



MINUTES

ARMTA PROVINCIAL BOARD MEETING

Saturday, September 17, 2022, 9:30 pm – 3:30 pm via Zoom

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.	<p>Call to Order - President 9:38 Nathene Arthur</p> <ul style="list-style-type: none"> • Welcome and Introductions <p>PRESENT: Nathene Arthur (President), Kimerica Parr (Past President), Tamara Bowie (Administrator), Barbara Robertson (Calgary) Carolyn Steeves (Calgary), Marlaine Osgood (Edmonton), Lorrie Wittke (Lethbridge), Joyce Emms (Red Deer), Ida Edwards (MAL), Beth Peters (Grande Prairie)</p> <p>REGRETS: Rosemarie Horne (Vice President), Sheryl Schnare (Medicine Hat)</p> <p>MOTION: to adopt agenda</p> <p>Moved: Kimerica, Carolyn</p>
2.	<p>Approval of the last Board Meeting Minutes: Attached</p> <ul style="list-style-type: none"> • February 12th and 27th, 2022 Nathene Arthur <p>Moved: Carolyn, Barb all in favour ALL IN FAVOUR CARRIED</p>
3.	<p>Business completed by email</p> <p>a) March 22, 2022</p> <p>Here are the results of the Four Motions that we put to a vote through email. All four motions were carried.</p> <p>MOTION #1: To increase the fees for the ARMTA Student Composer Competition Adjudicator by \$5. Move: Rosemarie Horne, Marlaine Osgood 10/10 in favour CARRIED.</p> <p>MOTION #2: To divide the Tempo Editor Convenor into two positions. Move: Rosemarie Horne, Marlaine Osgood 9/10 in favour. 1/10 “needs more discussion”. CARRIED.</p>

MOTION #3: To sponsor a \$750 scholarship from the Recognition Fund for CFMTA's Second Competition (2023 will be Vocal), "Best Canadian Performance".

Move: Rosemarie Horne, Marlaine Osgood

8/10 in favour 1/10 "needs more discussion or no". **CARRIED.**

MOTION #4: To accept the Recognition Budget for 2022-2023 as presented. **Move:** Rosemarie Horne, Marlaine Osgood

9/10 in favour. 1/10 "needs more discussion". **CARRIED.**

b) May 8, 2022

We applied, as an organization, to get Microsoft 365 Education for free for our members. However, at this time, we do not qualify, and this will not be available. Information only.

c) May 10, 2022

MOTION: #5:

I move that we broaden the fund's scope to include prizes and scholarships in all genres awarded to:

- Alberta Students of ARMTA members
- Students of ARMTA/CFMTA members who compete and/or perform in Alberta for the enrichment of Alberta audiences.

Move: Marlaine Osgood, Gwendolyn Bartek

ALL IN FAVOUR. CARRIED.

d) June 28, 2022

MOTION #6: I would like to make the motion that ARMTA approves the request of the Scholarship and Bursary Committee for an additional \$1500 amount (3 x \$500 each) for this budget year.

Move: Lorrie Wittke, Gwendolyn Bartek

8 in Favour, 2 no replies. **CARRIED.**

e) **July 12-22, 2022**

Here is the Proposal:

CFMTA is seeking approval to raise their current annual membership fee \$5 per member; this works out to 10 cents per week. CFMTA has been struggling the past ten years to have willing and qualified Officers stand for Executive roles, and there have been cases of burnout and resignations. The idea of hiring extra staff to help with the workload of CFMTA has been discussed at every AEM since 2011. There has always been the consistent back and forth of "need versus cost". The Officers love CFMTA and are willing and wanting to continue but they need at this point to hire more staff to take some of the ever-growing work hours off the shoulders of the Executive.

