



EXECUTIVE MEETING

The World Trade and Convention Centre
1800 Argyle St, Halifax, NS B3J 3N8
Room 200D1-S

July 3rd, 2013

9:00 am – 5:00 pm

MINUTES

1. **CALL TO ORDER** – Lorna Wanzel at 9:00 AM
2. **WELCOME** - Lorna Wanzel

Lorna welcomed delegates to Halifax and thanked all delegates and chairs for all their work.

3. **ROLL CALL** - Lorna invited everyone to stand and introduce themselves and state the number of meetings they had attended.

Officers:

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

Delegates, alphabetically by Province:

Judith Ammann, ARMTA First Delegate
Carol Schlosar, BCRMTA First Delegate
Tiffany Wilson, MRMTA 1st Delegate
Barbara Long, NBRMTA 1st Delegate
Marilyn Harrison, NSRMTA 2nd Delegate
Joan Woodrow, NLRMTA 1st Delegate
Sue Jones, ORMTA, 1st Delegate
Sue Irvine, PEIRMTA, 1st Delegate
Lynne Gagné, QMTA 1st Delegate
Audrey Watson, SRMTA 1st Delegate
Anna Avery, YRMTA 1st Delegate

Karen MacDonald, ARMTA Second Delegate
Cynthia Taylor, BCRMTA Second Delegate
Kerrine Wilson, MRMTA Alternate Delegate
Kilby Hume, NBRMTA 2nd Delegate

Frank Horvat, ORMTA 2nd Delegate
Stephanie Cole, PEIRMTA 2nd Delegate
Hélène Lord, QMTA 2nd Delegate
Lauren Kells, SRMTA 2nd Delegate
Henry Klassen, YRMTA 2nd Delegate

Magazine Editor: Dina Pollock

Chairpersons:

Pat Frehlich, Public Relations & Marketing, Professional Development & Research

Po Yeh, Canada Music Week

Heather Blakley, Awards & Competitions

Proxy Votes

Rémi Lefebvre, NSRMTA, 1st Delegate

Barbara Clarke, NLRMTA, 2nd Delegate

4. ACCEPTANCE OF AGENDA

Awards and Competitions report moved to after correspondence

Announcement of plans for BC convention – will be done at lunch break

Motion 1 - I move to accept the agenda as circulated

Moved by Joni Woodrow, NL

Seconded by Carol Schlosar, BC

CARRIED

5. EXECUTIVE MEETING MINUTES – June 2012, Toronto, ON

Motion 2 - I move to accept the minutes of the Executive Meeting of June 12, 2012.

Moved by Judith Ammann, AB

Seconded by Karen MacDonald, AB

CARRIED

6. AWARDS & COMPETITIONS REPORT

There was a discussion about whether the 30-45 minute time limit should be for playing time only, or performance time, including pauses.

The Competition Chair had a question re determination of level of a piece in the report but this was not discussed.

Directive 1 - Be it directed that the timing limit for the National Piano Competition be determined by length of pieces (not total stage time).

Recorded by Heather Blakley, Awards & Competition Chair

Directive 2 - Be it directed that: the provincial delegate(s) be responsible for informing the CFMTA Awards & Competitions Chair of their provincial Competition representative (or chairperson)

Recorded by Heather Blakley, Awards & Competition Chair

7. CORRESPONDENCE

Secretary/Treasurer read a letter from Heritage Canada regarding acceptance of the Grant application for French Translation of CFMTA documents and Website

8. OFFICER'S ANNUAL REPORTS

- a) Report from the President
- b) Report from the Office of the CFMTA

Directive 3: Be it directed that we put a password on the CFMTA forum.

Recorded by: Frank Horvat, ON

Motion 3: I move that the officer's reports be accepted as circulated.

**Moved by Darlene Brigidear, Past President
Seconded by Joni Woodward, NL**

CARRIED

9. FINANCIAL REPORTS

- a) Financial Statement to May 31st 2013

There was an inquiry about moving the advertising commission under the heading of CMT with the other expenses related to the magazine. There was discussion that this can be misleading but it would be clearer as to full expense. The Secretary/Treasurer suggested that the Advertising Commission could be moved to a stand- alone line in the budget to better show the expenditure.

Motion 4 - I move that the financial statements to May 31st be accepted as circulated

**Moved by Charline Farrell, Vice President
Seconded by Kerrine Wilson, MB**

CARRIED

- b) Audited Statement

It was noted that the Accountant had a family emergency so the audited statement had just been received the day before. Officers and Finance committee haven't reviewed or approved the Audited Statement yet.

Motion 5 - I move that the audited statements be discussed and questioned via email and an e-vote will be initiated for delegate approval.

