



CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS

FÉDÉRATION CANADIENNE DES ASSOCIATIONS DE PROFESSEURS DE MUSIQUE

Standing & Ad Hoc Committee Reports

2017 – 2018



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Finance Committee Report

Chair – Laureen Kells, Vice-President

Members

Lois Kerr - treasurer

Joanne Lougheed

Mandate

The Finance Committee is responsible for preparing an annual balanced budget, monitoring the financial situation, overseeing all investments, reviewing audited financial statements, approval of expenditures and analyzing all proposals requiring financial support.

Meetings and Activities –

Lois Kerr is doing an exceptional job in her position of treasurer. She has been able to fully inform the committee of any and all financial matters in layman's terms and has promptly supplied us with all pertinent information.

We have achieved much needed organizational stability which has allowed us to focus on the overall financial health of our organization. We do however, continue to experience a deficit and are holding our spending as much as we can to deal with that. As such, a decision was made to forgo our support of the National Arts Festival at this time.

We continue on the path of changing our year end and are progressing as fast as government allows. With this upcoming change there will be a slight adjustment in how our finances are reported on for this year only.

The following motions have been made since July 2017

September 2017 Officers Vote

Motion: That the proposal for Archives adding a new magazine "A Year in Review" be implemented as presented.

Moved by Laureen Kells ~ **Seconded by** Cindy Taylor

Carried

March 2018 – Delegate Vote

Motion – That the CFMTA authorize the release of \$914.42 to subsidize the additional costs over the budget to enable the Public Relations Chair to attend the MTNA Conference in Orlando Florida in March 2018.

Moved by Laureen Kells ~ **Seconded by** Cindy Taylor

Carried.



At the 2017 Annual meeting a motion was passed to hire a Strategic Planner and all delegates have been apprised of that process. For your reference, the following is the budget which was followed outlining all Strategic Planning Expenses.

Strategic Planning Day July 5 Expenses:

- \$5200 Peter Wright fee
- \$230 Peter Wright expenses (food, mileage etc)
- \$872 meeting room rental
- \$430 A/V rental
- \$675 food per diem for 5 Officers and 4 Chairs
- \$2727 hotel rooms

TOTAL: \$10,134

Budget: \$10,000

The fee increase of \$5.00 takes effect in June 2018. Fee total per individual is now \$35.00. This fee is payable by the provinces between June 1 and November 1, after which a late fee of \$10.00 applies.

Meeting catering for July 2018 meetings is as follows

The provinces are billed for catering. Officers and chairs with a per diem will have the catering charges deducted from their per diem.

Catering is charged as follows:

- July 4 - \$50.00
- July 5 - \$50.00
- July 6 - \$22.70

Future Plans –

To complete the changing of our year end.

To review any and all recommendations put forward by our Strategic Planner.

To continue on the path of fiscal responsibility

Respectfully submitted by:

Laureen Kells, CFMTA/FCAPM Vice President
Finance Committee Chair



Archives Report

Chair – Charline Farrell

Member(s) – Dina Pollock, Editor

Mandate

1. Maintain a storage unit for the archiving of CFMTA/FCAPM materials. Be the contact person for the National Library.
2. Collect and preserve CFMTA/FCAPM data including, but not limited to the official minutes, annual reports, all editions of the Canadian Music Teacher, materials from CFMTA conventions, Young Artist Tours and the National Piano Competitions for Archival purposes
3. Provide archival information as requested by the Executive Committee
4. Write an Archives report for the Annual Executive Committee meeting
5. Act as a liaison with other organizations that support Canadian music and composers, such as the Canadian Music Centre, ACNMP, Canadian New Music Network, SOCAN, etc.

Activities and Meetings

In July 2017, Dina and I spent an intensive week unpacking thirty- three (33) boxes of stored CFMTA/FCAPM materials that were delivered to my home by a company working with Blue Pencil. There were some boxes that were archives, but most of the materials were records of financials, magazines, and hard copies of all emails in the lead-up to the 2007 CFMTA/RCM/MTNA Conference in Toronto, as well as many incidental email conversations. It appears that the practice of storing hard copies of emails was discontinued when our National Office was set up in London, Ontario, with Bernadette Bullock.

While interesting, most of the materials were not archives, so continued storage at considerable expense to CFMTA/FCAPM was deemed unnecessary. At all times during the week of unpacking boxes and sorting documents, we were in daily contact with the Officers, using emails, telephone calls and Skype. All decisions to save or eliminate materials were made with the Officers' agreement and approval.

Following is a list of all materials saved, shredded or eliminated:

To Blue Pencil – eight (8) boxes, numbered, with content labels (as listed below

- To CFMTA/FCAPM Treasurer – one (1) box of financial records, 2011-2012 and 2012-2013
- To Shredder – eleven (11) boxes of extra hard copies of minutes, reports and financials
- To Recycling – five (5) boxes. Four boxes were extra copies of CMT, available on our website
- Empty boxes – nine (9)
- Full garbage bags – two (2)



