

Minutes of Executive Meeting and AGM July 8 & 9 2015

Canadian Federation of Music Teachers' Associations
Fédération Canadienne des Associations de Professeurs de Musique

CONTENTS

Executive Meeting Minutes	page 2
AGM Minutes	page 15
Action List	page 16



CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS
FÉDÉRATION CANADIENNE DES ASSOCIATIONS DE PROFESSEURS DE MUSIQUE

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

Agenda Items	Executive Meeting July 8, 2015																						
Call to Order	President Charline Farrell calls the meeting to order at 9:03																						
Welcome	Charline Farrell welcomes the Officers, Executive Committee, and Chairpersons to the meeting.																						
Roll Call	Officers																						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Charline Farrell</td> <td style="width: 50%;">President</td> </tr> <tr> <td>Cynthia Taylor</td> <td>Vice President</td> </tr> <tr> <td>Lorna Wanzel</td> <td>Past President</td> </tr> <tr> <td>Cathleen Gingrich</td> <td>Secretary</td> </tr> </table>	Charline Farrell	President	Cynthia Taylor	Vice President	Lorna Wanzel	Past President	Cathleen Gingrich	Secretary														
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	<p>Delegates</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Karen MacDonald, ARMTA First Delegate</td> <td style="width: 50%;">Beth Olver, ARMTA Second Delegate</td> </tr> <tr> <td>Carol Schlosar, BCRMTA First Delegate</td> <td>Anita Perry, BCRMTA Alternate Delegate</td> </tr> <tr> <td>Tiffany Wilson, MRMTA First Delegate</td> <td>Elizabeth Rotoff, MRMTA Second Delegate</td> </tr> <tr> <td>Barbara Long, NBRMTA First Delegate</td> <td>Lynn Johnson, NBRMTA Second Delegate</td> </tr> <tr> <td>Jennifer King, NSRMTA Second Delegate</td> <td>Daryl Chaddock, NSRMTA Alternate Delegate</td> </tr> <tr> <td>Joan Woodrow, NLRMTA First Delegate</td> <td></td> </tr> <tr> <td>Frank Horvat, ORMTA, Second Delegate</td> <td>Elizabeth Tithecott, ORMTA Alternate</td> </tr> <tr> <td>Stephanie Cole, PEIRMTA, Second Delegate</td> <td></td> </tr> <tr> <td>Lynne Gagné, QMTA First Delegate</td> <td>David Côté, QMTA Second Delegate</td> </tr> <tr> <td>Laureen Kells, SRMTA First Delegate</td> <td>Lynn Ewing, SRMTA Second Delegate</td> </tr> <tr> <td>Annie Avery, YRMTA First Delegate</td> <td>Henry Klassen, YRMTA Second Delegate</td> </tr> </table> <p>Magazine Editor: Dina Pollock</p> <p>Chairs Patricia Frehlich, Public Relations & Marketing, Professional Development & Research</p>	Karen MacDonald, ARMTA First Delegate	Beth Olver, ARMTA Second Delegate	Carol Schlosar, BCRMTA First Delegate	Anita Perry, BCRMTA Alternate Delegate	Tiffany Wilson, MRMTA First Delegate	Elizabeth Rotoff, MRMTA Second Delegate	Barbara Long, NBRMTA First Delegate	Lynn Johnson, NBRMTA Second Delegate	Jennifer King, NSRMTA Second Delegate	Daryl Chaddock, NSRMTA Alternate Delegate	Joan Woodrow, NLRMTA First Delegate		Frank Horvat, ORMTA, Second Delegate	Elizabeth Tithecott, ORMTA Alternate	Stephanie Cole, PEIRMTA, Second Delegate		Lynne Gagné, QMTA First Delegate	David Côté, QMTA Second Delegate	Laureen Kells, SRMTA First Delegate	Lynn Ewing, SRMTA Second Delegate	Annie Avery, YRMTA First Delegate	Henry Klassen, YRMTA Second Delegate
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Acceptance of Agenda	<p>Amendments to the Agenda</p> <p>Under Standing Committee Reports the following are moved to the beginning of the list of reports so that Dina Pollock can present her committee reports and then be excused for conference duties:</p> <ul style="list-style-type: none"> • The Canadian Music Teacher • Website Report and recommendations <p>William Cunningham, Banff Centre, is added as a guest after Lunch.</p> <p>Added under Ad hoc committee reports:</p> <ul style="list-style-type: none"> • Community Relations <p>Provincial Reports added after Ad hoc Committee Reports</p> <p>All of the Resolutions have been added.</p> <p>Motion 1: To accept the Agenda as amended.</p> <p>Move: Lynn Ewing Second: Daryl Chaddock</p>																						

