

Minutes of Executive Meeting

July 4 and 6, 2018

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

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

Agenda Items	Executive Meeting July 4, 2018	
Call to Order	President Tiffany Wilson called the meeting to order at 9:00am	
MOTION #1	<p>Motion 1: That today's meeting be recorded for the purpose of completing the minutes. Move: Laureen Kells ~ Second Beth Olver Vote: Carried</p>	
Welcome	Tiffany Wilson welcomed the Officers, Executive Committee, and Chairpersons to the meeting. She also welcomed the new Delegates who were attending the meeting for the first time: Mimi Ho (BC), Annette Hay (MB), Kathy Schmidt (ON), Patricia Niekamp (SK) and a welcome back to Henry Klassen (YK) and Paula Rockwell (NS).	
Attendance	Officers	
	<p>Tiffany Wilson Laureen Kells Cynthia Taylor Anita Perry Lois Kerr</p>	<p>President Vice President Past President Secretary Treasurer</p>
	Delegates	
	<p>Marlaine Osgood, ARMTA First Delegate Joanne Lougheed, BCRMTA First Delegate Leanne Hiebert, MRMTA First Delegate Barbara Long, NBRMTA First Delegate Dr. Lorna Wanzel, NSRMTA First Delegate Joan Woodrow, NLRMTA First Delegate Elizabeth Tithcott, ORMTA, First Delegate Stephanie Cole, PEIRMTA, Delegate Lynne Gagné, QMTA Delegate Lynn Ewing, SRMTA First Delegate Anna Avery, YRMTA First Delegate</p> <p>Communications Coordinator: Dina Pollock</p>	<p>Beth Olver, ARMTA Second Delegate Mimi Ho, BCRMTA Alternate Delegate, MRMTA Annette Hay, Second Delegate Catherine Bartlett, NBRMTA Second Delegate Paula Rockwell, NSRMTA Second Delegate</p> <p>Kathy Schmidt, ORMTA, Second Delegate</p> <p>Patrycia Meunier, QMTA Alternate Delegate Patricia Niekamp, SRMTA Second Delegate Henry Klassen, YRMTA Second Delegate</p>
	Chairs	
	<p>Sue Jones Po Yeh Patricia Frehlich</p>	<p>Awards and Competitions Canada Music Week Public Relations & Marketing, Professional Development & Research</p>
<p>Acceptance of Agenda MOTION #2</p>	<p>Amendments to the Agenda</p> <p>Motion 2: To accept the Agenda as amended:</p> <ul style="list-style-type: none"> • The addition of the Vice President's Report under Officers Reports at 9:25 The addition of Archives Report under Standing Committee Reports • Remove "Presentation 11:45" • Under "Ad Hoc Committee Report" (Standing Committee Reports) change the word <i>Convention</i> to <i>Conference</i> • Under "New Business: remove "Adhoc Committee" from "Honorary President Search" <p>Move: Tiffany Wilson ~ Second: Lynn Ewing Vote: Carried</p>	
Executive Committee Meeting	Executive Committee Meeting Minutes – March & July 2017	

Minutes – March & July 2017 MOTION #3	Motion 3: That the minutes from CFMTA/FCAPM meetings of March 17, 2017 be adopted as circulated. Moved: Cynthia Taylor ~ Second: Joan Woodrow Vote: Carried
MOTION #4	Motion 4: That CFMTA/FCAPM acknowledges that the auditing firm of Scrimgeour & Company is independent and objective with respect to CFMTA/FCAPM. Moved: Laureen Kells ~ Seconded: Annette Hay Preamble: As per the auditor’s request that her letter of independence be acknowledged in the July 2017 Minutes. Vote: Carried
MOTION #5	Motion 5: That the Minutes of the CFMTA/FCAPM meeting held on July 14, 2017 be adopted as amended Moved: Cynthia Taylor ~ Seconded: Joanne Loughheed Vote: Carried Barbara Long requested that the previous year’s minutes be included with the agenda when sent out.
Correspondence	<ul style="list-style-type: none">Lois Kerr shared programs and thank you cards from winners of the Canadian Federation of Music Festivals.Tiffany Wilson shared the request of Catherine Black accessing our Ottawa archives regarding European tours arranged by Reginald Bedford.
Officers’ Reports Report from the President	Tiffany Wilson thanked the Delegates and Officers for their work, mentioning that the Officers’ monthly Skype meetings have been a great help in keeping the business of CFMTA/FCAPM flowing smoothly. She invited those present to let us know if they would like something discussed.
Report from the Vice President	Laureen Kells thanked those present for stepping up to take roles of leadership in our organization.
Report from the Office of CFMTA	Anita Perry had no new information to add to the report.
Report from the Treasurer	Lois Kerr spoke to enjoying working with the team.
MOTION #6	Motion 6: To Accept the Officers Reports as amended: In the President’s report, the date of the new fiscal year end should read March 31 st , not April 31 st . Move: Laureen Kells ~ Second: Lorna Wanzel Vote: Carried
Financial Reports Profit and Loss	<u>Profit and Loss:</u> Lois Kerr explained that this document shows where we stand vis a vis last year’s accounts and the budget. Total Income All Accounts: \$165,946 Total Expenses All Accounts: \$181,074

