



**CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS**

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

# Officer Reports

## 2020 – 2021



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## **President's Report**

I am pleased to offer my final President's report to you. It gives me great pleasure to report this past year has been another successful year for our organization. Volunteers have stepped up, work is being done, programming is being fine-tuned and extended and the music has continued!

I, along with Past President Tiffany Wilson, Vice President Laura Grey, Treasurer Lois Kerr and Secretary Anita Perry have met monthly to ensure the smooth running at the national level as well as working with our various chairs on their portfolios. We have welcomed several of our chairs to our meetings which has offered us a great opportunity to chat and stay current of all activities.

This past year has seen several interesting developments and changes. Our biggest change has been the welcoming of a new member! What a joy to have the Northwest Territories join our fold. We are so much looking forward to getting to know all of you!

During the fall of 2020 the office was informed of changes to our insurance policy which included a sharp increase in our member fees. As such we quickly moved into investigative mode and sought out other potential carriers. Marsh Insurance was our chosen company, and we are very happy thus far with their service. Provinces have been moving from Intact to Marsh with relative ease.

All members were given a chance to meet, via Zoom, with our partners in musical education the Royal Conservatory of Music. This meeting provided teachers an opportunity to learn of RCM's programming and to discuss any potential concerns.

As a result of a recommendation made at the July 2020 AEM, a proof – reading of the Policy and Procedure Manual has been done. I, along with VP Laura Gray, Barb Long and P and P Chair Marlane Osgoode met over several months to ensure this important document was serving our needs.

As a result of recommendation made at the July 202 AEM a committee was struck in order to investigate the possibility of hiring an Executive Director for the CFMTA. I, Marlane Osgoode, Kimerica Parr and Nicholas Arsenault met several times exploring various avenues.

Most recently has been the work of the Virtual Conference Committee. With the chair being on the East Coast and the Treasurer being on the West Coast, I was thankful to be in the middle when it came time to setting the time for the meetings! A huge Thank You goes to that committee for all their work organizing our conference. I am very much looking forward to "attending" as many sessions as possible.

As my tenure as your President ends I have so many people to which I extend my appreciation. All the chairs for your invaluable work – our programming is so important, and I am so proud to see all the work being done across Canada on behalf of our membership and our students.

To my fellow officers – Tiffany and Laura. You are a joy to work with! Best wishes to Tiffany as she steps away from the national office. I know the great teachers of Manitoba are proud of you. To Laura – a heartfelt thanks for stepping up and I am looking forward to our continued relationship. To Lois and Anita whose work provides the backbone of our organization. Your attention to detail was an immense help to me.

Most important – thanks to all the individual members of CFMTA. It is you who are on the front lines of music education in Canada. You pick up the slack when school music programs are reduced, offer your talents in your communities, run festivals, examine, adjudicate, support music stores, support Canadian



composers, and ensure the continuation of musical education in Canada. You can be proud of the work you do.

The provincial moto of Saskatchewan is "From Many Peoples, Strengths". This is so true not only here in my home province, but also in the CFMTA. All of us come together, share our time and talents, hone our craft, share our vision, and together become stronger!

My best wishes to all of you for a safe and restful summer. Thank you so much for the opportunity to serve.

Respectfully Submitted,

Laureen Kells,  
President, CFMTA/FCAPM



## **Vice-President's Report**

Upon the resignation of Joyce Hein in November 2020, I was elected Vice President.

I have attended monthly Officers Meetings, and learned more about the programs and operations of CFMTA. We extended an invitation to all Committee Chairs to join an Officers Meeting for a short discussion on their program details and ideas.

I was already part of the bi-weekly Virtual Conference Committee Meetings, and was happy to continue to serve as a committee member, as well as Vice President/Finance Chair. This team accomplished a tremendous amount of work, and it has been a joy to see this conference come together, with participation from so many Associations, and important connections made among committee members.

As per the Directive from July 2020, I joined the Policies & Procedures Committee, and we held weekly meetings. A thorough review of the current P & P was completed by April. This work was done to improve the clarity of duties and responsibilities for all parts of CFMTA. I believe that we have done our research and have made some necessary updates to the operations of CFMTA.

As per the Directive from November 2020, a Vice President Task Force/AdHoc Recruitment Committee was formed. We met frequently to discuss ideas and actions for improving CFMTA's Vice President eligibility, and also discussed some options to improve communication and engagement for Chairs and Delegates.