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

<p>Executive Meeting Minutes - July 2014</p> <p>Officers Meeting Minutes - July 2014</p>	<p>Vote: Unanimous</p> <p>Motion 2: That the minutes from CFMTA/FCAPM meeting 2014 be adopted.</p> <p>Move: Tiffany Wilson Second: Barbara Long</p> <p>Vote: Unanimous</p> <p>Motion 3: That we receive Officers Meeting minutes 2014.</p> <p>Move: Lorna Wanzel Second: Cynthia Taylor</p> <p>Vote: Unanimous</p> <p>Motion 4 That today’s meeting be recorded for the purpose of completing the minutes.</p> <p>Move: Cynthia Taylor Second Anita Perry</p> <p>Vote: Unanimous</p>
<p>Correspondence</p>	<p>Cathleen Gingrich gives a short update regarding the circumstances since she took over the position as Secretary in March of 2015; mail was finally forwarded to her in June; there was a delay in setting up the office and administrative systems. A more comprehensive report will be delivered next year.</p>
<p>Report from the President</p>	<p>Motion 5: To accept the President’s Report as distributed.</p> <p>Move: Karen MacDonald Second: Carol Schlosar</p> <p>Vote: Unanimous</p>
<p>Report from the Office of CFMTA/FCAPM</p>	<p>Cathleen Gingrich reads a small update:</p> <p>Lynda Baechler and I are working to create systems and procedures now that the job has been split into two positions. We want to reassure you that although there has been a steep learning curve to conquer we are confident that we have everything well in hand. We thank you for all your support and patience. Please note that if I do not respond to an email right away, it is normally because I am doing research on how to respond and will get back to you shortly.</p> <p>Motion 6: To accept the Secretary’s Report.</p> <p>Move: Joan Woodrow Second: Karen MacDonald</p> <p>Vote: Unanimous</p>
<p>Report from the Vice-President</p>	<p>Cynthia Taylor reads an update to her report:</p> <p align="center">CFMTA / FCAPM Finance Chair Report JULY 2015</p> <p>The new Treasurer for CFMTA / FCAPM, Lynda Baechler, was unable to attend today’s meeting because she had a prior commitment during this date, which had been booked before we hired her.</p> <p>The Vice President’s Report was sent through email prior to today’s meeting. It has</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

Report from the Vice-President Continued

been an extremely difficult year for the CFMTA /FCAPM Finance Committee. There have been many barriers that the Finance Committee encountered throughout this year which greatly hampered the financial workings of our organization.

- Our previous Secretary/Treasurer resigned in July 2014 and the Office of the CFMTA /FCAPM was moved to the home of our new Secretary/Treasurer, Natasha Frid Finlay.
- On Feb. 15th Natasha gave her one month notice and resigned from her position.
- The Officers of CFMTA /FCAPM had the difficult task of acquiring a new Secretary /Treasurer, however, after approaching many people we were unable to fill this position.
- CFMTA/FCAPM financially ground to a stop while we searched for and found, a new Treasurer; worked through cancelling and then the transfer of signing authority at the bank and the Visa. All financial transactions needed two signatures. Without a Treasurer bills were unable to be paid, cheques could not be written, and there was no access to the bank accounts and the QuickBooks program that held our financial statements.
- The job of Secretary/ Treasurer was split into two separate positions. We were able to find a very experienced and capable secretary, Cathleen Gingrich.
- Lynda Baechler, who has many years' experience, accepted the position of Treasurer.