<p>Audited Financial Statements</p>	<p>Net Income <i>(loss)</i>: \$15,128 Total CFMTA Income: \$141,342 (not including Trusts and Endowments) Total CFMTA Expenses: \$166,107 NET CFMTA/FCAPM income <i>(loss)</i>: \$24,765</p> <p><u>Draft Audited Financial Statements to May 31, 2018</u> Lois Kerr explained that the reason these are “draft” Audited Financial Statements is that they only become final upon approval from the Executive Board of CFMTA/FCAPM. She further gave a detailed run-down of the Trust and Endowment Funds. There was discussion regarding the monies that have accrued from Hugheen Ferguson Award for Distinguished Teacher applications. This is supposed to go towards a complimentary ticket to the Gala banquet and a CFMTA - Hugheen Ferguson Award certificate. Should the recipient be unable to attend the Gala Banquet, the money would be spent on an unspecified scholarship to be decided at a later date. A suggestion was made to firm up this discussion at a later date. We have applied for rebates on our GST tax payments</p> <p>2018 Total Assets \$292,079 2017 Total Assets: \$243,279 (because of the expenses from the Piano Competition and AGM held in Baltimore) 2016 Total Assets: \$323,133 2015 Total Assets: \$333,213 2014 Total Assets: \$334,120</p>
<p>MOTION: #7</p>	<p>Motion 7: That the Audited Financial Statements for the year ending May 31, 2018 be accepted. Move: Lauren Kells Second: Marlaine Osgood Vote: Carried</p>
<p>MOTION: #8</p>	<p>Motion 8: That the accounting firm of Scrimgeour & Company be appointed auditor for the 2018-2019 fiscal year. Move: Lauren Kells ~ Second: Lynn Ewing Vote: Carried</p>
<p>MOTION #9</p>	<p>Motion 9: That CFMTA/FCAPM acknowledges that the auditing firm of Scrimgeour & Company is independent and objective with respect to CFMTA/FCAPM. Move: Lauren Kells ~ Second: Patricia Niekamp</p>
<p>Payment of Accounts MOTION: #10</p>	<p><u>Payment of Accounts</u> Motion 10: That all accounts be paid to the end of CFMTA/FCAPM fiscal year 2019. Move: Lauren Kells ~ Second: Marlaine Osgood Vote: Carried</p>
<p>Finance Chair Report</p>	<p><u>Finance Chair Report</u> Lauren Kells had nothing further to add to her report.</p>
<p>MOTION #11</p>	<p>Motion 11: To accept the Report of the Finance Committee Chair as circulated. Move: Lauren Kells ~ Second: Annie Avery Vote: Carried</p>

<p>Amended 2018-2019 Budget</p>	<p><u>Amended 2018-2019 Budget</u> We are applying to Canada Revenue Agency to change our fiscal year end to March 31, therefore we must amend the budget to cover 10 months rather than 12 months. Calculations were based on 2 months less fees and 3350 members. As well, one issue of CMT will be moved into the new fiscal year with commensurate savings and expenses. Therefore, Total Operating Income would be \$99,164 instead of \$126,700. Total Operating Expense would be \$103,017 instead of 120,546 Total Amended CFMTA/FCAPM Income: 124,165 Total Amended CFMTA/FCAPM Expenses: \$128,018 Resulting in a deficit budget of \$3,853 Note: Should the CRA not approve the change in fiscal year end, we would necessarily proceed with the original Budget 2018-2019.</p> <p>A decision was made to table this budget to the end of the meeting as initiatives discussed may affect the finances.</p>
<p>MOTION #12</p>	<p>Motion 12: To table the Amended budgeted 2018-2019 until the end of the meeting. Move: Lauren Kells ~ Second Paula Rockwell Vote: Carried</p>
<p></p>	<p>An error in the Finance Committee report was noted: Paragraph 2 under “Meetings and Activities” should read “National Music Festival” in place of “National Arts Festival”.</p>
<p>Proposed Budget 2019-2020</p>	<p><u>Proposed Budget 2019 -2020</u> This would come into effect April 1, 2019 and run until March 31, 2020. Note: To meet the figures of the proposed 2019-2020 budget, only \$29.17 would be required in fees.</p>
<p>MOTION #13</p>	<p>Motion 13: That the CFMTA/FCAPM dues remain the same even if the year-end date changes. Move: Barbara Long ~ Second Joan Woodrow Discussion: BC and Quebec Delegates spoke to the “push back” they received when they presented the last rate increase in 2017 and that their members would likely prefer a year’s reduction. Alberta and Newfoundland Delegates spoke to how it would make their own provincial budgeting awkward. Vote: Carried (unanimously)</p>
<p>Change of Recording Secretary</p>	<p>Due to the sudden illness of the Secretary, Barbara Long graciously agreed to take notes for the remainder of the meeting. <i>Thank you, Barbara!</i></p> <p>Lois Kerr continued explaining the changes in budget coming from the change of fiscal year end and costs associated with a conference year. Therefore, Total Operating Income \$122,050 Total Operating Expense \$113,526 Total Amended CFMTA/FCAPM Income: \$153,815 Total Amended CFMTA/FCAPM Expenses: \$149,546 Resulting in a surplus of \$4,269</p>
<p>MOTION #14</p>	<p>Motion 14: To table the proposed 2019-2020 budget to the end of meeting. Move: Lauren Kells ~ Second: Joanne Loughheed Vote: Carried</p>

