

CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS

2012 EXECUTIVE MEETING

Pearson A Room
Homewood Suites by Hilton & Hampton Inn by Hilton
Toronto Airport Corporate Centre
5515 Eglinton Avenue West
Toronto, ON M9C 5K5

June 25th 9:00 am – 8:00 pm and
June 26th 9:00 am – 11:30 am

MINUTES

1. **CALL TO ORDER – Lorna Wanzel**
2. **WELCOME**
3. **ROLL CALL**

Officers:

Lorna Wanzel, President
Charline Farrell, Vice President/ORMTA First Delegate
Darlene Brigidear, Past President
Bernadette Bullock, Secretary/Treasurer

Delegates, alphabetically by Province:

Karen MacDonald, ARMTA First Delegate
Carol Schlosar, BCRMTA First Delegate
Dorothy Lothar, MRMTA 1st Delegate
Barbara Long, NBRMTA 1st Delegate
Rémi Lefebvre, NSRMTA 1st Delegate
Joan Woodrow, NLRMTA 1st Delegate
Sue Jones, ORMTA 2nd Delegate
Stephanie Cole, PEIRMTA 2nd Delegate
Lynne Gagné, QMTA 1st Delegate
Audrey Watson, SRMTA 1st Delegate
Anna Avery, YRMTA 1st Delegate

Judith Ammann, ARMTA Second Delegate
Cindy Taylor, BCRMTA Second Delegate
Kerrine Wilson, MRMTA Alternate Delegate
Kilby Hume, NBRMTA 2nd Delegate
Marilyn Harrison, NSRMTA 2nd Delegate

David Cote, QMTA 2nd Delegate
Laureen Kells, SRMTA 2nd Delegate
Henry Klassen, YRMTA 2nd Delegate

Chairpersons:

Dina Pollock, CMT Editor
Pat Frehlich, Public Relations & Marketing, Professional Development & Research
Po Yeh, Canada Music Week
Heather Blakley, Awards & Competitions

Proxy Votes

Barbara Clarke, NLRMTA, President
Sue Irvine, PEIRMTA, President

In the Bylaw Chair's Report, suggestions were made to name Robert's Rules as the parliamentary authority for CFMTA/FCAPM meetings and that a Rules of Order Officer should be present at all meetings, thus the following motions were made.

Motion 1 I move that Robert's Rules of Order be the official authority at all meetings.

**Moved by Marilyn Harrison
Seconded by Joan Woodrow**

CARRIED

Motion 2 I recommend the appointment of a Rules of Order Officer to be present at all meetings. I recommend Henry Klassen for this position.

**Moved by Marilyn Harrison
Seconded by Rémi Lefebvre**

DEFEATED

Motion 3 AMENDMENT TO MOTION 2

I move that a Rules of Order Officer be present at all meetings. For this meeting I recommend Henry Klassen to you.

**Moved by Marilyn Harrison
Seconded by Joan Woodrow**

CARRIED

4. ACCEPTANCE OF AGENDA

Motion 4 I move that we accept the agenda as circulated.

**Moved by Joan Woodrow
Seconded by Judith Ammann**

CARRIED

5. EXECUTIVE MEETING MINUTES – July 2011, Regina, SK

Motion 5 I move the adoption of the Executive Minutes from July 6/2011

**Moved by Joan Woodrow
Seconded by Judith Ammann**

CARRIED

6. CORRESPONDENCE

Motion 6 I move that we accept the correspondence as filed. (See report)

**Moved by Bernadette Bullock
Seconded by Joan Woodrow**

CARRIED

7. SPECIAL PRESENTATION

- a) Julie Nolan, Manager, Account Development – The Personal Insurance Group
- b) Alex Geadah, CFP®, Financial Planner, Investment & Retirement Planning – BMO Financial Group

Alex Geadah reported that there are new investment products on the market now which would give us a better return on our investments.

Motion 7 I move CFMTA/FCAPM restructure their investment portfolio with input and approval from the Finance Committee as recommended by Alex Geadah of BMO.

