



**CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS**

**FÉDÉRATION CANADIENNE DES ASSOCIATIONS DE PROFESSEURS DE MUSIQUE**

Officer Reports  
2019 – 2020



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## President's Report

As my first year as your president comes to a close I can say it has continued to be a learning experience - one that I am very grateful to have enjoyed and experienced.

As the old saying goes, "...it was all going well until..." And that has been the case for myself as the events of this past year have unfolded. As I write this I am feeling sadness that we will not have the chance to visit and work face to face, but as you all know, circumstances are preventing this. Having said that, despite the challenges and distractions, the work of CFMTA/FCAPM has continued to occur.

Work this past year for myself outside of the Covid 19 crisis has included proofing our national journal "The Canadian Music Teacher", the regular on-line officers meetings, keeping track of our various competitions and programs, answering e mails and phone calls, helping to move forward our nominations, and preparing for the AGM. Working with the current officers, Past President Tiffany Wilson, Acting Vice President Paula Rockwell, and our most competent treasurer Lois Kerr and secretary Anita Perry has been a great pleasure. Each of these hard working women provides valuable insight, experience and dedication to our organization. Our valuable programming has continued as well. Many thanks go to our chairs who contribute their time and talents to their various committees and portfolios.

Within the Covid 19 crisis, I along with many of you, have moved my teaching on line. I was pleased to hear the positive stories from many of the music teachers to whom I spoke. While there were many difficulties, there were also many success stories and opportunities that were taken advantage of. We can be proud of ourselves for stepping up to the plate, if you will, and keeping our students engaged and moving forward in their studies. A big bouquet goes to our E-festival committee headed by Lorna Wanzel and Terry Lynn Mitchell for stepping up to run a special Covid 19 E-festival. It proved to be a huge success – another example of the ingenuity and dedication of our members.

I was able to speak to all the Provincial Presidents during the initial days of the outbreak to offer the support of the officers. The CFMTA/FCAPM also lobbied the government to include teachers who were suffering financially. The decision to cancel our trip to Whitehorse, while disappointing, was the correct move to make. Perhaps we can look forward to making that trip in the future. Our counterparts in the United States, The Music Teachers National Association, also cancelled their conference which I was looking forward to attending in Chicago. I am hoping to attend their 2021 conference being held in Atlanta.

Looking forward, I know all you of you share my hope that things will soon return "to normal". Having said that, it may be a very new "normal" as we continue to navigate through our changed world. I do know for sure that our need for the arts will continue. This became so evident during the crisis. Seeing groups of people singing from their balconies; watching all the collaborative efforts on line; watching artists compose music to express their feelings; watching groups of artists come together on line to raise money for relief efforts – artists across Canada and around the world did their part and more to help their fellow man. This too is something we can be proud of.



A big Thank You goes to my fellow officers – Tiffany Wilson, Paula Rockwell, Lois Kerr and Anita Perry. We continue to meet on a regular basis and I value very much their expertise, wisdom and sense of humour.

To our committee chairs who lend their time and efforts to run the many valuable programs we offer – Thanks to you. It is because of your hard work that our teachers and students can enjoy such rich programming. For those of you stepping down goes a hearty Thank You and appreciation for your work. To the new chairs coming on board may I say Welcome! You have taken on positions of leadership in our organization and I look forward to working with all of you.

The future right now seems uncertain – our teaching format may remain changed for some time. But I know all of us will continue moving forward to the best of our ability. When this is over we can look forward with optimism, secure in the knowledge we have done our part to maintain and secure the importance of music education in our country.

With best wishes and kind regards  
Respectfully Submitted,

Laureen Kells, President, CFMTA/FCAPM



## Vice-President's Report

Hello Everyone!

### 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 – 2019-2020

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 great change in our organization with COVID-19 and the challenges it created and continues to create. I have admired the resilience and creativity of our association and want to thank those teachers and initiators who engaged in online programs. The E-Festival was a huge success this year and I had the privilege of being one of the adjudicators. Thank you, Terri-Lynn McNichol and Lorna Wanzel, for your dedicated hard work in helping to make this the best year to date!

I have participated in the monthly Zoom 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 Kerr prior to their being released to the delegates. I want to thank Lois for her efficiency, kindness, patience and financial finesse.