<p>Standing Committee Reports Archives</p>	<p><u>Standing Committee Reports</u></p> <p><u>Archives</u> – The Archivist was originally a facet of the secretary’s position. Charline Farrell has taken it as an acting position; <u>Discussion:</u> Should this be part of the secretary job? This might entail an increase in pay; An alternative would be to create an ad-hoc committee to get caught up on the archives, especially regarding scanning. Possible solution would be to hire an (archives) student with a government grant. The Officers will consult with the Ottawa Branch as a possibility to take this project on. CFMTA/FCAPM will pursue grant possibilities.</p>
<p>Directive</p>	<p>Directive: Joan Woodrow to send student grant information to Charline and Anita. Charline Farrell is willing to continue as Archivist. Everything from this point forward is now digitalized so the archivist would be necessary to get caught up with scanning and sorting. Would be good to have someone oversee the student. There are nine boxes at Blue Pencil; 53 boxes at National Archives.</p>
<p>MOTION #15</p>	<p>Motion 15: That Charline Farrell continue as interim archivist for the 2018-2019 year. Moved: Barbara Long ~ Second: Joan Woodrow Vote: Carried</p>
<p>Directive</p>	<p>Directive: That the officers review the archival needs of CFMTA and create a job description for the archivist position to be presented to delegates for a vote. NOTE: <i>The only archival information in the secretary’s possession are copies of Minutes up to 2010. Most information on the external hard drive starts at 2014.</i></p>
<p>Awards and Competitions</p>	<p><u>Awards and Competition</u></p> <ol style="list-style-type: none"> 1. Posters are made up of competitors’ and adjudicator’s names and are paid from Awards & Competition budget. For the next conference a separate poster would be created for the conference vocal competition, which would be paid for by conference host. 2. Sue Jones discussed her recommendation of changing the Piano Competition repertoire requirements and timings to adjust repertoire requirement and timings (min 25 mins—max 35 mins) for final round as presented and amended in P&P; no change to semi-final round (45 mins).
<p>Bylaws, Policies & Procedures</p>	<p><u>Bylaws, Policies & Procedures</u> – Lorna Wanzel reviewed “red letters” indicating changes; most reflect current practice and added for clarity:</p> <ul style="list-style-type: none"> • Page 15 & 16 - additions to the job description of secretary • Page 17 - Description of Archivist • Page 18 & 19 – specification to the job of Treasurer • Page 21 - #3 (f) and (g) – repeated text to delete • Page 22 - #5 (a) – Lois Kerr to check with CRA re current rules regarding in-kind gifts • Page 27 - \$75 per diem – put in to reflect current practice; some question as to amount – tabled to New Business • Appendices – are on website therefore will no longer be included as appendices of P&P; Committee Chairs will be responsible for updates and submitting them to webmaster. • Page 73 – #2 the semi-final round “minimum 30 – 45 minutes” be added. Sue Jones will forward specific wording and/or Rules. P&P changes will be accepted with other standing reports.

<p>Canada Music Week</p>	<p><u>Canada Music Week</u> – Competitions currently ongoing. Po Yeh thanked Dina, Lois Kerr and Anita Perry for making all forms, payments etc. on-line. This has improved efficiency. Canada Music Week items were on site and available for purchase.</p>
<p>Communications Chair</p>	<p><u>Communications Chair</u> – The job description is in P&P Our social media presence is weak. There was discussion concerning the need to formulate a Social Media Committee.</p>
<p>Directive</p>	<p>Directive: advertise in CMT for member volunteers to serve on the Social Media Committee. Chairs will be responsible to provide material for postings.</p>
<p><u>Canadian Music Teacher Magazine</u></p>	<p><u>1. Canadian Music Teacher Magazine</u> <ul style="list-style-type: none"> • CMT survey – first number before the slash (/) was the first survey. Of respondents, 32% want paper; 38% want digital; 25% want both </p>
<p>MOTION #16</p>	<p>Motion 16: That CMT 2020 Winter Issue be the first digital only issue. Moved: Joanne Lougheed ~ Second: Lorna Wanzel. Discussion: Paper would still be available by subscription; suggestion to charge a subscription (amount to be determined) for paper (digital magazine would be free); start charging in 2020-2021 issue to accommodate various provinces’ year-ends. Ad revenue is dependent on having the app as this is what advertisers want. Vote: Carried (unanimously) Notes: The cost of the app includes all updates maintenance on both IOS and Google platforms. The future charge for subscription would not necessarily reflect the cost of producing a hard copy. Dina will compile statistics to ensure this price is accurate. Discussion included that this is a <i>tax-deductible</i> expense. Charging for subscriptions would be included in the 2020-2021 fiscal year. “A Year In Review” – Our digital archive “magazine” provides a central place for all our CFMTA/FCAPM programs. A Year In Review" costs \$1,100 to produce in digital format (with no ads) which is half the cost of producing one edition of the CMT magazine in paper format.</p>
<p>MOTION: #17</p>	<p>Motion 17: That the “A Year In Review” issue of the CMT be kept and be our 4th issue of the CMT. Moved: Joanne Lougheed ~ Second: Lorna Wanzel Vote: Carried</p>
<p>Directive</p>	<p><u>Directive:</u> Dina to prepare detailed requirements and full description for this new edition for the next Policies & Procedures update.</p>
<p>MOTION #18</p>	<p>Motion 18: Add the issue “A Year In Review” to the job description for the editor of the CMT in the Policies & Procedures with a remuneration of \$1,100. Move: Lauren Kells ~ Second: Beth Olver Discussion: The \$1,100 figure is half of the amount currently allocated for the preparation of a full print & digital version of the CMT. Vote: Carried (unanimous)</p>
<p>LUNCH</p>	

