



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

**Standing & Ad Hoc
Committee Reports**

2015 – 2016

Mississauga, ON



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Reports 2016 Finance Committee Report

Chair – Tiffany A. Wilson, Vice-President

Members

Lois Kerr – bookkeeper, Lynda Baechler – treasurer, Carol Schlosar, Judith Ammann

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

The following motions were sent via email to all provincial delegates and the officers.

Motion: “That Lois Kerr be contracted as the bookkeeper for the CFMTA/FCAPM in October 2015 for the remainder of the 2015 – 2016 fiscal year.”

Moved: Tiffany Wilson Vice President Finance Chair Seconded: Charline Farrell Past President

Motion passed on 2015-10-17

Motion: #1: I move that the CFMTA/FCAP financial statements through May 31st 2015 be accepted as circulated by electronic vote by December 18th, 2015. #2: I move that the audited financial statements May 31st 2015 be accepted as circulated by electronic vote by December 18th, 2015.

Moved: Tiffany Wilson, Finance Chair, Vice-President

Seconded: Charline Farrell, Past President

Motion passed on 2015-18-12

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 Vice President Finance Chair

Seconded: Charline Farrell Past President

Motion passed on 2016-04-21

Lynda Baechler assumed the Treasurer's duties in May 2015. She has kept us solvent by paying the bills, making deposits, overseeing the investments and sending invoices as required by the organization. Many thanks for your hours of dedication to this job.



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Countless hours were spent by Carol Schlossar last summer and this fall, working with bookkeeper Nicole Bowery from the auditor's accountant's office, to complete entering fiscal year 2014-2015. The audited Financial Statements were completed and sent to the CRA by their six month deadline on Nov. 30.

Auditor, Christine Scrimgeour worked with the CRA to clear up our charitable status and filed reports requesting HST tax refunds. Two years' worth of refunds was received in January 2016.

Thanks to Lois Kerr who was hired as bookkeeper in October 2015. She received the 2015-2016 documentation shortly before Christmas. After upgrading the QuickBooks program and reorganizing the Chart of Accounts, she distributed the 2nd Quarter Financial Statements early in March and the 3rd Quarter FS in late April. Thank you also for assisting with the Baltimore Committee and the requests for data that weren't readily available through past records. Lois Kerr has shown incredible patience in helping me to understand the finances of the CFMTA/FCAPM.

A motion was approved for the hiring of Dina Pollock to complete the update to the CFMTA website by moving the current information to the new platform and design. The cost of \$1,000 per English and French site was for a total of \$2,000. This was entered against the "Advertising Initiative" which falls under PR & Marketing.

The NSRMTA was granted charitable tax status to look after the Janet Leffek fund. The amounts donated plus interests were returned to the Nova Scotia RMTA treasury.

In anticipation of the Baltimore Convention, the finance committee has implemented a cap on the following expenses for the delegates:

1. Meals for officers and chairs \$50 Canadian per day.
2. Travel expenses not including flights at \$100 Canadian maximum. These caps are the amounts used by the Baltimore committee in calculating the budget that was approved for Baltimore.

Future Plans

Christine Scrimgeour will once again be doing the audit this June/July. We hope that it will be ready for the 2016 Toronto meetings.

Plans to cash (without penalty) the current G.I.C.'s on their anniversary date in October and reinvest them in smaller G.I.C.'s for each fund will make the books more comprehensible. In recent years, the GIC investment has grouped together money from different sources and funds, making it difficult to distinguish where the funds came from and what is owed to each fund. Treasurer Lynda Baechler has checked with the bank and there is no advantage to investing in one large GIC rather than many smaller ones.

Recommendations

The Finance Committee recommends that the Treasurer and Bookkeeper positions be amalgamated.



Reports 2016 Awards and Competitions

Chair – Sue Jones

Members – Tiffany Wilson, Karen MacDonald

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:

Meetings and Activities – 2015-2016

There have been no meetings of the Committee. We have corresponded via email.

The 2017 **National Piano Competition** application forms (French and English) have been updated and are on the website.

All delegates have been informed of the March 2017 Competition dates at the MTNA Conference in Baltimore.

I am currently waiting for a list of possible adjudicators from Pat Frehlich. Once received, the selection process will be the responsibility of the Baltimore Committee.

The **Memorial Pedagogy Award** application forms (French and English) have been updated and are on the website. A reminder of the deadline has been sent to the delegates.

Future Plans

Recommendations

Respectfully submitted,

Sue Jones
Awards and Competitions Chair



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CFMTA Bylaws & Policies and Procedures

Chair – Lorna Wanzel

Members – Lynn Johnson, Sue Jones, Danette Readman

Mandate- As per Policy and Procedures manual

Motions: **none at this time**

Meetings and Activities – 2015-2016 no meetings were held.

Future Plans to continue with current mandate.