There were five significant reasons that can help explain the difficulties that faced the Finance Committee this past year.

1. Our previous Secretary/Treasurer, Bernadette Bullock, only gave Natasha one day of training. After one week Bernadette refused to accept phone calls to help Natasha.
2. Natasha handed in her one month resignation on Feb. 15th. When we were able to access the QuickBooks program that contained our financials we discovered that it had not been updated since Nov. 2014.
3. There were mistakes made by the bank. Signing authority papers were sent to Lynda's bank however the bank had inadvertently mixed up Lynda's phone number. After numerous times phoning the bank and going in to check, the paperwork was found; it had been at the bank the entire time that Lynda had been looking for them. The RBC also posed problems. The paperwork was completed and new Visa cards were issued. They did not come in the mail. After a very long delay and many phone calls the Visa cards were cancelled and then re-issued. It was later discovered that the previous cards had been sent to Natasha's address. The Post Office made mistakes also. The paperwork for our address change was completed however our mail was continuing to be sent to Bernadette's address. The BMO bank also had the wrong address for our mail even though all of the paperwork had been correctly completed. Our bank statements continued to go to Natasha's house. The mail was not forwarded to us by Natasha until May 2015.
4. We have discovered since Natasha's resignation that the bank deposits made by Natasha were done as night deposits and therefore were lumped together in large amounts. They were not itemized in a deposit book. Our accountant has been given authority on our behalf to access our bank account information and she has requested help from the bank to investigate these deposits so that they can be correctly categorized into our financial statements. The bank has had to go to their storage company to retrieve this information. This process has not been completed yet.

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

<p>Report from the Vice-President Continued</p>	<p>5. The RBC Visa statements had been put under Miscellaneous Expenses in our financial statements. Here too the statements were not reconciled therefore each item in the Visa bill needed to be itemized into their correct category in the financial statement.</p> <p>At this point the CFMTA /FCAPM financial statements are a “Draft” and they are very inaccurate. I only received them on Monday July 6th. Carol Schlosar has gone through them and will explain some of her findings.</p> <p>Please be assured that all of our money is there in the bank accounts. In the financials, the difficulty is, the items are in the process of being categorized into their correct place.</p> <p>Many of the expense items have not been posted in QuickBooks yet due to our year end being May 31st and due to the delay in getting the Treasurer signing authority finalized.</p> <p>At this point, while it indicates that there is a \$27,000 net income surplus, we estimate that there may be a slight deficit this year.</p> <p>As soon as new information and updated financials are available they will be passed on to all of you. Thank – you for your patience while we continue to work through this process. Respectfully Submitted, Cynthia (Cindy) Taylor.</p> <p>Motion 7: To accept the Vice President’s Updated Report.</p> <p>Move: Jennifer King Second: Karen MacDonald</p> <p>Vote: Unanimous</p>
<p>Report from the Treasurer</p>	<p>Due to the changes in the office, twice this fiscal year, and with acquiring a new Treasurer, the Treasurer’s report was presented with the Vice President Report and the Finance Chair’s Report.</p>
<p>Finance Chair Report</p>	<p>Motion 8: To receive the report of the Finance Chair.</p> <p>Move: Cynthia Taylor Second: Daryl Chaddock</p> <p>Vote: Unanimous</p> <p>See Vice President updated Report</p>
<p>Financial Statements to May 31, 2015</p>	<p>Financial Statements 2015: Cindy reassured us that all the money is there, and Carol Schlosar explains further how the system has changed with the new treasurer and bookkeeper. Questions were taken to clarify and reassure the delegates about the situation. Cindy and Carol answer them.</p> <p>A discussion follows of how the staffing situation could be avoided in the future. Cindy talked about how the replacement search was conducted to find the current staff.</p> <p>When new financials become available they will be distributed.</p> <p>Motion 9: to continue to engage Lynda Baechler as the CFMTA/FCAPM Treasurer, to complete the rest of the two year term which is up for renewal in July 2016.</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