**Moved by Charline Farrell, Vice President
Seconded by Carol Schlosar, BC**

CARRIED

- c) Payment of Accounts

Motion 6 - that all accounts be paid up to the end of our CFMTA fiscal year.

**Moved by Charline Farrell, Vice President
Seconded by Audrey Watson, SK**

CARRIED

- d) Finance Chair Report: Budget 2013 – 2014 – table until end of meeting

Motion 7 - I move that the 2013 - 2014 proposed budget be tabled until the end of the meeting.

**Moved by - Charline Farrell, Vice President
Seconded by - Joni Woodrow, NL**

CARRIED

- e) Report on possible changes to investment strategy

Charline Farrell explained that CFMTA has had three new BMO account managers during this last year, and has received different opinions. However, we have now learned that it is possible to invest everything together to get a better interest rate.

Accounts will still be recorded separately and interest will be appropriated to the accounts proportionately to amounts invested. We may need two accounts for endowed funds, we need liquidity of funds, and we may need to invest for varying terms.

Motion 8 - I move that the Secretary/Treasurer and Finance Committee further investigate the correct financial product to best accommodate our funds being combined into one or two investments.

**Moved by - Charline Farrell, Vice President
Seconded by - Karen MacDonald, AB**

CARRIED

STANDING COMMITTEE REPORTS

- a) Archives

This report is now part of the Report from the Office of CFMTA. The computer files of CFMTA are backed up monthly. Provinces can send in anything directly related to the CFMTA such as provincial reports from their provincial round of national piano competitions and student composer competitions etc.

- b) Bylaws

Preamble to Motion: Recommendations in Bylaw report

- 1) Extend the Executive meeting/AGM to 2 days for meeting in order to give less pressure on important issues discussed.
- 2) Separate Secretary-Treasurer Duties /Delegates to fill positions on Board. Office administrator position to continue as a paid position to oversee activities as described in job description. .
- 3) Bylaws

Motion 9: I move that these recommendations be tabled for further discussions.

**Moved by Marilyn Harrison, NS
Seconded by Henry Klassen, YK**

CARRIED

Darlene Brigidear, Past President thanked Marilyn Harrison for all of her work on the Bylaws

- c) Canada Music Week®

Po indicated that the Student composer results will be posted on the CFMTA website.

Essays received were of very good quality; results not in yet.

Call for Composition – Po suggested that we may need to change the requirements as composers are re-submitting previous entry scores.

Reminder that Sept 30 is the deadline for submissions for the William Andrews awards.

It was asked if we could bring back the electronic composition category. It was discontinued because of a low number of submissions and a wide range of variances. There was difficulty finding an adjudicator. It was felt that a separate adjudicator was needed which adds to the cost. It was suggested that guidelines could be easily found from other competitions that offer this category and that there are adjudicators out there for this genre. It was noted that the line between pop and serious music is blurring.

Po reported some difficulty in finding adjudicators for the National Student Composer Competition because of duplication with provincial adjudicators and teachers of students entered. It was suggested she could access CMC list.

Directive 4

Be it directed that Frank Horvat will work with Po Yeh to establish guidelines for re-establishing the electronic music category to the Student Composer Competition.

Recorded by Frank Horvat, ON

Directive 5

Be it directed that provincial Canada Music Week coordinators submit the name of their provincial adjudicator to the Canada Music Week chair by February 1 each year.

Recorded by Po Yeh, Canada Music Week Chair

Directive 6

Be it directed that should a CFMTA/FCAPM convention committee decide to include a “Call for Papers and Poster Session” as part of their conference, the Research Committee would ensure proper protocol and procedures

Recorded by Carol Schlosar, BC

d) Nominations Report

Darlene Brigidear reported that Henry Klassen had removed his name from the slate and she would be calling for nominations from the floor.

e) Young Artist

Darlene thanked all the regional coordinators for their work through the year. Judith Ammann thanked Darlene and Barbara for the new forms and resources.

The updating of posters was discussed. The InDesign files will be secured from the graphic designer and will be updated by provinces that have InDesign software or by the Secretary-Treasurer.

f) Professional Development and Research

Pat Frehlich has contacted the Chair of the 2015 Conference to offer the assistance of the Research Committee, should they wish to include a “Call for Papers and Poster Sessions” as part of their conference. The Research Committee would ensure that proper protocol and procedures are followed for any presenters wishing their papers be peer reviewed. To date, BCRMTA has not (a) made a decision in this regard.

The Research Committee wishes to recommend to BCRMTA and future convention committees that a Student Presenter Registration Rate be set for students wishing to present at their conferences. The recommended amount is set between \$50.00 and \$100.00 as is the norm at other conferences, and would NOT include meals or banquets.

After discussion it was agreed that while the decision is to be made by organizers, this suggestion should be added to the convention binder that is passed on. Pat will send this information to Rémi Lefebvre to be included.