Recommendations

We receive any suggestions from delegates and Officers and add them to the policy and procedures manual in red in the appropriate place, to be voted on at the next Executive Meeting in July 2016.



Reports 2016 Canada Music Week

Chair – Po Yeh

Members – Sue Irvine, Laureen Kells

Mandate: Programs under the Canada Music umbrella include: the Bill Andrews Awards, Call for Compositions, Student Composer Competition and Essay Competition.

Motions:

Meetings and Activities – 2015-2016

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

The 2016 Call for Compositions (deadline March 1) received 39 entries consisting of six junior choral pieces, 17 grade 3-4 piano and 16 grade 5-6 level piano works. This was an increase from 25 submissions in both 2014 and 2015. It is encouraging to see the wide range of support for this program, from both emerging and well-established composers. The winning scores will be posted on the CFMTA website for free download until November 30.

The Essay Competition (deadline May 1) continued to attract strong interest. The competition was promoted through an email campaign and mailout of posters to post secondary institutions. Canada Music Week convenors in each province also assisted in promotional efforts. There were 19 submissions received: 5 high school, 10 undergraduate, and 4 graduate level submissions. There was representation from universities all across the country: Kwantlen Polytechnic, Acadia, Mt. Allison, Toronto, McGill, Ottawa, Lethbridge and U of Alberta. The 2016 adjudicators are Dale Wheeler and Christopher Hahn.

The 2015 national Student Composer Competition received 44 entries and was adjudicated by Martha Hill Duncan. CFMTA awards \$1350 in scholarships each year to promising young composers from across Canada. The deadline for the Student Composer Competition is June 1.

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. We received seven creative Canada Music Week project proposals (annual deadline is September 30), and it was great to see projects from across the country. The recipients in 2015 were the Kitchener-Waterloo and Swift Current Branches.

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.

Sincerely,

Po Yeh

Canada Music Week Chair



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Nominations

Chair: Charline Farrell, Past President

Members: N/A

Positions for Election:

Awards and Competitions – Susan Jones

Bylaws, Policies and Procedures – Lorna Wanzel

Canada Music Week – Po Yeh

Editor, Canadian Music Teacher – Dina Pollock

Professional Development and Research – Pat Frelich

Public Relations, Advertising and Marketing – Pat Frelich

Strategic Planning – Lauren Kells

Translations - Barbara Long

Webmaster – Dina Pollock

All present Chairs will allow their names to stand. The Webmaster, Patrick Brown, resigned and was replaced with Dina Pollock, who will also allow her name to stand.



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Professional Development and Research

Research

Chair- Pat Frehlich

Members- Gilles Comeau, Elaine Kellor, Dale Wheeler, Maureen Harris, Leslie Linton
Lorna Wanzel, Louise Mathieu

International Advisory Board: Thomas Green, Midori Koga,
Janet Scott Hoyt, Peter Visentin, Joan Harrison.

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 or literature reviews in either English or French are submitted for evaluation by a peer review panel. 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 new venue for dissemination of research
2. Strengthen connection between research and practice
3. Contribute to the enhancement of professional development by encouraging practitioners to become familiar with a variety of research conducted in music pedagogy.

Motions

Acceptance of this report.

Meetings and Activities

All meetings and correspondence were conducted by email.

1. A literature review was submitted in late fall 2015 by Cvetoza Vuter, of Kamloops, BC.
2. Because this was the first submission in the form of a "literature review" rather than a "research paper" a new evaluation form was created for literature review papers in order to proceed with a peer review of this paper. Dr. Gilles Comeau and I worked on producing this document, which is now in place for future submissions of this nature.
3. A peer review panel with expertise in string instruments was established to evaluate this paper. The participants were Mr. Peter Visentin and Ms. Joan Harrison. Both were provided with the evaluation form and copies of the submission.
4. In late February, the peer review panel agreed to accept this paper with the provision of some minor revisions. The author was contacted and agreed to resubmit the paper once the revisions were complete.
5. The paper was resubmitted and was accepted by the peer review committee on March 16. The abstract was then forwarded for publishing in the spring edition of the Canadian Music Teacher. The entire paper was forwarded to the CFMTA webmaster for publication on the CFMTA website.



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6. At the request of the author, Cvetožar Vuter, I, as Chair of Research, prepared a letter confirming the publication of the work in the CMT and on the CFMTA website, as part of documentation that will be used to defend his thesis for a PHD this coming June.
7. An article promoting Focus on Research was prepared for the winter edition of the CMT.
8. I replied to numerous correspondence regarding a variety of issues, and in particular to a letter of complaint by sent to the officers by Dr. Leslie Linton regarding an undergraduate student making false claims in her article submitted in the National Essay competition. This was resolved amicably.
9. Promotional material and information regarding Focus on Research was prepared and displayed at the MTNA conference In San Antonio.
10. Numerous email and other correspondence occurred throughout the year regarding the preparations for the ISME 2016 panel.

