or significant other and to just visit and have fun together. May will be an AGM and a short presentation by someone yet to be determined.

Unfortunately, we have had to dissolve our student teacher group (STAFF) that has been in existence for 12 or so years due to lack of new members. The former members have either graduated into “ARMTA” or are qualified to join but want to stay in STAFF because it comfortable. There were only 3 STAFF members left and they all qualified for ARMTA. Hopefully, interest will resurface and then, at that time, we will revisit recommencing this program.

We continue to have 3 Hospital Wellness Recitals per year, where student play for the patients. Those who participate find it to be a good act of service for those shut in. We are looking at applying for funds to have a Student Concert in September during Alberta Cultural Days. Apparently, there is money for such events! Think big!! We have decided to spend some of our savings on advertising in the Red Deer Recreational guides to keep ARMTA in the public eye.

I have enjoyed by new role as President and have been encouraged by the support and attendance of our members at our meetings and events.

*Respectfully Submitted,*

*Annette Bradley*

*Red Deer Branch President*

# 8. CORRESPONDENCE

Thank you received from Tiffany Wilson.2018 10 11.pdf

Thank you received from Cassa.2018 11.pdf

Thank you received from Darren and Kolby Dyck.CASSA scholarship.2018 07.pdf

Thank you received from PianoFest.2019 02 18.pdf

Thank you received from Calgary Contemporary Showcase.2019 02 21.pdf