



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

## **Officer Reports**

**2015 – 2016**

**Mississauga, ON**



## Reports 2016

### Table of Contents

PRESIDENT'S REPORT .....	3
ELECTRONIC MOTIONS THROUGHOUT 2015 - 2016 .....	6
VICE-PRESIDENT'S REPORT .....	7
REPORT FROM THE OFFICE.....	8
REPORT FROM THE TREASURER .....	10
REPORT FROM THE BOOKKEEPER.....	11



## Reports 2016

### President's Report

It has been my privilege to serve as president of CFMTA/FCAPM for the past year. It has been an exciting and very busy time learning and growing in knowledge of our organization with its various programs and events.

Work began immediately after the Executive Council meeting in July 2015 preparing and proofing the minutes to get them ready to be distributed to the delegates. Our secretary, Cathleen Gingrich, did an excellent job recording and formatting the minutes of her first meeting as our association secretary.

Our new treasurer, Lynda Baechler, and I spent many hours during the summer getting the signing authorities and online banking set up through numerous emails and telephone conversations with the Bank of Montreal. Lynda and I met at various times to help her through the initial stages of understanding the different accounts and workings of CFMTA/FCAPM.

By far the biggest job throughout most of this fiscal year was getting the CFMTA/FCAPM financial records of our previous year completed and ready for the audited report, and then getting the books set up to document this fiscal year. In the spring of 2015 Lois Kerr joined the Finance Committee team and she has been a great asset to our organization. Together, Carol Schlosar and Lois Kerr worked tirelessly throughout the summer with the daunting task of sorting through and documenting the past year's financial items into their proper categories. In the fall of 2015, a motion was put forward to the Executive Committee to hire Lois Kerr as the CFMTA/FCAPM Bookkeeper. The motion passed. The Finance Committee then started working on the present 2015 – 2016 financials. I am extremely grateful that we have such hard working and knowledgeable people on this committee. Thank – you, Thank – you Thank-you to committee Chair Tiffany Wilson and committee members Lynda Baechler, Judith Ammann, and especially Carol Schlosar, and Lois Kerr for their tireless dedication to CFMTA/FCAPM.

Approximately 1000 emails were processed through the [president@cfmta.org](mailto:president@cfmta.org) email address during the past year. This included approximately 250 emails on the subject of "Baltimore" (90 emails on this subject came through on one weekend). Throughout the year I have documented the time of approximately 275 hours that I have spent on CFMTA/FCAPM business during the past year. This includes the receiving, answering, and filing of emails; correspondence with committee chairs; creating and compiling documents that were sent to the Executive Committee, telephone calls; electronic meetings; and research.

One of the duties of being the president includes the proofreading of the Canadian Music Teacher magazine three times a year. This is a time consuming process, however, very interesting and informative. The professional work of our editor, Dina Pollock, is evident in the quality of the overall magazine.



## Reports 2016

Throughout the past year there were six electronic motions sent to the Executive Committee to be voted on. (documented at the end of this report).

The Officers of CFMTA/FCAPM kept in contact regularly through emails and telephone conversations in order to deal with the business of our organization. Officers held five “Skype” meetings: Oct. 3<sup>rd</sup>, Nov. 2<sup>nd</sup>, Dec. 9<sup>th</sup>, January 9<sup>th</sup>, and March 2<sup>nd</sup>.

As President I sat on the Baltimore Committee. This committee discussed, researched, and compiled information that was sent out to the Executive Committee concerning the MTNA/CFMTA/FCAPM Collaborative Conference in Baltimore Maryland 2017. The Baltimore Committee had five “Go To” electronic meetings: Jan. 11<sup>th</sup>, Jan. 25<sup>th</sup>, Feb. 2<sup>nd</sup>, Feb. 23<sup>rd</sup>, and March 21<sup>st</sup>.