**Moved by Charline Farrell
Seconded by Sue Jones**

CARRIED

- c) Vic Campagna, Senior Consultant, Morneau Shepell – Medical/Dental Group Insurance

Motion 8 I move CFMTA/FCAPM “work with’ Morneau Shepell to offer our individual members’ access to Group Health and Dental insurance.

**Moved by Cynthia A. Taylor
Seconded by Barbara Long**

DEFEATED

Motion 9 I move CFMTA/FCAPM partner with Morneau Shepell to offer our individual members’ access to Group Health and Dental insurance as amended.

**Moved by Cynthia A. Taylor
Seconded by Darlene Brigidear**

CARRIED

Motion 10 I move any information coming from Morneau Shepell is disseminated through the CFMTA Head Office.

**Moved by Kerrine Wilson
Seconded by Dorothy Lothar**

CARRIED

8. OFFICER’S ANNUAL REPORTS

- a) Report from the President given by Lorna Wanzel
- b) Report from the Office of the CFMTA given by Bernadette Bullock

Motion 11

I move that the Officers’ Annual Reports be accepted as circulated.

**Moved by Kerrine Wilson
Seconded by Dorothy Lothar**

CARRIED

9. FINANCIAL REPORTS - Questions or comments

Financial reports were given by Charline Farrell

- a) Financial Statement to May 31st 2012

The statements were looked at in detail with the finance committee answering various questions and providing clarification as needed.

Motion 12 I move that the Profit vs. Loss statement created in QuickBooks for 2011 – 2012 Fiscal year ending May 31st be approved.

Moved by Charline Farrell
Seconded by Joan Woodrow

CARRIED

b) Audited Statement

Motion 13 I moved the acceptance of the Audited Statement.

Moved by Charline Farrell
Seconded by Henry Klassen

CARRIED

Although the Audited Statements, which are created by the auditor, do not always use the same accounting procedure CFMTA/FCAPM uses, the idea was put forth that perhaps by working with the Auditor, these statements could be made easier to read and be more in line with the information the delegates receive during the year. It was recommended that notes of explanation be included in the Audited Statements.

Directive 1 CFMTA/FCAPM, through the Finance committee and Executive Officers, explore ways to bring more financial clarity to our year-end financial statements.

Recorded by: Carol Schlosar

b) Payment of Accounts

Motion 14 I move that all CFMTA/FCAPM accounts be paid in full.

Moved by Charline Farrell
Seconded by Karen MacDonald

CARRIED

c) Finance Chair Report: Budget 2012 – 2013 – tabled until end of meeting

Since the budget is presented early in the meeting and cannot be changed once it is passed, the budget was tabled until all discussion would be completed.

Motion 15 I move that the budget be tabled until the end of the meeting.

Moved by Charline Farrell
Seconded by Carol Schlosar

CARRIED

10. STANDING COMMITTEE REPORTS

a) Archives report given by Bernadette Bullock.

Priscilla King, Archivist, suggested Bernadette replace her as Archivist since Bernadette has charge of storage facilities. This position has been added to Bernadette's job description, which will be reviewed by the Finance Committee, coordinated by Darlene Brigidear. Priscilla King was unable to attend the meeting to give her report.

b) Bylaws and P and P report given by Marilyn Harrison.

Due to the Bylaws being included with the proposed changes to the bylaws, it was felt that the changes to the By Laws be postponed until after these had been circulated to the provinces for their feedback.

The Policies and Procedures report was deferred to new business.

Motion 16 I move to delay the P & P report until New Business.

Moved by Marilyn Harrison
Seconded by Kilby Hume

CARRIED

c) Canada Music Week[®] report was given by Po Yeh.

Po Yeh, Canada Music Week[®] Chair gave an update on the Student Composer Competition and presented a Power Point presentation with recommendations to make changes to the event. The following motions and directives are based on these recommendations. Also, a request was received from donor, Bill Andrews that the award in his name be changed to the William Andrews Award. Po also introduced guidelines for a new National Essay Competition.

Motion 17 I move the “Bill Andrews” Award name be changed to the “William Andrews” Award.

Moved by Darlene Brigidear
Seconded by Rémi Lefebvre

CARRIED

Motion 18 I move that we proceed with the National Essay Competition.