I will be stepping down from my VP position and not continuing as a delegate member. I have appreciated working with this group of women and wish CFMTA/FCAPM well as they continue to find a replacement. I will continue as a member of the Strategic Planning Committee and feel that is where my competencies will be better used.

Respectfully Submitted,

Paula Rockwell,  
CFMTA/FCAPM Vice President, Resigned



## Past-President's Report

It is a pleasure to continue my journey with the CFMTA/FCAPM as Past President. I've said it before and I'll say it again: I enjoy working with so many like-minded and strong women and men who are leading this organization.

This year has proven to be just as busy as during my presidency. We find ourselves with a Vice President who is, unfortunately, stepping down; this means being far more active as Past President. The biggest challenge this year, besides providing leadership during the Covid-19 pandemic, has been the tedious job of nine positions being vacated and needing to be filled for the 2020 elections. This is addressed in my Nomination Report. I have also been enjoying my work on the Young Artist Series.

It has been a joy to work with Michael Faulkner to bring him on board as our Social Media chair and I continue to help with posting on our Facebook page when needed. I wrote the additions for the Policy and Procedures and sent it to the By-Laws committee for inclusion in the 2019-20 changes. We communicate via email and this works well for both of us as busy as we are. Michael is a pleasure to work with and an asset to our organization.

National Membership Recognition Certificate – this fall I worked many hours to create what is now called the NMRC. The programme was announced in time for the January issue of the CMT Magazine. It is currently online on the CFMTA/FCAPM website. Dina Pollock, webmaster, was helpful and most efficient in aiding me with online forms and tedious details. Lois Kerr, our treasurer, helped with the financial planning for this new initiative. I encourage our Presidents to remind their Provinces/Territory of the availability of this new certificate for their members who fall through the cracks when transferring from one to another association in Canada. I'm very proud of this project and hope that it will help our individual members looking for a place to be recognized as they move around our country within the CFMTA/FCAPM.

Following are a few of the other requirements of the Past President that I gladly perform:

- Proofread CMT Magazine
- Proofread "Of Note" monthly emails
- Officers monthly online meetings

Thank you to the Officers leading the CFMTA. You are all highly efficient in your positions and a pleasure to work with. Thank you to all of the delegates who work diligently in their volunteer positions and on the numerous committees run by the CFMTA/FCAPM! You are all valuable contributors to the organization and appreciated. To those who are not currently serving on any committees, please consider volunteering to keep our organization prospering!

Respectfully submitted,

Tiffany A. Wilson  
Past President of CFMTA/FCAPM



## Report from the Treasurer

The 2019-2020 fiscal year was my fourth year as Treasurer.

Some changes last year include:

- Changing most programs with fee payments to payment by PayPal only. This has helped to streamline the payment process and ensure that payments are received in a timely manner.
- A review of the current RBC VISA credit cards held by CFMTA/FCAPM due to a change in their payment policies. Other credit cards were considered but it was decided to stay with RBC VISA because of the superior travel reward program. Provision was made to pay the card balances by automatic withdrawal. This was approved by the auditor.

Some statistics from the past fiscal year:

- Approximately 4000 emails
- 285 cheques written and mailed out (up 19%)
- 232 deposits made by bank deposit, e-transfer, direct deposit, and PayPal (up 15%). Deposits for E-Festival entry fees are recorded in total since the E-Festival administrator keeps records of payments and details are always available on PayPal.
- 135 charitable tax receipts recorded for CRA, printed and mailed out (down 10% due to the use of Canada Helps for receiving donations and issuing receipts)
- 60 (5 per month) account reconciliations done and emailed to the Finance Committee for review (down 8% due to the closing of savings accounts)
- 11 GIC's recalculated and reinvested in 12 GIC's. Six are in redeemable GIC's and the remainder are locked in for terms from one to five years to get better interest rates.
- 6.425 kg of documents sent to auditor (up 25%)
- 3 quarterly Financial Statements done for current year (end of June, September and December 2019)
- Year End (March 2019) Financial Statements completed and audited for presentation at July 2019 AGM
- Budget for 2020-2021 prepared in consultation with Chairs and Officers

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

Respectfully submitted,

Lois Kerr, CFMTA/FCAPM Treasurer





## Report from the Secretary

### 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 two mailing lists for the purposes of mailing *The Canadian Music Teacher*
- Compiled and updated email list for *Of Note*
- Updated and 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/FCAPM code sheet
- Updated 2-year calendar

### Minutes:

- kept minutes of ten Officers' Meetings
- created and circulated minutes of the July 2019 AGM within the 30-days timeline

### Of Note:

- Requested email list from all provinces opted in
- Formatted email list
- Research topics for sections (ongoing)
- Formatted, edited and wrote Of-Note 12 editions
- Review reports from Mailchimp, update mailing list with unsubscribes noted and removed.