Throughout the year we have kept in contact with Courtney White of The Personal Insurance Company. Due to Courtney’s office being in Ontario, Past President Charline Farrell has remained the main liaison person with our Insurance Providers. A Skype meeting was held with Courtney, Charline and me on January 19<sup>th</sup>. At that time our five year contract with The Personal was coming up for renewal and discussions were taking place as to renewing the contract with them. Courtney requested Provincial and Territorial members phone number so that they could do a personal phone contact with them. As this is the Provincial/ Territorial jurisdiction, information was emailed to the CFMTA/FCAPM Executive Committee delegates and each Provincial/Territorial President and Secretary, requesting that their executives vote on this request. The results came back with a unanimous no. Charline is continuing her work with Courtney in discussions regarding the renewal of The Personal contract with us.

The new RCM online Pedagogy Certification Program created concerns from members across the country. After phone calls with the RCM representatives in BC (Chantale Fennell), and Alberta (Derek Chiu), and as a result of the concerns brought forward by RMT’s across Canada, a meeting was arranged on March 23<sup>rd</sup> with the Royal Conservatory of Music. Charline Farrell, CFMTA past president, and I travelled to Toronto and met with Sue Elliott (the Director of the Teacher Certification Program), Elaine Rusk, and Janet Lopinski. Our plan was to see how we could work together with the RCM on the same goal of raising the standard of teaching across Canada.

Hours of research went into the preparation for the RCM meeting. Every Provincial/Territorial website was studied, information documented of each jurisdiction’s membership criteria, to confirm that criteria is consistent throughout the country. Hours were also spent researching the RCM website Pedagogy Certification Program. Throughout our research of the new Pedagogy Certification Program on the RCM website and through Sue Elliot’s electronic presentation we learned a lot more about the program and many of our questions were clarified through our discussions during the two hour meeting.

At the close of the meeting CFMTA submitted a proposal to the RCM. We are awaiting a reply. When more information is available it will be passed on to the Executive Committee to share with their RMT membership.



## Reports 2016

All who participated in the meeting felt that it was very successful and has improved our relationship between the RCM institution and our organization. As more information becomes available it will be passed on to the executive Committee.

While in Toronto for the meeting with the RCM, Charline and I had a lovely visit with our travel agent William Andrew (donor of the William Andrew CMW Award).

In preparations for our fiscal year end Job Reviews for our Secretary and our CMT Editor have been sent to the Committee Chairs and the Officers. Work at present is concentrating on getting the agenda and reports ready to send out to the Executive Committee for the July 2016 meetings in Toronto.

Throughout this past year we the Officers of CFMTA/FCAPM have based our decisions and actions, to the best of our abilities, on the Bylaws, Policies and Procedures of our organization; and Robert's Rules.

I would like to thank all of the Committee Chairs and Committee Members for their dedication, passion, and hard work for CFMTA/FCAPM.

The Officers, Cathleen, Lynda, and Lois have all worked extremely hard on your behalf. I am extremely grateful for each person's support while we participate on this exciting journey.

Submitted by  
Cynthia (Cindy) Taylor  
President  
CFMTA/FCAPM



## Reports 2016

### Electronic Motions throughout 2015 - 2016

#### October

**Motion: "That Lois Kerr be contracted as the bookkeeper for CFMTA in October 2015 for the remainder of the 2015 - 2016 fiscal year"**

Moved by Tiffany Wilson

**Motion Passed**

Seconded by Charline Farrell

#### November

**Motion: I move that all 26 members of the CFMTA/FCAPM Executive Committee be sent to the MTNA Commemorative Conference 2017 in Baltimore, Maryland, covering the costs as outlined in the CFMTA/FCAPM Policies and Procedures Manual, with the agreement and support of all Provincial/Territorial Executives.**

Moved by: Vice President Tiffany Wilson

**Motion Did Not Pass**

Seconded by: Past President Charline Farrell

#### December

**Motion: I move that the CFMTA/FCAPM financial statements through May 31<sup>st</sup> 2015 be accepted as circulated by electronic vote **By December 18<sup>th</sup> 2015.****

Moved by: Tiffany Wilson Finance Chair Vice President

**Motion Passed**

Seconded by: Charline Farrell Past President

#### February

**MOTION #1:** that the CFMTA delegates vote on which option their provincial association supports for the 2017 Executive Meeting and Piano Competition.

