



MINUTES and REPORTS
ARMTA PROVINCIAL BOARD MEETING
Saturday Sept. 20th,2025 9:00 AM - 3:00 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

Annette Bradley, President, called the meeting to order at 9:03am

2. Welcome and Introductions

In attendance: Annette Bradley (president), Tamara Bowie (administrator), Rose He (vice-president), Susan Henley (Edmonton Branch rep), Wendy New (Edmonton Branch rep), Barb Robertson (Calgary Branch rep), Ida Edwards (Members at large) 9:30-11:00, 12:45-2:30, Sheryl Schnare (Medicine Hat rep), Christine Rogers (Lethbridge Branch), Beth Peters (Grande Prairie rep), Estelle Carpenter (Red Deer rep), Angelina Lee (U of A Collegiate Chapter president) joined 9-11, Marlaine Osgood joined 10:17-11:45, Rita Thurn 10:17-11 (Voice Competition), Chrysanthema Nikol 10:17-11 (Strings Competition)

Regrets: Sandra Joy Friesen (Calgary Branch Rep) and Rosemarie Horne (Past President)

3. Consent Agenda

- a. Agenda for September 20th,2025 board meeting

Motion: To approve the agenda

Moved: Sheryl Schnare, Christine Rogers

All in favour

25-B09-M15

- b. [Minutes of February 7th,2025 board meeting](#)

Motion: to accept the minutes

Moved: Beth Peters, Sheryl Schnare

All in favour

25-B09-M16

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

Motion: to accept the two project proposals: High School Clubs and Community Collaboration letter July 18th, 2025

Moved: Rose He, Annette Bradley

6 – In Favour

1 – not in Favour

3 – no response

Carried on August 4th, 2025,

25-B09-M14

d. [Executive Reports](#)

e. [Convenor Reports](#)

f. [Branch Reports](#)

Motion: to accept the consent agenda as presented

Moved: Christine Rogers, Wendy Nieuwenhuis

All in favour

25-B09-M17

4. Business

a. [Collegiate Chapter from University of Alberta](#)

Angelina Lee

Angelina is working with Marlaine Osgood (Convenor) to create a mentorship program. Because of location, this will be with Edmonton Branch ARMTA members. The chapter has lots of new members including students from outside the music program. (around 50 members). They will collect emails and send them to administrator when permission forms are filled out so that ARMTA can deliver what has been promised. E.g. Student Composer Competition, Scholarship applications, Newsletter emails. etc.

b. [Tempo Magazine Report – Three questions from Joel Windsor](#)

i. What is the purpose of Tempo Magazine?

One issue per year including 4-5 articles, archive, and advertising.

ii. Are there standards for Articles? The Tempo should include both Scholarly articles and experience-based articles at the discretion of the Tempo Content Convenor. It could be noted that the article is the opinion of the author.

iii. Request a submission deadline of July 1st instead of July 15th

A vote was not taken to adjust the deadline in the Policy and Procedure manual, but the board agreed that an earlier submission deadline is acceptable.

Motion: to have copies available at the ABA conference.

Moved: Ida Edwards, Susan Henley

Amended motion: Tempo magazine be available as promotional material at public events.

Moved: Ida Edwards, Rose He

All in favour

25-B09-M18

c. [Administrator allowed two weeks out of office per year](#)

Motion: Administrator is allowed to have 4 weeks out of office time per year in discussion with the ARMTA President to choose acceptable dates and inform the membership.

Moved: Wendy Nieuwenhuis, Estelle Carpenter

All in favour

25-B09-M19

d. [Continuing Education deadline for branch applications](#)

Motion: I move that a deadline for base funding for Continuing Education be established as January 31st.

Moved: Christine Rogers, Estelle Carpenter

All in favour

25-B09-M20

Recess 10:18-10:30am

e. 2027 Multi-disciplinary competition discussion

(10am Rita Thurn, Marlaine Osgood, Chrysanthema Nikol joining meeting)

Please review the new rules regarding the upcoming CFMTA Competition in 2027

<https://www.cfmta.org/en/multidiscipline-comp/>

A committee will be formed to plan the provincial multidiscipline competition.

f. [Policy and Procedures amendments](#)

Marlaine Osgood

Motion: to accept changes to the policy and procedure manual as presented at the board meeting.

Moved: Christine Rogers, Barb Robertson

All in favour

25-B09-M21

Motion: I move that the policy and procedure manual be updated creating the position of High School Student Network Club convenor as presented.

Move: Susan Henley, Wendy Nieuwenhuis

All in favour

25-B09-M22

g. [Vice President report and new programs](#)

Rose He

i. Community Collaboration Letter (already approved)

Post on website under community service award

ii. High School Clubs information and questions

iii. Policy and Procedures for High School Student Network Convenor

Update the letter and send to branch reps to take to their presidents and meetings.

Community Collaboration Letter on website for members to use.

h. [PIPA review](#)

Susan Henley

Set up a committee to review PIPA. ARMTA as a nonprofit is not bound by PIPA unless doing something commercial. We are asking for personal information for the purpose of promoting, which may fall under that. She would like to have a

committee to gather information and perhaps hire a lawyer to advise. When you are not bound by PIPA but we are also not protected by PIPA.

FOIP Freedom of Information -only applies to government including school
PIPA (Personal information Protection Act)

Is there a standard and policy for ARMTA's Privacy Policy Regarding Students?
ARMTA should be able to answer privacy questions regarding Alberta Legislation.
Susan and Tamara will form a committee.

Board gave permission to proceed. What does ABA and AMEF do?

i. [Offer Marilyn Sinclair a Provincial Life membership](#)

Motion: To offer Marilyn Sinclair a provincial life membership

Moved: Barb Robertson, Susan Henley

All in Favour

25-B09-M23

5. Finance Business

a. [Bursary Fund Increase](#)

Motion: To increase the Budget for the needs-based bursary by \$2000 for this fiscal year.

Moved: Christine Rogers, Beth Peters

All in Favour

25-B09-M24

b. [Recognition Fund Request form](#)

c. [Calgary R3 request](#) for 2 scholarships of \$1000 each from ARMTA
Recognition Fund (budget year 2026-2027)

Motion: to give one \$1000 scholarship for the Calgary R3 competition from the
ARMTA Recognition Fund

Moved: Ida Edwards, Christine Rogers

All in favour, 1 abstain

25-B09-M25

Ad hoc committee formed: Christine Rogers, Wendy Nieuwenhuis, Tamara Bowie.
Create a policy recommendation for the next board meeting in February regarding
ARMTA Recognition Fund.

Motion: to change the scholarships deadline to April 30th
(Deadline to contact and announce recipients is June 15th)

Moved: Ida Edwards, Christine Rogers

All in favour

25-B09-M26

6. Next Board Meeting Saturday. February 28th 2026, 9am – 3pm via Zoom

7. Date of Annual General Meeting October 25th 12:45-1:45 in Red Deer
8. Adjournment adjourned 2:32pm

3. Consent Agenda

3. b) Minutes of the February 7th, 2025 board meeting

See Board Meeting Minutes and Reports 2025 02 07 <https://armta.ca/prov-exec/>

3. c) Business completed by email voting

Here are the results from the letters below. (see 4. g and follow links to VP report)

Motion: to accept the two project proposals: High School Clubs and Community Collaboration letter July 18th, 2025

Moved: Rose He, Annette Bradley

- 6 – In Favour
- 1 – not in Favour
- 3 – no response

Carried on August 4th, 2025

25-B09-M14

3. d) EXECUTIVE REPORTS

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4. b) Tempo Layout and Design Editor -Joel Windsor

- i. What is the purpose of Tempo Magazine?
- ii. Are there standards for Articles?
- iii. Request a submission deadline of July 1st instead of July 15th (both Tempo Layout and Design Editor and Tempo Content convenor requested this)
P & P change under Tempo Content Convenor. Content convenor sends information to Tempo Layout and design editor by July 1st?

Note: A change in date also affects Scholarship convenor position. Possibly move up scholarship application deadline to April 30 and decision made by May 31st?
(Ida Edwards is Scholarship Convenor)

c) From Volunteer Auditor Report 2025-Notes included in the 2024-2025 Financial Statement.

We would ask the ARMTA Board to consider implementing a policy change allowing the ARMTA Administrator to take 2 one-week out-of-office breaks, one at the end of December and one between the end of July and middle of August at the discretion of the ARMTA Administrator.

d) Deanna Oye, Continuing Education Convenor:

I would like to set a deadline for applications for base branch funding (the \$500 per branch allocation). January 31st (or maybe even earlier for each fiscal year)? This is because we always have some 'go-getter' branches that hold multiple CE events and

would like to apply for more than \$500 – and other branches that almost never apply even after I reach out to remind them. But I don't want to dip into the unused allocations if I am not sure that there will be a request from those branches. Last year, those additional requests were approved pretty late for this reason.

If we set a deadline for the base allocation applications, then we can entertain applications for additional project funding after that date without us seeming to favour some branches over others.

f) [Policy and Procedure amendments](#) (see bylaws/policy and procedure report 3. e. iii)

g) **Rose He new programs**

- i. Request [Community Collaboration letter](#) on website and email out in newsletter.
- ii. [High School Club](#) questions.

iii. Policy and Procedures -create new convenor position

High School Student Network Convenor

TERMS OF REFERENCE:

1. The mandate of the Student Network Convenor is to establish and promote Alberta Registered Music Teachers' Association (thereby referred to as ARMTA) clubs in high schools across Alberta with music programs.
2. The purpose is to empower high school aged musicians to enrich their communities through music and philanthropy, while increasing community awareness of ARMTA in the local music scene.
3. The convenor will communicate with interested high school students and the high school music teacher to establish the Club as recognized by the local high school Student Union, and according to the following structure:
 - a. The Club will be student-led, fostering autonomy and leadership development.
 - b. Club leadership will consist of a minimum of 3 executives, including President, Secretary, and Treasurer with responsibilities defined annually.
4. The convenor will be the main ARMTA liaison for the high school ARMTA clubs once established and oversee an annual review of the club to ensure the following objectives are met.
 - a. Organize and promote a local teaching opportunity and/or music mentoring for students of underprivileged elementary schools.
 - b. Plan and execute a community performance event each year to showcase student talent and engage local audiences.
 - c. Coordinate a fundraiser each year in support of ARMTA and club activities.
 - d. Clubs will operate in alignment with ARMTA's mission and values, and submit an annual report of their activities and finances to ARMTA administrator.

5. The convenor reports to (is responsible to) the ARMTA board.
6. The convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator.
7. The convenor agrees that any templates and documents developed by the convenor in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review terms of reference and this job description annually.
2. Recruit volunteers to carry out the mandate if needed.
3. Plan and evaluate the committee’s work.
4. Submit budget requests to the ARMTA administrator (by January 10) using template provided by the administrator.
5. Make sure relevant information is recorded and filed with the administrator.
6. Report progress to the ARMTA board fall and winter meetings and to the ARMTA Annual General Meeting (fall) in writing using the report template provided by the ARMTA Administrator.
7. Orient incoming convenor: walk through job description, pass on templates and other documents or information.

GENERAL DUTIES:

1. Identify ARMTA members who would be willing to serve as Club advisor to a high school club.
2. Encourage branches to support high school clubs by inviting them to workshops, master classes, or other professional development activities.

TERM: 1 year, preferably aligned with the academic calendar and beginning in August of the preceding year. Term may be renewed for up to three years at a time upon review between the convenor and an ARMTA executive officer referencing this job description and the reflection tool.

EVALUATION:

The convenor will use a reflection tool provided by the ARMTA Administrator in June each year.

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on 20 September 2025.

ADDITIONAL INFORMATION FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Able to work independently with minimum supervision
Proficiency in organizational skills

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of 3 hours per month, with seasonal variation. No financial requirements.

HIGH SCHOOL CLUBS RELATIONSHIP WITH ARMTA

1. The Alberta Registered Music Teachers Association has a mentorship relationship with High School Clubs. Members of the student group and its executives are not members of ARMTA . As such, there are:

- i. no membership fees
- ii. no police check requirements
- iii. no use of the Registered Music Teacher designation
- iv. no benefits from CFMTA including liability insurance

2. As part of the High School Clubs, students are eligible to: - this will need more board discussion. The reason Collegiate Chapter members are eligible for these is because the Faculty Advisor is an ARMTA member and teaches at the university, often as the Collegiate Chapter members teacher. The board needs to consider the implications of ii. in particular. ARMTA wants to encourage private music teachers to join ARMTA. If any High School student who is a member of the club is eligible for the below, and they are studying with a private non-ARMTA teacher, the benefits to being an ARMTA member are diminished.

- i. enter the Student Composer Competition
- ii. enter the Provincial Piano, Voice, and String competitions, and be recommended to represent Alberta in the CFMTA competitions
- iii. apply for the ARMTA Music Pedagogy Scholarship
- iv. apply for the ARMTA Bursary
- v. enter their students in competitions (including the ARMTA Student Composer Competition), recitals, awards
- vi. apply and hold other convenorships in their local ARMTA branch and as a provincial ARMTA convenor, if they are successfully selected.

3. High School Clubs and the ARMTA Board:

The President of the high school club (or another student executive if this opportunity is declined) is invited to attend the provincial board meetings. When there is more than one high school club, the opportunity to attend provincial board meetings will rotate among the chapters. There are no voting rights.

NOTE from Marlaine: We may want to revisit the benefits for Collegiate Chapter members, specifically:

1. Student Composer Competition - only CFMTA members can send their students on to the National Competition. We could add that, if a Collegiate Chapter member's student wins first place Provincially, they need to be aware that ARMTA will send the second place winner to the Nationals.

2. National multidisciplinary competition - a CFMTA member will need to be the instructor.

h) PIPA review

Susan Henley: I now think ARMTA should obtain legal advice on our practices, whether or not we decide to continue to do the things we are now doing. In particular, we make some collection mandatory for program participation, and we require entrants to allow our use of candid and group photos taken at competitions etc. None of this is addressed in legislation.

In the meantime, ARMTA practices are aligned in spirit with the rest of the non-profit community so I'd like to work on an interim policy recommendation together with the Policy and Procedure Convenor and a committee of other program convenors. We would look at policy for children vs adult participants, national vs provincial programs, voluntary vs mandatory permissions in order to participate in programs. I've had an opportunity to

approach Marlane Osgood, who supports the prospect. I would hope to chair or join this committee in my capacity as branch representative for Edmonton.

- i) **Marilyn Sinclair** is from Lethbridge. She was a member of ARMTA from 1963-2020 (57 years) Marilyn served as ARMTA President from 1996-1998 and has served in many other positions on the provincial board and her local branch. As she is now retired, would the board consider offering Marilyn a Provincial Life Membership?

5. a) Bursary Fund increase

Since April 2025, the committee has awarded 8 needs-based bursaries, totalling \$7,500, and 1 Newcomer Bursary totalling \$1000.00. At the time of writing this report, there are 2 applications awaiting a decision.

For discussion: As there are 7 months left in this fiscal year, the committee is concerned that the remaining balance of \$4500.00 may not be enough to meet bursary requests. If this is the case, the committee would like to inquire if we can **request more funding from the Recognition Fund** for needs-based bursaries before the February budget meeting.

The balance of the Recognition Fund is **\$42,341.47**. The Rusconi donation from the Edmonton Community Foundation arrived on April 25, 2025 and was \$22,309.00

Biennial Awards	BUDGET	ACTUAL
<u>Piano</u> Competition (2025) \$4,000	\$4,000	\$3700 (\$2000 annually)
Best Performance of a Canadian Work	\$ 250	\$250 (\$125 annually)
Best Performance of a Romantic Work	\$ 500	\$500 (\$500 annually)
<u>Voice</u> Competition	\$4,000	(\$2000 annually)
<u>String</u> Competition	\$4,000	(\$2000 annually)
CASSA (Calgary Arts Summer School) Scholarships	\$500	\$450
Provincial Awards to the Branches	\$6,400	\$0
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	\$550
Bursaries (Needs Based)	\$12,000	\$7500
Newcomer Bursary	\$3,000	\$1000
ARMTA Pedagogy Scholarships	\$3,000	\$1000
Rotary Calgary Concerto Competition	\$2,000	\$2000
Contemporary Showcases (Calgary and Edmonton in 2025) \$700		\$0
TOTAL \$34,875		\$16950 Spent

b) Recognition Fund Request Form

A new form has been created, which must be used when requesting funds from the Recognition Fund. Lorrie Wittke has requested this form to streamline her record keeping. The form requires the following information:

- 1) Email address
- 2) Date of request
- 3) Event and how many cheques requested
- 4) Mailing address of convenor if mailing cheques directly to the convenor
- 5) Mailing addresses of recipients if mailing out directly to students.

*Email addresses are very important to have. Tax forms must be sent directly to the students for awards that are \$500 or more. **Even if the cheques are mailed to the convenor, the email addresses still need to be included** if the award is \$500 or more.

This form is found on the ARMTA website, in the member's area, currently under Provincial Executive. Please let your branches know when requesting funds from ARMTA Recognition Fund (Branch Awards) to use this form. If the convenor can't access them, have them contact the Administrator, Tamara Bowie.

https://docs.google.com/forms/d/e/1FAIpQLSdh9RbWzztvthUxpPYrZjkWM-6B31zJ3aKNilU47XJxXEv_Yg/viewform

c) Calgary Rotary 3 Request. From ARMTA Recognition Fund Budget 2026-2027.

The Calgary Branch heartily thanks the Provincial Board for generously supporting the winners' scholarship in the "Rotary C3" this past February 2025.

Request from the Calgary Branch: background information and reason for request.

1. The Rotary Calgary Concerto Competition is a prestigious and worthwhile event for students and is supported by several ARMTA teachers and accompanists.
2. The city of Calgary has a much larger population in comparison to other Branches and many ARMTA members.
3. This is a high profile event; live streamed, reaching around the world
4. The students are top notch, ranking with, or higher than, the winners of the voice/piano/string competitions.
5. Because of the large funding from the ARMTA recognition fund, we are getting more exposure.

Additional points to consider:

1. New this year, the plan is to have a reduced rate for students of ARMTA members to encourage more teachers to join ARMTA.
2. As emcee, Barbara Robertson frequently acknowledges ARMTA as a sponsor.
3. ARMTA is given more important placement in the programs.
4. ARMTA has banners visible at the competition and in the lobby at the Civic Symphony concert.
5. The competition is open to all students from Alberta, but must be studying with a Calgary-area teacher.

Therefore, we are respectfully requesting 2 scholarships of \$1000 for 2 of the winners of the Rotary C3 competition this coming February 2026, awards mailed to recipients.