Your ARMTA Executive has met and would like you to consider voting in one of three ways:

	<p>1 YES. We approve the \$5 per member annual membership increase for the 2023-2024 year. As ARMTA had a \$24,000 surplus this last fiscal year due to the covid restrictions, ARMTA can pay this membership fee increase on behalf of our members this year and not raise membership fees yet.</p> <p>2 YES. We approve the \$5 per member annual membership increase for the 2023-2024 year. It will be added to the CFMTA annual dues and reflected in our ARMTA membership dues.</p> <p>3 NO. We do not approve of the \$5 per member annual membership increase for the 2023-2024 year. CFMTA will need to find other ways to lessen the load on their Executive Officers.</p> <p>Option 1: YES without raising fees. No motion was made because this was a question from the president regarding how to reply to a CFMTA vote from ARMTA. 7 in favour, 2 no vote, 1 opposed</p> <p>f) Aug. 03, 2022</p> <p>MOTION #7: that the ARMTA Recognition Fund be used for accommodation and per diem for any voice and piano competitors that chose to stay at the Chateau Lacombe for 3 nights. Moved: Marlaine Osgood, Kimerica Parr 7 in favour, 1 opposed, 2 no vote CARRIED</p>
4.	<p>REPORTS Attached as a separate document</p> <p>Executive Reports Convenor Reports Branch Reports</p> <p>MOTION: to approve consent agenda Moved: Joyce, Kimerica ALL IN FAVOUR CARRIED</p>
5.	<p>NEW BUSINESS</p> <p>a) Reminder: positions to be filled on the board</p> <ul style="list-style-type: none"> • Recognition Fund Convenor • Tempo Content Convenor • Archives Convenor • Canada Music Week • Sponsorship • Policy and Procedures (----- addition) <p>b) Summer 2023 sees two major events being held in Edmonton. CFMTA is slated for July 5-8 and the CWPAF July 21-22. The Tempo submission deadline is July 15th. That leaves little time during the summer months for a submission to Tempo magazine.</p> <p>For discussion: Change the Tempo submission deadline to August 1 or August 15. <i>Carolyn Steeves</i></p>

Note: the publication will be 6 weeks after the submission deadline.

MOTION: Hold two pages of tempo for CFMTA and Awards from CWPMA

Moved: Ida, Carolyn ALL IN FAVOUR CARRIED

- c) For discussion: To change the deadline for Betty Joan Rac Scholarship from June 30th to May 31st

MOTION: to move the deadline to May 31st.

Moved: Lorrie, Marlaine ALL IN FAVOUR CARRIED

Lorrie is seeking input from the board about how to present this award.

Could it be done at AGM? Invite them to come to Edmonton, if not they could zoom in.

Lorrie Wittke

The board discussed this. They recommended that the recipient be invited to attend the AGM. If he is not able to travel, then Lorrie will invite him to attend over zoom. She will present the cheque to him at that time.

- d) ARMTA Service Award 2022 nominations Nathene Arthur

MOTION: to award Marlaine Osgood the 2022 Service Award.

Moved: Ida, Kimerica ALL IN FAVOUR CARRIED

- e) VP Nominations

Any volunteers or suggestions? Calgary and Edmonton are Past President and President so the rotation is for a member from the smaller branches or member at large.

The board suggested a few names and Nathene will start calling them.

- f) CFMTA Resolution -High School credits Nathene Arthur

I would like to add this topic to our next Provincial Board meeting and see if we have agreement to write a Resolution to CFMTA to lobby the provincial governments across Canada to fix the inequity of High School Credits.

Basically: School credits vary from province to province. In certain provinces, such as Manitoba, students who take Speech Arts & Drama RCM exams can get High School Credit. In other provinces, like Alberta, there is NO High School Credit.

Should we lobby directly just for Alberta as a Provincial organization? Or would it have more importance if this was a nation-wide lobby? -Nathene Arthur

About 8 years ago, the Provincial government removed marks for RCM music exams and changed it to a pass/fail mark. ARMTA lobbied the government to include marks again instead of a pass/fail. Maria Gazzard was instrumental in accomplishing this.

Motion: to lobby the Alberta government to include credits for Speech Arts & Drama RCM exams can get High School credits

Moved: Kimerica, Marlaine.

AMENDED MOTION: To establish a task force to look into the issue of including Speech arts and drama for credit and create a resolution they can bring back to the board.

Moved: Kimerica, Marlaine ALL IN FAVOUR CARRIED

Nathene and Kimerica will work on finding the task force

10 minute break 11:21-11:32

g) Provincial Strings Competition winner join Young Artist tour?