Motion 10 - I move: that we have a reciprocal agreement that CFMTA give the CFMTA member rate to members of MTNA

**Moved by Darlene Brigidear, Past President
Seconded by Kerrine Wilson, MB**

CARRIED

Motion 11 - I move to investigate the continuation of a collaborative symposium with CFMTA on non-conference years.

**Moved by Darlene Brigidear, Past President
Seconded by Joan Woodrow, NL**

CARRIED

g) Public Relations and Marketing

MTNA membership – MTNA is open to accepting CFMTA members with a simpler process. Discussions of details are on-going.

Discussions with RCM and CC continue re encouraging examiners to be members. Jennifer Snow is no longer with RCM. It was noted that (only) approximately 35% of examiners are members of CFMTA so this is a market with growth potential.

Discussions with MTNA re a collaborative conference continue. MTNA is open to the possibility in March 2017. Delegates were in favor of pursuing this if MTNA is hosting. They would prefer a warm climate. It was noted that a timely decision would be necessary in case it doesn't go through so there would be time to find a site for a CFMTA convention.

It was noted that MTNA offers their membership rate to CFMTA members to attend their conferences. We also offered our membership rate for this convention (Halifax) to MTNA members and we had some registrations from there.

MTNA requires members to do professional development. BCRMTA noted they have an agreement with Washington so that their conventions are accepted for professional development certificate requirements. This helps BC's attendance.

Advertising Sub-committee Report

A Guide to the new resources was passed out to delegates to help them be aware of all the new resources available for them to use in their provincial/regional rounds of the National Competitions. Delegates were invited to make suggestions of additional resources that would be helpful to them. It was suggested that a ticket format with a stub would be a good option to have; also templates for various letters sent in relation to competitions.

It was noted that the new English website was finished but will need constant monitoring to make sure it is current. It was agreed to continue with the creation of the French side of the website as directed in a previous year.

It was noted that for consistency of branding, the Advertising and Marketing Committee oversee the development and updating of resources. It was suggested that perhaps money for these resources be grouped under their budget rather than having each individual competition and project chair cover the costs from their budgets.

Directive 7 - Be it directed that CFMTA produce an electronic version of the brochure that RCM could include in their packages sent to new teachers applying for an RCM teacher number.

Recorded by P Yeh, Canada Music Week Chair for Pat Frehlich, Public Relations Chair

Directive 8 - Be it directed that CFMTA and MTNA continue with an ad swap with the purpose of promoting each other's events.

Recorded by P Yeh, Canada Music Week Chair for Pat Frehlich, Public Relations Chair

Directive 9 - Be it directed that all chairs & delegates be contacted before the budget is produced for any requests or recommendations they may have.

Recorded by Pat Frehlich, Public Relations Chair

h) The Canadian Music Teacher

Dina would like attendees to send in quotes from convention to be used in the next issue of CMT.

To facilitate accurate ordering from the printer, it would be helpful to have membership lists at the same time as reports.

Motion 12: I move provincial membership lists be submitted to the Secretary by magazine deadline dates April 1, Aug 15 and Dec 1.

**Moved by Sue Jones, ON
Seconded by Cynthia Taylor, BC**

CARRIED

Motion 14: I move that we accept the standing committee reports

**Moved by Audrey Watson, SK
Seconded by Judith Ammann, AB**

CARRIED

10. AD HOC COMMITTEE

a) Strategic Planning Committee

Recommendation 1: In relation to investigating different procedures for succession of chairs, the committee feels it necessary to finish our work with the By Laws and Articles of Continuance before strategizing this item. We need to get our internal documents clear and up to date and then discuss methods.

Delegates agreed.

Recommendation 2: Chairs should be allowed to speak on any and all issues at the executive meeting. They have valuable opinions and insight. Not being able to vote should not be an issue as the Secretary Treasurer contributes to all discussions and does not hold a vote. For healthy growth, we must foster a positive, open, collaborative attitude to the work we do.

The Chairs left the room while delegates discussed this issue. There was a discussion on various levels of involvement of chairs in the business of CFMTA. Discussion points included that Chairs provide non-provincial input and it seemed an agreement was reached. No directive was recorded. When Lorna advised the chairs of the decision upon their return to the meeting, it was evident that delegates had various understandings of their "agreement". With no directive having been recorded, the Chairs left again and discussion resumed to clarify.

Discussion included the following points:

Chairs provide non-provincial input. There was a sub-discussion about whether delegates are at the CFMTA Executive Meeting to represent their provinces or do what is best nationally. There was a variety of opinions. It was noted that delegates' travel is paid by CFMTA so we should be looking for national benefit although we do represent our provinces.

Chairs and all delegates should be recognized by the Chair of the Meeting before speaking. Following this protocol allows the Chair of the Meeting to keep order.

