

Minutes of the Annual Executive Meeting

July 5 and 6, 2021

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

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

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Agenda Items		CFMTA/FCAPM Executive Meeting July 5 and 6, 2021	
Call to Order	President Lauren Kells called the meeting to order at 9:04 am Central Standard Time.		
	Host/Facilitator Leanne Hiebert addressed the group regarding Zoom meeting etiquette and the format of the meeting.		
MOTION #1	Motion 1: That we appoint Leanne Hiebert, Host/Facilitator and Tiffany A. Wilson, Past President as scrutineers for the entirety of this meeting. Move: Laura Gray ~ Second: Amy Boyes Result: Carried		
MOTION #2	Motion 2: That today's meeting be recorded for the purpose of completing the minutes. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried		
Roll Call	Officers		
	Laureen Kells Laura Gray Tiffany A. Wilson Anita Perry Lois Kerr	President Vice President Past President Secretary Treasurer	
	Delegates Kimerica Parr, ARMTA 1 st Delegate Joanne Loughheed, BCRMTA 1 st Delegate Evangeline Keeley, MRMTA 1 st Delegate Rita Raymond-Millett, NBRMTA 1 st Delegate Karen Turpin, NSRMTA 1 st Delegate Joan Woodrow, NLRMTA 1 st Delegate Susan Shantora NWTRMTA, 1 st Delegate Amy Boyes, ORMTA, 1 st Delegate Joyce Hein, PEIRMTA 1 st Delegate David Côté, QRMATA 1 st Delegate Nicholas Arsenault, SRMTA 1 st Delegate Annie Avery, YRMTA 1 st Delegate Regrets Jason Davis, NSRMTA 2 nd Delegate	Nathene Arthur, ARMTA 2 nd Delegate Mimi Ho, BCRMTA 2 nd Delegate Ann Germani, MRMTA 2 nd Delegate Catherine Fitch Bartlett, NBRMTA 2 nd Delegate Tiffany Pinhorn Smith, NLRMTA 2 nd Delegate Joyce Co, ORMTA, 2 nd Delegate Magdalena Von Eccher, PEIRMTA 2 nd Delegate Suzanne Beauchamp, QRMATA 2 nd Delegate Allison Luff, SRMTA 2 nd Delegate Ellen Thompson, YRMTA 2 nd Delegate	
	Communications Coordinator: Dina Pollock Committee Chairs Charline Farrell, Archives Marlaine Osgood, Bylaws/P&P Lynn Ewing, Competitions Cindy Taylor, Canada Music Week Andrew Kizas, Professional Development & Research Alessandra Matthews, Social Media (regrets for July 5) Neven Prostran, Virtual Conference Committee Chair		

<p>Welcome</p>	<p>President Laureen Kells read a Land Acknowledgement and welcomed the Officers, Executive Committee, and Chairpersons to the meeting with a special and heartfelt welcome to Susan Shantora, President of the NWTRMTA, and read greetings from each province (attached).</p> <p>President Kells further welcomed new Delegates attending the meeting for the first time: Ann Germani, (MRMTA), Tiffany Pinhorn Smith, (NLRMTA), Joyce Co (ORMTA), Magdalena Von Eccher (PEIRMTA), Allison Luff (SRMTA), Ellen Thompson (YRMTA), and Andrew Kizas (Professional Development and Research). A special thank you was extended to Tiffany Pinhorn Smith, who graciously stepped in to take minutes.</p>
<p>MOTION #3</p> <p>1. Acceptance of Agenda</p> <p>MOTION #4</p>	<p>Motion 3: To streamline the video-conferencing process, vote counting will commence with Abstention, followed by Against, followed by For. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>Motion 4: To accept the Agenda as amended: Move Agenda Item #6 Bylaws and Policies & Procedures to item #12 New Business. Move: Laureen Kells ~ Second: Laura Gray Result: Carried</p>
<p>2. Minutes from July 2020</p> <p>MOTION #5</p> <p>MOTION #6</p> <p>MOTION #7</p> <p>MOTION #8</p> <p>MOTION #9</p>	<p>Motion 5: That the Minutes of the CFMTA/FCAPM meeting of July 8 and 9, 2020, be adopted as circulated. Friendly Amendment: the correct spelling of Terri-Lynn McNichol. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>Motion 6: That the Minutes of the CFMTA/FCAPM extra AEM meeting of November 22, 2020, be adopted as circulated. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>Motion 7: That the Minutes of the CFMTA/FCAPM extra AEM meeting of February 28, 2021, be adopted as circulated. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>Motion 8: That the results of the June 28, 2020 e-vote regarding the creation of the COVID-19 Waiver be acknowledged to be correct and accurate. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>Motion 9: That the results of the March 14, 2021 e-vote to accept the Northwest Territories Music Teachers Association into the CFMTA be acknowledged to be correct and accurate. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p>
<p>3. Correspondence</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 4560 emails received by the Office, most were communications between the officers and with committee chairs; however, there were well over 100 emails from our travel agent, Bill Andrews, procuring refunds and vouchers for airfare. Inquiries regarding programs were directed to the appropriate chair or to our 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 Henry Klassen of YRMTA:</p> <p style="text-align: center;"><i>“I am stepping down immediately from being Yukon delegate 2 to CFMTA. It has been a rewarding 10 years since 2011 in which I was able to assist with the Policies and Procedures Committee when we needed to rewrite everything as per Federal Government's directives. I was privileged to serve on and eventually chair the Strategic Planning Committee which has been instrumental in bringing about various changes in the way CFMTA is organized and operated. My thanks go out to all those with whom I have served and who served on my committees. My thanks also go out to all present and past table officers for their kind responses when I asked some very pointed questions of them. Theirs is often a thankless job and yet they do it with grace and professionalism. I will miss the meetings and the fellowship and friendship of the delegates but not the work involved. Thank you.”</i></p> <p>President Laureen Kells asked that best wishes be passed on to Henry on behalf of the CFMTA Officers.</p>
<p>4. Report from the Officers</p> <p>President</p> <p>Vice President</p> <p>Past President</p> <p>Treasurer</p> <p>Secretary</p> <p>MOTION #10</p>	<p>President Laureen Kells had nothing to add.</p> <p>Vice President Laura Gray had nothing to add.</p> <p>Past President Tiffany Wilson thanked the Officers and Chairs for all their hard work for what has been accomplished in the past year.</p> <p>Treasurer Lois Kerr had nothing to add</p> <p>Secretary Anita Perry stated her preference to be paid an hourly rate.</p> <p>Motion 10: That the secretary’s contract be modified for a one-year trial to show pay by an hourly rate of \$20.00 per hour upon a monthly submission of hours worked. Date effective: August 1st, 2021 – July 31, 2022. Move: Nathene Arthur ~ Second: Suzane Beauchamp</p> <p>Discussion: It was asked why the rate reflected in Motion 10 was changed from \$25/hour (the rate cited in the Secretary’s Report) to \$20/hour. The response to this was that Anita understands that the organization has certain financial parameters to work within and she wanted to be respectful of that in the preparation of this Motion.</p> <p>There was a discussion regarding whether there would be a cap on how much will be paid out per year. Anita’s expertise and value was recognized by the Delegates, but if a cap on the total amount were to be enforced, there may be a risk of not getting a realistic idea of how many</p>