3. d) EXECUTIVE REPORTS

i. President's report

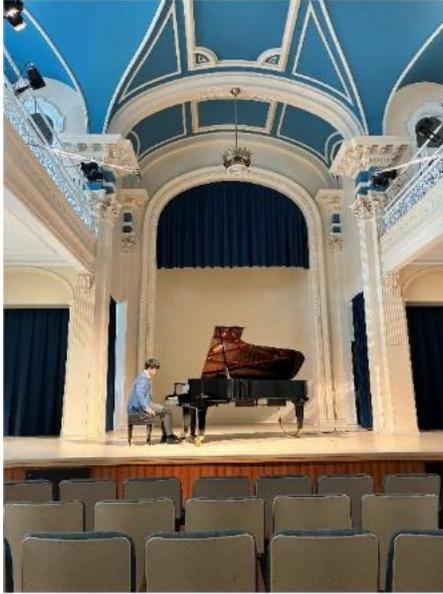
As we start the new year, I'm happy to try some new ideas that I learned at the CMFTA Conference and from the articles in the latest edition of the Tempo Magazine. I am so pleased to have such a competent and capable board, convenors and executive to work with as your President. I am glad to have fielded and answered many emails, phone calls, help make decisions that speak on behalf of the membership as a whole to the best of my ability, and to help encourage new initiatives. It is my goal to help the association keep current with the times. I have enjoyed preparing for meetings, meeting new people and members and being the 2nd Delegate at the CFMTA National Board Meetings in Montreal in July. While there, I witnessed for myself as to how the CFMTA board are doing their part to keep all areas of the federation of music teachers' associations running smoothly and efficiently and to continue to support our programs, events and competitions. Amongst others, it was so special to attend the national conference in beautiful Montreal and to end up sitting at the piano competition finals with ARMTA's Past, Past President Nathene Arthur and Past President Rosemarie Horne.



I hope many more of you will start to plan to attend the next CFMTA Conference scheduled for July 3-5, 2027 in Wolfville, Nova Scotia. ARMTA Provincial gave four grants for the July CFMTA 2025 Conference for the first four delegates who applied for them to pay their \$400 conference fee and we hope to do the same for the next national conference.

I enjoyed attending and presenting a workshop at the Calgary Branch AGM and attended my own branch AGM in Red Deer. I am tentatively scheduled to attend a meeting in Medicine Hat and endeavor to attend a meeting in Lethbridge, Edmonton, and Grande Prairie this next year.

The National Conference was very good, and the workshop topics were most interesting. The conference venue and concert hall was outstanding. I once again was wowed with the caliber of the semi-finalists and finalists at the piano competition. These young pianists are so capable and talented. Although Zijia (Jaydon) Zhuang didn't place nationally, he won the "Most Promising" Scholarship. He represented Alberta so well. I was so proud of him.



*Left: Zijia (Jaydon) Zhuang competing at Edole de musique Vincent-d'Indy semi-final round
Right: Zijia (Jaydon) Zhuang and I at the conference & competition venue.*

I have been able to help Edmonton Branch find a new Provincial Representative (Wendy Nieuwenhuis) and have put a co-convenorship committee together with Rita Thurn at the helm, along with Lorna Sewell, Nathene Arthur and myself, to organize the new Three-Tier Vocal Competition that is being planned to be held in the 2026-27 teaching year.

I'm excited that we have a document ready to give to administration of facilities explaining who we are as ARMTA teachers so that our students can easily perform at such facilities where introductions need to be made. As well, we have a document and details ready to give to high school principals/teachers who would like their students to be part of a Music Club. (More details to follow and thank you to Rose He for helping both of these new initiatives to become a reality.)

I enjoy reading about all the events, recitals and workshops that each branch is doing in our province that are presented in the Branch Reports and in the Tempo Magazine. Our Administrator Tamara Bowie, Webmaster Carolyn Garritano, our Social Media Convenor Karen Gerelus, and Publicity Convenor Susan Henley also endeavor to keep you all in the loop, which I am so grateful to. I wish you all a productive and satisfying teaching year.

Submitted by *Annette Bradley*

ii. Vice-President's report

I've had the pleasure of settling into this role and shadowing the President in her duties.

The invitations for the milestone award winners are underway.

New P&P for the high school convenor (i.e. Student Network Convenor) has been created based on the STAFF clubs template. I've been in contact with Marlaine to refine it for the board.

ACTION ITEM FOR BOARD: Feedback and a vote on the wording and position.

The board has passed the community collaboration letter. I've met and discussed it with Rhonda (our new Community Service Award convenor.)

ACTION ITEM FOR BOARD: It would be great to have this letter on our ARMTA website and emailed out in the branch and provincial newsletters alongside an announcement of the Community Service Awards at the start of the school year (before October.)

ACTION ITEM FOR BOARD: I'd like to suggest a short questionnaire distributed in a newsletter as quality improvement to evaluate what resources members are using most in ARMTA and what they'd like to see from us. Things I'd like to evaluate include why they've joined ARMTA, awareness of Tempo and whether they read it, if they're following us on social media and what content they'd like to see there, and one thing they'd like to see us do more of.

Regarding High School Clubs, here is what was approved in the email voting in July, 2025

(25-B09-M14)

Project Proposal / Terms of Reference

Launching ARMTA high school music clubs (referred to as "the Club") aligns with the core pillars of ARMTA by empowering young musicians to enrich their communities through music and philanthropy, while increasing community awareness of the Alberta Registered Music Teachers' Association in the local music scene.

Background: Many high school students achieve advanced levels in piano, yet often face barriers—such as limited opportunities, lack of guidance, and low community awareness—that prevent them from fully sharing their musical talents locally.

1. High school is also a pivotal time to encourage students to explore teaching piano, helping them develop leadership and communication skills while addressing the need for music mentors.
2. Establishing high school music clubs would provide these students with structured pathways to contribute meaningfully to their communities, whether through performances, volunteering, or peer teaching.
3. Additionally, many students participate in academic programs like IB or AP, which require volunteer hours and so ARMTA clubs offer a relevant, fulfilling opportunity that align with this need.
4. Finally, with a shortage of convenors at both local and provincial levels, empowering students through ARMTA school clubs can help build a sustainable pipeline of future leaders and volunteers, ensuring the continued vitality of music education and community engagement

2. Purpose

The Club aims to:

- Empower students to transition from music learners to music teachers through organized local teaching opportunities and mentorship
- Facilitate student-led performance initiatives that bring their music into the community.
- Cultivate leadership skills by involving students in organizing fundraisers and musical events for ARMTA
- Recruit and train future ARMTA members and convenors to be involved on the local and provincial ARMTA level

3. Structure and Leadership

- The Club will be student-led, fostering autonomy and leadership development.
- Mentorship and guidance will be provided by the ARMTA Vice-President, the Collegiate Chapters Convenor, and Branch Representatives.
- Club leadership roles will consist of a minimum of 3 executives, including President, Secretary, and Events Coordinator, with responsibilities defined annually.
- Collaboration with the student executives and high school music teacher to establish the Club as recognized by the local high school Student Union.

4. Key Activities

- Organize and promote local teaching opportunities and/or music mentoring for students of underprivileged elementary schools, supported by mentorship.
- Plan and execute a minimum of 1 community performance event each year to showcase student talent and engage local audiences.
- Coordinate a minimum of 1 fundraiser each year in support of ARMTA and club activities.
- Submit an annual report on club events and have a check-in meeting with ARMTA each semester as needed.

5. Membership

- Open to all high school students with an interest in music, regardless of instrument or prior ARMTA affiliation.
- Active participation in club activities and events is expected of all members

6. Governance and Reporting

- Clubs will operate in alignment with ARMTA's mission and values, and submit an annual report of their activities to ARMTA
- Annual reviews will assess club impact, leadership development, and community engagement outcomes.

Benefits to the student executives

- Gain hands-on leadership experience and practical skills by taking charge of event coordination, community outreach, and communications.
- Access mentorship from seasoned ARMTA board members, gaining insights and guidance while also having the chance to mentor others.
- Strengthen university and scholarship applications
- Opportunity to network connect with other passionate student musicians and established ARMTA professionals
- Earn a reference letter after just one year of executive involvement, showcasing dedication and impact to academic institutions and future employers.

Community Collaboration Letter approved in July email vote (25-B09-M14)

June 8, 2025

To whom it may concern,

I hope this letter finds you well. I'm writing on behalf of the Alberta Registered Music Teachers' Association (ARMTA). We are the official professional body of 475+ music teachers committed to fostering the love of music through teaching and enriching our community with its power since 1932. We are excited to propose a partnership with you that would allow our passionate student musicians to perform for your residents and patients, sharing the joy and therapeutic benefits of live music.

The Transformative Benefits of Music

Research consistently shows that music has a profound impact on mental and emotional well-being, extending to people of all ages and backgrounds, making it a truly universal gift. It can:

Boost mood and reduce anxiety (Harvard Health Publishing, 2021; Cleveland Clinic, 2023)

Alleviate pain and emotional distress (PMID: 27760797)

Support social connection and emotional expression (PMID: 38178844)

Stimulate memory, improve cognitive functions and reduce behavioural issues in cognitive impairments such as dementia (PMID: 38610807, 37783097)

A Positive Pathway for Volunteering

To maximize the positive impact of this initiative, we respectfully request your consideration in allowing our music teachers to directly send their students to perform at your facility, without requiring each student to individually apply through the standard volunteer portal. We look forward to working with your team to establish reasonable safeguards, such as providing a list of vetted student volunteers in advance. For younger students (\leq age 15), we would require parental presence. Our goal is to make this partnership as seamless and beneficial as possible for your residents and patients. This streamlined approach offers several compelling benefits:

Increased Participation and Consistency: When music teachers can coordinate performances directly, it becomes much easier to organize regular visits and assemble ensembles, ensuring a steady flow of uplifting musical events for your residents.

Quality and Reliability: Music teachers know their students' abilities and readiness, allowing them to select and prepare performers who are well-suited for your environment. This ensures high-quality, engaging performances every time.

Efficient Scheduling and Communication: Direct teacher involvement eliminates administrative delays, making it simple to arrange performances around both your facility's needs and the students' academic commitments.

Recognition of Service

Additionally, we kindly ask if your organization could provide verification of our students' volunteer hours. This recognition is invaluable for our community service awards program, which celebrates and encourages ongoing commitment to service among our young musicians.

We believe this partnership will bring immense joy and enrichment to your residents and patients, while empowering our students to grow as compassionate, community-minded individuals. We would love to discuss this opportunity further and answer any questions you may have.

Sincerely,

Rose He

Vice-President, ARMTA
Associate of the Royal Conservatory of Music (ARCT) Diploma

iii. Past-President's report

I have been working to find convenors for a few roles since my last report.

We welcome the following convenors who have joined since February 2025.

- Bylaws/Policies & Procedures – Marlaine Osgood
- Voice Competition – Rita Thurn (Chair)
- Community Service Award – Rhonda McEachen
- 1 new member for Bursary Committee and Scholarships committee
- 1 new member of Examining Board

There are three roles that require convenors so think of where you'd like to serve.

- Piano Competition Convenor
- Sponsorship Convenor
- Archives Convenor

It has been a pleasure being involved with ARMTA over the years. I look forward to continuing my service and chatting with you as I look to fill the convenorships. Thank you to all who are volunteering and giving of your time and talents to improve and strengthen ARMTA.

Respectfully submitted, *Rosemarie Horne*

iv. CFMTA report

Rosemarie Horne attended the CFMTA Board meeting July 1-3, 2025. Annette Bradley also attended as second delegate.

Highlights from the meeting include:

- A new 2nd vice president was elected – Laura Liu from Manitoba (MRMTA)

Connecting Canada:

- That the Connecting Canada Online Virtual PD Days, and Connecting Canada Year Round components, be separated into two separate committees.

Finance Committee:

- Chair Barbara Siemens informed the Board that a new committee member, preferably with accounting experience, is needed. It is not required that this person be a CFMTA member. Delegates were encouraged to consider friends and family members who might be interested in this position.

Policies and Procedures:

- To increase the mileage rate to 60c/km, effective April 1, 2026.

Student Composer Competition:

- To update the Student Composer Competition rules to include a declaration of copyright status of any lyrics used.
- To modify the entry submission form to include the entrant's birthdate.
- To create a one-step submission process that includes photo release.

Young Artists:

- To continue to not require host branches to submit Young Artist concert revenue to CFMTA for the 2026-2027 season.
- To continue the \$200 subsidy to host branches for Young Artist concerts for the 2026-2027 season.
- That in the case of two performers sharing a Young Artist concert, this will be classified as two concerts for the purposes of honoraria and performer's expenses.
- That each host branch is eligible for a maximum of one \$200 subsidy per Young Artist Tour.

Provincial Reports:

- ARMTA noted that the Alberta 2025 Service Award recipient is Nathene Arthur.

National Music Competition:

- The following amendments to the proposed rules were adopted by majority vote:
 - Amend general repertoire requirements to read "senior concert level or above" instead of "associate level".
 - Amend rule 3d to read "Memorization is strongly recommended".
 - Under "Awards", remove the references to specific awards in 5E, to read instead that "special donor prizes will be confirmed in advance of the competition".

Upcoming events:

- The 2027 CFMTA Conference will be held in Wolfville, NS, tentative dates July 13-15, 2027.
- The next Semi-Annual Board of Directors Meeting will be held in virtual format over Zoom on January 31, 2026.
- The next CFMTA AGM and Annual Board of Directors Meeting will be held in virtual format over Zoom on July 2-3, 2026.

Respectfully submitted, *Rosemarie Horne*
ARMTA First Delegate to CFMTA

v. Membership report

Since January 17th, 2025, we have had the following changes in our membership.

New Members January 18, 2025-September 5th, 2025

<u>NAME</u>	<u>REGISTERED SUBJECT</u>	<u>BRANCH JOINED</u>
Kerry Nilson-Gamble	Affiliate Grade 10	Edmonton
Carina Hui	Piano	Edmonton
Amy Lemke	Voice	Calgary
Mary Martell	Piano	Calgary
Leila Noonan	Piano	Calgary
Marjorie Souza	Piano	Edmonton
Karen Hagens	Affiliate Grade 10	Edmonton
Sarah Ho	Piano	Member at Large
Kayla Nguyen	Piano	Calgary
Haley Kim	Piano	Edmonton
Rafael Hoekman	Cello	Edmonton
Bill Damur	Flute	Member at Large
Vanja Schoch-Mikami	Voice	Calgary
Deanna Clee	Voice	Edmonton
Todd Yaniw	Piano	Edmonton
Joshua Wong	Piano	Calgary
Norman Stasiuk	Voice	Edmonton
Yuliia Bondar	Piano	Edmonton
Danae Dumontet	Affiliate Grade 9	Calgary
Andrew Blimke	Organ, Music History, Musicology	Edmonton
Tristin Gerlywich	Clarinet	Red Deer
Carol Baldwin	Piano	MAL
Jolaine Kerley	Voice	MAL
<u>Reinstatements</u>		
Anita Greenways	Piano	MAL
Cameron Watson	Voice	Edmonton
Melissa Morelli Lacroix	Piano	MAL

Transfers

Ina Dykstra	Piano	Transferred in from BCRMATA
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Upgrades

none

Leave of Absence

There are currently 7 members on leave.

New Provincial Life Members

There are currently 12 provincial life members.

Membership totals:

	Sept 5, 2025	Aug 21, 2024	Oct 1, 2023	Sept 7, 2022	Sept 25, 2021	Oct 14, 2020	Oct 7, 2019	Oct 17, 2018	Oct. 6, 2017
Full	406	398	398	396	413	418	422	412	399
Affiliate Grade 10	22	20	23	24	22	25	23	21	18
Affiliate Grade 9	13	12	16	14	12	12	13	9	7
Retired	19	18	22	24	24	21	14	15	17
Provincial Life Members	12	9	7	7	7	8	6	6	1
TOTAL	473	457	466	465	478	484	478	463	444

Branch membership totals:

	Sept 5, 2025	Aug 21, 2024	Oct 1, 2023	Sept 7, 2022	Sep25, 2021	Oct 14, 2020	Oct 7, 2019	Oct 17, 2018	Oct 6, 2017
Calgary	182	183	185	180	191	193	192	196	191
Edmonton	150	142	153	151	153	159	165	157	141
Lethbridge	28	26	22	22	22	23	24	25	26
Red Deer	18	18	21	21	22	24	21	19	17
Grande Prairie	14	14	11	11	11	11	9	7	4
Medicine Hat	17	17	17	14	16	11	11	8	8
Members at Large	64	58	66	67	63	63	56	51	57
TOTAL	473	457*	467*	466*	478	484	478	463	444

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

This year, we had a request for one member to be part of ARMTA and ORMTA provincial organization. Because more teachers are online, this may come up more in the future. CFMTA has confirmed that dual membership in provincial organizations is allowed.

One item that was updated in MembershipWorks is in the profile asking if they want a hard-copy mailed of the Directory and Tempo. Hopefully this is clearer for members.

Instead of Directory Delivery: it says Membership Directory Delivery

Instead of Newsletter: it says Tempo Magazine Delivery

Submitted by *Tamara Bowie*

vi. Financial report

Our three GIC's now totaling \$38236.81, are invested at interest rates of 3.7%, 4.55%, and 4.6% until spring 2026. The ATB Checking account balance as of Sept. 6th is 32,209.60.

The Annual Return for Societies and Non-profit was filed on July 10, 2025.

In July, Barbara Robertson and Christine Rogers reviewed the financial statements and found everything to be in order. The 2024-2025 Financial Statement is available to view online in the Prov Exec area of our website. <https://armta.ca/prov-exec/>

ARMTA Volunteer Auditor Report-Notes Thursday, July 10, 2025

After review of materials, we found the ARMTA financial records to be in very good order, kept carefully and organized meticulously in great detail by ARMTA Administrator, Tamara Bowie. In addition to the systems in place to track cheques and credit card transactions with respect to both income and expenses, new procedures have been developed to record e-transfers, both received and sent.

A suggestion to add printed copies of income reports to the income section of the records binder, was quickly implemented.

We would ask the ARMTA Board to consider implementing a policy change allowing the ARMTA Administrator to take 2 one-week out-of-office breaks, one at the end of December and one between the end of July and middle of August at the discretion of the ARMTA Administrator.

Respectfully submitted,

Barb Robertson
Christine Rogers

After the board approved sending e-transfers at the February 2025 meeting, I contacted the bank. We were able to set up a 2-approval method.

Here is the process I have been using:

- Administrator logs into ATB and requests the e-transfer
- Sends an email to the President
- President has their own login on ATB Business and will give the second approval
- A confirmation from the bank is sent as an email to Admin when it is deposited
- Admin prints that receipt and puts it in the financial binder
- Admin records the transaction in QuickBooks

This process has been working very well. Annette has been very helpful and quick to reply. About 90% of people receiving funds have opted to have the money sent by e-transfer instead of cheques. The expense form has been updated to include the request to be paid by e-transfer or cheque.