Future Plans

1. The committee continues to explore other avenues that could be used to generate submissions. This includes cross promotion with other Canadian organizations such as CMEA (Canadian Music Education Association).
2. To strive to bring greater awareness of the publication possibilities to doctoral students at various Canadian universities through email contact the professors of the appropriate departments. The committee members assist with by providing me with contact information.
3. To continue to promote Focus on Research on an international scene with organizations such MTNA (Music Teachers National Association) and ISME (International Society of Music Educators).

4. ISME:

ISME is a unique organization with representation of music educators from over 90 countries. Their international conference will be held in Glasgow Scotland, July 24-29, 2016.

ISME FORUM

This commission, a relatively new ISME initiative, was established to explore, gather, collate and disseminate information in the field of independent music teaching. In its mission statement "the Forum holds as a central value the dignity of the profession of the instrumental and vocal teacher". Its vision is to investigate methods and practices of teaching in the diverse contexts of global music making, with particular interest of the studio and peripatetic teachers who often work in isolation.

ISME is a unique organization with representation of music educators from over 90 countries. They will all gather in Glasgow, Scotland, July 24-29 for their international conference.



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*As follow up from last years CFMTA motion and vote, page 14 of the July minutes, "that Pat Frehlich attend the ISME Conference in Glasgow, Scotland in 2016" , a proposal was prepared and submitted to ISME before the September, 2015 deadline.

The proposal "PORTRAITS ON INNOVATIVE INDEPENDENT MUSIC TEACHERS IN NORTH AMERICA" was one of over 1400 submissions offered to ISME for this conference and it was officially accepted on March 8, 2016.

The six participants represented in this submission are:

- Amy Immerman, NCTM, USA
- Vanessa Cornett, NCTM,USA
- Helen Tarchalski, NCTM,USA
- Lorna Wanzel, RMT,Canada
- Leslie Linton, RMT,Canada
- Pat Frehlich, RMT, NCTM,Canada

The submission states "the purpose of this symposium is to provide insights into the innovative practices on six independent music teachers". The three US teachers will make presentations on the following topics:

- The talented student, giving observations and evaluation of successful music students characteristics;
- music making accessibility to everyone;
- nurturing health and wellness.

The Canadian presenters topics include:

- ideologies and perspectives in the 21st centuries and the importance of developing a teaching philosophy for independent music teachers;
- a new paradigm shift- conducting collaborative action research;
- dissemination of new knowledge to independent music teachers.

Preparations are being finalized for this and I hope to use this opportunity to network with many international colleagues to promote CFMTA's "Focus on Research" project.

Recommendations:

1. That promotion of CFMTA's Focus on Research be on going on a national and international level , as we disseminate new research on music teaching and learning.

Respectfully submitted,
Pat Frehlich



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Professional Development

Chair: Pat Frehlich

Members: Baltimore Ad hoc committee; Cindy Taylor, Tiffany Wilson, Lois Kerr, Lynne Gagne, Sue Jones, Barbara Long

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 CMEA, MTNA and ISME.

Motions: Acceptance of this report.

Meetings and Activities:

1. 2017 Commemorative Conference: March 18- 22, Baltimore Maryland

i. Defining CFMTA participation:

A great deal of my time and energy this year was spent on finding a solution to CFMTAs concerns and commitment to delegate representation at this conference.

As reported in the July 2015 CFMTA minutes, there was a document presented to the delegates by the Officers, who were concerned about the possible costs involved in attending this conference. In order to provide an accurate picture, I requested financial information involving costs of previous CFMTA conferences and piano competitions to investigate costs and produce a comparison to other CFMTA conferences as early as August 2015. Unfortunately, the information was unavailable to me until late December 2015.

Throughout the fall there were numerous email discussions with the officers involving the type of commitment CFMTA would be prepared to make, and a Pros and Cons list was developed and passed on to the delegates for input.

After the November vote, I was contacted by Cindy Taylor and we discussed next steps on how to proceed. I requested that an Ad Hoc "Baltimore Committee" be formed consisting of the following persons: Pat Frehlich (Chair), Cindy Taylor, Tiffany Wilson, Lois Kerr, Lynne Gagne, Sue Jones and Barbara Long.

The mandate of the committee was to "research options and provide delegates with several options, complete with cost analysis to assist them in making an informed decision regarding the level of commitment of CFMTAs participation in this commemorative event".

I organized online meetings for the Committee January 11, 25 and February 2 and much work was being done to analyze all the information, both financial and logistical, and review all comments offered by the delegates throughout the November process.

After numerous drafts, a lengthy document was prepared and distributed to the officers and delegates on Wednesday Feb. 10, offering six possible options, all supported by financial



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information, along with a request to vote on their preferred option by Friday Feb. 26. This vote did not pass.

