

Lethbridge Branch Minutes Thursday, February 2, 2023, Zoom Meeting

Check out the Lethbridge Branch website for updates and information regarding upcoming events and meetings at www.lrmta.com

Brenda called the Zoom meeting to order at 10:00 a.m. and welcomed those participating. There were 5 members present: Brenda Lockmuller, Lorrie Wittke, Betty Jo Radley, Tamara Bowie, and Christine Rogers. Thank you to everyone who attended!

Betty Jo moved the approval of the agenda with Lorrie seconding. Christine moved the acceptance of the January minutes as circulated with Betty Jo seconding.

Christine gave the Treasurer's report. The account balances as of February 1st: Awards Account: \$1659.94 and Operating Account: \$1319.80. Recent operating account expenses still to be reimbursed include the website domain renewal for 19.99 USD (\$28 CAD) and the purchase of 1000 pre-paid copies at UPS for \$63. The cheque for our annual membership for the Allied Arts Council of \$75 has been written and will be delivered shortly. All awards cheques have cleared. Thanks to teachers for following up with their student award winners! The \$250 cheque from the awards account for our 5 Lethbridge and District Music and Speech Arts Festival awards has been cashed and a receipt has been received. Brenda asked how many blank cheques we still have. There are more than 500 left for our operating account and approximately 175 left for our awards account. Christine moved the adoption of the Treasurer's report as presented. Seconded by Lorrie.

Christine gave the Secretary's report. She will be away for the April meeting and a discussion followed. It was decided to cancel the April meeting and move the Annual General Meeting business to our May meeting.

MOTION: Brenda moved that the April 6th meeting be cancelled, and that the AGM (voting to accept the amendments to the Policies and Procedures and confirming our 2023-2024 Executive) be moved to the May 4th meeting. Seconded by Tamara. All in favour. Carried.

Lorrie and Tamara gave the ARMTA report. The ARMTA Voice and Piano Competition finals will take place March 4th. The next ARMTA board meeting will be by Zoom on March 11th. Lorrie will prepare the Lethbridge Branch report. Christine suggested that a thank you for the Continuing Education grant for Keys to Piano be included, as well as an update that the \$400 voice workshop funds that were granted before the pandemic are being used to plan a voice workshop for May 28th.

There was no new correspondence at this time.

Christine continues to share information about upcoming community and Lethbridge Branch events on our Facebook feed.

There was no new information available at this time regarding the University of Lethbridge. Music at Noon recitals are scheduled for Tuesdays at 12:15 p.m. in the University of Lethbridge

Recital Hall. Upcoming performances include John-Paul Ksiazek, piano and Christine Bootland, cello on February 28th, and Deanna Oye, piano on March 7th. 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.universitytickets.com/>

The Allied Arts Council AGM will take place on March 28th at 7:00 p.m. in the Community Room at Casa. As an organization member we have a vote. Tamara offered to attend. Christine will send her the relevant information.

Annual ARMTA and local Branch Fees are due by March 31st, or by February 28th for the earlybird rate, with an added \$20 for the hard copy subscription of the CFMTA *Canadian Music Teacher Magazine*. If you haven't already renewed, follow the link to the ARMTA members area page: <https://armta.ca/member-entrance-page/#myaccount>

EARLYBIRD by February 28: Full or Affiliate ARMTA fee \$170 plus Branch fee \$35 = \$205

After February 28: Full or Affiliate ARMTA fee \$185 plus Branch fee \$35= \$220

Brenda reported that she and Betty Jo had visited Doreen Laing at Fairmont Extendicare to present her with her 65-year ARMTA Service Award and her Provincial Life Member of ARMTA certificate. After discussion the following motion was made:

MOTION: Brenda moved that we make Doreen Laing an Honorary Branch Member. Seconded by Betty Jo. All in favour. Carried.

Brenda reported that after a delay and some miscommunication, she had been able to arrange a phone interview with Alejandra Pulido-Guzman, reporter from the Lethbridge Herald, regarding our Branch award winners. An article should appear in an upcoming issue of the Herald.

Next followed a discussion regarding our upcoming AGM. Since our April meeting is cancelled, the AGM 2023-2024 Branch Executive acceptance and the Policies and Procedures vote will happen at the May meeting. Brenda will continue as President. Lorrie is able to continue as Vice President for another year but will not be able to step into the President's role after that. Christine will continue as Treasurer and Secretary. Tamara offered to contact members to find someone to either take over as Vice President or step into the President's role in 2024. If you feel that you could contribute to our Branch in this capacity, contact Brenda at bjlockmuller@gmail.com. Without a president, our Branch will be dissolved, and our funds will revert to ARMTA. Members will become ARMTA Members-at-large.