<p>Standing Committee Reports continued Webmaster</p>	<p><u>Webmaster's Report</u></p> <ul style="list-style-type: none"> • We are moving towards an entirely digitized on-line application processes. • We need an SSL certificate to avoid users receiving alerts that the site is unsafe – approx. \$180/year • Will be moving to a digitized server (faster & safer)
<p>Nominations Report</p>	<p><u>Nominations Report</u> – as circulated</p>
<p>Professional Development & Research</p>	<p><u>Professional Development & Research</u></p>
<p>Collaboration with Frances Clark Institute</p>	<p><u>Collaboration with Frances Clark Institute</u> – Discussion of group rate for digital subscription to Clavier Companion; discussion of group subscription rate for CFMTA members of \$12 US (50% of full memberships rate of \$24 US per year) which includes access to their monthly webinars on piano pedagogy. (Note: subscription to hard-copy magazine which does not include webinars is \$36 US per year). Negotiations are ongoing dependent on numbers. Note: subscription fee is tax deductible. Discussion: Information regarding this to be put into the CMT and provincial organizations would inquire of their membership as to interest.</p>
<p>Directive</p>	<p><u>Directive</u>: Pat Frehlich to prepare information and send to provinces to send to members with response due to Pat Frehlich by Oct 1.</p>
<p>E-Festival</p>	<p><u>E-Festival / E-Assessment</u>– written assessment (not competition) of a 15-minute (max) program by a highly qualified teacher of that discipline. This would be helpful for outreach into rural areas and provide employment for our members as adjudicators. If administered by national office the process would be streamlined and would allow CFMTA offer to this to all our members. General consensus of interest and agreement to get more information.</p>
<p>Directive</p>	<p>Directive: that Pat, Beth Olver and Lynn Ewing prepare a detailed proposal with launch date and send to provinces for feedback.</p>
<p>Pro D Submissions</p>	<p><u>Professional Development Submissions</u> for CMT – encourage broader scope than just piano.</p>
<p>Collaborative Wellness Symposium</p>	<p><u>Collaborative Wellness Symposium</u> – Symposia held in 2008 and 2012 were ½ day professional development and ½ day personal development; looking at dates that don't conflict with other activities is a challenge. There would be a fee to participate. A Canadian location is an issue as current New York location provides free access to site and instruments. Because of limited interest and concern regarding costs, this initiative has been tabled until there is more information and interest.</p>
<p>Tech Teacher Award</p>	<p><u>Tech Teacher Award</u> Conservatory Canada is working on presenting this in conjunction with the 2019 Conference.</p>
<p>Research</p>	<p><u>Research</u> – Conference committee having a Call for Proposal for “Poster Sessions” to allow for researchers to display their work.</p>

<p>Public Relations & Marketing Ad Swap</p> <p>MYC Affiliation</p> <p>Directive</p> <p>Directive</p> <p>Advertising Sub-Committee</p> <p>Strategic Planning</p> <p>Translation Committee</p> <p>Young Artist Tour</p> <p>MOTION # 19</p>	<p><u>Public Relations & Marketing –</u></p> <p><u>Ad Swap</u> (approximate value \$1730) The MTNA ad will appear in the CMT fall edition to accommodate the early-bird deadline for their conference; our ad will be placed in the MTNA magazine to accommodate our early-bird registration deadline for the Manitoba conference. Note: there are other US musical organizations that are interested in pursuing an ad swap with CFMTA/FCAPM. PR & M will have 1 page in each issue of the CMT to use to promote whatever the current priority is and/or for ad swap.</p> <p><u>MYC</u> affiliation with RMT through individual province.</p> <p>Directive: That provinces send membership and mentorship program information to Pat Frehlich. She will prepare a questionnaire for completion with deadline for feedback to aid in the compilation of this information.</p> <p>Directive: that information collected be shared in the CMT magazine so that all provinces will be aware of the programs in place across Canada.</p> <p><u>Advertising Sub-Committee</u> Dina Pollock has resigned as chair of this sub-committee but has ensured programs and info is up-to-date on the website. After many hours of work, the position will largely require maintenance, save for updates for posters for young artist and contact information for new chairs/positions. There is an active search for a Committee Chair replacement. Tabled until after Strategic Planning session as some items of mandate may be moved.</p> <p><u>Strategic Planning</u> – As circulated.</p> <p><u>Translation Committee</u> – chairs are to submit to Barbara Long to submit information to the translator. Please allow 3 weeks turn around.</p> <p><u>Young Artist Tour</u> – until there is more information and interest.</p> <p>Motion #19: To receive and accept the reports as presented with corrections as follows: <ul style="list-style-type: none"> • Finance should read National Music Festival not National Arts Festival • P&P page 21 - updated piano competition details Move: Cynthia Taylor ~ Second: Beth Olver Voted: Carried</p>
<p>Ad Hoc Committee Reports Conference 2019, “A Century of Sound” in Winnipeg, Manitoba</p>	<p>Ad Hoc Committee Reports</p> <p><u>Conference 2019, “A Century of Sound” in Winnipeg, Manitoba</u> <i>Human connections through music making</i></p> <p>Conference co-chair Annette Hay delivered a stirring presentation regarding this conference and handed out Tourism MB and conference info. Some details:</p> <ul style="list-style-type: none"> • Conference registration will open in the Fall of 2018 with final details in the Fall issue of CMT • Will be held at the historic Fort Garry Hotel • Gala opening concert by jurors of competitions