A new document was prepared excluding the two least supported options and a third vote took place on March 10th, 2016. This vote supported option #3b “that the CFMTA meetings for officers, chairs and 21 delegates, as well as the CFMTA piano competition be held in Baltimore”.

A final meeting occurred on March 21 at which Tiffany Wilson and Barbara Long agreed to continue to work with me in promoting this event. Po Yeh has also agreed to assist.

ii. Call for proposals:

MTNA conference sessions are chosen from a “Call for Proposals” and this information was sent to delegates twice to distribute to their members. To encourage Canadian content I also sent the information to the CFMTA Research Committee, various Canadian university professors and others encouraging them to consider submitting a proposal. The deadline date was April 15th and a total of 268 proposals were submitted to MTNA for consideration. These will be reviewed at the conference steering committee meetings in June.

iii. Room Block and Facilities:

Brian Shepard and I once again reviewed the hotel facilities to insure that the scheduling, practice and performance needs for the CFMTA Piano Competition would be met. Sue Jones, Competition Chair agreed with the proposed time line and venues for this event. MTNA also insured that CFMTA meeting space will be made available as requested.

iv. Steering Committee meetings:

On behalf of CFMTA, I will be attending these meetings at MTNA headquarters in Cincinnati June 6,7. These meeting will map out all conference events and the proposal will be reviewed and chosen for sessions. Ideas for commemorating this event will also be discussed.

Leon Fleisher has been hired as the guest recitalist and the opening session performers are still being confirmed.

v. Terms of Agreement

The MTNA / CFMTA Terms of Agreement we distributed for review to CFMTA officers and delegates in January. Dr. Ingle will be attending a portion of the CFMTA meeting in July at which point these will be officially signed.

vi. Promotion:

Promotional Articles were prepared for both the winter and spring edition of the Canadian Music Teachers. These are also posted on the CFMTA website under professional development. Further articles will follow in upcoming editions.

2. Meetings at the MTNA conference in San Antonio:

I had numerous meetings scheduled during the conference. These included:

1. Commemorative Conference meeting:

Participants: Gary Ingle, MTNA CEO, Rebecca Johnson, MTNA president, Brian Shepard, MTNA COO, Pat Frehlich



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- Discussion: next steps for the conference planning committee, sessions process, Canadian content

2. *ISME Presentation meeting:*

Participants: Gail Berenson, Amy Immerman, Lorna Wanzel, Vanessa, Cornett, Pat Frehlich

- -Discussion: next steps in preparation for the presentation for the ISME conference in Glasgow in July.

3. *Professional Development Articles:*

Participants: Vanessa Cornett, Pat Frehlich

- Discussion: Vanessa is Director of Keyboard Harmony and Associate Professor of Piano and Piano Pedagogy at the University of St. Thomas in Minnesota. Her area of expertise is in the psychological aspect of music performance including performance anxiety management, mindful practice and mental skills. I approached Vanessa to inquire if she would consider writing a series of articles or a question/ answer column for the CMT.

4. *Adjudicators for 2017 CFMTA Piano competition:*

Participants: I met individually with the following people to discuss the possibility of adjudicating the CFMTA competition:

- Ken Christensen,
- Gail Berenson,
- Peter Mack,
- Jie Bu,
- Sylvia Coates,
- Phyllis Pieffer and
- Janet Lopinski.

All their CV's can be found online.

Future Plans

1. To work closely with the Baltimore steering committee with all preparations for the 2017 Commemorative Conference.
2. To continue to provide articles pertaining to professional development for publication in the CMT and the professional development page of the website.

Recommendations:

1. I recommend expanding this committee to explore other areas of professional development such as technology and teaching.

Respectfully submitted,

Pat Frehlich



Reports 2016 Public Relations and Marketing

Chair: Pat Frehlich

Members : Barbara Long, Po Yeh, Dina Pollock

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

Motions:

1. I move "That the CFMTA brochure be reprinted in both an English and French version to include any necessary revisions."
2. I move the "Acceptance of this report."

Meetings and Activities:

1. Ad Swap:
As part of the ongoing MTNA/CFMTA Ad Swap, a full page advertisement promoting the MTNA National conference in San Antonio was submitted for publication in the January CMT.
2. CFMTA brochure:
No new printing of the CFMTA brochure was required this past year as we still have inventory. These were made available to provinces or individuals upon request, and were part of the CFMTA promotional materials displayed at the MTNA conference in March. The brochure stock is now depleted and a reprint will be needed which will include any necessary revisions.
3. MTNA early bird promotion:
An email advertisement was prepared and sent out twice to the provincial organizations to forward to their members reminding them of the early bird registration deadline for the upcoming conference in San Antonio Texas, April 2016.
4. RCM update:
This past year has seen tremendous upheaval at RCM. Numerous Vice Presidents and upper level management are no longer there.