As the E-Festival program was left without a Chair, I facilitated communications between the Officers and the Committee regarding the next steps for the program, and a proposed budget. The E-Festival Committee spent time reflecting on past events, and has put together some great ideas for future E-Festivals. I am looking forward to the results of clear direction and a fiscally responsible budget for this wonderful program.

I am very pleased with the work that the Chairs and Committees have accomplished. I look forward to even more collaboration, improved communication, and ways to engage our members.

Respectfully submitted,

Laura Gray  
CFMTA/FCAPM Vice President



## **Past-President's Report**

This has been a very eventful year and I found myself doing much more than I ever expected. The Officers have met every month to keep the workings of this organization running. Besides those duties, several other hats have been worn this year. They are Interim Social Media Chair, VP Task Force, Nominations Chair and Young Artist Tour Chair. Both the Nominations Chair and Young Artist Tour Chair positions will no longer be the responsibility of the Past President as the implementation of the 2<sup>nd</sup> Vice-President is made.

In November, we welcomed Laura Gray, our third Vice President during my Past Presidency. We are very pleased that Laura has joined us and she has shown us that she is more than ready to step into the Presidential shoes in July.

Projects and Duties with Zoom and telephone calls were:

- Inquiring and Hiring Bob Shaver in Winnipeg, MB with Marsh Insurance when Westland Insurance failed to offer competitive pricing for our organization.
- Serving as the Interim Social Media Committee Chair when Michael Faulkner retired from the position and then worked with Alessandra Mathews who is now chairing the committee.
- Vice President Task Force (Recruitment Committee) – In close collaboration with Joanne Lougheed and Laura Gray, this ad-hoc committee met over several months to find solutions for the CFMTA to help find volunteers.
- Writing an article for the CMT Spring 2021 edition to encourage volunteerism in our organization.
- Monthly meetings of the Officers and also of the Finance Committee.
- Editing "Of Note" and the CMT

Thank you Laureen Kells for being a strong leader and keeping the CFMTA presence vital during the pandemic, even though you didn't travel across the country you have made your mark virtually in every province and territory. Laura Gray, you are already a great leader and I wish you luck as President. Lois Kerr, a huge thank you for your patience, encouragement and gentle explanations for a non-number person like myself. Anita Perry, you are the heartbeat of this organization. Your sympathetic support and wise words of wisdom have inspired me ever since you stepped into your position. It's been a joy to work with all of you, you will be missed.

It is my wish to let every single RMT who has been a part of this journey know that you have made a difference in my life and the way I view the CFMTA and its inner machinations. I've seen many of my ideas realized and improvements implemented over the last six years of my service. I'm proud of what we do, how we do it and why we do it. As I bid adieu, a humble thank you to everyone from Coast to Coast to Coast!

Respectfully submitted,

Tiffany A. Wilson  
Past President of CFMTA/FCAPM



## **Report from the Treasurer**

The 2020-2021 fiscal year was my fifth year serving as Treasurer.

The past year provided unusual challenges and, as a result, an increase in my workload as an Officer rather than in duties specific to my job as Treasurer. Some tasks last year include:

- Discussion and meetings concerning CFMTA's response to the pandemic
- Preparation for a virtual AEM
- Discussion and meetings concerning liability insurance issues
- A search for a new auditor, resulting in a change approved for the year ending March 2021
- Assisting with the Virtual Conference committee
- Reviewing Policy & Procedures regarding the Treasurer job description, the Finance Committee, and Fiscal Policy at the request of the Bylaws and P&P Committee

Some statistics from the past fiscal year (April 2020-March 2021):

- 593 Hours (At \$12,000 per year = \$20.24 per hour, less than \$25 per hour that the contract fee is based on)
- 35 Zoom Meetings
- Approximately 5000 emails received (up 25%)
- 250 cheques written and mailed out (down 12%, mostly due to holding the AEM virtually)
- 177 deposits made by bank deposit, e-transfer, direct deposit, and PayPal (down 24 %). 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.
- 96 charitable tax receipts recorded for CRA, and distributed by email or postal service (down 29% due to the use of Canada Helps for receiving donations and issuing receipts)
- 60 bank account reconciliations done and emailed to the Finance Committee for review
- 11 GIC's recalculated and reinvested. Two 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 for March 2020 audit
- 3 quarterly Financial Statements done for current year (end of June, September, and December 2020)
- Year End (March 2020) Financial Statements completed and audited for presentation at July 2020 AEM
- Amended Budget 2020-2021 and new Budget 2021-2022 prepared in consultation with the Finance Committee and with input from the Program Chairs, presented at the July 2020 AEM

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**

See Current Policies & Procedures for a detailed description of the Secretary's Duties.