Submitted by *Tamara Bowie*

Balance Sheet

As of September 6, 2025

	<u>6 Sep 25</u>	<u>6 Sep 24</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Chequing/Savings			
ATB Chequing	32,209.60	48,992.60	-16,783.00
GIC	11,415.18	10,918.39	496.79
GIC 4	12,817.14	12,252.00	565.14
GIC 5	14,004.49	13,504.81	499.68
Stripe	36.02	-178.61	214.63
Total Chequing/Savings	<u>70,482.43</u>	<u>85,489.19</u>	<u>-15,006.76</u>
Accounts Receivable			
Accounts Receivable	240.00	425.00	-185.00
Total Accounts Receivable	<u>240.00</u>	<u>425.00</u>	<u>-185.00</u>
Total Current Assets	<u>70,722.43</u>	<u>85,914.19</u>	<u>-15,191.76</u>
Fixed Assets			
Computer Equipment			
Computer Equipment Cost	1,913.09	1,913.09	0.00
Computer Equipment Depreciation	-1,401.25	-1,151.25	-250.00
Total Computer Equipment	<u>511.84</u>	<u>761.84</u>	<u>-250.00</u>
Total Fixed Assets	<u>511.84</u>	<u>761.84</u>	<u>-250.00</u>
TOTAL ASSETS	<u><u>71,234.27</u></u>	<u><u>86,676.03</u></u>	<u><u>-15,441.76</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Branch Fees Collected			
Calgary Branch	357.50	520.00	-162.50
Edmonton Branch	585.00	775.00	-190.00
Lethbridge Branch	0.00	140.00	-140.00
Red Deer Branch	35.00	35.00	0.00
Total Branch Fees Collected	<u>977.50</u>	<u>1,470.00</u>	<u>-492.50</u>
Total Other Current Liabilities	<u>977.50</u>	<u>1,470.00</u>	<u>-492.50</u>
Total Current Liabilities	<u>977.50</u>	<u>1,470.00</u>	<u>-492.50</u>
Total Liabilities	<u>977.50</u>	<u>1,470.00</u>	<u>-492.50</u>
Equity			
Opening Bal Equity	31,913.31	31,913.31	0.00
Unrestricted Net Assets	23,357.62	26,009.45	-2,651.83
Net Income	14,985.84	27,283.27	-12,297.43
Total Equity	<u>70,256.77</u>	<u>85,206.03</u>	<u>-14,949.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>71,234.27</u></u>	<u><u>86,676.03</u></u>	<u><u>-15,441.76</u></u>

Income and Expenses Budget vs. Actual

As of September 6, 2025

	<u>1 Apr - 6 Sep 2025</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Advertising Income	0.00	0.00	0.00
Conference Income	0.00	2,235.00	-2,235.00
Donations			
Total Donations	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Interest Income	1,006.60	1,475.00	-468.40
Membership Income	79,255.00	81,000.00	-1,745.00
Projects Income			
CFMTA Student Composer Comp.	140.00	1,100.00	-960.00
Piano Competition	0.00	0.00	0.00
String Competition	0.00	0.00	0.00
Vocal Competition	0.00	0.00	0.00
Website Hosting Income	50.00	400.00	-350.00
Total Projects Income	<u>190.00</u>	<u>1,500.00</u>	<u>-1,310.00</u>
Sponsorship Income	<u>1,725.00</u>	<u>1,900.00</u>	<u>-175.00</u>
Total Income	<u>82,176.60</u>	<u>88,110.00</u>	<u>-5,933.40</u>
Expense			
Administration			
Administrator Contract	7,560.00	15,120.00	-7,560.00
Bank & Service Fees	-189.94	1,900.00	-2,089.94
Cell Phone	142.80	450.00	-307.20
Computer Expenses	0.00	250.00	-250.00
Mileage	280.60	300.00	-19.40
Office Supplies	325.61	950.00	-624.39
Rent	300.00	600.00	-300.00
Total Administration	<u>8,419.07</u>	<u>19,570.00</u>	<u>-11,150.93</u>
Advertising & Publicity			
Social Media	1,800.00	4,300.00	-2,500.00
Advertising & Publicity - Other	150.00	1,650.00	-1,500.00
Total Advertising & Publicity	<u>1,950.00</u>	<u>5,950.00</u>	<u>-4,000.00</u>
Board Expenses			
AGM Expenses			
Hotels	0.00	1,440.00	-1,440.00
Meals	0.00	800.00	-800.00
Travel	0.00	2,950.00	-2,950.00
AGM Expenses - Other	0.00	0.00	0.00
Total AGM Expenses	<u>0.00</u>	<u>5,190.00</u>	<u>-5,190.00</u>
Board Meetings Travel & Meals			
Catering	0.00	0.00	0.00
Hotels	0.00	0.00	0.00
Meals	0.00	780.00	-780.00
Travel	0.00	0.00	0.00
Total Board Meetings Travel & Meals	<u>0.00</u>	<u>780.00</u>	<u>-780.00</u>
Conferencing	0.00	250.00	-250.00
Directors Insurance	0.00	1,210.00	-1,210.00
Meeting Room Rental	0.00	0.00	0.00
Board Expenses - Other	0.00	0.00	0.00
Total Board Expenses	<u>0.00</u>	<u>7,430.00</u>	<u>-7,430.00</u>

	<u>1 Apr - 6 Sep 2025</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Member services			
CFMTA Delegate Expenses	2,563.45	2,300.00	263.45
CFMTA Dues	18,347.00	20,000.00	-1,653.00
Conference/AGM			
Catering			
Catering - Other	0.00	1,200.00	-1,200.00
Total Catering	0.00	1,200.00	-1,200.00
Conference Registrations	0.00	250.00	-250.00
Printing, Postage, and Supplies	0.00	100.00	-100.00
Sessions & Seminars			
Clinician Travel Expenses	0.00	372.00	-372.00
Session Honorariums	0.00	800.00	-800.00
Sessions & Seminars - Other	0.00	2,000.00	-2,000.00
Total Sessions & Seminars	0.00	3,172.00	-3,172.00
Conference/AGM - Other	0.00	0.00	0.00
Total Conference/AGM	0.00	4,722.00	-4,722.00
Directory			
Directory Postage	267.33	350.00	-87.17
Directory Printing	176.43	300.00	-123.57
Directory - Other	0	0.00	4.50
Total Directory	443.76	650.00	-206.24
Honoraria & Gifts	43.22	700.00	-656.78
Insurance			
Members Insurance Postage	0.00	0.00	0.00
Insurance - Other	24,780.00	25,000.00	-220.00
Total Insurance	24,780.00	25,000.00	-220.00
Membership Renewals			
Membership Renewals Postage	32.89	400.00	-367.11
Membership Renewals Printing	0.00	0.00	0.00
Membership Renewals - Other	0.00	0.00	0.00
Total Membership Renewals	32.89	400.00	-367.11
Tempo			
Editor Honorarium	0.00	900.00	-900.00
Postage	0.00	400.00	-400.00
Printing	0.00	550.00	-550.00
Tempo - Other	0.00	0.00	0.00
Total Tempo	0.00	1,850.00	-1,850.00
Website and Database			
Database Developer Fees	0.00	0.00	0.00
Webmaster Contract	1,500.00	1,500.00	0.00
Website Hosting	537.65	1,600.00	-1,062.35
Website and Database - Other	0.00	0.00	0.00
Total Website and Database	2,037.65	3,100.00	-1,062.35
Member services - Other	0.00	0.00	0.00
Total Member services	48,247.97	58,722.00	-10,474.03
Partnerships			
CASSA Musical Arts	0.00	500.00	-500.00
Partnerships - Other	0.00	0.00	0.00
Total Partnerships	0.00	500.00	-500.00
President's Expenses			
CFMTA President Visit	0.00	0.00	0.00
General	0.00	150.00	-150.00
President's Expenses at CFMTA	0.00	0.00	0.00

	<u>1 Apr - 6 Sep 2025</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Visits to Branches	183.00	2,455.00	-2,272.00
President's Expenses - Other	0.00	0.00	0.00
Total President's Expenses	183.00	2,605.00	-2,422.00
Projects			
ARMTA Recognition Fund Donation	0.00	100.00	-100.00
Collegiate Chapters	0.00	75.00	-75.00
Community Service Certificates	0.00	25.00	-25.00
Continuing Ed./Travelling Work.	0.00	3,800.00	-3,800.00
Piano Competition	1,654.20	1,500.00	154.20
Recognition Fund Postage	0.00	100.00	-100.00
Strings Competition	0.00	800.00	-800.00
Student Composer Competition	2,036.52	2,000.00	36.52
Voice Competition	0.00	0.00	0.00
Projects - Other	0.00	0.00	0.00
Total Projects	3,690.72	8,400.00	-4,709.28
Scholarships			
Alberta Music Festival Assoc.	500.00	500.00	0.00
Canada West Performing Arts	500.00	500.00	0.00
Continuing Education Scholarship	2,500.00	2,500.00	0.00
Scholarships - CFMTA Grants	1,200.00	2,000.00	-800.00
Total Scholarships	4,700.00	5,500.00	-800.00
Total Expense	67,190.76	108,677.00	-41,486.24
Net Income	14,985.84	-20,567.00	35,552.84

Submitted by *Tamara Bowie*

vii. Administrator's report

MONTH	2021	2022	2023	2024	2025
January		79.33	44.50	43.25	53.42
February		77.42	65.00	63.17	55.17
March		62.17	48.00	37.75	36.75
April		74.00	37.83	39.25	40.00
May		43.42	22.25	31.25	23.00
June		33.00	33.58	35.00	38.00
July	51.55	43.17	27.75	33.33	47.33
August	75.05	39.92	38.50	48.25	33.33
September	58.50	47.67	52.58	44.25	
October	45.05	51.17	44.00	66.50	
November	32.45	20.08	24.42	28.00	
December	31.10	29.50	29.67	28.50	
Average/month	48.95	50.07	39.01	41.54	40.88
Hours worked by Tamara Bowie					

I have continued the usual tasks of checking and responding to emails, answering phone calls, processing new member applications, requesting members to send updated Vulnerable Sector Checks, updating the directory, preparing documents for the meeting, monthly email newsletters (Registrar, Secretary, and Treasurer). Other projects I have been involved in: Tempo magazine, publicity, competitions, conference, and anything else that members, executive, and convenors need when requested.

Thank you to everyone who volunteers their time and energy to keep ARMTA thriving.

Submitted by *Tamara Bowie*

3. e) CONVENOR REPORTS

i. Archives

vacant

ii. Bursary

This committee consists of 4 members.

Information: Since April 2025, the committee has awarded 8 needs-based bursaries, totalling \$7,500.00, and 1 Newcomer Bursary totalling \$1000.00. At the time of writing this report, there are 2 applications awaiting a decision.

For discussion: As there are 7 months left in this fiscal year, the committee is concerned that the remaining balance of \$4,500.00 may not be enough to meet bursary requests. If this is the case, the committee would like to inquire if we can request more funding from the Recognition Fund before the February budget meeting.

Respectfully Submitted,
Lorrie Wittke

iii. Bylaws/Policies and Procedures

Publicity

- **Publicity job description includes a responsibility to "liaison with other convenors" as necessary. A reciprocal responsibility does not currently appear in the job descriptions of most convenors.**

II. CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS

Election of ARMTA members to the CFMTA Board is provided for as follows:

1. ARMTA members may be nominated and elected to serve on the CFMTA Board for a term of up to six (6) years in the capacity of 2nd Delegate, and 1st Delegate. An additional term may be allowed if the Provincial CFMTA 1st Delegate becomes CFMTA 1st Vice-President.
2. All CFMTA delegates must have served a minimum of two (2) years on any Provincial Board, as a Board Member or Convenor. A CFMTA Delegate may simultaneously hold any current ARMTA Board position. Unless exceptional circumstances occur, ARMTA Provincial Delegates to CFMTA will hold the following positions on the Provincial Board: 1st Delegate – ARMTA Past President; 2nd Delegate – ARMTA President.
3. The rotation of CFMTA delegates will be from 2nd Delegate (ARMTA President) to 1st Delegate (ARMTA Provincial Past President) and shall be automatic after having once been nominated and elected as 2nd Delegate (ARMTA Provincial President).
4. ~~If a 1st or 2nd Delegate is unable to fulfill their obligations, the Provincial Board will appoint a temporary (acting) Delegate replacement.~~
5. CFMTA delegates serve on the Provincial Board and attend all meetings.
6. CFMTA delegates will present CFMTA resolutions to members of ARMTA Board for direction. They will vote as instructed by the ARMTA Board with the provision that having heard all discussions they should be free to make amendments and vote accordingly. Each delegate shall provide full reports to the Board and the Branches of all CFMTA business.
7. The first delegate, in consultation with the 2nd delegate, shall provide a full report to the Board of all CFMTA business. The Branch representatives should carry the report to their branches.
8. CFMTA pays travel expenses for the National President to attend ARMTA's Annual General Meeting. ARMTA pays the balance of the expenses.
9. CFMTA delegates are encouraged to serve on a CFMTA committee during their tenure.

III. OFFICERS

The officers of ARMTA shall consist of President, Vice-President, Past President, and Provincial Administrator. The President and Vice-President shall be elected by majority vote at the Annual General Meeting. A secret ballot may be called for if deemed necessary.

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 a member to become acting Vice-President and ARMTA members, at the next AGM, may be asked to approve the appointment.

The immediate Past President of ARMTA shall sit as a voting member of the ARMTA Board.

In order to facilitate good representation from around the province, preferably the incoming Vice-President will be selected in rotation from Calgary, Edmonton, and the small branches (including MALs). **To maintain continuity, the incoming Vice-President will preferably be a current or past member of the ARMTA board, a current or past chair, or Branch President. If, by the AGM, a Vice-President has not been nominated, a search will continue to the general membership.**

Bylaws/ Policy and Procedure Convenor

TERMS OF REFERENCE:

1. The mandate of the Bylaws/Policy and Procedure Convenor is to work with the ARMTA Board and the ARMTA Administrator to maintain and update the bylaws and the policies and procedures of ARMTA.
2. The convenor reports to (is responsible to) the ARMTA Board.
3. The convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator
4. The convenor agrees that any templates and documents developed by the Convenor in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review the terms of reference and this job description annually.
2. Recruit volunteers (a committee) as needed to carry out the mandate.
3. Plan and evaluate the committee's work.
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.
6. Orient incoming Convenor: walk through job description, pass on templates and other documents or information.

GENERAL DUTIES:

1. **Review the Bylaws at the February board meeting every 5 years.**
2. Notify the ARMTA Administrator of proposed revisions to the Bylaws at least 60 days before the Annual General Meeting.
3. Review the Policy & Procedures Manual annually for conflicts with other departments, notify the Officers, make recommendations to the Board for discussion, and update the Policy and Procedures Manual as needed.
4. Confirm with the ARMTA Administrator any changes that were approved.

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

EVALUATION:

The Bylaws/ Policy & Procedures Convenor will use a reflection tool provided by the ARMTA Administrator in September each year.

REVIEW DATE:

This job description will be reviewed by the Convenor in September each year. Suggested changes will be recorded by the Policy and Procedure/ Bylaws Convenor and copy to the ARMTA administrator.

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14.~~ **2025 September 20**

ADDITIONAL INFORMATION FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Excellent editing and writing skills

Proficiency in organizational skills
Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position has no financial requirements. This position requires a minimum of 20 hours per year.

Branch Representative (Board Member)

TERMS OF REFERENCE:

1. The Administrator is your contact person for introductory information and ongoing advice.
2. It is imperative that Branch Representatives confirm immediately that they have received Board communication (email, voicemail) at each stage.

GENERAL DUTIES: specific to Branch Representatives:

A Branch Representative:

1. Keeps informed about current issues within the organization and their background in order to discuss them responsibly at Board meetings.
2. Reads minutes, reports, and other pre-meeting materials and be is fully prepared for each meeting.
3. Submits the branch reports two weeks in advance by email at the Provincial Administrator's request and as outlined below:
 - a. one Branch Report, prepared for the February Board meeting, outlining recent activities of the branch including a current list of the Branch Executive members.
 - b. ~~second~~ **one** Branch Report, prepared for the Fall Board meeting, informing the Board of the activities of the branch for the past year (including October) including a current list of the Branch Executive members. This report will be included in the Annual Report for the Annual General Meeting.
4. Advises the President and the Provincial Administrator in advance in writing of items to be added to the agenda of a future Board Meeting.
5. Participates in discussions and decision making.
6. Has a working knowledge of Call to Order.
7. Is prepared to serve on a committee and is prepared to serve on ad hoc committees when and if necessary.
8. Is aware of the duties delegated to the Provincial Administrator.
9. Attends the Annual General Meeting.
10. Votes as instructed by their Branches, but should be free, after hearing all discussion, to offer modifications and vote accordingly. They are responsible for reporting their vote to their Branches.
11. Based on the minutes, report to the Branch following Provincial Board Meetings in written and verbal form.
12. Provide information to the Provincial Newsletter (Tempo) Editor as necessary.
13. Upon end of term, advise the Past President of the replacement, elected or appointed, branch representative.

EVALUATION:

Each Branch Representative will use a reflection tool provided by the ARMTA Administrator in September each year.

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~, 2025 September 20

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

- Member of ARMTA
- Excellent communication and writing skills
- Proficiency in organizational skills
- Proficiency in dealing with people
- Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires about 4 hours of preparation for each board meeting, plus the actual board meetings and the annual general meeting.

Piano Competition Convenor

TERMS OF REFERENCE:

1. The mandate of the Provincial Piano Competition Convenor is to organize the biennial competition in odd years.
2. The Provincial Piano Competition Convenor reports to (is responsible to) the ARMTA Board.
3. The Provincial Piano Competition Convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The Provincial Piano Competition Convenor agrees that any templates and documents developed by the Convenor or team in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review terms of reference and this job description annually.
2. Recruit volunteers (a committee) as needed to carry out the mandate.
3. Plan and evaluate the committee`s work.
4. Submit budget requests to the ARMTA Administrator (by January 10) using template provided by the Administrator. For non-competition years, request a lump sum of \$1500. For competition years, an itemized budget for the total of all expected income and expenses should be submitted and \$1500.00 deducted from the request.
5. Attend general meetings of ARMTA, and board meetings as invited by the President.
6. Orient incoming Convenor: walk through job description, pass on templates and other documents or information.
7. Organize the Provincial round of the CFMTA National Piano Competition, of which the winner represents Alberta in the biennial CFMTA National Piano Competition.

