



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

Officer Reports

2018 – 2019



Table of Contents

PRESIDENT'S REPORT	3
VICE-PRESIDENT'S REPORT	6
REPORT FROM THE OFFICE	8
REPORT FROM THE TREASURER.....	11



President's Report

President's Report CFMTA 2019

This is my last term as president, and as I write these parting words, I am filled with gratitude and a great sense of fulfillment!

My presidential outreach was extended to six provinces this year. I was invited to speak about the history of the CFMTA and promote our new programmes. I also welcomed discussion on common problems facing all branches, such as declining memberships and the lack of volunteers. One particular perk of the job was meeting the wonderful executives in each province. These trips have been the highlight of my presidency, as I have strived to bring us all a little closer together. Although it was disappointing that the presidential budget did not permit a visit to the MTNA conference in March, I am thankful that I could get our message out across Canada.

Thank you to the following Provinces and their Executive committees who hosted my official visits and let me engage wholeheartedly with their members.

- Winnipeg AGM - September
- Ontario –ORMTA AGM held in Ottawa, July 27 - 30
- Saskatchewan – SRMTA AGM and Conference held in Saskatoon, October 12/13
- Alberta – ARMTA Conference in Edmonton, October 26/27
- Nova Scotia – Canada Music Week, November 17 - 19
- Newfoundland – NLRMTA AGM in St. John's, May 2 – 6

The 2019 Conference "*A Century of Sound Connections*" held in Winnipeg has been a lot of work over the last year. The conference Committee, along with the aid of the new Conference Consultant (Joanne Loughheed from BC) have done an outstanding job from fundraising, grants, sponsorship, running a national vocal competition and contracting the amazing Michelle Sawatsky, an Olympic Champion with an ARCT as their Keynote speaker and international jurors for both the national piano and voice competitions. As an ex officio on the committee I have promoted the conference in every province over the last two years. The draw for a free registration was welcomed by members of the provinces and will bring new RMTs to the conference. It was great promotional tool and I encourage future presidents to work closely with the hosting conference committees to spread the word and take promotional materials on any presidential trips.

One of the challenges of this position is to proofread the CMT and write presidential messages, help write content for "Of Note" and prepare many speeches. The job has grown exponentially, and as a result I've updated the presidential duties in the P&P. The work is what you make it. Hundreds of hours of phone calls, paper work, agendas, skype meetings and emails (to date I've read and responded to 2227 this year alone!) including speech writing and AGM preparations. The



hours are endless. This is a volunteer position with the honorarium in place to cover expenses incurred by those serving as officers. At the July 2019 meetings, the finance committee will broach on this subject with plans to help the CFMTA fairly recognize the hard work and dedication of its volunteer chairs and officers. Otherwise, we all fear that we will soon find ourselves without volunteers to sustain the proper function of this organization.

I am most proud of the new projects executed this year. Working closely with the chairs has proven to be the best part of my work since the women behind the programmes are energetic and enthusiastic besides being efficient and hard-working.

- The E-Festival was such a resounding success and the planning committee deserves all the credit. Initial Chairperson Barb Long and current chair Lorna Wanzel are to be congratulated on their dedication seeing this programme be born. I look forward to the future of this programme!
- Monthly E-Memos "Of Note" have proven that the two-minute read is worth the many hours of brainstorming to get it up and running. Brava to secretary Anita Perry whose tireless work brings this monthly news update to the e-mail box of every individual CFMTA member across Canada. Thank you delegates for making this happen with the new national email database.
- Video Resource Library, congratulation to us all for working so hard to bring Professional Development to all members of the CFMTA on our Website. Dina Pollock, whose vision and editing skills have created a masterpiece. This is another project we can all be proud of and that I look forward to watching flourish.

After the passing of CFMTA Honorary President, Helen Dahlstrom it was decided that a new past president be found to fill the position. The officers met and decided on the criterion which is now found in the P&P. We also asked the Provinces and Territory to send in applications. Three candidates were presented from BC, MB and AB. I recused myself from the selection process to avoid any sort of nepotism. We were happy to pronounce Ernst Schneider as our new Honorary President who will serve for 6 years. He will be inducted this summer at the July AGM luncheon.

To all of the Chairs, THANK YOU! You are proud women who are just as passionate and committed to your job with the CFMTA as I am. Sue Jones, thank you for your excellent work with the Awards and Competitions Committee and the hilarious emails! Thanks Po Yeh of the CMW Committee for going above and beyond what is needed, and a huge thanks to Dina Pollock for your calm and patience when dealing with the technically challenged (like me) as Webmaster and for your beautiful editorial work on the CMT Magazine. Heading the Translation Committee, Barbara Long thank you for your precision and timely passing on of our letters and notes; it's easy to count on you especially when filling in at the AGM for our sick secretary! Lorna Wanzel, thank you for chairing both the By-Laws, P&P and E-Festival Committees which is a continuous labor of love, and finally my last thanks to chairperson Pat Frehlich for her perseverance in heading two committees, Public Relations and PD Research.



