



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

*Providing leadership in music education across Canada
Fournissant une direction forte en éducation musicale à travers le Canada*

2011 – 2012

OFFICER'S ANNUAL REPORTS

Mississauga, ON

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PRESIDENT'S REPORT 2011 – 2012

We were off to an interesting start this year because CFMTA was informed by Revenue Canada that we were no longer allowed to have more than one tax number. We had a not-for profit number and a charitable number, and we had to decide which one we wanted to keep. We chose to keep the charitable number because of the donations we receive for our different projects, as this would continue to enable us to provide income tax receipts to our donors.

We were also informed by the Federal Government that a new Act had been passed allowing not-for-profit organizations, such as ours, more liberty to change their By-Laws when necessary. However, until we met with our lawyer in the middle of February we were not sure which of our usual activities we were able to continue. Thankfully, we discovered that there wouldn't be much change. We breathed a sigh of relief and went to work.

As President my first duty is to thank all the many wonderful people who help make this organization what it is. Firstly my thanks goes to the Officers, our Vice President, Charline Farrell who has done an excellent job with her Finance Team and our Treasurer Bernadette Bullock, in keeping us within budget for another year. Bernadette does a terrific job keeping the books and paying the bills. Bernadette also researched possible new benefits for our members which I know she will share with you in her report. Bernadette is also our Secretary and she goes above and beyond the call of duty keeping in touch with our members, delegates and Officers. She 'mans' our Head Office efficiently and helps me stay on track. My thanks also go to our Past President Darlene Brigidear who is not only Chair of the Nominations Committee but also the Young Artist Programme. Her experience and wisdom are greatly appreciated.

My thanks go to each of our Chairpersons. They are our front line people.

Po Yeh is Chair of Canada Music Week[®]. Her portfolio now runs all year and includes the Bill Andrews Award, Student Composers' Writing Competition, Call for Compositions and Helen Dahlstrom Award.

Heather Blakley Chairs the Competitions and Awards Committee. She heads up our national piano competition and has been most helpful assisting Marilyn Harrison who is Chairing the Voice Competition at the Halifax Convention in 2013.

Pat Frehlich came on board at my invitation, when I became President and could no longer Chair Professional Development and Research. She has done a phenomenal job wearing her many CFMTA hats.

It was with regret that I received Priscilla King's resignation as Archivist. She recommended that Bernadette take over this portfolio since Bernadette keeps the records and has storage for CFMTA documents and artifacts. Thank you Priscilla for the work you have done with this and for forwarding your files to Bernadette.

Once again, I invited Marilyn to replace me as Chair of the By Laws and Standing Rules Committee when I became President. With the necessity to develop new By-Laws because of the new Government Act, Marilyn has been working with her committee and has kept in touch with our lawyer in London, to make sure we can bring you the proposed new By-Laws in June.

My thanks also go to Dina Pollock our Canadian Music Teacher Editor. I am amazed at Dina's creativity and inventiveness. Thank you, Dina for doing such an excellent job with our magazine. Three times a year we get to see the fruits of your labour. You and your committee are doing a grand job finding new and interesting articles and advertising.

It is our Chairpersons who give CFMTA that sense of continuity as they continue to work for us year after year. Thank you so much for your vision and energy.

Barbara Long, Chair of the ad hoc sub - committee on advertising and marketing continued the good work her committee had started the year before. Thank you for all your hard work as well Barbara.

Special thanks go to our delegates who represent their provinces, attend our meetings and keep in touch with us throughout the year. They keep us updated with what is happening around our country and who sit on their provincial executives. Many of them have also volunteered to sit on our committees as well. Thank you for sending me your provincial newsletters. I read them all and am amazed at the many good things going on around our country. These are very busy people.

My travels have been fairly extensive this past year. My first trip was to Ontario to meet with the ORMTA Executive. I was very interested to hear about the work they are doing to update their website and their research on a new collegiate membership. Charline and her team are doing excellent work there. I am sure you will hear more about this in their provincial report and at our delegates meeting in June.

