



## ARMTA PROVINCIAL BOARD MEETING

Saturday, October 14<sup>th</sup>, 2023 9:30 pm – 1:30 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

### 1. Call to Order

### 2. Welcome and Introductions

The meeting was called to order at 9:31 am.

Introductions and welcome to new board reps, Timothy (Edmonton) and Carmen (Lethbridge).

This will be Barbara Robertson's last meeting. She has served on the Board for a long time and her service is appreciated.

PRESENT: Rosemarie Horne (President), Nathene Arthur (Past-President), Annette Bradley (Vice-President), Tamara Bowie (administrator), Carolyn Steeves (Calgary rep), Barbara Robinson (Calgary rep), Marlaine Osgood (Edmonton rep), Timothy Wong (Edmonton rep), Carmen Letourneau (Lethbridge Rep), Joyce Emms (Red Deer Rep), Beth Peters (Grande Prairie rep), Sheryl Schnare (Medicine Hat rep) Regrets, Ida Edwards (MAL)

### 3. Consent Agenda

- a) Agenda for October 14<sup>th</sup>, 2023 board meeting

**Motion:** to approve the agenda

**Moved:** Marlaine Osgood, **Seconded:** Carolyn Steeves

All in favour          Carried          **23-B10-M18**

- b) Minutes of the March 11<sup>th</sup>, 2023, board meeting

**Motion:** to approve the minutes from the March 11, 2023 board meeting.

**Moved:** Carolyn Steeves, Joyce Emms

9 in favour, 1 abstain    Carried          **23-B10-M19**

- c) [Business completed by email](#)

- The Policy & Procedures part X Revenue and Finance point 1 could be revised to state: *"The fiscal year shall be from April 1st to March 31st. The books and accounts of ARMTA shall be audited by a qualified accountant or by two members of the Association elected for that purpose at the previous Annual General Meeting. If two members of the Association carry out the audit, they should follow the Financial Review Procedures document found on the website in the member's area and in the Policy and Procedure manual under Auditors. A copy of the audited financial statement shall be available to all members at the Annual General Meeting."*

**Motion: to approve the Financial Review Instructions and add it to the Policy and Procedures Manual**

Moved by Nathene Arthur and Seconded by Marlaine Osgood

Declared carried on April 5<sup>th</sup>, 2023 by Rosemarie Horne

**23-B10-M17**

**Hugheen Ferguson Award.** Annette Bradley was nominated by the board and received the award at the CFMTA Conference. A \$50 donation was made to proceed with the nomination as a nomination was not possible without a monetary donation. April 30<sup>th</sup>, 2023

d) [Executive Reports](#)

e) [Convenor Reports](#)

f) [Branch Reports](#)

**Motion:** to adopt the consent agenda 3.c-f.

**Moved:** Sheryl Schnare, Joyce Emms

All in favour

Carried

**23-B10-M20**

#### 4. Business

a) [Recommendation to separate Bursary and Scholarship Convenor](#)

**Motion:** That the Recognition Fund Convenor manage the administration of the Recognition Fund and Bursaries and a separate Co-Convenor - the Scholarship Convenor administer the scholarships. The decisions for all the bursaries and scholarships will still be decided by the current 4-member committee.

**Move:** Marlaine Osgood, Carolyn Steeves

All in favour

Carried

**23-B10-M21**

b) [Social Media Promotion](#) -David Schnare joined the meeting at 10:11 am  
From David Schnare: The one thing I think you need to answer as a board is what is the Mission and Vision of ARMTA and how this impacts the advertising and education decisions.

1. Are you trying to get new members from province wide music teachers?
2. Are you trying to promote existing members to the public?
3. Are you educating existing members?

Each of these questions will prompt different approaches.

Board discussion: Most board members agreed with #2 as our first focus but acknowledged that all three points are important.

David's suggestions were: Get your current members engaged. You will want to encourage your current members to use their networks instead of buying Facebook ads. Keep your current members engaged by posting 2-3 days a week. Who, what, where, when, and why ARMTA. When we have meetings encourage members to do more and share more.

Facebook is probably our first focus and the big thing is content. Set up a calendar and be consistent with it. Testimonies from teachers, students, eye catching headlines. Short, not long. Buffer is a program that allows you to post to both Instagram and Facebook. He suggested we look for a young person. Use your group and people in ARMTA to spread the word.

From David: Here is a good article for you as you drive this forward.

[15 Ways to Grow Your Nonprofit With Word-of-Mouth Marketing \(wildapricot.com\)](http://wildapricot.com)

**Motion:** Strike a committee to look further into ARMTA's social media promotion

**Moved:** Nathene Arthur, Barbara Robertson

All in favour                      Carried                      **23-B10-M22**

Committee volunteers: Timothy Wong (chair), Carmen Letourneau, Carolyn Steeves, Tamara Bowie, Sheryl Schnare.

