



ALBERTA REGISTERED MUSIC
TEACHERS' ASSOCIATION

REPORTS

March 2023

Executive Reports

Convenor Reports

Board Reports

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6. a) EXECUTIVE REPORTS

i. President's report

I am very excited to head up ARMTA Provincial. Although I took the helm in late October, it was a slow start on my end due to a lot of pre-covid booked holidays. I am all caught up now and plan to spend my holiday time visiting all the branches. I'm looking forward to meeting members in various branches and getting to know you a little better.

I have been working with Nathene, our Past President, to fill the role of Vice President and other convenor roles. If you would be willing to fill a vacant role or know someone who is, please let Nathene know. Those that have roles as Convenors or Branch Representatives, thank you for your volunteer service – you are appreciated.

As we look to our meeting on March 11, I am trying to strategize on how we can continue to run our meetings effectively and efficiently. Tamara, our administrator, and I have had several meetings to make sure the agenda is concise and well supported with backup so those attending the meeting will have all they need in advance of the meeting to make informed decisions.

As a Convenor or Branch Representative you are on the board to provide ideas and input in areas that may not be directly related to your area of responsibility. Please feel free to share your opinion and outlook. If something can work better or differently, let us know.

Respectfully submitted, *Rosemarie Horne*

ii. Vice-President's report

vacant

iii. Past-President's report

As Past President I have been involved with different Provincial events such as the AGM and the inaugural ARMTA Provincial Violin Competition in October. I am sitting on the High School Credits for Speech Arts & Drama Committee, and I serve with the Convenors on the ARMTA Provincial Voice and Piano Competitions Committee (to be held in Red Deer on March 4th, 2023). I will be keeping in contact with our Young Artist Tour Convenor to offer support to our winning Alberta pianist and singer who will be sent to the CFMTA National Competitions in Edmonton July 5-7, 2023. Let me know if your branch like to host this YA Tour. Next on my to-do list is to recruit the missing ARMTA Provincial Board members and Convenors. Please let me know if you are interested in any of the vacant positions (which we will be mentioning at our GM on March 11th). Thank you for the support and gifts you bring to ARMTA Provincial.

Nathene Arthur, February 17, 2023

iv. CFMTA report

As the 1st Delegate to CFMTA I will be taking part in the CFMTA National Conference in Edmonton (July 5-7, 2023) as well as the two days prior for CFMTA meetings. These I quite look forward to. I am currently on the Program Funding and Grants Committee (focusing for now on the CFMTA Conference expenses and the CFMTA Essay Competition). I am on the National Voice Competition Committee with an amazing team. The Branching Out event deadline is March 15th this year and the deadline to send the information to CFMTA is

March 31st. CFMTA has money and support for Professional Development workshops to be recorded and sent to our Video Resource Library. The Essay Competition has a High School level which is open to students of all our members and the deadline is May 1, 2023. The Hugheen Ferguson Award is open for each province to nominate a deserving teacher every Conference year, and we will select that person at this meeting today. Please check out the CFMTA website at cfmta.org for many other events and competitions. We offer assistance and friendly camaraderie for all our members and welcome your ideas and input.

Submitted by *Nathene Arthur, February 17, 2023*

CFMTA 1st Delegate

v. Membership report

Since our last board meeting on September 17th, 2022, we have had the following changes in our membership.

New Members September 2, 2022- February 20, 2023

<u>NAME</u>	<u>REGISTERED SUBJECT</u>	<u>BRANCH JOINED</u>
Breanne Girvan	Piano	Grande Prairie
Katianne Bargaen	Piano	Edmonton
Qingzi Tang	Musicology	Edmonton
Alicia Birgras	Voice	Medicine Hat
Christina Visy	Violin	Member at Large
Stephanie Orr	Piano	Calgary
Kathy Dornian	Piano	Calgary
Gaétan Rouette	Piano	Calgary
Jani Parsons	Piano, Pedagogy	Calgary
Carmen Letourneau	Piano	Lethbridge
Linda Wolstencroft	Affiliate Grade 10	Calgary
Alis Yu An	Piano	Calgary

Reinstatements

Wendolin Munroe	Voice, Advanced Theory, History	Red Deer
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Transfers

Neil Cockburn	transferred out to NSRMTA
Margot Napier	transferred out to BCRMTA
Crystal Yang	transferred in from BCRMTA

Upgrades

none

Leave of Absence

Kara Friesen
Justine Shaw
Emily King
Erica Sorensen

Christina Robertson (extended for 2023-2024)
 Rob Whitworth (extended for 2023-2024)
 Julie Forbes (extended for 2023-2024)
 Melissa Jeske (extended for 2023-2024)
 There are currently 15 members on leave.

Provincial Life Members

Doreen Laing Lethbridge
 Elisabeth Szojka Calgary
 There are currently 7 provincial life members. With the addition of these two there will be 9.

Deaths

Eleanor Young passed away December 2022 Edmonton
 Ethel Huber passed away January 2023 Calgary*
 Betty Phelan passed away January 2023 Edmonton*
 *not a member in current year
 Linda Wolstencroft passed away February 6th, 2023 Calgary

Request: Leave of absence extension for Alison Kilgannon. I would like to extend it one more year as I am not yet sure what our future has in store. Thank you so much, Alison

Membership totals:

	Jan 26, 2016	Feb 17, 2017	Feb 8, 2018	Feb 15, 2019	Feb 14, 2020	Feb 13, 2021	Feb. 1, 2022	Feb. 11, 2023
Full	402	400	414	416	421	421	417	411
Affiliate Grade 10	14	18	18	22	24	25	23	25
Affiliate Grade 9	5	5	8	8	15	11	12	14
Retired	12	15	14	15	17	21	25	24
Provincial Life	2	2	5	5	8	8	7	7
TOTAL	437	442	460	468	485	486	484	481

Four members are not allowed to renew until they get in their Vulnerable Sector Check updated.

Branch membership totals:

	Feb 17, 2017	Feb 8, 2018	Feb 15, 2019	Feb 14, 2020	Feb 13, 2021	Feb. 1, 2022	Feb. 11, 2023
Calgary	190	193	198	194	194	192	192
Edmonton	138	148	158	166	160	155	155
Lethbridge	23	27	25	24	24	23	23
Red Deer	19	18	20	23	24	22	22
Grande Prairie	5	4	7	9	11	13	11
Medicine Hat	8	8	9	11	11	16	16
Members at Large	59	62	51	59	63	64	63
TOTAL	442	460	468	486*	487*	485*	482*

*one member is part of both Edmonton and Red Deer Branches

Milestone awards needed to be replaced because of the new logo. The new awards are 30 years -key chain, 40 years -small glass award, 50 years -medium glass award. The ARMTA Service Award is now a glass clock. Previously, they were purchased in a large batch. Now it will be more effective to purchase just the awards that we need each year. They are in the budget under AGM/honoraria and gifts.



At the AGM, Geraldine Haythorne suggested that milestone awards after 60 should be recognized every year. Proposed: Gift award be given for 55, 60, 65, 70. Certificates given every year after 60.

Thank you cards received from Norma Stang and Mary Lynn Schmidt

Nov. 4, 2022

Dear Imma & ARMTA,

Thank you very much for the lovely key chain given to me as a milestone award for 30 years as an ARMTA member. I have lived in many places and have always enjoyed teaching piano, especially in Red Deer and Lloydminster where I was part of the local ARMTA chapters. This past decade, living in Calgary, I pursued another musical love of mine - choir - and was involved both in teaching and participating in a number of choirs. This summer my husband and I moved up to Edmonton to be close to family and our first grandson!

Thank you again,
Mary Lynn Schmidt

Nov. 5, 2022

To Armta,

Thank you ever so much for the Milestone Award, it was a lovely surprise which I will always cherish. During the years I have learned so much from students and their parents, fellow teachers and numerous friends.

Music has a way of keeping our hearts young, "art" is always in the word "heart".

Thank you for bringing teachers together.

Sincerely,

Norma Stang

Norma Stang

vi. Financial report

ARMTA is in sound financial position.

The GIC 4 for 11,547.66 is currently invested at 0.95% but will renew for 4.7% on February 26th. The GIC for 10,295.22 and GIC 5 for 12,848.20 will both come up for renewal in May 2023. The higher interest rates will earn a larger amount in interest for the next few years.

Our spending for the current year is well under budget, with a \$20,052.68 difference between the \$18,208.00 deficit that was budgeted and our actual spending. Instead of a deficit, we currently have a \$1844.68 surplus but there are still some expenses to be paid out before the end of our year on March 31st. The only larger expenses that are anticipated are the Voice Competition, Piano Competition, and service fees.

There are two items the board should be aware of for the future. CFMTA has increased their fee from \$37/member to \$42/member. The board approved not raising fees for the 2023-2024 year when this will begin to take effect. When the board decides to raise fees, it will have to be approved at the AGM in October before taking effect the following membership year.