	<p>Move: Cynthia Taylor Second: Karen MacDonald</p> <p>Vote: Unanimous</p> <p>Directive 1: That staffing contracts be added as an addendum to the Policy & Procedures Manual.</p> <p>Motion 10: To continue to engage a bookkeeper to complete this fiscal year's financials. Term up for renewal in July 2016.</p> <p>Discussion concluded with stating the importance in keeping both people, Treasurer and Bookkeeper, in place during this year of transition in order to maintain continuity.</p> <p>Move: Cynthia Taylor Second: Anita Perry</p> <p>Vote: Unanimous</p>
<p>Audited Statement</p>	<p>Motion 11: That the draft of the audited statement be received by email when our accountant Christene Scrimgeour has it completed with an e-vote October 1st. 2015.</p>
<p>Payment of Accounts</p>	<p>Move: Cynthia Taylor Second: Lorna Wanzel</p> <p>Vote: Unanimous</p> <p>Motion 12 : That all accounts be paid up to the end of our CFMTA/FCAPM fiscal year 2015.</p> <p>Move: Cynthia Taylor Second: Carol Schlosar</p> <p>Vote: Unanimous</p>
<p>Budget 2015-2016 (table to end of meeting)</p>	<p>Motion 13: To table the budget to the end of the meeting</p> <p>Move: Cynthia Taylor Second: Henry Klassen</p> <p>Vote: Unanimous</p> <p>Discussion took place regarding the potential CFMTA /FCAPM and MTNA Baltimore Commemorative Conference in 2017. Cindy presents Charline's research on the potential costs for this Commemorative Conference. Air travel could cost: (approximate estimate) \$28,000 and hotel could cost: (approximate estimate) \$25,000 based on the possibility of needing a two day meeting, therefore 3 nights in a hotel. This would be a huge expense to our organization. This doesn't include the competitor's travel, which is prorated amongst the participating provinces; and also doesn't include travel insurance costs, mileage to and from the airport, food expenses and parking.</p> <p>Charline is awaiting a reply from Bill Andrews who is researching alternative flights that connect through the US.</p> <p>Pat explains that MTNA could contribute to the costs to leverage some potential expenses we</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

	<p>would incur. There is a scheduled meeting with MTNA.</p> <p>Questions were asked to clarify the numbers for both parts of the pros and cons discussion.</p>
<p>Standing Committee Reports</p> <p>Website recommendation and report</p> <p>The Canadian Music Teacher</p>	<p>Website report discussed by Dina. She discusses the host possibilities in Canada as well as the U.S. She would like to set up a website in a Word Press format. She asks for the creation of a sub- committee.</p> <p>Dina presented her report with a PowerPoint presentation re - her motion from the last meeting. She researched the number of hits to our website and to our magazine. Frank discusses how the Ontario magazine is distributed. David discussed how Quebec went digital this year and how it has worked. Dina also discusses the use of font.</p>
COFFEE BREAK	11:00-11:15
<p>Courtney White -The Personal</p> <p>Bill Nilsson - Westland Insurance Group</p>	<p>11:15 Courtney discusses the relationship between CFMTA/FCAPM and The Personal. She gives an overview of the organization and the services available to the CFMTA/FCAPM members in hopes to clarify any questions or concerns that have come up in recent years regarding Insurance.</p> <p>Questions were raised about the number of students in the home at once. Courtney will discuss it with the Underwriters and will return with a response.</p> <p>She recommends that everyone read and double check their insurance policy as well as have appraisals of their belongings and take pictures of your contents as proof.</p> <p>11:40 Bill welcomes everyone to BC. He gives an overview of Intact Insurance, our Liability Insurance. He then gives an over view of the relationship between Intact Insurance and CFMTA/FCAPM during the last 20 years. They cover all musicians as long as they are registered members of the CFMTA/FCAPM.</p> <p>The premiums for music schools are reflected by the number of individuals teaching in the school and only CFMTA/FCAPM members are covered, so if you employ other teachers who are not members of CFMTA/FCAPM they are not covered. Additional insurance can be purchased for them.</p> <p>He gives an overview of some recent claims and explains the procedures behind making a claim. There is a two year window when the claimant can still make a claim after an occurrence.</p> <p>There is a fund available for additional expenses that can be used if there are any questions regarding what is needed even if a claim hasn't been filed but is awaiting to be processed. Please call the office at any time so that this can be discussed.</p> <p>Teachers who use a storefront or a satellite location (meaning: periodic events such as a recital or masterclass etc.), are covered through their policy. It doesn't cover the landlord of that location, unless he/she is listed on the certificate. The individual teachers need to obtain the certificate for the locations by emailing Bill.</p>
Special Request	<p>There was a request, from a competitor of the Piano Competition, to change the order of their performance programme.</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