Box Contents Presently at Archive Site – Blue Pencil

- Box Number 1. CFMTA/FCAPM Binders with all reports, minutes and financials from 2008 to 2014
- Box Number 2. CFMTA/FCAPM Binders with all reports, minutes and financials from 1994 to 2007
Files – Novelties, Governor-General, Legal, Student Composers, Bylaws, Policies and Procedures
- Box Number 3. Two wood-covered albums of Canada Music Week and Student Composers
One Album of Canada Music Week and Student Composers - 1982-83-84
- Box Number 4. Two albums of Canada Music Week and Canadian Composers – 1982-1984 and 1993-1998 Canada Music Week winners – 2008-2009
- Box Number 5. Two Convention Binders – 2007 and 2009
Two albums of Canada Music Week and Student Composers – 1985-1991 and 1992-1999
- Box Number 6. Nine (9) Jubilee Repertoire books plus one display copy, 4 Teacher Guides and 32 CDs
60th Anniversary-Story of CFMTA – 2 copies
Paperback – CFMTA Retrospective-1 copy
CMT Newsletters – 1980s, 1990s – 5 copies
CMT Newsletters – 25 copies
CFMTA/FCAPM buttons – 500 to 700 (estimate)
- Box Number 7. Canada Music Week Albums – 2 1972-1978 and 1979-1982
Reel to Reel – 3
Several CMW Compositions
CDs and Cassettes of unknown compositions
- Box Number 8. Provincial Memorabilia

RECOMMENDATIONS FOR EXECUTIVE COMMITTEE DISCUSSIONS

- To store and/or digitize the eight boxes being stored at Blue Pencil as soon as possible. CFMTA/FCAPM is being charged approximately \$1200.00 per year for this storage. It may be possible to hire a college or university student who could take this on as a project.
- To visit the Archives in Ottawa and determine what should be digitized for the archives Website. No documents may be removed from the premises which means we must request boxes be located and determine at that location what should be copied and scanned to the website. Cost for copying which must be done there is \$0.20 per page. Cost of photographic prints are as follows: 4"x5" - \$12.95, 5"x7" - \$15.95, 8"x10" - \$19.95



- To request that the CFMTA/FCAPM Communications Coordinator have the Archives website added to the position and to compensate financially for the increased work. The Webmaster is the logical person to continue the Archives position.
- To add to the CFMTA/FCAPM budget an amount toward scanning documents and photographs on an annual basis to gradually build up the Archives website and to easily provide access to these documents to members.
- To send the Communications Coordinator to Ottawa on an annual basis to copy and scan archived documents and photographs.

Respectfully submitted by

Charline Farrell
Interim Archives Chair



Awards and Competitions

Chair – Sue Jones

Members

Annie Avery

Joan Woodrow

Mandate

From the P&P: The Awards and Competitions Chairperson shall direct all phases of the CFMTA/FCAPM Awards and Competitions including but not limited to the National Piano Competition and the Memorial Pedagogy Award.

Motions: None.

Meetings and Activities

CFMTA Memorial Pedagogy Award - 2018

- Dina has created an online application form for this award for both French and English sides of the website.
- As of May 15, I have received one entry.

CFMTA National Piano Competition - 2019

- The members of this committee are Annie Avery and Joni Woodrow.
- The website information has been updated on both French and English websites.
- The Marek Jablonski Endowment Fund has disbanded due to an inability to find volunteers to manage the fund. Even so, they have very generously given us \$1,000 for the 2019 competitions. If we wish to continue offering a Chopin award, we will have to find another sponsor for the 2021 competitions. Suggestions are most welcome.

Recommendations (Competitions)

1. That we have a poster prepared for the competitions with photos and bios of the competitions and adjudicators. Dina did this for the competitions in BC and did a fabulous job. I would like to recommend that she be hired to do this for the competitions in Manitoba. Her fee would be \$100.
2. Suggestions have been made at both of the CFMTA competitions that I have chaired, that the competition time length is too long – especially the finals. All three adjudicators in Baltimore agreed that it was certainly not necessary to repeat a selection from the semi-final round in the final round. This is not mandatory, but many of the finalists do it. The existing rule reads as follows:



Three finalists will be selected from the semi-final competition to proceed to the Final Competition. Each finalist may repeat only ONE selection from the semi-final program. Time Limit: minimum 30 minutes to a maximum 45 minutes

I would like to propose that rule #3 for the competition finals read as follows:

Three finalists will be selected from the semi-final competition to proceed to the Final Competition. A completely new programme must be presented. Time Limit: minimum 25 minutes to a maximum of 35 minutes.

This would eliminate the ability to repeat a selection from the semi-finals and decrease the amount of minimum and maximum performance times.

3. There was an issue with the wording for the age limit of the competitions. The wording was changed to make it more clear.

Future Plans

To look at the wording of the competition rules to make sure there is no ambiguity.

Respectfully submitted by:

Sue Jones (chair)
Annie Avery
Joan Woodrow



Bylaws & Policies and Procedures

Chair – Lorna Wanzel

Members

Catherine Fitch Bartlett

Henry Klassen

Sue Jones

Mandate- As per Policy and Procedures manual

Motions: None at this time.

Meetings and Activities

I have received all recommended updates from the Executive members and Officers. These have been added to the current 2017 Policy and Procedures manual in red, so you can see where the suggested changes have been made. The P and P manual with these recommended updates is attached for your reference.

If you have any questions regarding any of these changes, they will be directed to the person who made the changes, for further discussion, during our Executive Meeting in July.

Respectfully submitted by:

Lorna Wanzel, Chair

Catherine Fitch Bartlett

Henry Klassen

Sue Jones



Canada Music Week

Chair – Po Yeh

Members – Sue Irvine, Laureen Kells, Cynthia Taylor

Mandate:

Canada Music programs include: The Call for Compositions, Essay Competition, Student Composer Competition and Bill Andrews Awards.