CFMTA has voted to raise the cost of their magazine print copies from \$20/year to \$35/year. This includes three publications/year and will take effect 2024-2025 year but should not impact ARMTA's budget because this cost is only for members who chose to order the print copy and the increase will be passed onto them. The digital copy remains free to all CFMTA members.

Income and Expenses Budget vs. Actual

As of February 20, 2023

					1 Apr '22 - 11 Feb 23	Budget	\$ Over Budget
Income							
		Advertising Income			0.00	50.00	-50.00
		Conference Income			0.00	0.00	0.00
		Donations					
		Donations of Gifts in Kind			0.00	50.00	-50.00
		Donations - Other			5.00	0.00	5.00
		Total Donations			5.00	50.00	-45.00
		Interest Income			350.28	323.00	27.28
		Membership Income			81,389.00	82,151.00	-762.00
		Projects Income					
		CFMTA Student Composer Comp.			215.00	800.00	-585.00
		Piano Competition			200.00	150.00	50.00
		String Competition			250.00	200.00	50.00
		Vocal Competition			350.00	150.00	200.00
		Website Hosting Income			0.00	200.00	-200.00
		Total Projects Income			1,015.00	1,500.00	-485.00
		Sponsorship Income			2,200.00	2,000.00	200.00
		Total Income			84,636.15	86,074.00	-749.72
		Expense					

		Administration			
		Administrator Contract	10,510.50	11,466.00	-955.50
		Bank & Service Fees	287.56	1,200.00	-912.44
		Cell Phone	341.25	420.00	-78.75
		Computer Expenses	251.62	250.00	1.62
		Mileage	371.49	268.00	103.49
		Office Supplies	578.59	600.00	-21.41
		Rent	550.00	600.00	-50.00
		Total Administration	12,891.01	14,804.00	-1,912.99
		Advertising & Publicity			
		Social Media	471.19	1,500.00	-1,028.81
		Advertising & Publicity - Other	4,993.50	7,500.00	-2,506.50
		Total Advertising & Publicity	5,464.69	9,000.00	-3,535.31
		Board Expenses			
		AGM Expenses			
		Hotels	836.40	1,750.00	-913.60
		Meals	220.75	1,200.00	-979.25
		Travel	1,580.74	3,830.00	-2,249.26
		Total AGM Expenses	2,637.89	6,780.00	-4,142.11
		Board Meetings Travel & Meals			
		Catering	0.00	0.00	0.00
		Hotels	0.00	0.00	0.00
		Meals	270.00	800.00	-530.00
		Travel	0.00	0.00	0.00
		Total Board Meetings Travel & Meals	270.00	800.00	-530.00
		Conferencing	212.07	220.00	-7.93
		Directors Insurance	1,152.00	1,152.00	0.00
		Meeting Room Rental	0.00	200.00	-200.00
		Total Board Expenses	4,271.96	9,152.00	-4,880.04
		Member services			
		CFMTA Conference	0.00	0.00	0.00
		CFMTA Delegate Expenses	0.00	200.00	-200.00
		CFMTA Dues	17,672.00	17,760.00	-88.00
		Conference/AGM			
		Catering			
		Meal payments	-220.00	-300.00	80.00
		Catering - Other	764.36	1,140.00	-375.64
		Total Catering	544.36	840.00	-295.64
		Conference Registrations	183.51	895.00	-711.49
		Printing, Postage, and Supplies	160.62	150.00	10.62
		Sessions & Seminars			
		Clinician Travel Expenses	929.28	1,200.00	-270.72
		Session Honorariums	1300.00	800.00	500.00
		Total Sessions & Seminars	2229.28	2,250.00	-20.72

		Total Conference/AGM	3117.77	4,135.00	-1017.23
		Directory			
		Directory Postage	316.32	400.00	-83.68
		Directory Printing	236.38	285.00	-48.62
		Total Directory	552.70	685.00	-132.30
		Honoraria & Gifts	268.74	250.00	18.74
		Insurance			
		Members Insurance Postage	477.50	500.00	-22.50
		Insurance - Other	24,780.00	27,300.00	-2,520.00
		Total Insurance	25,257.50	27,800.00	-2,542.50
		Membership Renewals			
		Membership Renewals Postage	114.93	350.00	-235.07
		Membership Renewals Printing	0.00	0.00	0.00
		Total Membership Renewals	114.93	350.00	-235.07
		Tempo			
		Editor Honorarium	750.00	750.00	0.00
		Postage	305.55	400.00	-94.45
		Printing	440.55	570.00	-129.45
		Total Tempo	1,496.10	1,720.00	-223.90
		Website and Database			
		Webmaster Contract	1,500.00	1,500.00	0.00
		Website Hosting	1,290.15	1,333.00	-42.85
		Total Website and Database	2,790.15	2,833.00	-42.85
		Total Member services	49,040.61	55,733.00	-6,692.39
		Partnerships			
		CASSA Musical Arts	500.00	500.00	0.00
		Total Partnerships	500.00	500.00	0.00
		President's Expenses			
		Catering	0.00	0.00	0.00
		CFMTA President Visit	548.03	500.00	48.03
		Conference Registrations	183.51	300.00	-116.49
		General	0.00	50.00	-50.00
		President's Expenses at CFMTA	0.00	0.00	0.00
		Visits to Branches	0.00	2,268.00	-2,268.00
		Total President's Expenses	731.54	3,118.00	-2,386.46
		Projects			
		ARMTA Recognition Fund Donation	200.00	200.00	0.00
		Collegiate Chapters	0.00	0.00	0.00
		Community Service Certificates	0.00	0.00	0.00
		Continuing Ed./Travelling Work.	970.00	3,400.00	-2,430.00
		Piano Competition	430.00	1,500.00	-1,070.00
		Recognition Fund Postage	0.00	100.00	-100.00
		Strings Competition	1,858.29	1,500.00	358.29
		Student Composer Competition	1,687.22	1,850.00	-162.78

	Vocal Competition	280.00	1,500.00	-1,220.00
	Total Projects	5,425.51	10,050.00	-4,624.49
	Scholarships			
	Alberta Music Festival Assoc.	0.00	400.00	-400.00
	Canada Music Center (CMC)	125.00	125.00	0.00
	Canada West Performing Arts	300.00	400.00	-100.00
	Continuing Education Scholarship	2,500.00	1,000.00	1,500.00
	Total Scholarships	2,925.00	1,925.00	1,000.00
	Total Expense	83,479.60	104,282.00	-20,802.40
	Net Income	1,844.68	-18,208.00	20,052.68

Balance Sheet

As of February 20, 2023

	<u>20 Feb 23</u>	<u>20 Feb 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Chequing/Savings			
ATB Chequing	71,050.42	78,389.76	-7,339.34
GIC	10,393.02	10,295.22	97.80
GIC 4	11,657.36	11,547.66	109.70
GIC 5	12,963.83	12,848.20	115.63
Stripe	<u>10,741.96</u>	<u>3,691.57</u>	<u>7,050.39</u>
Total Chequing/Savings	116,806.59	116,772.41	34.18
Accounts Receivable			
Accounts Receivable	<u>-10.00</u>	<u>490.00</u>	<u>-500.00</u>
Total Accounts Receivable	-10.00	490.00	-500.00
Other Current Assets			
Prepaid Expenses	980.41	0.00	980.41
Undeposited Funds	<u>1,307.50</u>	<u>792.50</u>	<u>515.00</u>
Total Other Current Assets	<u>2,287.91</u>	<u>792.50</u>	<u>1,495.41</u>
Total Current Assets	119,084.50	118,054.91	1,029.59
Fixed Assets			
Computer Equipment			
Computer Equipment Cost	1,913.09	841.25	1,071.84
Computer Equipment Depreciation	<u>-901.25</u>	<u>-700.00</u>	<u>-201.25</u>
Total Computer Equipment	<u>1,011.84</u>	<u>141.25</u>	<u>870.59</u>
Total Fixed Assets	<u>1,011.84</u>	<u>141.25</u>	<u>870.59</u>
TOTAL ASSETS	<u>120,096.34</u>	<u>118,196.16</u>	<u>1,900.18</u>
LIABILITIES & EQUITY			

Liabilities			
Current Liabilities			
Other Current Liabilities			
ARMTA Recognition Fund			
Donations Received	0.00	80.00	-80.00
Total ARMTA Recognition Fund	0.00	80.00	-80.00
Branch Fees Collected			
Calgary Branch	5,417.50	4,387.50	1,030.00
Edmonton Branch	3,982.50	3,672.50	310.00
Lethbridge Branch	245.00	350.00	-105.00
Red Deer Branch	315.00	200.00	115.00
Total Branch Fees Collected	9,960.00	8,610.00	1,350.00
CMT Magazine Print Subscription	140.00	160.00	-20.00
Deferred Income	30,290.01	29,655.00	635.01
Total Other Current Liabilities	40,390.01	38,505.00	1,885.01
Total Current Liabilities	40,390.01	38,505.00	1,885.01
Total Liabilities	40,390.01	38,505.00	1,885.01
Equity			
Opening Bal Equity	31,913.31	31,913.31	0.00
Unrestricted Net Assets	43,719.06	30,323.77	13,395.29
Net Income	4,073.96	17,454.08	13,380.12
Total Equity	79,706.33	79,691.16	15.17
TOTAL LIABILITIES & EQUITY	120,096.34	118,196.16	1,900.18

vii. Administrator's report

Since September, I have worked on memberships (renewals, new applications, reinstatements, leave of absences) updated the directory, answered emails and communication on a daily basis, prepared documents/budgets for the board meeting, prepared the milestone awards, helped organize the AGM, sent out the monthly newsletters, paid bills and maintained accounts with proper record keeping, provided contracts for adjudicators and clinicians, supported publicity and advertising with posts on Social Media and mailing posters for the Competitions to Universities and Conservatories, emailed members who have a Vulnerable Sector Check expiring and updated their file.