	<p>hours are truly required during a baseline (e.g., non-COVID) year. It was suggested that we include a cap but that the Delegates be informed when the cap is reached to allow re-evaluation for budgeting purposes. The secretary's work may fluctuate each year depending on if it is a conference year or not.</p> <p>It was suggested that we implement an hourly rate with a cap, and that this structure for the secretary's pay be put in place as a trial for a one year.</p> <p>Result: Motion Withdrawn</p> <p>MOTION #11 Motion 11: Be it resolved that the secretary's contract be amended to show pay at an hourly rate of \$20.00 an hour with an annual pay cap of \$14,000 to be reviewed quarterly by the Finance Committee with the understanding that the secretary's work is vital to the organization. This motion will be in effect for a one-year trial effective August 1, 2021 to July 31, 2022. Move: Amy Boyes ~ Second: Joan Woodrow</p> <p>Discussion: [Anita Perry left the room for discussions regarding this motion]</p> <p>Further discussion brought the agreed-upon amount to \$14,000, keeping in mind that the hours worked next year may not reach that cap, especially considering some of the suggestions mentioned above (minimizing extra communication with members and the hopeful onset of a post-Covid world and workload).</p> <p>Result: Carried</p>
	<p>MOTION #12 Motion 12: That the current secretary receive a bonus of \$1000 to compensate for the extra hours that she incurred during this exceptional year. Move: David Côté ~ Second: Annie Avery Discussion (July 5 – Before the Budget Presentation): [Anita Perry left the room for discussions regarding this motion]</p> <p>It was brought up that the Delegates may not be able to reasonably vote without having a discussion regarding the budget first; therefore, the Motion was tabled until after the amended budget was presented.</p> <p>Discussion (July 6 – After the Budget Presentation):</p> <p>During this continued discussion, it was decided that the fiscally responsible choice would be to save any surplus budgetary funds in anticipation of future losses within the CFMTA (especially as we are projecting consistent losses based on the presented 5-year projection, and it is difficult to know how expenses may change after Covid-19). Further, if CFMTA were to offer a bonus to one officer for going above and beyond their anticipated workload, it would have to be offered to others who had shown the same dedication. Also of note was that as per Motion 11, the cap on total payment for the next year had risen by \$2,000, and as such the concerns in Anita's report were considered to have been addressed.</p> <p>Result: Motion Withdrawn</p>

	<p>Additional legal fees: COVID-19 Waiver and Release Form and copyright fees.</p> <p>President Travel Costs are low as they are only for mail outs, despite high hopes travel was not possible for the President this year.</p> <p>Knowing that we would have a surplus this year, the Officers approved Marketing expenses to go slightly over budget to prepare for future years.</p> <p>Professional Development Video expenses were lower than budget because there simply were not many workshops taking place this year due to COVID-19.</p> <p>The Treasurer asked that everyone keep the Net Operating Income/Loss line in mind as we go into future budget discussions.</p> <p>Any income for programs such as Awards/Competitions, Canada Music Week, and Young Artists program funds stay within the respective programs.</p> <p>Adjustments are made for money that we have no control over (other programs and endowment fund profit).</p> <p>Lois Kerr confirmed that we ended off the year in a very healthy position.</p>
<p>MOTION #14</p>	<p>Motion 14: That the Financial Statements to March 31, 2021, be accepted. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p>
<p>Draft Audited Statement</p>	<p>Treasurer Lois Kerr reviewed the Audited Financial Statements in detail, explaining how the Auditor grouped items differently for reporting purposes.</p> <p>Lois Kerr reminded everyone that the presented audit is a draft until it is approved at the AEM. She went on to clarify that the Statement of Financial Position shows the same information as the Balance Sheet previously presented.</p> <p>We have more funds at the end of the year because of our overall surplus, and some of our programs are accumulating funds.</p> <p>Statement of Cash Flows compares money in and out from last year to this year.</p> <p>When looking at the Interest line in accounts receivable, Lois asked that everyone keep in mind that it is difficult to report on interest rates right now because they are constantly fluctuating.</p> <p>\$20,000 has been internally restricted from Operating Funds for future conventions.</p> <p>In <i>Schedule of Annual Fees</i>, the \$2 increase in membership fees implemented this past year shows the increase in overall amount in membership fees paid.</p>
<p>MOTION #15</p>	<p>Motion 15: That the Audited Financial Statements for the year ending March 31, 2021 be accepted.</p>

	<p>Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p>
<p>MOTION #16</p>	<p>Motion 16: That the CFMTA/FCAPM acknowledges that the auditing firm of Tompkins Wozny LLP is independent and objective with respect to CFMTA/FCAPM. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>Lois Kerr explained that appointing the new auditor has been a good move, and that getting guidance on the legal structure of the CFMTA was of great benefit. She went on to speak to the benefits that will take place going forward including the creation and implementation of an accounting manual.</p>
<p>MOTION #17</p>	<p>Motion 17: That the firm of Tompkins Wozny LLP be appointed auditor for the 2021-2022 fiscal year. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p>
<p>Payment of Accounts MOTION #18</p>	<p>Motion 18: That all accounts be paid up to the end of our CFMTA/FCAPM fiscal year 2022. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>The Treasurer reminded delegates that the CFMTA cannot send e-transfers. Due to our structure as a non-profit organization, we need two signatures for everything that we send out. Thus, accounts need to be paid by cheque.</p>
<p>MOTION #19</p> <p>Finance Chair Memo</p> <p>MOTION #20</p> <p>Amended 2021-22/ Proposed 2022-23 Budgets</p>	<p>Motion 19: That Joanne Loughheed be appointed to the Finance Committee for the next two years notwithstanding her status as a non-Delegate. Move: Laura Gray ~ Second: Tiffany A. Wilson Discussion: According to our current By-Laws, Joanne would no longer be allowed to serve on the Finance Committee as a non-delegate. Considering the incredible expertise and value that Joanne brings to this committee, the Finance Committee proposes that she be allowed to continue to serve on this committee as a non-delegate. Result: Carried</p> <p>Finance Chair Laura Gray had nothing to add.</p> <p>Motion 20: To accept the Finance Committee Memo. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p> <p>The Treasurer reminded everyone that the first two columns of this document (Actuals/Budget 2020-2021) have already been approved and are included for reference only.</p> <p>Member fees rose from the approved budget to \$93,000. Essay competition donation has risen to \$5000 – see the note in the Budget document for allotment of these donations.</p>