- c) [Examining Board](#): How much formal post-secondary study an applicant must accrue in their requested instrument through a non-BMus program to be eligible for full membership?

**Motion:** the examining board at their discretion may decide to approve an application. If they have questions, they can ask the ARMTA Executive with keeping the identity of the applicant private.

**Moved:** Barbara Robertson, Nathene Arthur

2 abstain, 8 in favour      Carried                      **23-B10-M23**

- d) [Tempo Layout and Design](#) recommendations from Joel Windsor

**Motion:** to include interactive features in our magazine

**Move:** Nathene Arthur, Annette Bradley

All in favour                      Carried                      **23-B10-M24**

Suggestions: Ensure all ARMTA activities have someone taking photographs for inclusion in publications such as the Tempo Magazine with as high photographic quality as possible. This is up to the convenors and branches to arrange a volunteer photographer for their events. If the quality of the photo is not high enough

resolution, it may not be included in the magazine. Branch Reps to inform their branches.

- e) [ARMTA recognition fund supply \\$1000 for the winners of the Rotary Calgary Concerto Competition.](#)

**Motion:** ARMTA recognition fund supply \$1000 for the winners of the Rotary Calgary Concerto Competition

**Move:** Nathene Arthur, Barbara Robertson

9 in favour, 1 abstain      Carried      **23-B10-M25**

- f) [Board members to receive provincial member fees for free](#)

Board decided no.

- g) [Policy & Procedure amendment](#)

**Motion:** Approve the proposed changes to the Policy and Procedure manual as presented and discussed

**Move:** Nathene Arthur, Marlaine Osgood.

8 In favour, 1 abstained      Carried      **23-B10-M26**

- h) Need a new Policy and Procedure convenor -does anyone on the board want to volunteer?

5 minute break 12:35-12:40pm

Timothy Wong left the meeting at 12:50pm

- i) [CFMTA bill \\$1440](#)

**Motion:** To pay the bill

**Move:** Nathene Arthur, Sheryl Schnare

All in favour      Carried      **23-B10-M27**

- j) [Music Conference Alberta](#)

**Motion:** to add \$500 to Conference budget.

**Move:** Sheryl Schnare, Carolyn Steeves

All in favour      Carried      **23-B10-M28**

## 5. Next Board Meeting: February 24<sup>th</sup>, 2023 9:30 -3:00

AGM Date: Friday October 20<sup>th</sup>, 2023 at 11:45 am. MacEwan University, Allard Hall Room TBA

## 6. Adjournment: 1:11 pm

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## 3. Consent Agenda

### 3.c) Business completed by email voting.

- The Policy & Procedures part X Revenue and Finance point 1 could be revised to state: *"The fiscal year shall be from April 1st to March 31st. The books and accounts of ARMTA shall be audited by a qualified accountant or by two members of the Association elected for that purpose at the previous Annual General Meeting. If two members of the Association carry out the audit, they should follow the Financial Review Procedures document found on the website in the member's area and in the Policy and Procedure manual under Auditors. A copy of the audited financial statement shall be available to all members at the Annual General Meeting."*

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### Provincial Policy & Procedure revisions Sept 2023

Black print is background information. **Green print is proposed change or question for the Board.** The first part is changes provided the administrator, Tamara Bowie and by the conveners. The list is by page number based on the PDF available at <https://armta.ca/prov18/wp-content/uploads/2023/05/Policies-and-Procedures-March-2023.pdf>

The section on Life Memberships is information for discussion and probably further direction about how the board would like to use this membership distinction.

page 12 under Officers, it says "Should a Vice-President be unable to complete the term of office, the Board of Directors may approve the appointment of a member to become Vice-President and the AGM may be asked to approve the appointment." **There were questions about the procedure to follow when a VP is appointed after the AGM. Suggested new wording: "Should a candidate for Vice-President not be elected at the AGM or a Vice-President be unable to complete the term of office, the Board of Directors may elect the appointment of a member to become acting Vice-President and ARMTA members at the next AGM will vote on the appointment. The procedures for a Special Meeting may be followed"**

Page 18 section IV Board of directors – general duties #4 has 2 sentences. **The 2<sup>nd</sup> sentence should be labelled #5**

4. Incoming Directors are allowed to attend Board Meetings as observers once and shall take office at the will of the branch they represent.

(5) Decisions upon formally submitted proposals at Board Meetings shall be determined by simple majority of the Directors present.

Page 19 Branch Rep #6 “has working knowledge of parliamentary procedure”---- change to Call to Order.

