



ARMTA PROVINCIAL BOARD MEETING
Saturday, February 12, 2022 1:30 pm – 5:00 pm via Zoom
Sunday, February 27, 2022 1:30 pm – 5:00 pm 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

	Topic	
1.	Call to Order <ul style="list-style-type: none"> • Welcome and Introductions Present: Nathene Arthur (President), Barbara Robertson (Calgary), Carolyn Steeves (Calgary), Marlaine Osgood (Edmonton), Lorrie Wittke (Lethbridge), Sheryl Schnare (Medicine Hat), Annette Bradley (Red Deer), Tamara Bowie (Administrator), Ida Edwards (MAL convenor joined 1:45-3:40), Kimerica Parr (past president joined at 2:40), Susan Henley (Publicity Convenor 1:30-2:35), Chrysanthema Nikol (String Competition Convenor 2:37-3:00), Beth Olver (Policy and Procedures 3:00-3:40) ,Deanna Oye (Continuing Education Convenor 4:10-4:20) Absent: Rosemarie Horne (Vice President) Motion: to adopt the agenda Moved: Sheryl, Carolyn ALL IN FAVOUR CARRIED	Saturday, February 12, 2022 at 1:32 pm
2.	Approval of the last Board Meeting Minutes: <ul style="list-style-type: none"> • August 29, 2021 Oct. 24th, 2021 documents on https://armta.ca/prov-exec/ Motion: to approve the last board meeting minutes Moved: Sheryl, Annette ALL IN FAVOUR CARRIED	
3.	Business completed by email <ul style="list-style-type: none"> • None 	
4.	REPORTS Attached as a separate document and on https://armta.ca/prov-exec/ Executive Reports Convenor Reports Branch Reports Motion: to approve Consent Agenda as presented in Reports Moved: Barb, Gwendolyn ALL IN FAVOUR CARRIED	

5. NEW BUSINESS**a) Logo design -Branding**

Susan presented the new logo to the board. After meeting with a focus group committee to establish what ARMTA means, Carol Kemp, the graphic designer hired, finalized the Logo design and colors. The next step is Website and brochures and finding where the logo exists. Tamara will send the logo out to the branches. Branch reps may announce it to branches so they are to be aware that the logo change is coming and are able to order marketing materials etc without having to wait. Susan will work on launching in the spring after working with Tamara Bowie and Carolyn Garritano (webmaster) to prepare. Nathene thanked Susan, the committee and focus group for the work done.

b) Profit & Loss change to Income and Expenses

Motion: to change our current financial reporting title from Profit and Loss to Income and Expenses.

Moved: Marlaine, Gwendolyn

ALL IN FAVOUR

CARRIED

c) String Competition

There are no entries for the competition yet. The String Competition Committee also includes Nathene Arthur and Marlaine Osgood. Emails were sent to string teachers but no responses.

The committee suggested to open up to all members of Alberta. ARMTA students pay \$50 to enter and non-ARMTA students pay \$75. They would also like postpone application date and competition date. Discussion was had about one of the reasons for having the string competition is to encourage members to join ARMTA. This would be considered an outreach activity. This is the first competition of it's kind in Alberta/Canada. Point was made that we want to encourage teachers to join ARMTA in the future.

d) Policy & Procedure amendment

Beth went through the recommendations for the amendments to the Policy and Procedures manual. There was discussion about page 2 -Milestone awards under Provincial Administrator

Motion: to add a 10 year award with a certificate

Move: Annette, Ida

Motion amended: to add a recognition of 10, 15, and 20 years with a certificate.

Move: Annette, Ida

ALL IN FAVOUR

CARRIED

Motion: To have no frames for any year

Move: Ida, Lorrie

ALL IN FAVOUR

CARRIED

Motion: to accept the Policy and Procedure changes as presented.

Move: Kimerica, Barb

ALL IN FAVOUR

CARRIED

Beth will update the document and send to Tamara to update on website.

BREAK 3:40 pm-3:50 pm

e) Convenor Positions to be filled

Does the Board know anyone who they would recommend for the Sponsorship Convenor or Recognition Fund? Carolyn Steeves offered to be festival Liaison and is also on the AMFA board. Kimerica Parr offered to also be Festival Liaison in October. Nathene is working on a lead for the Piano Competition Convenor. Annette suggested using an individual email with the persons name on it instead of a generic email to invite people to serve. Lorrie recommended inviting University Students.

f) Vocal Competition 2023

Moving forward, should the competition be held Live or Online with a video submission? After discussion, it was decided that the first round will be video submission and 3 entries will be chosen to compete in person. The Vocal competition 2023 will try to have it at the same time as piano competition so they can do it together to share some of the costs.

g) Continuing Ed/Young Artist Tour Video

Deanna Oye asked for clarification moving forward. Kimerica said the idea of the recording was because there was no Young Artist Tour prize. It originally had nothing to do with recording for the National Competition. There was a mix up as emails started and was a communication error. Hopefully in the future we will be able to have in person prizes and tours. If not, Deanna asked that the board be clear in their directions.