<p>Provincial Reports</p>	<ul style="list-style-type: none"> • CFMTA/FCAPM Piano Competition • MRMTA hosted Vocal Competition • Historic book launch • Session proposals will be accepted until November 1, 2018 • Delegates are encouraged to visit the conference website: www.CenturyOfSound2019.com <p>Sponsorship of coffee-breaks or session rooms are being sought after. Information will be sent to provinces. Depending on registration, some figures for sponsorship are: coffee break alone \$500, Coffee break and snacks \$1000. Information will be forthcoming from the Conference Committee.</p> <p>The presentation was concluded with a snappy Rap sung by the Manitoba delegates Leanne Hiebert, Annette Hay and Tiffany Wilson.</p> <p><u>Provincial Reports</u></p>
<p>MOTION #20</p>	<p>Motion #20: To receive the Provincial Reports. Move: Laureen Kells ~ Second: Paula Rockwell. Vote: Carried</p>
<p>Branching Out</p>	<p><u>Branching Out –Music Making a Difference</u></p> <p>The Music Making A Difference Branching Out initiative will encourage music students across the country to raise money by playing concerts to benefit less fortunate members or organizations of their society.</p> <p>The event can take place any time between now and March 15, 2019. Applications for the grant will be handled through the website.</p> <p>MOTION #21</p> <p>Motion #21: That the Branching Out initiative grant amount be increased from \$50 to \$100. Moved: Lorna Wanzel ~ Second: Paul Rockwell Vote: Carried</p>
<p>BREAK</p>	
<p>New Business Conference Proposals</p>	<p><u>New Business</u></p> <p><u>2021 Conference Proposals</u></p> <p>Three proposals have been received. A common concern with all three was uncertainty as to how to proceed. The officers have discussed ways to help future conference committees and the conclusion was the creation of a Conference Resource Person (CRP) to provide assistance and answer questions regarding conference preparation and execution.</p> <p>Discussion: While the Chairperson of the previous conference would be an excellent choice, often these individuals are exhausted after the conclusion of their conference. Further, this model would mean that the CRP would be changing every two years. A long-term person in this position would add stability and continuity, however it doesn't solve the problem of smaller provinces not having enough people to volunteer to run the conference. Discussion took place with a suggestion of a conference coordinator which would need to be a paid position.</p> <p>Alternate model – Federation of Canadian Music Festivals: Certain officers (president, treasurer and secretary) would liaise with three to five people locally to create continuity.</p> <p>Officers are proposing that the conference attendance and registration would be complimentary to the Conference Resource Person with no monetary remuneration. There was concern expressed that the Secretary and Treasurer cannot take this position on as they</p>

	<p>are already completely occupied, and they aren't available during the conference.</p> <p>There have been unofficial examples of a Conference Resource Person with communication between current and past conference coordinators.</p>
MOTION #22	<p>Motion #22: To establish the position of a Conference Resource Person. Move: Mimi Ho ~ Second: Leanne Hiebert Vote: Carried Aye: 14 Nay: 8 Abstention: 3</p>
Directive	<p><u>Directive:</u> Officers will come up with a job description to submit to the Policies & Procedures.</p> <p>Mimi Ho nominated Joanne Lougheed for the position of Conference Resource Person (added to elections).</p>
Yukon	<p>Yukon – Concerned about manpower and total resources (i.e. trade-show participants). However, Yukon would like to propose hosting the 2020 AGM in Whitehorse. Anna Avery is looking into procuring reduced rates from Air North.</p>
Directive	<p><u>Directive:</u> Treasurer to acquire more information in order to crunch numbers by next July.</p>
Québec	<p>Québec – Concerned about manpower as the same people are always involved in CFMTA/FCAPM activities. That being said, David Cote approached McGill who seemed interested. Unfortunately, the beginning of July is very busy in Montreal so 2021 not possible; however, 2023 a possibility. There was concern about translation costs and would CFMTA be able to pay a teacher member to act as coordinator.</p>
Alberta	<p>Alberta – Would like to offer Edmonton for the 2021 Conference! Marlaine Osgood presented a warm invitation to Edmonton. Accepted with thanks and <i>much</i> enthusiasm.</p>
Honourary President	<p><u>Honourary President Search/ad hoc committee</u> Tiffany Wilson asked for suggestions from Provinces for the position to be sent to Anita Perry and Tiffany Wilson; Criteria – not currently serving on CFMTA/FCAPM; not deceased.</p>
Directive	<p><u>Directive:</u> To Secretary--remove Honourary President reference from current letterhead until replacement is found.</p>
Directive	<p><u>Directive:</u> - Send a letter of thanks from President to family of Helen Dahlstrom for her donations and contribution.</p>
Honourary Patron	<p><u>Honourary Patron</u> Since November 2017, Anita Perry has been pursuing her Excellency Julie Payette, the Governor General of Canada to be our Honourary Patron.</p>
Amended Budget	<p><u>Amended Budget 2018-2019</u> Leaving fees at \$35 per year, therefore the base annual fee is \$103,850. This will affect the revenues for various accounts:</p>