Recommendation 3: To properly discuss and assess our programs, it is vital that the delegates be given the opportunity to ask questions to the Chairs of each program as discussion arises during the Executive Meeting. For this reason, it is important for Chairs to attend, regardless of delegate or voting status. In camera sessions can be used for confidential matters and other sensitive discussions.

Discussion: Should this be all chairs? Now that we all allow non-delegate chairs we will need to be alert to the possibility of new chairs needing to attend and the cost that this would entail.

Defer discussion to by-law committee for further investigation.

Recommendations 4-7: These addressed the idea of creating a new Administrative position in CFMTA and having the Secretary and Treasurer position held by members/delegates. This discussion had been raised during the By-law report and tabled for discussion throughout the year by email; therefore these recommendations were tabled as well.

Discussion in relation to Directive 14 [more equal representation on committees] from 2012 - Didn't feel it was in the best interest of CFMTA to "require" committee participation from delegates, but could "encourage" participation. It was agreed that it was more important that skill set should match the job description rather than geographical location.

Most of the recommendations re the Advertising Sub-committee were not discussed due to lack of time and there were no questions or concerns brought forward from delegates.

There was a discussion about CFMTA entering into ad swaps with interested organizations who have requested such swaps – Music Teachers National Association, Federation of Canadian Music Festivals.

It was agreed that we need more discussion with a national perspective on the larger issues identified by the Strategic Planning Committee

Rémi Lefebvre has resigned as Chair, but is willing to stay on the committee. There was an election held to elect a new Chair. Henry Klassen was elected by acclamation for a one-year term.

Directive 10: Be it directed that the budget of the translation to French be put into the Translation budget rather than the individual projects chairpersons

Recorded by Darlene Brigidear, Past President

Directive 11: Be it directed that Frank Horvat join the advertising committee with the specific purpose of assisting with implementation of social media for CFMTA.

Recorded by Frank Horvat, ON

Directive 12: Be it directed that Chairs should be allowed to speak on any and all issues at the executive meetings.

Recorded by Henry Klassen, YK

Motion 13: I move that the strategic planning committee be made a standing committee.

**Moved by Joan Woodrow, NL
Seconded by Karen MacDonald, AB**

CARRIED

b) Translation Committee

Rémi Lefebvre has resigned as Chair, but is willing to stay on the committee. There was an election held to elect a new Chair. Barbara Long elected by acclamation for a one-year term.

A recurring budget line called Translations has been created. These funds will be used to translate communications and other working documents.

Motion 14: I move that the Translation Committee be made into a Standing Committee.

**Moved by Judith Ammann, AB
Seconded by Audrey Watson, SK**

CARRIED

c) Community Relations Committee

There is a need to set priorities of projects for which we want to fund raise. There needs to be communication between provinces and national since there is potential for doubling approaches.

There was agreement that we should try to fund raise for certain projects such as competition prizes. It was noted that it is often difficult for a professional organization to fund raise because they are expected to be self-sufficient. However programming for students may be viewed differently.

It was agreed that the Community Relations Committee continue working as an Ad-hoc committee for another year.

Motion 16: I move all Ad Hoc Committee reports be accepted.

**Moved by Harry Klassen, YK
Seconded by Frank Horvat, ON**

CARRIED

11. PROVINCIAL REPORTS

Motion 17: I move that we accept the Provincial Reports.

**Moved by: Joni Woodrow, NL
Seconded: by Sue Irvine, PEI**

CARRIED

12. UNFINISHED BUSINESS

a) Convention 2013

Rémi Lefebvre will send in a report in September when all business has been wrapped up.

b) Branching Out

25% of branches applied for the \$50 rebate in 2013. It was noted that the wrong date is on the website.

It was felt that these initiatives give exposure in communities and with students at the branch level and that the reports in the CMT have archival benefits.

Officers are in favour of continuing Branching Out initiatives annually and have budgeted \$1000 for 2014. They are proposing an initiative for February, with Charline Farrell setting the parameters. Amount of rebate will be \$50.

c) MTNA/2017 convention

The Officers and Pat Frehlich were to meet for further discussion on Friday of the convention week. After this meeting MTNA will send a proposal to its board.

13. NEW BUSINESS

a) Alberta's Request for use of Charitable Number

Judith Ammann presented a request on behalf of Joan Milton. An energy company, M-Cares, offers corporate sponsorship to people who transfer utility service to M-Cares wherein they give a charitable donation to a charity of the homeowner's choice. This opportunity is available in Alberta and Ontario.