The [Lethbridge and District Music and Speech Arts Festival](#) dates are March 20th to April 1st, 2023. Registration is now closed. 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

The **Festival Preparation Recital** is planned for Saturday, March 11th at 2:30 p.m. at Casa in the Community Room. Christine volunteered to be one of the convenors for the recital. She will contact Lavinia to see if she will be available. Christine offered to take names and prepare the program. **Please contact her at c4rogers@telus.net by Friday, March 3rd with your entries.** All students are welcome to perform even if they are not participating in the Music Festival. We are planning this event as our CFMTA *Branching Out* event. The CFMTA application for the \$100 grant must be submitted to CFMTA by March 31st. The Troyanda Ukrainian Dance Club has been invited to perform at the recital. Christine will confirm arrangements with Lavinia who is in communication with the dance group. After discussion the following motions were made:

MOTION: Brenda moved that the silver collection from the March 11th recital be given to Ukrainian relief. Seconded by Lorrie. All in favour. Carried.

MOTION: Brenda moved that an honorarium of \$100 (the *Branching Out* grant amount) be given to the Troyanda Ukrainian Dance Club. Seconded by Lorrie. All in favour. Carried.

A Festival rehearsal time in the Casa Community Room is booked before the recital starting at 12:00 noon. Betty Jo will organize the rehearsal times. Christine will help if needed. **Contact Betty Jo at b.radley@shaw.ca with the amount of time and any specific time slot your students might need before March 1st. The length of the time slots and the amount of time allotted to each teacher will depend on the number of requests.** Teachers will be notified of their times.

Other upcoming recitals as follows. We are looking at either May 13th or 27th for a **Final General Recital** in the University Recital Hall. Brenda will follow up with Brad Parker regarding the possibility of the University of Lethbridge Recital Hall as a venue. An insurance certificate from ARMTA will be required. Tamara will be able to prepare the certificate when needed. A final **Adult Get-together** will take place Friday, June 2nd, 6:30 p.m. at Betty Jo Radley's home. After discussion it was decided to postpone a community recital at which students of non-ARMTA teachers will be invited.

MOTION: Brenda moved that we postpone the community recital and explore the possibility for next year. Seconded by Tamara. All in favour. Carried.

Our Branch **Practise-a-thon** will take place **February 6-11, 2023**, to raise funds for our awards account. Every teacher is encouraged to have their students participate. Complete details have been emailed to teachers. Questions can be directed to Christine at c4rogers@telus.net. Christine requested ideas for gift cards for additional prizes. The following were suggested: Movie Mill, Dairy Queen, Chapters, Dollarama, and Amazon.

Keys to Piano will take place on Friday March 3rd and Saturday, March 4th, 2023, at Casa. A total of \$1100 in funding has been secured from ARMTA and APTA. [Dr. Jani Parsons](#) and [Allen Reiser](#) are the clinicians. **Please set aside this date and plan to have your students participate and to attend the event yourself.** Teachers attend free of charge with one or more

students registered. Completed details have been emailed. Follow the link to register <https://communityprograms.ulethbridge.ca/Program/GetProgramDetails?courseId=54ad9c23-603a-47fb-8a6d-7ea07f5e3eaa&semesterId=5025a8bd-80f4-4dfb-a6c4-fccad8a2c697>

Contact Conservatory Director Breeanne Fuller at breeanne.fuller@uleth.ca and Administrative Assistant Bre Stewart at breanne.day2@uleth.ca with any questions. **Volunteers are needed to help at the registration table on Saturday morning and to act as moderators (announce performers, time sessions for clinicians) during both the morning and afternoon masterclass sessions. If you have students attending, you will be able to moderate during their sessions. Contact Christine Rogers at c4rogers@telus.net if you are available.** Your support will ensure events such as these continue to be offered.

Our next Coffee and Conversation will take place on Thursday, April 6th at 10:00 a.m. [Bread, Milk and Honey](#) was the suggested venue.

A Zoom voice workshop will take place on Sunday, May 28th featuring [Dr. Bethany Turpin](#). Details will be finalized and circulated. Christine will work with Megan Wittig. We will be using funds from a \$400 grant from ARMTA Continuing Education for a workshop that had to be cancelled because of the pandemic.

There was nothing new to report 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.

Next followed a discussion of the ARMTA 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 is willing to organize. Christine will help if needed. CFMTA now covers the cost of one night of hotel for the Young Artist(s).

Christine reported on the survey developed to gather information regarding our Branch's approach to our original Lethbridge Branch logo in relation to the new ARMTA branding. 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>

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. Funding can be requested from ARMTA for promotional materials.

Christine will send out the results of the survey which will then be discussed at the March meeting.

It was decided to postpone the June RCM Examiner's Lunch for now.

The meeting was adjourned at 11:38 a.m.

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

Minutes prepared by Christine Rogers

Other items of note:

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 May. The proposed changes also follow these minutes.

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

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

Donations to CFMTA to 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/>

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) 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 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 31st and must be included with the annual ARMTA membership renewal. Any applicants accepted after October 1st 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 30th of any fiscal year, provided that a notice of non-payment has been sent to the member concerned by the Executive by June 1st.
- 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.