Motions: None.

Meetings and Activities

Canada Music Week programming includes: the William Andrews Awards, Call for Compositions, Student Composer Competition and Essay Competition.

Following the special online and booklet publication of 15 compositions as part of the celebration of Canada's 150th Anniversary in 2017, the Call for Compositions returns to its regular program, of selecting one piano and one vocal work to be featured on the CFMTA website for free download until November 30, 2018. We will be enhancing efforts to promote the performance of these pieces as part of Canada Music Week celebrations.

The Essay Competition enters its 6th edition in 2018, with the generous support of Dr. Lorna Wanzel. The Essay Competition encourages research on music pedagogy, offering scholarships to undergraduate and graduate university students, and also at the high school level. We thank adjudicators Dale Wheeler and Christopher Hahn for their ongoing support of the Essay Competition. As young people access information predominantly online, we will be looking to social media strategies in 2019 to increase awareness of the program.

The national Student Composer Competition awards \$1350 in scholarships each year to promising young composers from across Canada, including the Helen Dahlstrom Award, for the best national composition. Thank you to Joanne Bender for adjudicating in 2017.

William Andrews continues to be a great supporter of Canada Music week, and generously donated two awards of \$250 to support Canada Music Week projects at the branch level. Award recipients in 2017 were the Abbotsford and North Island branches of BCRMTA.

Thank you to the CFMTA Executive and Administration and all the provincial CMW Coordinators and Delegates for their continued support and assistance for Canada Music Week.

Respectfully submitted,

Po Yeh
Canada Music Week Chair



Communications Coordinator

Committee – Dina Pollock

Motions and/or Directive – none

Meetings and Activities – 2017 – 2018

- Report for CMT submitted.
- Report for Website submitted.

Discussed budget with Treasurer for both the CMT and www.cfmta.org.

Future Plans

Would like to explore more possibilities for CFMTA/FCAPM with social media.

Respectfully submitted

Dina Pollock
Communications Coordinator



The Canadian Music Teacher Magazine

Manager – Dina Pollock

Mandate

To publish three magazines issued annually
 Canada Music Week (Fall) deadline August 15
 Winter issue deadline December 1
 Spring issue deadline April 1

Motions and/or Directive: That Dina Pollock create a survey about Digital vs Paper options for the CMT to be distributed by provinces in April 2017 and again in April 2018.

Meetings and Activities – AT the CFMTA/FCAPM meeting in March 2017 I was directed to conduct two surveys – the results from the survey in April 2017 was included in the report submitted for the July 2017 meeting and I have included the results for the 2018 survey below and the comparison.

| PROVINCES | Members Response | Paper | Paper / Digital | Digital |
|-------------------------|-------------------------|------------|-----------------|------------|
| Yukon | 0% / 99% | 0% / 22.5% | 0% / 22.5% | 0% / 54% |
| British Columbia | 22% / 85% | 55% / 37% | 5% / 24% | 40% / 39% |
| Alberta | 16% / 7.5% | 33% / 35% | 24% / 41% | 30% / 24% |
| Saskatchewan | 42% / 43% | 36% / 39% | 12% / 18% | 52% / 43% |
| Manitoba | 8% / 38% | 40% / 30% | 20% / 21% | 40% / 49% |
| Ontario | 30% / 13% | 48% / 38% | 0% / 24% | 52% / 53% |
| Quebec | 0% / 21% | 20% / 23% | 0% / 0% | 80% / 77% |
| New Brunswick | 15% / 22% | 0% / 27% | 9% / 20% | 91% / 51% |
| Nova Scotia | 27% / 29% | 22% / 15% | 0% / 15% | 78% / 70% |
| Newfoundland | 0% / 100% | 0% / 0% | 0% / 100% | 0% / 0% |
| Prince Edward Island | 34% / 15% | 46% / 20% | 8% / 20% | 46% / 60% |
| TOTALS for 2018 | 36% | 32% | 25% | 38% |
| Digital Download | From Our Website | | From App | |
| 2018 | 68% | | 32% | |



As you can see by the results there is a great demand for the magazine in digital format but there is also a demand for the magazine to be available in paper.

So how to move forward with the results.

Paper – this is the difficult one, how to get CMT to the provincial/territorial members that would like to receive a paper copy. I see two possible ways of getting this done.

- 1 – Get each province to keep a list of which members would like to receive a paper copy.
- 2 – Move to towards a subscription to receive a paper copy.

Subscriptions could be done online through the website and this would make the subscriber responsible in keeping their addresses up to date for the mailing list.

Digital – This is an easy answer – we need to keep the digital magazine available to all provincial/territorial members.

How provincial/territorial members receive it is the hard question. The survey does show that 1 out of 3 provincial/territorial members prefers the app.

The Apple/Google app seems expensive, but it does include:

- Updates to the app (when operation systems are updated)
- Tech support
- Server space

Benefits of the Apple/Google app

- *What it gives our provincial/territorial members* - easy access to the magazines
- *What it gives our advertisers* - the possibility of more exposure for the products and services that they offer – which allows us to keep our ad prices the same.
- *What it gives our organization* – exposure to a larger audience to see what we do and what we offer at CFMTA/FCAPM

Download from the website this is the cheaper option.

- *What it gives our provincial/territorial members* – more work to download the magazine
- *What it gives our advertisers* – less exposure – and we would have to lower our ad prices
- *What it gives our organization* – ?