<p>MOTION #21</p>	<p>All AEM travel was taken out of the budget as travel did not end up being possible due to Covid-19.</p> <p>Meeting expenses will likely rise, due to the addition of Acting Secretary.</p> <p>Insurance costs increased, and we have been notified that rates are likely to increase by 10% in the coming two years.</p> <p>Webmaster expense increases <i>(see Standing Committee Reports: Webmaster)</i></p> <p>Proposed honoraria for past presidents of \$500, and a proposed president's office supplies budget item for \$350.</p> <p>More money allotted for Public Relations/Marketing to help facilitate targeted Google/Facebook ads <i>(discussed further under Meeting Item #6, Standing Committee Reports: Public Relations and Marketing)</i></p> <p>Essay Competition expenses are for mail-outs of information regarding the competition.</p> <p>Profit from the E-Festival will be put back into Operating Expenses <i>(See Motion 24)</i></p> <p>Entry fees for Piano and Second Competitions are all from competition fees from this year. Money that comes in for these programs stay within these programs. Funds for the second competition would be held for only that competition, and if the competition does not take place that year it goes towards the next year's competition.</p> <p>Canada Music Week had enough merchandise to sustain this past year, but will need to be replenished this coming year.</p> <p>Plans are to hold an in-person AEM next year. The budget is based on the 2018 meeting costs with 10% added.</p> <p>Added \$500 for a Second Vice-President for 2022-2023.</p> <p>\$1000 added to travel costs for the PR and Marketing Chair for 2022-2023, anticipating travel to MTNA Conference and an in-person AEM in 2022.</p> <p>Canada Music Week income shows a surplus this year, so the amount is higher than budgeted.</p> <p>The Treasurer shared an additional document that was essentially the same as the master budget document, but with figures filled in for removing travel for chairs and adding honoraria for chairs. This is to clarify how these changes will affect the entire budget, especially in reference to the resolutions.</p> <p>Motion 21: To table the Amended 2021-2022 and the Proposed 2022-2023 budget until the end of the meeting. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p>
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<p>6. Standing Committee Reports Archives</p> <p>MOTION #22</p> <p>Awards and Competitions</p>	<p>Charline Farrell, chair</p> <p>The Archives committee has narrowed down the original 31 boxes to 8 remaining boxes. Charline has listed the contents of the boxes in her report.</p> <p>Reports, minutes, and financials have all been digitized dating back to 2011. Charline will scan and send any missing documents to Dina to continue this archival work.</p> <p>Of note among the sorted items:</p> <ul style="list-style-type: none">● Two wood-covered albums of Canada Music Week and Student Composition memorabilia (pictures were shown of the albums).● 2007 and 2009 Convention Binders● Provincial Memorabilia● A very heavy award given to the CFMTA from the MTNA at the 2007 Conference <p>While it is important that these special items be preserved, the question of where to store them remains. In reference to storage of remaining non-digitized items and memorabilia (outside of the above listed), it was suggested that there be a “garage sale” event to allow any interested parties to purchase the items for a low price. Another suggestion was for the items to be sent to Edmonton in preparation for the 2023 conference.</p> <p>Regarding Canada Music Week Student Compositions, any that have been retained can all be destroyed. The Treasurer requested to see any further digitized Financial Reports for historical context.</p> <p>Motion 22: That the archives committee digitize and then destroy the hard copies of CFMTA minutes and financial reports currently stored at Blue Pencil, as well as any relevant historical documents, pending the Officers’ approval. Move: Laura Gray ~ Second: Amy Boyes Result: Carried</p> <p>The archives committee will move ahead with formulating a plan for what to do with anything that will not be digitized.</p> <p>Charline Farrell hopes to have all the boxes out of Blue Pencil by September. Lois Kerr reported that we are billed for the storage service monthly in advance on a month-to-month basis.</p> <p>Evangeline Keeley, Joyce Hein, will work with Charline Farrell on this project.</p> <p>The committee asked for some help with the digitizing the materials and will work on creating a budget for this, including applying for Grants for students.</p> <p>Lynn Ewing, Chair.</p> <p>Lynn Ewing had no additions to her report other than extending thanks to Dina Pollock, David Côté, and Amy Boyes for all their added help and effort through this past season.</p>
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<p>Bylaws and P & P</p> <p>Canada Music Week</p>	<p>Lynn emphasized the recommendation included in the report regarding having a co-chair for this project if the second competition continues to run in the future. <i>(Please see Meeting Item #11 (a): “Old Business – Second Competition” for more discussion regarding this recommendation.)</i></p> <p>It was clarified that the Diversity award was a one-time offering pertaining to the virtual conference theme this year.</p> <p>See Agenda Item #12, New Business</p> <p>Cindy Taylor, Chair.</p> <p>The Composition Competition had not yet taken place at the time that the original report was sent. Developments are as follows.</p> <p>All applications this past year went through the website following a mistake in last year’s applications. For the coming year, all bios/photos/payments must be included with the application, and it was suggested that the provincial coordinators take care of this.</p> <p>According to the rules, the composer’s name cannot be on the score at the time of application. Cindy would like to specify in the rules that if the name of the composer appears on the submitted score, the application will not be accepted.</p> <p>Cindy recommended that each province look closely at the wording of their own regulations and eligibility, as winners of the national competition are chosen from the winners of each province’s competitions. This recommendation brought up much discussion regarding what constitutes being a fully Registered teacher (rather than Auxiliary or Affiliate, for example), and the boundaries around each membership designation within each province. It was found through these discussions that each province seems to have slightly different definitions and protocols as to who pays CFMTA fees, and who is “allowed” to designate themselves as an RMT. This presents some issues at the national level for this competition, as if a teacher is allowed to send in a student at the provincial level but is not considered to have the qualifications of an RMT their student will not be eligible for the national competition. There was a suggestion that these designations be set at the national level to provide some standardization across the country, and of important note was that the membership structure was confusing for the NWT coming into the organization. Inclusivity is a big consideration for their Association, as they have many teachers in training and retired teachers who would like to be members.</p> <p>As the discussion developed, the question of whether non-RMT teachers (who are members of their provincial associations) should be able to enter their students into the national competition arose. From here, there were Delegates who advocated for changing the wording of the rules to allow non-RMT teachers who are members of their province’s association to enter, as well as those who advocated for making sure we continue to set a standard and incentivize teachers to further their education to meet RMT qualifications.</p> <p>It was decided that a discussion this large and detailed needed to be taken back to each province by the Delegates in attendance, and any province would be welcome to present a motion for the February Executive Meetings to further the discussion.</p>
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	<p>Cindy will clarify the Composition Competition rules as they will be presented for the national competition and will be sent to the Officers for confirmation. It was also asked that recommendations on provincial eligibility be sent to Presidents and Canada Music Week Coordinators from each province.</p> <p>President Kells thanked Cindy Taylor for all her hard work and dedication to this program through the years.</p>
<p>Communications Coordinator</p>	<p>Dina Pollock, Communications Coordinator.</p> <p>Dina Pollock offered special thanks to Amy Boyes for her work on rebranding and creating a cohesive look for CFMTA materials.</p> <p>In future the Marketing Chair, Social Media Chair, and Communications Coordinator will work with Event Chairs to come up with a calendar and strategy across all programming.</p>
<p><i>Canadian Music Teacher Magazine</i></p>	<p>There are 528 GB of storage on Dina’s computer being taken up by working CMT magazine files. These files should be kept, so it was suggested that the CFMTA purchase an external hard drive for them.</p>
<p>MOTION #23</p>	<p>Motion 23: That a WD Red hard drive be purchased for storing the working CMT files for an amount not exceeding \$150.00 Move: Joanne Lougheed ~ Second: Joan Woodrow Result: Carried</p>
<p><i>Webmaster</i></p>	<p>Dina Pollock has asked for a raise for this position, citing multiple web checks and updates weekly. This raise is included in the new budget.</p> <p>The contract is currently for \$2,000/year; Dina is requesting a raise to \$3,000/year. Duties of the job include maintaining emails, ensure server is running efficiently, keeping all 3 websites up to date and current. A query arose regarding whether incremental increases had been factored into this position and if so, what is the formula? In 2015 the contract was for \$1500, 1 ½ years later Dina asked for a raise to \$2000. Since that raise, the work has increased substantially. It was suggested that this request be approved now and consider an incremental increase based on a formula moving forward. This is something that the Finance Committee intends to look at across the board.</p>
<p>Conference Resource Consultant</p>	<p>Joanne Lougheed, Conference Resource Consultant, had nothing to add.</p>
<p>E-Festival</p>	<p>Laureen Kells reported on behalf of the committee.</p> <p>Laureen began by expressing that the E-Festival is an important initiative, and one that needs some decisions and tightening up moving forward. The hope is to present another E-Festival in Fall 2021.</p> <p>There had been quite a lot of discussion among the E-Festival Committee and the Officers/Finance Committee regarding the profit of this program, and it presented a philosophical conversation regarding how the profit is made. It was clarified for those in</p>