My second trip was to Montreal. Once again I met with the QRMTA Executive and stayed at their President Yoland Gaudreau's home. They were gracious hosts. They reminded me of how important it was for CFMTA to be a bi-lingual organization. We are responding and trying to improve on this now. Thank you for your input and hospitality. It was good to hear your concerns and ideas. I was delighted to hear how well your Canada Music Week[®] went and about all your other activities.

In March I went to the Music Teachers' National Association conference in New York City. I had meetings with Jennifer Snow from RCM, Brian Shepard, Gail Berenson, Ken Christensen, from MTNA and also met Janet Lopinski, Peter Zarins, and Peter Simons from RCM. I met Marvin Blickenstaff who will be our Keynote speaker at the 2013 Convention. I went to all the booths at the Trade Show to invite those folk to participate at the 2013 Convention in Halifax. I attended presentations that I thought our members might like to hear and invited many of those speakers to apply to present at our 2013 convention as well. Two of our provinces have international memberships, so I took some international membership application forms and a lot of convention promotional material. I am glad to report that all the materials I put out were taken and there seemed to be a keen interest in our 2013 convention.

In April I flew to Whitehorse and was met by Annie Avery, President of the Yukon and Territory Registered Music Teachers' Association. They were in the middle of their Rotary Music Festival celebrations but they still took the time to meet and share their ideas with me. Henry Klassen is a voice teacher and was very excited about the fact that we will be having a voice competition next year. Annie had lots of ideas about raising money for our projects. She does an excellent job doing this for their Whitehorse music community. Thank you for sharing all your dreams and thoughts with me.

Also in April, I went to London, Ontario to meet with Charline, Bernadette and Pat Frehlich to discuss long term plans for CFMTA. Unfortunately Darlene couldn't be with us due to a previous engagement. Once again we dreamed and discussed new ideas and plans. It was good that Pat Frehlich was able to bring with her a 2003 document that she had introduced to the Executive when she was Vice President and Victoria Warwick was President. It was interesting to see how many of those plans have been accomplished over the years. It was recommended that both the 2003 document and the minutes that came out of this meeting be sent to the delegates for discussion and their approval, and that a directive be asked for at our Executive meeting, making this a living document that would be updated each year.

I am looking forward to meeting with all our delegates and officers in June at our Executive meeting. As I chat with our Officers, Presidents, Chairpersons, Delegates and members across our country I am very mindful of the vibrant music teaching community we represent. I find it very exciting to exchange ideas and learn from others.

I look forward to working with you for another year and seeing all of you in Halifax next year. Remi Lefebvre, Chair of the CFMTA 2013 Convention has worked diligently and tirelessly with his committee and it promises to be a very exciting and 'Inspiring' time. Many thanks to you as well Remi.

I took particular pleasure keeping in touch with many of you through my monthly President's newsletter. Thank you for your kind responses and acknowledgement to these. I hope to continue writing these in the upcoming year. It is a great way to keep in touch and I love to hear back from you.

Submitted by,

Lorna Wanzel
President

VICE PRESIDENT'S REPORT 2011 – 2012

Finance Committee – Charline Farrell, Carol Schlosar, Audrey Watson

This year, we had to adjust our financial plan for some unexpected expenses.

When our Accountant advised us that Revenue Canada discovered that we had been incorrectly allowed to function with two GST numbers for several years, we were instructed to choose one of the numbers and relinquish the second one. It was decided by the four Officers that the Charitable Status number would be kept. Costs for this change are as follows:

Scrimgeour and Company (Accountant) - \$1299.25

Lerner and Associates (Lawyer) - \$2426.10

A new federal Not-For-Profit Act was passed in November 2011, which requires all Not-For-Profit Associations to rewrite their Bylaws to conform to this new Act. We were advised by our lawyer, Barbara Blew, at Lerner's, to wait until some of the larger Associations had begun this process, making it easier and less expensive for us by following their lead. We agreed to do this, and have just recently had our Bylaws rewritten by a lawyer articling with Ms. Blew, thus giving us a lower hourly rate while still having her oversight on this project. It is an ongoing process at this time, and the Officers and Executive members of CFMTA will be kept informed. We have budgeted \$2290 in the proposed 2012-2013 budget, which we feel is a fair estimate. Since every e-mail with questions and every phone call will be charged to CFMTA, it is not possible to estimate the total cost. As a matter of interest, this Act has not yet filtered down to the Provinces, but it will make it necessary for the Provincial Bylaws to be rewritten as well, probably in another year's time.

