



**AGENDA and REPORTS**  
**ARMTA PROVINCIAL BOARD MEETING**  
**Saturday Feb. 28<sup>th</sup>, 2026 9:00 AM - 3:00 PM via Zoom**  
**Lunch break 12:00 PM -12:30 PM**

The Alberta Registered Music Teachers' Association unites professional music teachers in their aim to:

- promote the love of music
- promote the knowledge of music by providing superior music instruction
- advocate for the availability of quality music instruction
- provide cultural events and continuing education events
- provide performance opportunities and scholarships for the students

**1. Call to Order**

**2. Welcome and Introductions**

**3. Consent Agenda**

- a. Agenda for February 28<sup>th</sup>, 2026, board meeting
- b. [Minutes of September 20<sup>th</sup>, 2025 board meeting](#)
- c. Business completed by email -none
- d. [Executive Reports](#)
- e. [Convenor Reports](#)
- f. [Branch Reports](#)

**4. Business**

a. Old Business

- i. Tempo Magazine -Editor Honorariums  
Joel Windsor joining at 9:30 AM and Rose He

b. New Business

- i. ARMTA Service Award Nominations
- ii. Publicity -Susan Henley
  1. Recommendation to include a survey in membership applications
  2. Add annual review of survey content every membership year, to publicity convenors job description

3. Add responsibility of consolidation of acquired survey data into a management report to ARMTA Administrator job description
- iii. [Social Media Pg. 33 recommendations](#)
- iv. Leave of Absence Requests 2026-2027
  1. Denisha Vanier, extension of LOA (maternity)
  2. Michael Parr, extension of LOA (not currently teaching)
- c. Strategic Planning
  - i. New members: strategies to attract and retain
  - ii. Recruiting Volunteers: increasing engagement
  - iii. Discussion of adding/removing Convenors/Programs
  - iv. Conference Attendance: encouraging participation – with Marlaine at 12:30 PM
- d. Policy & Procedures
  - i. High School Student Network
  - ii. Collegiate Chapters  
Marlaine Osgood joining at 12:30 PM and Rose He

## 5. Finance

- a. Information only:
  - i. Westland Insurance has allowed branches to apply for Directors and Officers Insurance as an add on to our policy for additional \$200/year.
  - ii. Marsh Insurance is lowering their rate per member from \$60 to \$55 in 2026.
- b. Multidiscipline competition in early 2027 (budget year 2026-2027). Ask Strings to run the Junior competition in fall 2027 or spring 2028 (budget year 2027-2028)  
[Strings committee has already confirmed they will move to the following year.](#)
- c. GIC maturation and/or renewals
- d. Membership Fees
  - i. Proposed fee increase
  - ii. New members discounts
- e. ARMTA [Budget Planning 2026-2027](#)
- f. ARMTA [Recognition Fund Budget 2026-2027](#)  
Lorrie Wittke joining at 1:50 PM
  - i. Bursaries
  - ii. ARMTA Recognition Fund policy
  - iii. ARMTA Recognition Fund Budget -[updated totals](#)

## 6. Next Board Meeting

7. Date of Annual General Meeting (October 24<sup>th</sup>, 2026, in Red Deer?)

## 8. Adjournment

## Supporting Information for Agenda Items

### 4. Business

#### 4a. Old Business

##### i. Tempo Magazine -Editor Honorariums

Review current honorariums for Layout and Design Editor (Joel Windsor) He spent twice as long on the Sept 2025 Edition of Tempo

(refer to Tempo Layout and Design Report on page 36)

Rose He has requested an increase from \$150 to \$175 for the increase in content collected and time required.

#### Decision Required:

Honorarium amounts for Tempo Layout and Design Editor

Honorarium amount for Tempo Content Editor

#### 4b. New Business

##### i. ARMTA Service Award Nominations (updated Feb. 21, 2026)

We have received three nominations from Branches

The award says "In recognition and appreciation for exceptional service to ARMTA, ARMTA teachers and their students, and the greater musical community"

The P & P on page 13 says

- is a provincial award which may be awarded annually at the ARMTA Provincial AGM and when possible, at the Conference 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.

#### Edmonton -Judith Amman

Edmonton Branch would like to submit a Service Award nomination in the name of Judith Amman. Even though she is not as active, as she was, she is always a phone call or email away. Judith still helps out our local branch in so many thoughtful ways. She is such a strong resource and is greatly appreciated. Submitted by Esther Madsen, Edmonton Branch Pres

#### Lethbridge – Christine Rogers

I would like to nominate Christine Rogers for the service award. I nominate her for service as student composer competition Convenor for 11 years (2015-2025) and she served as Lethbridge Branch President for 19 years and has been on the Lethbridge Branch executive for 35 consecutive years since 1989, holding all positions. Submitted by Linda Dickey

In 2015 when Christine first became Student Composer Competition Convenor, there were a total of 12 participants. The competition continued to grow and from 2021-2025, the average number of entries was 48/year. In Christine's words: "This growth can be attributed to the amazing ARMTA teachers (and their even more amazing students and their parents!) who supported the competition, many of whom submitted several students each year from their studios. The encouraging adjudications from Jesse were also a prime reason why the competition has continued to sustain high numbers of participants. His respect for the creativity of individual students and his suggestions for growth and next steps for students are very valuable and a big reason why there have been many repeat students and siblings of students entered each year. His approach helped me develop a philosophy to guide any decisions needing to be made respecting the competition."