<p>MOTION # 24</p> <p>Essay Competition</p>	<p>attendance that the report circulated was received in January 2021, and much work has been done since that time including multiple meetings between the E-Festival Committee and the Officers/Finance Committee.</p> <p>Discussion: Does this festival become a revenue stream for the CFMTA? Historically, when programs were set up there would be a vote on a levy on membership fees to help support the programs. This program, however, came out of the strategic planning session and at that time it was considered another revenue stream.</p> <p>It was asked whether it would be possible for profit from a program to stay within that program, regardless of a levy. The response was that one of the driving forces behind the initiation of this festival was to boost Operating Funds and help fund an Executive Director.</p> <p>As far as revenue stream is concerned, the E-Festival is generally close to break-even. If it is intended to be a more significant source of revenue, steps would need to be taken to ensure those goals were met, and that might not be the direction the Festival would like to move toward (for example, raising registration fees). It was clarified that there is no implication of how much money needs to be made, just that any profit would go back into CFMTA Operating Funds.</p> <p>There were some further concerns brought forward regarding some programs being a revenue stream and others not, as well as the point that creating a revenue stream and creating a service to members and students present two opposing visions for the E-Festival. There was a question regarding how these funds would be reported. Would income/loss be reported before the E-Festival and then income/loss after the E-Festival? If it's not a constant revenue stream it can be difficult to plan for it. It was confirmed that the E-Festival revenue would be reported along with other income.</p> <p>Motion 24: That the E-Festival program continues to operate with profits from events going towards CFMTA operating funds. Move: Laura Gray ~ Second: Joanne Loughheed Result: Carried</p> <p>Catherine Bartlett, Chair. <i>[Delivered July 6.]</i></p> <p>The Essay Competition administrator began her report by saying it is a privilege to work on this competition, and she gave thanks to Dina Pollock, Anita Perry, Lorna Wanzel, and Tiffany A. Wilson for helping update information and social media.</p> <p>Mailouts were sent out to universities, and Amy Boyes was very helpful in this. These mailouts may not have been as effective this year due to low in-person university attendance, but posters will continue to be a method of getting the word out in coming years.</p> <p>Special mention was made of the importance of a strict deadline, citing that 80% of this year's submissions came in within 48 hours of deadline.</p> <p>This competition has no registration fee, and adjudicators were very compliant in the suggestion that their time was something that they were donating to CFMTA. Only one adjudicator asked if there would be compensation. We will continue with adjudicators donating their time to this competition as it is a part of their professional duties and development in many cases.</p>
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<p>Professional Development and Research</p>	<p>Tiffany stated the following positions of particular concern that need nominations: Program Funding & Grant Application Chair E-Festival Chair Strategic Planning Chair Vice President</p> <p>She went on to say that volunteering for these programs is of great service to the organization and provides an opportunity to learn and develop new skills.</p> <p>Andrew Kizas, Chair. [Report delivered July 6.]</p> <p>Dr. Kizas began by referencing the Essay Writing Competition and said anything that gets young people writing is a wonderful initiative. If the Essay Competition would like to share resources, the PD & Research Committee would be happy to collaborate.</p> <p>The PD & Research Committee is working to build their volunteer editorial board (see details in circulated report).</p> <p>There have been two submissions for the upcoming Canadian Music Teacher magazine and moving forward they will review in-house for smaller papers and articles. When larger submissions are received, they will start within and then send out for blind peer review. The committee hopes that everyone will encourage submissions to CMT. Outreach is important, but Dr. Kizas recognized that there are also many CFMTA members with incredible expertise and experience, and their work should be celebrated.</p> <p>Thanks to Dina Pollock for making the magazine look great and for making everything accessible for contributors through the website. The format of the magazine has changed slightly so that contributions can be lengthened using footnotes.</p> <p>The committee will be focusing on expanding the Certificate of Recognition for Professional Achievement program. This request has been sent to the Social Media Chair who will create some social media posts to boost the program, hopefully jumping off from the culmination of the Connecting Canada Virtual Conference (July 8-10). Dr. Kizas asked that everyone please like and share the posts.</p> <p>President Kells challenged all in attendance to apply for the Professional Achievement certificate.</p>
<p>Program Funding & Grant Application</p>	<p>On hiatus</p>
<p>Public Relations and Marketing</p>	<p>Amy Boyes, Chair.</p> <p>Amy Boyes contextualized what she has learned in terms of Public Relations and Marketing Strategies in a document she presented to the delegates. (Document linked in previously circulated PR/Marketing Standing Committee Report).</p> <p>Amy Boyes ran a series of social media marketing tests with a “Find a Music Teacher” campaign earlier this year (approx. \$1000 worth). Results were varied, but of particular note was that there</p>

	<p>was boosted interest in posts around January. Leading with that result, she would like to increase the allotment for campaign resources (\$2,500) in August and September as families are preparing to return to school for the year. Amy Boyes went on to explain that we are still very much in the testing phases here, and she will be experimenting more with seeing the difference between how Google Ads and Facebook Ads perform. This campaign also directly benefits our members as anyone who clicks on the Ad link is taken to a page leading to the websites of provincial Associations.</p> <p><i>Discussion regarding a Directive made to donate to the Federation of Canadian Music Festivals (FCMF) yearly in July 2019:</i></p> <p>As per this directive, the CFMTA supports the FCMF by giving a \$500 prize annually.</p> <p>The 2019 donation was overlooked; after consultation with the FCMF Administration, CFMTA donated \$500 in 2020 which went towards 2019. No additional donation for 2020 as there was no regular FCMF Festival. A reminder invoice for \$500 for 2021 has been received.</p> <p>Many changes have taken place since 2019, including perceived shifts in the FCMF (seeming to move further East), and the creation of Canada West Music Festival (CWMF). The Public Relations Chair questioned if we should reconsider the donation, citing fairness across the country to all national musical associations.</p> <p>It was clarified that the FCMF still considers themselves to be a national festival. Amy Boyes welcomed any delegate or member who has ideas of how we can further engage our communities to connect with her directly.</p> <p>Social Media Tiffany A. Wilson, Interim Chair. Alessandra Matthews, Chair. <i>[Report delivered July 6.]</i></p> <p>There have been ample postings regarding the upcoming Virtual Conference, and Alessandra Matthews offered to post highlights from the conference after it concludes.</p> <p>There were 154 members in the private CFMTA group at the time of this report.</p> <p>Tiffany expressed that she has had a wonderful experience working with Alessandra, and thanked her for taking on the position of Chair. She went on to emphasize that a larger committee would be an asset and joining this committee would be a good opportunity to develop skills in Social Media.</p> <p>Strategic Planning Committee Committee Volunteers: Ann Germani, Amy Boyes, Ellen Thompson. Tiffany Wilson will step down from this committee.</p> <p>On hiatus</p> <p>Translation David Côté, Chair.</p> <p>David Côté spoke to his committee's request for more funds to cover the Policies and Procedures translation. He gave special thanks to Danielle Langevin for her excellent work. President Laureen Kells suggested a guide be created as to what documents or portfolios need translation.</p>
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<p>Video Resource Library</p> <p>Young Artist Tour</p> <p>Standing Committee Conclusion</p> <p>MOTION # 28</p>	<p>Dina Pollock spoke to the difficulty in obtaining videos this year and the fact that it will move to the Professional Development portfolio.</p> <p>Nothing to add</p> <p>Committee Chairs should contact committee members immediately, and meet quarterly so that activities will be kept up-to-date. Someone should always be in training to step into the role of Chair in case the current Chair needs to step away either temporarily or permanently. Committee chairs are encouraged to recruit their own members.</p> <p>Every committee will have an @cfmta.org address. Chairs are to contact the webmaster with who will be monitoring the account and what the signature will look like.</p> <p>[Note: Motion 28 was moved on July 6]: To accept the Standing Committee reports as presented. Move: Nathene Arthur ~ Second: Kimerica Parr Result: Carried</p>
<p>7. Ad-Hoc Committee Reports</p> <p>Alberta Conference 2023</p> <p>Executive Director Task Force</p> <p>DIRECTIVE #1</p>	<p>Conference 2023, “Our Rhythm Runs Through It”</p> <p>Marlaine Osgood, chair had nothing to add at this time. Nathene Arthur notified the delegates that two of three voice judges have been confirmed for next year’s conference.</p> <p>Marlaine Osgood Chair.</p> <p>There were more steps to this process than anyone had anticipated. The original motivation behind investigating an Executive Director was to take some pressure off the Officers as things get more involved and complicated. Through the research of this Task Force, it was discovered that moving forward would require significant investment. Questions were raised regarding the merit of spending money on pursuing this. Further discussion centered around changes in administration and membership fees for CFMTA to continue to be seen as a professional organization. There would be many benefits to hiring an Executive Director, but there would need to be a clear way to communicate to the membership how this change would directly benefit them.</p> <p>The following volunteered for this committee: Kimerica Parr, Joyce Co, Marlaine Osgood, and Nick Arsenault.</p> <p>Nathene Arthur added that she has connections with people in executive roles and could reach out if that were asked of her.</p> <p>Directive 1: That the Executive Director Task Force compile a job description for an Executive Director. They should also present a projection of how the current structure of CFMTA would change if an Executive Director were hired, along with the subsequent cost due at the next meeting of the CFMTA Executive.</p>