Cost Saving by producing less paper copies – the main cost for printing the magazine is the plates they use for printing the magazine in the presses – paper is cheap.

- The paper cost is approximately \$1.00 per magazine copy. If we print 1000 less copies that would be a savings of \$1000 per issue.
- Our mailing costs – this would be reduced by approximately \$700 per issue.
- There would all be a reduction with the mailing house that does the sorting and mailing of the magazine.
- This would reduce costs for production approximately \$5400.00 per year.



Recommendations:

1. That we move towards a making the paper magazine available through subscription.
2. Keep it free for 2 years before looking into charging a subscription fee.
3. Keep the app for the digital version of the magazine.

NEW PROJECT - A Year in Review

Preamble

Charline and I sorted through the boxes that came out of storage in July 2017. We did find a few treasures in the boxes, specifically, binders that included photos and bios of winners from our different programs, however, not every year was included. We have a deficiency in our approach to documenting our activities and we need to start thinking and planning how we want to document our program winners now, for future reference.

CFMTA/FCAPM has many different programs and highlighting them in the CMT magazine is our standard. All files are sent to the editor and they are included in different issues of the magazine. Costs have always been an issue with the printed magazine – cost for the printing and the mailing. This has limited how much we can include in the magazine and some of the events do not get the recognition they deserve. For example: to highlight all the Provincial Young Artists or to include all the winning essays.

Proposal

I would like to suggest that we add a new issue for the CMT under the heading “A Year in Review” and include all the program winners in that year. This issue would be available in digital format only. The editor would have all the files there would be no need to contact anyone for any information. The layout could be done during the year as each competition is completed and the issue posted by the year end. I suggest that it does not include any advertising. Collecting advertising would increase the work load of the project.

Job Description

To produce a digital magazine under the title “A Year in Review” by December 31 of each year. To include photos and bios of all winners from the different programs held that year.

Cost

I suggested an amount of \$499 for the 1st trial issue and I will track my time. Then re-evaluate the amount to see if it is sufficient for the project.

When the issue was completed I did realize the amount of time this project took to complete and is approximately half the work of an issue of CMT.



Recommendations:

1. To keep the issue **A Year in Review** and be our 4th issue of the CMT
2. To add the issue **A Year in Review** to the job description for the editor of the CMT in the P&P with a remuneration of \$1100.00

Respectfully submitted by:

Dina Pollock
Editor – The Canadian Music Teacher Magazine



Webmaster

Committee Chair: Dina Pollock

Motions and/or Directive

To keep website up to date and current with all projects. Build the archive site. Move the photos to a site that we have control of the photos.

Meetings and Activities

To keep the website as current and up to date as possible with our programs, posters and forms.

A move towards having online applications and registrations for all our programs is almost complete.

Currently we have:

- Canada Music Week® Supplies
- William Andrews (will be live in September)
- National Piano Competition (will be live in Fall)
- Call for Competition
- National Essay Competition
- Student Composer Competition
- Memorial Pedagogy Award
- Branching Out (will be live in Fall)

We will be moving to our new server in October 2018 – the benefits will be:

- Faster Page load
- Dedicated IP
- Larger server
- SSL Certificate

The benefits of a dedicated IP address – normally IP addresses are shared, if any site on the same address thread is flagged for any reason, all sites on that thread are also flagged – this will make our site safer.

What is a SSL Certificate – Google' description - *SSL Certificates are small data files that digitally bind a cryptographic key to an organization's details. When installed on a web server, it activates the padlock and the https protocol and allows secure connections from a web server to a browser – this will keep any information include in any of our online forms safe.*



Future Plans

To keep our site current and relevant for our members.

To make it easy for members and/or to apply for different programs with online form.

Respectfully submitted by:

Dina Pollock

Webmaster – www.cfmta.org



Nominations

Chair – Past President Cynthia (Cindy) Taylor

Members: N/A

Mandate: General Description: page 26 of the Policies and Procedures:

The Past President or a person appointed by the Executive Committee shall serve as Nominations Chairperson for elections to be held at the Annual Executive Committee meeting. The Nominations Chairperson may not let his/her name stand for any office.

Positions for Election:

Elections for the following Committee Chair positions will be held at the Executive Council meeting in July 2018:

The following people have agreed to let their name stand for the below stated committee chair positions:

- | | |
|------------------------------------|-------------------|
| • Archivist | Charline Farrell |
| • Awards and Competitions | Sue Jones |
| • Bylaws and Policy and Procedures | Lorna Wanzel |
| • Canada Music Week | Po Yeh |
| • Finance Committee | Laureen Kells |
| • National Young Artist | Cynthia Taylor |
| • Professional Development | Patricia Frehlich |
| • Public Relations and Marketing | Patricia Frehlich |
| • Strategic Planning | Laureen Kells |
| • Translations | Barbara Long |

Ratification of the following Contract positions will be held at the Executive Council meeting in July 2018:

- | | |
|--------------|--------------|
| • Secretary | Anita Perry |
| • Treasurer | Lois Kerr |
| • CMT Editor | Dina Pollock |
| • Webmaster | Dina Pollock |

The Nomination Chairperson has not received any further nominations as of the deadline of May 1st. 2018.



Nominations shall also be accepted from the floor with the consent of the nominee.
Thank you for considering how you can contribute to CFMTA/FCAPM by bringing your talents and expertise as a vital member of one of these chairs and committee.