If this statement is included for Board reps, should it be included for President, Vice president, Past President, Member at large rep? page 21 section V Meetings #1 states that “A current edition of “Call to Order: Meeting Rules, Procedures and Advice for Non-Profit Organizations” shall govern procedural details.” If “a working knowledge of Call to Order” is not included for all board positions, should it be included for branch reps? yes

Page 22 Section Part VIII expulsion of member #4 “The Board may suspend the membership of any member who, for any reason, is deemed to be unworthy of membership.” (also section IV Board of Directors – terms of reference #6 -- Removal of an officer may be instigated by a Board Member who shall poll other Board Members via any means of communication. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Association may deem reasonable. The officer in question shall then be notified by registered letter.) Should there be an appeal process? Like page 5 Breaches of Code of ethics/complain against a member? Are the phrases “any reason” and “any cause” too open for abuse? If the board would like to add an appeal process, one could be prepared for the next (Jan-Feb) meeting. Yes, a committee will be made. Beth Olver, Marlaine Osgood, Rosemarie Horne

Page 23 revenue and finance #10, page 27 treasurer general duties #6: is January 10 still budget request deadline? Change to “three weeks before the Budget Board Meeting”

**Job description updates:** I heard from conveners for Bylaws/P & P, Collegiate Chapters, Community Service Awards, Conference, Continuing Education, Examining Board, Festival Liaison, Piano Competition, Student Composer Competition, String Competition, Tempo Layout & Design, Voice Competition, Webmaster.

I hear from board members Annette Bradley, Carolyn Steeves, Beth Peters, Nathene Arthur, Tamara Bowie

Page 26 secretary #17 -- was a number years determined for keeping documents? See P & P amendments Administrator in 2022-23 file --- confirm 50 years

Page 27 Treasurer - General duties the auditors advice is to add another point: *A sealed envelope with all the passwords to our accounts shall be given to the Webmaster.* It is good to have a backup in a different location in case of fire or another emergency.

Page 34 P & P Bylaws convener – general duties # 1 Notify the ARMTA Administrator of proposed revisions to the Bylaws at least 60 days before the Annual General Meeting. is 60 days notice still reasonable? Because the fall board meeting is held so close to the AGM, any changes to the bylaws approved by the board in the fall would have to wait about a year to be presented to the AGM. We seldom make changes to the Bylaws. But we could say something like “~~With the permission of the members present at the AGM, changes to the bylaws may be presented at the~~

~~AGM with advance notice of 24 hours provided the proposed changes are emailed to every member 24 hours before the AGM."~~

Page 38 Community Service Award- general duties point 3 Obtain certificates, stamps and seals for certificates from the ARMTA Administrator. Change : **Obtain certificates and stamps from the ARMTA Administrator**

Page 40-41 Continuing Ed - states: Requirements # 4 Submit budget requests 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.~~

**Add to Time & Financial requirements: This position requires a minimum of 2 to 10 hours per month, depending on the type of projects initiated and/or overseen. E-mail communication varies, but averages between 1-2 hours per month, while video creation, writing, editing, or other activities may take several hours depending on what project(s) are underway.**

Page 62 Voice Competition -general duties - point 6: insert

i. **If the competition falls in the same year as the CFMTA Voice Competition, the age and repertoire requirements should be harmonized with the national competition requirements. If this is the case, points ii to v do not apply.**

ii. **If there is no national voice competition, the convenor will set the minimum standard (the RCM Voice Syllabus can be used as a guide)– if there will be an intermediate and/or advanced competition.**

iii. (same as the original ii)

iv. (same as the original iii)

v. (same as the original iv)

vi. (same as the original v)

vii. (same as the original vi)

point 11. v, and vi: change to

v. **Request that envelopes are prepared for the winner from the Recognition Fund Convenor. These envelopes contain a note of congratulations, a history of the award, a thank you card and a stamped and addressed envelope to the donor. A cheque is not presented at the time: once the thank you card is mailed, the donor will issue the cheque.**

vi. ~~Assist the ARMTA Administrator in preparing the program.~~ **A template for the program and other documents will be available from the ARMTA Administrator.**

Page 64 Young Artist Tour **is there a requirement to arrange a tour? --- TERMS OF REFERENCE:**

1. The mandate of the Young Artist Tour Representative is to arrange a performing tour for the **winner**s of the ARMTA competition (odd number years) who **are** preparing to represent Alberta at the CFMTA piano competition. **If the convener is required to arrange a tour, make these changes:**

**Change General Duties to**

- 1. Follow the CFMTA job description for Young Artist Series Convenor. Contact the CFMTA secretary for access to information.**

2. Work with the branches to arrange one or more (or "to three"?) recitals for the ARMTA representatives at CFMTA competitions.
3. Present the Young Artist Certificate at the Competition Award Presentation --- is this at the CFMTA conference?

Tabled for next time. Board requested more information, regarding financial analysis of each scenario. (Tamara will work on this before next board meeting)

1. Life member after 50 years AND retired OR
2. Life member after 50 years regardless of status.