<p>Pension Plan</p> <p>Vice President Task Force</p> <p>Virtual Conference 2021</p> <p>MOTION #25</p>	<p>Marlaine Osgood, chair</p> <p>Research showed that in order to contribute to a pension plan, an individual needs an employer to help with contributions. As the majority of our membership are self-employed, this is not feasible for our organization at this time.</p> <p>Laureen Kells, Ex. Officio had nothing to add.</p> <p>Neven Prostran, Chair.</p> <p>Update on numbers at the time of the report: 215 paid registrations.</p> <p>We are on track to see about \$4,500 in profit from the conference, and the committee put in a lot of time into creating a realistic budget for this brand-new initiative which had many unknowns. 40% of the profit will be given back to the CFMTA. The other 60% will be reconsidered, as there is no host province.</p> <p>The committee had recently discussed that they would like to contribute at least \$1000 to the Gord Downie & Chanie Wenjack Fund. The CFMTA is welcome to match or exceed this donation.</p> <p>\$1,758 is 40% of conference profit based on the last budget from the Treasure to the Conference Chair. Usually, conference profits given to the CFMTA go into Operating Costs, however it was suggested that CFMTA match or exceed the Conference Committee contribution. While the Delegates commended the Conference committee on the decision to donate funds, it was decided that the most fiscally responsible course would be to keep an eye on the budget for next year as we head into an uncertain post-pandemic world and another conference in Edmonton.</p> <p>Neven reminded everyone that the Conference material will be available until July 31 for registered attendees.</p> <p>Motion 25: That the Ad-Hoc Committee Reports be accepted as presented. Move: Amy Boyes ~ Second: Nathene Arthur Vote: Carried</p>
<p>8. Provincial Reports</p> <p>MOTION #26</p>	<p>ARMTA had nothing further to add. BCRMTA had nothing further to add. MRMTA had nothing further to add. NBRMTA had nothing further to add. NLRMTA had nothing further to add. NSRMTA had nothing further to add. NWTRMTA - Susan Shantora read her report during the meeting. [See Report] ORMETA had nothing further to add. PEIRMTA - Joyce Hein is now president, Magdalena von Eccher is Vice President QRMETA had nothing further to add. SRMTA had nothing further to add YRMTA had nothing further to add.</p> <p>Motion 26: That the Provincial/Territorial reports be accepted as presented. Move: Joan Woodrow ~ Second: Catherine Bartlett Result: Carried</p>

	<p>July 2022 (in-person) - \$10,443 Net Loss July 2023 (in-person, Edmonton) - \$19,523 Net Loss July 2024 (virtual) \$16,842 Net Surplus July 2025 (in-person, Montreal) - \$23,088 Net Loss</p> <p>As things are now, we will have an operating surplus of \$19,317 this year. The above projections were made without consideration for changes in salaries or other expenses</p> <p>The idea is that having virtual AEM's in non-conference years will help offset the cost of in-person meetings every other year.</p> <p>As Delegates were asked to keep in mind that this Resolution will be put in place for the coming year and things can change, a discussion arose regarding preferences for in-person or virtual AEM's in general. Some delegates expressed that they appreciate the virtual option because it allows for more flexibility in personal and work commitments around the time of the meetings. Others brought up that in-person connections and networking were a big draw to becoming involved with the CFMTA at this level, especially for those living in more isolated or remote areas. The point that new delegates would benefit greatly from in-person meetings was also brought to the table.</p> <p>Result: Carried</p>
<p>CFMTA/FCAPM OFFICERS' RESOLUTION #3</p>	<p>Resolution #3: Virtual attendance be required for all Chairs for the Standing Committee Reports portion at Annual Executive Meetings. Chairs may virtually attend the entire AEM if they so choose.</p> <p>Move: Laura Gray ~ Second: Tiffany A. Wilson</p> <p>Discussion: Wording change for the Friendly Amendment in Resolution #4 also applies to Resolution #3 [see Motion #29]</p> <p>Result: Carried</p>
<p>CFMTA/FCAPM OFFICERS' RESOLUTION #4</p>	<p>Resolution #4: Virtual attendance at Annual Executive Meetings be required for the following Chairs: Bylaws & Policies and Procedures; Public Relations & Marketing; Strategic Planning; Nominations; Communication Coordinator; and other Chairs as requested by the Officers.</p> <p>Friendly Amendment: Remove the word "Annual"</p> <p>Move: Laura Gray ~ Second: Tiffany A. Wilson</p> <p>Discussion: Since Resolution #1 had passed, attendance would now be required for the semi-annual meeting in February as well.</p> <p>Result: Carried</p>
<p>CFMTA/FCAPM OFFICERS' RESOLUTION #5</p>	<p>Resolution #5: That an honoraria structure for all Committee Chairs be implemented.</p> <p>Move: Laura Gray ~ Second: Tiffany A. Wilson</p> <p>Discussion: This Resolution arose out of inconsistencies regarding honoraria structure for the Committee Chairs. It was generally agreed that there should be a consistent honoraria structure with clear parameters in place, and some discussion took place regarding exact numbers. Delegates were reminded, however, that this resolution was to implement the change and that exact numbers and budget would have to be decided later. This led into more discussion regarding honoraria and compensation, including the fact that if honoraria are being considered it should also include President, Past President, and Vice President. The same conversation regarding clear payment structure and parameters were also brought up for administrative roles</p>

<p>DIRECTIVE #2</p> <p>CFMTA/FCAPM OFFICERS' RESOLUTION #6</p> <p>MOTION #29</p> <p>MOTION #30</p>	<p>(for example, the E-Festival Administrator). More specific wording and a clearer plan for honoraria structure would be needed to pass this Resolution. Result: Motion Withdrawn</p> <p>Directive 2: That an honoraria structure for all committee chairs be developed and presented by the Finance Committee at the February 2022 Executive Meeting</p> <p>Resolution #6: The travel allowance of \$0.35/km be increased to \$0.45/km. Move: Tiffany A. Wilson ~ Second: Laura Gray Discussion: This travel allowance would also apply to the Young Artist Tour. Result: Carried</p> <p>Motion 29: To reconsider the vote on Resolution #3. Move: Laura Gray ~ Second: Karen Turpin Result: Carried</p> <p>Motion 30: Virtual attendance be required for the Standing Committee Reports portion at Executive Meetings. Chairs may virtually attend the entire meeting if they so choose. Move: Laura Gray ~ Second: Joyce Co Result: Carried</p> <p style="text-align: right;"><u>Back to Resolution #4</u></p>
<p>11. Old Business</p> <p>(a) Second Competition</p> <p>DIRECTIVE #3</p>	<p>a) Second National CFMTA/FCAPM Music Competition, Ad-hoc Committee</p> <p>Clarification: The Second Competition colloquially referred to as the “Vocal Competition”. There is no expectation that this competition will continue to be a vocal competition, it can be any instrument decided upon by the host province each conference year.</p> <p>Awards and Competitions Chair, Lynn Ewing, thanked the Officers and Delegates for the opportunity to discuss a co-chair for the Second Competition to facilitate more opportunities within this competition. She acknowledged that Kimerica Parr had done a wonderful job handling the vocal competition this year, especially considering the many added duties associated with the virtual format.</p> <p>The Second Competition is offered on a strictly voluntary basis by the host province’s conference committee, and as such it was discussed that having a permanent co-chair on the national level may not be the way to go. Instead, this second position could be put in place by the host province if/when they choose to hold a competition.</p> <p>Further discussions led to implementing clear guidelines for the Second Competition, including standardized guidelines for instruments such as strings, woodwinds, or brass. As this is now a CFMTA-run competition (with \$2 from every membership fee going towards this competition’s funding), it is now the CFMTA’s responsibility to have these resources in place for conference committees.</p> <p>Directive 3: Kimerica Parr will lead an ad-hoc committee to develop a set of rules and standards for multiple disciplines in the second competition. A report will be presented at the February 2022 Executive Meeting.</p>