GENERAL DUTIES:

Consider working with the voice competition convener for a combined event.

1. Select a date, recommend to ARMTA Board and finalize date
 - i. Spring (mid-March)
 - ii. Saturday
2. Reserve a venue (example: 2023 Gaetz United in Red Deer \$260, plus piano tuning \$130)

- 2. Hire judge(s)
 - i. Red Deer is an ideal central location
 - ii. Estimated Costs per judge as of 2018
 - 1. Fees (estimate 4 hours @ \$125.00)
Contract template stated \$100 per participant = \$500
 - 2. Travel (from out of province) Cost may be higher due to airline prices = \$800
 - 3. Accommodation and per diem = \$200
 - d. If “round one” judges are used up to three judges may be engaged to create a 3-competitor list payment will be \$25 per round one submission viewed – estimate \$450

- ii. Contracts will be issued by the ARMTA

Administrator.

3. Confirm awards

- i. The major source of prize funding is the ARMTA Recognition Fund (which covers the former Buckley and Jablonski awards). The Thelma O’Neill prize has been ongoing as well but needs to be confirmed prior to each competition.

- 1. \$1000 is held back and presented after the National Competition to whomever actually plays in that competition – NOTE: the first place winner must be prepared to represent the province of Alberta in the CFMTA National Piano Competition. The runner up must be prepared to replace the winner should circumstances make it impossible for the winner to compete at the National Competition.

- ii. The following prizes have been awarded in recent

competitions:

1. MONETARY PRIZES AWARDED

- a. 1st Place ARMTA Recognition Fund Prize \$ 1,000

- i.

- Plus \$ 1,000 for representing ARMTA at the CFMTA National Competition

- b. 2nd Place ARMTA Recognition Fund Prize \$ 1,000

- c. 3rd Place ARMTA Recognition Fund Prize \$ 500

- d. Best performance of a Romantic piece \$500 from ARMTA Recognition Fund

- e. Best Performance of a Canadian work \$250 Dorothy Buckley Award from ARMTA Recognition Fund

- f. There will be \$200 available to each participant to help to cover expenses associated with the competition. This amount is only given to competitors who do not win prizes.

4. Update application package (online and downloadable on website)

- i. Competitors can submit the application online and upload their screening recordings as well.

- ii. Check the CFMTA website (www.cfmta.org) application page to confirm rules and note any changes at that level (e.g. Application deadline, entry fee, etc.)

- iii. Publish details in the Canadian Music Teacher’s Magazine

- iv. Require a Canadian work to be performed.

- v. Ensure the application forms require a listing of the competitor's pieces
- 5. Promote the event, beginning a year in advance and using all means of communication (may include: email, Canada Post, newsletter announcements, website posting, social media, magazines and personal contact).
- 6. Communicate with competitors via email, requesting confirmation of receipt of emails. CC the teacher.
- 7. Choose one contact person to receive all applications and spearhead communication with applicants, teachers and parents. Ensure this name and number are clearly stated in the application package.
- 8. Keep records for one year only from competition and scholarship applications and maintain the records of winners and who receives money
- 9. **A-month before the competition, arrange with Provincial Administrator and Recognition Awards Convenor to have Awards letters sent to the convenor.**
- 10. Run the competition on the day
 - i. Arrange for piano tuning
 - ii. As far as possible, arrange a warmup schedule for competitors in advance. Firmly adhere to it.
 - iii. Arrange for refreshments which can be sold at a nominal charge
 - iv. Allow one hour per competitor for a maximum of 45 minutes playing and 15 minutes judging and snack time. This may be revised as we combine with the vocal competition.
 - v. Invite an executive member to present envelopes to winners. 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 this time. Once the thank you is mailed, the donor will issue the cheque.
 - vi. Invite the Young Artist Tour Convenor to present the Young Artist certificate.
 - vii. Include logos of sponsors in the piano competition program.
 - viii. Have competitors and judges sign a media release form so photos can be used.
- 11. Follow up with the CFMTA National **Multidiscipline** Competition ~~Coordinator~~ **Chair**
 - i. Direct the winner to the national level entry form (www.cfmta.org). The winner is responsible to submit this form and pay the entry fee by the deadline.
 - ii. CFMTA makes all travel and accommodation arrangements. ARMTA will be billed for a portion of the travel costs.
- 12. Communicate with the Alberta Young Artist Tour Convenor
 - i. The 1st place winner will be given the opportunity to tour as Alberta Young Artist.
- 13 Submit reports to ARMTA Board.

TERM: 2 year, renewable at the fall board meeting.

EVALUATION:

The Piano Competition Convenor will use a reflection tool provided by the ARMTA administrator in September each year.

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~, 2025 September 20

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Excellent communication and organization skills
Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of

Student Composer Competition Convenor

TERMS OF REFERENCE:

1. The mandate of the Student Composer Convenor is to organize the annual competition.
2. The Student Composer Convenor reports to (is responsible to) the ARMTA Board.
3. The Student Composer Convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The Student Composer Convenor agrees that any templates and documents developed by the Convenor or team in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review terms of reference and this job description annually.
2. Recruit volunteers (a committee) as needed to carry out the mandate.
3. Plan and evaluate the committee's work.
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.
6. Orient incoming Convenor: walk through job description, pass on templates (e.g. entry form, poster, student achievement certificates, reports) and other documents or information.
7. Organize and convene all activities on behalf of ARMTA.

GENERAL DUTIES:

1. Communicate information on the Student Composer Competition, including closing date (April 1), in the appropriate ARMTA communications and publications, by working with the Media Convenor, Tempo Magazine Editor, Publicity Convenor and ARMTA Board **as appropriate**. The convenor may also maintain email lists of previous student participants and their teachers and forward information in January of each year.
2. ~~Provide entry forms to applicants, either directly or through www.armta.ca, where the entry form and online application may be found under Student Opportunities: Student Composer Competition.~~
Maintain and update online entry form and application (which may be found at www.armta.ca [1] under Competitions and Masterclasses: Student Composer Competition) in consultation with the ARMTA webmaster.

3. Arrange for an adjudicator with qualifications in children's creative music writing and Composition and/or Music Theory. Arrange with ARMTA Administrator for payment of adjudicator after completion of provincial competition.

Fees for adjudicator beginning 2022

1. \$25 for 8 years and under
2. \$25 for 11 years and under
3. \$35 for 15 years and under
4. \$45 for 19 years and under
5. \$55 for Open Class

4. Receive all compositions up until the closing date of April 1. Late entries may be accepted at the discretion of the Convenor in consultation with the adjudicator. Ensure that a cheque or online payment has been provided for each entry. ~~Send all cheques and a payment summary of all entries to the ARMTA Administrator.~~

5. ~~Deliver~~ Arrange for the compositions to be sent/made available to the adjudicator, along with the following guidelines:

- i. A first-place winner should be selected from each category.
- ii. If there is only one entry in a category, it is at the discretion of the adjudicator whether the piece is strong enough to proceed to CFMTA National Student Composer Competition.
- iii. 2nd place, 3rd place, and ~~honorable~~ **honourable** mentions may be awarded at the discretion of the adjudicator.

6. Arrange to receive ~~written~~ adjudications and placements in each category from the adjudicator ~~approximately~~ **at least** 2 weeks before the entry deadline to the CFMTA National Student Composer Competition (**June 1**) in order to prepare provincial first place entries for submission to the National Competition.

7. Notify ARMTA Student Composer Competition **first place** winners in each provincial category (and their teachers) and collect any information needed to prepare the entries for the CFMTA National Student Composer Competition.

8. Submit **first place winning** provincial entries to the CFMTA National Student Composer Competition by June 1st (or designated date listed on the CFMTA website) and arrange for payment of CFMTA entry fees ~~with the ARMTA Administrator.~~

9. Provide a list of provincial first place winners to the ARMTA Administrator and the ARMTA Recognition Fund Convenor (provincial monetary first place awards are currently funded by the ARMTA Recognition Fund) and arrange for student monetary awards.

- i. \$50 for 8 years and under
- ii. \$50 for 11 years and under
- iii. \$75 for 15 years and under
- iv. \$100 for 19 years and under
- v. \$150 for Open Class

Amounts may be reviewed at the ARMTA provincial budget meeting.

10. ~~Return any hard copy original manuscripts to participants (if entered by regular mail) and for~~ **Send the adjudicator's comments and a participation certificate to** every participant ~~include the adjudicator's comments and a participation certificate.~~ First place winner award cheques may be included with adjudications and participation certificates or mailed separately at the discretion of the Provincial Convenor, the Provincial Administrator, and the ARMTA Recognition Fund Convenor.

11. Announce Provincial (and National Alberta winners) winners in the appropriate ARMTA communication (including but not limited to Tempo Magazine and ARMTA email updates), preferably with copies of the winning Composition(s) or part(s) thereof.

12. Submit any convenor (and adjudicator if applicable) expenses (postage, copying, printing, envelopes) to the ARMTA Administrator for reimbursement.
13. Prepare report for the Annual General Meeting of ARMTA including a financial report.
14. Keep records and materials from the Competition for one year only, and maintain lists of competition results, monetary awards winners, and reports from previous competitions.

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

EVALUATION:

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

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~, **2025 September 20**

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Excellent communication and organization skills
Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of 30 hours (dependent upon number of entries). There are no personal financial requirements.

President

TERMS OF REFERENCE:

1. The President shall be the official representative of the Alberta Registered Music Teachers' Association (1982). The President supports the organization's mission statement.
2. The President is responsible to the members of the Alberta Registered Music Teachers' Association and is elected at its Annual General Meeting.
3. The President signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The President agrees that any templates and documents developed in this position remain the property of ARMTA.

REQUIREMENTS:

1. The President presides at all Board and General Meetings of the Association.
2. When the President is unable to preside, the Vice-President may preside and when both the President and Vice-President are unable to preside, a chair may be elected by the members attending the meeting to preside thereat.

GENERAL DUTIES: The President:

1. Is an ex-officio member of all committees.
2. Performs such acts of administration which may arise between meetings as may be deemed necessary or expedient for the proper functioning of ARMTA.
3. Gives leadership and appoints committees and convenors as needed to carry out the business of ARMTA, with the guidance of the Board of Directors, and not contrary to the Societies' Act or ARMTA Bylaws.

4. Is entitled to have Board voting privileges to cast a deciding vote.
5. Advises all convenors of committees of their duties.
6. Represents ARMTA with respect to budget and other governmental matters with the Province of Alberta.
7. Is responsible for the care, lodging arrangements and entertainment of visiting delegates, such as the President of CFMTA.
8. Provides a report at each Board meeting and for Tempo publications.
9. Has a working knowledge of Call to Order.
10. May call Special Meetings of the board. Between regular Board Meetings, occasionally a matter arises that cannot wait for the next Board Meeting. In such cases, the president will call a Special Meeting of the Board, including the administrator. The agenda shall be submitted with the proposal for the meeting, the place and date. The administrator will keep a record the meeting for the next Board meeting minutes.

If via a medium such as a conference call or ZOOM, the presentation of information, the call for a motion and voting will occur as if at a regular Board meeting.

If via a medium like email, the president will

- a. Present the background information.
- b. Ask for a motion to be made and seconded.
 - c. Set a time for discussion and receipt of votes (usually 24 hours after the motion has been seconded).
- d. Ensure, as far as reasonable, that all Board members are aware of the information and the requirement to vote on the motion.
- e. The motion will be decided by a simple majority of the Board Members.
- f. The President will notify the Board Members of the result as soon as it is determined.

11. Places the ARMTA Service Award on the February and Fall agendas.

The ARMTA Service Award:

- is a provincial award which may be awarded annually at the ARMTA Provincial AGM and when possible, at the Music Conference Alberta Awards presentation.
- honours the efforts of an individual who has volunteered exceptional services for the betterment of ARMTA Provincial members and the association.
- recipient is chosen by the members of the Provincial Board.

The Process:

- A \$100 donation is made to the ARMTA Recognition Fund in the recipient's name.
- A member of the Provincial Board or an ARMTA colleague writes a short speech which explains why this individual was chosen.
- The speech and a photo of the presentation and the recipient is published in Tempo.

12. Serves as the 2nd Delegate to CFMTA.
13. Organizes the AGM with the assistance of the Vice President, Past President, and Administrator
14. Works with the Vice-president to review and prepare the contract of the administrator in January each year.

TERM: 2 years, with re-election possible for one further term in exceptional circumstances.

EVALUATION:

The President will use a reflection tool provided by the ARMTA administrator in

September each year.

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~ 2025 September 20

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Member of ARMTA having served as vice president for the previous 2 ~~terms~~ years
Excellent communication and writing skills
Proficiency in organizational skills
Proficiency in dealing with people
Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires about 4 hours each week, in addition to board meetings and the annual general meeting and the preparation required in advance of meetings.

Canada Music Week Convenor

TERMS OF REFERENCE:

1. The mandate of the Canada Music Week Convenor is to promote the celebration of Canada Music Week through concerts, workshops, masterclasses, school and public activities.
2. The Canada Music Week Convenor reports to (is responsible to) the ARMTA board.
3. The Canada Music Week Convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The Canada Music Week Convenor agrees that any templates and documents developed by the Convenor or team in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review terms of reference and this job description annually.
2. Recruit volunteers (a committee) as needed to carry out the mandate.
3. Plan and evaluate the committee`s work.
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 and report to board meetings and to the AGM.
6. Orient incoming Convenor: walk through job description, pass on templates and other documents or information.

GENERAL DUTIES:

1. Encourage branches to apply for the Bill Andrews Award: two awards of \$250 are awarded annually to branches across Canada to support Canada Music Week activities.
2. Raise awareness and encourage members and composers to participate in the Call for Compositions.
3. Encourage members and their students to participate in the Provincial Student Composer Competition and National Essay Competition.

4. Encourage branches to share their Canada Music Week experiences through documentation by photo/video and submit these to the Tempo and Canadian Music Teacher magazine. **If the CFMTA Canada Music Week is promoted at the Alliance for Canadian New Music Project's (ACNMP) Contemporary Showcase Festival events, the Contemporary Showcase Festival can qualify as a CFMTA Canada Music Week event.**
5. Act as liaison with other organizations that support Canadian music and composers, such as the Canadian Music Center, ACNMP, Canadian New Music Network, SOCAN, etc.

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

EVALUATION:

The Canadian Music Week Convenor will use a reflection tool provided by the ARMTA Administrator in September each year.

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14.~~ **2025 September 20.**

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

- Excellent communication and writing skills
- Proficiency at connecting with people
- Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of two hours per annum. No financial requirements necessary.

Recognition Fund Convenor

The ARMTA Recognition Fund was established in 2008 to augment prizes offered to participants in the biennial Alberta Round of the CFMTA National Piano Competition. Since 2012, the fund's scope has broadened and prizes and scholarships include ~~needs based bursaries and continuing education scholarships.~~ **those that are biennial and yearly.** They are presently awarded to students of all music genres.

Yearly prizes and scholarships include: needs based bursaries, newcomer bursaries, branch awards, student composer competition awards, pedagogy scholarships, Rotary Calgary Concerto Competition, Contemporary Showcase (Calgary and Edmonton) and Cassa (Calgary) Biennial prizes and scholarships include piano, voice, and strings competitions.

ARMTA acknowledges the past and continuing generosity of the Thelma Johannes O'Neill Prize (donated by ARMTA Edmonton Branch), ~~the Frank and Ethel (Weisbeck) Rusconi Fund through the Edmonton Community Foundation,~~ **the Frank and Ethel (Weisbeck) Rusconi Fund in partnership with Edmonton Community Foundation,** and many donations by individuals and organizations. ARMTA is grateful for past donations from the Marek Jablonski Endowment Foundation and Dorothy Buckley. Donors are acknowledged for approximately one year, in ARMTA Provincial programs and publications.

We invite donations from individuals, groups and branches. This is an opportunity to acknowledge ARMTA members, remember a colleague who has passed away, or recognize anyone for any number of reasons. A tax-deductible receipt for donations of \$20.00 or more will be issued by the CFMTA Trust Account.

TERMS OF REFERENCE:

1. The mandate of the Recognition Fund Convenor is to administer the finances held in the CFMTA Trust Fund.
2. The Recognition Fund Convenor reports to and acts at the will of the ARMTA board.
3. The Recognition Fund Convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The Recognition Fund Convenor agrees that any templates and documents developed by the Convenor or team in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review terms of reference and this job description annually.
2. Recruit volunteers (a committee) as needed to carry out the mandate.
3. Plan and evaluate the committee`s work.
4. Submit budget requests to the ARMTA Administrator (by January 10) using template provided by the Administrator. **Submit a budget report at this time as well. Communicate with the CFMTA Treasurer in regard to the spreadsheet to ensure that numbers are accurate.**
5. **Submit a report to the board in October.**
6. **Submit a report in July to the Tempo magazine.**
5. Attend general meetings of ARMTA, and board meetings as invited by the President.
6. Report activity to each meeting of the Provincial Board.
7. Orient incoming Convenor: walk through job description, pass on and other documents or information.
8. Recommend prizes to be awarded for the following (in consultation with the appropriate committees):
 - i. Participants in the biennial ARMTA Competitions
 - ii. Participants in biennial CFMTA National Competitions
 - iii. Winners of the ARMTA Student Composer Competition
 - iv. ARMTA Branch Awards
 - v. Contemporary Showcase Festivals (Calgary, Edmonton and Red Deer)
 - vi. Needs based bursaries
 - vii. Specific Awards designated annually by ARMTA branches and the Provincial Board
9. Notify CASSA, Branches, Contemporary Showcase Chairs, **Rotary Concerto chairs**, and any partner organizations, etc. of the funds available to them after each ARMTA Provincial Budget Meeting

GENERAL DUTIES:

1. Recognize in print the ARMTA Recognition Fund donors (in the Competition program, Tempo, branch newsletters, annual reports, **letters**, etc.), including a category for anonymous donations.
2. Keep records for one year only from competition and scholarship applications and maintain the records of winners and who are awarded money.

3. Withdraw funds from the account as detailed:
Cheques to prize winners are issued by the CFMTA Trust Fund and must be made out in the recipient's name.