These include:

- Angela Elster, Senior VP Research and Education
- Arlen Bartsh, VP Business Development
- Donna Tackas, VP Marketing
- Peter Thomas, VP Facilities
- Nadine Saby, VP Communications
- Krista O'Donnell, Chief Development Officer
- Sharon Oezf, Information technology Director
- David Bachelor, Chief Marketing Officer
- Ingrid White, Director of Cooperate partners
- Jennifer Snow, VP of Academic Development



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Because of the numerous shifts in positions and elimination of other positions communication between CFMTA and relevant parties at RCM has been challenging. In February, I had an opportunity to meet with Pete Zarins, former Chief Examiner, to discuss this situation and to investigate the new "chain of command" as well as the correct contact information.

I will pursue this further with RCM representatives in attendances at the MTNA conference. Unfortunately, Sue Elliott, Director of Teacher certification, was unable to attend the conference in US. I did however meet with Dr. Janet Lopinski. With regards to other concerns expressed by the delegates, I assume these will be dealt through the officers as Cindy and Charline arranged a RCM meeting in Toronto in March.

5. Conservatory Website Changes:

RCM: There was some concern expressed by our members that the CFMTA link had been removed from the RCM website. This is indeed correct; RCM has removed all links to registered teachers, as well as links to other professional organizations, as they promote their "accredited teacher" program.

I am pleased to inform you however, that in the criteria listed for becoming a member of the College of Examiners, RCM still includes "being a member of a professional organization such as CFMTA" on their website.

CC: Conservatory Canada is developing a new website which will continue to include a direct link to the CFMTA website, and thereby to each provincial organization under its "Partners" section. A new feature of the CC website will be an "online store" promoting and selling Canadian music on behalf of the authors.

6. CFMTA promotion in San Antonio:

A display of CFMTA materials was prepared for the MTNA conference in San Antonio Texas April 1-6. It included past editions of the CMT, CFMTA brochure, and an information pamphlet on Focus on Research. Because the CFMTA president was unable to attend, I represented CFMTA at the official functions during the conference.

7. 2017 Commemorative Conference:

An Ad hoc committee, including Tiffany Wilson, Barbara Long, Sue Jones and myself has been formed to assist with advertising and promotion of the upcoming Commemorative Conference in Baltimore.

8. CFMTA promotion at ISME:

A meeting is being arranged in Glasgow with Dr. Ingle, among others, to discuss CFMTA taking on a stronger role in Arts Advocacy at the international level.

Future Plans:

1. To continue with promotion and outreach to students and faculty at Canadian universities offering music programs, informing them of the benefits of being registered music teachers and CFMTA members.
2. To explore new marketing and networking opportunities at the MTNA and ISME conferences.
3. To work closely with MTNA and follow through on all promotion and advertising regarding the 2017 Baltimore Commemorative Conference.



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4. To continue with the current mandate, as well as follow through with the work on any new initiatives as directed by the CFMTA officers and delegates.

Recommendations:

1. That the CFMTA Brochures be reprinted
2. That the current CFMTA database containing contact information for music faculties of all Canadian Colleges and Universities be updated.

Respectfully submitted,

Patricia Frehlich



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Advertising and Marketing Sub Committee

Chair – Barbara Long

Members: Pat Frehlich
Dina Pollock

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 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'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 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 and/or Directive – **Directive 2** – *to begin the process of obtaining quotes for work to be done on our website.*

Meetings and Activities – 2015-2016

Quotes were given by three different designers and after discussion the new website was designed in-house by Barbara Long and Dina Pollock – built by Dina Pollock. The site was built in WordPress using a responsive theme. The look of the site has been updated but the layout has stayed very similar to the previous site. A few new pages have been added giving members an overview of what is available under the different menu items. Content and files where updated were needed and moved to new site. Posters, press releases are available on the site.

Future Plans

- Communicate with the delegates and chairs about the resources that are available on the website.
- Certificates will be updated to Word to simplify the formatting for chairs.
- Our current website hosting plan is limited to how much we can upload to the server due to disk space. Past issues of CMT have not been uploaded for this reason since we have almost



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reached our limit. The current interim webmaster is looking into different options to remedy this issue.

Recommendations

1. To find the best hosting plan that will serve our needs.

Respectfully submitted
Dina Pollock



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The Canadian Music Teacher Magazine

Manager – Dina Pollock

Mandate – To publish three magazines issued annually

- a) Canada Music Week (Fall) deadline August 15
- b) Winter issue deadline December 1
- c) Spring issue deadline April 1

Motions – No new motions were presented

Meetings and Activities – 2015-2016

Three magazines were published on schedule and invoices for advertisers were sent out by the Editor and cheques forwarded to Treasurer.