With the addition of the Provincial String Competition, will the winner be also part of the Young Artist Tour (as the last one featured the winners of the Provincial Piano and the Provincial Voice Competitions)? -Louisa Lu

No, because the winner of the Provincial String competition is not going on to the CFMTA competition to compete. When the CFMTA competition is Strings instead of Voice, they would compete in 2025 in Montreal.

Our Young Artist Tour is only for the CFMTA competition.

It is written in the CFMTA Young Artist Tour job description. ARMTA's job description in the Policy and Procedure manual is very minimal. For next meeting, update the ARMTA P & P to reflect the CFMTA Young Artist Tour P & P.

h) ARMTA members are now able to obtain instrument insurance through Front Row Insurance.

Please see the link below for more information.

<https://musicians.frontrowinsurance.com/create-policy>

This is information for Branch Reps to take back to their branches.

Barb will look into what the cost is and if it is just the principal instrument or any instrument in the house. She will report back to the board.

i) Policy & Procedure amendment Beth Olver

The following job descriptions have proposed changes:

- **Bursary and Scholarship**
- **Conference Convener**
- **Festival Liaison**
- **Piano Competition Convenor**
- **Recognition Fund**

- Tempo Content Convenor
- Tempo Design and Layout Editor

Bursary and Scholarship Committee Convenor

GENERAL DUTIES Proposed changes presented by convener Lorrie Wittke

1. Ensure the needs-based bursary, and post-secondary Scholarship, and Bette Joan Rac Scholarship application forms are updated and available on ARMTA.ca website. The ARMTA board approves the offering of scholarships and bursaries and may alter what is offered.

APPROVAL DATE: As revised by the ARMTA board on 2022 September 17

Conference Convenor Proposed changes presented by convener Marlaine Osgood

GENERAL DUTIES:

1. Contact AMEF Administrator, identify self as the contact for ARMTA, and be a part of Joint Planning Committee (JPC) monthly meetings. A minimum number of ARMTA member registrations is required to avoid additional costs from MCA.
2. Determine whether ARMTA should be represented at the MCA-Gala Showcase concert (i.e. clinician, Edmonton or Calgary Concerto competition winner, Piano or Voice competition winner, other.....) and be the contact.
3. Determine the number of sessions: usually two - four one-hour sessions paying \$250 per session.
4. Choose the clinicians and session topics (when choosing a clinician, keep in mind the possibility of a sponsorship, i.e. music publishers such as Frederick Harris, Waterloo, Hal Leonard, etc.). Since AMEF may include National Association of Teachers of Singing (NATS) and Alberta String Association (ASA) as collaborators, ARMTA may focus on piano and theory or may collaborate with another partner.
5. Conduct and confirm all arrangements with clinicians. Contract templates are available through the JPC. ARMTA rates for travel and accommodation are included on the contract or collaborate with AMEF and reimburse as requested.
6. Provide the Board with information as the plans are confirmed.
7. Request that information be posted on the ARMTA website, in the provincial publication (Tempo) and in other appropriate locations.
8. Submit all needed information onto Basecamp by deadline. This includes an acknowledgement/thank you list of sponsors, clinicians' and performers' bios and pictures, session descriptions.
9. Arrange for chairpersons for all sessions and outline their responsibilities. AMEF has a template for this and wants number of attendees.
10. Keep a record of all expenses. Ensure that clinicians are paid promptly.
11. Send thank you notes to all clinicians, sponsors/donors etc. ... immediately after the conference.
12. Prepare a final report for the Board for February meeting, including a financial statement, and recommendations for future conferences.