When I was hired in July 2021, my understanding was that the wage was for an average of 40 hours/month. This job does have seasonal hours which is understandable. You can see from Vicki's hours that between 2013-2021 there were only two years that averaged 40 hours. The last three years, 2019-2021, the average was 45 hours per month. I expect my hours to be reduced some this coming year; however, an average of 45 hours is probably more realistic.

According to Alberta Alis, the starting average wage for an administrator is \$25.89/hour.
<https://alis.alberta.ca/occinfo/wages-and-salaries-in-alberta/administrative-officers/1221/>

Following those two considerations, I'm proposing to the board that my wage be increased to be more congruent with the hours required to complete the job.

Tamara 's hours

MONTH	2021	2022	2023
January		79.33	44.50
February		77.42	
March		62.17	
April		74.00	
May		43.42	
June		33.00	
July	51.55	43.17	
August	75.05	39.92	
September	58.50	47.67	
October	45.05	51.17	
November	32.45	20.08	
December	31.10	29.50	
Average/month	48.95	50.07	
Total	293.70	600.85	
Average/week	11.29615	11.55481	

Vicki Martin's hours 2013-2021

MONTH	2013	2014	2015	2016	2017	2018	2019	2020	2021
January		67.22	59.50	52.83	40.75	43.33	28.08	31.33	30.33
February		47.58	63.17	62.17	76.25	66.08	91.50	88.25	68.67
March		55.42	56.50	38.58	35.58	57.83	44.92	55.50	38.00
April		40.92	57.00	49.58	47.33	43.50	54.33	58.50	61.75
May		52.42	37.42	33.92	27.67	34.58	26.00	37.92	44.33
June		31.75	37.17	40.08	19.67	24.00	27.67	21.00	29.08
July		23.75	36.17	38.33	27.83	27.58	37.08	68.17	
August		20.33	36.92	33.00	19.67	27.92	29.50	60.08	
September		72.02	59.17	34.75	33.83	53.67	42.17	57.58	
October		66.75	68.73	95.67	84.67	58.25	80.17	31.42	
November	62.75	35.08	36.33	36.08	38.00	32.00	26.50	35.58	
December	30.48	19.25	16.67	25.50	22.33	14.98	18.08	24.83	
Average/month	46.62	44.37	47.06	45.04	39.47	40.31	42.17	47.51	45.36
Total	93.23	532.49	564.75	540.49	473.58	483.72	506.00	570.16	272.16
Average/week		10.240	10.860	10.39	9.1073	9.3023	9.7307	10.964	10.46

The HP 17 Laptop was originally purchased in 2019 and was paid off in 2022. Unfortunately, it suddenly crashed in September 2022 and the repair center said it was the hard drive. With the approval of the Executive, I purchased a new laptop on sale for \$944 and it will be depreciated over 4 years.

6. b) CONVENOR REPORTS

i. Archives

Vacant

ii. Bursary and Scholarships

From September 2022 to February 2023, the Committee assisted 7 students with bursaries for music studies, totalling \$3200. Families write about experiencing financial pressures and the increased cost of living, making it difficult to continue music lessons. Families are expressing gratitude for the bursaries, as well as teachers. The wording on the website was adjusted as the Committee was finding that more background information from the parents was required. For students under 18, the Committee requests a copy of a letter from a parent or guardian, describing the financial situation and reason for applying for this bursary.

The Committee received a request from a family that had recently arrived in Canada from the Ukraine. As there is a requirement that students are in Canada for a minimum of 6 months before applying, the Committee brought this request to the Board, and was able to assist this young student with a \$500 Bursary. Currently, the Committee is in discussion regarding the possibility of a Refugee Bursary Program.

The Bette Joan Rac Scholarship was awarded for the first time in 2022, to Sam Saghaei Zefreh. The Committee received 14 applications for this scholarship. The deadline for this scholarship has been moved to June 30th of each year.

In February, discussions began with a potential scholarship donor. As this develops, information will be brought to the board.

ARMTA Bursary	Refugee Bursary
\$200-\$500 per year/per recipient	\$200-\$500 per year/per recipient
Tenable for a maximum of 2 years	Tenable for a maximum of 2 years (suggest a shorter time period?)
Permanent Resident of Canada	Arrival in Canada within the last 12 months
Resident of Alberta for past 6 months	Resident of Alberta for past 2 months
Pursuing music studies in any music genre	Pursuing music studies in any music genre
Experiencing financial need with limits options	Experiencing financial need with limits options
Demonstrate talent, and show determination and interest in pursuing music studies	Demonstrate talent, and show determination and interest in pursuing music studies
Application process: -Online application -Letter from a parent or guardian if under 18 -Recommendation from music teacher	Application process: -Online application -Letter from a parent or guardian if under 18 -Recommendation from music teacher -Letter indicating arrival date to Alberta from a Newcomer Settlement Services Professional. For example, a Settlement Practitioner.

Respectfully submitted, *Lorrie Wittke*

iii. Bylaws/Policies and Procedures

There have been questions about the relationship between the Provincial ARMTA Board and ARMTA Branches (email Nov 8, 2022). Should the branches submit their annual reports to the Board? Do Branches have bylaws or Policies and Procedures?

Proposed amendments to Policy and Procedures:

Administrator Treasurer description add:

Administrator shall request annual financial reports, auditor reports and AGM minutes from each Branch. ARMTA is registered with Alberta Corporate Registries, and the branches receive their authority to operate from ARMTA (provincial). The branches cannot register independently. ARMTA (provincial) is ultimately responsible for the finances of the branches.

Replace XIV. BRANCHES (*orange text is detail for the board to decide*)

~~XIV. BRANCHES~~ – (*remove, this is in the Bylaws*)

- ~~1. A Branch shall be an association of no less than five voting members, who reside in the same vicinity, who may elect their own officers and set their own fees.~~
- ~~2. Branches shall elect one Board Member for every 100 Branch members to serve on the ARMTA Board of Directors.~~
- ~~3. Members wishing to form a Branch may apply to the Provincial Administrator who shall submit the application to the Board for approval.~~
- ~~4. Branches shall meet together for the purposes of artistic, professional and educational enrichment.~~

(add)

1. ARMTA branches operate under the registration (Alberta Corporate Registry) and bylaws of the Provincial ARMTA Board.
2. Annually and at the request of the administrator, each branch shall provide copies of financial reports, auditor reports and AGM minutes to the Provincial Board for their records.
3. A Branch shall be an association of no fewer than five voting members, who reside in the same vicinity.
4. The branch should have its own Policies and Procedures Manuel, elect officers, and set their own fees.
5. Branches shall select one Board Member for every 100 Branch members to serve on the ARMTA Board of Directors.
6. Members wishing to form a Branch shall apply to the Provincial Administrator who shall submit the request to the Board for approval. The application should include the names, addresses and ARMTA membership status of those wishing to form a branch (minimum five members)
7. Members of a Branch may meet for the purposes of artistic, professional, and educational enrichment

Provincial Administrator

GENERAL DUTIES: The Secretary *Red is text that is added*

1. Presents a complete report of administrative activities at each Board meeting.
2. Coordinates with the Newsletter (~~Tempo~~) *Tempo Layout and Design* Editor and assists in the distribution, including:
 - a. Two copies to the National Archives