A request was included in the Fall 2015 issue to get feedback from members on which font was preferred by the readers. Three replies were sent and all preferred the digital output and the magazine was changed accordingly. After much researching and experimenting with different combinations a suitable formula was reached keeping the magazine looking clean and current.

The development of the new website has made it easier to include hyperlinks for our advertisers. This was implemented in the Spring 2016 issue.

I have researched the printing costs to ensure that we are getting the best price and quality and the quotes all came to \$1,000.00 more than we are paying at the moment. The press uses a 16-page layout and our best price is working with increments of this page count. The Fall issue was 64 pages with the materials that need to be included. The Spring and Winter issues were 48 pages.

Recommendations

Keep the magazine in paper format.

I would like to recommend that we keep the current issue of magazine on the open part of the website.

- To encourage advertisement in the magazine
- Easy access for our members
- Our view count is not very high and online advertisement is priced by how many times it has been viewed.
- I would like to include a logo of each advertiser in the current issue on a sidebar only on the CMT page of the website. This will give our advertisers added exposure and encourage additional ad sales in the print copy of CMT.

Future Recommendations

Increasing our advertising interest in our magazine.

Respectfully submitted, Dina Pollock



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Translation Committee

Chair – Barbara Long

Members: David Côté
Hélène Lord
Lynne Gagné
Carmen Leier

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: No motions relating to the Translation Committee were undertaken at the 2015 Executive Meeting except the acceptance of the Translation Report for the previous year.

Meetings and Activities – 2015-2016

The Translation Committee welcomed Carmen Leier [non-delegate] to the committee after clearing it with CFMTA and BCRMTA Officers.

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

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
- Translate the Policy & Procedure Manual at an approximate cost of \$3,600, with the possibility of receiving a federal translation grant for 50%

Recommendations

- Continue to increase the presence of French in the CMT
- Request an increase from \$2,000 to \$3,000 for the 2016-2017 Translation budget to facilitate the translation of the Policy & Procedure Manual
- Apply for a Heritage Canada grant to cover 50% of translating the Policy & Procedure Manual

Respectfully submitted,

Barbara Long



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Young Artist

Chair – Charline Farrell, Past President

Members: N/A

Mandate: To coordinate with the Regional Young Artist Tour Chairpersons to facilitate the tours which take place in even numbered years.

Motions: N/A

Meetings and Activities: 2015-2016

Ontario was the only province taking part in the Young Artist Tour in 2015.

The Young Artist was Johann Derecho from Milton, Ontario.

There were seven concerts performed, hosted by the following ORMETA branches:

Sarnia – October 3, 2015

Kitchener-Waterloo – October 17, 2015

Central Toronto Branch – October 18, 2015

Kingston Branch – October 25, 2015

Windsor - November 1, 2015

Scarborough Branch – November 2, 2015

Newmarket and Area Branch – November 8, 2015

Future Plans:

Any questions or suggestions from delegates for the 2016/2017 Young Artist Tour will be discussed at the meeting in Toronto on July 6-7, 2016.

Recommendations : N/A

Submitted by:

Charline Farrell

CFMATA Young Artist Chair

CFMATA Past President



Committee – Dina Pollock

Motions and/or Directive – To keep website up to date and current with all projects.

Meetings and Activities – 2015-2016

Patrick gave one-month notice to terminate contract on Jan 31, 2016 – last day of Feb 29, 2016.

Dina Pollock was appointed as interim webmaster.

New websites were built: www.cfmta.org/en English Site

www.cfmta.org/fr French site

Site was built in WordPress and a responsive theme was used.

Future Plans

To start an Archive website. To include past winners of all competitions, to include the music from Call for Compositions winners and essays from the National Essay competition. Past issues of CMT. This site would have the largest data base and would be the slowest due to the size of all the files.

Our current hosting plan is limited to how much we can upload to the server due to disk space.

Past issues of CMT have not been uploaded for this reason since we have almost reached our limit.

Our current plan includes: \$120 @ year

- 5 gigs of disk space (including e-mail)
- 20 gigs of monthly bandwidth (traffic)
- 0 dedicated IPs
- Full access to Control Panel
(manage email addresses, forwards, databases, see traffic stats, etc)

If we move to a dedicated server: \$1249 @ year

- 60 gigs of disk space (including e-mail)
- 1 TB of monthly bandwidth (traffic)
- 2 dedicated IPs (useful for multiple domains and redundancy)
- Full access to your own Control Panel

WordPress optimized package: \$ 779 @ year

- 2.5x faster web response
- Free migration from current hosting
- Automatic daily database backups up to 2G (WordPress installs use a database)



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- 50 gigs of disk space
- 1 TB bandwidth limit per month
- Unlimited e-mail accounts
- No access to Control Panel – all email changes would have to go through Media Smart at a cost

Alternate option – leaving the website hosting as is but renting disk space to hold the files and then link them to the site – this way we are not slowing down the site by the size of the data base.