h) Music Conference Alberta

Conference is postponed from April due to the pandemic. Tentative plan is in person in Edmonton Oct. 20-22. Do not announce to the ARMTA membership until MCA officially posts on their website. (Which they did on February 25th) If you have any recommendations for themes for the 2023 MCA conference, please let Marlaine know.

i) Zoom account

Three options were presented. The board decided to go with Option #1, continue with the one provincial zoom account/year and share. Branches have the login information and may use the account as they need. Please look if another event is scheduled, zoom will let you schedule 2 meetings at the same time but will only run one meeting at a time. It is the branches responsibility to check if another meeting is scheduled on zoom. Tamara will not monitor or be liaison between branches.

j) Prep for Budget meeting. Does the board want to budget for in-person or online board meetings? Fall 2022 and Spring 2023

It was decided that the fall board meeting will be held over Zoom and we will budget for an in person AGM meeting in conjunction with the MCA conference that is tentatively planned in Edmonton Oct. 20-22.

Meeting Adjourned at 5:05 pm

Meeting reconvened on Sunday, Feb. 27th at 1:36 pm

Present: Esther Ling (Grande Prairie Rep filling in for Gwendolyn Bartek), Lorrie Wittke (Lethbridge), Nathene Arthur (President), Kimerica Parr (Past-president), Marlaine Osgood (Edmonton), Carolyn Steeves (Calgary), Barbara Robertson (Calgary), Sheryl Schnare (Medicine Hat), Rosemarie Horne (Vice President), Annette Bradley (Red Deer) joined at 4:00, Theresa Allred (Red Deer) joined 3:55-4:05, Susan Henley (Publicity Convenor and Auditor for 2020-2021 financial report) joined 1:44-2:14 Carolyn Garritano (Webmaster) joined 4:20-4:45)

Absent: Ida Edwards (MAL Convenor)

Amendment to agenda. Add 7. h) mileage increase.

Motion: to amend the agenda

Move: Sheryl, Kimerica

ALL IN FAVOUR

CARRIED

k) Question from member about discounts

The original request for a discount has been resolved. ARMTA offers leave of absence to members who are not teaching for one year but can be extended up to three years on a yearly basis. It was noted that the number of leave of absence request is not an unusual number this year. One concern brought up was supporting members with mental health support. Esther said that engineers may apply for LOA up to seven years. It was recommended that we could check in with them members and ask how they are doing. Nathene said she would like to pursue this. It was pointed out that we do have a Wellness Convenor, but it has been focused on physical wellness. We could have mental health resources added to our website links in the Wellness section. Lorrie has some resources gathered.

Motion: To approve Rob Whitworth for one year leave of absence

Move: Sheryl, Kimerica

ALL IN FAVOUR

CARRIED

l) Examining Board requests clarification

Is a highly regarded reputation measurable? The examining board said it equates to a national or international attention as a pedagogue or performing artist. In the past they have not admitted based on length of career or prominent teacher in the community.

Kimerica thinks when they created these policies, they wanted to give the Examining Board the leeway for when someone applies for membership. She suggested that ARMTA Board might consider removing d) and replace it with something that says. The Examining Board also reserves the right to grant membership to any person they feel appropriate but do not fit the above criteria.

Kimerica will reword this point, so it is clear, and the board may vote on this Policy and Procedure change over email.

m) ARMTA Service Award 2022 nominations

Nathene Arthur

Tamara will email the board with the list of Service award recipients for the last 5-10 years and other names that have been discussed but not presented with an award yet.

Branch reps to submit nominations of members who have served at the Provincial level.

n) Microsoft 365 Education Tamara Bowie

Calgary branch asked if ARMTA could find out if we can get a free Microsoft 365 Education account. Carolyn Garritano and Tamara Bowie are working on this and have applied for education status, they are waiting to hear back from them still. Kimerica said she uses Google Classroom; it is free and available to anyone.

o) CFMTA

Nathene presented the information regarding CFMTA.

CFMTA has reinstated high school essay competition. They also have a memorial pedagogy award; spread the word as these are under-utilized

Tamara will investigate finding more about ARMTA's history to celebrate anniversaries.

1. **Sponsors are needed for CFMTA "Second Competition" (voice usually, could be strings in 2025) such as "Best Canadian Performance". Would ARMTA consider such an award for alternating years starting with \$750 for the 2023 Voice Competition in Edmonton?**
2. CMT Magazine. Canadian Music Teacher Magazine. Dina Pollock says there is an APP that makes this easier to find and read. We are to remind our teachers to look for it.
3. Essay Competition. RMT's should pass onto all students that one out of the four level is now a HIGH SCHOOL LEVEL.
4. I am wondering when ARMTA's official "Anniversary" is. There is grant money if we decide to do something.
5. Ask about the CFMTA Memorial Pedagogy Award. Provinces can recommend names to be considered. The CFMTA version is very under-utilized.

Deadline to submit CFMTA resolutions are coming up soon. If board members have anything they would like Kimerica to take to CFMTA, let her know.