The job description for the CFMTA Secretary-Treasurer has been updated to reflect many of the tasks that CFMTA expects of this employee. A business case has also been researched and presented with the Financial Reports to reflect an increase in remuneration, as well as a new title of Administrator. We urge all of the Delegates to consider this increase in salary and the new title.

Also included in the Financial report are some suggestions for savings for CFMTA, thus putting more financial support towards our members in the branches across Canada. These are simply that-suggestions. The intent was merely to try to minimize the expenditure of member fees in travel expenses, and to ensure that all Delegates on the Executive are included in the business of CFMTA. Thoughtful opinions are requested from the Delegates on these issues.

Our Finance Committee and all four Officers check our financial records and transactions each month very carefully, and our Secretary-Treasurer, Bernadette Bullock, is to be commended on an excellent job handling all of our finances, including investments, to give us the most favourable results possible for our bottom line. The delegates are also sent Financial Reports on a regular basis.

My conclusion is that CFMTA Finances are well in hand, and a fee increase at this time is not recommended.

Submitted by:

Charline Farrell,
CFMTA Finance Chair

REPORT FROM THE OFFICE OF CFMTA 2011 – 2012

Of all the things I do for the CFMTA/FCAPM, the most difficult is writing this report. I learn so much every year and as I believe learning is a life time long, I thank each and every one of you for the opportunity to keep doing so. Please keep the challenges coming at me and together we can keep this organization moving down the tracks. One of the great things this year has been having Charline Farrell in the Vice President's position. As Charline lives about an hour away from me, she has been able to attend all meetings with me. It is always nice to work with someone else in the room at meetings.

Last year, a motion was made for the creation of membership cards and this motion thankfully had no date on it. As the advertising committee is in the process of creating a standardized look for CFMTA/FCAPM, I discussed the cards with Lorna and Charline and it was felt the design of the cards should be in line with this vision. When this new look is presented, I will be sure to follow through with this project. These cards and membership numbers will be very important in the future.

Another item which will be important in the future will be the email addresses of the individual members. At present we send emails to the branches to forward to the individual members. I believe in some cases this is not happening.

There have been several special projects this year which have required my attention and I am going to comment on them individually and not necessarily in the order they occurred.

1. I worked with Barb Long, Advertising & Marketing Sub Committee Chair to create, distribute and tabulate the responses. This was an interesting process for me and I quite enjoyed it.
2. The Government of Canada passed a new set of rules for Not for Profit organizations like ours this year which has required CFMTA/FCAPM to do a complete rewrite of our current bylaws. Charline Farrell, Marilyn Harrison (by phone) and I attended several meetings with our lawyer, Matthew Wilson of Lerner's LLP to expedite the changes and many emails were sent among the officers to ensure input from all sides. The bylaws as they will be presented are the end result of this endeavour.
3. All CMW products were processed in a timely way.
4. One of the other things I concentrated on this year is to add more benefits for our members. I will list them here and give a brief description of the progress that was made
 - **Group RRSP:** Charline Farrell and I attended a meeting with Robert Sinden regarding this and a survey was sent out to the branches. Although the response was below what was hoped for, many people did their best to respond. This is still in the planning stages and I will get the information out as soon as it is available.
 - **Medical & Health Insurance:** Again, Charline and I met with Vic Campagna of Morneau Shepell Ltd. to discuss the possibility of adding Health and Dental Insurance as a benefit. Vic will be attending the meeting to give everyone more information on this.