- Cost approximately \$60 @ year

Recommendations

1. Start an archive section on our website (English and French) move all past winners to this section.
2. To include all past winners from the *National Essay* and *Call for Composition* competitions.

Future Recommendations

- Photos – how to showcase them and to give members access to them. Conference 2015 photos have been uploaded to Flickr but I am not happy with the restrictions they have and will look for other options.

Respectfully submitted

Dina Pollock

Ad Hoc Committee Reports

Community Relations

Chair - Annie Avery

Members - Cathleen Gingrich

Mandate - To explore fund-raising opportunities

Motions - None

Meetings

Email communication with Cathleen

Future Plans

Recommendations

This was a difficult year. As a National organization with little profile, it is very difficult to form a plan to give a potential corporate sponsor the dividends that they need to get on board. We are not really an Arts organization, but an Educational organization.

As a National organization that needs funds to run a bi-annual piano competition and subsequent touring, the need for large amounts of monies are not necessary. It is my firm belief that as a National Organization that is basically a group of provinces/territory put together we should be fund-raising from membership, not sponsorship.

Perhaps time could be better spent raising profile, and gathering more membership. Communications and PR could be part of this.

On a personal note, I have been lax in gathering a committee together. I have issues with the concept of corporate fund-raising, and would probably serve CFMTA better if I did a task in which I had better skills.



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2015 CFMTA/FCAPM National Conference Report

Chair – Joanne Lougheed

Members – Darlene Brigidear, Lois Kerr, Susan Olsen, Dina Pollock, Kevin Thompson

Mandate – To plan and present the 2015 CFMTA/FCAPM National Conference in Vancouver, BC

At the September 2011 semi-annual meeting of the BCRMTA Provincial Council, a committee was created to plan and present the 2015 CFMTA/FCAPM National Conference to be held in BC in July 2015.

Once our theme of *Pathways to.....Collaboration, Performance, Wellness* was set, a logo was developed along with a 'banner' that formed the brand of the conference. All conference emails, banners, posters, name tags and programs along with the conference website, contained the brand. This provided consistency throughout the entire conference.

The conference was held at the Sheraton Vancouver Airport hotel in Richmond BC for a variety of reasons including a beautiful setting, easy access by various modes of transportation, conference space, quality of food and ease of working with the hotel staff to mention a few.

Three adjudicators at the conference acted as judges for the CFMTA/FCAPM National Piano Competition, performed in the Opening Night Gala Reception and Concert as well as conducting masterclasses. The adjudicators were Sara Davis Buechner (Vancouver BC), Janet Scott Hoyt (Edmonton AB) and James Parker (Toronto ON). Their efforts were well received and all three expressed their appreciation for being asked to participate in the event.

Programming for the Conference was developed through the use of a Call for Proposals. A total of 37 presenters submitted a total of 42 high quality proposals. (4 submitted two or more proposals.) 15 theme related proposals were accepted - 8 were Wellness related and 7 were Performance based. 2 technology based proposals were also accepted. Presenters were from across Canada with 5 from the USA – Minnesota, Michigan, Ohio, Pennsylvania and Georgia.

The Call for Proposals did not include a call for Research Papers or Poster Sessions. During the conference planning process, many discussions were held between the planning committee and the CFMTA/FCAPM Research Committee. During the conversations, it became evident that under the current guidelines (included in the CFMTA/FCAPM Policy and Procedure Manual – Conference Handbook 2014), research papers submitted and accepted for peer review would be **required** to be included in the conference schedule. As a result, the committee decided that a call would not be made for Research Papers or Poster Sessions until further clarification was provided regarding the effect this has on the ability of planning committees to effectively plan their conferences.

The location of the Trade Show (on the way to the conference area) ensured maximum traffic flow while being an integral part of the conference space. All 20 booths available were sold. Some were included as part of sponsorship agreements but most were purchased. Demand for booth space exceeded space availability. However, all applicants were accommodated through the sharing of



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booth space between smaller vendors at a reduced price for each. Traffic was steady and vendors were pleased with their exposure and sales.

The CFMTA/FCAPM National Piano competition was held during the conference. The possibility of creating a video recording of the Competition Finals was discussed by the committee. A resolution from BCRMTA to the CFMTA/FCAPM Executive Committee in July 2014 allowing the committee to proceed with a video recording was passed. After subsequent review of the process to acquire the necessary permissions along with the time needed to accomplish this, it was decided not to proceed with the recording at the 2015 National Piano Competition.

The Tech Teacher of the Year Competition sponsored by Roland Canada was also a part of this conference. This was the second time this competition had been part of a CFMTA/FCAPM conference. There were 5 entries submitted and the winner was Linda Gould from Victoria BC.

