

Minutes of Executive and AGM Meetings July 2011

Regina, Saskatchewan

EXECUTIVE MEETING

Room ED114 Education Building University of Regina Regina, SK

July 6th, 2011

9:00 am - 5:00 pm

- 1. CALL TO ORDER Darlene Brigidear
- 2. WELCOME
- 3. ROLL CALL

Executive

| Darlene Brigidear | Surrey, BC | President |
|--------------------|-------------|---------------------|
| Lorna Wanzel | Halifax, NS | Vice President |
| Peggy L'Hoir | Biggar, SK | Past President |
| Bernadette Bullock | London, ON | Secretary Treasurer |

Delegates

| Annette Campbell Charlottetown, PEI Alternate Deleg Lynne Gagne Coteau-du-Lac, QC First Delegate Hélène Lord Boucherville, QC Second Delega Sandra Kerr Regina, SK First Delegate Audrey Watson Rosthern, SK Second Delega Annie Avery Whitehorse, YK First Delegate | Lynne Gagne Hélène Lord Sandra Kerr Audrey Watson Annie Avery | Coteau-du-Lac, QC Boucherville, QC Regina, SK Rosthern, SK Whitehorse, YK | Second Delegate First Delegate Second Delegate |
|--|---|---|--|
|--|---|---|--|

Chairpersons

Po Yeh Calgary, AB Canada Music Week

Patricia Frehlich Sherwood Park, AB Public Relations & Marketing

Heather Blakley Saskatoon, SK Special Projects
Dina Pollock Abbotsford, BC CMT Editor

4. ACCEPTANCE OF AGENDA

Motion 1 - I move for the acceptance of the agenda.

Moved by Darlene Brigidear Seconded by Joan Woodward

APPROVED

5. EXECUTIVE MEETING MINUTES – July 2010, Toronto, ON

Motion 2 - I move the acceptance of the amended minutes

Amendment to page 7 reads:

We now have digital files of the previous history books. The last 15 years of the CMT are on the website. It is essential that we preserve our historical files.

Moved by Bernadette Bullock Seconded by Kilby Hume

APPROVED

6. CORRESPONDANCE – Bernadette Bullock reported that all correspondence is dealt with as it is received throughout the year. Most of the correspondence is electronic. She reported that she has answered over 500 emails just since May.

Motion 3 - I move that correspondence should be accepted and filed.

Moved by Glory St. Germain Seconded by Sandra Kerr

- 7. FINANCIAL REPORTS Lorna Wanzel and Bernadette Bullock reported on the financial status of CFMTA.
 - a) Financial Statement to May 31st 2011 Lorna Wanzel
 - b) Audited Statement Lorna Wanzel
 - c) Payment of Accounts Bernadette Bullock

Motion 4 - I move that the accounts be paid.

Moved by Bernadette Bullock Seconded by Charline Farrell

APPROVED

d) Finance Chair Report: Budget 2011 – 2012

Motion 5 - I move that the financial report (Budget 2011- 2012) be accepted.

Moved by Lorna Wanzel Seconded by Dorothea Johanson

APPROVED

8. ADVERTISING COMMITTEE SPECIAL PRESENTATION – Peggy L'Hoir gave a slideshow presentation on the work of the advertising committee and the new mission statement.

Motion 6 – I move that we accept the Mission Statement as presented.

Moved by Peggy L`Hoir Seconded by Audrey Watson

APPROVED

Directive 1 – Be it directed that the ad hoc committee stay in place to investigate further advertising/branding/recognition initiatives.

Recorded by Peggy L'Hoir

- 9. OFFICER'S ANNUAL REPORTS
 - a) Report from the President
 - b) Report from the Office of the CFMTA

Motion 7 – I move the approval of the officers' annual reports.

Moved by Annette Campbell Seconded by Joan Milton

APPROVED

10. STANDING COMMITTEE REPORTS

- a) Archives Darlene Brigidear spoke on the importance of sending information to our Archivist, Priscilla King.
- b) Bylaws proposed changes to the Bylaws to be discussed under New Business.
- c) Canada Music Week® Po Yeh gave a slideshow about Canada Music Week 2010 and unveiled the 2011 poster.

