

# Minutes of Executive Meeting

## July 8 and 9, 2020

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Canadian Federation of Music Teachers' Associations  
Fédération Canadienne des Associations de Professeurs de Musique

### CONTENTS

Executive Meeting Minutes	page 6
Action List	page 24



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

**TABLE OF CONTENTS**

Call to Order.....5  
     MOTION #1 .....5  
 Welcome .....5  
 Attendance.....5  
     MOTION #2 .....5  
 1. Acceptance of Agenda .....5  
     MOTION #3 .....6  
 2. Minutes from July 2019 .....6  
     MOTION #4 .....6  
 3. Correspondence.....6  
 4. Report from the Office.....6  
     President.....6  
     Past President .....6  
     Treasurer.....6  
     Secretary .....6  
     MOTION #5 .....6  
 5. Financial Reports.....7  
     Year-End Balance Sheet .....7  
     Profit & Loss.....7  
     MOTION #6 .....7  
         Directive #1 .....7  
     Draft Audited Statement.....7  
     MOTION #7 .....7  
     MOTION #8 .....7  
     Payment of Accounts.....8  
     MOTION #9 .....8  
     Amended 2020-2021 Budget .....8  
     MOTION #10 .....8  
     Finance Chair Report.....8  
         Directive #2 .....8  
     MOTION #11 .....9  
 6. Standing Committee Reports.....9  
     Translation Report .....9  
     Advertising and Marketing.....9  
     Archives.....9  
     Awards and Competitions.....9  
         Directive #3 .....9  
     Bylaws and P & P.....9  
     Canada Music Week.....9  
     MOTION #12 .....10  
     Communications Coordinator.....10  
         Canadian Music Teacher Magazine .....10  
         MOTION #13 .....10  
     Video Resource Library .....10

Webmaster.....	10
MOTION #14 .....	10
MOTION #15 .....	10
Motion #16.....	10
Motion #17.....	10
Directive #4 .....	10
Conference Resource Consultant .....	11
Directive 5 .....	11
Directive 6 .....	11
E-Festival .....	11
Nominations Report.....	11
Professional Development.....	11
Research.....	11
Public Relations and Marketing .....	11
Social Media .....	11
Strategic Planning Committee .....	12
Young Artist Tour .....	12
MOTION #18 .....	12
MOTION #19 .....	12
MOTION #20 .....	12
7. Ad-Hoc Committee Reports .....	12
Manitoba Conference 2019 .....	12
Alberta Conference 2021 .....	12
8. Provincial Reports .....	13
MOTION #21 .....	13
9. Branching Out .....	13
10. (a) Resolutions .....	13
ARMTA RESOLUTION .....	13
CFMTA/FCAPM Officers’ Resolution.....	14
MOTION #23 .....	14
ORMTA RESOLUTION .....	14
MOTION #24 .....	14
YRMTA RESOLUTION.....	15
10. (b) Policies & Procedures .....	15
Directive #7 .....	15
Directive #8 .....	16
Directive #9 .....	16
Directive #10.....	16
Directive #11 .....	16
Directive #12 .....	16
Directive #13 .....	16
Directive #14.....	16
Directive #15 .....	17
11. Old Business .....	17
(a) Second Competition .....	17
Directive #16.....	17
(b) Program Funding .....	17
Directive #17 .....	17
Directive #18 .....	17

12. New Business .....	17
a) Insurance coverage for online lessons.....	17
b) Strategic Planning .....	18
MOTION #25 .....	18
Directive #19 .....	19
MOTION #26 .....	19
c) Virtual Conference 2021 .....	19
MOTION #27 .....	19
Directive #20 .....	19
Directive #21 .....	19
d) Amended Budget 2020-2021.....	19
MOTION #28 .....	19
e) Proposed Budget 2021-2022 .....	20
MOTION #29 .....	20
MOTION #30 .....	20
MOTION #31 .....	20
13. Elections of Committee Chairs .....	20
14. Extraordinary Election.....	22
MOTION #32 .....	22
MOTION #33 .....	22
Directive #22 .....	22
15. Ratifications .....	22
16. Adjournment.....	22
MOTION #34 .....	22
ACTION LIST.....	23

Agenda Items	CFMTA/FCAPM Executive Meeting July 8 and 9, 2020	
Call to Order	President Laureen Kells called the meeting to order at 11:05 am Central Daylight Time.	
<b>MOTION #1</b>	<p><b>Motion 1:</b> That today’s meeting be recorded for the purpose of completing the minutes.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Henry Klassen  <b>Vote: Carried</b></p>	
Welcome	<p>President Laureen Kells welcomed the Officers, Executive Committee, and Chairpersons to the meeting. She also welcomed the new Delegates who were attending the meeting for the first time: Evangeline Keeley, (MRMTA), Jennifer Benson, (NLRMTA), Karen Turpin (NSRMTA), Nancy Dale (ORMTA), Andrea Ellis (PEIRMTA), Joyce Hein (PEIRMTA), AND Nicholas Arsenault (SKRMTA). Laureen also welcomed Committee Chairs Charline Farrell (Archives), Michael Faulkner (Social Media) and Barbara Long (Translation).</p>	
Attendance	<b>Officers</b>	
	<p>Laureen Kells  Tiffany A. Wilson  Anita Perry  Lois Kerr</p>	<p>President  Past President  Secretary  Treasurer</p>
	<p><b>Delegates</b>  Marlaine Osgood, ARMTA 1<sup>st</sup> Delegate  Joanne Lougheed, BCRMTA 1<sup>st</sup> Delegate  Leanne Hiebert, MRMTA 1<sup>st</sup> Delegate  Catherine Fitch Bartlett, NBRMTA 1<sup>st</sup> Delegate  Lorna Wanzel, NSRMTA 1<sup>st</sup> Delegate  Joan Woodrow, NLRMTA 1<sup>st</sup> Delegate  Andrea Ellis, PEIRMTA 1<sup>st</sup> Delegate  Laura Gray, ORMTA, 1<sup>st</sup> Delegate  David Côté, QMTA 1<sup>st</sup> Delegate  Patricia Niekamp, SRMTA 1<sup>st</sup> Delegate  Annie Avery, YRMTA 1<sup>st</sup> Delegate</p> <p><b>Communications Coordinator:</b> Dina Pollock</p> <p><b>Chairs</b>  Charline Farrell, Archives  Susan Jones, Awards and Competitions  Po Yeh, Canada Music Week  Michael Faulkner, Social Media  Barbara Long, Translation</p> <p>Regrets: Patricia Frehlich, Public Relations &amp; Marketing, Professional Development &amp; Research</p>	
<b>MOTION #2</b>  <b>1. Acceptance of Agenda</b>	<p><b>Motion 2:</b> That in order to streamline the video-conferencing process, vote counting will commence with Abstention, followed by Against, followed by For.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Joanne Lougheed  <b>Vote: Carried</b></p> <p><b>Amendments to the Agenda:</b>  - Agenda Item 5. Finance Committee report will be placed after proposed budgets  - Agenda Item 6. Translation Committee Reports will be first under Committee Reports</p>	

<p><b>MOTION #3</b></p>	<p>- Resolutions will be Agenda Item 10 (a)                  - Bylaws, Policies &amp; Procedures will be Agenda Item 10 (b).</p> <p><b>Motion 3:</b> To accept the Agenda as amended.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Catherine Fitch Bartlett  <b>Vote: Carried</b></p>
<p><b>2. Minutes from July 2019</b></p> <p><b>MOTION #4</b></p>	<p><b>Motion 4:</b> That the Minutes of the CFMTA/FCAPM meeting of July 3, 2019, be adopted as amended to show that Annette Hay was not in attendance.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Joan Woodrow  <b>Vote: Carried</b></p>
<p><b>3. Correspondence</b></p>	<p>Anita Perry gave a short update regarding the communications that have been received at the office of the CFMTA/FCAPM.</p> <p>Of the 2045 emails received by the Office, most were communications between the officers and with committee chairs. Inquiries from individual RMTs regarding programs were directed to the appropriate chair or to the website. There were a number of emails from the general public asking for support for their programs or asking for donations. These were politely and diplomatically dealt with.</p> <p>Of special note was an email from our Governor General the Right Honourable Julie Payette acknowledging her position as patron of the CFMTA/FCAPM and wishing us the best during the difficult COVID-19 times.</p> <p>Finally, Susan Shantora of The Northwest Territories Music Teachers’ Association sent an email requesting information on how to join CFMTA/FCAPM. We called upon YRMTA and NLRMTA to help us out with their recommendations as to how they went about doing this. Many thanks to Henry Klassen of YRMTA who provided much useful information which was forwarded to Susan Shantora. As of February 7, the NWT Music Teachers were still considering. A follow-up email was sent on June 23, but nothing has been heard as of today’s date.</p>
<p><b>4. Report from the Office</b></p> <p><b>President</b></p> <p><b>Past President</b></p> <p><b>Treasurer</b></p> <p><b>Secretary</b></p> <p><b>MOTION #5</b></p>	<p>President Laureen Kells corrected her report to state Terry-Lynn Nichol as Administrator for the E-Festival, not Terry-Lynn Mitchell.</p> <p>Past President Tiffany Wilson spoke to the National Membership Recognition Certificate and encouraged those present to make sure their transferring members are recognized. She also complimented all teachers on coping with the pandemic and gave an update on the progress of the Covid-19 Waiver.</p> <p>Treasurer Lois Kerr added that the treasurer’s position takes approximately 10 hours per week, or 530 per year.</p> <p>Secretary Anita Perry had nothing to add.</p> <p><b>Motion 5:</b> To accept the Officer’s Reports as circulated.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Joyce Hein  <b>Vote: Carried</b></p>