The officers have met faithfully every month since the July AGM to ensure that the CFMTA is running as it should be. Problems brought to our attention were handled professionally and in a timely manner. Any concerns arising from my communication with the chairs and delegates were taken to the officers where we are able to solve issues and aid in resolving situations. My dearest Officers, I will miss our internet meetings. Being part of this team was a pleasure and an honour. Over the years we have put in countless hours ensuring the efficiency and success of the organization. Thank you to Laureen Kells our no-nonsense and practical Vice President, Cindy Taylor our kind and helpful Past President, Anita Perry our diligent and hyper-efficient Secretary, and the ever-patient Treasurer, Lois Kerr. You have made the demanding work more enjoyable and rewarding.

There is still so much to do... but the next group of officers will be equally motivated as me to see the CFMTA continue to grow and be a vibrant part of the world stage of music teachers. Good luck to all. It has been an honour to work with you!

Respectfully submitted by,

Tiffany A. Wilson, President CFMTA/FCAPM (2017-2019)



Vice-President's Report

Greetings!

Mandate (from Policies and Procedures)

The Vice President shall attend all Officer, Executive Committee, Annual General and Special meetings to become familiar with the business of the CFMTA/FCAPM

The Vice President shall

1. Performs the duties and exercise the powers of the President in the absence or disability of the President
2. President at all officer, Executive Committee, Annual General and Special meetings at which the President is unable to preside
3. Serve as Chairperson of the Finance Committee and as such shall:
 - a) Prepare, in consultation with and the approval of the Finance Committee members, a proposed balanced budget for the next fiscal year to be presented at the Officer and Executive Committee meetings
 - b) Consult the monthly financial statements for the data on which to base the proposed budget
 - c) Consult all Committee Chairpersons for input regarding their financial requirements for the upcoming year
4. Consult the President regarding any new initiatives for the upcoming fiscal year
5. In accepting the position, agree to a nomination for the Presidency once this President's term of office concludes or the President resigns or retires.
6. Ask questions, participate in discussion and decision making, react to ideas and exercise initiative.
7. Provide a financial report for the annual Executive Committee meeting
8. Have signing authority for the CFMTA/FCAPM and countersign cheques for the Treasurer when the President is unable to countersign.
9. Analyze all proposals which may be submitted requiring financial support
10. May retain delegate status from their Provincial/Territorial Association
11. Hold office for two years.

Motions:

No motions to present.

Meetings and Activities – 2018-2019

In my role as VP my biggest activity has been to continue to learn the inner workings of the organization. This has been a time of change in our organization and we have added several initiatives designed to move us forward.



I have participated in the monthly Skype meetings which have become essential in the efficient running of the CFMTA.

As VP I also sit on the Finance Committee, which has the work of reviewing the finances as presented by Lois prior to their being released to the delegates.

In consultation with the officers, I have put together a proposed policy for the naming of CFMTA Honorary Presidents.

As I move into the position of President I look forward to continuing the advance of our organization which will see us as a vital and necessary organization for all music teachers in Canada.

Respectfully Submitted,

Laureen Kells,
CFMTA/FCAPM Vice President



Report from the Office

Mandate

The Secretary shall be a non-voting Officer of the Canadian Federation of Music Teachers' Associations who is selected and directed by the Executive Committee. The Secretary shall receive a monthly salary which shall be determined by the Officers & Finance Committee and approved by the Executive Committee. The Secretary shall attend all Officers' meetings, Executive Committee meetings, the AGM of Members, and any Special meetings called by the President. The Secretary shall be reimbursed for costs incurred (travel, accommodation and meals) to attend the above-mentioned meetings as well as for supplies necessary to maintain the CFMTA/FCAPM office. The Secretary shall keep a log of duties performed and hours spent on behalf of CFMTA/FCAPM.

Maintenance of Records

- Compiled three mailing lists for the purposes of mailing *The Canadian Music Teacher*
- Compiled email list for *Of Note*
- Updated list of delegates, presidents committee chairs and CMW provincial coordinators,
- Circulated a current list of the CFMTA/FCAPM Officers, First and Second Delegates, and all Committee Chairs.
- Updated List of Motions
- Backed up computer files regularly
- Updated CFMTA code sheet
- New: List of business/professional contacts
- New: 2-year calendar

Minutes:

- kept minutes of nine Officers' Meetings of the Officers,
- created and circulated minutes of the July 2018 AGM within the 30-days timeline

Of Note:

- Requested email list from all provinces opted in
- Formatted email list
- Negotiated special Non-profit rate with Mailchimp
- Format/create look for memo liaising with Webmaster
- Research topics for sections (ongoing)
- Formatted, edited and wrote Of-Note 6 editions to date
- Review reports from Mailchimp, update mailing list with unsubscribes noted and removed.