Motion 8 – I move that the Student Composer Competition categories, scholarships and entry fees be adjusted at the discretion of Po Yeh, CMW coordinator.

Moved by Audrey Watson Seconded by Sandra Kerr

APPROVED

Motion 9 – I move that, at Po's discretion, the adjudicators' fees for the CFMTA Student Composer Competition be increased.

Moved by Kilby Hume Seconded by Dorothea Johanson

APPROVED

Directive 2 – Be it directed that Cindy Taylor and Bernadette
Bullock will compile information for distribution to
Provincial Student Composer Competition
coordinators and presidents regarding
Provincial Student Composer Competition
adjudication rates across the country.

Recorded by Cynthia A Taylor

d) Special Projects – Heather Blakley spoke about possible changes to the way the National Competition is executed.

Motion 10 – I move that Piano Competition entry fee be increased to \$250.00 & be paid by the competitor.

Moved by Peggy L'Hoir Seconded by Sandra Kerr

DEFEATED

Motion 11 – I move Piano competition fees be increased to \$250.00.

Moved by Peggy L'Hoir Seconded by Joan Milton

APPROVED

Motion 12 – I move that the Piano Competition entry fee be paid by the provincial association or the competitor, at the discretion of the provincial association.

Moved by Barbara Long Seconded by Lorna Wanzel

- e) Nominations Report
- f) Young Artist
- g) Professional Development and Research
- h) Public Relations and Marketing Pat Frehlich informed us of the initiation of a \$500.00 tax Credit from Revenue Canada for music tuition.
- The Canadian Music Teacher Dina Pollock gave a slide show presentation on the magazine and a breakdown of the cost of the issues. She asked members to do reports on various aspects of the convention.

11. PROVINCIAL REPORTS - Questions or comments

Motion 13 – I move the acceptance of Standing Committee and Provincial Reports with the amendment to the Special Projects report.

Amendment: amount of the raise in fee should be \$250.

Moved by Glory St. Germain Seconded by Helene Lord

APPROVED

12. UNFINISHED BUSINESS

- a) Group Insurance through the Personal Group Bernadette Bullock clarified some misunderstandings about this insurance.
- b) Convention 2011 Darlene Brigidear spoke about the wonderful work the Saskatchewan committee has done and is doing.
- c) Convention 2013 Rémi Lefebvre gave a slideshow presentation on the plans for this convention.
- d) MTNA Conference in March 2011 Patricia Frehlich gave a report on the meetings she had.

Directive 3 – Be it directed that Pat pursue a Fast Track application for membership between CFMTA/FCAPM members and MTNA.

Recorded by Pat Frehlich

- e) Collaborative Trip to New York in summer of 2012 Patricia Frehlich reported that plans are underway for June 2012 and only 150 participants will be accepted.
- f) CMEA National Leadership Summit Darlene Brigidear reported that this is an ongoing collaboration with approximately 20 other Canadian Music organizations in order to present a unified voice for the continued importance of music education.

- g) CFMTA/FCAPM Certificate of Recognition of Professional Achievement Darlene Brigidear reported that we have presented 35 certificates to date and others are working towards this achievement.
- h) Canada Music Week's® 50th Anniversary Celebration Darlene Brigidear thanked the delegates for their outstanding participation and enthusiasm in celebrating Canada Music Week`s 50th Birthday in their branches. The project cost us \$2200.00 (in \$50.00 donations to participating branches) which was offset by \$2800.00 in sales of Canada Music Week posters, pencils and stickers.
- i) Unique Opportunities Fund Darlene Brigidear reported this fund was used to fund a consultant who worked with the Advertising Committee.

13. NEW BUSINESS

a) Yukon Territories Ratification Vote

Motion 14 – I move that we ratify the e-vote taken to accept the Yukon Territories as a member of CFMTA/FCAPM.