<b>5. Financial Reports</b>	Treasurer Lois Kerr presented the CFMTA/FCAPM Financial report previously circulated.
<b>Year-End Balance Sheet</b>	Joan Woodrow asked about the CFMTA/FCAPM \$500 donation to the Canadian Federation of Music Festivals. This is in the “advertising” category however, the Festival didn’t receive anything. Pat Frehlich was to have taken care of this 2019 Directive #3. The treasurer assured Joan that the donation would be forthcoming.
<b>Profit &amp; Loss</b>	<p>Treasurer Lois Kerr reminded delegates that the Actuals for 2018-2019 are influenced by the fact that this was a “short year” as we changed our year-end from May 31 to March 31.</p> <p>E-Festival came in as a surplus rather than the projected deficit.</p> <p>We have a \$13,023 Operating Expense surplus.</p> <p>Awards and Competitions <i>should</i> pay for itself/balance out every two years. A reminder that the Essay Competition is now under the Research &amp; Development chair budget. Administrative costs for essay competition to come out of the R&amp;D advertising budget. A query was raised as to why there were no registration fees for the essay competition. This is because the prizes are not funded by CFMTA/FCAPM, and the judges are not paid. Therefore, the only costs are for the administration of this award, which CFMTA/FCAPM absorbs.</p>
<b>MOTION #6</b>	<p><b>Motion 6:</b> That the Financial Statements to March 31, 2020, be accepted.</p> <p><b>Move:</b> Joanne Lougheed ~ <b>Second:</b> Tiffany A. Wilson</p> <p><b>Discussion:</b> Catherine Bartlett praised Treasurer Lois Kerr on the clear and concise presentation of the finances. A question was raised re CFMTA/FCAPM’s relationship with The Personal Insurance Company. The history is that CFMTA/FCAPM agreed to allow The Personal Insurance Co. to advertise to our members in exchange for The Personal giving financial support to our Piano Competition. Currently, CFMTA/FCAPM receives a percentage of all member insurance purchased through The Personal, amounting to \$3000 per year: corporate partnership at work.</p> <p><b>Vote: Carried</b></p>
<b>Directive #1</b>	Directive 1: That the Administrative costs associated with the Essay Competition come out of the Advertising Budget.
<b>Draft Audited Statement</b>	Treasurer Lois Kerr reviewed the Audited Financial Statements in detail, explaining how the Auditor groups items differently for reporting purposes.
<b>MOTION #7</b>	<p><b>Motion 7:</b> That the Audited Financial Statements for the year ending March 31, 2020 be accepted.</p> <p><b>Move:</b> Joanne Lougheed ~ <b>Second:</b> Tiffany A. Wilson</p> <p><b>Discussion:</b> Pg 13 of Audited Statement of printing costs: 2019 was our short year, therefore only 2 issues of CMT, therefore the differences are an increase in the production. Of Note is not part of printing –it is an administrative expense.</p> <p><b>Vote: Carried</b></p>
<b>MOTION #8</b>	<p><b>Motion 8:</b> That the CFMTA/FCAPM acknowledges that the auditing firm of Scrimgeour &amp; Company is independent and objective with respect to CFMTA/FCAPM.</p> <p><b>Move:</b> Joanne Lougheed ~ <b>Second:</b> Tiffany A. Wilson</p> <p><b>Vote: Carried</b></p>

<b>Payment of Accounts</b> <b>MOTION #9</b>	<b>Motion 9:</b> That all accounts be paid up to the end of our CFMTA/FCAPM fiscal year 2021. <b>Move:</b> Joanne Lougheed ~ <b>Second:</b> Tiffany A. Wilson <b>Vote: Carried</b>
<b>Amended 2020-2021 Budget</b>	Treasurer Lois Kerr reviewed the Amended 2020-2021 and the Proposed 2021-2022 Budgets. She noted that the membership renewals are projected to be down 10% overall and the Proposed Budget is based on 2900 members.
<b>MOTION #10</b>	<b>Motion 10:</b> To table the Amended 2020-2021 budget and the Proposed 2021-2022 budget until the end of the meeting. <b>Move:</b> Joanne Lougheed ~ <b>Second:</b> Tiffany A. Wilson <b>Discussion:</b> Questions regarding the setup costs for each E-Festival were deferred to the next Chair by the current chair. To answer a query about \$15,188 paid to the Administrator, Treasurer Lois Kerr explained that \$8,218.00 was paid to Terri-Lynn McNichol and Anita Perry on submission of invoices for their hours administering the April 2020 COVID-19 E-Festival which had 398 entries. The balance of \$6,970.00 is the budgeted cost of the Administrator's hours for the upcoming November 2020 and Spring 2021 E-Festivals. Budgeted costs are based on a total of 350 entries (Nov. 100, Spring 250) at 1 hour per entry plus 30 hours per E-Festival times the hourly rate of \$17.00 a total of \$6,970.00. <b>Vote: Carried</b>
<b>Finance Chair Report</b>	<p>As the Finance Committee Chair, former Vice President Paula Rockwell had stepped down as of May 20, 2020, Finance Committee member Joanne Lougheed responded to questions. Joanne drew our attention to the amount of net income at the operating level is because of the cancelation of the AEM in Whitehorse. We should receive the Ontario PST rebate as our “bricks and mortar” address is there.</p> <p>Treasurer Lois Kerr assured delegates that CFMTA/FCAPM is working with our travel agent, William Andrews to obtain vouchers for the airfare that has already been purchased. Bill is working on this case by case to convert Air Canada vouchers to be open-ended. Unfortunately, Air North vouchers must be used by 2022. Bill is still dealing with Westjet and trying to work out a deal.</p> <p>A query was raised regarding paying the university professors who are Essay Competition adjudicators. Lorna Wanzel mentioned that professors are never paid to read for this kind of work and recommended that we continue to ask professors to donate their time to read these essays free of charge. Fifteen essays were adjudicated in the 2020 competition. Former Essay Competition Administrator Po Yeh revealed that a former jury member mentioned the idea of an honorarium. The recommendation was received from the former Essay Competition Chair that CFMTA/FCAPM pay adjudicators. Lorna Wanzel suggested that CFMTA/FCAPM should charge a fee if we are going to give an honorarium.</p> <p>Joanne Lougheed stated that the structure of this program may change with the new Research Chair and suggested perhaps we should remove this item from the Research budget.</p>
<b>Directive #2</b>	<b>Directive 2:</b> To remove the allotted \$600 from the Essay Competition Budget for adjudicators in the 2020-2021 Amended Budget.



<p><b>MOTION #11</b></p>	<p>Dr. Lorna Wanzel announced her decision to upgrade the Essay Competition. Beginning in 2021, two prizes will be offered: \$3000 for the first-place doctoral student and \$2000 for the first place masters student. Thank you, Lorna!</p> <p><b>Motion 11:</b> To accept the Finance Committee report.  <b>Move:</b> Joanne Lougheed ~ <b>Second:</b> Tiffany A. Wilson  <b>Vote:</b> Carried</p>
<p><b>6. Standing Committee Reports</b></p> <p><b>Translation Report</b></p> <p><b>Advertising and Marketing</b></p> <p><b>Archives</b></p> <p><b>Awards and Competitions</b></p> <p><b>Directive #3</b></p> <p><b>Bylaws and P &amp; P</b></p> <p><b>Canada Music Week</b></p>	<p>Translation Chair Barbara Long asked that everyone allow three weeks for translation and to send material in Word files as the translators have an app that allows for zeroing in on the changes in a document, thereby keeping costs down. The translator has a \$25 minimum charge, so single sentence translations can be costly. Note: the translation of Of Note will be done by Danielle Langevin, but that we have a professional translator (Transl8) for all other products.</p> <p>Pat Frehlich was unavailable to add to her report or respond to questions. Confusion surrounding Advertising and Marketing appearing in the Public Relations Report and also in the Communications Coordinator Report was clarified. Communications Coordinator Dina Pollock explained that Directives 3 and 4 from the 2019 AEM separated in-house vs external marketing, with Dina taking care of in-house materials and the Advertising and Marketing Chair being responsible for marketing CFMTA/FCAPM to the outside world. Unfortunately, this was not reflected in the current update for the Public Relations Chair in the Policies and Procedures.</p> <p>Archives Chair Charline Farrell will receive the boxes from Blue Pencil storage when Covid-19 numbers go down sufficiently. Communications Coordinator Dina Pollock and Anne Babin (Ottawa branch) will help sort through the boxes that remain. Of note is a heavy box that contains an award from MTNA. The Archives Chair plans to return those items belonging to provinces. 5000 pages have yet to be digitized. Barbara Long suggested applying for a grant under Canada Summer Jobs to hire a student to scan the archives. The grant process opens in March and the student would have to live in Charline’s riding.</p> <p>Awards and Competitions Chair Sue Jones amended her report to state that there were four applications for the Memorial Pedagogy Award and not three. A discussion arose regarding consideration of applications for results from online examinations as opposed to “sit down written” only, as is currently specified in the Policies and Procedures. A further discussion arose as to whether this should be open to students of member teachers only (closed) or if it should be opened to all students as an outreach.</p> <p>Directive 3: That the Memorial Pedagogy Award criteria be reviewed to include consideration of online course examination results.</p> <p>Tabled to item 10 (b) (see page 15).</p> <p>Canada Music Week Chair Po Yeh spoke to the possibility of providing an honorarium to winning composers in recompense for members being allowed to download their works.</p>