	<p>Committee Members: Kimerica Parr (Chair), Lynn Ewing, Annie Avery.</p> <p>There may be more interest from other CFMTA members. Kimerica will put something together to publish in CMT, Joyce Hein has someone in mind from PEI who she will reach out to. Anita asked that Kimerica check in with her regarding potentially sending something out in Of Note. Other Delegates were encouraged to bring this ad-hoc committee opportunity back to members in individual provinces who may be interested in helping out.</p>
<p>12. New Business</p> <p>a) Policies and Procedures</p> <p>DIRECTIVE #4</p> <p>DIRECTIVE #5</p> <p>MOTION #31</p> <p>b) Report on Change of Insurance Broker</p> <p>c) Amended Budget 2021-2022</p>	<p>Marlaine Osgood, Chair</p> <p>Discussions arose from the Report’s Recommendations:</p> <p>Preamble – the preamble was valuable in outlining historical authority and understanding where the document originated. The recommendation was that the “Preamble” be placed on the website under History and Archives.</p> <p>Directive 4: That the current Preamble written by Dr. Lorna Wanzel be circulated by the secretary to all new delegates as part of their delegate package.</p> <p>Directive 5: That the Preamble by Dr. Lorna Wanzel be placed on the History page of the main CFMTA website and on the Archives website by the webmaster.</p> <p>Concern was raised regarding the Young Artist Tour section on p. 69 of the previously circulated draft, remuneration for the student and accompanist (\$200 performer, \$100 collaborator, doubled from last year) still seems low, and seemed counter to our philosophy of supporting young artists. \$300 and \$200 respectively was recommended. Tiffany A. Wilson will work on this with the incoming young artist chair.</p> <p>Motion 31: To accept the Draft Policies and Procedures as presented. Move: Joyce Hein~ Second: Nick Arsenault Result: Carried</p> <p style="text-align: right;"><u>Return to Committee Reports</u></p> <p>On July 9, 2020 CFMTA was informed that insurance provider, Intact, no longer wished to carry our Group Liability Insurance program. Westland Insurance Brokers offered a policy that would, in total, quadruple fees within a 12-month period. After several meetings with provincial delegates, Laureen Kells and Tiffany Wilson, spent 60 hours to find Marsh Insurance Brokers. They were able to offer us similar coverage with only a \$20 increase in premium. Marsh, along with their underwriter Atrium, have agreed to keep the current provincial renewal dates and the switch-over has been progressing with relative ease.</p> <p>Changes were made to the 2021-2022 budget as per the Motions/Directives/Discussion.</p> <p>INCOME</p> <ul style="list-style-type: none"> Increased amount for Essay Competition Donations for next year by \$1500 for high school and undergraduate level prizes.

	<p>EXPENSES</p> <ul style="list-style-type: none"> ● Added \$150 to Operating Expenses for CMT to buy a hard drive (see Motion 23) ● Travel was taken out for the Communication Coordinator for next year. ● Administration: Meeting Expenses for this year have been increased from \$1,750 to \$2,000 to include the added expense of hiring Tiffany Pinhorn Smith for the July 2021 Meetings (Acting Secretary). ● \$500 fee for our tax lawyer was added to legal fees (approved by the Officers before meeting, now confirmed). ● Contract fees for administrative staff: increased secretary's pay to \$14,000 for this year and next year.
<p>d) Proposed Budget 2022-2023</p>	<p>Changes were made to the 2022-2023 budget as per the Motions/Directives/Discussion.</p> <ul style="list-style-type: none"> ● Travel to the AEM for PR and Marketing Chair has been removed, and \$2500 has been removed from marketing budget. \$2500 left for Facebook/Google ads along with \$500 for FCMF both years. ● Essay Competition Prizes Increased to \$6500 (Note: this has been included to acknowledge the change, but does not contribute to the bottom line as this is direct money-in, money-out) ● Current year surplus changed from \$19, 317 to \$18, 917. This does not include the E-Festival income of \$1,080. ● There will be a surplus of \$19,357 compared to the originally projected loss of \$10,443. ● E-Festival numbers will be included higher up in the Operating Section of the Financials based on the outcome of Motion #24. ● Travel for the Awards/Competitions and Canada Music Week Chairs have been removed for 2022 to be consistent with other Chair positions.
<p>e) 5-Year Projections</p>	<p>The presented projection incorporated an in-person AEM in 2022, not including travel for chairs (as noted above). Changes made today affect the figures outlined. Because our accumulated surplus/loss drops as we move forward, we must consider how to offset that. Meeting virtually in 2022, will lower our costs.</p> <p>The Treasurer increased the amount that will be spent on meeting expenses if there is a hybrid meeting in 2022, as there would be a need for an online facilitator, A/V at the meeting location to conduct this meeting, etc.</p> <p><i>Revisited Discussion: Should the Delegates meet in-person for the 2022 July AEM</i></p> <p>Despite strong representation among the Delegates supporting meeting face-to-face, it was decided that as online meetings are productive and efficient, the most financially responsible decision would be to meet virtually in 2022. Further, foregoing in-person meetings next year will still require budget alterations to offset potential losses in the coming years.</p>
<p>MOTION #32</p>	<p>Motion 32: That the Annual Executive Meeting for July 2022 will be held virtually. Move: Laura Gray ~ Second: Catherine Bartlett Result: Carried</p>
<p>MOTION #33</p>	<p>July 6 and 7, 2022 proposed for the next AEM</p> <p>Motion 33: Accept the Amended 2022-2023 Budget</p>

<p>MOTION #34</p>	<p>Move: Laura Gray ~ Second: Amy Boyes Discussion: Changes were made to the proposed 2022-2023 budget as per the Motions/Directives/Discussion. The suggestions made in the Finance Committee Report were reviewed to see if further adjustments were needed. Travel budget was removed for 2022 and meeting expenses were adjusted back to \$2000. With this adjustment, we are now projecting an operating surplus of \$19,357 and an overall surplus of \$31,607. Result: Carried</p> <p>Motion 34: To accept the Proposed 2022-2023 Budget. Move: Laura Gray ~ Second: Tiffany A. Wilson Result: Carried</p>
<p>13. Elections</p> <p>Nominations</p> <p>MOTION #35</p> <p>DIRECTIVE #6</p> <p>DIRECTIVE #7</p>	<p>Nominations Chair Tiffany Wilson emphasized the need to fill the roles of Vice President, E-Festival Chair, Nominations Chair, Program Funding and Grant Application Chair, and Strategic Planning Chair. Tiffany went on to express that she has had an incredible experience in her Officer’s Role with the CFMTA, despite many personal ups and downs. Her time working with the CFMTA at this capacity have been some her best, and have undoubtedly opened doors for personal and professional development.</p> <p>Motion 35: That Tiffany A. Wilson be able to stand for Nominations chair, notwithstanding eligibility. Move: Laura Gray ~ Second: Joyce Hein Result: Carried</p> <p>The elections were conducted by Tiffany Wilson, past president. The following individuals were elected:</p> <ul style="list-style-type: none"> ● President: Laura Gray by acclamation ● Vice president: Kimerica Parr by acclamation <p>The elections were conducted by Tiffany Wilson past president. The following individuals were elected:</p> <ul style="list-style-type: none"> ● Canada Music Week: Joyce Hein by acclamation ● E-Festival: Abigail Freeman by acclamation ● Nominations: Tiffany A. Wilson by acclamation ● Program Funding & Grant Application: Nathene Arthur by acclamation ● Strategic Planning: remains on hiatus ● Young Artist: Louisa Lu by acclamation ● Essay Competition: Catherine Bartlett by acclamation <p>Ratifications: Webmaster - Dina Pollock Directive 6: That the officers ratify the contract of Dina Pollock (webmaster) to reflect the increase as per the Amended Budget for 2021/2022.</p> <p>Secretary – Anita Perry Directive 7: That the Officers ratify the contract of Anita Perry (secretary) as per Motion #11.</p> <p>Conference Resource Person: Evangeline Keeley was appointed.</p>

<p>14. Adjournment MOTION #36</p>	<p>Motion 36: That the July 5 and 6 2021 Annual Executive Committee Meeting of the CFMTA/FCAPM be adjourned. Moved: Joan Woodrow Vote: Carried</p> <p style="text-align: right;"><i>And long may your big jib draw!</i></p>
<p>Next Meetings</p>	<p>February 6, 2022 July 6 & 7 2022:</p> <ul style="list-style-type: none">● March 30 Resolutions due from Associations● April 1 Resolutions distributed from Office● May 1 Closing date for nominations● May 15 Reports (Association and Committee) due● June 1 Agenda Package distributed from Office● June Audited Financial Documents distributed

NWTRMTA Report



NORTHWEST TERRITORIES

This has been a spectacular year for our Territory. We have seen tremendous growth despite diverse challenges related to Covid-19. We are looking forward to our new partnership with CFMTA as it will open up new avenues for us as members and for our students.