Moved by Carol Schlosar Seconded by Rémi Lefebvre

APPROVED

b) Bylaw Revisions

Motion 15 - I move to amend the Letters Patent at the next AGM.

Moved by Dorothea Johanson Seconded by Annette Campbell

APPROVED

Motion 16 – I move that the proposed changes be accepted, then circulated to provincial associations by January 15 for ratification at the 2012 AGM.

Moved by Barbara Long Seconded by Sandra Kerr

APPROVED

c) Policy and Procedure Manual revisions

Motion 17 – I move to accept the changes to the Policy and Procedures.

Moved by Sandra Kerr Seconded by Annette Campbell

d) Special Projects Change of Name

Motion 18 – I move that the name "Special Projects" be changed to "Competitions and Awards".

Moved by Carol Schlosar Seconded by Charline Farrell

APPROVED

e) Resolutions

ALBERTA RESOLUTION 1

Preamble:

A number of questions have arisen about the Liability Insurance policies, such as:

What is the history of this program? – how and when did it come about? **See addendum Report on Liability insurance**

Must all CFMTA members participate in the program? Yes

May an individual province opt out of the program? Yes

Do all provinces pay the same rate? Yes

Why does each province have a separate policy? The reason for this is because the provinces handle membership registration and renewal.

Could CFMTA negotiate on behalf of the provinces for the best products and prices for insurance? We have investigated and we have found that no other insurance company can come close to competing with our rate.

Could any changes to the insurance policies regarding rates and coverage be directed to CFMTA which in turn will notify the provinces? **The provinces deal directly with the insurance company.**

Would it be more efficient to have one policy administered through the CFMTA office? – or is there some legal technicality that prevents this? **Registration and renewal are handled by the provinces therefore the provinces also administer the insurance.**

BE IT RESOLVED THAT:

CFMTA CLARIFY ITS ROLE WITH REGARD TO THE LIABILITY INSURANCE PROGRAM IN CONSIDERATION OF THE ABOVE QUESTIONS.

See Addendum #1

RESOLUTION 2

Preamble:

Alberta would like to participate in the Young Artist Tour; however, meeting the specific requirements as set out on the CFMTA website presents problems: The website states that in past years a vocalist and pianist have toured together, as has a piano duo team. Alberta would like to include the possibility of two soloists touring separately. This would avoid overburdening the schedule of one busy student and provide opportunity for another within the funding structure. It would also benefit a wider audience. The funding allows for \$100.00 per concert to a maximum of \$1000.00 (i.e. 10 events). This could easily be shared by two Young Artists touring independently.

Other minor clarifications and changes in the current website wording are recommended:

"Auditions are held in the *spring*" – this seems unnecessarily specific.

"Some advertising expenses are met by the CFMTA Young Artist Fund" – please clarify – is there a budget cap?....or are some forms of advertising considered unacceptable, and what specifically would not meet the standard?

Is there some subsidy available where accommodation in a hotel is chosen (for any number of reasons)?

"The CFMTA Fund is sustained by......and a \$75.00 return from each branch sponsoring a recital" – should this read: and a \$75.00 return to CFMTA **for each recital performed**" or something similar? An individual branch may sponsor more than one recital in more than one location.

It is stated on the website that each member of CFMTA is levied \$2.00 (annually?). As this is a mandatory levy, it is important that each province be able to access this support to structure its own tour within the \$1000 per tour funding cap and provide the greatest opportunity to the Young Artists and the communities who host them.

BE IT RESOLVED THAT: THE CONDITIONS OF THE YOUNG ARTIST TOUR BE REVIEWED WITH A VIEW TO ACCOMMODATING THE CONCERNS SET OUT IN THE PREAMBLE.

Peggy L'Hoir clarified the program and announced a meeting of available coordinators from the provinces the next day to discuss this matter and further clarify.

RESOLUTION 3:

Preamble:

Alberta questions the effectiveness of the CFMTA Professional Development Certificate. Unless it is a carefully administered mandatory program, it really does not have any impact in a professional sense. Most professional associations require evidence of upgrading, etc. as a condition of continued membership. It is a good idea, but in its present format does not properly acknowledge the professional status of CFMTA and its members.