Moved by Darlene Brigidear
Seconded by Rémi Lefebvre

CARRIED

Motion 19 I move that an Ad Hoc committee entitled “Community Relations” be formed with a mandate to research & pursue funding opportunities for CFMTA.

Moved by Po Yeh
Seconded by Karen MacDonald

CARRIED

Directive 2 Be it directed that the ad hoc committee entitled Community Relations, consist of
Po Yeh & Annie Avery – Co-chairs
Rémi Lefebvre – committee member

d) Awards & Competitions report given by Heather Blakley.

Heather Blakley announced the winner of the Memorial Pedagogy Award is Karen King of Saskatoon. Her teacher's name is Lynn Ewing.

- e) Nominations Report was given by Darlene Brigidear
- f) Young Artist Report was given by Darlene Brigidear
- g) Professional Development and Research
- h) Public Relations and Marketing

Pat Frehlich presented further information about her work since submitting her report in May.

Directive 3 Be it directed that Pat Frehlich produce a document that will be distributed to provinces for them to use in extending a “pre-approved” invitation to RCM examiners to join their provincial associations. Provincial associations will be responsible for researching the examiners to determine whether they meet the provinces requirements.

Recorded by: Barbara Long

Directive 4 Be it directed Pat Frehlich cast CFMTA' group vote for the ISME Board of Directors as she sees fit.

Recorded by Rémi Lefebvre

Directive 5 Be it directed that provinces, who so wish, provide their email database to the CFMTA office, thereby providing direct membership contact to be used exclusively for CFMTA.

Recorded by Rémi Lefebvre

- i) The Canadian Music Teacher Report was given by Dina Pollock

Dina Pollock, CMT Editor, presented a Power Point Presentation on the state of the magazine and asked for further input from the delegates. She will contact the delegates again regarding their suggestions.

Preamble: The past practice has been to publish Annual Provincial Reports in The Canadian Music Teacher May Edition. Dina asked if these reports could now be made available on our website, to free up space in our magazine for different types of articles.

Directive 6 Be it directed that the Annual Provincial Reports be posted on the CFMTA/FCAPM website.

Recorded by Judith Ammann

Motion 19 I move that all standing Committee reports be accepted as presented.

Moved by Marilyn Harrison
Seconded by Rémi Lefebvre

CARRIED

All Chairpersons were thanked for all their work on their individual projects.

All reports will be made available on our website.

11. AD HOC COMMITTEE

- a) Advertising Committee Report given by Barbara Long.

Barb Long, Chair of the ad hoc Advertising & Marketing committee presented a Power Point Presentation on the work of the Committee and its recommendations. The complete presentation can be found on the website under Members Only.

Motion 20 I move that the current ad hoc Advertising & Marketing committee be changed to a permanent sub-committee of the Public Relations & Marketing Committee, currently chaired by Pat Frehlich.

Moved by Barbara Long
Seconded by Rémi Lefebvre

CARRIED

Directive 7 That Po Yeh and Barbara Long continue to work with Joni and Don to finish the projects that will complete this stage of the advertising & marketing strategy.

Recorded by Barbara Long

Directive 8 That the Advertising sub-committee investigate creating a Facebook page for CFMTA after the design template has been formulated. Members would be invited to “like” the page and post their events or news on it. Consideration needs to be given to controlling appropriateness of posts.

Recorded by Barbara Long

Directive 9 Be it directed that a series of Power Point Presentations be prepared and distributed to local branches as a tool for members to use to reach out. These tools should be created after the development of the design templates. Some ideas for the presentations are:

- “What we do for you” geared for branches and/or university teachers
- “Why join CFMTA” geared for presentation to university students
- “Celebrate CMW” geared for branches and/or school teachers [to be presented at their PD days]
- One for parents of prospective students.

Recorded by Barbara Long

Rationale: Personal contact is one of the best ways to reach people. Having these tools would make it easier and less intimidating for a member to present CFMTA to their university students or public school colleagues. These tools help ensure a consistent and accurate message is presented across the country.

