

## LRMTA Minutes Thursday, January 12, 2023, Zoom Meeting

Check out the LRMTA website for updates and information regarding upcoming events and meetings at [www.lrmta.com](http://www.lrmta.com)

Brenda called the Zoom meeting to order at 10:01 a.m. and welcomed those participating. There were 6 members present: Brenda Lockmuller, Lavinia Kell Parker, Brad Parker, Betty Jo Radley, Linda Dickey, and Christine Rogers. Thank you to everyone who attended!

One item was added to the agenda under 2d) Doreen Laing's Music. Linda moved the approval of the agenda with Betty Jo seconding. Christine moved the acceptance of the November minutes as circulated with Linda seconding.

Christine gave the Treasurer's report. The account balances as of January 10th: Awards Account: \$2029.94 and Operating Account: \$1324.75. Recent operating account expenses include the website domain renewal for 19.99 USD (\$27 CAD). Upcoming expenses include our annual membership for the Allied Arts Council of \$75. Currently 2 award cheques are outstanding on the awards account. Christine will follow up with the teachers. \$250 from the awards account has been sent to the Lethbridge and District Music and Speech Arts Festival for the 5 awards we sponsor annually. Christine moved the adoption of the Treasurer's report as presented. Seconded by Betty Jo. The date of the bank balances will no longer be included on the agenda.

Christine gave the Secretary's report. She will be away for the April meeting. Betty Jo will take notes for the minutes. Christine will look for someone to host the Zoom meeting and look into the possibility of recording the meeting for transcribing the notes for the minutes.

Brenda will confirm with Lorrie that she will prepare the Branch report for the upcoming ARMTA meeting.

Brenda reported that Mary Lee Voort has written a card for Honorary Member, Marilyn Sinclair who was recently in the hospital. Christine shared thank you cards sent by students for their awards.

Christine has been sharing information about upcoming events on our Facebook feed.

Lavinia reported that the University of Lethbridge Singers under the direction of Janet Youngdahl, will be performing one of her compositions at an upcoming concert. University of Lethbridge Music at Noon recitals are scheduled for Tuesdays at 12:15 p.m. and begin this semester on January 24<sup>th</sup>. Upcoming performances include John-Paul Ksiazek, piano and Christine Bootland, cello on February 28<sup>th</sup>, and Deanna Oye, piano on March 7<sup>th</sup>. Complete information for Music at Noon: <https://www.ulethbridge.ca/fine-arts/study/music/concerts-and-recitals> click on **See the Lineup**. Information regarding University of Lethbridge Fine Arts

events can be found here: <https://www.uleth.ca/fine-arts/event-season> Ticket information for events can be found at the following link: <https://uleth.universitickets.com/>

Our local RCM Rep is Monica Baczuk: 403-942-4321(h); 403-715-6051(c,) [monicab1961@hotmail.com](mailto:monicab1961@hotmail.com) and our Provincial Rep is Derek Chiu: [derek.chiu@rcmusic.ca](mailto:derek.chiu@rcmusic.ca).

We have been asked by CFMTA to provide members with the information to donate personally to the CFMTA Conference. As a Branch we donated \$500. Donations provide professional development for music teachers and prizes for students competing in National competitions. Charitable receipts will be sent. Follow the link to make your own donation: <https://cfmta2023.ca/donations/>

Next followed a conversation regarding our recent Canada Music Week recital. Brenda is following up with the Lethbridge Herald to submit the names of award winners. There have been 26 views of the Canada Music Week Recital video. Thanks again to Brad for recording the recital! It was suggested that if we decide to record future recitals that we gather student/parent permission for performers before the day of the recital. For the announcement of award recipients, it was suggested that pronunciation of names be confirmed with teachers of students before the presentation. It was also suggested that names could be announced in level groups and that students could remain at the front of the venue until the presentation is over so that a photo could be organized more easily. It was also recommended that applause be held until the end of the presentation. Another suggestion was to have the deadline for submitting names of recital performers the Friday a week before the recital. Thanks to everyone for their contribution in making the recital and awards presentation a success!