4. Keep record of postage for reimbursement from Provincial Administrator and submit an expense request in March.
5. Keep record of the photocopies used and submit an expense request to the Provincial Administrator in March. Photocopies done at the printer of the convenor can be billed at the present going rate of a printing company i.e. Staples etc.
6. **Keep a digital record of all activity on the Recognition Fund USB stick. Update the excel spreadsheet regularly and provide the ARMTA Administrator with quarterly spreadsheet updates.**
7. **When cheques arrive from the CFMTA, save a scanned copy of each cheque to the appropriate file on the USB.**

a. Competitions:

- i. The Presentation Envelope at the time of the announcement will contain a generic letter of congratulations including information about the ARMTA Recognition Fund.
- ii. The winner will be given a Thank You card or information about how to thank the donor of the prize.
- iii. The Recognition Fund Convenor will request a cheque from the CFMTA Treasurer as soon as they are notified of the name, address, email address, and other requested information concerning the recipient of the award, prize or scholarship. The *Official Form for Withdrawals* is available on the CFMTA website. This completed form may be scanned or mailed to the CFMTA treasurer.
- iv. The Recognition Fund Convenor directs the CFMTA Administrator to either:
 - send the cheque directly to the appropriate winner.
 - OR to send cheque(s) to the Recognition Fund Convenor for distribution.

b. ~~CASSA/~~Branch Awards/Student Composer Competition Awards, and other designated scholarships-awards.****

- i. The Recognition Fund Convenor is notified of the names and addresses of recipients by the director(s) of CASSA, **Contemporary Showcase, Rotary Calgary Concerto Competition,** the ARMTA Branch Awards Convenor, **the Student Composer Competition Convenor,** or a member of ARMTA Provincial.
- ii. The Recognition Fund Convenor requests the cheque(s) from the CFMTA Treasurer as soon as they are notified of the name, address, email address, and other requested information concerning the recipient of the award, prize, or bursary. Use the *Official Form for Withdrawals* which is available on the CFMTA website. This completed form may be scanned to CFMTA.
- iii. CFMTA sends the cheques to the Recognition Fund Convenor.
- iv. The ARMTA Recognition Fund Convenor is advised to:
 - a. Send the cheque to the recipient with the appropriate letter of congratulations from ARMTA Provincial or to the representative that requested the cheque(s). (See Templates: Congratulatory letters on the memory stick)

OR

b. Send the cheque(s) to the Branch Awards Convenor or to the ~~CASSA~~ Administrator of ~~CASSA~~, or the Contemporary Showcase.

c. Bursary Cheques

- i. See Needs-Based and Newcomer bursary applications information on the provincial website – Student Opportunities.
- ii. After the Provincial Bursary Committee approves a needs based bursary or Newcomer bursary, and recommends an amount value, the Recognition Fund Convenor requests the cheque(s) from the CFMTA Treasurer.
- iii. CFMTA sends the cheque to the Recognition Fund Convenor.
- iv. The Recognition Fund Convenor sends the cheque to the recipient with a letter and information about the ARMTA Recognition Fund. (see Templates: Needs-based Bursary)

d. Scholarship Cheques

- i. See Scholarship application information on the provincial website – Student Opportunities
- ii. After the Provincial Bursary/Scholarship Committee approves a Scholarship needs-based bursary, and recommends an amount value, the Recognition Fund Convenor requests the cheque(s) from the CFMTA Treasurer.
- iii. CFMTA sends the cheque to the Recognition Fund Convenor.
- iv. The Recognition Fund Convenor sends the cheque to the recipient with a letter and information about the ARMTA Recognition Fund. (see Templates: Scholarship)

6. Donations to the Fund (DATABASES in use: Microsoft ACCESS 2007 and Excel 2007)

- a. Enter the data on the spreadsheet.
- b. ~~Print the following:~~
 - i. ~~Individual Donor Data Sheet~~
 - ii. ~~CFMTA Remittance form~~
 - iii. ~~Thanks to Donor (see Templates: Thank you letters)~~
- c. ~~Photocopy the CFMTA Remittance form and a copy of the donor's cheque.~~
- d. ~~Staple the following together and file in the binder:~~
 - i. ~~Donor Data Sheet~~
 - ii. ~~photocopy of the CFMTA Remittance with the donor's cheque~~
 - iii. ~~original donation form (which was received with the donor's cheque)~~
- e. Sign and mail original CFMTA Remittance form and cheque to the Treasurer of CFMTA. The CFMTA treasurer will send a tax-deductible receipt to the donor. If an ARMTA branch or ARMTA provincial make a donation to honor an ARMTA member for their service, the receipt can be made out in the name of the honored recipient since ARMTA branches and ARMTA provincial cannot use the receipts.
- f. Sign and mail Thanks to Donor.
- g. If the donor has requested notification to someone of the donation, mail that notification and information about the ARMTA Recognition Fund as requested on the original donation form.
- h. ~~Photocopy all correspondence for the ARMTA Recognition Fund Donor Binder. Photocopying both sides of a page is acceptable.~~

NOTES

1. For donations of less than \$20.00 or any other donations which would not qualify for a tax deductible receipt, enter data as above. As there will be no tax deductible receipt, the cheque

should be sent to the ARMTA Administrator for deposit. No direct CFMTA related correspondence is necessary. The ARMTA Administrator will send a cheque covering any accumulation of such donations to CFMTA from time to time.

2. As all donations to this fund must be paid out in prizes, a budget request to cover the administrative costs (postage, photocopying etc.) must be submitted annually to the ARMTA Provincial Administrator.

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

EVALUATION:

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

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~ 2025 September 20

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

- Excellent communication and writing skills
- Proficiency in organizational skills
- Proficiency in working with people
- Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of 3 to 6 hours per month, ~~with the heaviest months being October to December.~~ **As bursary applications are accepted throughout the year, there is time required throughout the summer months as well.**

Sponsorship Convenor

TERMS OF REFERENCE:

1. The mandate of the Sponsorship Convenor is to identify sponsors to support ARMTA particularly the publication of TEMPO (professional magazine) and professional development (Music Conference Alberta).
2. The Sponsorship Convenor reports to (is responsible to) the ARMTA Board.
3. The Sponsorship Convenor signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The Sponsorship Convenor agrees that any templates and documents developed by the Convenor or team in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review terms of reference and this job description annually.
2. Recruit volunteers (a committee) as needed to carry out the mandate.
3. Plan and evaluate the committee`s work.
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

6. Orient incoming Convenor: walk through job description, pass on templates and other documents or information
7. Develop a sponsorship tier plan: dollar amounts matched to donor benefits
8. Develop and maintain sponsor contacts.

GENERAL DUTIES:

1. Develop sponsor contacts from music stores, schools of music, insurance agents, music publishers etc., focusing on those with a provincial and/or national presence so as to avoid competing with the local branches.
2. Connect with sponsors in February and March (ahead of the Tempo deadline) with sponsorship requests for the year.
3. Arrange payment of sponsorships with the ARMTA Administrator.
4. Organize with the Tempo Editor to receive ad copy for Tempo.
5. Co-ordinate with the Conference Convenor, the Continuing Education Convenor, and all competitions convenors to ensure conditions of sponsorship (ex. Logos in programs, links on websites) are met.
6. Provide a report to the fall board meeting and to the annual general meeting.

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

EVALUATION:

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

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~ **2025 September 20**.

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

- Proficient communication and writing skills
- Able to connect and encourage sponsorship
- Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of **2 - 3 hours a year**.

Vice President

TERMS OF REFERENCE:

1. The Vice President supports the organization's mission statement.
2. The Vice President is responsible to the members of the Alberta Registered Music Teachers' Association and is elected at its Annual General Meeting
3. The Vice President signs the Confidentiality Agreement as provided by the ARMTA Administrator.
4. The Vice President agrees that any templates and documents developed in this position remain the property of ARMTA.

REQUIREMENTS:

- 1. The Vice President presides at all Board and Committee meetings at which the President is unable to preside.

GENERAL DUTIES: The Vice President:

- 1. Acts as Finance Chair and works with Provincial Administrator on budgets, investments, and any other financial matters.
- 2. Purchases a gift for the outgoing President and presents it at the Annual General Meeting.
- 3. Spearheads the CFMTA webinar project.
- ~~4. Create new initiatives and projects based on ARMTA's needs.~~
- 5. Acts as Newsletter content liaison. Recommends speakers and clinicians who have presented at the branches and who might write articles.
- 6. Has a working knowledge of Call to Order.
- 7. Attends all Board meetings to become familiar with business of the ARMTA Board.
- 8. Advises and assists the President, anticipates organizational and philosophical problems, and offers recommendations for resolutions.
- 9. Sends a personal invitation to members who are celebrating a membership milestone (10, 15, 20, 25, 30, etc. years) and encourages them to attend the AGM where certificates and awards are presented. The administrator will supply a list of milestone award recipients.
- 10. Is elected as the president after serving as vice-president for one term.
- 11. Organizes the AGM with the assistance of the President, Past President, and Administrator
- 12. Works with the ~~Vice-president~~ **President** to review and prepare the contract of the administrator in January each year.

TERM: 2 years, with re-election possible for one further term in exceptional circumstances.

EVALUATION:

The Vice President will use a reflection tool provided by the ARMTA Administrator in September each year.

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on 2023 October 14.

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

- Member of ARMTA
- Excellent communication and writing skills
- Proficiency in organizational skills
- Proficiency in dealing with people
- Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires about 4 hours each week, in addition to board meetings and the annual general meeting and the preparation required in advance of meetings.

Note: Board members and convenors must submit their budgets and requests to the

Provincial Administrator annually, 3 weeks ahead of at least three weeks prior to the winter budget meeting, using template provided by Administrator. (This should also be changed in the convenor and branch rep descriptions -most say January 10)

Provincial Administrator

The Provincial Administrator shall assist the Board of Directors within the parameters of the ARMTA Bylaws. This position will be reviewed annually at the Fall Board Meeting. The Provincial Administrator shall be a non-voting member of the Board of Directors.

TERMS OF REFERENCE:

1. The Provincial Administrator serves as Secretary, Treasurer, and Registrar of the Alberta Registered Music Teachers' Association (1982).
2. The Provincial Administrator is responsible to the Board of the Alberta Registered Music Teachers' Association.
3. The Provincial Administrator is not required to be an ARMTA member.
4. The Provincial Administrator is selected through an interview process.
5. The Provincial Administrator signs a contract with the ARMTA board which outlines the honorarium to be paid.
6. The Provincial Administrator signs the Confidentiality Agreement.
7. The Provincial Administrator agrees that any templates or documents developed in this position remain the property of ARMTA.

REQUIREMENTS:

A. SECRETARY:

1. Review the terms of reference and this job description annually.
2. Attends and maintains records and minutes of the proceedings at all meetings of ARMTA and Board of Directors; and sends out notices and information as necessary to members and directors; the Annual General Meeting must be audio-recorded.

GENERAL DUTIES: The Secretary

1. Is the custodian of the Seal of the Society and of all books, papers, record correspondence, contracts, and other documents belonging to the Association, and performs such duties as may from time to time be determined by the Board.
2. Is familiar with the bylaws of the association and the requirements of the Societies Act.
 - a. Maintains the bylaws of the association, adding amendments after they are passed by the membership at an Annual General Meeting.
 - b. Submits all changes to Corporate Registry.
 - c. Makes changes to the Policies and Procedures Manual online as approved by the Board.
3. Following approval of the minutes by the President, forwards all minutes and any other pertinent correspondence to Board members, Branch Presidents and/or Convenors within two weeks.
4. Presents a complete report of administrative activities at each Board meeting.
5. Coordinates with the 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
6. Attends to correspondence, both Provincial and CFMTA, in consultation with the President and on behalf of the Board of Directors.
7. Prepares applications for government and other funding.
8. Files Annual Corporate Registry Return.
9. Collates the submitted reports from executive members, branch representatives and convenors for Board meetings and Annual General Meeting.
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.
12. Maintains the telephone line and mailing address and establishes adequate office hours to enable prompt attention to email, voice mail messages, and associated correspondence.
13. Prepares mail outs as directed by the Board of Directors. These include but are not limited to the:
 - a. Acknowledgement of membership renewal with insurance certificate and a receipt and membership card to those without email
 - b. Directory mail out
 - c. Renewal notices
14. Prepares approximately monthly email updates to distribute to members. These shall include but are not limited to:
 - a. Announcement of the fall conference
 - b. Upcoming events
 - c. Advertising
15. Keeps a record of the list of members reaching milestone **years**.
16. **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 10 years and every five years after that. Recognition of milestone years are acknowledged with the following:
 - A gift award given for 30, 40, 50, 55, 60, 65, and 70 years
 - **55, 60, 65, 70 years: glass award with member's name, current year, and ARMTA logo.**
 - 50 years: A medium glass award with member's name, current year and ARMTA logo
 - 40 years: A small glass award, with members name, current year and ARMTA logo
 - 30 years: a keychain with ARMTA logo on the front and member's name engraved on the back
 - 10, 15, 20, 25, 35, 45, and every year after 60 (**except 65 and 70**) ~~years~~: a certificate. Certificates will be unframed.
17. Organizes the AGM with the assistance of the President, Vice President, and Past President
18. Ensures each new convener and each new board member signs the confidentiality agreement. Keeps signed confidentiality agreements on file for **10** years after their term of office.
19. Distributes the reflection tool to board members and convenors each September.
20. Receives application for membership in ARMTA
 - a. Forwards applications to the Chair of the Board of Examiners
 - b. Serves as the voice between the applicants and the Board of Examiners, forwarding responses and questions
 - c. Confirms that each applicant has included a favorable vulnerable sector check.
21. Keeps track of vulnerable sector checks for every member and sends notice to members who are due to renew their vulnerable sector check.
22. Does not allow members to renew unless their VSC has been updated to within the last five years.

B. TREASURER:

1. Deposits or causes to be deposited all funds in whatever bank the Board may order; maintains accounts and receipts, disbursements, and membership; and presents an audited statement at the Annual General Meeting.
2. 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.

GENERAL DUTIES: The Treasurer

1. Pays all bills and accounts by cheque **or e-transfer** in a timely fashion.
2. Prepares the books to be sent to the auditors (two elected ARMTA members) at the year-end (March 31).
3. Co-signs cheques with the President or Vice-President.
4. **Sends e-transfers from the bank account and sends request to the President for second approval.**
5. Notifies members of the deadline for annual fee payment. A month after that deadline, follows up with members who have not responded.
6. Maintains and presents an audited statement of finances to the Annual General Meeting and be prepared to answer questions.
7. Sends notice to Board members for budget requests for the following year, prepares a report of finances and offers a proposed budget to the Board of Directors at the February Board meeting. Note: Board members and convenors must submit their budgets/requests to the Provincial Administrator annually ~~3 weeks ahead of~~ **at least three weeks prior to the** winter budget meeting using template provided by Administrator.
8. Maintains contact with the Vice-President who acts as Financial Chairperson.
9. Provides two financial reports to the Board each year (February/ Fall Board meeting and AGM).
10. A sealed envelope with all the passwords to our accounts shall be given to the Webmaster.

C. REGISTRAR:

1. Receives and records all applications for membership and issues ARMTA membership certificates and membership directory/renewals to qualified applicants.

GENERAL DUTIES: The Registrar

1. Within one week of receipt of all applications for membership, acknowledges receipt to the applicant by email or postal service and indicates an approximate date by which processing should be complete.
2. Forwards all applications for membership to the ARMTA Examining Board for their consideration and recommendation. The Examining Board will notify the Provincial Administrator of their decisions.
3. Provides CFMTA with membership lists three times per year when requested for Canadian Music Teacher mail outs.
4. Notifies local branch membership convenors of the new provincial member in their area.
5. Informs CFMTA, other provincial RMT associations, and local branch convenors of any transferred members.
6. Maintains a current membership list.

7. Maintains a directory to be made available electronically, by postal service and online as directed by the Board.
8. Unsubscribe members from ARMTA's monthly newsletter if they do not renew membership.
9. Add tags in Mailchimp (ARMTA's monthly newsletter) for members of the Calgary and Edmonton Branch.
10. Maintains a record of Vulnerable Sector Checks required for membership including the date it was last checked.
 - a. Notify members 3-4 months before their vulnerable sector check reaches its 5-year anniversary date to remind them that they need to submit an updated check by the end of the month in which their 5 year anniversary date falls, with a reminder at the beginning of that month if needed.
 - b. If they do not submit theirs by the end of the month, remove them from the Find a Teacher directory but retain all other benefits of membership until their membership comes up for renewal.
 - c. Check that any members who have failed to submit a vulnerable sector records check that is no more than five years old at the time of their membership renewal do not renew their membership or receive their insurance certificate.

TERM: 1 year, reviewed annually

EVALUATION:

The Provincial Administrator will use a reflection tool provided by the ARMTA Board of Directors in September each year.

REVIEW DATE:

This job description will be reviewed by the Provincial Administrator in September each year. Suggested changes will be given to the Policy and Procedure and Bylaws convenor.

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

- Excellent communication and writing skills
- Proficiency in organizational skills
- Proficiency in dealing with people
- Able to work independently with minimum supervision

TIME AND FINANCIAL REQUIREMENTS:

This position requires an average of about 10 hours each week.

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~ 2025 September 20

Social Media Convenor

TERMS OF REFERENCE:

1. The mandate of the Social Media Convenor is to create and maintain ARMTA's social media presence, using strategies that improve engagement, build community, and increase awareness of ARMTA.
2. To facilitate this, 3.5 hours and 3 posts per week is estimated
3. The Social Media Convenor works with the Publicity Convenor, ARMTA Administrator, and Branch Representatives, in addition to creating content independently.

4. The Social Media Convenor reports to (is responsible to) the ARMTA Board and is paid an agreed upon honorarium or an hourly wage at agreed upon intervals.
5. The Social Media Convenor agrees that any templates or documents developed by the Convenor or team in this position remain the property of ARMTA.

REQUIREMENTS:

1. Review the terms of reference and this job description annually.
2. Submit budget requests to the ARMTA Administrator (by January 10) using template provided by the Administrator.
3. Attend general meetings of ARMTA, and board meetings as invited by the President.
4. Orient incoming Convenor: walk through job description, pass on templates and other documents or information.

GENERAL DUTIES:

1. Manage and moderate all public and private ARMTA social media channels operated at the provincial level
 - With consideration toward reaching ARMTA’s target audiences, initiate public social media accounts on various platforms, including but not limited to:
 - X
 - Facebook
 - instagram
 - For private ARMTA member social media accounts:
 - monitor posts for appropriate content and collegiality toward fellow ARMTA members
 - Maintain ARMTA brand standard for promotional material posted by members
2. **Fund the Meta Advertising account, and submit receipts for reimbursement to the ARMTA Administrator.** May use budget to reach a wider audience
3. Work in tandem with Publicity Convenor to come up with appropriate advertising
4. Maintain a calendar of upcoming posts and publicity campaign schedules - includes material from Social Media , Publicity, other Convenors, and may coordinate with Branch Representatives
 - Maintain ARMTA Brand Standard for all material produced or posted
 - Use brand-controlled ARMTA shared media software (such as CanvaPro)
 - This includes adjusting or referring to Publicity Convenor any off-brand material before posting, regardless of source.