We are especially proud of our biggest project, the Yellowknife Music Festival which moved online during lockdown in April 2020 and in 2021 is presented as a hybrid of in-person performances recorded for an adjudicator. We look forward to taking on Music Sundays from another organization which will be a monthly public performance for our members and their students. It will continue online in the Fall.

We are looking forward to more in person activities in 2021-2022 as the Public Health Authority allows.

Respectfully submitted,

Susan Shantora
President of NWTRMTA

[Return to Provincial Reports](#)

ACTION LIST

Administration:

- circulate The current Preamble (written by Dr. Lorna Wanzel) to all new delegates as part of their delegate package.

Archives

- Apply for a grant to hire a student to scan the archives.

Bylaws and Policies & Procedures

- The officers and Chair will finalize the 2021-2022 Policies and Procedures.

Delegates:

- Inform the Secretary of any changes to your status

Executive Director Task Force

- Compile a job description for an Executive Director. They should also present a projection of how the current structure of CFMTA would change if an Executive Director were hired, along with the subsequent cost due at the next meeting of the CFMTA Executive.

Finances Committee:

- Develop an honoraria structure for all committee chairs to be presented at the February 2022 Executive Meeting.
- Develop an incremental increase formula for staff positions

Second Competition Task Force

- Develop a set of rules and standards for multiple disciplines in the second competition, report to be presented at the February 2022 Executive Meeting.

Webmaster:

- Place the Preamble by Dr. Lorna Wanzel on the History page of the main CFMTA website and on the Archives website.

Misc.

- Committee Chairs are reminded to advise the Social Media Chair of program deadlines well in advance.
- Deadline for submission of articles to Of Note is the 15th of the month.*
- Deadline for submission of Materials for consideration for The Canadian Music Teacher*:
 - ✓ Fall: August 15
 - ✓ Winter: December 1
 - ✓ Spring: April 1

** Please note that submitted materials are not guaranteed publication.*

**Canadian Federation of Music Teachers' Associations
(Trustee of the CFMTA Trust)
Approved 2021 - 2022 2022 - 2023 Budgets**

	Approved Amended Budget 2021-2022	Approved Budget 2022-2023	
00 OPERATING INCOME			
0001 BASE ANNUAL FEE	93,000	93,000	Note 1
0002 LATE FEES	100	100	
0003 NEWSLETTER ADVERTISING	12,500	12,500	
0004 INTEREST	1,000	1,000	
000502 E-FESTIVAL ENTRY FEES	6,740	6,740	Note 21
0006 PROF ACHIEVEMENT CERTIFICATES	100	100	
0007 CONFERENCE PROFITS			
0008 DONATIONS			
000803 ESSAY COMPETITION DONATION	5,000	6,500	Note 2
0009 OTHER INCOME			
CMT Subscriptions	3,000	3,000	Note 3
Total 0009 OTHER INCOME	3,000	3,000	
Total 00 OPERATING INCOME	121,440	122,940	
00 OPERATING EXPENSES			
0010 AEM			
0011 AEM Delegates	0	0	Notes 4, 5
0012 AEM Officers	0	0	
Total 0010 AEM	0	0	
0020 CANADIAN MUSIC TEACHER			
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	500	350	Note 6
0025 EDITOR TRAVEL	0	0	Notes 4,5
0026 ANNUAL REVIEW	1,692	1,692	
0027 ONLINE EDITION	1,386	1,386	
Total 0020 CANADIAN MUSIC TEACHER	17,718	17,568	

Note 1. Membership fees are based on 3,000 members, \$31 Operating, \$2 A&C, \$2 Second Competition, \$1 CMW, \$1 YA total of \$37 per member.

Note 2. Essay Competition prizes (donated by Dr. Lorna Wanzel) were changed to one \$3,000 Doctorate prize and one \$2,000 University Graduate prize in 2021. Motion #27: Prizes of \$500 High School and \$1,000 Undergrad will be offered contingent on funding.

Note 3. All 3 annual editions of CMT are digital with print issues by subscription of \$20 per year. Income based on 150 subscriptions.

Expenses base on printing extra copies for advertisers, contest winners, etc.

Note 4. 2021-2022 AEM was held virtually.

Note 5. Motion #32: The 2022-2023 AEM will be held virtually.

Note 6. Motion #23: approval for Editor to purchase WDRed hard drive in 2021.

**Canadian Federation of Music Teachers' Associations
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	Approved Amended Budget 2021-2022	Approved Budget 2022-2023	
0040 ADMINISTRATION			
0041 AUDIT	5,800	5,800	Note 7
0042 MEETING EXPENSES	2,000	2,000	Note 8
0043 INSURANCE	1,840	2,025	Note 9
0044 OFFICE EXPENSES			
Office Expenses	4,500	4,500	
Storage	1,000	1,000	
Total 0044 OFFICE EXPENSES	5,500	5,500	
0045 LEGAL FEES	500	0	Note 10.
0046 WEBSITE MAINTENANCE	2,800	2,800	
0048 SERVICE CHARGES	250	250	
Total 0040 ADMINISTRATION	18,690	18,375	
0050 SALARY			
0051 ADMINISTRATIVE STAFF			
Secretary	14,000	14,000	Note 11
Treasurer	12,000	12,000	
0052 WEBMASTER	3,075	3,075	Note 12
Total 0050 SALARY	29,075	29,075	
0060 HONORARIA			
0061 PRESIDENT	2,000	2,000	
0062 1ST VICE PRESIDENT	1,000	1,000	
0063 2ND VICE PRESIDENT		500	Note 13
0064 PAST PRESIDENT	500		Note 13
0068 PRESIDENTS OFFICE SUPPLIES	350	350	Note 14
Total 0060 HONORARIA	3,850	3,850	

Note 7. Change in auditing firm and increased expense approved at Interim Executive Meeting Feb. 28/21, Motion #1.

Note 8. Meeting expenses in 2021-2022 are for Zoom Pro for AEM and Officers' meetings, technical support to facilitate online AEM, Acting Secretary for assistance with AEM Minutes, and gifts for outgoing Presidents.

Meeting expenses for 2022-2023 include technical support and Zoom Pro.

Note 9. Marsh Insurance Brokers inform us that insurance rates are likely to rise 10% this year and next.

Note 10. The Officers approved consulting a tax lawyer for clarification of CFMTA's NPO and Charitable status.

Note 11. Motion #11 passed to pay the Secretary \$20 per hour to a maximum of \$14,000 per fiscal year effective to July 2022 and to be reviewed quarterly.

Note 12. Approved: increase Webmaster's annual contract fee to \$3,000 plus GST.

Note 13. Approved: \$500 annual honorarium for the Past President in odd years and \$500 for the 2nd Vice Presidents in even years.

Note 14. Approved: A stipend for all Presidents to reimburse for Office Supplies. Amount is 10% of individual Honorium, paid at end of fiscal year.

The amount proposed is 10% of their individual Honorarium, paid at the end of the fiscal year.