Christine's organization skills have greatly benefited ARMTA in her service as Student Composer Competition Convenor and Lethbridge Branch President. For the Student Composer Competition, it requires a number of hours emailing, receiving and organizing entries, and then forwarding applications to the CFMTA Student Composer Competition, then sending information to the Tempo Magazine, notifying recipients, and requesting prize money to be sent from the ARMTA Recognition Fund.

#### **Red Deer -Anita Kennedy**

I feel Anita has always been willing to step up. She always volunteers for various tasks and constantly contributes to fund-raising events in Red Deer Branch.

I know Anita is very active in the community and just feel she would be deserving of the acknowledgement. Submitted by Estelle Carpenter, Red Deer Branch President

#### **Calgary - Rosemarie Horne**

I nominate Rosemarie Horne for the 2026 Service Award. Rosemarie has been involved with ARMTA provincial for many years, as well as her ARMTA Edmonton involvement including Branch President, and teaching. She took on the role of Vice President of ARMTA Provincial and then President and now Past President. She has continued to promote music education during her time in Guatemala. Submitted by Barb Robertson

Any other nominations from the board for provincial service?

#### **Decision Required:**

2026 Service Award Recipient

#### **ii. Publicity Recommendations**

Susan Henley will be attending the meeting

Refer to [Publicity Report on page 27](#) and [Appendix 2026-2025 Publicity Member Surveys](#)

1. Recommendation to include a survey in membership applications
2. Add annual review of survey content every membership year, to publicity convenors job description

3. Add responsibility of consolidation of acquired survey data into a management report to ARMTA Administrator job description

**Decision Required:**

Approve the three recommendations

**iii. Leave of Absence Requests 2026-2027**

1. Denisha Vanier, extension of LOA (maternity)

Denisha Vanier (has been on a LOA 2025-2026 for maternity) I would like to extend my Leave of Absence for another year as we are expecting our second baby in May.

2. Michael Parr, extension of LOA (not currently teaching)

Michael Parr (has been on a LOA 2025-2026 because he is not teaching right now) I do not think I will return to teaching at this time, but if I can extend my LOA for another year. I would appreciate that option if possible.

**Decision Required:**

Approve each LOA extension

**4c. Strategic Planning**

- i. New members: strategies to attract and retain
- ii. Recruiting Volunteers: increasing engagement
- iii. Discussion about adding/removing Convenors/Programs

LUNCH BREAK 12:00-12:30 PM

- iv. Conference Attendance; encouraging participation

Marlaine Osgood (Collegiate Chapter and Conference Convenor) joining at 12:30 PM

**4d. P & P**

**i. High School Student Network**

Rose He is participating in the meeting as VP and is also High School Network Convenor

Clarification needed on ARMTA's relationship with these groups

Discussion on what ARMTA promises them in terms of support and recognition

[\(refer to Bylaws/Policy and Procedures Report on page 16-19\)](#)

*Re: High School Student Network Club*

*For discussion:*

The board needs to consider the implications of two programs, the Student Composer Competition and Provincial Multidiscipline Competition, being opened to students of non-ARMTA members while at the same time balancing a welcoming mentorship relationship with members of the High School club.

*For discussion:*

Does this fit the mandate, purpose, and objectives of the High School club? Can we support the Club in different ways to meet their mandate, purpose, objectives, and provide mentorship?

The board needs to consider the implications of this, not only with respect to ARMTA teacher's benefits, but also to encourage private music teachers to join ARMTA.

*Recommendation:*

We could accept High School club students who do not study with an ARMTA teacher to enter the Provincial competition? Strings run a junior competition open to all strings instructors. Piano and voice could do the same if they have a junior competition.

## **ii. Collegiate Chapters**

*For discussion:*

Revisit the benefits for Collegiate Chapter members, specifically: Student Composer Competition - only CFMTA members can send their students on to the National Competition.

*Recommendation:*

Item v. includes students of Collegiate Chapter members. 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 or they are only eligible for adjudication.

National Multidiscipline Competition - a CFMTA member will need to be the instructor.

With the Collegiate Chapters, the Faculty Advisor needs to be an ARMTA/CFMTA member and can be named as the ARMTA teacher when Collegiate Chapter members apply for the competitions, as they do with the other programs such as scholarships. If Collegiate Chapter members name the faculty advisor as their teacher when applying for competitions, and the actual non-ARMTA teacher agrees, we lose the opportunity to invite the non-ARMTA member to become an ARMTA member.

### **Decision Required:**

Confirm or Revise ARMTA's commitments to these student groups.

Approve corresponding updates in the P & P.

