



MINUTES

ARMTA PROVINCIAL BOARD MEETING

Saturday, February 24th,2024 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. Call to Order

Meeting called to order at 9:35 am

2. Welcome and Introductions

Present: Rosemarie Horne (President), Nathene Arthur (Past Pres.), Annette Bradley (Vice-Pres), Tamara Bowie (Administrator), Marlaine Osgood (Edmonton), Joyce Emms (Red Deer), Carmen Letourneau (Lethbridge), ,Ida Edwards (MAL), Carolyn Steeves (Calgary) Regrets: Sheryl Schnare (Med Hat), Beth Peters (Grande Prairie), Timothy Wong (Edmonton). Everyone introduced themselves and talked about what they have been doing the last 6 months.

Rosemarie is grateful for the board member's time and service.

3. Consent Agenda

- a. Agenda for February 24th,2024 board meeting
Motion: To accept the amended agenda for Feb. 24, 2024
Moved: Ida Edwards, Nathene Arthur
ALL IN FAVOUR CARRIED 24-B02-M01
- b. Minutes of October 14th,2024 board meeting
Motion: To accept the minutes of the last meeting
Moved: Marlaine Osgood, Annette Bradley
ALL IN FAVOUR CARRIED 24-B02-M02
- c. Business completed by email (none)
- d. Executive Reports
- e. Convenor Reports

f. Branch Reports

Motion: to accept reports as submitted

Moved: Nathene Arthur, Carmen Letourneau

ALL IN FAVOUR

CARRIED

24-B02-M03

4. Business

a. Leave of absence requests 2024-2025 membership year

- i. Erica Sorenson
- ii. Julie Forbes
- iii. Kara Freisen
- iv. Zoe Ko

Motion: To approve the four LOA

Moved: Nathene Arthur, Marlaine Osgood

ALL IN FAVOUR CARRIED 24-B02-M04

b. Service Award 2024 nominations.

Motion: To nominate Barbara Robertson for the Service Award

Motion: Marlaine Osgood, Nathene Arthur

1 abstain, 7 in favour

CARRIED

24-B02-M05

- c. Creation of provincial digital archives
(information only)
- d. Music Conference Alberta

Motion: Request more information via a President's meeting regarding the financial hold up with Choir Alberta.

Moved: Ida Edwards, Nathene Arthur. **All in favour CARRIED 24-B02-M06**

The board values being part of MCA and would like to wait to see what happens. Prior to participating in the next Conference a request for treasurer and policies to be developed.

e. CFMTA Resolution

There was a resolution sent forward at the last CFMTA meeting in July 2023 and it was defeated at the last meeting. The board does not recommend that another resolution be sent regarding the cost of the hard copy of CFMTA Magazine.

f. CFMTA

Regarding the CFMTA 2025 Conference in Montreal: There has been a task force looking into replacing the current competition format. When a province hosts the Conference, each province does a first competition (Piano) and then they can choose if they host a second competition. Each member pays \$2 from their CFMTA fees for a second competition. The task

force is looking at making it more cost efficient because 2025 and 2027 hosts have opted to not host the second competition.

- (1) **option** is to have a multi-disciplinary competition open to piano, voice and strings;
- (2) **option** is to have multi-disciplinary option open to all instruments, voice, speech arts etc., that encompass what our CFMTA members teach. Each province could hold their own competition and could elect to send up to THREE finalists of their choosing to the CFMTA finals. Which of the two options do we send to CFMTA before the deadline of March 15th?

Option 1: 1 vote

Option 2: 4 votes

1 abstain

- g. Waive membership fees or partial membership fees for board members/convenors as requested.

Motion: To give the Tempo Content Convenor an honorarium of \$150.

Moved: Annette Bradley, Nathene Arthur

ALL IN FAVOUR

CARRIED

24-B02-M07

5. Old Business

- a. Policy and Procedures

Motion: To approve the addition of Breaches of Code of Ethics to the Policy and Procedure Manual

Moved: Ida Edwards, Marlaine Osgood

ALL IN FAVOUR

CARRIED

24-B02-M08

- b. Life Memberships

Motion: To combine #2. a and b and omit #5 under life memberships in the Policy and Procedure Manual

Moved: Carmen Letourneau, Annette Bradley

ALL IN FAVOUR

CARRIED

24-B02-M09

- c. Social Media Committee (nothing to report)

6. Financial Business

- a. Recognition Fund Budget 2024-2025

Motion: To accept the Recognition Fund Budget

Moved: Annette Bradley, Carmen Letourneau

ALL IN FAVOUR

CARRIED

24-B02-M10

- b. CFMTA Conference 2023

There is a profit of \$6986.84 from 2023 CFMTA Conference hosted in Edmonton.