Respectfully submitted by:

Cynthia (Cindy) Taylor, Past President
Nominations Chair



Professional Development and Research

Professional Development

Chair: Pat Frehlich

Members: Lorna Wanzel

Mandate

To promote professional development among our members through various means and be responsible for establishing and maintaining communication regarding professional development with other music organizations such as RCM, CC, CMEA, MTNA, Frances Clark Institute and ISME.

Motion: I move the acceptance of my report.

Meetings and Activities:

Meetings at MTNA conference

1. *Webinars*

Investigation of the possibility for shared links to webinars and tutorials available through other organizations for members of the CFMTA through our professional development page on the website is ongoing.

The following organizations have been approached:

Music Teachers National Association(MTNA)- Brian Shepard, COO

-Agreed in principal

Frances Clarke Institute- Dr. Jennifer Snow, Executive Director

-Agreed in principal

Royal Conservatory- Dr. Janet Lopinski, SR. Director of Academic Programs

-No response yet

Conservatory Canada- Derek Oger, Executive Director

-Agreed in principal

Status: to follow through with each of these organizations and approach others as well.

2. *Group discount for Clavier Magazine*

I met with Ryan Greene, Digital Marketing and Advertising Director for Clavier Companion magazine to discuss a discount price or group subscription for members of the CFMTA. Included in this subscription to Clavier Magazine would be free access to all their webinars.



Status: Ryan and I are working on the logistics and I will have a presentation for the delegates to discuss at the July meetings.

3. eFestival

The CFMTA President, Tiffany Wilson, joined me in a meeting with Amy Immerman (MTNA eFestival Manager) to discuss the development, management and success of this new MTNA initiative. For \$60.00 a student can submit a video recording of up to 15 minutes in length for a written assessment by a highly qualified teacher in that field. Students and teachers use this as a means of additional preparation for festivals, examinations, competitions and university auditions. All of the details about eFestival are currently found on the MTNA website.

Status: I will invite discussion about this at the July meetings; would the delegates like to see something similar for its members?

4. Submissions for the Canadian Music Teacher

I met with Lorna Wanzel to discuss various sessions presented during the conference that might be of particular interest to the CFMTA membership, and I met with some clinicians to inquire if they were willing to submit articles based on their MTNA conference presentation to the CMT.

These included:

- The Struggle is Real: Building a Thriving Local Association
- The Secret Ingredient for Piano Teaching Success: The Powerful Role of Parents
- Keeping the Spark Alive and Still Learning After 50 Years! Pedagogical Tips From A to Z
- Bridging for Success: Inspiring And Mentoring Young Professionals
- Balancing Clarity and Resonance with Artistic Pedaling
- Brian Boosters: Off the bench Activities to Maximize Musical Learning

Status: Submissions are yet to be confirmed for the 2018-2019 year.

4. Collaborative Wellness Symposium

CFMTA President, Tiffany Wilson and I met with Gail Berenson, MTNA Past President and Musician Wellness Chair, to discuss interest in another Wellness Symposium, perhaps in 2020. There have been two previous collaborative symposiums, both held in New York City, in 2008 and 2012.

Status: More information about this possible initiative will be presented to the delegates for discussion in July.

5. Conservatory Canada Meeting

This virtual meeting (facetime) was attended by Tiffany Wilson, CC executive Director, Derek Oger and myself during the conference, as Derek was unable to attend.

There were three items on my agenda to discuss:



-A request to provide a link on the CFMTA website to offer tutorials produced by Conservatory Canada Derek Oger Agreed to do this

-Include CFMTA on the new CC website under the “partners page”, providing a direct link to the CFMTA website and provincial associations teacher referral pages: Derek Agreed to do this

- To inquire about the status of the Conservatory Canada/ Roland/ MYC “**Tech Teacher Award**”. Derek will be contacting to Roland Canada to discuss once again offering this award at the 2019 Manitoba Conference. This award was previously presented in 20013 and 2015.

Status: to follow through on the 3 items above and prepare an update for July regarding the Tech Teacher Award.

6. CFMTA website:

There were some additions and deletions made to the professional development page of the website this past year. Some of the additional links added were due to the recommendations of members who contacted me about useful or interesting sites they had found.

Status: Work on the professional development page of the website is ongoing.

Future Plans

To work on follow up of the items mentioned above as I strive to offer numerous professional development opportunities to our membership.

Recommendations:

To expand the committee by a least two new members to assist in investigating more opportunities for professional development, particularly in teaching and technology.

Respectfully submitted by:

Pat Frehlich
Professional Development Chair



Research

Chair: Pat Frehlich

Committee members: Dr Gilles Comeau, Dr. Lorna Wanzel, Dr. Dale Wheeler

Mandate:

Focus on Research was established to promote and encourage scholarly work in music pedagogy and to provide a forum for dissemination of research on music teaching and learning. Research papers and literature reviews in for blind review, either French or English are submitted for evaluation by a peer review panel as per international standards. Accepted manuscripts are posted on the CFMTA website and the abstract is published in the Canadian Music teacher.

The goals are to:

1. Provide a venue for dissemination of research.
2. Strengthen the connection between research and practice.
3. Contribute to the enhancement of professional development by encouraging practitioners to become familiar with the variety of research conducted in music pedagogy.

Motion: I move acceptance of this report.

Meetings and Activities:

1. Editorial Board

A great deal of time was spent on creating a new Editorial Board for Focus on Research. Initial contact was made with numerous professors conducting research across Canada through emails, and some personal contacts were made during my time at the MTNA conference in Orlando.