Directive 10 Be it directed that information for various events such as Young Artists, CMW etc. be sent to three people in each province – the chair for that event, the president and possibly the secretary. The provincial presidents should be copied on all correspondence to event chairs, registrars, etc. As often as possible, information should be sent to local branches directly from the national office and national chairs, with the appropriate provincial people being copied.

Recorded by Barbara Long

Rationale: Sending the information to multiple people increases awareness and communication between the national, provincial, and branch offices. Sometimes the chairs change without the national office knowing and the information is not distributed as it should be.

12. PROVINCIAL REPORTS

Motion 20 I move to accept the Provincial Reports as submitted.

Moved by Kerrine Wilson
Seconded by Joan Woodrow

CARRIED

13. UNFINISHED BUSINESS

- a) Ratification of Advertising Motions from March with amendments

Motion 21 I move that the email motions from March for the Advertising Committee be ratified with the amendment that the money comes from the NEW INITIATIVE FUND

Moved by Charline Farrell
Seconded by Darlene Brigidear

CARRIED

- b) Convention 2011
Saskatchewan was congratulated on their very successful convention.
- c) Convention 2013
Rémi Lefebvre, 2013 Convention Chair spoke of the on-going planning for this event
- d) MTNA Conference in March 2012 Pat Frehlich spoke about the event and the various meetings which she held. Pat Frehlich will research the Collaborative Conference for 2017 with RCM & MTNA.
- e) CFMTA/FCAPM Certificate of Recognition of Achievement
A short report was given on this program by Darlene Brigidear

14. NEW BUSINESS

a) Branching Out 2012

Darlene Brigidear spoke about the success of previous Branching Out initiatives and submitted two proposals for different dates. It was decided that the month of February would be a good month. Complete Branching Out guidelines are posted on the website.

Motion 22 I move that we support “Branching Out” for students with \$50.00 donation from CFMTA to each participating branch, in the month of February 2013.

**Moved by Darlene Brigidear
Seconded by Joan Woodrow**

CARRIED

b) Bylaw Revisions

As the Canadian Government has changed its guidelines for Bylaws for all not for profit and charitable organizations, a committee was formed by Marilyn Harrison, Chair of Bylaws and Standing Rules Committee, and a lawyer consulted. The Bylaws presented at the meeting were a set of basic bylaws and it was explained to the delegates that their input would be required.

Motion 23 I move that the proposed by-laws (2011 – 2012) be sent to the provinces for input from members and returned to chair of By-laws committee by December 1, 2012.

**Moved by Marilyn Harrison
Seconded by Rémi Lefebvre**

CARRIED

c) Policy and Procedure Manual revisions

Darlene Brigidear spoke of further changes to the Policies and Procedures manual from the proposed version which the attendees received prior to the meeting. The amended Policies and Procedure Manual is posted on the website.

Motion 24 I move that we accept the Policy & Procedures as amended.

**Moved by Rémi Lefebvre
Seconded by Cynthia A. Taylor**

CARRIED

d) Resolutions – in order received

Resolution 1

Submitted by New Brunswick

Preamble:

As a national organization in a bilingual country, it is appropriate for the CFMTA's website, and all public documents such as posters, guidelines and entry forms for all competitions and awards to be available in both official languages.

Having the website and public documents available in French would be an asset in attracting more French-speaking music teachers across Canada to join CFMTA, and would be a service to current French-speaking students and teachers.

Given the variety of dialects of French used in Canada, it is advisable to use a professional translator that uses a professional/international version of the language for consistent communication. Therefore, be it resolved that:

- a) CFMTA designate funds in its 2012 - 2013 budget for translation required for the website and all public documents such as posters, guidelines and entry forms for all competitions and awards so all communications be available in both French and English.
- b) CFMTA hire a professional translator for their translation needs; ideally one with a music background.
- c) CFMTA seek out, and apply for, federal grants that may be available to assist with the cost of providing such materials and for the hiring of a professional translation service.

Preamble: Given that translation of documents in an expensive, but important project, money should be set aside in the annual budget for this purpose. We have been discussing this for at least 6 years, so it is time to get started.