Teachers thanked Betty Jo for offering to host the Christmas recital at the Public Library Main Branch after her studio recital.

After discussion it was decided to revisit the possibility of lunch with the RCM examiner in June.

Christine reported that ARMTA has recently updated its brand including its logo, to make ARMTA more recognizable and to promote the organization and its events more easily in the community. For a complete overview of the ARMTA brand including logo, fonts, colors, formats, style, please visit <https://armta.ca/prov18/wp-content/uploads/2022/04/ARMTA-Brand-Guidelines-2.pdf>

We are encouraged as a local Branch to adopt the new ARMTA look and use its brand elements, including the new logo which can be adapted to include "Lethbridge Branch."

Since the Lethbridge Branch has been using its own logo (which was designed by a former member) extensively in the community since 1989, this will mean deciding the best direction for our Branch with respect to the logo aspect of the ARMTA brand. Three options are as follows: 1) Keep our current Lethbridge Branch logo and use all other aspects of the new ARMTA brand. 2) Combine the use of BOTH the current Lethbridge Branch logo and the new

ARMTA logo using either or both as appropriate and use all other aspects of the new ARMTA brand. 3) Phase out the use of the current Lethbridge Branch logo and eventually adopt the new ARMTA logo as the sole logo of the Lethbridge Branch and use all other aspects of the new ARMTA brand.

Christine will prepare an email with background information and a link to a survey question to gather feedback for making this decision as a Branch. This will help us know the direction to take when redesigning our website to reflect the new ARMTA brand. Christine will contact Tamara to see if there is a possibility of ARMTA funding to support adopting the new brand.

The ARMTA Student Composer Competition deadline is April 1<sup>st</sup>. The adjudicator is Jesse Plessis. For complete details follow the link to the ARMTA website: <https://armta.ca/student-composer-competition/>

Linda reported that Doreen Laing's grandson is in the process of disposing of Doreen's music library. Her house has been sold and she is now living in Fairmont Extendicare. Christine is willing to host the music for teachers to review. Instead of pricing the music, donations will be accepted. Linda will check in with Doreen's grandson to see if half the proceeds can go to our Branch. Details will be circulated to Lethbridge Branch members first and then the wider teaching community.

The [Lethbridge and District Music and Speech Arts Festival](#) dates are March 20<sup>th</sup> to April 1<sup>st</sup>, 2023. Registration deadline is January 27<sup>th</sup>. Junior Piano classes take place March 27-31, (adjudicator Marlis Gunderson) and Senior Piano classes take place March 20-24, (adjudicator Derek Chiu). For a complete list of adjudicators, follow the link: <http://lethmsf.org/adjudicators/> The General Manager is Jaimee Jarvie. If you have any comments, feedback or suggestions regarding the Festival phone: (403) 381-6512 or email: [generalmanager@lethmsf.org](mailto:generalmanager@lethmsf.org)

The **Festival Preparation Recital** is planned for Saturday, March 11<sup>th</sup> at 2:30 p.m. at Casa in the Community Room. A Festival rehearsal time in the Casa Community Room is booked before the recital starting at 12:00 noon. 2 Convenors will be needed to host the recital and help with the program. Please contact Brenda Lockmuller if you are available: [bjlockmuller@gmail.com](mailto:bjlockmuller@gmail.com) We will also need to book times for the student rehearsal beginning at noon. Details will be circulated. We are planning to use this event as our CFMTA *Branching Out* event. Lavinia is in contact with the Troyanda Ukrainian Dance Club. We have invited them to perform at the recital. Arrangements will be finalized. Half of the silver collection proceeds will go to a Ukrainian charity and an honorarium of \$100 (the *Branching Out* grant amount) will be given to the group.