<p><b>MOTION #12</b></p> <p><b>Communications Coordinator</b></p>	<p><b>Motion 12:</b> That an honorarium be provided to the winners of the Call for Composition Categories in the amount of \$100 for each category.  <b>Moved:</b> Tiffany A. Wilson ~ <b>Second:</b> Joan Woodrow  <b>Discussion:</b> Great idea!  <b>Vote:</b> Carried</p>
<p><i>Canadian Music Teacher Magazine</i></p>	<p>Communications Coordinator Dina Pollock suggested the Communications Coordinator report be separate from the Committee Chair reports and that the Policies &amp; Procedures be amended to accurately reflect the job description.</p> <p>Canadian Music Teacher Magazine</p>
<p><b>MOTION #13</b></p> <p><i>Video Resource Library</i></p> <p><i>Webmaster</i></p>	<p><b>Motion 13:</b> That the CFMTA/FCAPM purchase a yearly Business Apple Developer License.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Joanne Lougheed  <b>Discussion:</b> The cost is \$60 per year and is already part of the budget.  <b>Vote:</b> Carried</p> <p>Dina Pollock is looking for workshops/lectures that CFMTA can record. Laura Gray suggested a reopening health and safety video. Dina requested that Laura look into this.</p>
<p><b>MOTION #14</b></p>	<p><b>Motion 14:</b> That CFMTA/FCAPM purchase lifetime access \$349.99 (USD) to the theme we use on the website.  <b>Move:</b> Tiffany Wilson ~ <b>Second:</b> Patricia Niekamp  <b>Vote:</b> Carried</p>
<p><b>MOTION #15</b></p>	<p><b>Motion 15:</b> That CFMTA/FCAPM purchase a license to WP Forms.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Joanne Lougheed  <b>Discussion:</b> There was concern that this motion is too open-ended.  <b>Vote:</b> Withdrawn.</p>
<p><b>MOTION #16</b></p>	<p><b>Motion 16:</b> That the CFMTA/FCAPM purchase a yearly license to WP forms to a maximum of \$200 USD.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Joanne Lougheed  <b>Carried</b></p> <p>Laura Gray and Barbara Long suggested accessing <a href="https://www.techsoupcanada.ca/en">https://www.techsoupcanada.ca/en</a> as a supplier for technology for nonprofits.</p>
<p><b>MOTION #17</b></p>	<p><b>Motion 17:</b> That CFMTA/FCAPM purchase a yearly license to a maximum of \$150 USD for UpdraftPlus for backup and restore website when or if needed.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Laura Gray  <b>Discussion:</b> Good idea.  <b>Vote:</b> Carried</p>
<p><b>Directive #4</b></p>	<p>Directive 4: That the website licenses be renewed/purchased by the Webmaster.</p>

<p><b>Conference Resource Consultant</b></p>	<p>The timing of each chair appointment needs to be clarified as election/selection occurs between conferences. Conference Consultant Joanne Lougheed spoke to discomfort in having all her conference expenses paid.</p>
<p><b>Directive 5</b></p>	<p>Former Manitoba Conference Committee member Evangeline Keeley spoke to how happy the Winnipeg conference committee was with Joanne’s involvement. Alberta Conference Chair Marlaine Osgood also spoke to enjoying working with Joanne. It was noted that the CFMTA/FCAPM conference held in Baltimore in conjunction with MTNA in 2017 threw off the continuity of CFMTA/FCAPM conferences. Both Catherine Fitch Bartlett and Evangeline Keeley suggested Joanne Lougheed continue on in this position. Discussion arose around whether this should be a committee, however it was determined that this would be burdensome.</p>
<p><b>Directive 6</b></p>	<p>Directive 5: That the position of Conference Resource Consultant remains with Joanne Lougheed until July 2021.</p>
<p><b>Directive 6</b></p>	<p>Directive 6: That the position of Conference Resource Consultant be appointed in odd-numbered years.</p>
<p><b>E-Festival</b></p>	<p>E-Festival Chair Lorna Wanzel reviewed the participant numbers for the E-Festivals to date. The new chair and administrator will have to determine the specifics for moving the festival forward as no plans and no budget are currently in place.</p> <p>Barbara Long shared the fact that the fees were set according to estimated hours spent per entry. This determined how much it would cost to pay the administrator and factored into the application fee.</p>
<p><b>Nominations Report</b></p>	<p>The following corrections were made to the Report:</p> <ul style="list-style-type: none"> <li>● The Webmaster’s position should be listed as a position to be ratified, not elected.</li> <li>● Competition Chair Sue Jones has <i>completed her term</i>, and has not <i>declined to let her name stand</i></li> <li>● It was suggested that future reports list how many more terms those remain for who are letting their names stand and that this will be the responsibility of future Nominations Chairs to keep track of.</li> </ul>
<p><b>Professional Development</b></p>	<p>As Chair Patricia Frehlich was absent, no discussion ensued.</p>
<p><b>Research</b></p>	<p>Committee member Lorna Wanzel spoke to the Research Committee Chair’s history growing out of the necessity for CFMTA/FCAPM to be taken seriously on the international music association stage. Po Yeh added that research informs programs such as Canada Music Week.</p>
<p><b>Public Relations and Marketing</b></p>	<p>As Chair Patricia Frehlich was absent, no discussion ensued.</p>
<p><b>Social Media</b></p>	<p>Social Media Chair Michael Faulkner thanked Tiffany Wilson, Anita Perry and Terri-Lynn McNichol for sending him “postable” information. Facebook is our biggest social media—to date 700 page likes, with some of the posts reaching over 20,000 people and connecting us to teachers all over the globe. We also have LinkedIn, Instagram, and Twitter. Tiffany Wilson</p>

<p><b>Strategic Planning Committee</b></p> <p><b>Young Artist Tour</b> <b>MOTION #18</b></p> <p><b>MOTION #19</b></p> <p><b>MOTION #20</b></p>	<p>noted that the President’s letter to Justin Trudeau garnered a lot of interest. QRMTA delegate David Côté reminded Michael to post in both official languages.</p> <p>Please see item 12 (c) pg 18</p> <p><b>Motion 18:</b> That the Young Artist Honorarium be raised from \$100 to \$200 per concert, minimum 3 concerts, maximum 10 concerts. <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Evangeline Keeley <b>Discussion:</b> Concern was raised around whether or not \$5800 cover the potential of five Y/A tours and would CFMTA/FCAPM be able to sustain this expenditure over the long term. Treasurer Lois Kerr assured Delegates that this would be sustainable. Young Artist Chair Tiffany Wilson noted that CF gets back 50% of the net proceeds of each concert or \$75, whichever is greater, so there are funds flowing into the program. Treasurer Lois Kerr assured the Executive Committee that there is sufficient funding for this and went on to explain that the program has not been well-used in the past few years. Further, ORMTA has canceled their 2020 competition and BC is holding an online 2020 competition. At this point, the possibility of live touring is unknown for 2020-2021. <b>Vote:</b> Abstain: 1; Against 3; For: 20 <b>Result: Carried</b></p> <p><b>Motion 19:</b> That the Collaborative Artist Honorarium be raised from \$50 to \$100 per concert, minimum 3 concerts, maximum 10 concerts. <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Patricia Niekamp <b>Discussion:</b> Concern centered around the fiscal responsibility of such an expenditure. Treasurer Lois Kerr assured the Executive Committee that that there is sufficient funding for this with interest coming in from GICs and the possibility of dipping into the the principal of one of the GIC's if necessary and the possibility of dipping into the principal of one of the GICs if necessary. <b>Vote:</b> Abstain: 2; Against: 3; For: 19 <b>Result: Carried</b></p> <p><b>Motion 20:</b> That we add one-night hotel accommodation for each artist, per concert at competitive rates. <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Joanne Loughheed <b>Discussion:</b> This funding would be for each performer if it is a collaborative concert. Hotel accommodation is currently paid for by the hosting branch and this initiative is a bid to encourage the branches to host concerts by helping to keep their costs down. Note: Billeting is not an option as it is an uninsurable risk and CFMTA would be liable. <b>Vote:</b> Abstain: 2; Against 3; For 19 <b>Result: Carried</b></p>
<p><b>7. Ad-Hoc Committee Reports</b></p> <p><b>Manitoba Conference 2019</b></p> <p><b>Alberta Conference 2021</b></p>	<p>Former Conference Committee member, Evangeline Keeley thanked YRMTA for sponsoring the Competitors’ reception and how it allowed the opportunity for the competitors to get to know each other and bond.</p> <p>Conference 2021, “Our Rhythm Runs Through It”</p>