- **Home & Auto Insurance:** I continue to interact with Julie Nolan from The Personal Insurance Group to ensure the ongoing partnership we have with them. Our members will now be offered Pet Insurance as well.
 - **Discounts on Computer Software:** I have been in contact with a software supplier, who is working very diligently on our behalf to find companies that are willing to sell student versions of their products to our members. This would allow our members to pay much less for their computer software needs. This is a new idea within this industry so we may have a bit of a wait on our hands but I will follow up.
5. CFMTA/FCAPM Policies and Procedures has been revamped to incorporate changes suggested by the various chairpersons and to list the rules and regulations of our many competitions in the document. These rules and regulations are an intricate part of what we do and they needed to be included. I also reformatted the file as every time a change was made, other items changed and caused a lot of misalignment in the document.
 6. The finances of CFMTA/FCAPM are the largest part of the year. Reports are sent to the finance committee every month and questions are always asked for which I am thankful. These questions ensure that I am always on my toes. During the months of April & May, I spend a considerable amount of time working with the Finance Chair to help ensure the budget for the next year is worked out in the best interest of the association.
 7. Investments - At present, the GICs roll over in May before the meeting. Since no changes can be made without the Executive Committee's permission, we needed to ensure these changes happened after the meeting. This year, the GICs will be rolled over into Daily GICs until after the meeting so that our investment strategy can be discussed. The Bank of Montreal will be sending a representative to the meeting to present the changes and then we will make the proper arrangements.
 8. GST – This year, Revenue Canada contacted us regarding our GST number as we had 2 different numbers, one for Not for Profit and one for Charity Status. They gave us a choice of the way we wanted to be registered. After much discussion among the officers. Barbara Blew of Lerner's LLC and Christene Scrimgeour, CFMTA audit it was decided to keep our charitable status. This will mean a change in how we file for our GST refund. This can be reconsidered in the future if we should decide to change it again.
 9. April meeting – This year, I attended a meeting with Charline Farrell, Pat Frehlich and Lorna Wanzel in London. Minutes for this meeting will be included in the (meeting) information sent out on June 1st.
 10. Correspondence – As of May 15th, 2012, I have sent and replied to 2876 emails since May of last year. I issued 156 cheques, 144 were mailed out and the others are my pay cheque.
 11. Mailing List – Again this year, I contacted the provinces three times and received updates to their mailing list. The addresses need to be very carefully examined for errors as any returned magazines are charged to us. Once the lists have been checked the information must be compiled into a single file and sent to the mailing house. This process takes a lot of time to ensure it is correct and everyone is getting their magazine.

12. Contact Point for Provinces – The provinces will contact me often with questions regarding CFMTA/FCAPM activities and for clarification. Some of these matters include the Liability Insurance, Bylaws clarification and requests for information and forms for our various competitions.
13. Convention – All the contracts for the convention were sent through this office and Remi and I have chatted on many occasions about the requirements of the CFMTA/FCAPM for our meetings and gatherings at the convention.
14. File Formatting – This year, Lorna Wanzel began sending out regular newsletters to the delegates about the activities of the CFMTA/FCAPM. These newsletters need to be formatted and changed to PDF files before they are sent out. I also format other documents as requested
15. Arrangements for meetings – For the meetings in Ontario, I try to choose an interesting place for us to stay sometimes this works out and other times it does not. This year we will be staying somewhere new. I make arrangements with the hotel for individual rooms and meeting rooms. I receive all flight confirmations and consult with Bill Andrews on the best options for flights.
16. Certificates – All certificates for Canada Music Week® - 26, National Piano Competition - 8 and the Professional Development Certificate – 19 were processed through this office.
17. Branching Out – 25 branches were reimbursed and all sent pictures which were sent to Dina for inclusion in the magazine.
18. Invoicing – 65 individual invoices were sent to advertisers and the provinces
19. Website – The website has been updated as requested. The mailing address and phone numbers of the various contacts were removed for privacy reasons.
20. Storage – The CFMTA/FCAPM storage unit is quite full of various items. All the files are placed there after the year end to ensure they are in a safer environment than my house. As Priscilla King had to resign as the Archivist due to illness, she mailed me two boxes to add to the storage unit. A proposal is being brought forth, to make the Archivist position part of the Secretary-Treasurer's job as I attend all events and can ensure the Archives continue. Next year, I will contact the National Archives in Ottawa and they will send an appraiser to look at what we have and they will decide on what gets sent to Ottawa. This has not been done in a number of years and we do not have much there, so it is essential we update it.