Directive 11 **Be it directed that CFMTA/FCAPM use \$3000.00 from the New Initiatives for the purpose of translation services.**

Recorded by Barb Long

Directive 12 **Be it directed that an ad hoc committee will be formed to prioritize the order in which CFMTA materials will be translated with Rémi Lefebvre as Chair and David Cote/Lynne Gagne/Barbara Long as members.**

Recorded by Barbara Long

Resolution 2

Submitted by New Brunswick

Be it resolved that more complete minutes be recorded at the Annual General Meeting in the form of a summary of discussion leading to a motion and/or the rationale for a motion being adopted.

Rationale:

The current format of minutes does not provide background information for the decisions made or a summary of the discussions that lead to the motions. This additional information would be very beneficial to new delegates coming on to the executive to help them familiarize themselves with the recent history of the organization. The minutes would have greater archival benefit and interest. We only meet yearly, so we would all benefit from the additional information so that we didn't have to rely on our memories or individual notes.

CARRIED

Resolution 3

Submitted by Ontario

PREAMBLE:

We feel that Professional Development is one of the most important services to be provided for our members.

We submit the following resolution for CFMTA consideration:

BE IT RESOLVED:

That CFMTA make funds available for Professional Development at the Conventions hosted in the Provinces and Territories. Each Province and Territory may request funds up to, but not more than, the amount of \$500. This may only be requested every other year.

Guidelines as follows:

- 1) Workshop or Master Class will be led by a Canadian Clinician
- 2) Topics must have a Canadian theme, eg.:

- i. Discussion of Canadian Composers
- ii. Early Canadian Music
- iii. Canadian Composition Repertoire
- iv. Master Class using Canadian Compositions
- v. Other topics featuring Canadian Music

3) There will be a CFMTA presence at the workshop, with signage, brochures, contact information, etc.

4) A Workshop report will be sent to the CANADIAN MUSIC TEACHER (CMT) magazine, and to the Webmaster for posting on the Website

DEFEATED

Resolution 4

Submitted by Ontario

PREAMBLE:

The Professional Development Certificate Initiative has been welcomed by many teachers. It provides proof that there has been a well-rounded involvement in many areas of Professional Musicianship. We suggest that its value to members would be heightened if the following changes were enacted.

BE IT RESOLVED:

That the following guidelines be followed by applicants for the Professional Development Certificate:

ITEM 1

- Proof of attendance at workshops, recitals, concerts, etc. provided by scanned Workshop receipts, Recital and Concert Programs, Convention Receipts, etc.
- Dates must be from the previous two years only.
- Proof of University Courses or other Music Study in the form of receipts, certificates or transcripts
- Proof of Student Examination and festival entries in the form of program classes or Examination results
- A letter from a colleague verifying service on Branch Executive or Provincial/Territorial Council

ITEM 2

- The Certificate shall be signed by the current CFMTA President
- The cost of production and mailing shall be covered by CFMTA

DEFEATED

Resolution 5

Submitted by Nova Scotia

Preamble:

The NSRMTA feels it necessary that as a professional, national organization, all official information, documentation and communications from CFTMA/FCAPM be offered in both national languages,

English and French. This will help increase or professional image and the quality of our services to French speaking members.

Be it resolved that:

CFMTA/FCAPM discuss and vote on the possibility of hiring a professional English to French translator so that all official information, documentation and communications may be offered in both national languages.

Withdrawn as Resolution 1 was already carried.

e) New initiatives – National Essay Competition was presented by Po Yeh earlier.

15. ELECTION

Darlene Brigidear called for nominations from the floor 3 times for each chair position. Po Yeh and Dina Pollock were appointed as scrutinisers.

1. CANADA MUSIC WEEK

Current CMW CHAIRPERSON, Po Yeh - **RE-ELECTED by ACCLAMATION.**

2. AWARDS & COMPETITIONS

Heather Blakley and Sue Jones ran and there was a ballot vote.