	<p>The Edmonton Branch has decided to completely withdraw from hosting the 2021 conference due to the restrictions imposed by the Covid-19 pandemic. The conference committee is not comfortable with a virtual conference.</p> <p>In view of the situation with the corona virus The CFMTA/FCAPM Executive Committee accepted the Conference Committee’s withdrawal from hosting the 2021 conference.</p> <p>QRMTA Delegate and 2023 Conference Committee Chair David Côté graciously offered to step back and give the 2023 slot to ARMTA, with Quebec hosting the 2025 conference.</p> <p>Henry Klassen generously offered Whitehorse for the 2021 AEM, however the following concerns were raised:</p> <ul style="list-style-type: none"> <li>● This has not been included in the Proposed budget for 2020-2021 and this would put us in the red by \$16,000</li> <li>● Because of financial difficulties in the airline industry, many airlines (notably Air Canada) are changing their routes to fewer flights to the north. There is a risk that more delegates may have to spend more nights <i>en route</i> both arriving and departing, resulting in higher accommodation costs.</li> <li>● Several members expressed concern about the safety of air travel, especially having to take three flights.</li> </ul> <p>Discussion then moved to the possibility of a virtual 2021 conference with a virtual piano/vocal competition. This discussion was tabled until the following day. Please go to pg 20.</p>
<p><b>8. Provincial Reports</b></p> <p><b>MOTION #21</b></p>	<p>ARMTA had nothing further to add.                  BCRMTA had nothing further to add.                  MRMTA had nothing further to add.                  NBRMTA presented their bilingual logo.                  NLRMTA had nothing further to add.                  NSRMTA had nothing further to add.                  ORMTA added that their provincial conference is cancelled due to Covid-19 concerns.                  PEIRMTA had nothing further to add.                  QRMTA produced a promotional information card.                  SRMTA invited everyone to attend SRMTA’s virtual conference in October.                  YRMTA had nothing further to add.</p> <p><b>Motion 21:</b> That the Provincial/Territorial reports be accepted as presented.  <b>Move:</b> Joan Woodrow ~ <b>Second:</b> Laura Gray  <b>Vote:</b> Carried</p>
<p><b>9. Branching Out</b></p>	<p><u>Branching Out 2020-2021:</u> Reaching out to our Professional Peers  <u>Branching Out 2021-2022:</u> Celebrating Diversity</p>
<p><b>CFMTA/FCAPM 2020 Annual Executive Meeting RECONVENED July 9, 2020</b></p>	
<p><b>10. (a) Resolutions</b></p> <p><b>ARMTA RESOLUTION</b></p>	<p>Resolutions</p> <p><b>Resolution:</b> That the CFMTA-FCAPM pursue the possibility of a pension plan.  <b>Move:</b> Marlane Osgood ~ <b>Second:</b> Kimerica Parr  <b>Discussion:</b> Perhaps approach the Canadian Federation of Musicians as they have a pension plan.</p>

<p><b>CFMTA/FCAPM Officers' Resolution</b></p>	<p>A small committee for investigation was formed: Marlaine Osgood, chair Joyce Hein and Annie Avery as volunteers.  <b>Vote: Carried</b></p> <p><b>Resolution:</b> That the Policies and Procedures be amended to clearly reflect that Officers shall be permitted to put forth Resolutions.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Paula Rockwell  <b>Discussion:</b> Concern was raised that allowing officers to make resolutions would a) contravene the idea of CFMTA/FCAPM being a federation as it would allow for top-down direction and b) would pressure the Executive Committee into unwarranted action. The officers should wait until the annual AEM to bring forth ideas to the Committee: CFMTA moves slowly.</p> <p>In response, the current officers assured the Committee they have no desire to manipulate or pressure. Further, presenting an advance resolution allows all delegates three months to discuss the matter with their provincial boards to receive instruction. Rather than putting ideas and projects on hold for an entire year, this Resolution would add maneuverability for the organization, and speaks to clarity and transparency. It would serve our members better if they can have advance notice.</p> <p>Concern was raised that this wording includes the secretary and treasurer who are not allowed to vote.</p> <p><b>Vote: Withdrawn</b></p>
<p><b>MOTION #23</b></p>	<p><b>Motion 23:</b> That the Policies and Procedures be amended to clearly reflect that <i>voting</i> Officers shall be permitted to put forth Resolutions.  <b>Move:</b> Tiffany A. Wilson ~ <b>Second</b> Laura Gray  <b>Vote:</b> Abstain: 3; Against: 2; For: 18  <b>Result: Carried</b></p>
<p><b>ORMTA RESOLUTION</b></p>	<p><b>Resolution:</b> ORMTA moves that the CFMTA Strategic Planning Committee considers and then recommends a cap on AGM travel expenses, for non-conference years, based on a fixed percentage of annual budgeted expenses. Meeting locations can be then considered within the parameters of the budget.  <b>Move:</b> Laura Gray ~ <b>Second:</b> Nancy Dale  <b>Discussion:</b> History: originally it was thought best to hold non-conference meetings in Toronto or Winnipeg as these cities are the most central to all travelers. Treasurer Lois Kerr spoke to cap on expenses that can't be controlled, such as hotel rooms or flights. If we put a cap on expenses, who will pay for overruns that are beyond our control? Further, finances are the purview of the Finance Committee, not Strategic Planning.  <b>Vote: Withdrawn</b></p>
<p><b>MOTION #24</b></p>	<p><b>Motion 24:</b> ORMTA moves that CFMTA/FCAPM examine the amounts spent on AGM travel expenses for non-conference years.  <b>Move:</b> Laura Gray ~ <b>Second:</b> Nancy Dale  <b>Vote:</b> Abstain 0; Against 2; For 22  <b>Result: Carried</b></p>

<p><b>YRMTA RESOLUTION</b></p>	<p><b>Resolution:</b> That the following amendment to the section of our P&amp;P as a Resolution, to be put into effect immediately:</p> <p>Committees</p> <p>1. All Committee Chairpersons, excluding the Nominations Chairperson and the Finance Chairperson shall be elected or appointed by the Executive Committee for a two-year term at the Annual Executive Committee Meeting in each even-numbered year. Committee Chairpersons shall normally be limited to six years, three terms from election or appointment year not retroactive unless no replacement is found, in which case further terms are permitted, and work actively with a committee (July 2013 resolution; Carried) (July 2020 resolution)</p> <p><b>Move:</b> Henry Klassen ~ <b>Second:</b> Anna Avery</p> <p><b>Discussion:</b> This Resolution is intended as a safeguard, a “back door” clause in the event that no one steps up and that additional terms should be considered on a term by term or position by position basis.</p> <p>Arguments against this were that six years is plenty of time to perform the job and find a potential replacement. President Laureen Kells cautioned that we need not fear that no one will step forward, but that we must operate from a position of strength and have confidence in our delegates, giving them the opportunity to step forward. New chairs will keep the organization alive and growing. At this juncture, we need to reconsider how we go about recruiting chairs and how we are promoting these positions. Note: <i>any RMT</i> can be considered for chair positions.</p> <p><b>Vote:</b> Abstain: 0; Against: 15; For 8;</p> <p><b>Result: Defeated</b></p> <p><i>(ARMTA Delegate Kimerica Parr left meeting)</i></p>
<p><b>10. (b) Policies &amp; Procedures</b></p> <p><b>Directive #7</b></p>	<p>Questions were raised regarding the appropriateness of the Preamble being included in the Policies and Procedures as it is neither a policy nor a procedure. It was suggested that this be placed on the Website and in the Agenda Package for Delegates as it is important that members of CFMTA/FCAPM know the history of the Federation.</p> <p>Directive 7: The "Preamble" that was written by the Bylaws and P&amp;P Committee not be inserted into the 2020-2021 P&amp;P and that it be reviewed by the new P&amp;P Chair for accuracy and completeness.</p> <p>P&amp;P Committee member Henry Klassen reminded delegates that Section # 5 has to do with timing of when the resolutions must be received by the secretary. Therefore, the wording will be:</p> <p>5. All resolutions which the Provincial and Territorial Associations, Provincial/Territorial Delegates and <b>voting</b> Officers propose to present to an Executive Committee Meeting, shall be sent to the Secretary of the Federation by April 1<sup>st</sup> prior to the Annual Executive Committee Meeting.</p> <p>and</p> <p>7. Resolutions may only be received from Provincial and Territorial Associations and <b>voting Officers</b>.</p> <p>Sue Jones has renamed the Piano Competition Awards and they are correct on the website.</p>