	<p>Motion 14: Competitor is allowed to change the order of his/her programme for this competition.</p> <p>Move: Lorna Wanzel Second: Henry Klassen</p> <p>Vote: Unanimous</p>
Lunch	12:06-1:00
William Cunningham – Banff Centre	<p>1:00 William is the conference consultant for the Banff Centre. He explains how he connects business to the arts at the Banff Centre through conferences: how they look at hosting an organization and how they can assist us, as an organization, to grow.</p> <p>He posed an activity, to visualize where we are now and where we want to go in the future. He had placed photos around the room and asked all delegates to choose a photo that represents where we are now as an organization and one for where we want to see the organization moving forward in the future.</p> <p>He asks us all to contact him if we ever to come to Banff.</p>
Standing Committee Reports (continued)	
Awards and Competitions	<p>Tiffany Wilson speaks for Sue Jones, regarding donations from The Personal as highlighted in Blue in the Awards and Competitions report, specifically what to do with the extra monies that are donated from The Personal each year.</p> <p>She asks for discussion surrounding this, with the suggestion that the extra \$1000.00 be used for a Classical Composition prize.</p> <p>It is decided that the logo of The Personal only be displayed where they are supporting that part of the competition.</p> <p>There was a discussion on various options for a new prize category. With a show of hands it was decided that first place award be raised by \$1,000.00.</p> <p>Motion 15: That the 1st Place award of \$5,000.00 be raised to the full \$6,000.00 donated by The Personal</p> <p>Move: Tiffany Wilson Second: Lorna Wanzel</p> <p>Vote: Unanimous</p>
Bylaws and Policies and Procedures	<p>Lorna clarifies what the scope of the committee is and she explains why many of the additions occurred this year.</p> <p>Corrections to the additions were pointed out and will be edited accordingly.</p> <p>Motion 16: Accept the Policy & Procedures Manual with amendments.</p> <p>Move: Lorna Wanzel Second: Henry Klassen</p> <p>Vote: Unanimous</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

<p>Canada Music Week</p>	<p>Po's mailing and current email Address should be added to all Canada Music Week forms and the website.</p>
<p>Nominations Report</p>	<p>Lorna Wanzel directs us to her report as distributed and states that the elections will take place later in the meeting</p>
<p>Professional Development and Research</p>	<p>Patricia Frehlich directs us to the Recommendations (p10) found at the bottom of each report and talked about the ISME Conference 2016 in Glasgow Scotland and what ISME does and what the conference would be focussed on.</p> <p>Cindy speaks to our budget as Finance Chair. Discussions surrounding how/if we are to do this, and how it can be included and still maintain a Balanced Budget. There is also discussion surrounding why this is a necessary trip and how we are to benefit from Pat's travel to Scotland and representation at ISME.</p> <p>Motion 17: That CFMTA/FCAPM provide funding up to \$2500.00 for Research Chair, Patricia Frehlich, to attend the 2016 ISME conference in Glasgow Scotland 2016.</p> <p>Move: Lorna Wanzel Second: Barbara Long</p> <p>For: 20 Against: 4 Abstain: 3 Passed</p> <p>There was a discussion about raising our profile within Canada. The officers will discuss with Frank, the contact he made with the Canadian Flute Association through ORMETA, regarding information about CFMTA/FCAPM.</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