Current AWARDS & COMPETITIONS CHAIRPERSON, Heather Blakley - **RE-ELECTED**

3. BYLAWS

Current BYLAWS CHAIRPERSON, Marilyn Harrison – **ELECTED by ACCLAMATION**

4. PUBLIC RELATIONS & MARKETING

Current PUBLIC RELATIONS & MARKETING CHAIRPERSON, Pat Frehlich - **RE-ELECTED by ACCLAMATION**

5. PROFESSIONAL DEVELOPMENT AND RESEARCH

Current PROFESSIONAL DEVELOPMENT AND RESEARCH CHAIRPERSON, Pat Frehlich – **ELECTED by ACCLAMATION**

MOTION 22 I move to destroy the ballots

Moved by: Henry Klassen

Seconded by: Kilby Hume

CARRIED

16. PASSING OF BUDGET

A discussion was had regarding documents which were submitted regarding possible cost saving measures and changes to the Secretary/Treasurer's position. A preamble was requested for all documents sent out from the Officers in the future.

The travel expense paid for traveling to MTNA conventions was reinstated to \$3000.00. The Finance Chair was requested to provide a statement of equity to the delegates.

Directive 12 Be it directed that the proposed changes to Secretary/Treasurer Job Description (Administrator) be sent back for revision to the Finance Committee with Darlene Brigidear as coordinator and report the revisions back to the delegates by December 1st, 2012

Recorded by Henry Klassen

Motion 23 I move that \$2000.00 from 2011 – 2012 surplus be placed as Other Income, Miscellaneous to balance the budget.

Moved by: Henry Klassen
Seconded by: Karen MacDonald

CARRIED

Motion 24 I move that we accept the Amended Budget for 2012 - 2013

Moved by: Henry Klassen
Seconded by: Kilby Hume

CARRIED

17. OTHER

Discussion was done regarding a permanent Voice Competition at all conventions. The general consensus was the hosting convention committee should have freedom to decide if they want a second competition and if so, which discipline.

Motion 25 That a Strategic Planning Committee be formed Chaired by Rémi Lefebvre with Stephanie [Cole], Pat [Frehlich], Henry [Klassen] and Po [Yeh] as members.

Moved by Rémi Lefebvre
Seconded by Kilby Hume

CARRIED

This committee will work with the "10 year plan" so that it can be revised and turned into a concrete action plan to help the association move forward. It was suggested that the Strategic Planning Committee look at whether or not we need to add additional time for our executive meeting.

Directive 13 Be it directed that the ad-hoc Strategic Planning Committee investigate different procedures for succession of chairs & bring proposals back to the 2013 executive meeting.

Recorded by Barb Long

Directive 14 Be it directed the ad hoc Strategic Planning Committee investigate "Ideas for more equal rep" with input from the delegates.

Recorded by Rémi Lefebvre

18. ADJOURNMENT

Joan Woodrow

CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS

2012 ANNUAL GENERAL MEETING

**Pearson A Room
Homewood Suites by Hilton & Hampton Inn by Hilton
Toronto Airport Corporate Centre
5515 Eglinton Avenue West
Toronto, ON M9C 5K5**

June 26th, 2012

11:30 – 11:45 am

MINUTES

1. WELCOME – Lorna Wanzel
2. ACCEPTANCE OF AGENDA

Motion 1 I move the acceptance of the agenda for the 2012 Annual General Meeting.

**Moved by: Kilby Hume
Seconded by: Rémi Lefebvre**

CARRIED

3. MINUTES OF THE ANNUAL GENERAL MEETING: July 2011, Regina, SK

Motion 2 I move the adoption of the Annual meeting minutes from July 2011.

**Moved by: Audrey Watson
Seconded by: Karen MacDonald**

CARRIED

4. FINANCIAL REPORT

Motion 3 I move that we accept the Finance Report from the June 2012 AGM.

**Moved by: Charline Farrell
Seconded by: Joan Woodrow**

CARRIED

5. APPOINTMENT OF AUDITOR

Motion 4 I move the appointment of Christene Scrimgeour of London, Ontario for the fiscal year 2012 – 2013.

**Moved by: Darlene Brigidear
Seconded by: Rémi Lefebvre**

CARRIED

6. NEW BUSINESS

Motion 5 I move that BCRMTA host the 2015 Convention.

Moved by: Rémi Lefebvre
Seconded by: Joan Woodrow

CARRIED

7. ANNOUNCEMENTS & GOODWILL

Henry Klassen thanked the officers for their work.

8. ADJOURNMENT

Joan Woodrow