<p><b>Directive #8</b></p>	<p>Directive 8: That formatting of the P&amp;P should be discussed between the new chair and the secretary.</p> <p>Communications Coordinator Dina Pollock clarified the duplication of job description in the Advertising Subcommittee and the Communications Coordinator. According to Directives 3 and 4 of the 2019 AEM, these duties were to have been split between the Public Relations Chair taking external marketing and that the sub-committee was to have been disbanded.</p>
<p><b>Directive #9</b></p>	<p>Directive 9: That the new Bylaws and P&amp;P Chair review the P&amp;P manual to ensure that references to Advertising and Marketing, Public Relations, and Communication Coordinator accurately reflect the decisions made at the 2019 AEM.</p>
<p><b>Directive #10</b></p>	<p>Directive 10: That the Bylaw and P&amp;P Committee prepare a human resource policy that includes statements about non-harassment, non-discrimination, etc. and also include a statement of support and respect for treaty land agreements.</p>
<p><b>Directive #11</b></p>	<p>Queries were made regarding the Communications Coordinator wording and title inconsistencies which resulted in the following directives:</p> <p>Directive 11: That the title Communications Chair be changed to Communications Coordinator throughout the Policies &amp; Procedures.</p>
<p><b>Directive #12</b></p>	<p>Directive 12: That Dina Pollock review her job descriptions for clarity and accuracy in reflecting current practice, then to review with Barbara Long and Laura Gray and the new Bylaw and P&amp;P Chair.</p>
<p><b>Directive #13</b></p>	<p>Directive 13: That a formal review and proofing of the P&amp;P be done twice annually by the President, Vice President and Past President, following the AEM and before circulation to the Delegates, and that this change be incorporated into the job descriptions of these positions.</p>
<p><b>Directive #14</b></p>	<p>Past President Tiffany Wilson pointed out that the P&amp;P Chair needs to follow-up on changes to the P&amp;P to ensure they are taking place. She suggested that oversight of the P&amp;P fall under the Vice President’s responsibilities.</p> <p>Concern was raised regarding the student composer competition changes in fees and decrease in award amounts. CMW Chair Po Yeh explained that the original 2019 P&amp;P numbers were incorrect, and the change was done to rectify that error.</p>
<p><b>Directive #14</b></p>	<p>Directive 14: That the Young Artist Chair will update the Young Artist's financial changes in the P&amp;P.</p>
<p><b>Directive #14</b></p>	<p>A query was raised regarding the digital magazine, <i>Year In Review</i> and whether the \$1100 to produce it is well spent. CMT Editor and Webmaster Dina Pollock spoke to the fact that because this issue is strictly digital, there are no constraints as to number of pages, therefore full interviews and detailed information is added. She stressed that it is not a “regurgitation” of past issues of the Canadian Music Teacher. Further, <i>A Year In Review</i> serves as a vital digital archive.</p>



<p><b>Directive #15</b></p>	<p>ORMTA Delegate Laura Gray requested a specification that the wording “two two-year terms be changed to “two additional terms.”</p> <p>Directive #15: To the Bylaw and P&amp;P Chair: that the wording for the length of time of a chair position be changed to reflect that the chair can be re-elected for two additional terms, throughout the P&amp;P as necessary.</p> <p>Outgoing Policies &amp; Procedures Chair Lorna Wanzel thanked all the people on her committee for their hard work</p>
<p><b>11. Old Business</b>  <b>(a) Second Competition</b></p> <p><b>Directive #16</b></p> <p><b>(b) Program Funding</b></p> <p><b>Directive #17</b></p> <p><b>Directive #18</b></p>	<p>a) Second National CFMTA/FCAPM Music Competition, Ad-hoc Committee  Discussion: Do we need a committee, considering a second competition is optional? Currently CFMTA/FCAPM membership dues include a \$2 yearly fee to support a second competition, therefore because of financial commitment, CFMTA/FCAPM needs to provide some parameters such as standard. Consider making the second National Music Competition a sub- committee of Awards &amp; Competitions Committee.</p> <p>Evangeline Keeley volunteered to be on the Second National Competition committee. Laura Gray suggested we ask our provincial members directly to serve. She will ask one of her ORMTA members to join.</p> <p>Directive 16: Evangeline Keeley will consult with the new Awards &amp; Competitions Chair to move forward with the second music competition.</p> <p>b) Program Funding and Grant Application  This position requires expertise and would be better served by a committee. Treasurer Lois Kerr pointed out that because we have a closed membership and our competitions are closed to students of our members, this restricts us in what grants we can apply for. There are, however, other sources of funding:</p> <ul style="list-style-type: none"> <li>● Corporate partnerships, such as we have with the Personal—mutually beneficial arrangement</li> <li>● Endowment funds to support programs</li> <li>● Planned giving (making this part of a Will)</li> </ul> <p>This type of work takes time and perseverance.</p> <p>Directive 17: That a Notice go in the Canadian Music Teacher and Of Note calling for a volunteer to head a Program Funding and Grant Application Committee.</p> <p>Directive 18: All Delegates reach out to their provincial membership with a goal of finding volunteers to fill the role of Program Funding and Grant Application Committee Chair.</p>
<p><b>12. New Business</b>  <b>a) Insurance coverage for online lessons</b></p>	<p>President Laureen Kells spoke to our Westland insurance agent, Katlyn Townsend. We are covered for the risks outlined in our current policy, provided the provincial government permits us to teach. If the government issues a warning to not be teaching face-to-face then Westland would strongly advise following the rules to avoid any potential claims or issues.</p> <p>Westland’s insurance partner, Intact Insurance has declined to offer a group cyber insurance plan for risks such as Zoom bombing. However, this is offered on an individual basis at \$350</p>

<p><b>b) Strategic Planning</b></p> <p><b>MOTION #25</b></p>	<p>per teacher. Westland would only be able to offer this coverage through BC AB SK, other provinces would have to find their own broker as Westland is not allowed to write this type of insurance elsewhere.</p> <p>The Strategic Planning Committee provided 15 pages of reports on their actions for the past year. Only three provinces responded to their survey. SP Committee expressed concern about CFMTA/FCAPM not meeting its mandate to help Provincial and Territorial Associations and individual teachers.</p> <p>Discussion centered largely around the hiring of an Executive Director. Treasurer Lois Kerr provided the following financial background:</p> <p>Based on research, the Strategic Planning committee’s estimate of an Executive Director salary in the range of \$50K - \$70K is accurate for a person with 5 years’ experience or less.</p> <p>On top of a \$55K salary, as an employer CFMTA would also have to pay:</p> <ul style="list-style-type: none"><li>● CPP and EI contributions of \$4,000</li><li>● Vacation Pay of 4% = \$2000</li><li>● A Benefit Package might need to be offered to be competitive.</li></ul> <p>All of these costs could add another \$10K.</p> <p>If the position were offered as a contract, we would likely need to add \$10K to provide a similar compensation package.</p> <p>In the job description of the Executive Director (ED) there is mention of “staff”. It is unlikely that the ED could fulfill all the duties described without staff. That could add another \$25K, bringing us to a total of \$90K. Further, an Executive Director would need a budget for travel expenses and project funding. This could add another \$15,000, bringing the total to \$105,000. Note that this year’s budgeted Operating Income is \$106,000. The suggested amount that Non-Profit Organizations under \$1 million spend on ED’s is 10% of their operating funds. We are not in a financial position to hire an ED at this time.</p> <p>As CFMTA/FCAPM is a group of self-employed individuals, we would not be eligible for a grant to pay someone to manage its interests.</p> <p><b>Discussion:</b> How would charging members an extra \$20 to pay for an Executive Director fit in with our mandate? Should an ED be a musician and/or CFMTA/FCAPM member to understand the business? Could CFMTA/FCAPM share a part-time ED with another (similar) organization? This doesn’t need to be a full-time position with benefits. Many small nonprofits have part-time EDs. We should keep the Treasurer and retain all committees as this increases engagement of members. An existing employee could be given the title to empower them, i.e. the cachet of an ED to negotiate agreements. The role and responsibilities could be increased gradually, moving toward this position in 3 or 4 years. “Do it bit by bit and do it well.”.</p> <p><b>Motion 25:</b> That a task force be struck to investigate all aspects of the ramifications of the position of Executive Director for CFMTA/FCAPM in the next year and report back to the 2021 Annual Executive Meeting</p>
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	<p><b>Move:</b> Henry Klassen ~ <b>Second:</b> Lorna Wanzel  <b>Vote: Carried</b></p> <p><u>Executive Director Task Force:</u> Marlaine Osgood, Kimerica Parr, Nick Arsenault, Laureen Kells (ex officio).</p>
<p><b>Directive #19</b></p>	<p>Directive 19: That recruitment be brought to the forefront of the appropriate committee(s) with the goal of expanding membership while working with the provincial/territorial associations.</p>
<p><b>MOTION #26</b></p>	<p><b>Motion 26:</b> That the Standing and Ad-hoc Committee Reports be accepted  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Catherine Fitch Bartlett  <b>Vote: Carried</b></p>
<p><b>c) Virtual Conference 2021</b></p>	<p>Virtual Conference</p>
<p><b>MOTION #27</b></p>	<p><b>Motion 27:</b> That the 2021 conference be a virtual conference  <b>Move:</b> Tiffany A. Wilson ~ <b>Second:</b> Marlaine Osgood  <b>Discussion:</b> Tiffany suggested each province have a representative to help host a workshop/session for a virtual conference with one or two live events and then some pre-recorded events. Kimerica offered to serve on the committee; Michael spoke to a live world-wide conference that is recorded starting live in the East, then recorded with each time zone/province adding a live show.  <b>Vote: Carried</b></p>
<p><b>Directive #20</b></p>	<p>Directive 20: That the delegates return to their provinces/territories with the goal of recruiting one volunteer to serve on the 2021 Virtual Conference Committee.</p> <p>Further Discussion: The conference loan would be available to this committee and CF could subsidize this conference to a certain extent.</p> <p>The vocal competition has been advertised but there are no adjudicators. Leave the decision as to whether to have the vocal competition from the Canada-wide conference committee and members for the 2<sup>nd</sup> competition would come from that committee. When we announce the conference will be online, we can announce that both competitions will be taking place virtually. Volunteers will need to know this.</p>
<p><b>Directive #21</b></p>	<p>Directive 21: That the 2021 Piano Competition will be held as a virtual competition. The Voice Competition will be held virtually, pending health restrictions, and be the responsibility of the yet to be formed 2021 Conference Committee.</p>
<p><b>d) Amended Budget 2020-2021</b></p>	<p>Changes had been made to the budget as per the Motions/Directives/discussion on July 8. There were no changes arising from the July 9 meeting. Increased expenses for the Young Artists Program were based on the same number of tours as 2018. Operating Fund surplus now \$19,596.</p> <p>No other changes were made at this time.</p>
<p><b>MOTION #28</b></p>	<p><b>Motion 28:</b> Accept the Amended 2020-2021 Budget</p>