Registration for the conference was strong. Full registration packages were offered along with single day registrations for each day of the conference. All registrations included breakfast, tickets to the Opening Night Gala Concert/Reception and to the events of the day (e.g. Piano Competition Semi-Finals on Thursday and Piano Competition Finals on Friday). Lunch on Friday was included in the full registration package as well as the Friday registration. Lunch on Thursday and the Gala Banquet on Saturday were not included in the registration packages and were purchased as separate items. 180 full registrations were received. Included in this total were paid and complimentary registrations. Complimentary registrations were provided to CFMTA/FCAPM Officers (4), MTNA representatives (2), Sponsors (4), the winner of the Tech Teacher of the Year Competition (1), and CFMTA/FCAPM National Piano Competitors (9). A total of 68 single day registrations were sold. There were single day registrations along with several combinations. Half-day or Single Session (other than concert/competition tickets) registrations were not offered at this conference.

The conference enjoyed tremendous support from several sponsors including Tom Lee Music of Vancouver, The Royal Conservatory of Music, Long & McQuade, Music for Young Children, and the City of Richmond BC.

The conference was successful from a financial perspective. Income exceeded expenses by approximately \$7,500.00. The appropriate amount will be forwarded to CFMTA/FCAPM once the final cheques have been processed. The success of any conference is directly related to the commitment of the planning committee – both in terms of time/energy and expenses incurred. CFMTA/FCAPM conferences are hosted (i.e. planned and presented) by volunteers from Provincial/Territorial Associations. Volunteering by its nature precludes ‘pay for service’. However, there is room for the reimbursement of expenses incurred by volunteers in carrying out their mandate(s).



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While the planning committee appreciated the fact that under current policy, conference fees for the conference chairperson would be waived, we felt that there were other expenses that should be covered by the conference (assuming there are sufficient funds at the conclusion of the conference) – including meals, accommodation and mileage. Over the planning period (3.5 years), there were 38 meetings attended by some or all committee members. Our members were spread throughout the Lower Mainland of BC, resulting in many kilometers being driven and time spent travelling in addition to the actual meeting time.

Therefore, all committee members were reimbursed for their mileage, conference fees, accommodation and other sundry expenses (Long Distance phone charges and bridge toll fees).

While there was a tremendous amount of work required on the part of the committee to plan and present the conference, a strong collaborative relationship developed among the committee members allowing the planning process to proceed smoothly. Modern technology allowed members of the committee to participate via email and phone while away from the local area. Email also allowed the planning process to happen without more meetings than there were! All in all, this was a positive experience for everyone involved – from the planning committee, to the presenters, registrants, adjudicators, performers and competitors.

Recommendations

- 1) The committee is currently reviewing and revising the Policy & Procedures Manual – Conference Handbook as necessary to ensure that the information pertaining to the CFMTA/FCAPM National Conference is complete and consistent.
- 2) The **requirement** that peer reviewed Research Papers be included in the program at a CFMTA/FCAPM conference in its current 2.5 day format be reviewed. While peer review of ongoing research is important and valuable, the requirement to include these in the programming of a conference limits the ability of the planning committee to present a complete and cohesive conference centered around a particular theme. At its extreme, a large number of peer reviewed papers could preclude the inclusion of any other programming.
- 3) The committee recommends that a policy be developed to allow conferences to reimburse expenses incurred by the planning committee from conference profits. The expenses would be deducted prior to the split of profits between the Provincial/Territorial Association and CFMTA/FCAPM. A loss would not be created or increased by the reimbursement of such expenses.

Respectfully submitted,

Joanne Lougheed, Chair on behalf of the planning committee.



Reports 2016 Meetings with The Personal

The Personal Liaison: Courtney White

CFMTA/FCAPM Liaison: Charline Farrell – Past President

There have been two meetings during the last year.

We have discussed several matters that are of importance to both The Personal and CFMTA/FCAPM.

- 1) The contract between The Personal and CFMTA provided \$3000.00 per year to CFMTA/FCAPM for five years. It is now almost the end of the sixth year. The Personal is in discussions on renewing their contract with us which includes discussions about their annual funding to our association.
- 2) The Personal requested the telephone numbers of individual members in order to contact members by telephone to quote on their insurance renewals. A request was sent to the provinces/territory asking Presidents to discuss this matter and inform the CFMTA Officers of their answers. Each region answered with a resounding no. The Personal has been informed of the decision.
- 3) The Personal has asked us if we would discuss ways that we can increase communication from The Personal to our individual members.
- 4) Our Editor has offered The Personal a two page article in the next issue of CMT. Courtney will send us their article before the August deadline.

Recommendations

- 1) That we find a way to include the name **The Personal** in more of our communications, eg. magazine, website, correspondence to Provinces
- 2) That we encourage the Provinces/Territory to include information from The Personal on their websites, magazines and correspondence to members.