The ARMTA Recognition Fund wants to use the CFMTA Charitable number so that these M-Cares donations can go to the ARMTA Recognition Fund, in addition to the funds that already go through CFMTA on its behalf. It was noted that paperwork must go through the CFMTA office with no more than 15% being used for operational expenses. In the case of the ARMTA Recognition Fund, all money is used for scholarships and prizes and cheques are written directly to recipients so there are no legal implications.

Motion 18: I move that ARMTA members who partner with M-Cares Services may designate their donation to CFMTA Trust: ARMTA Recognition Fund

Moved by Judith Ammann, AB

Seconded by: Karen MacDonald, AB

CARRIED

b) Resolutions – in order received & attached to end of agenda

See notes under resolutions

c) Bylaw Revisions

It was noted that By-laws are always ongoing. We must file to meet new federal laws. There is no cost for changing By-laws but there is a one-time fee of \$200 to re-register. New by-laws will take some time to be ratified. We need to operate under the old By-laws and P&P until such time.

Motion 19: I move the Articles of Continuance 2013 be approved as stated - with the exception of spelling of "Registered" pg. 1 Province of Registered Officer etc. Office location

Moved by Henry Klassen, YK

Second by Marilyn Harrison, NS

CARRIED

Motion 20: I move acceptance of Proposed Bylaw Article 1 2013

Moved by Judith Ammann, AB

Seconded by Audrey Watson, SK

CARRIED

Motion 21: I move the acceptance of Article III – “Structures” changes as presented

**Moved by Barbara Long, NB
Second by Joni Woodward, NL**

CARRIED

Motion 22: I move the acceptance of Article IV- “Conditions of Membership” as presented in the bylaws with the deletion of #5

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 23: I move the acceptance of Article V “Executive Committee” of the bylaws as presented with the change of #4 “majority” to “two thirds”; the deletion of #5, deletion of “for at least (2) years on #10” and changing the numbers from #6 to #5 and correcting the numbers that follow.

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Meeting adjourned at 5 PM

July 4, 2013 - 9:00 am

**The World Trade and Convention Centre
1800 Argyle St, Halifax, NS B3J 3N8
Room 303**

Henry Klassen continued with Bylaw presentation

Motion 24: I move the acceptance of Article VI -“Officers” of the bylaws as presented.

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 25: I move acceptance of Article VII - “Executive Committee Meetings” of the Bylaws as amended; with the changes: f) to revert to original f). “When an Executive Committee Member is unable to be present at an Executive Committee Meeting, the member may vote by proxy.

4. An Executive Committee Member may participate in a meeting of the Executive Committee shall be deemed present at the meeting counted in the quorum and entitled to speak and vote.

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 26: I move acceptance of Article VIII “Duties of Officers” of the bylaws as presented.

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 27: I move acceptance of Article IX - “Committees” of the Bylaws as presented: with the amendment of moving #2 - 8 to Policies & Procedures

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 28: I move acceptance of Article X - “General Meetings of the Federation” of the Bylaws as presented with amendments

- a) 1. The Annual Executive Meeting shall be deemed to be the Annual General Meeting, and shall occur on a date and at a place as determined by a simple majority of the total votes of the Executive Committee**
- b) With deletion of #3, 4, 5 & 6**
- c) With the addition of c) A Public Informational Meeting of the CFMTA shall be held the day after the Annual General Executive Committee Meeting in Convention years**

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, YK**

CARRIED

Motion 29: I move acceptance of Article XI “Finance” of the Bylaws as presented (with exclusion of “The auditor.....)

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 30: I move acceptance of Article XII “Amendments to the Bylaws” of the Bylaws as presented with the deletion of #3

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 31: I move the deletion of Article XIII “Dispute Resolution Mechanism” of the Bylaws

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

CARRIED

Motion 32: I move acceptance of Article XIV “Interpretation of the Bylaws as presented with the amendment of

- a) XIV to XIII
- b) 2. Majority changed to 2/3

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, YK**

CARRIED

Motion 33: I move acceptance of Articles XV, XVI of the Bylaws with the amendments:

- a) Article XV “Head Office” to XIV
- b) Article XVI - Office Tenure to XV

**Moved by Henry Klassen, YK
Second by Marilyn Harrison, NS**

Moved

Motion 34: I move that we reimburse Lorna Wanzel \$575 for the cost of the lawyer’s counsel for the Bylaws

**Moved by Barbara Long, NB
Second by Kilby Hume, NB**

CARRIED

- d) New initiatives

There were no new initiatives presented.

14. ELECTION

1. **President** - Current Vice President, Charline Farrell - **elected by acclamation**
2. **Vice President** - listed
 - a) Cynthia Taylor - BC – **elected by acclamation**
 - b) Henry Klassen - YT - **withdrew name prior to meeting**

15. PASSING OF BUDGET

Charline thanked the Finance Committee and Bernadette for all their work. Carol Schlosar will stay on the committee; Judith Ammann will replace Audrey Watson.