- b. One digital copy to Archivist of CFMTA
 - c. Two copies to ARMTA Provincial Archivist
 - d. One copy to each advertiser
10. Books the room for **in-person** Board meetings and arranges for coffee and lunch services.
11. **Arranges and distributes zoom links for online meetings.**
15. Keeps a record of the list of members reaching milestone years. Notifies the President of those who have achieved milestone years and asks the Vice-President to invite those members to be present at the Annual General Meeting for recognition. Milestone years are reached at 25 years and every five years after that. Recognition of milestone years are acknowledged with the following:
- 50 years: ~~gold ornament engraved with the current year on the back~~ **A medium sized glass award**
 - 40 years: ~~pewter ornament engraved with the current year on the back~~ **A small glass award with members name, current year and ARMTA logo**
 - 30 years: ~~an ARMTA coaster~~ **A keychain with ARMTA logo on the front and members name engraved on the back**
 - 10, 15, 20, 25, 35, 45, 55, 60, and 65 years: a certificate. Certificates will be unframed.
16. Organizes the AGM with the assistance of the President, Vice President, and Past President
17. Ensures each new convener and each new board member signs the confidentiality agreement. Keeps signed confidentiality agreements on file **for 50 years** after their term of office.
18. Keeps track of vulnerable sector checks for every member and sends notice to members who are due to renew their vulnerable sector check.
20. **Does not allow members to renew unless their VSC has be updated to within the last five years.**
-

There was a question about **reimbursement for accommodation** for Board members attending a meeting

Under Policy & Procedures part VI MEETINGS - Meeting expenses reimbursement (c) ACCOMMODATION expenses which currently states

Meeting Expenses Reimbursement

1. For a regular Board meeting, Board members who are traveling from out of town, will be reimbursed for:

(a) TRAVEL expenses to and from a Board meeting to a maximum of the equivalent of the return bus fare at the time the expense is being claimed, based on ~~\$.35~~ **\$.61** per kilometer.

(b) MEAL expenses while a Board member is attending a regular Board meeting on the basis of receipts to a maximum of \$50 per day.

*(c) ACCOMMODATION expenses for one night at the most economical rate if distance is over **350 km** 295 km one way, unless ARMTA pays the hotel directly.*

(d) Under special circumstances, Board Members may be reimbursed for meals and a second night of accommodation.

2. Board members attending a Board Meeting which takes place at the Annual Conference or other special gathering of all members shall be reimbursed for their travel expenses and two day's meals and accommodation

The board should determine under what circumstances accommodation is covered for board members.

- The history is that one-day meetings were held in person in Red Deer in February and in the Fall (especially if fall the conference was in Red Deer). It was felt that members travelling from Edmonton or Calgary or closer had about a 2 hour or less drive and it was reasonable to drive both ways and attend the meeting all on one day (Saturday). Those from further away were provided accommodation for one night.
- With in person meetings now held in different locations and online presence at meetings now common, the Board should determine what is fair (in terms of accommodation and other expenses) and what removes barriers from attendance at meetings, especially if in person is to be encouraged.

[Financial Review Procedures](#) click on this link to view full document; is also in the Prov Exec area on armta.ca

Erik Horne was asked by the board after the last meeting to create some Financial Review Procedures to help members who are auditing who have not previously had experience reviewing the books.

- What an excellent guide for auditors! I hope it will be made available to the branches who will have to change some specific references to match their situation.
- There are no directions for auditors other than Policy & Procedures part X Revenue and Finance point 1 which states "*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. A copy of the audited financial statement shall be available to all members at the Annual General Meeting.*"
- I suggest making the Financial Review Procedures document prepared by Erik Horne
 - become part of Job Descriptions and in a new section for Auditors.
 - and a separate document located on the website with the Bylaws and the Policy & Procedures documents.
- 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 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.*"

Submitted by Beth Olver

iv. Canada Music Week

Vacant

v. CFMTA Conference 2023

Conference plans are moving along. CFMTA President Laura Gray and/or Conference Resource Chair Evangeline Keeley are joining our monthly online meetings to give welcome advice as we enter the homestretch.

One piano judge needed to resign as his student will be competing in the CFMTA competition. We invited Avan

Yu as our new piano judge.

To give the competitors more privacy during the competition, we are fortunate to have the ARMTA Recognition Fund which enabled us to provide accommodation scholarships to each competitor. We are asking for the names of each competitor as they become available.

By now, each province and territory should have received fundraising letters. In Alberta, each branch was sent a fundraising request. Edmonton Branch is sponsoring first prize for the voice competition and part of the keynote speaker's expenses, and Lethbridge Branch has sent in a donation for general use. Sponsorship and fundraising have been a challenge. We've been using CFMTA's Grant Advance, but it is time consuming.

We had a good response in the call for session. Twenty-four presenters sent in submissions, and we plan on scheduling all 24, including at least one online presentation. The website is being updated as new information arrives.

To encourage Alberta teachers to attend in person, ARMTA is offering a \$100 rebate for all in person registration fees to all ARMTA members, and a draw for one free in person registration (taken for all ARMTA conference registrants).

We will be accepting registrations at the door.

We are most excited about the Albertiad. Thank you to Nathene Arthur for bringing the Albertiad forward as an event to fill Thursday evening. The Albertiad is based on "Schubertiads," a social circle to support artists (art, poetry, composers) in 19th Century Europe. The promotion for this event went out early to give teachers time to prepare. This event is open to all instruments, including readings and art. There will be a cash bar.

We welcome Jennifer Thomas as our Volunteer convener.

Keynote speaker:
Noa Kageyama

Piano judges:
Patricia Tao – perform at the Gala concert
Peter Green – masterclass clinician
Avan Yu – masterclass clinician

Voice judges:
Gordon Gietz – masterclass clinician
Steven Henriksen – session clinician
Andrea Hill – perform at the Gala concert

Respectfully submitted,
Marlaine Osgood

Conference Committee:
Chair – Marlaine Osgood
Treasurer – Vicki Martin
Website/Webmaster – Carolyn Garritano
Registrar – Carolyn Garritano and Vicki Martin

Hospitality/Scheduling – Judith Ammann
Gala – Judith Ammann
Trade show – Bev Moore
Sponsorship – Beth Raycroft
Sessions/call for proposals – Twila Bakker
Voice Competition – Nathene Arthur
Volunteers – Jennifer Thomas

submitted by *Marlaine Osgood*

vi. Collegiate Chapters

Viktoria Reisch-Dapp is trying to regroup the students.

Submitted by Marlaine Osgood

vii. Community Service Award

Gold -Roy Li Teacher: David Tutt

Marlaine Osgood

vii. Conference

Music Conference Alberta

Expenses from 2022 are \$2229.28.

Income hasn't yet been reported. We can expect full financials by April.

The 2023 conference will take place in either Edmonton or Calgary. Venues haven't been confirmed.

submitted by *Marlaine Osgood*

viii. Continuing Education

EVENTS FUNDED FROM CONTINUING EDUCATION 2022-2023 BUDGET

Red Deer Branch:

Music-a-thon

Date: June 4, 2022

Time: 8:30 a.m. to 12:30 p.m.

Red Deer Branch rented two booths to have room for the performer in one and the other for those who arrived in their “performing window” to wait on deck. Students got pledges to “sponsor” non-stop music. Prizes were awarded to the top three students who raised the most money (gift cards as Gold, Silver and Bronze - value of \$100, 50, and 25). All participating had their names entered into a draw for numerous \$5.25 gift cards to Dairy Queen which was sponsored by a local business.

Amount funded from Continuing Education: \$120

2 Market stalls @ \$30 each; Sound generator rental \$60.00 (from 2022-2023 budget)

Results:

\$2400 raised
\$32 poster printing
\$360 in prizes donated
8 teachers came to the market with their students
4.5 hours of nonstop live music
Gifts in kind: gasoline, sandbags, printing, propane

Workshop: MoveMuse: The Power of Movement – for the Pianist, Teacher and Student

Zoom presentation by Esther Bing, Calgary ARMTA member

Date: Thursday, February 9, 2023

Time: 10 AM to 12 PM

Amount funded from Continuing Education: \$200 (honorarium for Esther Bing)

Lethbridge Branch:

Keys to Piano

Date: March 3-4, 2023

Location: U of L Conservatory, Casa

Clinicians: **Dr. Jani Parsons (University of Calgary) and Allen Reiser (Calgary)**

The event is a full day of master classes, special sessions, a clinician's concert, and lunch for piano students of all ages. A session with the clinicians for teachers will be held the night before (March 3). This is a joint project between the LRMTA and the U of L Conservatory of Music.

Amount funded from Continuing Education: \$650 (fee for one clinician)

CONTINUING EDUCATION FUNDING AVAILABLE FOR OTHER EVENTS

Just a word of encouragement to ARMTA Branches to take advantage of Continuing Education funding still available this fiscal year. Please send me a description of your event, dates/locations, full budget, and amount requested (please specify the item(s) the amount is requested for). If you have questions, feel free to contact me at deanna.oye@uleth.ca.