<p>Translation Committee</p>	<p>Barbara talked about the expenses of the committee, specifically how it is affected by the website. She asked to move the cost of the president’s message from the administration costs to the Translations budget, in order to accurately reflect what translations do cost the organization.</p> <p>The committee would like to begin including more French content in the CMT magazine.</p> <p>David enquires about whether the Policies & Procedures Manual could be translated into French. There is discussion about possible Grants that could be applied for in order to do this.</p> <p>Directive 3: To do research pursuing translating the Policy & Procedure Manual, including performing a word count as well as searching for more French speaking members from outside of Quebec to be on the Translation Committee.</p>
<p>Young Artist Tour</p>	<p>Lorna stepped down and welcomes Charline as the Young Artist Tour Chairperson.</p> <p>Discussion occurred to explain how the YA Tour takes place every other year, with the exception of Ontario, which does a YA tour every year because they have prior approval from the Executive Committee to have their tour annually.</p> <p>Motion 20: to receive the Standing Committee reports.</p> <p>Move: Henry Klassen Second: Beth Olver</p> <p>Vote: Unanimous</p>
<p>Ad Hoc Committee Report</p> <p>Manitoba Discussions</p> <p>Convention 2015</p>	<p>Tiffany Wilson added to the report submitted by Charline. Implementing online renewals has spurred the province’s registration, and they had a large number register very quickly.</p> <p>They are concerned whether Manitoba can host a conference based on the current lack of manpower. They are running the executive with 6 positions empty. She is researching hiring event managers and other staff to assist with the conference planning. Manitoba is hopeful after seeing how successful BC’s Conference has been run with 5 organizers on the committee.</p> <p>Things have changed since the Manitoba meetings and she thanks everyone for their suggestions and ideas.</p> <p>Frank points out that there are some larger societal forces at work that are affecting volunteerism at large.</p> <p>Joanne Lougheed sends a message from the Convention committee. Carol Schlosar reads the message:</p> <p>“Good morning and welcome to the 2015 edition of the CFMTA/FCAPM National Conference – <i>Pathways to . . .Collaboration, Performance, Wellness.</i></p> <p>I trust you are all settled in and ready to go. Everything has come together as it should –</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

<p>Community Relations</p> <p>Community Relations Continued</p>	<p>sometimes the timing has been a bit hairy and there have been some sleepless nights over the past couple of years. The budget is in good shape – there are no anticipated shortfalls.</p> <p>The adjudicators, presenters, sponsors are all very excited to be involved in this project. Daily memos will be sent out in the morning giving you updates as they become available. There is signage outside each of the conference spaces identifying what’s happening where and when.</p> <p>We’ll see you at the Gateway Theatre later today for the Gala Opening Night Concert with a reception beginning at 6:30 p.m.”</p> <p>Annie Avery discusses the Report, and points out that at the last meeting this was to be a global initiative from all provinces. She asks if 3 people could sit down with her this week to try and create a plan to move forward. Volunteers agreed to meet for this discussion. Lorna discusses why the committee was created and that it was to be specifically project driven.</p> <p>Frank points out that ORMTA has a specific portfolio for fundraising. Others speak to how they have raised their dues in place of active fundraising.</p> <p>Motion 21: To receive the ad hoc Committee reports.</p> <p>Move: Lorna Wanzel Second: Cynthia Taylor</p> <p>Vote: Unanimous</p>
<p>Provincial Reports</p>	<p>Frank Horvat adds to the Ontario report: that this coming year is the 80th anniversary of ORMTA, and they are celebrating with a specifically targeted membership drive.</p> <p>Motion 22: Received the Provincial Reports.</p> <p>Move: Lorna Wanzel Second: Carol Schlosar</p> <p>Vote: Unanimous</p>
<p>Unfinished Business</p> <p>MTNA 2017 (Baltimore)</p> <p>Branching Out 2014-2015</p>	<p>Patricia Frehlich gave back ground about why there would be a commemorative conference with MTNA. This was voted upon in 2013. Meetings have been conducted as to how CFMTA/FCAPM would participate.</p> <p>More discussion about the estimated travel costs involved were had. Many different ideas and solutions were brought up in discussion. There is an agreement that there will be some form of representation from CFMTA/FCAPM to accept the invitation from MTNA.</p> <p>Delegates requested more information about the financial commitment before making a decision.</p> <p>Charline proposed that the amount allocated per branch be raised from \$50.00 to \$100.00. With twenty branches that are to be selected at random, and the theme for the coming year be to bring in new members.</p> <p>Event to occur November 15th to March 15th.</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