BE IT RESOLVED THAT: THE PURPOSE OF THE CFMTA PROFESSIONAL DEVELOPMENT CERTIFICATE BE REVIEWED.

The delegates from Ontario, Charline Farrell and Sue Jones will be reviewing the applications on behalf of the CFMTA/FCAPM as they are received.

3 Alberta Resolutions accepted as presented.

- f) New initiatives
 - i) Group membership in ISME

Motion 20 – I move that CFMTA/FCAPM apply for group Membership in ISME – this would be a 2 year membership

Moved by Audrey Watson Seconded by Rémi Lefebvre

APPROVED

Motion 21 – I move that we send Pat Frehlich to the ISME Event in Mexico and fund the trip up to a maximum of \$2,000.

Moved by Rémi Lefebvre Seconded by Joan Milton

APPROVED

ii) CFMTA/FCAPM Membership Numbers

Motion 22 – I move that CFMTA/FCAPM investigate the creation of membership numbers and issue cards to its members.

Moved by Rémi Lefebvre Seconded by Barbara Long

iii) October Branching Out Proposal

Motion 23 – I move that CFMTA/FCAPM will support branch initiatives to reach out to their members in October of 2011.

Moved by Rémi Lefebvre Seconded by Hélène Lord

APPROVED See Addendum 2

Motion 24 – I move that CFMTA/FCAPM create a "Unique Opportunities" fund created from yearly surplus starting with \$10,000 surplus from the fiscal year 2010.

Moved by Carol Schlosar Seconded by Audrey Watson

APPROVED

14. ELECTION:

President - Lorna Wanzel

Vice President - Charline Farrell

15. ANNOUNCEMENTS & GOOD WILL

- i. Manitoba is hosting the Convention in 2019 and made a presentation.
- ii. Peggy L'Hoir announced the launch of Prairie to Pine Vol. 2.
- iii. Draw for the order of the National Piano Competition competitors.
- 16. BREAKOUT SESSION Delegates broke off into discussion groups and brainstormed ideas for the branding and ongoing advertising and promotion of CFMTA/FCAPM.
- 17. ADJOURNMENT Meeting to be continued after the AGM

After AGM Meeting

Motion 25 – I move that the 2013 Convention Committee be allowed to use the CFMTA/FCAPM Charitable Registry number to gather donations through Canada Helps.org for their convention.

Moved by Rémi Lefebvre Seconded by Sandra Kerr

Motion 26 – I move that resolutions, new initiatives, new expenditures, etc. be submitted by April 1st to provinces.

Moved by Carol Schlosar Seconded by Cynthia A. Taylor

DEFEATED

The Yukon Delegates graciously thanked us for our warm welcome and Dina Pollock, the CMT Editor took pictures. Darlene Brigidear mentioned the comments page that will be available in the CMT for comments on the convention.

18. ADJOURNMENT – Joan Woodrow moved the adjournment of the meeting.

ANNUAL GENERAL MEETING

RIC Atrium University of Regina Regina, SK

> July 7th, 2011 12:15 pm

- 1. WELCOME Darlene Brigidear
- 2. ACCEPTANCE OF AGENDA

Motion 1 – I move the acceptance of the agenda

Moved by Patricia Frehlich Seconded by Eleanor Lwiwski

APPROVED

3. MINUTES OF THE ANNUAL GENERAL MEETING: July 2010, Toronto, ON

Motion 2 – I move the acceptance of the minutes of the 2010 AGM as read.

Moved by Bernadette Bullock Seconded by Rémi Lefebvre

APPROVED

4. FINANCIAL REPORT

Motion 3 – I move the acceptance of the Financial Report.

Moved by Lorna Wanzel Seconded by Carol Mellors

5. APPOINTMENT OF AUDITOR

Motion 2 – I move that Christene Scrimgeour of London, ON is named the auditor for the 2011 - 2012 fiscal year.

Moved by Bernadette Bullock Seconded by Rémi Lefebvre

6. NEW BUSINESS

Welcome to the members of Yukon Territories – Darlene welcomed the delegates of the Yukon Territories and presented them with a certificate of membership.