APPROVAL DATE: As revised by the ARMTA board on 2022 September 17

Festival Liaison

GENERAL DUTIES: currently states

1. Act as a liaison between ARTMA and the Alberta Music Festival Association regarding any concerns ARMTA may wish to address.
2. Oversee the four annual scholarships ARMTA gives to the Alberta Music Festival Association.
3. Take forward any concerns ARMTA may have regarding the Alberta Music Festival events.
4. Prepare an annual report for ARMTA Annual General Meeting naming the winners of the four \$200.00 scholarships given at the June Provincial Festival as follows :
 - i. Class 312 – Viola, Cello, or Double Bass Solo – 16 years and under; The Vera Marchuk Memorial Scholarship (\$200)
 - ii. Class 702 – Piano Solo – 16 years and under; ARMTA Provincial Scholarship (\$200)
 - iii. Class 924 – Vocal Solo Girls – 16 years and under; ARMTA Provincial

Scholarship (\$200)

iv. Class 923 – Musical Theatre solo – 16 years and under; ARMTA Provincial

Scholarship (\$200)

5. Request a short bio and photo from ARMTA Award Winners to be published in Tempo Magazine.

GENERAL DUTIES: Proposed changes presented by convener Carolyn Steeves

1. Act as a liaison between ARTMA and the Alberta Music Festival Association regarding any concerns ARMTA may wish to address.

2. Oversee the annual scholarships (\$400) ARMTA gives to the Alberta Music Festival Association.

3. Oversee the annual scholarships (\$400) ARMTA gives to the Canada West Performing Arts Festival (CWPAF).

4. Take forward any concerns ARMTA may have regarding the Alberta Music Festival events.

5. Prepare an annual report for ARMTA Annual General Meeting naming the winners of the AMFA June and CWPAF July Festivals.

6. Request a short bio and photo from ARMTA and CWPAF Award Winners to be published in Tempo Magazine.

APPROVAL DATE: As revised by the ARMTA board on 2022 September 17

Piano Competition Convener

GENERAL DUTIES: Proposed changes presented by convener Eric Nyland

Consider working with the voice competition convener for a combined event. *Add to Voice competition description also – if approved*

1. Select a date, recommend to ARMTA Board and finalize date

i. Spring (mid-March)

ii. Saturday

2. Reserve a venue (example: 2023 Gaetz United in Red Deer \$260, plus piano tuning \$130)

i. Red Deer is an ideal central location

3. Hire judge(s)

i. Estimated Costs per judge as of 2018

a. Fees (estimate 4 hours @ \$125.00) Contract template stated \$100 per participant = \$500

b. Travel (from out of province) Cost may be higher due to airline prices = \$800

c. Accommodation and per diem = \$200

d. If “round one” judges are used

- up to three judges may be engaged to create a 3-competitor list

- payment will be \$25 per round one submission viewed – estimate \$450

e. TOTAL = \$1500

ii. Contracts will be issued by the ARMTA Office

APPROVAL DATE: As revised by the ARMTA board on 2022 September 17

Recognition Fund

GENERAL DUTIES: Proposed changes presented by convener Judith Ammann

8. Recommend prizes to be awarded for the following (in consultation with the appropriate committees):

i. Participants in the biennial ARMTA Competitions

ii. Participants in biennial CFMTA National Competitions

iii. Winners of the ARMTA Student Composer Competition

iv. ARMTA Branch Awards

v. Contemporary Showcase Festivals (Calgary, Edmonton and Red Deer)

vi. Needs based bursaries

vii. Specific Awards designated annually by ARMTA branches and the Provincial Board

APPROVAL DATE: As revised by the ARMTA board on 2022 September 17

Tempo Editor *position was split into two positions. Following is new names (Tempo Content Convenor and Tempo Design and Layout Editor) and new descriptions for the two positions.*

Notes from Tamara who wrote the first draft—

- *I'm not sure how many hours these positions take now that they have been split.*
- *The Magazine Editor this year will send a report. In the future, I think the Tempo Content Convenor should be the liaison person with the Magazine Editor and write the report for the board meetings.*
- *Should the draft be sent to President, Administrator, Content Convenor, and Publicity before finalizing?*
- *Who specifically on the ARMTA Board is responsible for hiring the Magazine Editor?*
- *Because this is a hired position, I think the Evaluation and review should be handled by the Tempo Content Convenor.*
- *Tempo Magazine Editor (honorary position) Consider offering an hourly wage for 10-12 hours per issue if the job is formatting the magazine*

Tempo Content Convenor (volunteer position)

TERMS OF REFERENCE:

1. The mandate of the Tempo Content Convenor is to gather the contents for the Tempo magazine and deliver to the Tempo Magazine Editor for publication.
2. The Tempo Content Convenor reports to (is responsible to) the ARMTA Board.
3. The Tempo Content Convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The Tempo Content Convenor agrees that any templates, logos, banners, or documents developed in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review Terms of Reference and this job description annually.
2. Orient incoming Convenor: walk through job description, pass on other documents or information.
3. Recruit volunteers (a committee) as needed to carry out the mandate.
4. Plan and evaluate the committee's work.
5. Submit budget request for the production of Tempo to the ARMTA Administrator (by January 10) using template provided by the Administrator.
5. Attend general meetings of ARMTA, and board meetings as invited by the President.

TERM: 1 year, renewable annually at the fall board meeting.

GENERAL DUTIES:

1. Select content for each edition and include elements of professional development, and information about ARMTA events and people. Any concerns arising regarding content and/or advertising should be referred by the Convenor to the President and if applicable, to the Board.
2. Gather articles, invite others to submit articles, or write articles for each edition.
3. Is responsible for editing (punctuation, grammar, length, suitability) the content of articles.
4. In consultation with the Tempo Design and Layout Editor, use the Brand Standard Guidelines for fonts, colours, styles to be used.
5. Confirm with Sponsorship Convenor (or directly with advertisers) that all new advertisements have been received before the submission deadline.
6. Send to Tempo Design and Layout Editor by July 15th. Potential exceptions to be made for July events.
7. Receives the draft of each edition before publication and reviews it and has final say on the content and readiness for publication.
8. Provides a report to the board and for the Annual General Meeting.

*Tempo content may include:

- Articles about Music Education

- Reviews of educational publications and methods
- Interviews
- Announcements (Detailed announcements and forms are encouraged to be posted on the website)
- Up-to-date list of Board Directory provided by the Administrator.

EVALUATION:

The Tempo Content Convenor will use a reflection tool provided by the ARMTA Administrator in September each year.

REVIEW DATE:

This job description will be reviewed by the Tempo Content Convenor in September each year. Suggested changes will be given to the Policy and Procedure and Bylaws Convenor and copy to the ARMTA Administrator.

APPROVAL DATE: As revised by the ARMTA board on 2022 September 17

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Excellent communication and writing skills.

Proficiency in email.

Able to work independently with minimum supervision.

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of -- hours per edition before the deadline for submission. Additional time is required in between editions for advertisement follow-up, article writing, invitations to submit articles, updating regularly submitted information and sending reminders to regular contributors.

Tempo Design and Layout Editor (paid position, hired by the board)

TERMS OF REFERENCE:

1. The mandate of the Tempo Design and Layout Editor is to produce Tempo magazine to prepare the content of each edition for publication.
2. The Tempo Design and Layout Editor is hired by a sub-committee appointed by the ARMTA Board and works with the Tempo Content Convenor and the Sponsorship convenor to publish the Tempo magazine annually.
3. The Tempo Design and Layout Editor reports to (is responsible to) the ARMTA Board and is paid an agreed upon honorarium or an hourly wage following the publication of each edition.
4. The Tempo Magazine Editor signs the Confidentiality Agreement as provided by the ARMTA Administrator. Signs a contract agreement as provided by the ARMTA Administrator.
5. The Tempo Magazine Editor agrees that any templates, logos, banners, or documents developed by the Editor in this position remain the property of ARMTA.

REQUIREMENTS:

1. Design and layout each edition of Tempo for the membership of ARMTA, by September 1 from a submission deadline of July 15.
2. Orient incoming Design and Layout Editor: walk through job description, pass on templates, banners, logos, other documents, or information.

GENERAL DUTIES:

1. Works with the Tempo Content Editor and receive articles, sponsorship ads, and other content as well as a suggested order contents.
2. Works with the Sponsorship Convenor to resolve or clarify any format or resolution issues arising.
3. Arranges content and advertisements. The length of the newsletter should be kept to 28 pages whenever possible (allows for savings in postage) and a maximum of 32 pages.
4. May use any publishing program that meets the requirements.
5. Sends a draft (via email) to the President, Administrator, Tempo Content Convenor and Sponsorship Convenor for proofreading and approval prior to printing. The Tempo Content Editor has final say on the content and readiness for publication.