	<p>Motion 23: That the Branching Out project for 2015-2016 be \$100.00, distributed randomly to 20 branches who apply between November 30 2015 and March 30 2016, with the event being held between November 15th 2015 and March 15th 2016.</p> <p>Move: Carol Schlosar Second: Joan Woodrow</p> <p>Vote: Unanimous</p>
<p>Resolutions</p> <p>Resolutions (Continued)</p>	<p>Nova Scotia: That the Executive Meeting be extended to a two day meeting starting in Toronto in 2016.</p> <p>Discussion: CFMTA/FCAPM needs to pursue more e-meetings. And possibly include more time the night before the meeting date.</p> <p>For: 2 Against: 21 Abstain: 1 Defeated</p> <p>CFMTA/FCAPM 2014: Resolution 2: Be it resolved that the position presently identified as Secretary/Treasurer in our By-Laws be changed to Administrative Officer. This position shall include all the duties currently identified in the By-Laws and Policies and Procedures Manual for Secretary and Treasurer.</p> <p>Resolution 3: Be it resolved that the position of Administrative Officer come into effect at the 2015 July Executive Committee Meeting</p> <p>Resolution 4: Be it resolved that two new Officer positions be appointed/elected, which are designated respectively Recording Secretary and Treasurer. These positions would come into effect for the 2015 July Executive Committee meeting.</p> <p>Resolution 5: Be it resolved that new duties be drafted to suit the new officer positions during the 2014-2015 year to come into effect for the 2015 July Executive Committee Meeting.</p> <p>Henry Klassen withdraws Motions 2,3,4,5.</p> <p>Resolution 6: Be it resolved that CFMTA/FCAPM begin the process of hiring, on contract, a Convention Coordinator.</p> <p>For: 3 Against: 15 Abstain: 6 Defeated</p> <p>Yukon: Whereas delegates are asked to make final deliberations and vote on matters presented to them at Executive Committee meetings and often between meetings, and whereas more information is often available in discussion with other delegates, officers and committee chairs than has been communicated in documents prior to the meeting, and whereas the ongoing work of CFMTA/FCAPM needs to go forward with dispatch, be it resolved, that, Plenipotentiary authority be granted to all delegates.</p> <p>Henry Klassen withdraws the motion.</p>

Minutes of CFMTA/FCAPM Executive Meetings July 8 & 9 2015

<p>Budget 2015-2016</p> <p>Budget 2015-2016 Continued</p>	<p>Cindy points out that the budget is the same as last year with changes in the Awards and Competition Income and Expenses because this is a competition year. She is presenting the budget that was circulated.</p> <p>Motion 24: That the Budget 2015-2016 be amended to include \$2500.00 for Pat Frehlich to attend the ISME Conference 2016 in Glasgow Scotland with funds coming from surplus/reserve.</p> <p>Move: Cynthia Taylor Second: Carol Schlosar</p> <p>For: 21 Against: 0 Abstain: 2 Passed</p> <p>Motion 25: That the amended Budget 2015-2016 be accepted.</p> <p>Move: Cynthia Taylor Second: Lynne Gagné</p> <p>For: 21 Against: 0 Abstain: 2 Passed</p>
<p>Elections</p>	<p>Results</p> <p>Vice President - Tiffany Wilson</p> <p>Vote: Unanimous</p> <p>President - Cynthia Taylor</p> <p>Vote: Unanimous</p>
<p>Meeting Adjourned</p>	<p>5:48 pm Moved: Joni Woodward</p>