VIDEO INTERVIEW SERIES ON TEACHING

Plans to begin the teaching interview series in Fall 2022 were delayed until Spring 2023 after I met with the technical assistant (a recent U of L Digital Audio Arts graduate turned freelancer) who would shoot the footage, edit, provide a uniform look to the series and add ARMTA branding etc. For each of the 8 interviews, the plan is to create a 45–60-minute podcast version (full interview), 15-minute video (edited highlights from the full interview), and a short snippet for social media marketing.

This is a big job for one individual and therefore more expensive than what I originally budgeted for technical assistance. To alleviate extra costs, we will add 2 or 3 students either in Digital Audio Arts or New Media who will work for Applied Studies credit. They will do a good portion of the editing work for course credit, organised and overseen by the technical assistant, and I will supervise the academic credit side. Timing for Applied Studies is correlated with semester dates, so they will come on board for the Summer 2023 semester. Total cost will be \$600-800 for the technical work, with some coming from the 2022-2023 budget for two or three interviews, and the rest coming from 2023-2024.

Each of the interviewees will receive a \$250 speaking fee.

A question for the Board:

What versions of the series you would like to have publicly available, if any (e.g. social media shorts and 15-minute videos?) and what versions should be members only, if any (e.g. long form podcast?) Or should all be available only for members? Or should all be available publicly?

Respectfully submitted by Deanna Oye

ix. Examining Board

Date: February 3, 2023

Board Members: Roger Admiral, Brad Parker, Twila Baker, Ruston Vuori

APPLICANTS ACCEPTED:

Full Membership:

Piano..... 9

Voice 2

Musicology.. 1

Pedagogy ... 1

Affiliate:..... 2

It has been a fairly normal 6 months for applications compared with other years.

No issues for discussion at this reporting.

Respectfully submitted,

Judith Elliot

x. Festival Association Liaison

The Alberta Music Festival Association (AMFA) will be hosting the 2023 Alberta Provincial Festival Monday May 29th – Friday June 2nd.

The 2023 Canada West Performing Arts Festival (CWPAF) featuring participants from Saskatchewan, Alberta and British Columbia will be held July 21 – 22.

Both events will be held in Allard Hall at Grant MacEwan University in Edmonton.

Budget requests for scholarship support for both events has been submitted.

Submitted by Carolyn Steeves

xi. Media

Karenfaye Shephard-Carmichael

xii. Members at Large

I would like to thank the webmaster, Carolyn Garritano, for her help with my website. It was an easy transfer from wix and she was super supportive. I want to encourage the members to look into that. Also, I received a 50

year old music collection and will be indexing it to pass it on to whoever would like to have it; a quick peek reveals mostly keyboard with some violin and guitar in it. There is some popular South African music too.

Best regards, Ida Edwards.

xiii. Piano Competition

The competition is set for Saturday, March 4, at Gaetz United. There are three competitors: Kiana Zhu, Erich Herchen, and Eric Chan. Jacques Despres will adjudicate the competition. We have secured the studio of ARMTA member Annette Bradley in Red Deer to serve as a warm-up space for both piano and voice competitors. Her studio is a six minute drive from Gaetz United Church.

Nathene Arthur, Tamara Bowie and I will be in Red Deer on March 4 to make sure that competitors are welcomed and have ARMTA contacts present to assist with any difficulties that may arrive.

The competition is currently running under budget.

Submitted by Eric Nyland

xiv. Publicity

ARMTA Brand Recognition

ARMTA's new branding has been publicly visible since summer 2022, through ARMTA websites, and through the promotional campaigns for competitions. These activities serve two purposes - they advertise upcoming events etc., and they also imprint our brand in the public mind.

So far, so good -

- *google statistics indicate that site visits were up 72% between January 2022 and January 2023*

Brand recognition is a long game. It takes lots of material and lots of time, and the message must consistently adhere to the ARMTA pillars.

For this reason, in 2022 all advertising material for ARMTA competitions was centralized under the Publicity Convenor budget. It was a pilot project but should be formalized for all ARMTA events (my opinion only). 2023/24 budget request reflects this.

Status Summary

- voice/piano competitions - Promotional material and activity complete
- Student composer - Poster complete.

Details of Activity October 2022-January 2023

- Logo - correction
 - Last report indicated Branch logos in all formats were available for all ARMTA branches- later we learned we needed more formats so that is underway.
- Standard Promotional Material rebranding (Carol Kemp Creative Direction)

- Posters for Voice, Piano, Student Composer competitions

Promotions to date

- Voice and piano competitions were promoted between September and December 2022
 - Activity included poster development, newsletter highlights, and social media campaigns.
 - Full details are on the attached excerpt of a summary provided to voice/piano convenors in December 2022.

Outside the project

- Branch Websites - full-on brand renewal of all branches with the exception of one branch - Carolyn Garritano will have the most current information.

Submitted by Susan Henley

xv. Recognition Fund

The balance of the ARMTA Recognition Fund as of January 31, 2023 is \$55,119.47

This year there were 3 donations: Rusconi Fund (Edmonton Community Foundation) \$21,703. It was received in April of 2022. In the past, the Rusconi funds have been distributed in October.

ARMTA Provincial honored 2 members with donations:

- Nathene Arthur for her service as ARMTA Provincial President
- Marlaine Osgood, ARMTA Service Award 2022
- There was a general Provincial donation of \$95 which was a cumulative amount from several members who overpaid fees and chose to donate rather than get a refund.

The following funds were awarded as requested:

Bursaries	\$5,700
ARMTA Provincial Branch awards	\$4,700
Contemporary Showcases	\$650
CASSA	\$500
Student Composer Awards	\$525
String Competition	\$3,500
Pedagogy Awards	\$2,000

Since January, I contacted 15 recipients of awards/bursaries of \$500 or more on behalf of Lois Kerr, the Treasurer of CFMTA. The auditor of CFMTA Trust Fund recommends that all recipients of amounts greater than \$500 be sent T4a forms and report these amounts on income tax. In the future, information required will be requested as soon as the cheque is sent – not as a large group at the end of a year.

I enjoyed hearing from Branch Awards Convenors, Christine Rogers for the Student Composer Competition, and Lorrie Wittke regarding Bursaries and awards. Generally, the year went very smoothly with a relatively few cheques not being cashed in a timely fashion. It is evident that many young people are not as comfortable using a cheque as they are using electronic banking.

I believe that my September 2022 report and the ARMTA Recognition Budget report covers the rest of the information for the past year.

Special thanks to Tamara Bowie who really is an “administrator extra-ordinaire”. I do appreciate the work that it requires to serve on the Provincial Board and I am grateful.

Respectfully, Judith Ammann, ARMTA Recognition Fund Convenor.

ARMTA Recognition Fund Scholarship February 2023-24 Budget Recommendations Report to ARMTA Provincial Board Feb. 2023

The current balance of the ARMTA Recognition Fund is \$55,119.47. The Rusconi Fund Donation in October 2022 was \$21,703.00 again above the previous year. It is evident that the Edmonton Community Foundation invested the Rusconi money very well and it has been secure even through the financial stresses of a pandemic and global financial crises.

Just for review, this fund in its inception in 2008, was created with ONLY the provincial biennial piano competition in mind. The board at that time hoped for \$5000 every 2 years. ARMTA should be so proud of what the fund has been able to achieve because the Edmonton Community Foundation chose ARMTA for the Rusconi family’s donation in memory of the late Ethel Rusconi (nee Weisbeck) a past ARMTA member from Medicine Hat. The balance, even after the July 2023 competitions, will be comfortable and the board does not need to be afraid to tap into it when a worthy project comes up. Recommendations below are summarized below:

Red is explanation

Projects 2023-24 Recommended

Biennial Awards

Piano Competition	\$4,000* Total	\$2,000 annually
Best Performance of a Canadian Work	\$ 250	\$125 annually
Best Performance of a Romantic Work	\$500	\$250 annually
Voice Competition	\$4,000* Total	\$2,000 annually
String Competition	\$4,000* Total	\$2,000 annually

CASSA (Calgary Arts Summer School) Scholarships	\$500
Provincial Awards to the Branches	\$6,400

Calculated at \$850 each for Small Branches \$1,500 each for Calgary and Edmonton
(Grande Prairie, Medicine Hat, Lethbridge, Red Deer)

Student Composer Competition Awards	\$900
Bursaries (Needs Based)	requested increase from previous \$10,000 \$12,000
Refugee Bursary proposed new	\$3000
ARMTA Pedagogy Scholarships	\$2,000

Contemporary Showcases	\$350 per showcase	\$1,050
(Calgary and Edmonton in 2022) (possible Red Deer or Lethbridge?)		