<p><b>e) Proposed Budget 2021-2022</b></p> <p><b>MOTION #29</b></p> <p><b>MOTION #30</b></p> <p><b>MOTION #31</b></p>	<p><b>Move:</b> Joan Woodrow ~ <b>Second:</b> Patricia Niekamp <b>Result: Carried</b></p> <p>Changes had been made to the budget as per the Motions/Directives/discussion on July 8. The suggestions made in the Finance Committee Report were reviewed to see if further adjustments were needed. The Treasurer asked for clarification on the number of yearly issues of “Of Note”. It was decided to leave this at 12 issues per year.</p> <p>Treasurer Lois Kerr asked that a Motion be made about holding a virtual AEM in 2021 in order to adjust the relevant budget numbers.</p> <p><b>Motion 29:</b> That the 2021 AEM be held as a virtual meeting, dates to be determined. <b>Move:</b> Marlaine Osgood ~ <b>Second:</b> Laura Gray <b>Withdrawn</b></p> <p><b>Motion 30:</b> That the 2021 CFMTA/FCAPM AEM be held as a virtual meeting on July 7 and 8, 2021. <b>Move:</b> Marlaine Osgood ~ <b>Second:</b> Laura Gray <b>Discussion:</b> \$10,000 loan available for virtual conference is still in the budget. It would be prudent to wait until the Virtual Conference Committee puts together a budget before releasing or proposing funds.</p> <p>Questions were raised concerning use of the flight vouchers. These are being held in “Prepaid Expenses” on the Balance Sheet and will be expensed out as they are used or lost. There is no cost saving here.</p> <p>There was discussion about the possibility of Delegates in some areas getting together for the 2021 AEM. It was decided to leave 25% in the AEM travel budget to allow for this. There will be no reductions to the Operating Expenses programs or a raise in fees because we will have two years of virtual meetings which will allow us to trim costs. Operating Fund surplus now \$16,482.</p> <p><b>Vote: Carried</b></p> <p><b>Motion 31:</b> To accept the Proposed 2021-2022 Budget. <b>Move:</b> Henry Klassen ~ <b>Second:</b> Laura Gray <b>Vote: Carried</b></p>
<p><b>13. Elections of Committee Chairs</b></p>	<p><u>Advertising and Marketing</u>.....Amy Boyes was nominated from the floor Tiffany Wilson called for nominations from the floor. No further nominations were forthcoming. Voted in by acclamation.</p> <p><u>Archives</u>.....Charline Farrell Tiffany Wilson called for nominations from the floor. As no one stepped forward, Charline Farrell was re-elected by acclamation.</p> <p><u>Awards and Competitions</u>.....Lynn Ewing Tiffany Wilson called for nominations from the floor. No further nominations were forthcoming. Voted in by acclamation.</p>

Bylaws, P and P.....  
Tiffany Wilson called for nominations from the floor.  
Lorna Wanzel nominated Barbara Long from the floor.  
Evangeline Keeley nominated Marlaine Osgood from the floor.  
Lorna Wanzel then withdrew the nomination of Barbara Long for Chair of Bylaws P&P.  
Elected by acclamation.

Canada Music Week.....Cynthia Taylor  
Tiffany Wilson called for nominations from the floor. No further nominations were forthcoming.  
Elected by acclamation.

Communications Coordinator .....Dina Pollock  
Tiffany Wilson called for nominations from the floor. As no one stepped forward Dina Pollock was named Communications Coordinator by acclamation.

E-Festival .....Elizabeth Craig  
Tiffany Wilson called for nominations from the floor. No further nominations were forthcoming.  
Elected by acclamation.

Professional Development and Research .....  
Tiffany Wilson called for nominations from the floor. As no one stepped forward, this committee will go on hiatus.

Public Relations .....Amy Boyes  
Tiffany Wilson called for nominations from the floor. There were no nominations from the floor.  
Elected by acclamation.

Social Media Chair.....Michael Faulkner  
Tiffany Wilson called for nominations from the floor. There were no nominations from the floor.  
Elected by acclamation.

Strategic Planning.....Henry Klassen withdrew his name  
Tiffany Wilson called for nominations from the floor. As no one stepped forward, this committee will be on hiatus until the appointment of a Chair by the President.

Translations.....David Côté  
Tiffany Wilson called for nominations from the floor. No further nominations were forthcoming.  
Elected by acclamation.

Video Resources Chair.....Dina Pollock  
Tiffany Wilson called for nominations from the floor. No further nominations were forthcoming.  
Elected by acclamation.

<p><b>14. Extraordinary Election</b></p> <p><b>MOTION #32</b></p> <p><b>MOTION #33</b></p> <p><b>Directive #22</b></p>	<p><b>Extra ordinary Election: Vice President</b></p> <p>President Laureen Kells called for nominations from the floor. No one stepped forward who is qualified under our Bylaws.</p> <p><b>Motion 32:</b> In the absence of candidates, we make an exception today, to the rules of the P&amp;P of requiring two-year's attendance at Executive Committee meetings to allow a current delegate to run for the position of Vice President.  <b>Move:</b> Lorna Wanzel ~ <b>Second:</b> Joan Woodrow</p> <p>Andrea Ellis nominated Joyce Hein for the position of Vice President. There were no further nominations. Elected by acclamation.</p> <p><b>Motion 33:</b> That we appoint Catherine Fitch Bartlett as the Essay Competition Administrator.  <b>Move:</b> Joan Woodrow ~ <b>Second:</b> Rita Raymond Millett</p> <p><b>Directive 22:</b> That the Administration of the Essay Competition be removed from the Professional Development and Research Portfolio.</p> <p>All Delegates are encouraged to find volunteers for the remaining position of Professional Development and Research Chair and Strategic Planning Chair</p>								
<p><b>15. Ratifications</b></p>	<p><b>Ratifications</b></p> <table border="0"> <tr> <td>Treasurer</td> <td>Lois Kerr</td> </tr> <tr> <td>Secretary</td> <td>Anita Perry</td> </tr> <tr> <td>CMT Editor</td> <td>Dina Pollock</td> </tr> <tr> <td>Webmaster</td> <td>Dina Pollock</td> </tr> </table> <p>The above-noted contracts were approved for a two-year renewal.</p>	Treasurer	Lois Kerr	Secretary	Anita Perry	CMT Editor	Dina Pollock	Webmaster	Dina Pollock
Treasurer	Lois Kerr								
Secretary	Anita Perry								
CMT Editor	Dina Pollock								
Webmaster	Dina Pollock								
<p><b>16. Adjournment</b></p> <p><b>MOTION #34</b></p>	<p><b>Motion 34:</b> That the July 8 and 9 2020 Annual Executive Committee Meeting of the CFMTA/FCAPM be adjourned.  <b>Moved:</b> Joan Woodrow</p> <p style="text-align: center;"><b><i>And long may your big jib draw!</i></b></p>								
<p><b>Next Meetings</b></p>	<p><b>For July 7 &amp; 8 2021 meeting:</b>          May 15 Reports due (provincial and updated committee reports)          June 1 reports sent from Office          July AEM Audited Financial Documents sent out</p>								

## **ACTION LIST**

### Delegates:

- Contact Dina Pollock with workshops/lectures that CFMTA/FCAPM can record for the Video Library.
- All Delegates reach out to their provincial membership with a goal of finding volunteers to fill the role of Program Funding and Grant Application Committee Chair.
- That the delegates return to their provinces/territories with the goal of recruiting one volunteer to serve on the 2021 Virtual Conference Committee.

### Administration

- The Communications Coordinator report be separate from the Committee Chair reports
- Place a Notice in The Canadian Music Teacher and Of Note calling for a volunteer to head a Program Funding and Grant Application Committee.
- Review and proofing of P&P be done twice annually by the President, Vice President and Past President, following the AEM and before circulation to the Delegates

### Finances:

- Ensure administrative costs associated with the Essay Competition come out of the Advertising Budget.
- Remove the allotted \$600 from the Essay Competition Budget for adjudicators in the 2020-2021 Amended Budget.