I am pleased to introduce the 2018 International Editorial Board:

Isabelle Cossette – McGill University
Midori Koga- University of Toronto
Ben Bolden - Queens University
Donald Russel - Carlton University
Isabelle Heroux - University of Quebec, Montreal
Julian Beacon - University of Ottawa
Jennifer Snow- ED, Frances Clarke Center for Keyboard Pedagogy, USA.

The above mentioned have all agreed to offer their evaluation services to support the work of this CFMTA project.



Dr. Claude Dauphin (University of Montreal) and Dr. Josee Vaillancourt (Laval University) were also contacted but were unable to assist at this time.

2. Canadian Music Teacher

Two articles were prepared for the CMT this past year:

In the fall edition I prepared one offering general information about Focus on Research.

In the winter edition, Karen King- Gerelus, ARCT, LCTL, MA and PhD student, Werklund School of Education, U of C, agreed to prepare an article about the value of research and the sharing of that information.

3. Submissions for Review of Literature

To date, three submissions for Review of Literature have been received this year and these are currently being reviewed by members of the Editorial Board. Upon receiving these submissions, I review them to be sure they fit our criteria and then a formal letter is sent to the candidate acknowledging that their work will be forwarded for peer review. If the reviews are accepted, the abstracts will be sent to the CMT Editor for publication and the entire review will be forward to the webmaster for posting on the Research site, under Professional Development.

To date the subject matter for this year's submissions includes:

- Review of Classical Singing and Performance Anxiety
- Combative Effect of Music and Alzheimer's Disease
- Expression in Music and the Vocal Lesson

4. Promotion

Information on CFMTA's Focus on Research was prepared and on display at the CFMTA table at the MTNA conference in Orlando.

Numerous email correspondences regarding inquires on a variety of issues were answered in a timely matter.

5. Update of Materials

Dr. Gilles Comeau and I updated the Evaluation Forms for both Research and Review of Literature submissions that are provided to the Editorial Board for their evaluations. There were also some slight changes made on the CFMTA website.



Future Plans:

To bring greater awareness of the publication opportunities to doctoral students and their professors at various Canadian universities and to encourage their involvement in CFMTA.

To continue to promote Focus on Research and the national and international level.

Recommendations:

None at this time

Respectfully Submitted,

Pat Frehlich
Research Chair



Public Relations and Marketing

Chair: Pat Frehlich

Members: Dina Pollock, Barbara Long, Po Yeh

Mandate:

To promote CFMTA and be responsible for establishing ongoing relationships with music organizations, both nationally and internationally and to represent CFMTA in partnerships with these groups. Further, to liaison with universities and colleges, in an effort to attract new members.

Motions: I move acceptance of this report.

Meeting and Activities:

1. *Ad Swap:*

The CFMTA/MTNA ad swap was arranged with MTNA advertising their Orlando conference in the CMT winter edition and CFMTA advertising the 2019 Call for Proposals for the 2019 Manitoba Conference in the AMT April edition. Both ads were full page.

CFMTA benefits from this outreach as the MTNA readership is approximately 20,000 and the cost of a full page ad in the American Music Teacher would normally cost \$1730.00

***I would recommend that the MTNA ad appear in the FALL edition of the CMT in the future so that CFMTA members interested in attending that conference could capitalize of the early bird deadline.**

Clavier Companion / Frances Clarke Institute are also interested in an ad swap with our organization. I provide more information about this in July.

2. *CFMTA Promotion*

Arrangements were made for a display table at the MTNA conference to display promotional materials from CFMTA. The table was restocked twice daily.

Materials included:

- CFMTA Brochures and business cards
- Information sheets on Focus on Research
- International membership application forms from NSRMTA
- Old editions of the Canadian Music Teacher
- Numerous items advertising the Manitoba Conference, including print material, postcards, pins and Call for Proposal information.



My thanks to Anita for preparing and sending the heavy parcel of old CMT magazines to Orlando and to Tiffany who added “flair” to the display with her Canadian flags!

3. *Frances Clarke Institute for Piano Pedagogy-meeting*

I met with Dr. Jennifer Snow, new Executive Director of this organization during the MTNA conference. She is keenly interested in building a stronger relation with the CFMTA and wishes ongoing discussion as to how both organization can benefit by sharing of information, possible collaborations, etc.

Status: Follow up on this discussion and invite feedback for CFMTA delegates in July.

4. *Music for Young Children (MYC)-meeting*

In preparation for a meeting with David Riddell, Vice President and COO of MYC, I researched the website of each Provincial RMT organization for the most recent qualifications for affiliate memberships. MYC employs over 900 music teachers and many of them are not eligible to join our provincial organizations. I explained to David provinces offer affiliate memberships and the qualifications vary from province to province. There may be an opportunity to acquire for many new members, and David has agreed to work with me promote RMT membership options to MYC teachers.

Status: I will request that each Province and Territory provide me with the most recent membership requirements, so that accurate information can be distributed to MYC teachers. Also required is confirmation of which provinces or branches offer mentorship programs for student teachers which may be of interest to MYC teachers.

5. *MTNA China-meeting*

MTNA China has been created this past year and their FIRST ever Conference will occur in Guangzhou, China, April 29 to May 3rd, 2018. At the MTNA Orlando conference, Mr. Jie Bu, an MTNA China conference organizer, asked me to prepare a video on behalf of the CFMTA congratulating MTNA China and wishing them a successful Conference. I have also been asked to participate as a conference presenter in a panel discussion to speak about CFMTA, promotion of qualified music teachers and music teaching in Canada. The panel will include participation from several countries including China, Germany, Malaysia and USA.