Recommendation: That CFMTA/FCAPM pay for the translation of Of-Note into French. In order to accomplish this in a timely manner, the issues would be cut down to one every other month, thereby allowing sufficient time for the English version to be written and edited before sending off to translation.

Hours spent to date: 72

### Covid-19 Response

- Created three CFMTA/FCAPM Covid-19 Bulletins
- Researched government sites for information on initiatives for independent business-owners/music teachers
- Created and circulated survey re Covid-19 concerns to bring to Federal Government

### Correspondence

- Replied to 2745 emails from June 1, 2019
- Circulated Nominations Package
- Circulated Resolutions
- Contacted Officers, First Delegates, and all Committee Chairs requesting their Annual Reports be submitted by May 15<sup>th</sup>



- Circulated Agenda package to the Officers, First and Second Delegates, all Committee Chairs, Provincial/Territorial Presidents, and Provincial/Territorial Secretaries
- Request updated mailing address from provincial registrars to give to the Personal Insurance Company
- *Reminded* CFMTA/FCAPM Officers, Delegates and Presidents to respond in a timely manner
- Responded to questions from CFMTA/FCAPM members across Canada regarding programs, insurance concerns, pandemic concerns
- Responded to external organizations and members of the general public or referred them to the appropriate person in CFMTA/FCAPM

**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. Note: 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: 16.25

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
2	5	2	2	5	15	310	0	<b>72.00</b>	<b>\$317.50</b>
									<i>2019: \$569.00</i>

- ✓ Number of Certificates sent for Student Composer Competition: 28
  - ✓ Number of letters sent for CMW Student Composer Competition: 49
- The Office would like to thank Past President Cynthia Taylor for assisting with preparing the letters for mail-out.

Branching Out

Responded to all applicants, created chart, kept records of all Branching Out activities across Canada, liaised with Editor to ensure all reports were accounted for and appeared in the appropriate edition of The Canadian Music Teacher. Fourteen branches participated in Music on the Move this year with recitals being held in:

- |                      |                            |
|----------------------|----------------------------|
| • Senior's residence | • City Hall                |
| • Art Gallery        | • Mall                     |
| • Sports Centre      | • Theatre lobby            |
| • Care Pavilion      | • Maritime Heritage Centre |



All respondents reported excellent public engagement and curiosity about what a registered music teacher is. Truly a well-conceived branching out endeavour.

#### Professional Achievement Award

Number of Pro A certificates processed: eight from June 2019 to May 31 2020

Hours spent—each Pro A certificate takes 12 minutes to process: 1.5 hours

#### Policies and Procedures

- Upon recommendations of the Policies and Procedures committee, created tutorial and template for Committee chairs and officers to use to provide consistency and readability
- Email correspondence with Committee re: above
- Receive P&P from Chair
- 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: 13.5

#### 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.
- Began renewal process for Canada Music Week trademark which had been allowed to lapse
- Began process to trademark CFMTA/FCAPM logo
- Facilitated E-vote regarding release of funds for Whitehorse meeting
- Corresponded and liaised with 2021 conference committee
- Purchased Officers & Directors liability insurance
- Purchased office supplies
- Research/gather information on topics as directed by Officers
- Worked with Officers to reorganize CFMTA/FCAPM Committee structure to allow for maximum freedom and flexibility regarding committee files
- Processed 390 certificates for the Covid-10 Special E-Festival (20 hours)
- Worked with Communications Chair to redesign award certificates, vetted proposals from printers to have certificates printed
- With Vice President, kept in touch with Northwest Territories Music Teacher Association, encouraging joining CFMTA/FCAPM
- Update 2-year calendar
- Update committee letterhead as requested

**TOTAL HOURS: 643.50\***

Respectfully submitted,

Anita Perry,  
CFMTA/FCAPM Secretary

*\*For a complete accounting of hours, please go to [CFMTA/FCAPM Secretary Hours](#).*