### Archives

- Apply for a grant under Canada Summer Jobs to hire a student to scan the archives.

### Awards & Competitions

- Review the Memorial Pedagogy Award criteria to include consideration of online course examination results.
- Evangeline Keeley will consult with the new Awards & Competitions Chair to move forward with the second music competition.

### Canada Music Week

- That an honorarium be provided to the winners of the Call for Composition Categories in the amount of \$100 for each category.

### Communications Coordinator

- Amend the description of the Communications Coordinator in the P&P to accurately reflect current practice and job description.

### Webmaster:

- Purchase a yearly Business Apple Developer License.
- Purchase a \$349 US Lifetime access theme for unlimited websites the Lifetime access to the theme we use on the website
- Purchase a yearly license to WP forms to a maximum of \$200 USD
- Purchase a yearly licence to a maximum of \$150 USD for UpdraftPlus for backup and restore website when or if needed
- Access <https://www.techsoupcanada.ca/en> as a supplier for technology for nonprofits.

### Nominations

- List the Webmaster's position as being ratified not elected.

### Policies & Procedures

- Amend the position of Conference Resource Consultant to show they be appointed in odd-numbered years.
- Not insert the "Preamble" into the 2020-2021 P&P
- Review the "Preamble" for accuracy and completeness.
- Discuss the formatting with the secretary.
- Review the P&P manual to ensure that references to advertising and marketing, public relations, and Communication Coordinator accurately reflect the decisions made at the 2019 AEM.
- Prepare a human resource policy that includes statements about non-harassment, non-discrimination, etc. and also include a statement of support and respect for treaty land agreements.
- Change the title "Communications Chair" to Communications Coordinator throughout the Policies & Procedures.
- Remove the Administration of the Essay Competition from the Professional Development and Research Portfolio.
- Review and proof the P&P twice annually with the President, Vice President and Past President, following the AEM and before circulation to the Delegates, and ensure that this change is incorporated into the job descriptions of these positions.
- Change the wording throughout the P&P as necessary that the length of time chair can be re-elected is for "two additional terms."
- Follow up with Committee Chairs to ensure P&P changes agreed on at this AEM have taken place.

### Social Media

- Translate Facebook Posts into French

### Young Artist:

- Raise the honorarium from \$100 to \$200 per concert, minimum 3 concerts, maximum 10 concerts.
- Raise the collaborative Artist Honorarium from \$50 to \$100 per concert, minimum 3 concerts, maximum 10 concerts.
- Add one-night hotel accommodation for each artist, per concert at competitive rates.
- Update the Young Artist's financial changes in the P&P.

### Misc.

- Marlaine Osgood, Joyce Hein and Annie Avery to investigate the possibility of a CFMTA/FCAPM Pension plan.
- Marlaine Osgood, Kimerica Parr, Nick Arsenault, Lauren Kells (ex officio) investigate all aspects of the ramifications of the position of Executive Director for CFMTA/FCAPM in the next year and report back to the 2021 Annual Executive Meeting
- Recruitment be brought to the forefront of the appropriate committee(s) with the goal of expanding membership while working with the provincial/territorial associations.



## Canadian Federation of Music Teachers' Associations Approved 2020 - 2021 and 2021 - 2022 Budgets

	Approved Budget 2020-2021	Approved Budget 2021-2022	
	Apr 2020-Mar 2021	Apr 2021-Mar 2022	
<b>00 OPERATING INCOME</b>			
0001 BASE ANNUAL FEE	89,900	89,900	Note 1
0002 LATE FEES	100	100	
0003 NEWSLETTER ADVERTISING	12,500	12,500	
0004 INTEREST	1,000	1,000	
0005 THE PERSONAL INSURANCE GROUP			Note 2
0006 PROF ACHIEVEMENT CERTIFICATES	100	100	
0007 CONFERENCE PROFITS			
<b>0009 OTHER INCOME</b>			
CMT Subscriptions	3,000	3,000	Note 3
Essay Competition Donation	3,750	3,750	Note 4
Translation Grant			
<b>Total 0009 OTHER INCOME</b>	6,750	6,750	
<b>Total 00 OPERATING INCOME</b>	110,350	110,350	
<b>00 OPERATING EXPENSES</b>			
<b>0010 AGM</b>			
0011 AGM Delegates	0	4,500	Note 5
0012 AGM Officers	0	2,500	
<b>Total 0010 AGM</b>	0	7,000	
<b>0020 CANADIAN MUSIC TEACHER</b>			
0021 EDITOR HONORARIA	6,765	6,765	
0022 EDITOR COMMISSION	1,875	1,875	
0023 PRODUCTION	5,500	5,500	Note 3
0024 OFFICE & COMMUNICATIONS	350	350	
0025 EDITOR TRAVEL	0	0	
0026 ANNUAL REVIEW	1,128	1,692	Note 6
0027 ONLINE EDITION	1,386	1,386	Note 7
<b>Total 0020 CANADIAN MUSIC TEACHER</b>	17,004	17,568	

Note 1. After consultation with the provincial and territorial Treasurers, membership is expected to decrease overall by 10%.

Fees are based on 2900 members, \$31 operating, \$2 A&C, \$2 Second Comp, \$1 CMW, \$1 YA, total of \$37 per member.

Note 2. As per 2019 AEM Motion #13, the Personal Income has been moved to Awards & Competition Income.

Note 3. All 3 yearly editions of CMT are digital. Income and expenses based on 150 subscriptions at \$20 annually.

Note 4. Essay Competition Income & Expenses have been moved from CMW into Operating Funds.

Note 5. 2020 AEM held by Zoom. 25% of travel funds available in 2021 for possible combined live/electronic meeting.

Note 6. Increased by 50% per year starting in 2021-2022 to compensate for 100% more work in Conference years.

Note 7. Cost of application to support online edition of CMT.

## Canadian Federation of Music Teachers' Associations Approved 2020 - 2021 and 2021 - 2022 Budgets

	<b>Approved Budget 2020-2021</b>	<b>Approved Budget 2021-2022</b>	
	Apr 2020-Mar 2021	Apr 2021-Mar 2022	
<b>0040 ADMINISTRATION</b>			
<b>0041 AUDIT</b>	3,700	3,700	
<b>0042 MEETING EXPENSES</b>	1,400	2,000	Note 8
<b>0043 INSURANCE</b>	1,500	1,500	
<b>0044 OFFICE EXPENSES</b>			
Office Expenses	4,500	4,500	Note 9
Storage	1,000	1,000	
<b>Total 0044 OFFICE EXPENSES</b>	5,500	5,500	
<b>0045 LEGAL FEES</b>	3,500	0	Note 10
<b>0046 WEBSITE MAINTENANCE</b>	3,350	2,800	Note 11
<b>0048 SERVICE CHARGES</b>	250	250	
<b>Total 0040 ADMINISTRATION</b>	19,200	15,750	
<b>0050 SALARY</b>			
<b>0051 ADMINISTRATIVE STAFF</b>			
Secretary	12,000	12,000	
Treasurer	12,000	12,000	
<b>0052 WEBMASTER</b>	2,050	2,050	
<b>Total 0050 SALARY</b>	26,050	26,050	
<b>0060 HONORARIA</b>			
<b>0061 PRESIDENT</b>	2,000	2,000	
<b>0062 VICE PRESIDENT</b>	1,000	1,000	
<b>Total 0060 HONORARIA</b>	3,000	3,000	
<b>0070 TRAVEL COSTS</b>			
<b>0071 PRESIDENT TRAVEL</b>	3,000	3,000	
<b>0072 PR AND MARKETING TRAVEL</b>	3,500	2,500	Note 12
<b>0073 CONFERENCE RESOURCE CONSULTANT</b>	0	0	Note 12
<b>Total 0070 TRAVEL COSTS</b>	6,500	5,500	

Note 8. Meeting expenses are for technical support to facilitate online AEM and Zoom Pro for Officers' meetings.

Note 9. Office Expenses includes \$225 monthly for "Of Note" creation (\$150 extra Secretary hours) and distribution (\$75 Mailchimp).

Note 10. Legal fees include \$3000 for COVID-19 waiver and application and \$500 for renewal of trademarks.

Note 11. Website costs include purchase of applications in CFMTA's name.

Note 12. Travel expenses reduced or eliminated for July 2021 AEM and Conference.

Note 13. Increase includes monthly "Of Note" translation (12 issues).