Hours spent to date: 58.5



Correspondence

- Replied to 2271 emails from June 1, 2018
- Circulated Nominations Package
- Circulated Resolutions
- Contacted Officers, First Delegates, and all Committee Chairs requesting their Annual Reports be submitted by May 15th
- Circulated Agenda package to the Officers, First and Second Delegates, all Committee Chairs, Provincial/Territorial Presidents, and Provincial/Territorial Secretaries
- Reminded CFMTA/FCAPM Officers, Delegates and Presidents to respond in a timely manner

Programs:

Canada Music Week:

- Affix a signature and the CFMTA/FCAPM Seal to the Canada Music Week student composer competition certificates and mail the certificates and the cheques to the winners when the results are received from the Canada Music Week Chair and before Canada Music Week, so they may be announced as part of Canada Music Week celebrations.
- Affix a signature and the CFMTA/FCAPM Seal to the Canada Music Week Essay Competition certificates and mail the certificates and the cheques to the winners
- Mail out letters and adjudications for non-winners
- Store all Canada Music Week items, keep an inventory for reordering
- Process CMW merchandise orders:
- Mail out advertising re Essay competition
- Number of CMW orders processed: 15
- Each merchandise order requires 11 steps from receipt of order to scanning of postage receipt to Treasurer and takes 20 minutes.

Hours spent on CMW activities: 16

Canada Music Week Merchandise Sales									
Sticker A	Sticker B	Sticker C	Sticker D	Sticker E	TOTAL Stickers	TOTAL Pencils	Total Note Cards	Total shipping	Total Merch.
1	10	2	2	4	19	320	0	\$90.00	\$569.00

- ✓ Number of Certificates sent for CMW: 21
- ✓ Number of letters sent for CMW Student Composer Competition: 42
- ✓ Number of Letters mailed re essay competition: 6
- ✓ Number of promotional packages mailed re essay competition: 71

Honorary President:

- Created comparison chart for three Honorary President applicants
- Created certificate for Honorary President winner



- Presented Honorary President with small certificate at a public event (symphony concert of his piano concerto) in Penticton, B.C.

Branching Out:

Created chart, kept records of all Branching Out activities across Canada, liaised with Editor to ensure reports

Professional Achievement Award

Number of Pro A certificates processed: Nine from June 2018 to May 31, 2019

Hours spent—each Pro A certificate takes 12 minutes to process: 108 minutes

Policies and Procedures

- Send out copies of Committee Chair positions
- Receive P&P from Chair
- Email discussions re formatting and placement of sections within the P&P for maximum clarity
- Format P&P to be sent out for consideration and discussion at AGM
- Send out Draft P&P with Agenda Package

Hours spent to date: 5.5

Miscellanea

- Submitted an annual return to Corporations Canada and ensure that Officers' information is up to date and accurate and that CFMTA/FCAPM remains a registered Non-profit society under Canadian Law.
- Pursued and acquired sponsorship of GG
- Purchased Officers & Directors liability insurance
- Purchased special event insurance
- Purchased office supplies
- Liaised with Conference Hotel staff to ensure ease of registration
- Renewed ISME membership
- Research/gather information on topics as directed by Officers
- Responded to myriad email requests from Officers, RMTs across Canada and members of the general public about CFMTA/FCAPM programs

TOTAL HOURS TO MAY 31: 501.5

Respectfully submitted by,

Anita Perry,
CFMTA/FCAPM Secretary



Report from the Treasurer

The 2018-2019 fiscal year was my third year as Treasurer.

Some changes last year include:

- The approval from CRA to change our fiscal year end to March 31. This has allowed time to complete the audit and present the audited Financial Statements to the Executive well before the July AGM.
- Transferring the Bank of Montreal contact from London ON to a local Branch close to where I live. This allows me to easily talk to someone face to face about investments and issues that may arise.
- Closing three savings accounts that were earning minimal interest (.01%) and were no longer serving their original purpose. This helped to cut down on the month end bank reconciliations and reports.
- At the urging of the Winnipeg Conference committee, making our account on the Canada Helps website available for donations.

Some statistics from the past fiscal year:

- 240 cheques written and mailed out
- 202 deposits made by bank deposit, e-transfer, direct deposit, and PayPal
- 150 charitable tax receipts recorded for CRA, written and mailed out
- 74 account reconciliations done and emailed to the Finance Committee for review
- 11 GIC's recalculated and reinvested
- 5.135 kg of documents sent to auditor
- Emails – too many to count

Thank you to the Finance Committee for reviewing my reports and account reconciliations.

Respectfully submitted,

Lois Kerr
CFMTA/FCAPM Treasurer