Please note: There is no expense to CFMTA for my participation at this event.

6. *University Outreach*

A data base providing contact information for all postsecondary institutions offering music programs is available to the Provinces should they wish to contact those in their province. Sample letters invitation are also available.



I have sent CFMTA brochures to all members of our new Research Editorial Board for distribution among their students.

7. Branching Out initiative:

An interesting session offered at the MTNA conference was called “The Studio Crawl”, which saw 4 teachers visiting each other’s studios and sharing their unique work and teaching styles with each other. Perhaps this idea could be incorporated into the CFMTA Branching Out initiative?

Status: For branches that may be interested in including this, please contact me for more information.

Future Plans:

To continue with outreach to students, teachers and other organizations, promoting Registered Music Teachers, the CFMTA and the work that being done locally, provincially, nationally and internationally.

Recommendations:

None at this time.

Respectfully submitted by:

Pat Frehlich
Public Relations and Marketing Chair



Advertising and Marketing Sub Committee

Chair – Dina Pollock

Members – Barbara Long, Pat Frehlich

Mandate

- Initiate and coordinate the development of resources including, but not limited to posters, certificates and press releases for all projects and competitions and resources for Membership Recruitment.
- Work with the webmaster to insure the CFMTA/FCAPM websites [English and French] are current and consistent with branding image and format.
- Work with the Translation Committee to determine priorities of French translation in CFMTA/FCAPM's public presentation.
- Make availability of resources known to National and Provincial Chairs and encourage their use.
- Work with the Secretary and graphic artist to assist National and Provincial Chairs in updating templates and files as needed.
- Initiate and coordinate new ways of promoting CFMTA/FCAPM to current and potential members, other music organizations and the public at large, including social media.
- Work with the chairs of all committees to determine the advertising and marketing needs of their committees.

Motions: None.

Meetings and Activities

- All forms and press releases' available on the website have been updated to current information.
- Certificates for Student Composer and Young Artist have been updated to a fillable PDF with all formatting locked in.
- A 4 x 6 card for the Young Artist Series has been developed and is now available on the website under resources.
- CFMTA/FCAPM and the Federation of Canadian Music Festivals have exchanged half-page ads for spring publications.
- CFMTA/FCAPM and MTNA exchanged full page ads.
- A request was sent to the PR and Marketing Chair (Pat Frehlich) from the National Festival Association for sponsorship of two prizes. Money to come from the budget of the Advertising and Marketing Sub-Committee. It was sent to the officers, to let them know,



and they discussed it.

CFMTA/FCAPM sponsored this last year, but this year the officers have declined to sponsor it due to the financial situation of CFMTA/FCAPM.

Recommendation

- That CFMTA/FCAPM and FCMF continue to exchange ads in future publications, adjusting content of ads to be current.
- CFMTA/FCAPM and MTNA continue to exchange ads.

Future Plans

I will be stepping down as chair of this sub-committee. An advertisement for this position was included in the Spring issue of CMT. The nominations chair and Pat Frehlich were included as the contact for any interested member. At the time of writing this report – the magazine was in the process of being mailed to members.

Respectfully submitted by:

Dina Pollock
Chair - Advertising and Marketing Sub-Committee



Strategic Planning

Chair – Laureen Kells

Mandate

The Strategic Planning Committee shall

1. Be responsible, with committee and officer support, for investigating all aspects of the practices of CFMTA with a view to providing a guide for future directions.
2. Be responsible, with committee and officer support, for pointing out how current practices will affect future directions of CFMTA.
3. Along with the committee, prepare a working “multi year plan”, a plan that will regularly be amended and modified. This plan is to contain suggestions for future planning by the Executive Committee and Officers.
4. Prepare, with committee support, resolutions and motions regarding changes to practices for presentation to the Executive Committee.

Motions: None

Meetings and Activities

Given the above mandate, and under the authority of a motion from the 2017 annual meeting Strategic Planning took a decisive turn in 2018 with the hiring of a professional Strategic Planner. In April 2018 – Peter Wright of The Planning Group was hired to conduct a strategic plan for the CFMTA. The hiring process involved the executive of the CFMTA.

During May and June of 2018, delegates, chairs of committees and the officers were interviewed by Peter Wright in anticipating of a face to face meeting at our Annual meeting in Toronto in July 2018.

Respectfully submitted by:

Laureen Kells, CFMTA Vice President
Strategic Planning Chair



Translation Committee

Chair – Barbara Long

Members:

David Côté

Hélène Lord

Lynne Gagné

Mandate

- Prioritize the order in which materials are translated into French
- Play an integral role in the choice of a translator.
- Act as a liaison between CFMTA and the translator
- Work with the Webmaster and Advertising and Marketing Chair to oversee the creation and maintenance of the CFMTA French website.
- Proof materials as requested by Officers or Chairs

Motions:

2016 Motion 29: That the CFMTA/FCAPM Policies and Procedures Manual be translated into French.

Move: Barbara Long **Second:** Lynne Gagné **Vote: Unanimous**

2016 Motion 30: That the CFMTA/FCAPM Secretary and Translations Chair apply for a Heritage Canada Grant to assist with the cost of translating the CFMTA/FCAPM Policies & Procedures Manual into French.