Convention 2013 in Halifax, NS - Rémi Lefebvre did a slideshow presentation about this upcoming event.

Canada Music Week Report – Po Yeh spoke about 2011 events including the Bill Andrews Award, Call for Compositions and CFMTA/FCAPM Student Composer Writing Competition.

Report on the Advertising Initiative - Peggy L'Hoir did a slideshow presentation about this initiative and introduced our new mission statement

We are a national organization that provides leadership in music education across Canada.

We promote and support high standards of teaching among our provincial and territorial members.

In everything we do, we:

- 1. Foster the learning of music as an integral part of the lives of Canadians.
- 2. Provide opportunities for our members to enhance the musical experience for all Canadians.
- 3. Honour and support Canadian music and its contribution to our culture.
- 4. Represent our membership with other musical education organizations nationally and internationally.

Introduction of New Executive Officers – Darlene Brigidear introduced President Elect Lorna Wanzel and Vice President Elect Charline Farrell.

Hugheen Ferguson Awards – The following members were named as winners of the award - Frances Balodis, Linda Kundert-Stoll and Darlene Brigidear.

Other Darlene spoke about the Branching Out Initiative.

7. ANNOUNCEMENTS & GOODWILL

Gary Ingle, MTNA spoke about the two organizations working together. A letter from CMEA President Theodora Stathopoulos was read aloud. Lorna Wanzel presented Charline Farrell with the Financial Binders.

Darlene Brigidear thanked Peggy L`Hoir for her dedication and enthusiasm for CFMTA/FCAPM and presented her with a gift.
Lorna Wanzel thanked Darlene Brigidear and presented her with a gift in appreciation for her term as President.
Darlene Brigidear passed the gavel to Lorna Wanzel.
Lorna Wanzel gave her acceptance speech.

8. ADJOURNMENT – Joan Woodrow moved the adjournment of the meeting.

Addendum 1

All Provinces Group Liability Insurance

2011-2012 policy year

A Certificate of Insurance for \$5million of Comprehensive General Liability Insurance is provided for each RMT member who pays the annual group insurance premium.

Coverage - home & associated activities

- Our insurance is intended to cover home-based operations and other usual teaching activities.
- The member's Certificate of Insurance can also be used as proof of Comprehensive General Liability Insurance for occasional events held outside the members' homes that are part of normal teaching activities (e.g. recitals, festivals, master classes, mall events) and for which a rental contract may have been signed for a specific date and time.
- If the owner of the property/location requires an additional certificate as proof of insurance for a specific event, the member can contact the insurance agent and obtain a Certificate of Insurance that names the property owner. (Most malls require this before a public event can be held, and some churches also ask for this proof of coverage.)

A member who travels to each student's home is still considered a home-based operation (as long as there is no rental contract between the teacher and the parent/property owner). This would also apply to substitute teaching in another RMT member's studio.

Contracted Teacher outside home

Teaching Contract:

• If a member signs a "contract to teach" for an institution of music (school, academy, conservatory) the teacher may be covered under the institution's insurance, but may still be required to provide a Certificate of Insurance from the province. Under the policy, the member is covered for occasional teaching activities outside the institution.

Space Rental Contract:

- If a member signs a <u>rental contract</u> with the owner of a property (i.e. becomes a tenant) in order to carry on a teaching operation in the rented premises, then the owner of the property will require proof of Comprehensive General Liability. This is a protection for both the landlord and the tenant, who could be held responsible for damage to the owner's property.
- In order to be adequately covered in this situation, a member must apply to our insurance agent for an additional, separate policy. However, as the coverage will be held under the umbrella of the province's coverage that the member already has, the cost for this added insurance will be very reasonable.

Opting Out – Teaching members

A member may 'opt out' of the group insurance policy and payment of premium if:

• the member provides a valid Certificate of Insurance for \$5million of Comprehensive General Liability Insurance to the province's Registrar **by Jan 1 of each policy year** so that a record can be kept of the member's non-insured status.