Motion: Share the profit 50/50 between Edmonton Branch and ARMTA, \$3493.42 each

Moved: Marlaine Osgood, Annette Bradley

1 opposed, 6 in favour **CARRIED** **24-B02-M11**

c. Calgary Vocal Festival request \$500

Motion: To donate \$500 to Calgary Vocal Festival for this year only to support their inaugural year.

Moved: Carmen Letourneau, Carolyn Steeves

1 abstain, 6 in favour **CARRIED** **24-B02-M12**

d. Does the board want to increase fees?

Motion: To increase fees by \$15.

Moved: Ida Edwards, Nathene Arthur

1 in favour, 6 opposed **DEFEATED**

Advertise that the board is not increasing fees to help members. Put it on the agenda again next year.

Lunch break 11:30- 12:00

e. Budget 2024-2025

Motion: To accept the budget as amended

Moved: Nathene Arthur, Carmen Letourneau

ALL IN FAVOUR **CARRIED** **24-B02-M13**

7. Next Board Meeting September 7th 9:30-12:30 via Zoon

8. Adjournment 1:10pm

4. Old Business

a. Policy and Procedure update

Breaches of Code of Ethics: a procedure to follow when there is a complaint.

ARMTA's policies regarding non-discrimination are included in our Policy and Procedure Manual under the Code of Ethics, the CFMTA Code of Ethics, in our Policy and Procedures and Bylaws under the heading Membership, and in our membership application.

Procedure to follow when there is a complaint against a member, board member, or officer:

- The complaint or concern is to be stated in writing and sent to the ARMTA President via the ARMTA administrator (admin@armta.ca; 1114 Cameron Rd S, Lethbridge AB T1K 4B3).
- The administrator will acknowledge receipt of the complaint and ensure the President, or in the case of the President not being available, the Vice President, receives the complaint.
- Within 10 days of receipt of the complaint by the President, the President shall form a panel.

In the case of a member:

The panel will consist of three board members to review the complaint. The President may serve on the panel or may be ex officio on the panel. Potential panel members should declare any bias or conflict of interest.

In the case of a board member:

The panel will consist of an officer and two board members to review the complaint. The President may serve on the panel or may be ex officio on the panel. Potential panel members should declare any bias or conflict of interest.

In the case of an officer:

The panel will consist of an officer, one board member, and one member to review the complaint. The President may serve on the panel or may be ex officio on the panel. Potential panel members should declare any bias or conflict of interest.

- The panel may:
 - Contact the author of the complaint for more information.
 - Contact the member against whom the complaint has been made for that member's view of the problem.
 - Request a written statement from the member against whom the complaint has been made.
 - Interview third parties who may have additional information.
 - Attempt to mediate between the two parties.
 - Review applicable parts of the codes of ethics (ARMTA and CFMTA) and Bylaws and Policy and Procedures of ARMTA.
 - Consult with other board members.

- Determine whether disciplinary action is required and what the action should be.
- The panel will write a report of their findings with copies sent the ARMTA President, the ARMTA administrator, and the board. The administrator will send the report to the complainant and to the member against whom the complaint has been made.
- The complainant or the member against whom the complaint has been made may appeal the decision. In which case the board will review the decision and determine
 - that the action and report of the panel stands, or
 - that a new panel of ARMTA members (three people who had no part of the first panel's process) be formed and the process followed once and only once more.

b. Provincial Life Memberships

The Policy and Procedure Manual states:

Life Member

1. Life membership is a provincial designation and is granted at the discretion of the Provincial Board.
2. Life membership may be granted for:
 - a. meritorious and long-standing service at the provincial and national levels.
 - b. active membership and service with ARMTA for fifty (50) years.
 - c. retired members who have reached 50 years as RMTs.
3. Provincial fees for Life Members shall be the responsibility of ARMTA Provincial.
4. Life members are not CFMTA members but receive a digital copy, or upon request, a print copy of the Canadian Music Teacher without charge.
5. If a Life member is continuing to teach, they are required to maintain a Vulnerable Sector Check on file with ARMTA that is no more than five years old. If they are retired, they are exempt from this requirement.