Moved by: Barbara Long

**Motion did not pass**

Seconded by: Lynne Gagne

#### March

**Motion #2:** that the CFMTA delegates vote on which option their provincial association supports for the 2017 Executive Meeting and Piano Competition.

Moved By: Barbara Long

**Motion Passed**

Seconded By: Lynne Gagne

#### April

**Motion: That CFMTA/FCAPM cover the cost of travel, accommodation and food expenses for our organization's bookkeeper, Lois Kerr, to be present at the July 2016 Executive Committee meeting.**

Moved: Tiffany Wilson Finance Chair Vice President

**Motion Passed**

Seconded: Charline Farrell Past President

**Note: All Motions and Motion Results are documented and on File with the Secretary and the President. For full Preambles and specific information about the Motions, contact the Office of CFMTA/FCAPM**



## Reports 2016 Vice-President's Report

It has been a great honour to be voted in as Vice-President to this professional music teachers' organization. I have very much enjoyed working with Charline Farrell, Past-President, and Cindy Taylor, President, over the past 10 months. Our many officers meetings have helped me to gain insight and vision for the future of the CFMTA/FCAPM.

I've worn many hats in the last 10 months aside from serving as Vice-President. Following is a brief summary of the committees I have helped to serve on:

Baltimore Commemorative Conference Committee – I found it interesting to participate on this committee. The work accomplished by this fine group of delegates under the capable leadership of Pat Frehlich was a difficult one. As finance chair, it was very educational to learn the intricacies of planning a conference and understanding what is expected of the CFMTA/FCAPM. I will remain on this committee to help in the planning of the Canadian content needed for the conference held in the US, 2017, especially since it is Canada's 150th birthday year.

Awards and Competitions – I continue to sit on this committee with Sue Jones. She is a great leader and shows fine skills at organizing the upcoming competition in Baltimore. We did work hard to assist the Baltimore Committee with the needs for our committee to run the competition in the US.

Finance Committee Chair – It has been very challenging for me to chair this committee in light of the vast amount of changes that have taken place in the CFMTA/FCAPM personnel. It is obvious that things have gone through a huge transition. I'm reassured by the wonderful, hardworking members that the financials are taking a turn towards transparency and efficiency. Thank you to the hardworking members of the Finance Committee; Lynda Baechler (Treasurer) and Lois Kerr (Bookkeeper) for our financials that are regularly and competently documented.

I look forward to the challenges in my second term as Vice-President as I gain confidence in this new role.

Respectfully Submitted,  
Tiffany A. Wilson, Vice President CFMTA/FCAPM  
Vice-President CFMTA/FCAPM



## Reports 2016

### Report from the Office

This year I established a rapport as the main contact for the CFMTA using my mail, phone and receiving emails throughout the year. I work mainly answering question via phone, email and mail. I redirect inquires to the appropriate delegates or officers as needed. I am always monitoring my email Monday to Friday, but as I have several other contracts, I do prioritize actions taken throughout the week/month. I reserve activates to be done together in a more efficient chunk of time.

Spent some time in September and October making sure that Lois was up and running with updating and setting up the Bookkeeping computer.

Much of my time is spent requesting the addresses from Provincial secretaries and registrars. I believe I have established a positive relationship with them all. We have worked together to simplify the address list so that it has become easier for people to respond quickly to the address requests for the CMT.

Working closely with Dina as the Webmaster and Editor has been a fruitful relationship as we work closely to get the CMT lists and constantly working to update contact information for delegates and provincial officers. Often discussing website related activities as well.

I have worked this year on updating and changing the voting by email process. I have researched and discovered new ways to make this process easier for everyone. With the number of online e-votes and meetings that have happened this year this process has taken quite a large portion of my time. I am hoping to continue to innovate this part of the process, as it is still not as simple as it could be.

Canada Music Week was a great success this year. I sent out invoices and completed orders for CMW supplies. We have newly designed pencils and seals for this coming year's events. In September I coordinated the mailing of the Certificates and Adjudications with Po and cheques for the winners with Lynda for both the Essay Competition and Composition winners. In February I did a large mail out for the Call for Compositions and the National Essay Competition posters.

