

# Lethbridge Branch Yearly Planning Calendar (2024-2025)

## September

- Welcome new members
- Update address list/e-mail list, attendance sheet, website, poster
- Financial summary/report presentation by Treasurer (submit copy to ARMTA Administrator)
- Sign-up sheet for recital convenors (Betty Jo Radley/Brenda Lockmuller coordinators)
- Information handouts to be made available (handouts available for download on website)
- Begin planning funding or fundraising events for Branch awards fund
- Lethbridge Branch Teacher Contact 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)
  - Community student recital every other year (last one 2024)
- 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/confirm committee to plan awards presentation and disbursement of awards

## October

- Plan Canada Music Week Recital and related activities (CMW pencils/supplies)
- Collect 1st class honors marks of previous year for Branch awards (use most current form)
- Disburse awards, submit ARMTA Student Recognition Awards request to provincial convenor

## November/December

- Canada Music Week Recital and activities/awards
- Finalize 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)
- Renew website domain name through HostGator (Christine)
- Possible group rental for Lethbridge and District Music Festival rehearsal
- ARMTA rep to prepare Branch report for ARMTA Board Meeting

## February

- ARMTA and Local (\$35) fees due: to be received by Feb. 28<sup>th</sup> in Edmonton for earlybird fee
- Practise-a-thon 2025
- Plan Festival preparation recital (possible senior student or U of L student guest artist)
- Arrange for Festival rehearsal time for students at Festival venue if desired
- AAC membership due end of February (\$75)—designate someone to attend AAC AGM

## March

- CFMTA Branching Out: deadline for events March 15<sup>th</sup>, deadline for application March 31<sup>st</sup>
- Prepare for Lethbridge Branch annual general meeting in April—confirm next year's executive
- Festival preparation recital—Special Guest Student performer arrangements if needed
- ARMTA Young Artist Tour Planning (every 2 years) next competition March 2025

## April

- Annual General Meeting with election of officers/arrange signing at the bank if needed
- Plan Final General Recital (U of L recital hall arrangements if required—ARMTA Insurance certificate to be arranged and sent to U of L)
- Plan final adult recital activity
- Plan Community Recital (every other year, last one in 2024)
- Advertising Arrangements (Facebook advertising, other)
- Update Branch brochure and distribute to AAC, Purple Hippo, others (Tamara)

## May/June

- Adult recital, community student recital (next one 2026), final general recital
- Secure 2 volunteer auditors for financial review over summer (use auditor form)

## July/August

- Treasurer prepares draft financial summary/report
- Volunteer auditors review finances and sign to accept or make recommendations for changes
- Treasurer finalizes financial summary/report for presentation at September meeting
- ARMTA rep to prepare Branch report for ARMTA Board Meeting