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

EVALUATION:

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

REVIEW DATE:

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

APPROVAL DATE: As revised by the ARMTA board on ~~2024 September 07~~ **2025 September 20**

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Excellent communication skills
Proficiency in usage of all social media
Able to work independently with minimum supervision
Estimated 3.5 hours per week

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of 5- 15 minutes per day to check accounts, **reply to social media interactions, respond to ARMTA emails and messages**, and make new posts, more time is needed when the monthly newsletter comes out with multiple announcements.

Financially: a personal credit card is needed to be able to purchase online advertisements. Need to fill out forms for reimbursements.

Tempo Layout and Design Editor

TERMS OF REFERENCE:

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

REQUIREMENTS:

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

GENERAL DUTIES:

1. Works with the Tempo Content Convenor and receives articles, sponsorship ads, and other content as well as a suggested order contents.
2. Works with the Sponsorship Convenor to resolve or clarify any format or resolution issues arising.
3. Arranges content and advertisements. The length of the newsletter should be kept to 28 pages whenever possible (allows for savings in postage) and a maximum of 32 pages.
4. May use any publishing program that meets the requirements.

5. Sends a draft (via email) to the President, Administrator, Tempo Content Convenor, ~~and~~ Sponsorship Convenor, **and Publicity Convenor** for proofreading and approval prior to printing. The Tempo Content Editor has final say on the content and readiness for publication.
6. Creates pdf file for email distribution. This file should be emailed to the ARMTA Administrator.
7. Creates a master file for printing. Sends file to the printing company as instructed by the ARMTA Administrator.
8. Advises the ARMTA Administrator when the edition has been sent to the printer. ARMTA Administrator contacts the printer to place final order and pick up when finished.
9. Reports any expenses associated with the production of each edition to the ARMTA Administrator on the template provided by the ARMTA Administrator.

EVALUATION:

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

ADDITIONAL INFORMATION REQUIRED FOR RECRUITING

QUALIFICATIONS AND SKILLS:

Proficiency with publishing software and email.

Proficiency in layout design.

Able to work independently with minimum supervision.

TIME AND FINANCIAL REQUIREMENTS:

This position requires a minimum of -- hours per edition after the deadline for submission on July 15th. Deadline to finish publication is approximately one month after receiving all information from the Tempo Content Convenor.

APPROVAL DATE: As revised by the ARMTA board on ~~2023 October 14~~ **2025 September 20**

iv. Canada Music Week

Nothing to report

Submitted by *Josina Leder-Sears*

v. Collegiate Chapters

Others involved: Faculty Advisor – Viktoria Reiswich-Dapp, Publicity Convenor - Susan Henley, Angelina Lee- President University of Alberta Chapter

The University of Alberta Collegiate Chapter:

- held monthly executive meetings monthly, both online and in person
- opened a bank account
- launched an Instagram page (@armta_uofa_collegiate_chapter)
- hosted a workshop with Heather McGuire
- On March 28, they held their AGM with Guest speaker Anton Achondoa.
- Susan Henley sent a set of U of A Collegiate Chapter logos, prepared by Carol Kemp, our graphic designer.

- In May, they began a re-registration process and revised their constitution, which is under review, and elected and trained new executive members.
- In July, they obtained a license agreement from the U of A Trademarks and Licensing office with updated logos provided by Susan Henley. This led the Chapter to be successfully re-registered with the Student Group Services.
- The license agreement:
(<https://drive.google.com/file/d/10ZBgxd8VLCWF44KJaaGTDKtAqsyMQh4v/view?usp=drivesdk>)
- The final approved Constitution:
(<https://drive.google.com/file/d/1v6JsxKWm5HAhqqKTcSWou6MdCBJhsSU/view?usp=drivesdk>) to this email.
- In August, they started using more platforms to promote our membership across the campus.
- preparing for the Clubs Fair recruitment, which is happening in the first week of September.
- Their VP communications is currently working on creating a poster for a banner at this event.
- In addition, looking ahead to this academic year, they're excited to implement some innovative programming that aligns with their Chapter's mission of supporting private music teaching and pedagogy. These are some of our preliminary workshop/events ideas that are in the works:

1. Student-Led Masterclass (Fall 2025)

They're planning an interactive workshop where volunteer student teachers from various instrumental backgrounds will coach fellow students who sign up as performers in a masterclass setting. This creates a supportive educational environment that benefits both the "teacher" and the "student," particularly valuable for students who haven't started teaching yet or those seeking informal lesson opportunities.

2. Performance Anxiety Workshop (Winter 2026)

This workshop will feature interactive activities and simulated performance scenarios to help students explore stage fright in a supportive setting.

- They're also considering incorporating guest speakers to complement these peer-based workshops, potentially offering each event in two parts to provide both hands-on experience and professional guidance. This approach would help them fulfill their goal of offering at least two meaningful events per semester while maximizing engagement through participatory formats.

U of C – I have contacted Jani Parsons at University of Calgary.

Peer Music Teaching Program Outline

ARMTA UofA Collegiate Chapter

1. Purpose & Rationale

The Peer Music Teaching Program aims to:

1. Provide volunteer experiences and professional development through low-stakes but hands-on, structured music teaching opportunities;
2. Nurture a next generation of music teachers, regardless of their academic background and previous teaching experience;
3. Make music lessons accessible to university students, regardless of their musical background and financial hardships;
4. Become a signature program of the Chapter's identity, attracting active membership and fostering a community of diverse musicians across the campus;
5. Cultivate a more meaningful and closer professional relationship between the Collegiate Chapter and its parent organization, ARMTA - lesson observations, mentorship, and recital opportunities through ARMTA

This initiative differentiates from other student clubs at the U of A by focusing on *teaching university peers* instead of youth-at-risk populations.

2. Structure

- **Program Cycle:** Runs year-long, but the registration has two cycles to allow more participants. The first registration cycle is mid-late September, and the second registration cycle is mid-November-early December. (Ideally, the first cycle should be late August-mid September.)
- **Registration:** Interested members complete [a sign-up form](#) to be a peer tutor, indicating instrument preference, availability, and goals. Both peer tutors and peer tutees must hold a membership in the Chapter and sign up via Google Form to participate in the program.
- **Training - Teaching Observation:** The lesson observation with an experienced music teacher is a mandatory training required for peer teachers. Peer teachers must complete a minimum of one teaching observation session before starting to teach. Throughout the year, members must complete two more observation sessions with different teachers to gain broader experiences with different teaching styles and methods. The Chapter will provide a spreadsheet containing the information (email address, instrument, location, and days of the week available for observation) of willing ARMTA teachers, University of Alberta music department professors, and advanced music students who are currently teaching. Peer teachers will need to contact a teacher of their choice to request an observation session.

Some ARMTA teachers are available to provide an additional benefit of a mentorship during the period of the given academic year, acting as a mentor teacher at the peer teacher's request. Mentorship is only available after observing a lesson by the mentor teacher. This mentorship will allow peer teachers the opportunity to ask teaching-related questions and discuss their findings in 30-minute-long monthly progress virtual/in-person meetings. To ensure an effective mentorship, peer teachers can have only one mentor teacher per academic year. If a peer teacher has observed more than one ARMTA teacher who provides this benefit, the peer teacher may choose who they want as a mentor

teacher. (Looking for ways to acknowledge the service of the ARMTA teachers participating in the observation/mentoring program with Marlaine)

- **Matching:** Once the first observation is completed, the peer teacher must email the Chapter the name of the teacher they observed, the date of the observation, and key takeaways/reflections. This will allow us to add them to our list of available peer teachers, which we will use for peer students to select their teacher from.
- **Lesson Format:**
 - Weekly/biweekly lessons lasting for 30 minutes
 - A maximum of 2 peer students per peer teacher
 - Held in the UofA Fine Arts Building practice rooms (need permission from the department)

3. Evaluation

- Mid-semester feedback survey from both learners and teachers.
- Potential for more regular member meetings, where peer teachers and peer students share their reflections and progress.
- **End-of-year recital through our ARMTA association benefit (in March or April)**

Benefits

For Peer Teachers:

- Gain real teaching experience in a structured, low-stakes environment.
- Professional growth in pedagogy and lesson planning.
- Opportunity to add volunteer teaching to CVs or scholarship applications
- Access to the UofA music practice rooms

For Peer Students:

- Learn an instrument affordably and accessibly.
- Participate in music-making as a part of campus life.
- Option to perform in an informal end-of-term showcase.
- Access to the UofA music practice rooms

For the Chapter & ARMTA:

- Establishes a *signature, sustainable project* that builds identity and reputation.
- Creates ongoing engagement beyond one-off events.
- Encourages mentorship and the exchange of teaching resources.

Submitted by *Marlaine Osgood*

vi. **Community Service Award**

Awards given between September 2024-June 2025

GOLD (60 hours of service)

Edward Xue -student of Frances Ewington
Ian Yan Lok Wong -student of Kathy Dornian
Charlotte Kiang -student of Davit Tutt
Alyssa Chen -student of Patty Wu
Darilynn Vanhell -student of Lavinia Kell Parker

Submitted by *Rhonda McEachen*

vii. Conference

The 2025 Band Summit is co-presented by The Alberta Band Association, Alberta Music Education Foundation, and The Alberta Registered Music Teachers' Association, and runs Oct. 24 to 25.

ARMTA and AMEF is co-sponsoring:

1. The Feldenkrais Method for Musicians: An Approach to Learning Through Movement
Presenter - Jennifer Herzog.

In the Feldenkrais Method, your attention and subtle movements are the tools used to improve skill and awareness -and reduce strain and injury.

Feldenkrais is an approach to learning, through movement. Learning about ourselves in a way that honours the intersection of body and mind; that thinking sensing and moving, are intrinsic to our sense of self. We are working directly with improving the quality of how we do everything.

In this conference – we will discuss principles of the approach, and their application to musicians. We will do a movement lesson primarily in sitting – and finish with standing and walking. (Everyone is welcome- Any movement limitations or injuries can be accommodated).

2. Profound Pianistic Performance: An engaging reading session, taken from Lists C or D in the RCM 2022 piano edition for Levels 3 through 9
Presenter - Linda Kundert.

Linda Kundert will lead an engaging reading session, taken from Lists C or D in the RCM 2022 piano edition for Levels 3 through 9. As part of her presentation, she will discuss the pedagogical ideas behind these pieces, will address the challenges they present for students, and will have helpful suggestions for their mastery.

By exploring the technical and musical demands of the repertoire, she aims to provide insights for effective teaching strategies that will help educators guide their students toward continued musical growth. Participants will gain a deeper understanding of the repertoire's role for pianistic abilities, along with creative artistic interpretation.

3. Dynamic Piano Masterclass: This masterclass will focus on several students performing music from Lists C or D in the RCM 2022 piano edition for Levels 3 through 9
Presenter - Linda Kundert.

This masterclass will focus on several students performing music from Lists C or D in the

RCM 2022 piano edition for Levels 3 through 9. Linda looks forward to sharing her insights on musical style and presenting the students and audience with suggestions for continued success. Prepare to leave feeling encouraged and equipped with practical strategies to help your students excel.

4. We Can Do This: How to Be a Mentor, Facilitator, and Collaborator in Today's Evolving Music Studio Environment
Presenter - Merlin Thompson.

In today's dynamic teaching environment, music teachers are being called to do more than deliver musical skills and knowledge. We are mentors, facilitators, and collaborators in a continuously evolving teaching/learning process. How can we adapt to meet the needs of music students in 2025 while navigating a century of shifting pedagogical paradigms? How do we respond to the shift from master/apprentice and teacher-directed approaches to student-centered models, and from traditional methods to contemporary conversations around diversity, equity, and inclusion?

Geared toward both studio and classroom music teachers, this session provides a fresh, up-to-date perspective for 2025. It offers actionable strategies and tools to help music teachers confidently step into their expanded roles and inspire meaningful learning. Whether you're seeking new ways to connect with students or aiming to refine your teaching approach, this session will support your journey. We can do this!

Submitted by *Marlaine Osgood*

viii. Continuing Education

CE Funding Reports for Projects September 2024 to September 2025

CALGARY

Brain Gym Workshop -- \$400

Event report provided by Calgary Branch

On Tuesday November 26, at 9:30, 15 Calgary Branch teachers met to learn about Brain Gym, from the head of Brain Gym Canada, Dana Luebke. Dana provided an overview of how he came to know about Brain Gym exercises through his early experiences in dance. He discovered amazing results from these simple exercises that serve to heighten physical awareness, energy, and concentration. The success he noticed immediately with implementing these simple strategies were his inspiration to become involved as a trainer for Brain Gym.

Dana guided us through the exercises that involved breathing techniques, isometrics, physical motions and stretching. P.A.C.E presents the foundational points of getting started: Energy (Water), Clear (Brain Buttons), Active (Cross Crawls), Positive and Present (Hook-Ups). After going through the fundamental "exercises" Dana continued with suggestions for useful strategies and tips for us as music teachers, both for ourselves as teachers and musicians, as well as for our students. He provided a few pages of reminder points, which is always helpful.

This was a successful workshop in that many commented afterwards on how they could see the value of implementing all that he was showing us, and several suggested that we do a follow-up workshop later in the year.

Thank you for the funding to help us provide valuable professional development for our teachers.

Music Studio Teachers Professional Development Seminars - \$200 (for clinician's fees)

Two sessions provided by Calgary-based music educator, Merlin B. Thompson
Event report provided by Calgary Branch

1. January 9. The "Chill-Out Concert" session focused on how this type of event can encourage student engagement and included details on how an event like this can be brought to life.

2. February 18. Titled "What Music Teachers Need to Know About Practicing" presented the topic of practicing from a perspective informed by neuroscientific research into how people learn. Sessions like this that serve to translate research into real life application of learning our instrument are always informative and useful.

Both sessions were well attended by over a dozen teachers in each. As I could not attend either of them in my schedule, I will simply confirm that I received positive feedback from the teachers. Merlin Thomson is an established pedagogue with so much appropriate material for all levels of teaching. He will be giving one more online workshop for our Branch in later Spring and we look forward to him sharing his knowledge and expertise.

RED DEER

Pop, Rock & Blues Café -- \$400 (facility rental)

The event took place on March 26, 2025 at Festival Hall in Red Deer.

Students performed with a professional jazz trio from Red Deer. We did this last year, but it was only jazz. This year we've included pop, rock, Broadway, and jazz. The \$400 goes toward the rent of our facility which is \$700.

LETHBRIDGE

Mindful Yoga for Singers Workshop -- \$250

The Mindful Yoga for Singers workshop took place on Saturday, October 5th at the Lethbridge Public Library Main Branch Theatre Gallery. Clinicians Rose van der Hooft and Martha Renner, led an exploration of Mindful Yoga with the intent to build awareness of breath in the body and how it can make a significant impact on the work that singers do to embody the repertoire they study and perform. This workshop was designed to help all participants gain greater expressive potential during performance. After singer-participants perform for the clinicians, all participants

engaged in yoga exercises targeted to help with vocal techniques. Singer-participants then performed a second time and discussed physical differences that they noticed between the two performances.

This was a pay-as-you-can event with a suggested fee for singer-participants at \$20 and for observer-participants at \$10.

Keys to Piano Workshop - \$450 (for one clinician's fees)

Event report from LRMTA

We would like to extend a big thank you to ARMTA for Continuing Education funding for *Keys to Piano* in Lethbridge! This was our 10th *Keys to Piano* since our first one in 2014 and we are grateful for ARMTA's continued support.

This workshop was presented March 15-16, at Casa in Lethbridge by the University of Lethbridge Conservatory of Music in collaboration with The Lethbridge Branch. It featured clinicians Carolyn Herrington and Cheryl Emery-Karapita. This event included a Friday evening presentation for teachers. "Thinking Orchestrally at the Piano" was presented by Carolyn Herrington and "ADHD and the Wiggly Student" was presented by Cheryl Emery-Karapita.

On Saturday, students performed in masterclass sessions and received comments and direction from the clinicians. Students and teachers also participated in breakout sessions including *Music's Eras Tour* with Jill Asling-Monk, *Playing with Performance Jitters* with Carmen Letourneau, an introduction to the harpsichord with Christine Rogers, *Fiddling 101* with violinist, Alina Khvatova, and *Keyed Percussion 101* with percussionist, Marc Vantol.

Between the morning and afternoon Saturday sessions during the lunch break, the clinicians performed a wonderful program of piano, four hands by Brahms, Dvorak, and Grieg, as well as a two-piano work by Cecile Chaminade. Over 25 teachers and students participated in the weekend event, including 18 performers.

ARMTA was acknowledged in promotional emails and social media posts as well as verbally during the event sessions, and its logo appeared on the lunch concert program.

Once again, we would like to thank ARMTA for their support which has enabled us to offer this opportunity for students and teachers in our community.

Report respectfully submitted by Deanna Oye, ARMTA Continuing Education Convenor

ix. Examining Board

Examining Board Report September 2024 - August 2025

September 4, 2025

Chair: Judith Elliott

Board Members: Ruston Vuori, Twila Baker, Roger Admiral, Bronwyn Schumann, LaDona Ahenda

Applicants/ Subject Areas Accepted for Full Membership:

Piano16

Voice..... 8

Violin..... 3
 Cello 1
 Saxophone 1
 Flute 2
 Organ 1
 Clarinet 1
 Euphonium1
 Composition..... 1
 Musicology 1
 History 1
 Advanced Theory .. 1
 Ethnomusicology .. 1

TOTAL – 39 (some applicants represent one person but multiple subjects areas.)

Affiliate Applicants:

Affiliate 9 2
 Affiliate 10 2
 Total – 4

I wish to thank Brad Parker for his time and contribution to our discussions since September of 2022 and has stepped down from the Board.

I wish to welcome Bronwyn Schumann and LaDona Ahenda to our Board. They have provided good questions and insights to our discussions regarding applications.

I also wish to thank Roger, Ruston and Twila for their ongoing time and insights to issues we have dealt with. Their comments and knowledge of post-secondary education curriculum have been very helpful in our decision making.

The applicants we have received into our membership have been mostly straightforward with only a few requiring extended discussion to reach our decision.

Respectfully submitted, *Judith Elliott*

x. Festival Association Liaison

The Alberta Registered Music Teachers’ Association sponsored two scholarships at this year’s Alberta Music Festival Association Provincial Music Festival held May 22-29, 2025 at Allard Hall in MacEwan University and All Saints’ Anglican Cathedral. ARMTA sponsored a \$250 Scholarship for both Piano 1 Solo - 15 Years & Under and Violin/Viola Solo - 15 Years & Under.

