

Lethbridge Branch Yearly Planning Calendar (2023-2024)

September

- Welcome new members
- Update address list/e-mail list, attendance sheet
- Financial report presentation by Treasurer (ARMTA rep to submit copy to ARMTA)
- Sign-up sheet for recital convenors (Betty Jo Radley/Brenda Lockmuller coordinators)
- Information handouts to be made available ((on website)
- Begin planning funding or fundraising events for awards fund
- Lethbridge Branch Posters to AAC, other venues
- Plan dates and venues for recitals for the year
 - November: Canada Music Week recital and awards presentation
 - December: Christmas recital and adult activity (optional)
 - March/April: Festival preparation recital (possible U of L student guest artist)
 - May/June: adult student activity
 - May/June: year-end general recital (recital hall arrangements if using as venue)
- Possible U of L Student Presentation (last one was fall of 2023—Deanna Oye and Nick Sullivan)
- ARMTA rep to prepare Branch report for ARMTA Board Meeting
- Plan for CFMTA Branching Out event if desired
- Organize committee to plan awards presentation and disbursement of awards

October

- Continue planning funding or fundraising events for awards
- Plan Canada Music Week Recital and related activities (CMW pencils/supplies)
- Collect 1st class honors marks of previous year for branch awards (use current form)
- Disburse awards, submit ARMTA Student Recognition Awards to provincial convenor
- ARMTA Young Artist Tour Planning (every 2 years) next competition March 2023

November/December

- Canada Music Week Recital and activities/awards
- Plan December recital (optional) and Adult Get-together (optional)

January

- Lethbridge and District Music and Speech Arts Festival Deadline
- Lethbridge Music Festival Awards contribution (\$250) (from awards account)
- Optional lunch with RC examiner(s) for Jan. exam session (Betty Jo Radley, coordinator)
- Renew website domain name through HostGator (Christine)
- Possible Yates (or other venue) rehearsal group rental for Lethbridge and District Festival
- ARMTA rep to prepare Branch report for ARMTA Board Meeting

February

- ARMTA and Local (\$35) fees due: to be received by Feb. 28th in Edmonton for earlybird fee
- Practise-a-thon 2025
- Plan Festival preparation recital (possible senior student or U of L student guest artist)
- AAC membership due end of February (\$75): designate someone to attend AAC AGM

March

- CFMTA Branching Out: deadline for events March 15th, deadline for application March 31st.
- Prepare for annual general meeting in April
- AMEF (\$20 group fee; \$40 individual fee) Optional
- Festival preparation recital—Special Guest Student performer arrangements if needed

April

- General meeting with election of officers/arrange signing at the bank if needed
- Plan final recitals of the year (U of L recital hall arrangements if required—ARMTA Insurance certificate to be arranged with ARMTA Administrator and sent to U of L)
- Advertising Arrangements (Facebook advertising, other)
- Update Branch brochure and distribute to AAC, Purple Hippo, others (Tamara)

May/June

- Adult recital, final general recital (recital hall and ARMTA insurance certificate if required)
- Optional lunch with RC examiner(s) for June examining session (Betty Jo Radley, coordinator)
- Secure 2 volunteer auditors for financial review over summer (use auditor form)