<p>Directive</p> <p>MOTION: #23</p> <p>Proposed Budget 2019-2020</p> <p>MOTION #24</p>	<ul style="list-style-type: none"> • Award & Competitions \$6,700 in income; • Canada Music Week \$3350: • Young Artist income \$3350. <p>Changes to Expenses:</p> <ul style="list-style-type: none"> • The Canadian Music Teacher: \$1,100; • Branching Out: \$2,400 • Surplus of \$12,771! <p>Discussion arose as to the meaning of the words per diem. The intent is that meals be reimbursed upon submission of receipts to a maximum of \$75.</p> <p><u>Directive:</u> Lorna Wanzel – Because the use of the words “per diem” suggests that the officers will receive \$75 per day regardless of whether this is used, the wording in the P&P needs to be changed from “per diem” to “daily allowance”.</p> <p>Motion 23: That we table the 2018-2019 amended budget until Friday morning. Moved: Laureen Kells ~ Second Catherine Bartlett Vote: Carried</p> <p><u>Proposed Budget 2019-2020</u> Expenses: Canadian Music Teacher will be reduced by \$4000 to \$21,000 due to winter digital-only issue. Annual Review of Canadian Music Teacher will be increased to \$1,100. Branching Out increase (double) to \$2,400. Surplus of \$7,574!</p> <p>Motion 24: To table the 2019-2020 proposed budget as presented until Friday morning. Moved: Laureen Kells ~ Second: Beth Olver Vote: Carried</p>
<p>NEW BUSINESS</p>	<p><u>NEW BUSINESS</u></p> <ol style="list-style-type: none"> 1. Hugheen Ferguson Distinguished Teacher Award History: The original donation from the family was \$5,000 and carried no restrictions/direction as to how the money should be spent. CFMTA has been using it to subsidize the meals of the winner(s) of the Distinguished Teacher Award at the gala conference banquet, and the cost of the (framed) certificate be drawn from this fund. There is currently \$9,000 by accumulated from the \$250 application fees from provincial associations nominating members for the Distinguished Teacher Award. Details are on the CFMTA/FCAPM website, however there are some details that Dina Pollock, Webmaster, will look into. <ul style="list-style-type: none"> - Discussion arose as to how to best make use of these extra funds. It was decided to wait on this discussion until after the Strategic Planning session tomorrow. - There was concern regarding the \$250 application/nomination charge. While it was pointed out that the charge underlines the seriousness of the nomination, the fee could be waived by requested if a branch/association needed financial assistance. 2. National Music Festival Award CFMTA was unable to fund this \$1000 in 2018 due to overall deficit situation. There was discussion as to whether CFMTA giving out an award actually promotes the organization. Laureen Kells spoke to the concern that monies from one (committee’s) budget should not

RECESS	<p>necessarily be transferred to another (committee/program) budget without some sort of due process. Discussion was tabled until after the Strategic Planning session tomorrow.</p> <p>Joan thanked Officers, Chairs and Delegates for all their work for CFMTA/FCAPM.</p> <p>The Officers thanked Barbara Long for stepping in to take the Minutes for this meeting. Thunderous applause ensued. Job exceptionally well-done!</p> <p>4:43 pm: Recessed until Friday morning at 9:00.</p>



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

Providing leadership in music education across Canada | Chef de file de l'éducation musicale au Canada