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	Approved Amended Budget 2021-2022	Approved Budget 2022-2023	
0070 TRAVEL COSTS			
0071 PRESIDENT TRAVEL	3,000	3,000	
0072 PR AND MARKETING TRAVEL	2,500	2,500	Note 15
0073 CONFERENCE RESOURCE PERSON	0	0	
Total 0070 TRAVEL COSTS	5,500	5,500	
0080 PROGRAMS			
00805 E-FESTIVAL EXPENSES			
			Note 21
0501 ADMIN & OFFICE EXPENSES	1,000	1,000	
0503 ADJUDICATOR FEES	2,220	2,220	
0505 ADMINISTRATOR FEES	2,250	2,250	
0508 SERVICE CHARGES	190	190	
0082 MARKETING	3,000	3,000	Note 16
008201 ESSAY COMPETITION EXPENSES	100	125	Note 17
008203 ESSAY COMPETITION PRIZES	5,000	6,500	Note 2
0083 BRANCHING OUT	2,400	2,400	
0084 TRANSLATION	5,000	5,000	Note 18
0085 ARCHIVES	250	250	
0086 PROFESSIONAL DEV VIDEOS	5,100	5,100	
0087 E-FESTIVAL SET-UP COSTS	0	0	Note 19
0088 SOCIAL MEDIA	100	100	Note 20
Total 0080 PROGRAMS	26,610	28,135	
Total 00 OPERATING EXPENSES	101,443	102,503	
NET OPERATING INCOME/LOSS	19,997	20,437	

Note 15. Travel expenses for the Public Relations & Marketing Chair include travel to the MTNA Conference in both years.

Note 16. Approved: The Public Relations & Marketing Chair plans to run "Find a Teacher" campaigns during August/September.

The Marketing budget also includes a \$500 donation to FCMF.

Note 17. Administrative costs of the Essay Competition are now a separate Operating expense.

Note 18. Approved: An increase of \$1,000 for P&P translations and increased communications.

Note 19. The E-Festival program no longer requires set-up funds.

Note 20. Approved: Funds to purchase a Social Media Management app.

Note 21. Motion #24: E-Festival profit will go to Operating Fund. Both budgets are based on November E-Festivals with 300 entries.

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	Approved Amended Budget 2021-2022	Approved Budget 2022-2023	
10 AWARDS/COMPETITIONS INCOME			
1001 ANNUAL FEES	6,000	6,000	Note 1
1002 ENTRY FEES	1,750	0	Note 22
1003 DONATIONS/SP	5,000	0	
1004 GIC INTEREST	350	350	
1005 THE PERSONAL REBATES	2,500	2,500	
1009 A & C SURPLUS/LOSS	9,618	6,543	Note 23
Total 10 AWARDS/COMPETITIONS INCOME	25,218	15,393	
10 AWARDS/COMPETITIONS EXPENSES			
1001 ADMINISTRATION	250	0	Note 24
1002 PRIZES/SP PEDAGOGY AWARD	15,000	500	
1003 JURY FEES	3,075	0	
1004 JURY TRAVEL/EXPENSES	0	0	Note 24
1005 A & C CHAIR HONORARIA	350	350	
1006 A & C CHAIR TRAVEL	0	0	Note 24, Note 5
1009 A & C SURPLUS/LOSS	6,543	14,543	Note 23
Total 10 AWARDS/COMPETITIONS EXPENSES	25,218	15,393	
NET AWARDS/COMPETITIONS INCOME	0	0	

Note 22. Actual entry fees for 7 competitors @ \$250 each.

Note 23. The surplus from the previous non-Competition year supports the Piano Competition. An accumulated surplus of \$9,618 from will support the 2021 Piano Competition. An estimated surplus of \$6,543 will move forward to 2022-2023.

Note 24. Virtual competition in 2021 required no room rental, no jury travel/expenses, and no Chair travel.

12 SECOND COMPETITION INCOME			
1201 ANNUAL FEES	6,000	6,000	Note 1
1202 ENTRY FEES	750		Note 25
1209 SECOND COMPETITION SURPLUS/LOSS	6,332	0	Note 26
Total SECOND COMPETITION INCOME	13,082	6,000	
12 SECOND COMPETITION EXPENSES			
1201 SECOND COMPETITION EXPENSES	13,082		Note 26
1209 SECOND COMPETITION SURPLUS/LOSS	0	6,000	Note 26
Total SECOND COMPETITION EXPENSES	13,082	6,000	
NET SECOND COMPETITION INCOME	0	0	

Note 25. Actual entry fees for 3 competitors @ \$250 each.

Note 26. Members' fees of \$2 per year support a second national competition during Conference years.

An estimated \$13,082 surplus will subsidize the 2021 Voice Competition.

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	Approved Amended Budget 2021-2022	Approved Budget 2022-2023	
20 CANADA MUSIC WEEK INCOME			
2001 ANNUAL FEES	3,000	3,000	Note 1
2002 ENTRY FEES	1,200	1,200	
2003 DONATIONS			
2003-1 BILL ANDREWS AWARD	500	500	
2003-5 HELEN DAHLSTROM AWARD	250	250	
2003-8 GENERAL DONATIONS	0	0	
Total 2003 DONATIONS	750	750	
2004 GIC INTEREST	20	20	
2005 SALE OF PROMO. MATERIAL	400	400	
2009 CMW SURPLUS/LOSS	2,815	3,585	Note 28
Total 20 CANADA MUSIC WEEK INCOME	8,185	8,955	
20 CANADA MUSIC WEEK EXPENSES			
2001 ADMIN & MARKETING			
COST OF PROMOTIONAL MATERIALS	500	750	Note 27
OTHER ADMIN & MARKETING	250	250	
Total 2001 ADMIN & MARKETING	750	1,000	
2002 CMW PRIZES			
BILL ANDREWS AWARD	500	500	
CALL FOR COMPOSITIONS HONORARIA	200	200	
CMW STUDENT COMPOSER PRIZES	1,100	1,100	
HELEN DAHLSTROM AWARD	250	250	
Total 2002 CMW PRIZES	2,050	2,050	
2003 ADJUDICATOR FEES	1,200	1,200	
2005 CMW CHAIR HONORARIA	600	600	
2006 CMW CHAIR TRAVEL AEM	0	0	Note 5
2009 CMW SURPLUS/LOSS	3,585	4,105	Note 28
Total 20 CANADA MUSIC WEEK EXPENSES	8,185	8,955	
NET CANADA MUSIC WEEK PROFIT/LOSS	0	0	

Note 27. Approved: An increase to restock CMW merchandise supplies. No stock was purchased in 2020-2021.

Note 28. Any surplus or loss is carried forward to support CMW programs. A surplus of \$2,815 from 2020-2021 moves forward to 2021-2022.

An estimated surplus of \$3,585 will move forward to 2022-2023.

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30 YOUNG ARTIST FUND INCOME			
3001 ANNUAL FEES	3,000	3,000	Note 1
3003 DONATIONS	500	500	
3004 GIC INTEREST	800	800	
3005 CONCERT REVENUE - YA	675	1,200	Note 29
3009 YA SURPLUS/LOSS	10,730	13,910	Note 30
Total 30 YOUNG ARTIST FUND INCOME	15,705	19,410	
30 YOUNG ARTIST FUND EXPENSES			
3004 TOUR EXPENSES			
YA HONORARIA	600	3,600	Note 29
YA OTHER TOUR EXPENSES	0	0	
YA POSTERS	25	200	
YA TRAVEL	500	2,000	
YA ACCOMMODATION	420	2,800	
Total 3004 TOUR EXPENSES	1,545	8,600	
3005 YA CHAIR HONORARIA	250	250	
3006 YA ARTIST CHAIR TRAVEL	0	0	
3009 YA SURPLUS/LOSS	13,910	10,560	Note 30
Total 30 YOUNG ARTIST FUND EXPENSES	15,705	19,410	
NET YOUNG ARTIST FUND INCOME	0	0	

Note 29. Tours in all areas take place every two years. Six concerts were held in Spring 2021.

The 2022-23 Budget is based on 16 concerts with 4 requiring a collaborative artist.

Note 30. Any surplus or loss is carried forward to support the YA tours. A surplus of \$10,730 at the end of 2020-2021 moved forward to 2021-2022.

An estimated surplus of \$13,910 from 2021-2022 will move forward to 2022-2023.

TOTAL CFMTA INCOME	154,135	148,660
TOTAL CFMTA EXPENSES	139,595	117,053
NET CFMTA INCOME/LOSS	14,540	31,607