CFMTA Competitors Scholarships	\$12,000
Already approved by Board MAX. 20 competitors room plus per diem IF they stay at Chateau Lacombe	

CFMTA Second Prize Voice Competition	\$750
--------------------------------------	-------

Already approved by Board. Requested increase to \$3000 to cover full 2nd Prize

Can only give this for CFMTA 2023 as it is for Alberta audiences (rules of the Recognition Fund)

Respectfully, Judith Ammann, ARMTA Recognition Fund Convenor.

xvi. Sponsorship

Vacant

xvii. String Competition

If one can tell that “Dreams come true” it would be me and I believe that Violin Competition Committee members – Nathene Arthur, and Marlaine Osgood, can say the same! Thanks to the great support and enthusiasm of the provincial administrator Tamara Bowie, our talented webmaster Carolyn Garritano and Susan Henley, publicity convenor, we MADE IT. The success of the realization of the Inaugural ARMTA Provincial Strings Competition “Bring Out the Brilliance”, Violin 2022, is a result of teamwork, which I never thought is possible.

We went through a lot – from times of uncertainty because of Covid 19 and systemic lockdowns making event planning almost impossible..., to fighting skepticism and wishes to abolish the Competition.

Well, all is in the past now. I will say one more time that the success of this first-ever Violin Competition in Canada put Alberta and ARMTA on the map in Canada’s private music teaching and performance. The competition took place in Calgary at the Steinway Recital Hall on October
The rules, regulations, and program were created according to the highest international standards in Competition history. I did follow ARMTA competitions’ rules and standards.

There was enough repertoire to choose from! Unfortunately, the Committee decided to allow “an own choice” for teachers, which made people register with a totally different repertoire, which did nothing to do with the published one. I always followed the high standards and ethics of the Institutions I studied and graduated from, and the amazing professionals I was blessed to study with.

We did have 3 competitors and 3 winners:

- 1st place – Chanan Ngo
- 2nd Place – Alayna McNeil
- 3rd Place – Herman Piera

I would like to recommend next Inaugural Provincial String Competition/Cello, lower strings, be held in the Fall of 2024.

Thank you for the opportunity, *Chrysanthema Nikol*

xviii. Student Composer Competition

There is nothing new to report except that the webpage has been updated and registrations are open.
Christine Rogers.

xix. Tempo

Joel Windsor has been hired by the ARMTA Executive as Tempo Layout and Design Editor.

Vacant

xx. Voice Competition

The semi-final round of the voice competition was completed on January 1st, 2023 and the adjudicators were Laura Hynes, Svitlana Sech and Sherry Steele. There were two entries and both competitors have moved to the final which will take place from 3 to 5 pm on Saturday, March 4, 2023, at Gaetz United Church in Red Deer. Elizabeth Turnbull will be the adjudicator. It is disappointing that there were only two entries for the competition. Knowing that the provincial competition follows the national competition guidelines, it may be time to lobby the CFMTA to open up the vocal competition to contemporary commercial music and musical theatre as well as classical voice. Since commercial music and musical theatre are genres that originated in North America and are the dominant vocal styles of this generation, I would expect that there would be more interest in this competition than limiting to classical voice.

Mireille Rijavec, Voice Competition Convenor

xxi. Webmaster

1. ARMTA Provincial Website & Maintenance:

We use WordPress for our content management system. In Spring 2022 we redesigned the website. Our current theme is called "Sinatra". Edmonton, Calgary & Red Deer branch websites are using the same theme. Images & layouts are different to give each branch their own identity while still maintaining a unified look across the province using our new logo & brand colours.

In October, I helped Grande Prairie set up a website for their Branch (also using the "Sinatra" theme). They are using a subdomain which is \$0 per year (no cost). (grandeprairie.armta.ca)

Lethbridge Branch has not switched to the new theme or logos yet.

2. Public Member Profiles:

Add your photo & update your profile information for our Find A Teacher directory.

Send your logo or photo to web@armta.ca to be added beside your name on our Find A Teacher directory page. We currently have 18 member photos or logos in our directory.

Members are encouraged to add information (text and/or photos) into their member profiles in the Find a Teacher directory so they will be found in more searches. Click the "Profile" tab when logged into "Manage Account" section of the member's area. (You can edit the Profile Gallery & Profile Description)

3. Google Workspace (formerly G Suite) for nonprofits:

We have a Google Workspace since Feb 2020. Contact me if you want access to use Workspace features.

Currently Edmonton Branch is using it for a shared Google drive for their Executive members. Executive members can easily organize, access & edit agendas/minutes & other documents.

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 \$15-\$25 per year). Send an email to web@armta.ca if your branch would like to do this.

Local branches hosted under ARMTA's account:Edmonton Branch www.armtaedmonton.ab.caLethbridge Branch www.lrmta.comCalgary Branch www.armta-calgary.comRed Deer Branch www.armtareddeer.org**5. Website SUB-domains:**

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

Currently Grande Prairie Branch has a subdomain for their website: grandeprairie.armta.ca

If your small branch would like a free website, contact web@armta.ca.

6. Member Custom Websites Hosted under ARMTA Provincial (shared hosting):

[Members have access to our shared hosting for a \\$50 per year fee so they can have a custom website. The first year is \\$25. \(Details in Feb 12/27, 2022 minutes\). This brings 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 are currently hosting 2 member's websites & 1 additional member has expressed interest.](#)

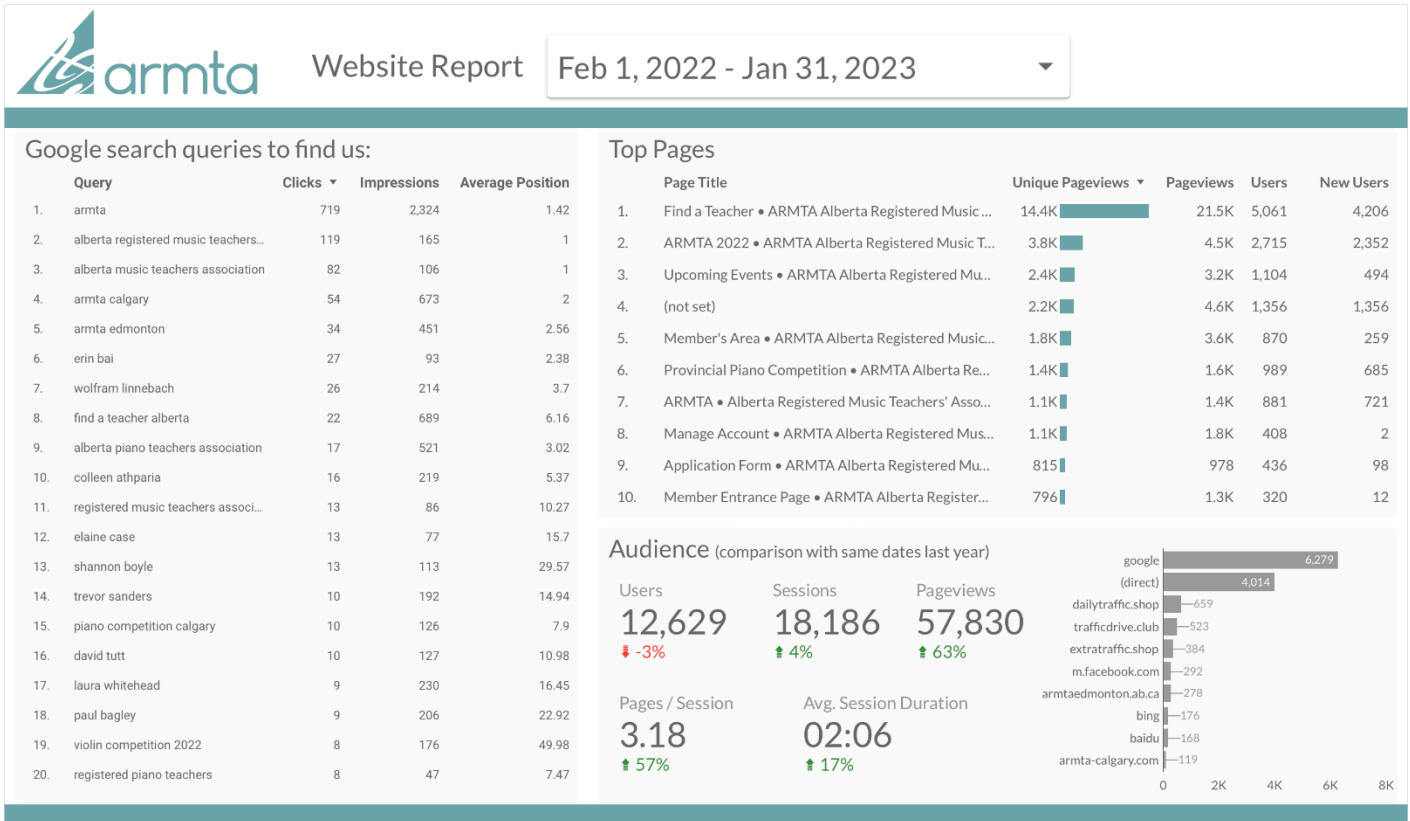
[Full details are located in the member's area of our website: armta.ca/member-websites](http://armta.ca/member-websites)

7. Website traffic stats:

View our website traffic stats anytime by visiting the link below (also found in the member's only area of our website). Select a date range. The Audience section compares numbers to the same dates of the previous year. Scroll down in each section to see the top 100 search queries & 100 top pages viewed.