CFMTA/FCAPM 2018 Annual General Meeting RE-CONVENED JULY 6																					
Meeting Brought to Order	<p>President Tiffany Wilson called the meeting to order at 9:04</p> <p>Absent: Cynthia Taylor, Past president; Anna Avery, Yukon</p>																				
Awards & Competitions	<p><u>Awards & Competitions:</u></p> <p>Sue Jones announced that we have lost the \$1,000 Marek Jablonski award for the best performance of Chopin commencing with the 2021 piano competition as the foundation is winding down and will not be available to support the award. Our options are to look for another sponsor or to cease giving out the Chopin Award.</p> <p>Sue further spoke to the possibility that the Dorothy Buckley Award for the best performance of a Canadian work may not be given out due to the fact that Dorothy is ill and in a nursing home. The award is currently being administered by a niece, but there has been no provision in Dorothy Buckley's estate for the continuation of this award. Note: currently Judith Ammann, member of ARMTA has been contributing \$500 to the Dorothy Buckley Award.</p> <p>Concern arose as to whether or not CFMTA/FCAPM can cover the \$500 award for Canadian Music. Action: Will talk to Edmonton branch regarding funding.</p> <p>The Music Studio of Tiffany Wilson will graciously and generously fund a \$750 award for the best Italian aria at the 2019 Vocal Competition.</p>																				
NEW BUSINESS	<p><u>National Database</u></p> <p>A vote was taken regarding which provinces would like to be on a National Database. The results are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th><u>Inclusion</u></th> <th><u>Exclusion</u></th> </tr> </thead> <tbody> <tr> <td>Yukon</td> <td>BC</td> </tr> <tr> <td>Manitoba</td> <td>ON</td> </tr> <tr> <td>Alberta</td> <td></td> </tr> <tr> <td>Quebec</td> <td></td> </tr> <tr> <td>PEI</td> <td></td> </tr> <tr> <td>Saskatchewan</td> <td></td> </tr> <tr> <td>Newfoundland</td> <td></td> </tr> <tr> <td>NB</td> <td></td> </tr> <tr> <td>NS</td> <td></td> </tr> </tbody> </table> <p>Action: A plan must be developed to keep the database updated as well as how often members are contacted and for what purpose.</p>	<u>Inclusion</u>	<u>Exclusion</u>	Yukon	BC	Manitoba	ON	Alberta		Quebec		PEI		Saskatchewan		Newfoundland		NB		NS	
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Webinar	<p><u>Webinar Project</u></p> <p>Dina asked for permission to open a Youtube account. Each province would be asked to provide one video per month. Dina would like to get this up and running by October. It is preferable not to have live music performances as this would involve SOCAN licensing issues. Some topics could include:</p> <ul style="list-style-type: none"> • how to build a studio, 																				

<p>MOTION #31</p>	<ul style="list-style-type: none"> • outreach to youth. <p>Dina has already contacted ORMETA as they have several videos ready to go.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Up to 60 minutes max duration • Dina will let everyone know what format to use • Would be password protected so only members can view • Material would be “signed over” to CFMTA/FCAPM as copyright owners <p>Motion 31: To create a CFMTA/FCAPM Youtube.com channel. Moved Joanne Lougheed ~ Second Lorna Wanzel Vote: Carried</p>
<p>Directive</p>	<p><u>Directive:</u> That Dina Pollock create a CFMTA/FCAPM Youtube.com channel with appropriate criteria for submission.</p>
<p>Directive</p>	<p><u>Directive:</u> That Pat Frehlich add webinar links to the Professional Development page from other Professional Organizations.</p>
<p>MOTION #32</p>	<p>Motion 32: That we provide a \$3000 budget to the Webinar Project for the 2018-2019 budget year. Move: Joanne Lougheed ~ Second: Patricia Niekamp Discussion: The \$3,000 would be a start up budget to carry through to the new fiscal year end of March 31. This would include honoraria to those creating the videos so CFMTA can have ownership of them. A figure of up to \$200 was mentioned as possible recompense for the rights to the webinar. Action: Dina Pollock will work out an appropriate honorarium for rights and create a form giving CFMTA/FCAPM ownership rights. Vote: Carried</p>
<p>E-Festival</p>	<p><u>E-Festival:</u> Info: E-Festival works by student submitting link to Youtube by a certain date along with a pdf score. There would be about a month turnaround. In New Brunswick, RMT members volunteered as adjudicators. NB Vocal syllabus set up by age, not grade. Wind instruments & stage set up by primary, elementary, etc. Barbara Long spoke to this project as she has a syllabus from the National Association of Festivals which is already translated into French. Discussion: We don’t have to offer every grade level to start. For example, we could begin with grades 3 to 5 and expand outward or alternate years with lower grades and higher grades. Barbara expressed concern regarding software glitches that we must be prepared for. She has a template set up regarding costs and budgeting for communities to use. The goal is that competition should pay for itself. Barbara Long does not have time to be the administrator. Either the CFMTA/FCAPM secretary or a paid position with someone that Barb Long works with in New Brunswick.</p>
<p>MOTION #33</p>	<p>Motion 33: That we provide a budget of \$3000 for the e- Festival for the 2018-2019 budget. Move: Paula Rockwell ~ Second: Lorna Wanzel Vote: Carried</p>
<p>MOTION #34</p>	<p>Motion 34: That we provide funds to cover the cost of the Conference Resource Person to attend the biennial CFMTA/FCAPM conference in the amount of \$1500 from the 2019-2020 Budget. Move: Laureen Kells ~ Second Kathy Schmidt Discussion: Conference Resource Person honorarium of \$1500 to cover registration fee, 4 nights hotel and meal allowance for the 2019-2020 Budget. Vote: Carried <<Of interest: Canada Council Travel Grant for individuals to attend professional development grants. Also available is CBC news “Creative Export Canada” for domestic arts programs and exports.>></p>