Motion 34: I move that the proposed 2013 - 2014 CFMTA/FCAPM Budget be approved as amended

**Moved by Charline Farrell
Second by Carol Schlosar, BC**

CARRIED

16. OTHER

- a) Announcement of plans for 2015 Convention
Presented on July 3rd during lunch

17. ADJOURNMENT at 11:00 - Joan Woodward

NEW BRUNSWICK

Resolution:

Be it resolved that all CFMTA financial statements show the reporting of all expenses, including delegate travel.

Rationale:

When the June to December 2011-12 financial statements came out, it was noted that on the Profit and Loss Comparison report there were no expenses listed under delegate travel for 2011. Upon checking, it was noted that this was also the case on other Profit and Loss Comparison reports over the years.

The explanation given by the Finance Chair was "The travel expenses for any year are kept separate and will not compare. The Accountant gathers the expenses and puts them where they belong in the audited statement to conform to our fiscal year. ... Each travel expense is placed in a travel account with a date on it because travel is booked over two fiscal years due to the timing of our meetings vs. the end of the CFMTA fiscal year. This would cause considerable financial fluctuation during the year. There are different dates on the travel expenses, and the software is incapable of picking up the amounts, and is not able to compare accounts with different titles. Christene and Bernadette can easily track the amounts ... The Accountant then transfers travel expenses into the correct fiscal year."

Our concern is that leaving off a \$15,000 - 18,000 expense on the comparison reporting gives an inaccurate figure for Total Expenses and Net Income which in turn gives delegates a distorted view of the actual financial picture of the organization.

If the Secretary-Treasurer cannot report the figures in the columns like the other expenses, that line could have an asterisk with a note that gives the amount. A similar process could be used at the Total Expense and Total Net Income lines to provide notes of what the actual figures are with the travel expenses added in. This would allow delegates to have complete and accurate figures for comparing.

Withdrawn as the situation has be corrected

NEW BRUNSWICK

Resolution:

Be it resolved that all CFMTA paid positions [salaried and contract] be reviewed every two years by the delegates.

Rationale:

It is common and good business practice to review the performance of those working for an organization or company to ensure quality standards are being met, and that the financial reimbursement and other benefits are sufficient for work being done.

CFMTA currently reviews the job performance of its volunteers [Committee Chairs] every two years in the form of elections to see if we will allow them to continue to volunteer their time for the organization. It makes sense to show the same diligence for people that we are paying.

A good time to implement a review process is before there are problems.

CARRIED

Directive 13: Be it directed that the table officers design and implement the process of paid positions review every two years.

Recorded by: Cynthia Taylor

Proposed Resolution submitted by BCRMTA

Preamble:

The current intention of CFMTA/ FCAPM is to move the existing Bylaws smoothly and quickly into the new format to meet the deadline set by the Federal government. As this has raised a number of issues, BCRMTA suggests that a time line for a more extensive examination be set. This would allow CFMTA/FCAPM time to observe how the Bylaws are serving our organization in a practical and deliberate fashion while ensuring a schedule for reevaluation.

Be it resolved that:

CFMTA set a time line of 2 to 3 years to initiate a formal review and possible revision of the Bylaws.

CARRIED

ORMTA Resolutions to CFMTA 2013

Resolution No. 1

Preamble:

Several years ago, our Secretary-Treasurer suggested that CFMTA Membership Cards would be an asset to our members. It was suggested that we could invite major businesses to offer discounts to our members and after investigation, it was moved in July 2011 that we would go ahead with these cards.

Our ORMTA Provincial Branches were informed of this new innovation and we received a very positive reaction from our members. Advantages such as different types of insurance, networking opportunities, easily available Professional Development, and membership cards, provide incentives to attract new members of University age. One province has already initiated such a card at the Provincial level.

Resolution:

BE IT RESOLVED that membership cards for members be initiated and completed during the year of 2013-2014. These cards will be sent to members at the beginning of the 2014-2015 school year.

DEFEATED

Directive 14: I move that Public Relations & Marketing Chair investigate discount cards & sponsorships for CFMTA

Recorded by Patricia Frehlich

Resolution No. 2

Preamble:

ORMTA feels that we are well-represented and well-served by our Committee Chairpersons. We are cognizant of the fact that each specialty requires much time and effort to complete the tasks required by the CFMTA Executive Committee.

As CFMTA grows and evolves, however, new ideas are necessary and welcome in order to provide our members with more advantages and new innovations. We must strive to give new members and/or delegates the opportunities to assist in the growth and development of our Association.

Resolution:

BE IT RESOLVED that Committee Chairpersons be limited to a term of six years.

DEFEATED

Amended Resolution 2 - Be it resolved that Committee Chairpersons be limited to six years, not retroactive and work actively with a committee.