<https://datastudio.google.com/reporting/f28b09fa-6dd0-4b63-b9a1-872907942adb/page/S33B>

Here are the traffic stats for the past year: February 1, 2022 – January 31, 2023



Submitted by:
Carolyn Garritano

ARMTA Provincial Database Report – FEBRUARY 2023

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

This is a subscription-based service that is \$948 USD / year (\$79 USD per month) this year & will increase to \$1140 USD / year (\$95 per month) starting January 2024.

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.

I have assisted the administrator with customization & issues that arise with our Membership Works account.

Reminder: only members with a current VS check will be included in our public Find-a-Teacher directory page.

Provincial Executive Label:

Reminder: 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. 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.

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.

Event List:

Any branch can post their events in Membership Works so members can register online (offline & online payment options available). Membership Works keeps track of registrations & payments received. You can put the registration form right on your own branch website.

Currently Provincial, Edmonton & Calgary make use of this feature regularly. Lethbridge & Red Deer post their events occasionally.

Contact web@armta.ca if you would like to start using this feature.

Submitted by *Carolyn Garritano*

xxii. Wellness

We had a workshop, given by myself, entitled, "MoveMuse, The Power of Movement: For pianists, Students and Teachers. The workshop was held online on Thursday, Feb. 9 from 10 to noon, and was open to all Provincial ARMTA Members.

I believe there were 19 members present. The workshop consisted of information about how the world of movement, through a lens of Exercise Science can inform all aspects of the life of a pianist, from practice to teaching, to going about the day!

I think it went well. There were questions asked throughout, and I did get a few notes of thanks afterwards. I have just finished editing the video and will make the replay available sometime next week (for a month), once the handout is edited. I will also like to include a form to ask the participants what they thought.

I haven't had time to do much on the website but it's in the back of my brain!

Thanks very much for the opportunity to share and for all the work you do!

Best, *Esther Bing*

xxiii. Young Artist Tour

Nothing to report at this time, other than preparing for the eventual performers of the Young Artist Tour at the conclusion of the Provincial Competition

Louisa Lu

6. c) BRANCH REPORTS

i. Calgary

Our ARMTA Calgary Board members live in various suburbs of Calgary, as well as in Cochrane, Airdrie, Strathmore, and near Okotoks. Zoom meetings have made it easier to meet. We continue to be supported by our Administrator Maryellen Pankratz.

We have had some changes in our Board in recent months with our Chair resigning and our Co-Chair on leave. Beth, our Past Chair, has been transitioning to Acting Chair. Under her leadership the board will be hosting March Madness House Parties; four house parties, two in-person and two virtually to engage and revitalize our membership. The Calgary Branch Board will be working hard for our upcoming AGM on May 8th, 2023. ACRA (ARMTA Calgary Recitals and Awards) is an exam mark-based recital, and our ACRA Convenor Naomi Williams did an amazing job organizing this in-person event held in January 2023. The Endowment Society of the Calgary Music Teachers' Association awarded \$2580 in scholarships to 37 winning students and the Provincial Recognition Fund contributed \$1500 to an additional 12 students, for a combined total of \$4080 paid out in student scholarships.

Rachel Baljeu organized a wonderful in-person OSR (Outstanding Student Recital) held in February 2023. Students of ARMTA Calgary members who received over 85% on their practical exam and completed the theory co-requisites but didn't make the top three marks for their category were invited to perform at this recital. All the participants received certificates and students with marks 90+ received a medal in recognition of their outstanding achievement. In addition, a 3-member jury chose 8 participants to receive cash scholarships based on their performance. Group photos were taken of the participants and the scholarship winners.

ARMTA Calgary hosted its Inaugural Adult Student Recital in February 2023. To celebrate Valentine's Day, the theme "Songs of Love" was chosen. The event was held at Asylum for Art in downtown Calgary on Sunday February 12th at 2 pm. The venue sold cocktails, coffee/espresso and food. Spouses, partners, family and friends were encouraged to attend. Special thanks to Kaylee Read for spearheading the event.

Two additional May recitals are being held to provide students of ARMTA Calgary teachers performance opportunities: a Calgary Branch North Student Recital and a Cochrane Student Recital.

The ARMTA Calgary Endowment Society has announced its Second Annual Poster and Video Competitions to follow-up on last year's successful launches. Students of ARMTA Calgary teachers are invited to submit an original poster or original creative video that represents a piece of music or speech arts selection that they are studying or have recently studied.

The ARMTA Calgary Endowment Society also announced its first Dual Excellence: Teenage Superstar Award. The annual award is for teenage students who demonstrate a high level of accomplishment in two disciplines: A One ARMTA discipline and one secondary discipline or two ARMTA disciplines. Accomplishments will be determined through an application process, including performance requirements.

The entries in all three competitions will be submitted in one of two age categories: 12 years and under and 13 and over with cash prizes awarded for 1st, 2nd and 3rd places and honourable mentions at the discretion of the judges. Thank-you to Nathene Arthur, Carolyn Steeves and Laura Whitehead for taking a leadership role and to Lorna Sewell and Maryellen Pankratz for their contributions.

"BRANCHING OUT ARMTA, The Arts and Beyond" is planned for Sunday, March 12th at 7 pm at St. Thomas United Church in Calgary. There will be an Arts Showcase followed by a social time to meet and mingle. CFMTA

suggests a “Branching Out” activity each year. This year, our branch is reaching out to other individuals and groups to come together. Thanks to Nathene Arthur, Barb Robertson and Carolyn Steeves for planning the evening.

Calgary ARMTA is proud to have supported five area music festivals this year with scholarship funding, four of the festivals for the first time; Airdrie Rotary Festival of Performing Arts, Bow Valley Music Festival, Calgary Performing Arts Festival, Highwood Lions Festival and the Strathmore Performing Arts Festival. Thank you to Carolyn Steeves, ARMTA’s Festival Liaison Convenor for facilitating this.

We are thankful for ARMTA Calgary Board member Barb Robertson for her timely email updates that keep our members up to date with all the latest happenings in the branch.

Another issue of our journal, “Impromptu” was published in February 2023 thanks to our Editor Rachel McLellan, our Desktop Publisher Maryellen Pankratz, and contributors.

Submitted by,
Carolyn Steeves
Barbara Robertson

ii. Edmonton

Our branch has continued with monthly executive meetings via Zoom with one in-person meeting every three months. We have 11 new members since our 2022 Annual General Meeting.

Attendance at our events has been increasing since pandemic restrictions have been lifted. We have provided many pedagogical events for our teachers through our Continuing Education and Pedagogy Group programs on topics including teaching teenagers, studio taxes, recital planning, improvisation, and more. Recently, we had the opportunity to collaborate with King’s University to host a workshop and masterclass with Dr. John Burge. We have also held many events for students including our Awards Recital, a student recital, a piano masterclass with Dr. Jacques Deprés, and the Northern Alberta Concerto Competition.

We look forward to an in-person Membership Appreciation event on February 26, the Clementi Project going forward on March 12, and several more student recitals and Pedagogy Group sessions before June.

As my two-year term comes to a close, our Vice President, Esther Madsen, is eagerly awaiting to take over as President at our June 2023 AGM.

We are excited to see you all at CFMTA Conference 2023!

Submitted by *Heather McGuire*, President of ARMTA Edmonton Branch

iii. Grande Prairie

October 21, 2022 Meeting

Officers elected were: President - Beth Peters Vice-President - Ashley Clayton Treasurer - Esther Ling Secretary - vacant.

December 4, 2022 Meeting

We decided to distribute the award money from ARMTA in 4 separate awards. Teachers can submit student nominations and a committee from our branch will decide who receives the awards.

Esther Ling and Ashley Clayton showed us the new GPMTA website which is linked to the ARMTA website.

We decided to have monthly meetings on the last Sunday of each month in hopes that more members would be able to attend. Our first coffee chat meeting will be held February 26. It will be an informal gathering at a coffee shop where we will socialize and discuss a topic. Members will take turns hosting the chats. We intend to invite other teachers in the community.

In January 2023 we did not have a meeting. We decided to include the student awards in the February coffee chat meeting.

Submitted by Beth Peters

iv. Lethbridge

Sept 2022- Feb 2023

The Lethbridge Branch consists of 24 members. Brenda Lockmuller is serving as President, Lorrie Wittke as Vice-President, Christine Rogers as Secretary and Treasurer, and Mary Lee Voort as Corresponding Secretary. Three members have been recognized recently with Milestone Awards: Corrie Hausauer-25 years, Mary Lee Voort: 40 years, and Doreen Laing: 65 years.