6. **OLD BUSINESS**

a) ARMTA awards to AMFA Nathene Arthur

Nathene has been in contact with AMFA, and we are not able to give money from the ARMTA Recognition Fund because of the rules. More could be given if it was from the Recognition Fund because money from this fund cannot be given to AMFA but directly to the student. AMFA is not able to do that. For now, funds donated to AMFA will have to be from our operating budget. Motion made in the budget to donate \$400 from operating budget.

b) CFMTA Conference 2023 Edmonton Marlaine Osgood

This will be a hybrid conference. In-person or using the whova app. They would encourage people in western Canada and especially from Alberta to attend in person if things continue to improve with the pandemic.

c) Piano Competition

Nathene has been in contact with a member who is considering taking on this position. Eric Nyland will be the new Piano Competition Convenor he will start selecting a committee to help him.

d) Strategic Thinking

Nathene Arthur

7.

FINANCIAL BUSINESS

a) Audited Statement from Annual report 2020-2021 <https://armta.ca/prov-exec/>

Tamara Bowie/Susan Henley

Susan highlighted second paragraph of the Auditor's report which says "The Board is responsible for the preparation and fair presentation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal controls as are necessary to enable the preparation of financial statements that are free from misrepresentation, whether due to fraud or error." Susan said when doing an audit, you already expect the financial statement is accurate, but it is more about making sure that there is integrity in the day-to-day operations. We have to prove every year that we are deserving of a non-profit status with Corporate Registries. When auditing, you are making sure that from your sampling from activity that everything coming in has a chain of custody. Contracts should be original or saved as PDF.

Final recommendations: A standardized audit procedure could be helpful for members auditing the ARMTA financial statement. Recommend adding audit procedures to the Policy and Procedure manual. ARMTA may want to establish a procedure for receiving Branch Financial Statements and for ensuring they have been audited.

Susan agreed to consult on creating Policy and Procedures regarding audit. Tamara will be following the procedures for contracts and will investigate the requirements for branch financial statements.

b) Publicity Budget Request

Susan Henley 1:30

Next target will be website. Goal is to launch the new logo and website by the end of March.

c) Webmaster. Idea for website domains Carolyn Garritano 4:20

With Bluehost we are allowed to host as many website domains as we want; usually hosting fees could be \$150 or more each. We could also extend that offer to our teachers. Domain name registration is usually around \$15/year and they would be responsible for registering that. Carolyn would help them set up a simple website initially and teach them how to edit it. If they already have a website, they can keep their name and switch over to our hosting for a cheaper rate. Because ARMTA is already paying for Bluehost, it won't cost us anything extra, it will save members money, and could even generate a small amount of income. The fees would be added to Membership works to accept payments. This could be very useful to members, if you have your website registered on Google, it can be a good tool for people to search for a teacher. The website can be added to our teachers' name in our Find a Teacher Directory.

Motion: Offer our members website hosting package for a fee
Move: Marlaine, Annette **ALL IN FAVOUR** **CARRIED**

Motion: Suggested fee of \$50/year with 50% off first year.

Motion amended: 50% off for the 2022-2023 membership year

Move: Barb, Lorrie **ALL IN FAVOUR** **CARRIED**

Carolyn Garritano will write up an ad to let members know.

d) Tempo Report

Nathene Arthur

This was discussed during the budget. Honorarium was increased to \$750

Job split into two positions, one to gather information which is volunteer and the other position is to assemble the contents and send to the printer with the honorarium of \$750.

From Lisa Ng: To me this job should be looked at as two different roles according to industry standard: (1) an editor who acquire and solicit articles and then edit them (2) a layout designer who puts together and design the publication.

The job (2) takes 35-40 hours minimum let alone the search for authors and the communication part (job #1).

e) Student Composer Competition Request

Submitted by Christine Rogers

ARMTA Student Composer Competition fee increase for adjudicator for 2023 Competition. \$5 for each level of entry. Current fee in black strikethrough, proposed fee in red.

- 1. ~~\$20~~ **\$25** for 8 years and under
- 2. ~~\$20~~ **\$25** for 11 years and under
- 3. ~~\$30~~ **\$35** for 15 years and under
- 4. ~~\$40~~ **\$45** for 19 years and under
- 5. ~~\$50~~ **\$55** for Open Class

The last fee increase was in 2018 and a fee increase would be timely.

f) Wellness workshop

The board thought this was a needed workshop. It was recommended that Esther Bing go ahead with these workshops and the funding can be through Continuing Education.

MoveMuse, MoveMore: For Pianists and Teachers

SECTION #1: The Importance of a Good Set-up

- How to set up your teaching space so you don't feel boxed in (even when distancing in-person or teaching online).

SECTION #2: The Power of Movement

- How to let kids be kids and stop telling young students to sit up tall and sit still twenty times a lesson.
- How to use movement to help even the toughest students pay better attention and learn faster.

g) CMC Donation An email was sent by Judith Amman recommending that we support CMC. It was found on the CMC website that the minimum amount that is recognized is \$125. Motion made in the proposed budget for this amount.

BREAK 3:40-3:58

h) Mileage increase

Rosemarie Horne

The going rate for CRA government website automobile allowances for 2022 is .61/km.