## Canadian Federation of Music Teachers' Associations Approved 2020 - 2021 and 2021 - 2022 Budgets

	Approved Budget 2020-2021	Approved Budget 2021-2022	
	Apr 2020-Mar 2021	Apr 2021-Mar 2022	
<b>0080 PROGRAMS</b>			
0082 ADVERTISING INITIATIVE	2,000	2,000	
0082.5 ESSAY COMPETITION PRIZES	3,750	3,750	
0083 BRANCHING OUT	2,400	2,400	
0084 TRANSLATION	4,000	4,000	Note 13
0085 ARCHIVES	250	250	
0086 PROFESSIONAL DEV VIDEOS	5,100	5,100	
0087 E-FESTIVAL SET-UP COSTS	1,500	1,500	Note 14
<b>Total 0080 PROGRAMS</b>	19,000	19,000	
<b>Total 00 OPERATING EXPENSES</b>	90,754	93,868	
<b>NET OPERATING INCOME/LOSS</b>	19,596	16,482	
0087 E-FESTIVAL SET-UP COSTS as above	1,500	1,500	Note 14
<b>05 E-FESTIVAL INCOME</b>			
0502 ENTRY FEES	23,250	10,850	Notes 15, 16
<b>Total 05 E-FESTIVAL INCOME</b>	23,250	10,850	
<b>05 E-FESTIVAL EXPENSE</b>			
0501 ADMIN & OFFICE EXPENSES	2,718	2,040	Notes 15, 16
0503 ADJUDICATOR FEES	4,581	2,030	Notes 15, 16
0505 ADMINISTRATOR FEES	15,188	6,970	Notes 15, 16
0508 SERVICE CHARGES	458	174	Notes 15, 16
<b>Total 05 E-FESTIVAL EXPENSES</b>	22,945	11,214	
<b>E-FESTIVAL INCOME</b>	305	-364	Note 14
<b>NET E-FESTIVAL INCOME LESS SET-UP COST</b>	-1,195	-1,864	Note 14

Note 14. The E-Festival committee requests a \$1500 subsidy to set up two E-Festivals per year. It is planned that the E-Festival will grow to become not only self-sufficient but to become a source of Income for CFMTA.

Note 15. 2020-2021 E-Festival budget includes actual Income and Expenses from April 2020 COVID-19 E-Festival with 398 entries.

Note 16. The E-Festival committee proposes a November Canadian E-Festival with 100 entries and a Spring all genres E-Festival with 250 entries.

## Canadian Federation of Music Teachers' Associations Approved 2020 - 2021 and 2021 - 2022 Budgets

	Approved Budget 2020-2021 Apr 2020-Mar 2021	Approved Budget 2021-2022 Apr 2021-Mar 2022	
<b>10 AWARDS/COMPETITIONS INCOME</b>			
1001 ANNUAL FEES	5,800	5,800	Note 1
1002 ENTRY FEES	0	2,000	Note 17
1003 DONATIONS/SP	0	5,000	
1004 GIC INTEREST	350	350	
1005 THE PERSONAL REBATES	2,500	2,500	Note 2
1009 A & C SURPLUS/LOSS	276	8,076	Note 18
<b>Total 10 AWARDS/COMPETITIONS INCOME</b>	<b>8,926</b>	<b>23,726</b>	
<b>10 AWARDS/COMPETITIONS EXPENSES</b>			
1001 ADMINISTRATION	0	2,250	
1002 PRIZES/SP PEDAGOGY AWARD	500	15,000	
1003 JURY FEES	0	3,075	
1004 JURY TRAVEL/EXPENSES	0	3,000	
1005 A & C CHAIR HONORARIA	350	350	
1006 A & C CHAIR TRAVEL	0	0	Note 19
1009 A & C SURPLUS/LOSS	8,076	2,301	Note 18
<b>Total 10 AWARDS/COMPETITIONS EXPENSES</b>	<b>8,926</b>	<b>23,726</b>	
<b>NET AWARDS/COMPETITIONS INCOME</b>	<b>0</b>	<b>0</b>	
<b>12 SECOND COMPETITION INCOME</b>			
1201 ANNUAL FEES	5,800	5,800	Note 1
1209 SECOND COMPETITION SURPLUS/LOSS	0	5,800	Note 20
<b>Total SECOND COMPETITION INCOME</b>	<b>5,800</b>	<b>11,600</b>	
<b>12 SECOND COMPETITION EXPENSES</b>			
1201 SECOND COMPETITION EXPENSES	0	11,600	Note 20
1209 SECOND COMPETITION SURPLUS/LOSS	5,800	0	Note 20
<b>Total SECOND COMPETITION EXPENSES</b>	<b>5,800</b>	<b>11,600</b>	
<b>NET SECOND COMPETITION INCOME</b>	<b>0</b>	<b>0</b>	

Note 17. Estimated entry fees for 8 competitors @ \$250 each.

Note 18. The surplus from the previous non-Competition year supports the Piano Competition.

Note 19. Travel expenses have been eliminated as both the AEM and Piano Competition will be held virtually.

Note 20. Members' fees of \$2 per year support a second national competition during Conference years.

## Canadian Federation of Music Teachers' Associations Approved 2020 - 2021 and 2021 - 2022 Budgets

	Approved Budget 2020-2021 Apr 2020-Mar 2021	Approved Budget 2021-2022 Apr 2021-Mar 2022	
<b>20 CANADA MUSIC WEEK INCOME</b>			
2001 ANNUAL FEES	2,900	2,900	Note 1
2002 ENTRY FEES	1,200	1,200	
2003 DONATIONS			Note 21
2003-1 BILL ANDREWS AWARD	500	500	
2003-5 HELEN DAHLSTROM AWARD	250	250	
2003-8 GENERAL DONATIONS	50	0	
<b>Total 2003 DONATIONS</b>	<b>800</b>	<b>750</b>	
2004 GIC INTEREST	20	20	
2005 SALE OF PROMO. MATERIAL	400	400	
<b>Total 20 CANADA MUSIC WEEK INCOME</b>	<b>5,320</b>	<b>5,270</b>	
<b>20 CANADA MUSIC WEEK EXPENSES</b>			
<b>2001 ADMIN &amp; MARKETING</b>			
COST OF PROMOTIONAL MATERIALS	570	120	
OTHER ADMIN & MARKETING	250	250	Note 22
<b>Total 2001 ADMIN &amp; MARKETING</b>	<b>820</b>	<b>370</b>	
<b>2002 CMW PRIZES</b>			
BILL ANDREWS AWARD	500	500	Note 21
CALL FOR COMPOSITIONS HONORARIA	200	200	Note 22
CMW STUDENT COMPOSER PRIZES	1,100	1,100	
HELEN DAHLSTROM AWARD	250	250	
<b>Total 2002 CMW PRIZES</b>	<b>2,050</b>	<b>2,050</b>	
2003 ADJUDICATOR FEES	1,200	1,200	Note 23
2005 CMW CHAIR HONORARIA	600	600	
2006 CMW CHAIR TRAVEL AGM	0	0	Note 24
<b>Total 20 CANADA MUSIC WEEK EXPENSES</b>	<b>4,670</b>	<b>4,220</b>	
<b>NET CANADA MUSIC WEEK PROFIT/LOSS</b>	<b>650</b>	<b>1,050</b>	

Note 21. The Essay Competition has been moved out of CMW and into Operating Funds.

Note 22. Honoraria of \$100 for each of two winners of the Call for Compositions

Note 23. Adjudicator's fee for the Student Composer Competition.

Note 24. Travel expenses have been eliminated as the AEM's will be held virtually.

## Canadian Federation of Music Teachers' Associations Approved 2020 - 2021 and 2021 - 2022 Budgets

	Approved Budget 2020-2021 Apr 2020-Mar 2021	Approved Budget 2021-2022 Apr 2021-Mar 2022	
<b>30 YOUNG ARTIST FUND INCOME</b>			
3001 ANNUAL FEES	2,900	2,900	
3003 DONATIONS	500	500	
3004 GIC INTEREST	500	500	
3005 CONCERT REVENUE - YA	2,000	225	Note 24
3009 YA SURPLUS/LOSS	7,645	4,345	Note 25
<b>Total 30 YOUNG ARTIST FUND INCOME</b>	<b>13,545</b>	<b>8,470</b>	
<b>30 YOUNG ARTIST FUND EXPENSES</b>			
<b>3004 TOUR EXPENSES</b>			Note 24
YA HONORARIA	3,900	600	Note 26
YA OTHER TOUR EXPENSES	50	0	
YA POSTERS	200	25	
YA TRAVEL	2,000	500	
YA ACCOMMODATION	2,800	420	Note 27
<b>Total 3004 TOUR EXPENSES</b>	<b>8,950</b>	<b>1,545</b>	
3005 YA CHAIR HONORARIA	250	250	
3006 YA ARTIST CHAIR TRAVEL	0	0	
3009 YA SURPLUS/LOSS	4,345	6,675	Note 25
<b>Total 30 YOUNG ARTIST FUND EXPENSES</b>	<b>13,545</b>	<b>8,470</b>	
<b>NET YOUNG ARTIST FUND INCOME</b>	<b>0</b>	<b>0</b>	

Note 24. Estimates based on 17 solo tours and 3 duo tours in 2020 and 2021.

Note 25. Profit or loss is rolled forward to support the Tours. \$7,645 is profit at end of 2019-2020.

Note 26. Honoraria has been increased to \$200 per concert for Young Artist, \$100 for Collaborative Artist.

Note 27. CFMTA will now reimburse one night's hotel room per concert for each of the Young Artist and the Collaborative Artist.

<b>TOTAL CFMTA INCOME</b>	159,270	157,845
<b>TOTAL CFMTA EXPENSES</b>	134,219	144,122
<b>NET CFMTA INCOME/LOSS</b>	<b>25,051</b>	<b>13,723</b>