CARRIED

Resolution No. 3

Preamble:

Each year when the CFMTA Officers and Executive Committee, and in recent years, non-delegate Committee Chairpersons, meet, there is much work done to further the work of CFMTA done to assist the Provincial Associations and in turn their individual members, to represent the teaching of music to the public in the most professional ways possible. Delegates return to their Provinces to report on new plans initiated at these meetings.

Unfortunately, a whole year passes without regular updates from Committee Chairpersons. The Officers and Delegates are mostly unaware of what is being achieved until the Committee reports are sent out a short time before the next year's meeting.

ORMTA believes that it would be a more professional and business-like approach to receive quarterly reports from our Committees. This would keep the Officers and Delegates apprised of the development and execution of ideas initiated by each Committee. The Officers and the Delegates as a team make the decisions for CFMTA, and thus deserve to know the details of all the work that is being done during the year in a more timely fashion.

Resolution:

BE IT RESOLVED that Committee Chairs submit quarterly reports to the Officers and Delegates on a submission form initiated by the Officers, with all forms kept on file by the CFMTA Head Office.

DEFEATED

Resolution No. 4

Preamble:

Under the Canada Not-For-Profit Corporations Act, the Articles of Continuance must include a provision for anything other than the default position of one vote for each member. Since the members of CFMTA are the Associations with vastly differing numbers of members each, establishing a formula based on numbers of members is the only democratic way to acknowledge these differences.

Resolution:

BE IT RESOLVED THAT the Articles of Continuance, #10 Additional provisions, if any include the following:

The bylaws shall provide for voting by proportional representation to reflect the number of members in each Provincial/Territorial Association.

DEFEATED

Resolution No. 5

Preamble:

Since its inception and up until the bylaw amendments of 2008, CFMTA has had a voting structure that reflected the numbers of members within each Association. Although there has not been a single issue that would have had a different outcome if the vote were held under the old bylaws, the Associations with greater numbers of members, and who consequently pay more in fees to CFMTA, have felt that their democratic rights have not been acknowledged. Rather than reinstating the pre-2008 method with hard and fast numbers, the following formula is proposed that allows for changing population numbers in the future.

Resolution:

BE IT RESOLVED THAT the bylaws be amended to include the following:

Each Association Member shall have a number of votes according to the following formula:

- An Association Member whose number of members is 5% or less of the total number of members of all of the Associations belonging to CFMTA shall have one vote.
- An Association Member whose number of members is 6% to 15% shall have two votes.
- An Association Member whose number of members is 16% to 30% shall have three votes.
- An Association Member whose number of members is 31% to 45% shall have four votes.
- An Association Member whose number of members is 46% or more shall have five votes. Each Association shall decide how these votes are split between their two delegates.

WITHDRAWN

Resolution No. 6

Preamble:

Although the hard work of the bylaw committee has been recognized, and many thanks offered, issues remain which need to be addressed in order to create bylaws that all of our Associations can accept.

Resolution:

BE IT RESOLVED THAT a Bylaw Committee be struck that represents all of our Associations, and including members from those Associations that have a stated interest in the CFMTA bylaws.

WITHDRAWN

Resolution No. 7

Preamble:

In order to maintain the democratic process and to prevent individual committee members from exercising undue influence on the delegates during the voting process, committee members should only be invited to attend meetings with the permission of the delegates, and should only participate in discussion and answering questions for that part of the meeting that addresses the issues raised by that committee. Committee chair positions should be held by delegates in order to reduce costs of excess numbers of people attending meetings. Voting privileges should not be extended to committee members, as that skews the number of votes that each Association has, and creates a conflict of interest.

With the advances of new communications technologies, committee members can participate in the meetings by online methods such as Skype. Committee chairs can elect or appoint interested and knowledgeable members to further the work of the committee, and can make use of a wide base of expertise and experience.

Resolution:

BE IT RESOLVED THAT the bylaws be amended to include the following:

All Committee Chair positions are to be held by the delegates, and the Committee Chair shall elect or appoint such committee members who can lend their expertise and/or experience to that committee. Committee members do not vote at meetings, nor are they counted as part of the quorum, and only participate in discussions of their topic upon the invitation of the delegates.

WITHDRAWN

Resolution No. 8

Preamble:

From the 2004 Bylaws:

Article VI

3. An Executive Member may participate in a meeting of the Executive Committee (or of any committee of the Executive Committee) by means of conference telephones or other communications facilities by

means of which all Executive Member participating in the meeting can hear each other and provided that all such Executive Members agree to such participation. An *Executive Member* participating in a meeting in accordance with this By-Law shall be deemed to be present at the meeting and to have so agreed and shall be counted in the quorum therefore and be entitled to speak and vote thereat.