6. Creates pdf file for email distribution. This file should be emailed to the ARMTA Administrator.
7. Creates a master file for printing. Sends file to the printing company as instructed by the ARMTA Administrator.
8. Advises the ARMTA Administrator when the edition has been sent to the printer. ARMTA Administrator contacts the printer to place final order and pick up when finished.
9. Reports any expenses associated with the production of each edition to the ARMTA Administrator on the template provided by the ARMTA Administrator.

EVALUATION:

The Tempo Design and Layout Editor will use a reflection tool provided by the ARMTA Administrator in September each year. *Not sure this is applicable to this paid position*

REVIEW DATE: This job description will be reviewed by the Tempo Design and Layout Editor in September each year. Suggested changes will be given to the Policy and Procedure and Bylaws Convenor and copy to the ARMTA Administrator.

APPROVAL DATE: As revised by the ARMTA board on

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Proficiency with publishing software and email.

Proficiency in layout design.

Able to work independently with minimum supervision.

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of -- hours per edition after the deadline for submission on July 15th.

Deadline to finish publication is approximately one month after receiving all information from the Tempo Content Convenor.

For each of the above descriptions approved changes, the approval date in the description should be updated.

APPROVAL DATE: As revised by the ARMTA board on 2022 September 17

Submitted by Beth Olver

Young Artist Tour Representative Convenor

TERMS OF REFERENCE:

1. The mandate of the Young Artist Tour Representative is to arrange a performing tour for the winner of the ARMTA competitions (odd number years) who is preparing to represent Alberta at the CFMTA competitions.

5. Refer to the CFMTA Policy and Procedures manual regarding Host Branches for the Young Artist Tour.

GENERAL DUTIES:

1. Present the Young Artist Certificate at the Piano Competition Award Presentation

MOTION: to approve the policy and procedure amendments and further amendments made during the meeting.

Moved: Barb, Lorrie

ALL IN FAVOUR

CARRIED

BREAK FOR LUNCH 12:15 Meeting reconvened at 1:04

6.

OLD BUSINESS

a) Logo Design, Website Design and Branding Susan Henley

To be effective, the new brand standards must be applied to everything that comes out of ARMTA. This includes all collaborations with other organizations including CFMTA.

- o Does this mean an addition to policy and procedure manual?

No addition to policies and procedure manual at this time. The board recommends sending a letter to Branch Presidents, Calgary's administrator, and all convenors. Tamara and Susan to work on the letter.

b) CFMTA Conference 2023 Edmonton Marlane Osgood

Every branch in Alberta should receive a letter and our publicity person. Marlane will ask about the CFMTA conference sponsorship letter if it has been sent.

They will be running a hybrid conference. This is the first time a hybrid conference has been offered. The committee would encourage people from Western Canada to come in person.

Information up on the website <https://cfmta2023.ca/>

Registration includes everything: concerts, sessions, two lunches, competitions, masterclasses, receptions, hotel discounts, etc.

c) Strings Competition

Date: Sunday, October 30th, 2022

Time: TBA

Location: Steinway Piano Gallery, Calgary

There were 3 applicants, and they will all be competing in the final competition.

Let your branches know there is a Masterclass available for students studying at the Grade 8 level or higher.

Dr. Veronique Mathieu from University of Saskatchewan will be the adjudicator.

d) Vocal and Piano Competition

Application Deadline: December 1, 2022

Date: March 4, 2023

Location: Gaetz Memorial, Red Deer

Piano adjudicator: Dr. Jacques Depres

Voice adjudicator: Elizabeth Turnbull

e) Examining Board requests clarification

Examining board requested that the wording be changed on the application at our last board meeting on Feb. 12/27, 2022

From our last meeting: 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.