Opting Out – Non-Teaching members

- A member who has "retired" from teaching may opt out of the group insurance policy and payment of premium.
- Members should take note that this must be a **complete retirement from all teaching** activities.
- Occasional consultation lessons or substitute teaching will not be covered and if a claim should subsequently be brought to our insurance company, the province will confirm that there is no premium paid and therefore no coverage for this member, and all claims will be denied.

International Member

Membership applications from international members (defined as those residing outside Canada)

- As a non-Canadian resident, an International member cannot be covered under the province's group liability policy and therefore must provide proof of <u>Personal Liability</u> Cover in order to qualify for membership
- Alberta 1998
- B. C. 1993
- Sask. 1996
- Manitoba 1997
- Ontario 1997
- Quebec 2002
- Nova Scotia 1999
- New Brunswick 2006
- P.E.I. 1997
- Newfound land 1997
- Yukon 2011

Addendum 2

"BRANCHING OUT" PROPOSAL

Once again CFMTA/FCAPM is reaching out to our many branches to ask for your help in promoting our great organization right across the country.

We will designate October 2011 as "CFMTA/FCAPM Awareness Month". This will be an excellent time to kick off our new branding and advertising initiative in an effort to vitalize CFMTA /FCAPM in this, the 21st century. We want to promote CFMTA/FCAPM within the membership, reach out and be inclusive to prospective members and be visible in all our communities across Canada.

BRANCHING OUT

We would like each branch across Canada to plan a special event during the month of October. We hope to have our new branding/advertising materials available to share with you and for your promotional use. The planned event may focus on present members, being inclusive of prospective members or having a presence in your community.

CFMTA/FCAPM will again support your initiative financially, very much in the same way we helped you celebrate the 50th Anniversary of Canada Music Week, which was such a successful initiative all across Canada.

Please send a picture of your special event, along with a very brief description on the on-line form provided, to admin@cfmta.org .**CFMTA/FCAPM** will send you a cheque for \$50.00 to help with your expenses, buy the coffee, etc. The pictures you send will be featured in "The Canadian Music Teacher", on our website and added to our national archives.

What Kind of Activities?

We are sure you have lots of great ideas and you may plan any activity you wish, aside from your regular monthly October meeting. We are looking for an "an upbeat event" and one that will be an avenue of communication between members, prospective members and your community.

Some Suggested Events

- **Fun and Fit**: Plan a Branch "walk" with an interesting route and a place to meet after the "stroll". This is a great time to enjoy an informal time together and share ideas. When you meet for coffee at the end, it can be on us!
- Member Appreciation Day: Plan a tea, a brunch, a wine and cheese or whatever works
 for your branch as an appreciation of your members. This is a good time to honour
 volunteers and outline the exciting year you have planned. Invite prospective members
 and friends of your branch who have helped you throughout the year. It would be an
 opportunity to attract local media attention. CFMTA/FCAPM will donate \$50.00 towards
 your expenses.

- Have a Java: If you want to keep it simple, just plan a morning to go out and meet for coffee with you fellow branch members. This can be so much fun, trading all those teaching anecdotes that meeting for coffee may become a monthly event. You will be visible in your communities and, by the way, coffee's on us this time!
- Community Outreach: Often hampers are given out at Christmas, but in October, needy families have little to be thankful for at Thanksgiving. At your special branch event, ask members to bring a non-perishable item for a food hamper and use the \$50.00 from CFMTA/FCAPM to buy the turkey and trimmings for a special Thanksgiving for someone in need.
- It's in the Bag: This could be a social event, where, in addition to coffee, goodies or a brunch, each member puts a used "musical treasure" in a gift bag. These could be books you have read, music that you might no longer use, home made crafts or those stored-away musical mementos; then the fun begins, drawing for the bags and maybe even further exchanging. This is also a fun activity your Christmas party.

You may use any of the above suggestions or design your own event and we will support every branch that participates and sends us the on-line form and a picture of your event.

Thank you for helping us to promote CFMTA. Together we can be stronger!