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Agenda Items	Annual General Meeting July 9, 2015
Welcome	President Charline Farrell opened the AGM July 9 th , 2014 at 12:31 pm
Acceptance of Agenda	<p>The Technology and Teaching Award was presented by Roland Canada.</p> <p>Lunch was served</p> <p>Motion 1: Accept 2015 AGM agenda with amendments.</p> <p>Move: Lynn Ewing Second: Daryl Chaddock</p> <p>Vote: Unanimous</p>
Financial Report	<p>Cynthia Taylor, Vice President assured the meeting attendees that the CFMTA/FCAPM is well taken care of through the working together of the CFMTA/FCAPM new Treasurer, the CFMTA/FCAPM Finance Committee, our Bookkeeper and Accountant.</p> <p>Motion 2: To receive the AGM 2014 Financial Report</p> <p>Move: Cynthia Taylor Second: Carol Mallers</p> <p>Vote: Unanimous</p>
Appointment of Auditor	<p>In that our present Auditor, Christene Scrimgeour, is involved in an ongoing project on our behalf, Finance Chair Cynthia Taylor recommends that we continue our relationship for the next year.</p> <p>Motion 2: The appointment of Christene Scrimgeour as our auditor 2015 – 2016.</p> <p>Move: Cynthia Taylor Second: Elizabeth Rotoff</p> <p>Vote: Unanimous</p>
Greetings from Gary Ingle Executive Director and CEO of MTNA	Gary Ingle congratulates CFMTA/FCAPM on a successful conference and goes on to describe his close relationship to Canada. He speaks about technology and its importance to music teaching and its relationship to the organization at large.
Greetings from Rebecca Grooms Johnson President MNTA	Rebecca Grooms Johnson invites all of CFMTA/FCAPM to the MTNA 2016 Conference in Texas, as well as to the MTNA 2017 Conference in Baltimore. She describes the workshops and competitions that will be held at these events.
Announcements and Goodwill	Charline Farrell, CFMTA/FCAPM President thanked everyone for their participation in a successful Conference and she introduced Cathleen Gingrich, the newly appointed CFMTA/FCAPM Secretary.
Adjournment	Move: Tiffany Wilson 12:51pm

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Action List		
Financial Reports	<p>Email Vote to accept Audited Statement 2014 – 2015 by October 1, 2014.</p> <p>Directive 1: the staffing contracts be added as an addendum to the Policy & Procedures Manual.</p>	Charline Farrell/ Cynthia Taylor
Standing Committee Reports	<p>Charline is awaiting a reply from Bill Andrews who is researching alternative flights that connect through the US.</p> <p>Barb discussed how to streamline how publicity is distributed throughout the provinces and the country. She asks that everyone send the committee suggestions in order to facilitate this for the future.</p> <p>Public Relations and Marketing: Directive 2: To begin the process of obtaining quotes for work to be done on our website.</p> <p>Canadian Music Week: Po's mailing and current email Address should be added to all Canada Music Week forms and the website.</p> <p>Professional Development: The officers will discuss with Frank the contact he made with the Canadian Flute Association through ORMTA, regarding information about CFMTA/FCAPM.</p> <p>Strategic Planning: Motion 19: That the 5 year strategic plan be tabled to a webinar or Skype meeting in the fall.</p> <p>Directive 3: To do research pursuing translating the Policy & Procedure Manual, including performing a word count as well as searching for more French speaking members from outside of Quebec to be on the Translation Committee.</p>	<p>Charline Farrell</p> <p>Delegates</p> <p>Dina</p> <p>Dina/ Po / Patrick</p> <p>Officers / Frank</p> <p>Cindy / Cathleen</p> <p>Barb</p>
Ad Hoc Committee Reports	Community Relations: Will create a plan to move forward with project-based initiatives. Including	Annie Avery/Cathleen Gingrich

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Action List		
	researching into Grants.	
Unfinished Business	Branching Out Initiative 2014 – 2015	Charline Farrell
New Business	That more e-meetings take place throughout the year.	Officers
Resolutions	Discussion: CFMTA/FCAPM needs to pursue more e-meetings. And possibly include more time the night before the meeting date.	Officers