The Lethbridge Branch continues to meet over Zoom, and all recitals are scheduled as an in-person event. Coffee and conversation meetings continue to take place every month, and are held at a local coffee shop. This gives teachers an opportunity to discuss music matters while getting to know one another better. The Canada Music Week recital was held on November 26th, with 22 students performing. The Student Recognition Awards were presented as well, with a total of 48 awards. Awards were given for First Class Honours marks in piano, theory, voice, and violin. There were eight ARMTA Student Recognition Awards given to students who had completed two or more practical exams or theory exams in one year. On December 10th, students enjoyed a Christmas Recital. Thank you to Betty Jo Radley, Brenda Lockmuller, and Lorrie Wittke for hosting this event at the Public Library.

The Lethbridge Branch has a brochure that is circulated in the community. Thank you to Tamara Bowie for updating and circulating the brochures. In January Christine Rogers prepared a survey regarding the historical Lethbridge Branch logo, which has been in use since 1989. A review of Policies and Procedures has also taken place.

Lethbridge teachers will be participating in the Lethbridge and District Music and Speech Arts Festival, which takes place March 20- April 1st. As students are preparing for recitals and this upcoming festival, the Lethbridge Branch held a Practise-a-thon February 6-11. The money raised from this event goes directly to an awards account for students. Thank you to Christine Rogers for planning this event.

The Lethbridge Branch received a \$400 grant from ARMTA to hold a voice workshop, which had been originally planned for March of 2020. As this event was cancelled due to the pandemic, plans are now underway for an event this spring. There will be a free presentation, Sunday, May 28th at 3:00 p.m. MDT by Zoom featuring Dr. Bethany Turpin: *Voice Image: Developing a New Construct for Vocal Identity*

The University of Lethbridge Conservatory of Music and the Lethbridge Branch of the Alberta Registered Music Teachers' Association are very excited to present the 8th annual **Keys to Piano** Workshop on March 3rd and 4th, with clinicians Dr. Jani Parsons and Allen Reiser. The Lethbridge Branch would like to thank ARMTA for the Continuing Education Grant for this event.

Submitted by Lorrie Wittke

v. Medicine Hat

Sheryl Schnare

vi. Red Deer

The Red Deer ARMTA branch held the first business meeting in person and on ZOOM on September 19, 2022. There are twenty-two members in our branch teaching registered subjects in piano, voice, violin, advanced theory, and musical theatre.

Officers are:

President: Anita Kennedy

Vice President: Dr. Ted Isenor

Past President & Provincial Board Representative: Joyce Emms

Secretary: Jeran Giles

Treasurer: Teresa Allred

Convenors are:

Student awards: Estelle Carpenter

Website and Communications: Jeran Giles & Annette Bradley

Student Teacher Advancement For the Future (STAFF): Annette Bradley & Dr. Ted Isenor

At this meeting, the events for 2022 - 2023 were confirmed and one committee was confirmed for the Music-A-Thon in June, 2023. Reports were given by the officers and Convenors. The STAFF group held meetings on November 20, December 4, January 15 and February 12. The second business meeting was held on January 16 in person and on Zoom. It was reported that the Student Awards were distributed in November.

The Red Deer Symphony graciously offered our students and a parent four complimentary tickets to six programs over the year. Two programs were seen by students through draws so far.

Events are coming up for March 19 (Student Recital), May 7 (Piano Masterclass), June 3 (Calgary Symphony Field Trip) and the June 10 (Music-A-Thon & poster contest) and March 2024 (Jazz Cafe). The events were confirmed, and the remaining committees were formed. We have busy and very exciting months coming up with events for our students and teachers to look forward to.

Respectfully submitted by Joyce Emms

2023-2024 Budget Requests from Convenors

Name of Project: Alberta Music Festival Association

Amount of previous year's budget: \$ 400

Amount of proposed budget: \$ 400

Rationale: I propose \$400 again this year which could fund 2 scholarships.

Submitted by: Carolyn Steeves

Date: January 16, 2023

Name of Project: Continuing Education Scholarship for ARMTA Members

Amount of previous year's budget:

\$ 1000.00 with a request for an additional \$1500.00 in June 2022

Amount of proposed budget: \$2500.00

Amount of previous year's budget: \$ 2500.00

Amount of proposed budget: \$1000-\$2500

Rationale: The budget for this Scholarship has been set at \$1000, however in 2022 the committee saw an increase in applications and upon reviewing them requested an additional \$1500 so that scholarships of \$500 could be granted to another 3 applicants. In total there were 4 scholarships awarded as the committee felt strongly about the addition of 3 smaller scholarships. ARMTA members are actively pursuing professional development and we want to be prepared for the 2023 Continuing Education applications. As the information states on the website: ARMTA reserves the right to withhold the award should no worthy application be received. We request an increase of \$1500, understanding that the entire \$2500 may not be given out.

Submitted by: The Bursary and Scholarship Committee

Name of Project: Canada West Performing Arts Festival

Amount of previous year's budget: \$ 400

Amount of proposed budget: \$ 1000

Rationale:

Scholarship amounts for CWPA Fare

13 and under 1st \$800

17 and under 1st \$1000

22 and under 1st \$2000

Choral 12/Gr6 and under 1st \$400

17/Gr9 and under 1st \$500

24/Gr12 and under 1st \$600

I propose a \$1000 Budget for this year as AMFA is hosting the 2023 CWPAF.

Submitted by: Carolyn Steeves

Date: January 16, 2023

Name of Project: ARMTA Student Composer Competition

Income: Amount of previous year's budget: \$1100

Estimated Income: \$850

Expenses: Amount of previous year's budget: \$1687.22

Estimated Expenses: \$1850

BUDGET REQUEST: \$1200

RATIONALE:

- Estimated income is average of previous 5 years

- Estimated expenses include adjudication fees, convenor expenses, and CFMTA entry fees

Note: Provincial category prizes come from the ARMTA Recognition Fund and so have not been included as expenses. The amount for category prizes was \$525 from the ARMTA Recognition Fund in 2022

As passed last year the Adjudicator's fees for 2023 will be:

- **\$25** for 8 years and under
- **\$25** for 11 years and under
- **\$35** for 15 years and under
- **\$45** for 19 years and under
- **\$55** for Open Class

Submitted by:

Name: Christine Rogers

Date: January 5, 2023

ARMTA Publicity Budget Request 2023/24

- ARMTA Branding and Name Recognition 2023

- CFMTA Conference

Request \$7,000

(\$3535.31 from 2022/23 budget remains in surplus, and could be carried forward to cover the costs branches may incur when they replace their promotional material.)

Expenses:

\$3000 - replacing branch promotional material

\$1000 - branded poster designs for 2023/24 scholarships and competitions

\$1000 facebook and Instagram ad campaigns

\$1500 branded mementos for CFMTA Conference

\$200 postage for mailing promo material

\$300 - design software subscription

Rationale:

Brand refresh at Branches:

- Branches could use financial help replacing their own branded promotional material, and the current budget request reflects that.

- I suggest reimbursement up to \$500 per branch, for old promotional material replaced precisely according to our new Brand Guidelines, including the new ARMTA Branch logos designed and paid for by ARMTA in 2022. (Only one branch estimated their replacement costs to be \$500. The other branches who responded to my invitation all estimated between \$200 and \$250)

ARMTA Name Recognition continued for 2023/24:

The next phase of the publicity plan is to increase participation in ARMTA events, and increase provincial membership numbers, by publicizing our events and our benefits of membership. We piloted this during 2022, with

branded promotional posters for Violin, Voice, Piano, and Student Composer competitions plus paid facebook and instagram promotional campaigns.

- People have to recognise ARMTA branding for any of this to be effective, and branding has to be extremely consistent across our programs. For this reason, all

promotional material should be designed through Publicity.

- Optimally, the Publicity budget will continue to cover promotional material for ARMTA competitions and scholarships.

- I suggest that we continue our arrangement with Carol Kemp Creative Direction, for branded designs, and also streamline and economize by entering into a joint subscription to a design software so that Carol can share templates with us.

CFMTA Conference July 2023

I understand ARMTA traditionally supplies some conference mementos to all attendees.

- budget is suggested for large sized branded sticky pads to put into the conference tote bags that Edmonton Branch is creating.

- budget prediction assumes 150 attendees

Submitted by: Publicity Convenor

Name: Susan Henley

Date: January 2023

Hello Tamara,

I would like to request the same amount for 2023-2024 for Continuing Education as for this past year -- \$3400 for branch events and other projects.

Please let me know if you require any additional information at this time.

Thanks! Deanna Oye