Move: Barbara Long **Second:** Patrycia Meunier **Vote: Unanimous**

Meetings and Activities

Files submitted by the CMT editor and chairs were forwarded for translation, and then sent back to sender and the CFMTA office.

The CFMTA received a grant from Heritage Canada for part of the cost to translate the CFMTA/FCAPM Policies & Procedures Manual into French. The work was completed at a cost of \$3,550.08. CFMTA received a grant of \$2,079. The Final Report was filed with Heritage Canada, and the new Policies & Procedures Manual has been uploaded to the website. Recognition of the grant is included in the footer of the French website as per requirements. Thank you to Anita and Lois for their assistance with the grant and reporting processes!

Future Plans



- Continue to assist the CFMTA office and chairs in the updating of French files for the CMT and distribution to delegates
- Continue to prioritize translation requests

Recommendations

- Continue to increase the presence of French in the CMT

Respectfully submitted by:

Barbara Long
Translation Chair



Young Artist

Chair – Cynthia (Cindy) Taylor

Members – N/A

Mandate -- General Description: page 44 of the Policies and Procedures:

The Past President or a person appointed by the Executive Committee shall serve as the National Young Artist Chairperson. The National Chairperson shall coordinate with the Regional Young Artist Chairpersons to facilitate the tours which take place in even numbered years. All YA tours are held every two years.

Activities – 2017-2018

There were no Young Artist Tours during this fiscal year. Plans are underway to prepare for the Young Artist Tours which will take place during the Fall of 2018 and the Spring of 2019.

I will be contacting each Regional Coordinator in preparation and implementing of their Young Artist Tours. Helpful information about the Young Artist program is available on the CFMTA/FCAPM website.

The tours have National, Regional and Local convenors.

| | |
|-------------------------|-------------------------------|
| National | Cynthia (Cindy) Taylor |
| Alberta | <i>No convenor at present</i> |
| Atlantic | Lynn Johnson |
| British Columbia | Sonia Hauser |
| Ontario | Sheila Vandikas |
| Quebec | <i>No convenor at present</i> |
| Western | Cathy Donahue |

Quote: from the CFMTA website:

“We are truly proud to support our Young Artists and provide them with a venue to further their musical aspirations and, in many cases, their musical careers”.

Please help plan and promote a Young Artist Tour in your area. For more information contact Cynthia (Cindy) Taylor pastpresident@cfmta.org

Respectfully Submitted by:

Cynthia (Cindy) Taylor
National Young Artist Coordinator





Ad Hoc Committee Reports

Manitoba Conference/100th Anniversary 2019

2019 Conference Committee Members:

Co-chairs – Annette Hay, Evangeline Keeley

Secretary/Vocal Competition – Linda DePauw

Piano Competition – Lee Houghton Stewart

Marketing/Fundraising – Leanne Hiebert

Workshops/Programming – Evangeline Keeley

Registrar – Gina Wedel

Treasurer – Alanna Courtney

Website – Bernadette Geras

Trade Show – Glory St. Germain

Archivist – Muriel Smith

Motions: None.

Meetings and Activities

The committee has been working hard to organize an exciting and high quality conference to be held at the historic Fort Garry Hotel in Winnipeg. This world-class hotel and conference centre features magnificent ballrooms, workshop and conference meeting rooms, and award winning culinary fare. The Fort Garry has been a Winnipeg icon for over 100 years, making it the ideal location to celebrate the centennial of the Manitoba Registered Music Teachers' Association.

The conference theme, "A Century of Sound Connections", will focus on the concept of human connections through music making ~ student and teacher, collaborations between musicians, as well as the outreach and impact of music on society.

The MRMTA is especially excited to be hosting a National Vocal Competition at the 2019 conference. Singers up to and including the age of 27, at the recommendation of their provincial or territorial association, are invited to compete for prizes totaling a minimum of \$10,000. Rules & Regulations may be found at CenturyOfSound2019.com

A gala concert will feature performances by the jurors of the national piano and vocal competitions, as well as artists who have roots in Manitoba. A multi-media presentation of 100 years of music making will be a highlight and will include the launch of MRMTA's centennial book.

A call for conference session proposals has gone out and submissions are being accepted now to November 1, 2018.

Our \$83,000 conference budget has been approved and we are working hard to secure grants, sponsorships and donations. We recently held a very successful fundraising concert (emceed by a Classic Radio 107 host) featuring performances by MRMTA members.



All conference pianos will be donated by Yamaha, St. John's Music in Winnipeg.

Contracts for Jurors and our Keynote speaker are being finalized.

Conference registration will open in Fall of 2018.

Following is a preliminary look at the conference schedule:

Wednesday, July 3 Evening

Gala Concert and MRMTA's 100th Anniversary Celebration
Provencher Ballroom, Fort Garry Hotel

Thursday, July 4

Piano and Vocal Competitions Semi-finals
Workshops during the day Trade Show open

Friday, July 5

Workshops during the day Trade Show open
Vocal Competition finals – afternoon
Piano Competition finals – evening

Saturday, July 6

Workshops during the morning Trade Show open
Final Luncheon with Keynote Speaker

Be sure to check our conference website at CenturyOfSound2019.com Information and details are being added as they become available.

Mark your calendars and plan to attend as you will not want to miss this national event in Winnipeg, July 3 – 6, 2019!

Respectfully submitted by:

Annette Hay and Evangeline Keeley
Conference Co-chairs
Email: conference2019@mrmta.org