### **Maintenance of Records**

- Updated e-mailing lists for the purposes of emailing *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
- Liaised with Treasurer and Webmaster regarding change of Provincial Executive and Committee Chairs

### **Minutes:**

- kept Minutes of twelve Officers' Meetings
- created and circulated Minutes of the July 2020 AEM within the 30-days timeline
- created and circulated Minutes of the extra AEM meetings of November 22, 2020 and February 28, 2021

### **Of Note:**

- Updated email lists
- Spent 87.5 hours writing 12 editions Of-Note, receiving \$1800 for this work
- Review reports from Mailchimp, update mailing list with unsubscribes noted and removed

### **Correspondence**

- Received 4560 Emails from May 15 2020 to May 14 2021
- Replied to 4274 emails from May 15 2020 to May 14 2021
- 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
- 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

### **Meetings**

- Facilitated the July 8 and 9 Annual Executive Meeting
- Facilitated extra-annual meetings on November 22, February 28

### **Motions**

Facilitated E-Vote: March 14 regarding entry of Northwest Territories Music Teacher Association into CFMTA/FCAPM.

### **Programs/Committees:**

#### **General**

- Created a tutorial on how to access CFMTA email through Gmail
- Created a Committee Chair Welcome package
- Provided access to the Directory of Canadian Subsidies



- Sent three Professional Achievement certificates
- Welcomed NWTRMTA members with a personalized letter, Calendar magnet and CFMTA/FCAPM pen
- Provided feedback and assistance to committee chairs when requested

#### Branching Out

- Worked with officers to create Press Release for 2021-2022 Branching Out
- Responded to all applicants, 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.
- Eleven branches participated in Branching Out to our Professional Peers this year

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

#### Miscellanea

- Submitted an annual return to Corporations Canada and ensure that Officers' information is up to date and accurate in order that CFMTA/FCAPM remains a registered Non-profit society under Canadian Law.
- Purchased Officers & Directors liability insurance
- Purchased office supplies
- Research/gather information on topics as directed by Officers
- Kept in touch with Northwest Territories Music Teacher Association, encouraging joining CFMTA/FCAPM
- Update committee letterhead as requested

When I was offered this position, I was told that the pay was \$25 per hour, which is in accordance with standards set by Charity Navigator for an employee with my level of expertise in secretarial practice and facility with current programs and platforms (MS word, Excel, Mail Chimp, Survey Monkey, Google Forms, Dropbox, Tiny Letters, etc.). Taking into account actual hours spent, I currently earn \$16.47 per hour:

Month	Days	Hours	Pay	Notes
May	23	83.75	\$ 1,000.00	E-Festival Certificates; Agenda package prep.
June	24	62.25	\$ 1,000.00	AEM prep
July	29	128.75	\$ 1,000.00	AEM prep & attendance; Minutes
Aug	13	39.75	\$ 1,000.00	(Two weeks vacation)
Sept	25	72.25	\$ 1,000.00	Train new Cttee chairs, Insurance concern
Oct	23	65.5	\$ 1,000.00	Insurance concern
Nov	20	48.5	\$ 1,000.00	
Dec	24	49	\$ 1,000.00	
Jan	18	48.75	\$ 1,000.00	Sick with COVID-19
Feb	20	45.75	\$ 1,000.00	Sick with COVID-19
Mar	22	56	\$ 1,000.00	
Apr	20	28.25	\$ 1,000.00	Ill with COVID-19 relapse
<b>TOTAL</b>	<b>261</b>	<b>728.5*</b>	<b>\$ 12,000.00</b>	<b>Hourly Rate \$ 16.47</b>

\* for a detailed listing of hours, go to [Secretary's Hours](#)

Respectfully submitted,  
Anita Perry  
CFMTA/FCAPM Secretary