## **5. Finance**

### **5a. Information for board members**

- v. Westland Insurance has allowed Edmonton Branch to be added on to our Directors Insurance Policy for an additional \$200/year after an application. Other branches may let me know and can also go through the approval process if they are interested in getting Directors Insurance for their Branch. The fee would be the responsibility of the branch and is optional. This fee is considerably less than applying on their own (\$1200)
- vi. Marsh Insurance is lowering their rate per member from \$60 to \$55 in 2026. We pay insurance for Full and Affiliate members as of April 13<sup>th</sup> each year. No insurance cost for Retired of Provincial Life members.

**5b.** Multidiscipline competition in early 2027 (budget year 2026-2027). Ask Strings to run the Junior competition in fall 2027 or spring 2028 (budget year 2027-2028)

It would help the ARMTA budget if these competitions were run in opposite years. We do not carry budget over from year to year.

**Decision Required:**

**5c. GIC maturation and/or renewals**

In the past, this has been an executive decision. I thought that was the process when I was trained, however, I can find no reference to deciding about investing GIC's in the P & P.

(from Finance Report on page 9)

ARMTA currently holds three GICs as of February 2026:

- **GIC 4** - Matures February 27, 2026.  
Current balance: **\$12,817.14**, plus a minimum of **\$560** in interest (4.6% rate).
- **GIC 1** - **\$11,415**, maturing May 5, 2026.
- **GIC 5** - **\$14,004**, maturing May 26, 2026.

The current interest rate for new GICs is approximately **2.5%**. [GIC Rates | ATB Financial](#)

Recommendation: To let GIC 4- to mature and return to the ARMTA checking account. Because the balance of the account reached below \$14,000 and the budget for 2026-2027 might be more than that, this ensures there will be funds available until we can raise membership fees.

Invest the other two GIC's for differing lengths of time. [GIC Rates | ATB Financial](#)

**Decision Required:**

GIC investments.

**5c. Membership Fees**

**iv. Proposed fee increase**

(see Financial Report on page 8)

ARMTA has expanded its programs and services over the last 12 years, however, our primary source of revenue, membership fees, has not increased. In 2014, the portion of fees for ARMTA's operation budget was \$74/member. In 2026, the portion is \$73/member and it has been even less at times.

Note: Fee increases must be approved by the general membership at the AGM. Any approved increase would take effect in the following year, after the AGM in October.

From ARMTA Policy and Procedure manual page 23

1. The Annual Membership fees are determined by a vote of the membership at the Annual General Meeting.
2. All other fees shall be determined by the Board.

**Option 1:** Increase fees by \$20 in 2027-2028. Assuming membership numbers remain the same, this would generate approximately \$9,200 in additional income.

**Option 2:** Increase fees by \$10 in 2027 and another \$10 in 2028 or 2029. This would increase income by \$4,600 per year assuming membership numbers remain the same.

**Option 3:** Decide the amount of income needed to continue funding the programs and services ARTMA wants. Divide by 460 (number for full members) for easy estimation. Currently, there are 451 members who pay full price and 20 retired members pay half price.

**Option 4:** Other suggestions?

**Decision Required:**

#### **5d. ARMTA Budget 2026-2027**

Administrator share on screen to discuss. Budget draft can be viewed here beforehand.

[Draft Budget 2026-2027](#)

If the board moves the Jr. String Competition to fall 2027 and matures one GIC, the budget remains in a stable position.

**Decision Required:**

To revise the draft budget and then approve the final budget for 2026-2027

#### **5e. ARMTA Recognition Fund Budget 2026-2027**

Lorrie Wittke (Bursary Chair and Recognition Fund Convenor) joining at 1:50 PM  
(see Recognition Report on page 31)

##### **i. Bursaries**

Proposal for the committee to receive a single total allocation covering both the Needs-Based and Newcomer bursaries. The Bursary committee would determine how to distribute the funds between the two bursary categories based on the applications received.

**Decision Required:** Combine the two Bursaries-still allowing for a newcomer Bursary as that requires a slightly different application. Allow for \$14,000 for Needs-Based Bursaries and Newcomer Bursaries. Bursary amounts will be smaller to accommodate the high number of requests.

##### **ii. ARMTA Recognition Fund policy**

[Recognition Fund recommendation by Lorrie Wittke, convenor](#)

In 2025, ARMTA has received \$22,309.00 from the Rusconi Fund, but our spending for 2025 to date is 32,330.00. In looking at our projected projects for 2026-27, we will be overspending by

potentially \$10,000 or more, if the donation from the Rusconi Fund is approximately the same amount.

I would ask the Board to consider these questions before approving the above expenses:

- 1) What is our main focus? Our core activities?
- 2) Do you have a percentage to be set aside for competitions and education?
- 3) What is the threshold on the account, before we need to start cutting back? Would it be a balance of \$10,000 for example?

I would recommend the following:

- 1) Take one year off funding non-ARMTA projects. I would suggest that we can no longer support the Calgary Rotary Concerto Competition and perhaps consider Contemporary Showcase and CASSA as well.
- 2) Reduce the Pedagogy Scholarships to \$2000.00 (two \$1,000 scholarships)

### **iii. ARMTA Recognition Fund Budget**

#### **Decision Required:**

Approve or revise the ARMTA Recognition Fund Budget