From the 2008 Bylaws:

Article VI

3. An Executive Committee Member may participate in a meeting of the Executive Committee, or of any committee of the Executive Committee by means of communication facilities provided that all such Committee Members agree to such participation. An Executive Committee Member or *Committee Member* participating in a meeting in accordance with this By-law shall be deemed to be present at the meeting, counted in the quorum, and be entitled to speak and vote.

And from the proposed bylaws:

Article VII

4. An Executive Committee Member may participate in a meeting of the Executive Committee, or any committee member may participate in a meeting of an ad hoc or standing committee of the Executive Committee, by means of communication facilities, provided that all such members agree to such participation. ***An Executive Member participating in an Executive Committee or Committee Member participating in an ad hoc or standing Committee*** in accordance with this By-Law shall be deemed to be present at the meeting, counted in the quorum and be entitled to speak and vote.

The bolded italics are ours. As you can see, the meaning in the 2008 amendments was changed from the meaning in the 2004 bylaws, and now in the proposed bylaws there is an attempt to clarify who can vote at what meetings. Further clarification is needed, and can be done by separating Executive Committee meetings from Ad Hoc or Standing Committee meetings. This is important enough to warrant two separate paragraphs if it is necessary to include this at all.

The Canada Not-For-Profit Corporations Act provides for participation in meetings by other communication methods:

(4) Unless the by-laws otherwise provide, any person entitled to attend a meeting of members may participate in the meeting, in accordance with the regulations, if any, by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the corporation makes available such a communication facility. A person so participating in a meeting is deemed for the purposes of this Act to be present at the meeting.

Therefore it is unnecessary to include this in our bylaws.

Voting has already been addressed, and it is unnecessary to restate that Executive Committee members can vote at Executive Committee meetings. Committees should be entitled to come to their decisions by whatever negotiating methods they choose. The issue of quorum was addressed in the previous resolution.

Resolution:

BE IT RESOLVED THAT the bylaws be amended to *exclude* Article VI, 3. as follows:

Article VI

3. An Executive Committee Member may participate in a meeting of the Executive Committee, or of any committee of the Executive Committee by means of communication facilities provided that all such Committee Members agree to such participation. An Executive Committee Member *or Committee Member* participating in a meeting in accordance with this By-law shall be deemed to be present at the meeting, counted in the quorum, and be entitled to speak and vote.

WITHDRAWN WITH THE PROVISION IT WILL BE DISCUSSED WITH FUTURE BYLAW REVISIONS

The World Trade and Convention Centre
1800 Argyle St, Halifax, NS B3J 3N8
Room 200C-1

July 4, 2013

Immediately following Music Inspires Luncheon

MINUTES

1. WELCOME- Lorna Wanzel called the meeting to order at 1:00
2. ACCEPTANCE OF AGENDA

Motion 1 - I move the acceptance of the agenda of the CFMTA AGM with changes.

**Moved by: Patricia Frehlich
Seconded by: Karen MacDonald, AB**

CARRIED

3. MINUTES OF THE ANNUAL GENERAL MEETING: July 2012, Toronto, ON

Motion 2 - I move to accept the minutes of the AGM 2012 as circulated.

**Moved by: Carol Mellors, AB
Seconded by: Janet Leffek, BC**

CARRIED

4. FINANCIAL REPORT

Charline Farrell, Finance Chair 2012 - 2013 presented a summary of the CFMTA finance picture and announced that the audited statement would be printed in the Canadian Music Teacher.

5. APPOINTMENT OF AUDITOR

Motion 3 - I move that CFMTA name Christene Scrimgeour as the auditor for the 2013 - 2014 fiscal year.

**Moved by: Charline Farrell
Seconded by: Kerrine Wilson, MB**

CARRIED

6. NEW BUSINESS

Introduction of New Executive Officers

Lorna Wanzel gave a farewell speech and introduced the newly elected President, Charline Farrell and Vice President, Cindy Taylor of BC. President Lorna Wanzel passed the gavel to Incoming President Charline Farrell.

Hugheen Ferguson Award was present during Music Inspires Luncheon. Recipients of the Award were Mary Tickner, BC nominated by the Vancouver Branch of BCRMTA. Lynn Johnson, NB was nominated by NBRMTA. Patricia Frehlich and Lorna Wanzel were nominated by NSRMTA.

7. ANNOUNCEMENTS & GOODWILL

Lorna Wanzel thanked Rémi Lefebvre and the convention committee. Lorna Wanzel presented Darlene Brigidear with a watch. Darlene thanked Officers and people she worked with along the way. She also thanked Rémi Lefebvre and the convention committee and invited everyone to come to the BC convention in 2015. Darlene Brigidear then presented Lorna Wanzel with a pen set.

8. ADJOURNMENT at 1:30 - Joni Woodrow, NL