We received several thank you notes from several winners of different competitions this year. I compiled them all and forwarded them to Cindy.

We have had moderate success with organizing and holding a monthly officers meeting. The challenge is often due to the time changes we experience, as we are a national organization with three officers in BC, one in Manitoba and one in Ontario. We had a meeting every month from last summer until January, when the Baltimore discussions took over such a large portion of the time that officers had allocated to work and meetings were no longer feasible.

I thank Cindy and Charlene for all of their insights and experience in helping me take on the position with no training and very little guidance given.





## Reports 2016

I thank all the Delegates, Chairs and Officers for their patience with me while I have been trying to find a rhythm for the position.

Respectfully submitted,  
Cathleen Gingrich  
Secretary



## Reports 2016

### Report from the Treasurer

My contract started April 2015. Over the next few months the BMO Signing was set up for Charline and I and then for Cindy and I. The Treasurer and Charline received our RBC Visa cards and then the President's card was transferred to the CFMTA/FCAPM Secretary. The mail with Canada Post and the previous treasurer was sorted out. Change of address cards/emails slowly updated our contacts some of whom still listed info from two treasurer's back. Packages arrived from the previous treasurer including the CFMTA laptop. BMO On line banking was established. Old cheques were destroyed and new ones ordered for ARMTA. And Murphy's Law played havoc over and over again!

I received valuable information and advice from Cindy, Cathleen, Charline, Dina, Judith Ammann, Carol Schlosar, Sue Jones and others in CFMTA/FCAPM. Bill Andrews at New Wave Travel has a great system to decipher airline billings. Graham Spriel and Dennis Kuriakose from BMO provided information on banking fees, account listings, on line banking issues, and our GIC holdings. Jamie Rioux from RBC was helpful in setting up our Visa cards and tracking down the missing cards.

With no training from a previous treasurer available, I immediately set out to record all incoming revenue using receipt books and BMO deposit slips. Invoice payments are well documented. All Charitable Income Tax Receipts are up to date. Financial forms used for CFMTA business are being updated to reflect current usage and Treasurer name/address. Dina and I have enabled an American advertiser to pay in US dollars by invoicing them in US Dollars. We also have one advertiser who will be paying by e-transfer. CFMTA/FCAPM also receives income using direct deposit from one company.

I am happy to be working with Lois for the bookkeeping side of the Treasurer's position for the remainder of my contract. We continue to discuss ways to facilitate and improve the recording of finance information for CFMTA/FCAPM.

Respectfully submitted,  
Lynda Baechler



## **Reports 2016 Report from the Bookkeeper**

My contract started in October 2015. I picked up the laptop that was purchased and used by Natasha Frid Finlay and an old printer from Secretary Cathleen Gingrich. Cathleen had updated Norton Security, but there were a number of operating system updates required after the laptop sitting idle for more than six months.

On the advice of the auditor and the approval of the Officers, I purchased and installed the upgrade to Quickbooks 2016. The salesman was quite envious that our office had moved to the west coast!

A file box arrived from the auditor's office a week before Christmas. It included an external hard drive and a flashdrive with the current Quickbooks files. Nothing had been entered for this fiscal year which started June 1 2015.

Some changes that I have made in the bookkeeping include:

- Clean up and reorganize the Chart of Accounts. Many accounts that had similar functions were merged to retain all of the historical entries.
- Change from cash accounting method to accrual accounting method. This will give a more accurate report of income and expenses especially as they relate to the budget.
- Export reports to a spreadsheet and reformat so that income and expenses for each profit centre are grouped together.
- Record the portion of taxes that can be claimed for rebate by province.

In addition, I have upgraded the laptop to Windows 10 and developed a filing system for the many documents that end up with me.

Many thanks to Lynda Baechler for her meticulous notes on the cheques sent, deposits received and the VISA bills. She made my job much easier.

Many thanks to Carol Schlosar for her advice and depth of knowledge about the finances of CFMTA.

Respectfully submitted,  
Lois Kerr