This is how it is currently worded in application and the Policy and Procedure manual:

2. Decide upon the level of membership granted, according to the following table
 - i. Full - One of the following qualifications is required:
 - a. A music degree (e.g. Bachelor of Music or higher) from a recognized post-secondary institution.
 - b. An Associate or Licentiate Teacher's Diploma from a recognized institution.
 - c. An Associate or Licentiate Performer's Diploma from a recognized institution.
 - d. An established and highly-regarded reputation as a successful music teacher or performer as determined by the ARMTA Board of Examiners.
 - e. Employment in a teaching capacity (of a solo discipline) in the Music Department of a recognized College or University.

The main word that's hard to define is highly-regarded, successful,

MOTION: To remove d. from the application and replace with.

The Examining Board also reserves the right to grant membership to any person they feel appropriate and also decide whether they qualify as an affiliate or full member.

Moved: Lorrie, Barb

Change to applies to both application and P & P

AMENDED MOTION: To remove d. from the application and policy and procedure manual and replace with.

The Examining Board also reserves the right to grant membership to any person they determine appropriate and may decide whether they qualify as an affiliate or full member.

Moved: Kim, Barb In Favour: 6 Against: 1 CARRIED

- f) Examining Board would like the board to review Registered Subjects:
 - Add musicology

Board approved musicology as a registered subject.

Subjects listed on Membershipworks as labels but not on application form:

- Early Childhood Music
- Ethnomusicology
- Instrumental Conducting
- Music Education
- Recorder

Should these be added as Registered Subjects on the application?

Judith says: "I think music education and early childhood subjects may prove difficult as they are sometimes diplomas/certificates, and it is difficult to determine any level of pedagogy/performance"

Tamara will check with Judith and add to these to the application form.

g) Idea for website domains

Information for board. No action required.

"Plans are in the works to give members access to our shared hosting for a \$50 per year fee so they can have a custom website. (Details in Feb 12/27, 2022 minutes). This will bring in some income to help cover the cost of our provincial hosting expense. Members would be responsible for their domain name registration fee (usually \$15-\$25 per year). We were originally going to start this in the spring but the timing was delayed due to all the provincial & branch website redesigns. An information ad will be prepared & sent to members soon. -Carolyn Garritano"

h) Wellness workshop

Esther Bing is planning on doing her workshop online for ARMTA members at the end of February. "The presentation takes into account the physical struggles we face as pianists, teachers and students. I have been studying this subject for years, and have recently certified as a Personal Trainer in order to have a deeper understanding. MoveMuse offers a unique view and a new way of thinking about movement, when it comes to the life of a pianist."

i) Strategic Thinking

No

7.	<p>FINANCIAL BUSINESS</p> <p>a) Audited Statement from Annual report 2021-2022 (Attached) Tamara Bowie Discussion about offering Incentives for CFMTA conference. MOTION: For members who attend in person get \$100 off registration. Have a draw at the end for the full registration fee.</p> <p>AMENDED MOTION: ARMTA Provincial will pay \$100 of the registration fee for CFMTA 2023 Conference for ARMTA members attending in person. Moved: Barb, Kimerica ALL IN FAVOUR CARRIED</p> <p>MOTION: For ARMTA Provincial members who attend in person the CFMTA Conference 2023 there will be a draw for one person to receive a full refund of their registration fee paid for by ARMTA. Moved: Kimerica, Marlaine ALL IN FAVOUR CARRIED</p> <p>For information</p> <p>b) Recognition Fund. Consideration for further outreach</p> <p>c) For discussion: Adding Auditing Procedures to the Policy and Procedures manual. Tamara recommends that a task force be formed to work on these.</p> <p>A standardized audit procedure could be helpful for members auditing the ARMTA Financial Statement. We recommend the Board consider adding audit procedures to the Policy and Procedure manual, following investigation into accepted audit principles for non-profit societies.</p> <p>MOTION: to set up a task force to create procedures for auditing the ARMTA Annual Financial Statement. Moved: Ida, Barb ALL IN FAVOUR CARRIED Ida would be interested in being on the task force. Barb Robertson and Eric Horne also expressed interest.</p>	
9.	<p>Next Board Meeting Spring 2022: AGM Date: Friday October 21, 2022</p>	
	<p>Adjournment Motion: Barb Meeting Adjourned 3:22</p>	