Other upcoming recitals as follows. We are looking at either May 13<sup>th</sup> or 27<sup>th</sup> for a **Final General Recital** in the University Recital Hall. Brad has made initial inquiries and details will be finalized. An insurance certificate from ARMTA will be required. A final **Adult Get-together**

will take place Friday, June 2<sup>nd</sup>, 6:30 p.m. at Betty Jo Radley's home. A community recital at which students of non-ARMTA teachers will be invited is proposed for later in the spring.

Our Branch **Practise-a-thon** will take place in **February 6-11, 2023**, to raise funds for our awards account. Every teacher is encouraged to have their students participate. Complete details will be emailed to teachers and packages will be delivered. Questions can be directed to Christine at [c4rogers@telus.net](mailto:c4rogers@telus.net).

**Keys to Piano** will take place on Friday March 3<sup>rd</sup> and Saturday, March 4<sup>th</sup>, 2023, at Casa. A total of \$1100 in funding has been secured from ARMTA and APTA. [Dr. Jani Parsons](#) has been confirmed as the 1<sup>st</sup> clinician and a 2<sup>nd</sup> clinician recommended by Jani ([Lana Henschell](#)) has been approached. The piano ensemble "FOURtitude" has offered to be involved with breakout sessions and to play on the noon-hour recital. **Please set aside this date and plan to have your students participate and to attend the event yourself.** Teachers attend free of charge. Your support will ensure events such as these continue to be offered.

Plans are in place to combine The CFMTA *Branching Out* 2023 theme, *Collaborating with the Arts and Beyond*, with our March 11<sup>th</sup> recital. Lavinia has contacted the Troyanda Ukrainian Dance Club. We have invited them to perform at the recital. Half of the silver collection proceeds will go to a Ukrainian charity and an honorarium of \$100 (the *Branching Out* grant amount) will be given to the group. The application must be submitted to CFMTA by March 31<sup>st</sup>.

Coffee and Conversation is planned for Friday, January 20<sup>th</sup> at 10:00 a.m. at the Tim Horton's just north and east of the Southside Canadian Tire. Email Brenda at [bjlockmuller@gmail.com](mailto:bjlockmuller@gmail.com) or Betty Jo at [b.radley@shaw.ca](mailto:b.radley@shaw.ca) if you can attend. Everyone is welcome!  
<https://locations.timhortons.ca/ab/lethbridge/2720-fairway-road-south>

**NOTICE OF AMENDMENT:** A Policies and Procedures review has been completed by Brenda, Lorrie, and Christine. Proposed changes have been sent in an email to members and the vote to accept will take place at our Annual General Meeting in April. The proposed changes also follow these minutes.

Our Branch has a \$400 grant from ARMTA Continuing Education to hold a voice workshop. An event was planned for March 2020 which had to be cancelled because of the pandemic. Christine will work with Megan Wittig on a future event for voice students and teachers.

There was no news regarding professional development. [Gloria Chu](#) has been suggested as a clinician as well as [Rebekah Maxner](#). We are looking at a workshop in late September or October 2023. Thank you to Lavinia who has agreed to be our Branch's professional development coordinator.

There was nothing to report regarding the Young Artist Tour. ARMTA will hold voice and piano competitions this year on March 4, 2023, to choose winners to represent Alberta at the CFMTA

national competition this summer. There will be an opportunity for our Branch to host the winner(s) in a recital as part of the ARMTA Young Artist tour. Tamara and Christine are willing to work together to help organize.

The University of Lethbridge Conservatory of Music piano rental credit has been used to book the piano for the March 11<sup>th</sup> rehearsal and recital at Casa.

The meeting was adjourned at 11:12 a.m.

**Our next meeting date will be Thursday, February 2nd, 2023, at 10:00 a.m. by Zoom**

Minutes prepared by Christine Rogers

Other items of note:

**Lethbridge Piano Intensive** 2023 will take place July 9-15 for 18 years and under participants, and on June 3 and 10 for adults. Information is posted under **Courses and Programs** on the University of Lethbridge Conservatory website: <https://www.ulethbridge.ca/music-conservatory/programs>

Please visit our website ([www.LRMTA.com](http://www.LRMTA.com)) regularly and notify Christine if you would like any updates for your listing.