Respectfully submitted by *Carolyn Steeves*

xi. Members at Large

Nothing to report
Ida Edwards

xii. Piano Competition

Nothing to report. Jan Janovsky ran the 2025 competition and supported our competitor to get to the 2025 CFTMA Competition in Montreal. He has resigned from this position August 2025.

vacant

xiii. Publicity

I'm happy to report that to date, 2025 has been an eventful period for ARMTA promotions.

This year Publicity and Social Media adopted an industry model for provincial promotional campaigns. Social media creates material and schedules the calendar based on a creative brief prepared by Publicity.

The creative brief is a set of parameters for social media to use as a framework for the tone, content, and approximate volume/ dates for promotional posts. I've been using google drive to share briefs with most program convenors and committees, especially to make sure I've captured the spirit of the program in the way the relative convenor hopes.

Since adopting this method, we continue to refine the process, in collaboration with the managing convenors when possible. So far this year we have applied it to:

- Community Service Award, promoting the semi-annual awards, in consultation with then-convenor Marlaine Osgood (now with current convenor Rhonda McEachen)
- Alberta Band Summit, promoting the partnership between ABA, AMEF and ARMTA, and promoting the series of Studio Sessions co-presented by ARMTA and AMEF, in consultation with Marlaine Osgood for the summit and Tamara Bowie specifically for the Kundert Masterclass studio session
- Masterclass Lecture for Bowed Strings-ages 15 and under, promoting this inaugural masterclass for developing performance and competition skills for junior string musicians, and highlighting the collaboration between ARMTA and the Alberta String Association, in consultation with the Strings Committee
- Young Artist Tour performances in Edmonton, Lethbridge and Calgary, in consultation with Louisa Lu, Esther Madsen, Sandra Joy Friesen
- Promoting ARMTA teachers - Spring/Summer and fall 2025 - connecting students with ARMTA teachers, in consultation with Karen Gerelus and Tamara Bowie
- Pedagogy Scholarship, Continuing Education Scholarship, Bette Joan Rac Piano Scholarship
- Bursaries

The briefs have been especially helpful as source documents when working with event convenors, since the information changes with every event, and complete information is not always available early as committees work to finalize parameters, find venues etc. The earlier we have the information, the better the campaign results. On behalf of Karen Gerelus and myself, many thanks to Marlaine Osgood, Chrysanthema Pashunkova, Nathene Arthur, Tamara Bowie, Carolyn Garritano, Esther Madsen and Sandra Joy Friesen for keeping us informed.

As I write this, I realize I did not involve Lorrie Wittke when I wrote the campaign briefs for scholarships and bursaries - Lorrie, apologies for this oversight!

There have been occasions when a convenor has been surprised to be approached about promoting their event, and this is probably because in other job descriptions there has been no

mention of working with Publicity and Social Media. Now that we have a Policy and Procedure Convenor, I've been able to suggest a policy amendment.

In other sundry news, a logo has been designed for the U of A Collegiate Chapter. The Chapter has been around for awhile and became active this year. Shortly afterward the University underwent a branding policy change which required a logo change, so Carolyn Garritano was able to amend the logo in time for the Collegiate president to obtain the University's approval.

While I focused on our new structure for campaigns this year, I found no time to continue introducing more branch social media convenors to the shared Canva which Carolyn Garritano fitted with ARMTA brand standards last year. I spoke in May with one more social media convenor and will start there, when we can make our schedules align. The plan is to add value to the process by arranging a tutorial with the ARMTA graphic design consultant, using the convenor's existing body of work as a starting point - to date, others have found the approach useful.

In the February board update, I indicated that I'd review the Personal Information Protection Act (PIPA) and report to the board in September 2025. My reason for doing this is twofold - policy and procedure does not address privacy law, and there has been no requirement for ARMTA to be consistent across programs, in regarding requests for personal information. I've attached my report separately.

Respectfully submitted,

Susan Henley
Publicity Convenor

September 2025
Publicity Convenor
PIPA Review

Prepared by Susan Henley

ARMTA collects and publishes the personal information of competitors, applicants, and winners in ARMTA competitions etc. on all ARMTA platforms, however, there has not been a policy in place for treatment of the information.

Most ARMTA programs request permission to publish information collected however the type of information collected and the terms of its use have differed widely across ARMTA programs.

Since the February report, I've reviewed and standardized the personal information collection and disclosures on all programs for which we publish information, so that we know we have permission for everything we publish on ARMTA platforms in regard to these programs.

From what I could find, ARMTA practices are basically in line with other non-profits, except not everyone uses photographs and bios. In the February Publicity Convenor report, I committed to a review of PIPA as it might apply to ARMTA, with a view to recommending a legal opinion if necessary. At the time I reported that convenors and branches and individual members should be able to depend on ARMTA to advise them accurately.

I now think ARMTA should obtain legal advice on our practices, whether or not we decide to continue to do the things we are now doing. In particular, we make some collection mandatory for program participation, and we require entrants to allow our use of candid and group photos taken at competitions etc. None of this is addressed in legislation.

In the meantime, ARMTA practices are aligned in spirit with the rest of the non-profit community so I'd like to work on an interim policy recommendation together with the Policy and Procedure Convenor and a committee of other program convenors. We would look at policy for children vs adult participants, national vs provincial programs, voluntary vs mandatory permissions in order to participate in programs. I've had an opportunity to approach Marlane Osgood, who supports the prospect. I would hope to chair or join this committee in my capacity as branch representative for Edmonton.

The following four points paraphrase some of the concerning portions of the legislation, and below that I've excerpted recommendations from the Alberta.ca "protecting personal information workbook for non-profits".

I confined my review to the information ARMTA collects from students and teachers for promotional purposes. This is what I have found:

1. Non-profit societies are bound by PIPA only when collecting information for commercial purposes.
 - a. Collecting application fees for competitions or masterclasses is a commercial purpose
 - b. Using any information for promotional purposes seems to me to be more commercial than not, since it is done to promote ARMTA programs and advertise for members and students etc, but there is nothing in the legislation that clarifies this.
 - c. Not being bound by PIPA means we are not protected by PIPA - doesn't seem to be a favourable position to be in.
2. We must have a good reason for collecting personal information from people.
 - a. Promotional use is not specified as a "good reason"
 - b. Needing name and contact information in order to register for a program is a "good reason"
3. ARMTA can make some information compulsory - such as the name of a person registering for a program - but promotional material such as headshots and bios is not mentioned in the legislation.
4. ARMTA should appoint a privacy information person and this person's contact information must be published.

Below is an Excerpt from "protecting personal information workbook for non-profits".
Some of this possibly relates to some but not all ARMTA practices:

An organization considering implementing a consent process should obtain legal advice before doing so. Your organization might need to use or disclose personal information for unexpected purposes, or purposes unrelated to the normal operations of your organization that were not listed on your consent form or notice.

Organizations subject to PIPA have the benefit of the provisions in PIPA for circumstances where it would be unreasonable or impractical to obtain consent (e.g. when collecting a debt, disclosing information to a government department, notifying others in an emergency, or carrying out an investigation). Organizations not subject to PIPA cannot rely on these provisions; for this reason, there may be situations where obtaining consent would be problematic.

At the same time, there may be situations where it could be appropriate to obtain consent, particularly when the disclosure of personal information is for a discretionary purpose, that is, not necessary for the program or service for which the information was collected. For example, an organization may wish to disclose the mailing addresses of its team members to a sports retailer that wants to provide a discount coupon to team members in exchange for receiving the mailing addresses for marketing purposes. Because this disclosure is optional, the team organization may wish to obtain written consent to disclose the addresses to the retailer.

Your legal advisor can assist you in determining when your organization should consider obtaining consent and what needs to be included in a consent form.

Respectfully submitted, Susan Henley
Publicity Convenor

xiv. Recognition Fund

The balance of the Recognition Fund is **\$42,341.47**. The Rusconi donation from the Edmonton Community Foundation arrived on April 25, 2025 and was \$22,309.00. An updated copy of the spreadsheet will be sent quarterly to the Administrator for ARMTA records. I have a USB containing Recognition Fund activity since 2015.

Lois Kerr from CFMTA is very helpful and I deeply appreciate her guidance and everything she does to assist with the Recognition Fund.

Since Sept 2024- the Recognition Fund has supported the following:

- Needs-based Bursaries
- Newcomer Bursaries
- Branch Awards
- Edmonton Contemporary Showcase
- Calgary Contemporary Showcase
- CASSA Calgary
- Student Composer Competition
- Calgary Rotary Concerto Competition
- Pedagogy Scholarships
- String Competition

For discussion: A new form has been created, which can be used when requesting funds from the Recognition Fund in collaboration with our webmaster Carolyn Garritano. I would suggest the use of a form would streamline communication with individuals and branches and avoid long email threads which would make my job easier. This form could then be saved with the other forms pertaining to a request. The form requires the following information:

- 6) Email address
- 7) Date of request
- 8) Event and how many cheques requested
- 9) Mailing address of convenor if mailing cheques directly to the convenor
- 10) Mailing addresses of recipients if mailing out directly to students.

*Email addresses are very important to have as well. I need to send out tax forms directly to the students for awards that are \$500 or more. Even if the cheques are mailed to the convenor, the email addresses still need to be included if the award is \$500 or more.

This form is found on the ARMTA website, in the member's area, currently under Provincial Executive. I have also included an example of a completed form.

The Recognition Fund Request form-sample

The screenshot shows a web form titled "Recognition Fund Request". Below the title is a subtitle: "Use this form to request cheques from the ARMTA Recognition Fund." There is a link to "Sign in to Google" and a "Learn more" link. A red asterisk indicates required questions. The form has four main sections: 1) "Email *" with the value "lorrie99@telus.net"; 2) "Date *" with the value "05 / 04 / 2025"; 3) "Event" with the value "Provincial Student Composer Competition"; 4) "How many cheques are you requesting? *" with the value "8".

Name & Address of where to mail the cheque(s) (usually the convenor). *

Please mail directly to recipients

Name, Email & Full Mailing Address of each cheque recipient. *

Preparatory Class 1 - Student name and address-Prize \$50
 Preparatory Class 2 - Student name and address-Prize \$50
 Category A Class 1 - Student name and address-Prize \$50
 Category A Class 2 - Student name and address-Prize \$50
 Category B Class 1 - Student name and address-Prize \$75
 Category B Class 2 - Student name and address-Prize \$75
 Category C Class 1 - Student name and address-Prize \$100
 Category D Open - Student name and address-Prize \$150

A copy of your responses will be emailed to the address you provided.

Submit Clear form

Respectfully, *Lorrie Wittke*

RECOGNITION FUND BUDGET vs. ACTUAL to date as of Sept. 6, 2025

The balance of the Recognition Fund is **\$42,341.47**. The Rusconi donation from the Edmonton Community Foundation arrived on April 25, 2025 and was \$22,309.00

Biennial Awards	BUDGET	ACTUAL
<u>Piano</u> Competition (2025) \$4,000	\$4,000	\$3700 (\$2000 annually)
Best Performance of a Canadian Work	\$ 250	\$250 (\$125 annually)
Best Performance of a Romantic Work	\$ 500	\$500 (\$500 annually)
<u>Voice</u> Competition	\$4,000	(\$2000 annually)
<u>String</u> Competition	\$4,000	(\$2000 annually)
CASSA (Calgary Arts Summer School) Scholarships	\$500	\$450
Provincial Awards to the Branches	\$6,400	\$0
<i>Calculated at \$850 each for Small Branches \$1,500 each for Calgary and Edmonton (Grande Prairie, Medicine Hat, Lethbridge, Red Deer)</i>		
Student Composer Competition Awards	\$900	\$550
Bursaries (Needs Based)	\$12,000	\$7500
Newcomer Bursary	\$3,000	\$100
ARMTA Pedagogy Scholarships	\$3,000	\$1000
Rotary Calgary Concerto Competition	\$2,000	\$2000
Contemporary Showcases (Calgary and Edmonton in 2025) \$700		\$0
	TOTAL \$34,875	\$16950 Spent

xv. Scholarship

2025 Recipients

Continuing Education Scholarships

Erik Olson \$1000

Nola Shantz \$500

Melanie Doderia \$500

Amy Lemke \$500

Music Pedagogy Scholarships

Piper Regner Student of Roger Admiral

Taymoor Ismail Student of Dr. Victoria Reiswich-Dapp.

Bette Joan Rac Scholarship

Jaydon Zijia Zhuang \$1000

Ida Edwards, Scholarship Convenor

xvi. Social Media

I have nearly completed my first year as the social media convenor. Since accepting the position in October 2024 there has been a lot of action to report. Overall, we have 232 followers on the Instagram page, and 737 followers on the public ARMTA page.

Each week I work closely with Susan Henley to design and approve brand-standardized content. I also monitor the social media accounts for messages, track engagement and trends, and fund the account (with reimbursement). I have been issuing ~ 3 posts per week, for a total of 110 posts this year -- as well as 'reposted' content from other associations. These posts have been created in Canva and then shared simultaneously to both FB & IG, as well as Stories on each. The major campaigns have included:

- Provincial Piano Competition
- Student Composer Competition
- Membership Benefits & New Members
- Scholarships & Awards
- Young Artist Tour
- 'Find a Teacher' campaign
- Alberta Band Summit
- Upcoming Masterclasses

There was a significant advertising campaign for the competitions and scholarships which each received a record number of applicants. The awareness of our association is growing, and a recent 'boosted' reel featuring the words "Register Now" reached 15,700 accounts. This is just one of many examples where our posts are reaching a broader demographic of Albertans.

Going forward, I envision there to be 4 main avenues which require additional social media advertising (beyond the typical reach of 'free' posts). Competitions & Programs Advertising,

Attracting New Members , Association Awareness, Connecting students with Teachers, Miscellaneous.

Social media content provided by members is always most meaningful. The posts with *real* people doing *real* things shows that we are an active and vibrant association. For example, the post of Annette Bradley, Nathene Arthur, and Rosemarie Horne at the CFMTA finals was the most engaged-with post of the year.

Going forward, I will be featuring the results of the 2025 Student Composer Competition, the outcomes from the Alberta Band Summit and AGM, Strings Masterclasses, as well as the regular everyday posts to keep the accounts current.

If there are items you would like to see featured on our social media accounts, please send them directly to me via DM, or to karen@gerelusmusic.com. I want the world to know how hard you all work and feature your efforts. I am here to support your initiatives. Thank you for all that you do!

Submitted by *Karen Gerelus*

xvii. Sponsorship

This year we have received \$1900 in sponsorship funds. Our donors are

Steinway Piano	\$500
Yamaha	\$500
Long and McQuade	\$500
Augustana Campus	\$150
Lorna Paterson Music	\$75

All donors will receive benefits depending on their level of donation. They all received appropriately placed ads for their donations in the Tempo Magazine. Depending on their level some will be listed on our website with a link to the sponsor's website and they will be advertised at Music Conference Alberta and ARMTA Sponsored events and in programs.

We value our sponsors so please consider using them for any of your business needs.

Submitted by *Rosemarie Horne*

xviii. String Competition

<https://armta.ca/masterclass-lecture-for-bowed-strings/>

xix. Student Composer Competition

This year there were 45 entries submitted from 41 students from 21 teachers. There were 26 entries from previous participants. Adjudicator Jesse Plessis (composer, pianist, and teacher from Montreal) awarded seven first-place prizes in the following categories: Preparatory P2, A1, A2, B1, B2, C and D Categories which were entered in the CFMTA National Competition. There

were no entries this year in the Preparatory P1 Category. Five Alberta winners placed in the CFMTA National Competition. Christine Rogers guided the transition to the new leadership team of Danae Turgeon and Jamie Deibert.

<u>ARMTA Provincial Winners</u>	<u>Composition</u>		
<u>Teacher</u>			
Preparatory P Class1 (8 years and under)	no entries this year		
Preparatory P Class 2 (8 years and under)	*Emily Dietrich	<i>Stars</i>	Jamie Deibert
Category A Class 1 (11 years and under)	Bryson Green	<i>Acceptance</i>	Marissa Feria
Category A Class 2 (11 years and under)	Olivia Chung	<i>Always Family</i>	Gloria Chu
Category B Class 1 (15 years and under)	*Mark Rico-Lam	<i>Prelude for Organ</i>	
Heather Hindman			
Category B Class 2 (15 years and under)	Kalyse Hemsing	<i>Harder</i>	Jay-Arnel Arca
Category C (19 years and under)	*Anders Currah	<i>The Roads Not Taken</i>	
Stephanie Schmaltz			
Category D (Open)	*Kurt Stenner	<i>Avro Arrow</i>	Jan Janovsky

*denotes previous participant

CFMTA National Alberta Placements

Preparatory Level – 8 years and under, Class 2, composition for voice
Second Place: Emily Dietrich, *Stars*

Category A – 11 years and under, Class 2, composition for voice
Second Place: Olivia Chung, *Always Family*

Category B – 15 years and under, Class 2, composition for voice
Second Place: Kalyse Hemsing, *Harder*

Category C – 19 years and under
Second Place: Anders Currah, *The Roads Not Taken*

Category D – Open
Second Place: Kurt Stenner, *Avro Arrow*

Financial Summary

Income	Total entry fees	<u>\$1060.00</u>	(45 entries)
	Total Income	<u>\$1060.00</u>	
Expenses	Adjudication Fees	\$1555.00	paid to Jesse Plessis, adjudicator
	Award Money	\$550.00	paid to 7 – 1 st place winners (award money from ARMTA Recognition Fund)
	Convenor Expenses	\$246.52	black pen, printing, postage, envelopes
	CFMTA Entry fees	<u>\$235.00</u>	CFMTA Competition Entries
	Total Expense	<u>\$2586.52</u>	

Respectfully submitted, *Christine Rogers, Danae Turgeon, Jamie Deibert*

xx. Tempo Content

This was a great year in gathering diverse, original articles, with the goal to promote professional development and share ideas and expertise from our members that would be of interest. It particularly worked well to extend some personal invitations to ARMTA members, as few members reach out from the general call for submissions in the newsletter, and this commitment sometimes falls through. All articles go through editing for content, clarity, and grammar prior to publications and go through an average of 3 revisions before being “ready.” There was a fair amount of personal autobiographical details and more promotional articles in this year’s submissions that were requested to be revised accordingly for relevance. Due to the time required for this process, the initial draft deadline is in mid to late May to allow extensions for delayed articles and to ensure sufficient time to review all articles and subsequent revisions. It could be beneficial if both Tempo Content Convenor and Tempo Layout and design Editor are able to review, but it would also be challenging to coordinate timing and soliciting feedback in a timely manner so that the author can make the needed edits and re-submit. It would also be great if the social media convenor could continue to make a snapshot for each original article as promotion on our social media, to both recruit more future authors and foster some excitement for pre-release / once released of Tempo.