<p>Amended Budget 2018-2019 MOTION: #35</p>	<p><u>Amended Budget 2018-2019</u></p> <p>Motion 35: To accept the 2018-2019 amended budget as presented. Move: Laureen Kells ~ Second: Lynn Ewing Discussion: Despite the allotment of funds discussed today, the surplus of the budget is \$6,900. Vote: Carried</p> <p><<Lorna Wanzel reminded all to not discuss the meeting with provincial councils until the Minutes are distributed.>></p>
<p>Proposed Budget 2019-2020 MOTION #36</p>	<p><u>Proposed Budget 2019-2020</u> Surplus of \$6,074</p> <p>Motion 36: To accept the amended 2019-2020 budget as presented. Move: Laureen Kells ~ Second: Paula Rockwell Vote: Carried</p>
<p>Distinguished Teacher Award MOTION #37</p>	<p><u>Hugheen Ferguson Distinguished Teacher Award:</u> Pat Frehlich spoke to advertising this in the CMT magazine as well as under the portfolio of Awards and Competition. Nominations would come from anyone.</p> <p>Motion 37: That we give \$1000 from the existing Hugheen Ferguson Distinguished Teacher Award fund in order to create the Hugheen Ferguson Prize for Chopin for the 2021 competition. Move: Lorna Wanzel Second: Lynn Ewing. Discussion: This will be handled by electronic form that will go directly to the Awards Chair. Vote: Carried</p>
<p>Directive</p>	<p><u>Directive:</u> That the responsibility for administrating the Distinguished Teacher Award and Professional Achievement Certificate be given by the Awards and Competitions Chairperson with the appropriate additions be made to the Policies and Procedures Manual.</p> <p>President Tiffany Wilson closed the meeting by thanking all attendees for their wonderful spirit of cooperation.</p>
<p>MOTION #38</p>	<p>Motion 38: To adjourn the 2018 Annual General Meeting CFMTA/FCAPM. Moved: Joan Woodrow</p> <p style="text-align: right;"><i>And long may your big jib draw.</i></p>

Action List		
Executive Meeting Minutes	Previous year's minutes be circulated with the reports.	Secretary
Standing Committee Reports Archives	<p><u>Directive:</u> Joan Woodrow to send student grant information to Charline and Anita.</p> <p><u>Directive:</u> That the officers review the archival needs of CFMTA and create a job description for the archivist position to be presented to delegates for a vote.</p>	Joan Woodward
Policies & Procedures	<p><u>Directive:</u> Lorna Wanzel – Change the P&P wording from “per diem” to “daily allowance”.</p> <p><u>Directive:</u> Add the job descriptions for Conference Resource Person in the P&P. Note that the Archivist and CRP are two-year appointments.</p>	Lorna Wanzel
Communications	<p><u>Directive:</u> advertise in CMT for member volunteers to serve on the Social Media Committee. Chairs will be responsible to provide material.</p> <p><u>Motion #16:</u> That CMT 2020 Winter Issue be the first digital only issue.</p> <p><u>Directive:</u> Dina to prepare detailed requirements and full description for this new edition for the next Policies & Procedures update.</p>	Editor
Professional Development & Research	<p><u>Directive:</u> Pat Frehlich to prepare information on the group rate for digital subscription to Clavier Companion and send to provinces to send to members. Members to respond to Pat Frehlich by Oct 1.</p> <p><u>Directive:</u> that Pat Frehlich, Beth Olver and Lynn Ewing prepare a detailed proposal for the E-Festival with launch date and send to provinces for feedback.</p>	Pat Frehlich/ Provinces
Public Relations & Marketing	<p><u>Directive:</u> That provinces send membership and mentorship program information to Pat Frehlich. She will prepare a questionnaire for completion with deadline for feedback to aid in the compilation of this information.</p> <p><u>Directive:</u> that information collected be shared in CMT so that all provinces will be aware of the programs in place across Canada.</p>	Pat Frehlich/ Provinces
New Business 2021 Conference Proposals	<p><u>Directive:</u> Officers will come up with a job description for the Conference Resource Person to submit to the Policies & Procedures.</p> <p><u>Directive:</u> Acquire more financial information on hosting the AGM 2020.</p>	Officers/Lorna Wanzel
Honorary President Search	<p><u>Directive:</u> Remove Honorary President reference from current letterhead until replacement is found.</p> <p><u>Directive:</u> - Send a letter of thanks from President to family of Helen Dahlstrom for her donations and contribution.</p>	Secretary President

Action List		
National Database	Action: A plan must be developed to keep database updated as well as how often members are contacted and for what purpose.	Officers/ Webmaster
YouTube Channel	<p>Motion #31: To create a CFMTA/FCAPM Youtube.com channel.</p> <p><u>Directive:</u> That Dina Pollock create a CFMTA/FCAPM Youtube.com channel with appropriate criteria for submission.</p> <p><u>Directive:</u> That Pat Frehlich add webinar links to the Professional Development page from other Professional Organizations.</p> <p><u>Action:</u> Dina will work out an appropriate honorarium for rights. Dina will create a form giving CFMTA rights/ownership.</p>	<p>Webmaster</p> <p>Webmaster</p> <p>Pat Frehlich</p> <p>Dina Pollock</p>
New Hugheen Ferguson Award	<p>Motion 37: That we give \$1000 from the existing Hugheen Ferguson Distinguished Teacher Award fund in order to create the Hugheen Ferguson Prize for Chopin for the 2021 competition.</p> <p><u>Directive:</u> That the responsibility for administrating the Distinguished Teacher Award and Professional Achievement Certificate be given by the Awards and Competitions Chairperson with the appropriate additions be made to the Policies and Procedures Manual.</p>	Sue Jones/ Lorna Wanzel