Brenda has initiated an RCM book exchange program for students. Contact Brenda at [bjlockmuller@gmail.com](mailto:bjlockmuller@gmail.com) if you or your students have RCM books to sell or if you have students in need of used books.

**2023 Proposed Revisions to Policies and Procedures:** red type for additions and strikethroughs for deletions. Acceptance vote to take place at the April Annual General Meeting.

Lethbridge Branch of the Alberta Registered Music Teachers' Association (1982)

### **Policies and Procedures**

Revised 2017 **2023**

#### 1) Name

The organization shall be known as the Lethbridge Branch of the Alberta Registered Music Teachers' Association (1982), and will be referred to in this document as "the Branch."

#### 2) Objectives

The objectives of this Association shall be:

- ~~to promote improved teaching methods and continuing education for all music teachers~~
- ~~to encourage and uphold the policy of granting music credits in the educational systems of the Province~~

- ~~• to encourage a high standard of ethics and artistic ideas amongst music teachers~~
- ~~• to offer high quality education and performance opportunities for music students in our community~~
- ~~• to promote appreciation and knowledge of music through teaching~~
- ~~• to encourage and provide the highest calibre of music education possible and to promote high standards of music in our community~~
- To maintain the highest standard of professionalism and ethics amongst all teachers by fostering a sense of mutual respect, supporting continued professional development for private music teachers, and promoting high standards of music in our community.
- To continually strive to offer our students valuable, high caliber private music education, promote appreciation and knowledge of music through teaching, offer performance opportunities for students, and encourage and uphold the granting of provincial high school credits for private music education.
- To raise awareness in the community of the benefits of structured private music education and the role that we, as music educators can play in helping students achieve their goals.

### 3) Membership

- Membership in the Branch is limited to those in good standing in The Alberta Registered Music Teachers' Association (ARMTA).
- ~~• Application for membership in the Branch shall be considered by the Branch executive upon receipt of ARMTA membership notification by the Provincial Administrator.~~
- The annual fee is due by March 31<sup>st</sup> and must be included with the annual ARMTA membership renewal. Any applicants accepted after October 1<sup>st</sup> shall pay half of the annual fee set by the Branch. Changes to the annual Branch fee may be determined at the Annual General Meeting or at any general meeting with 2 months advance notice.
- A member may be suspended for non-payment of dues on June 30<sup>th</sup> of any fiscal year, provided that a notice of non-payment has been sent to the member concerned by the Executive by June 1<sup>st</sup>.
- Members are encouraged to attend meetings regularly. If they are unable to attend because of scheduling conflicts, they are encouraged to contribute to the Branch by volunteering to assist with Branch activities including, but not limited to fundraising, continuing education, promotion, and recitals.
- Honorary Branch Members are chosen by the Branch and any benefits associated with this designation are the sole responsibility of the Branch. This is not to be confused with "Provincial Life Member" which is a Provincial designation.

### 4) Revenue and Finance

The fiscal year shall be August 1st to July 31st.

### 5) Executive

- The Executive body of the Branch shall be composed of 7 members as follows: immediate Past President, President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Provincial Representative.
- Executive members shall hold office from the time of recognition by the incoming President at the Annual General Meeting until the completion of business and the election of officers at the following Annual General Meeting. ~~, with the exception of the Provincial Representative, whose term of office shall be two years with re-election confirmed by the Branch.~~
- 3 members of the Executive shall constitute a quorum for any Executive meetings.