Rose He, Tempo Content Convenor

xxi. Tempo Layout and Design

This year, thanks to having the position of Content Convenor filled by someone with the proactive skills to solicit and collect articles so successfully meant the magazine had to grow in size by 30%. Admittedly some of this growth could have been reduced with editorial choices, which I will get into, but the real cause of the growth is a successful Content Convenor. If the Content Convenor continues to be this successful, this bodes very well for the future of the publication.

Editorial decisions that also added to the growth of publication size;

- slightly larger font size
- 35 out of 36 pages have at least one image or graphic, and feature articles got feature images (all still within the branding requirements of using stock photographs)
- interactivity, where possible, was included, including QR codes to Student Compositions.

However, growth comes with its own challenges. There are two main challenges that come from this; financial, quality of content, and the development of standards.

Financially, a larger publication costs more to print. With fewer and fewer people seeking printed versions of the publication, it would be wise for the organization to fully examine how the Tempo Magazine fits the mandate of ARMTA, and whether or not a physical version is critical to fulfilling that mandate. In my opinion, it does, because there is a great deal of knowledge contained within. In honesty, there should also be access to printed copies of the publication at public events, such as at conferences, larger-scale performances, and other opportunities to

engage with non-members. Additional exposure for our sponsors may assist in arguing any additional future expenses.

Additionally, this publication came at a more significant cost of my personal time than ever before. I spent nearly twice the time I had in previous years to edit the publication, and so any additional compensation you consider for the Editor should also be financially supported by how well the publication fits the mandate of ARMTA. I of course would rather not recommend myself out of a job, but the organization must be steadfast in their resolve for the additional expense, or else provide a different direction for how to proceed in the future.

With growing quantity comes challenges with maintaining quality. To be clear, this issue's content was very strong, diverse in subject material, and therefore very engaging. However, it did provide some "warning" signs of what challenges could come in the future if we continue on this path of success.

It is my belief that the Tempo publication should be a demonstration not only of our passion for music education, but also our professionalism in its delivery, and therefore every piece of content should be steeped in rich experience and research. That becomes more difficult to assure as the quantity of content accepted increases. For example, in this year's publication of Tempo I personally struggled with an article that made an assertion about the establishment of research for which no support was provided. This assertion could easily be viewed as supported by the author's training and experience, and therefore deemed a non-issue, however we should be ever-mindful of allowing any representation of our organization, especially in print, to be relaxed in its demand of rigour and quality.

It would be my recommendation that we move the deadline for submission of articles at least two weeks earlier, if not a whole month, to enable an opportunity for even a cursory peer review by both the Content Convenor and the Editor (along with any necessary subsequent communication with the authors for any required adjustments). I did not have that time available to me to engage in this review with our Content Convenor this year, particularly due to the size of the publication (as well as personal factors). It may also be advisable to make an addition to our policy and procedures to include the need for such review of any published content for proper support through lived, relevant experience or professional research.

The biggest challenge that occurred earlier in the process of making the publication was with regards to advertising. Our advertising guidelines are non-existent. An advertiser does not know with certainty the publication requirements our magazine has, and must therefore assume appropriate dimensions. Much like our organization branding, we need to develop guidelines that will enable our sponsors to achieve the look they want while also adhering to the layout constraints of the publication. That takes time to develop, time that the Sponsorship Convenor required of me at a time of year when time was at an absolute premium for me. Considering the necessity for quality assurance in our accepted content, perhaps those details could also be included in that final guidelines document, including an appropriate method of citation.

These are my recommendations for consideration going forward. I would be happy to join a meeting of the Board when the topic of Tempo Magazine is on the agenda, however I also am happy to proceed in future years with any direction given by the Board as to how to proceed with the magazine.

Contrapuntally yours,
Joel Windsor

xxii. Voice Competition

Nothing to report

New committee formed: Rita Thurn (Chair), Lorna Sewell, Nathene Arthur, Annette Bradley

xxiii. Webmaster

ARMTA Provincial Website Report – SEPTEMBER 2025

1. ARMTA Provincial Website & Maintenance:

We use WordPress for our content management system. The last redesign was in Spring 2022. Our current theme is called “Sinatra”. All 6 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.

Lethbridge Branch is now also using the Sinatra theme since September 2025.

I continue to offer website technical assistance to all branches when requested.

I have been making changes & updates to the events & information posted on our website as instructed by the administrator & event coordinators.

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 23 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 on our website & on Google

search. Click the "Profile" tab when logged into "Manage Account" section of the member's area. (You can edit the Profile Gallery & Profile Description)

3. Local Branches Hosted under ARMTA Provincial (shared hosting):

ARMTA Provincial can host unlimited websites on their account with no additional hosting fees. The website's branch is only responsible for their domain name registration fee (usually \$20-\$30 per year).

Local branches hosted under ARMTA's account:

Edmonton Branch www.armtaedmonton.ab.ca

Lethbridge Branch www.lrmta.com

Calgary Branch www.armta-calgary.com

Red Deer Branch www.armtareddeer.ca

Local branches hosted under ARMTA's account with a sub-domain:

No name registration fee required for a sub-domain (yournamehere.armta.ca)

Grande Prairie grandeprairie.armta.ca

Medicine Hat Branches

medicinehat.armta.ca

4. 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 expenses (\$503.58/year from 2025-27) Members would be responsible for their domain name registration fee (usually \$15-\$25 per year).

We are currently hosting 11 member's websites (2 new since Feb report at \$25 for first year = \$50 total). 9 paid \$50 with April 2025 renewal (\$450 total)

I help the members get their websites up & running and am available for assistance in future editing as requested.

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

5. 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.

6. 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 the date range you would like to view.

Sessions: the number of times someone visited our site.

Total users: the number of users visiting our site 1 or more times.

Engaged sessions: sessions that last at least 10 seconds or include 2 or more pageviews.

Scroll down the top pages section to see the top 500 pages viewed.
<https://datastudio.google.com/reporting/f28b09fa-6dd0-4b63-b9a1-872907942adb/page/S33B>

Here are the traffic stats for: Jan 1, 2025 – Aug 31, 2025

Submitted by *Carolyn Garritano*

ARMTA Provincial Database Report – SEPTEMBER 2025

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 \$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 MembershipWorks 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 members' information & set up events for registration & online payment. Calgary & Edmonton 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 MembershipWorks so members can register online (offline & online payment options available). MembershipWorks 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 have used this feature in the past.

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

Submitted by *Carolyn Garritano*

xxiv. Wellness

Nothing to report
Esther Bing

xxv. Young Artist Tour

Names of other board members, convenors, or committee members represented:

Calgary – Sandra Joy Friesen, Annette Bradley

Edmonton – Abigail Neves, Esther Madsen

Lethbridge – Christine Rogers

Organized three concerts for the Piano Young Artist (Jaydon Zhuang) in preparation for the 2025 CFMTA National Piano Competition. Concerts were held in Edmonton, Lethbridge and Calgary. Donations or other funds collected by the branches were sent to CFMTA accordingly. This year was CFMTA anniversary, meaning there was a \$200 subsidy included for each branch that participated in the Young Artist Tour.

Submitted by *Louisa Lu*

3. f) BRANCH REPORTS

i. Calgary

Date: August 23, 2025 for Board Meeting September 20, 2025

Name of person preparing report: Sandra Joy Friesen

Other board members represented: Barbara Robertson

Information:

Events (since January) and meaningful benefits for members and their students:

1. Piano Heist (February) was an engaging concert experience for all ages and a fund-raising success.
2. Online workshop with Merlin Thompson (February).
3. Masterclass for our students with Jon Kimura Parker, in conjunction with Esther Honens Community Engagement (May).
4. Student Recitals and Adult Student Recitals held throughout the city.
5. Two “big stage” celebratory events early in the year that acknowledge outstanding students: ARMTA Calgary Recital & Awards (ACRA, January) and Outstanding Student Recital (OSR, February).
6. Music Marathon celebrated a 10th successful anniversary this year, always held at the end of May. It is an excellent opportunity for students to participate in a casual performance atmosphere, a great chance for ARMTA to be seen and heard in the community, and a worthwhile fundraiser.
7. Student competitions continue to be an impressive success, which include Video Creations, Story Writing, Poster Creations and the Dual Excellence Teenage Superstar Awards. We are fortunate to have an energetic team in the Endowment Society steering these opportunities for our students.
8. The *Impromptu* newsletter (March and September editions) thrives with meaningful content being submitted by our members and creative work by the editors Maryellen Pankratz and Rachel McLellan.

Supporting our members to attend conferences has remained a priority. This past spring/summer, 4 members received financial assistance to attend and participate in the CFMTA National Conference in Montreal, QC and the MTNA in Minneapolis, MN.

Rotary C3 (Calgary Concerto Competition) was a brilliant showcase of the talent in our young students. ARMTA Calgary is very grateful to the Provincial Board for generously contributing to the winners' prizes.

We welcomed several members this past spring into volunteer roles of responsibility and we are thoroughly grateful for volunteers stepping forward. Specifically, new Board Members-At-Large Looi Tan, Marissa Fera, Nathene Arthur; Workshops/Events Convener Michelle Gao; Social Media coordinator Babur Tongur; Music Marathon team member Sandra Narvaez; OSR Convener Jayne Luy; Sponsorship Convener Andrea Case. We are very grateful to have the services of a competent and passionate Administrator, Maryellen Pankratz. Much of what we offer our members and their students would not come to fruition without her expertise and time behind the scenes.

A few important issues we worked through this year that may be of interest to Branches:

1. Posting on our website a minimum hourly rate (\$79) for our professional services
2. Adjusting our Sponsorship Tiers to give better and more options for sponsors

3. Expanding the parameters for Conference Grants
4. Creating an email circular for parents of our students as an aid to keeping families informed of our events
5. New members discount of 50% in their first year

And as we welcomed 4 new members into the Calgary Branch in April 2025, we also said “farewell and all the best” to our dear Beth Olver, who has given what seems her entire life to ARMTA. She officially retired from our Board in May.

For discussion:

The Calgary Branch heartily thanks the Provincial Board for generously supporting the winners’ scholarship in the “Rotary C3” this past February 2025.

Request from the Calgary Branch: background information and reason for request.

1. The Rotary Calgary Concerto Competition is a prestigious and worthwhile event for students and is supported by several ARMTA teachers and accompanists.
2. The city of Calgary has a much larger population in comparison to other Branches and many ARMTA members.
3. This is a high profile event; live streamed, reaching around the world
4. The students are top notch, ranking with, or higher than, the winners of the voice/piano/string competitions.
5. Because of the large funding from the ARMTA recognition fund, we are getting more exposure.

Additional points to consider:

1. New this year, the plan is to have a reduced rate for students of ARMTA members to encourage more teachers to join ARMTA.
2. As emcee, Barbara Robertson frequently acknowledges ARMTA as a sponsor.
3. ARMTA is given more important placement in the programs.
4. ARMTA has banners visible at the competition and in the lobby at the Civic Symphony concert.
5. The competition is open to all students from Alberta, but must be studying with a Calgary-area teacher.

Therefore, we are respectfully requesting 2 scholarships of \$1000 for 2 of the winners of the Rotary C3 competition this coming February 2026.

ii. Edmonton

The Edmonton Centre held many events this year in several categories including continuing education, a masterclass, pedagogy groups, the NACC and several student recitals. We are grateful to the convenors currently on the Edmonton board for their concise reporting and we have used facts from their AGM reports to create this provincial report since we are new to our branch representative role(s).

Four sessions of continuing education took place. The first session took place on October 1, 2024 from 10-11am with Sara Campbell presenting on *The 2025 Marketing Landscape: How to Leverage SEO, Social Media, and Traditional Marketing Techniques*. The second session took place

on November 25, 2024, from 10-11am with Sylvia Shadick presenting on *Thinking Outside the Syllabus: Other Worthy Canadian Repertoire*. The third session took place on January 14, 2025 with Dr. Merlin B. Thompson presenting on *Keeping Track of Progress*. The final session took place on January 28, 2025, with Dr. Merlin B. Thompson again presenting this time on *What Music Teachers Need to Know About Practicing*.

The awards ceremony recital was held on Sunday, December 1 at Ascension Lutheran Church. Though well attended many awards still needed to be mailed to recipients. In 2024, \$1400 was awarded from the Edmonton Branch, and \$1475 From the Provincial Recognition Fund. The Betty Phelan memorial scholarship of \$300 was awarded by Carol MacKinnon-Hagan-Hagen. A summary of the scholarships awarded in the past year: Awards for Exams \$2245, Area Music Festivals: \$250, EMSAF \$500, JOMA (Joyce Oliver) \$100.

A piano masterclass was held on January 11, 2025 from 6-8pm at the Piano Centre with Dr. Viktoria Reisch-Dapp as the clinician. There were 6 participants in this event, and the audience mostly comprised of participants and their families.

The final round of the NACC took place on November 24, 2024, at the Muttart Hall. A total of five participants competed in this round, and two winners were selected: Yihao Zhang in the Intermediate Category (performing Beethoven's *Concerto No. 1 C major, first movement*) and Adam Wenzel in the Senior Category (performing Brahms' *Piano Concerto No. 1 in D minor, op.15*).

The final concert, featuring the winners performing with the Edmonton Youth Orchestra, led by Michael Massey, was held at the Winspear Centre on February 23, 2025.

A post-event meeting was held on March 11, 2025, during which several important aspects were discussed, including, the dates, location, honorarium, and potential jurors for the next NACC event.

There were two pedagogy group events held this year. One ran on February 19 on the topic of Sensory Overload: Celebrating neurodiversity in the studio, and the second on May 14 on the topic of Thinking Ahead: Planning for summer and fall. Both online and in-person were offered for these events, however, due to health concerns the May 14 session was held online only. Though there was minimal attendance, there was great feedback on both topics from participants.

The Clementi Sonatina Project was held on Sunday, March 16, 2025 at FAB 1-23 at University of Alberta. Nine pianists participated in the project and Michael Massey led 12 members from the EYO intermediate orchestra. Almost 60 people were in attendance and \$110 in donation was collected at the door.

Three student recitals took place this year: Student Recital #1 at Knoppers Hall on Saturday, December 7th, #2 at Knoppers Hall on Saturday, April 12th and #3 at McDougall United Church on Saturday, May 31st. Average attendance was 15 performers and about 30 people in the audience. This year we had to limit the number of students submitted by one teacher and the length of each performance as there were several teachers who were used to filling half the recital. This is necessary given the increased demand for these performance opportunities. Elisa

Liborion (student recitals) also filled in and helped to plan and host the first Young Artist Tour concert with Jaydon Zhang held on Sunday, May 4th at Knoppers Hall.

There was an attempt to hold a string masterclass this year, and though the event fell through, there is much interest in this and is something that will hopefully take form in the near future.

These events were able to be held thanks to the dedicated members on the executive of the Edmonton branch but going forward there are many open positions on the board. It continues to be difficult to find people and many positions remain open going into the 2025/2026 year.

Submitted by *Wendy Nieuwnehuis and Susan Henley*

iii. Grande Prairie

Grande Prairie ARMTA Branch Report – September 2024 to August 2025

At our September 2024 meeting, we voted in our branch officers.

President – Elizabeth Peters

Vice-President – Ashley Clayton

Treasurer – Esther Ling

Secretary – Esther Thompson

We are meeting monthly on the first Thursday of each month.

We held a mixer event on October 20th, 2024 at the residence of Esther Thompson (secretary of GPMTA). GPMTA members were encouraged to invite a local music teacher to the event who was not a member of the group. Eleven people attended the event, with five teachers attending that were not GPMTA members. The event included enjoyable conversation, and refreshments. At the end of the event three draws were made for door prizes donated by local businesses.

We formed a committee to award the Continuing Education Fund awards to students nominated by our members. The winners names are posted on our website

On March 22, the GPMTA hosted a workshop entitled “Music Business and Social Media Marketing for Music Teachers” given by GPMTA members Esther Ling and Ashley Clayton. Ashley Clayton, a guitar instructor and owner of a busy studio, presented first and talked about everything involved in running a music business. Esther Ling, a composer and piano teacher, shared how social media has paved the way in her composing and teaching journey. Following the workshop, we had time for visiting and refreshments and had a draw for a door prize donated by our local Long & McQuade. Overall, it was a successful and thought-provoking event and we are very thankful to ARMTA for helping make this workshop possible!

Esther Ling our treasurer has moved away and Breanna Girvin was voted in as treasurer in April.

Submitted by *Elizabeth Peters*, President of the Grande Prairie Branch

iv. Lethbridge

Nothing to report

Submitted by *Carmen Letourneau*

v. Medicine Hat

Nothing to report

Submitted by *Sheryl Schnare*

vi. Red Deer

Executive:

- President - Estelle Carpenter
- Vice President - Teresa Allred
- Personal Assistant/Secretary - Amanda Michel
- Treasurer - Teresa Allred
- Provincial Representative - Estelle Carpenter

Convenors:

- Student Awards Convenor - Estelle Carpenter
- Communication Convenor - Jeran Giles
- Website - Anita Kennedy Roberge

Committee:

- All that Jazz/Pop Rock & Blues: Anita Kennedy Roberge, Angela Siemens, Teresa Allred, Dara Fensky

Meetings: Friday Sept 12/25, Jan 16/25 & AGM June 5/25

The Red Deer branch has enjoyed a rewarding and active year, filled with events that provided students and teachers with inspiring experiences and opportunities for growth.

One of the highlights was the Red Deer Symphony Orchestra's Seats for Students initiative. Our students were given the opportunity to attend a live symphony performance, and the response was incredibly enthusiastic. Many shared that they thoroughly enjoyed the concert and found it inspiring to watch professional musicians perform at such a high level. This experience fostered a deeper appreciation for orchestral music and broadened their understanding of the wider musical world.

Another memorable event was our Pop Rock & Blues Café. This energetic evening brought together students performing alongside a three-piece band consisting of piano bass, and drums. The program included both vocal and piano performances, creating a vibrant mix of popular and contemporary music. The Café was well attended, and we were pleased to raise \$1,252.38 through this event which will go to our scholarship fund and event planning. Beyond the fundraising success, it was an uplifting celebration of music-making that allowed students to explore new styles and collaborate in a fun, supportive atmosphere.

We were also delighted to host a master class with Dr. Dale Wheeler, which featured an Ask the Examiner session. This workshop was highly informative and offered valuable insight into examination preparation, performance, and musicianship. Those who attended found it extremely beneficial, gaining both practical advice and encouragement from Dr. Wheeler's expertise.

Altogether, these events reflect the strength of our branch community, the commitment of our teachers, and the enthusiasm of our students. We are grateful for the continued support of our members and look forward to another year of meaningful musical opportunities.

Respectfully submitted, *Anita Kennedy Roberge*
Red Deer Branch Representative for AR