- 6) Elected Officers
- Elected officers of the Branch shall be: Past President, President, Vice-president, Recording Secretary, Corresponding Secretary, Treasurer, and Provincial Director.
  - Past President:
    - advise and assist the President as needed
    - anticipate organizational and philosophical issues and offer recommendations
  - President:
    - shall preside at the Annual General Meeting, monthly meetings, and Executive meetings of the Branch
    - exercise supervision over all Branch activities
    - shall be an ex-officio member of all committees
    - shall countersign all cheques prepared by the Treasurer
    - The recommended term served by the President shall be two consecutive terms of one year each unless approved by the Branch.
  - Vice-President:
    - shall preside in the absence of the President
    - support and assist the President with duties as needed
    - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
  - Recording Secretary:
    - shall record the minutes of all meetings including the Annual General Meeting, and any Special and Executive meetings
    - prepare agendas for the President if requested
    - keep an accurate list of contact information of the following:
      - Members of the Branch
      - Executive and Special Committees
      - President and Administrator of ARMTA
    - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
  - Treasurer:
    - receive all monies and deposit same in a chartered bank
    - **present monthly account balances at Branch meetings**
    - acknowledge all fees and contributions by signed receipt
    - pay by cheque all accounts which have been approved for payment by the Executive or at a meeting
    - prepare and sign cheques on the Branch bank account and present them to the President for co-signature before despatch
    - present a report, including a statement of all assets and liabilities of the Branch at a meeting determined by the Branch
    - make arrangements for financial audit as approved by the Branch
    - ~~maintain an adequate information flow to the Executive concerning the paid-up status of members~~ **be in contact with Provincial Administrator regarding membership status of Branch members**
    - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
  - Corresponding Secretary:
    - shall conduct correspondence of the Branch as requested by the President
    - forward all correspondence for presentation at meetings



- The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.
- Provincial Representative:
  - provide communication link between the Provincial Board of ARMTA and the Branch
  - attend ARMTA Board meetings
  - notify the Provincial Administrator and arrange for a replacement if unable to attend a Provincial Board meeting
  - present a written report at Provincial Board meetings
  - present a report to the Branch of the proceedings at Provincial Board meetings
  - may be called on to submit a report for the Provincial Publication, *Tempo*
  - further information available in the Provincial Board Manual or the Provincial Policies and Procedures
  - The recommended term served shall be two consecutive terms of one year each unless approved by the Branch.

#### 7) Meetings

- There shall be an Annual General Meeting in April of each year, at which reports may be presented, and members of the Executive (~~Provincial Representative, if necessary~~) be elected for the ensuing year.
- Meetings shall be held monthly, as desirable, at a time and place designated by the President.
- Special meetings may be called by the President at any time or by petition of at least 10% of Branch members.
- All meetings shall be conducted according to the current revision of Robert's Rules of Order.
- Members should consider it proper professional etiquette to notify the President if they are unable to attend a meeting.

#### 8) Decision Making

- Every effort will be made to achieve consensus among members before bringing any decision to a vote. Any decisions requiring presentation by motion at meetings, the Annual General Meeting, Special or Executive meetings shall be passed by simple majority of members present.
- The minimum number of members present to constitute a proper vote (quorum) will be 4 at both Annual General Meetings and monthly meetings, and 3 at an Executive meeting.

#### 9) Committees

- The President shall have power to appoint ~~chairmen~~ **chairpersons** of standing committees, such as Publicity, Student Recitals, Social and such other committees as shall be deemed necessary to carry on the activities of the Branch, or to make studies of problems of interest to the Branch.
- The ~~Chairman~~ **Chairperson** of a standing committee may or may not be a member of the Executive but may be invited to necessary meetings by the President.
- The ~~Chairman~~ **Chairperson** of any committee shall appoint the members of ~~his or her~~ **their** committee from the Branch members and shall be responsible for all reports to meetings.

#### 10) Amendments

- The Policies and Procedures of the Branch may be amended, or other procedures enacted or substituted therefore at any Annual General Meeting by a majority vote of those present at such a meeting.
- Notice of motion to amend the Policies and Procedures must be given at a meeting at least two months prior to the Annual General Meeting.