



**AGM Agenda**  
**Wednesday, October 26<sup>th</sup>, 7:00 PM**  
**Casa Meeting Room**

**Welcome** Sandy Brunelle

**Approval of Agenda** Sandy Brunelle  
Motion: To approve Agenda as circulated (amended):

**Voting Criteria from the Revised Bylaws**

Section III – Any person shall be admitted as a member of the Society if he/she has:

- Participated in the Festival within the past year and/or;
- Supported the Society through attendance at the festival and/or Concerts within the past year and/or;
- Contributed to the Society \$50 or more within the past year.
- Volunteered within the past year with the Society

**Minutes of the 2021 AGM** Val Lazzaretto  
These minutes were voted on and accepted by the members at the AGM held in October 2021  
Motion: To approve the 2021 AGM minutes as circulated (amended):  
Val Lazzaretto/

**Financial report** Majda Pahulje  
Motion: To approve the September 1, 2021-August 31, 2022 Financial Report as circulated (amended):  
Majda Pahulje/

**Auditor Resolution** Majda Pahulje  
Motion: To approve MNP as Lethbridge and District Music and Speech Arts Festival Society's accountant, for the year September 1, 2022 to August 31, 2023:  
Majda Pahulje/

**Board Chair's report** Sandy Brunelle

**Board Committee Reports**

Policy/Bylaws  
Personnel  
Nominations  
Marketing/Promotions

Tanya Arnold  
Breeanne Fuller/Karen Kay  
Breeanne Fuller

**Review of 2021/2022 General Manager’s Report completed by Megan Wittig**

Breeanne Fuller

**General Manager’s Report**

Jaimee Jarvie

**Election of 2022/2023 Board of Directors**

Section VII – Each Director shall serve for a period of three years (1 term) and may serve no more than three consecutive terms. No individual may serve more than nine consecutive years. A Director may return to the board after two years.

**Introduction** – Breeanne Fuller

Sheila Matson & David Mikuliak

**Call for names from the floor** – Sandy Brunelle

Motion: To elect the proposed Society members to the Board of Directors  
Breeanne Fuller

**Festival 2021 Volunteer Award Winners**

Val Lazzaretto

**Question and Discussion Period**

**Motion to adjourn**

Time

**Organizing Board of Directors meeting immediately following the AGM**

(20 minutes)



**AGM Minutes**  
**Monday, February 1st, 2021, 5:00 PM**  
**Virtual AGM Meeting**

<https://zoom.us/j/95291400644?pwd=ZUtlR3BtN113VzZGMHJkVEliblkrQT09>

Meeting ID: 952 9140 0644

Passcode: 313531

**Welcome**

Sandy Brunelle

Delay of the October AGM is due to COVID restrictions, lack of an AGM quorum, and health issues!

**Attendees:**

Board members: Sandy Brunelle, Tanya Arnold, Breeanne Fuller, Barb Hignell, Lynden Hutchinson, Karen Kay, Dawn Leite, Elizabeth Nevels, Majda Pahulje, Megan Wittig, Valeria Lazzaretto (taking minutes)

Society members: Jillian Bracken, Karen Hudson, Phyllis Hutchinson

**Approval of Agenda**

Breeanne Fuller

**Motion:** To approve Agenda as circulated (amended):

**Motion by:** Karen Hudson

**Seconded by:** Barb Hignell

**Voting Criteria from the Revised Bylaws**

Section III – Any person shall be admitted as a member of the Society if he/she has:

- Participated in the Festival within the past year and/or;
- Supported the Society through attendance at the Festival and/or Concerts within the past year and/or;
- Contributed to the Society \$50 or more within the past year.
- Volunteered within the past year with the Society

**Minutes of the 2019 AGM**

Val Lazzaretto

These minutes were voted on and accepted by the members at the Special AGM held in October 15<sup>th</sup>, 2019.

**Motion:** To approve the 2019 AGM minutes as circulated:

**Motion by:** Val Lazzaretto

**Seconded by:** Karen Kay  
**CARRIED**

**AUDITOR'S REPORT**

Majda Pahulje

**Motion:** To approve the 2019-2020 Auditor's Report by MNP as circulated: (See attached)

**Motion by:** Majda Pahulje

**Seconded by:** Elizabeth Nevels

**CARRIED**

**Auditor Resolution**

Majda Pahulje

**Motion:** To approve MNP as Lethbridge and District Music and Speech Arts Festival Society's accountant, for the 2020-2021 year:

**Motion by:** Majda Pahulje

**Seconded by:** Tanya Arnold

**CARRIED**

**Honorary Solicitor**

Breeanne Fuller

**Motion:** To appoint Adam Letourneau as Honorary Solicitor of the Lethbridge and District Music and Speech Arts Festival Society for the 2020-2021 year:

**Motion by:** Breeanne Fuller

**Seconded by:** Dawn Leite

**CARRIED**

**GENERAL MANAGER'S REPORT**

Megan Wittig

*2020 Recap*

*Our 2020 Festival was cancelled ten days before it was scheduled to begin due to the COVID-19 Pandemic. Registrations were refunded or donated at the discretion of entrants. Social media (Facebook, Twitter, Instagram), our e-newsletter and website have been our primary methods of communication with the community. Our website (lethmsf.org) is regularly updated to include all current information, and our newsletter is sent once per month during the school year as well as occasional special editions with particularly important information.*

*Looking Ahead to 2021*

*Due to the ongoing pandemic, our 2021 Festival will be entirely virtual. Registration opened December 1, 2020. Adjudicators, who will complete their work in both written adjudications and video feedback, are hired. The 2021 Syllabus, which contains many exciting changes, was posted online in early November. Each Provincially-eligible discipline is allowed to send two participants to the 2021 Virtual Provincial Festival, and scholarships will be awarded on the local level. We are moving forward into a new frontier!*

**CHAIR'S REPORT**

Sandy Brunelle

*We reflect on the past year, which is our third Festival, and see many hills and valleys. This was to be the 90<sup>th</sup> Festival that Lethbridge has had. In preparation a sub-committee was struck that researched our history. Former participants were invited to serve as adjudicators, events were planned, a video was made, and decorations were designed – and then the COVID pandemic entered. Everyone’s hard work and preparations were put on hold and the 2020 90<sup>th</sup> Lethbridge and District Music and Speech Arts Festival was cancelled.*

*The video that was made to celebrate the 90<sup>th</sup> was released to our members in November and currently is available through Facebook. Please take time to view while past secretaries and past performers share how important this annual event is and how it influenced throughout their lives.*

*The Society’s elected Board of Directors continued to meet through the summer and fall. We tried different avenues of virtual meetings which led us to settle on Zoom. It was to our advantage that we purchase a subscription to have time to cover the business at each meeting. Our General Manager’s knowledge of social media, computers, and anything involving the internet expanded. The Board thanks her for her flexibility and willingness to work with them on all technology issues.*

*Our scheduled October AGM had to be cancelled due to another isolation period ordered by the Provincial government. We found ourselves in another quandary of how to proceed; our Chair was unavailable, we did not have a quorum for the rescheduled AGM, then the holidays were upon us. But we moved forward and scheduled a new AGM for, February 1<sup>st</sup>, 2021.*

*Alberta Provincial Festival informed our General Manager they were running a virtual Festival in 2021. The Board of Directors voted to also hold a Virtual Festival this year. Registration is open, Newsletters have been sent, and teachers/directors were informed of the new format. We look forward to continuing the Festival as it has evolved over the last 90 years.*

*I want to thank the Board of Directors for their leadership and commitment they have demonstrated through this past unsettling year. Each one of them has played an integral part to sustain the Lethbridge and District Music and Speech Arts Festival Society. Our General Manager has always followed through on what was asked of her. Thank you.*

## **BOARD COMMITTEE REPORTS**

### **1. Policy/Bylaws**

Tanya Arnold

The following policies were written or re-written and received final approval on October 13, 2020:

- Policy on the Cycle of Board Development
- Policy on Donor Communication and Recognition
- Policy on the Guiding Principles of Governance.

The following policies currently under review and/or revision are:

- Policy on Executive Director Roles and Responsibility
- Policy on Executive Director Remuneration
- Policy on Financial Transactions

Also under review are the current bylaws regarding the Annual General Meeting for the Society. Due to the current restrictions of the Covid pandemic, provisions are being investigated for holding the meetings in an online format.

## 2. Nominations

Breeanne Fuller

Section VII – Each Director shall serve for a period of three years (1 term) and may serve no more than three consecutive terms. No individual may serve more than nine consecutive years. A Director may return to the board after two years.

### **Introduction**

Sandy Brunelle – year 3 of 3 (2nd term)

Val Lazzaretto – year 3 of 3 (2nd term)

Breeanne Fuller - year 3 of 3 (2nd term)

Majda Pahulje - year 3 of 3 (2nd term)

Lynden Hutchinson – year 2 of 3 (3rd term)

Elizabeth Nevels – year 1 of 3 (2nd term)

Barb Hignell – year 1 of 3 (2nd term)

Karen Kay – year 3 of 3 (1st term)

Tanya Arnold - Year 2 of 3 (1st term)

Proposed member elected to the Board of Directors – Dawn Leite

Call for names from the floor - Sandy

**Motion:** To elect the 2021 proposed slate to the Board of Directors

**Motion by:** Breeanne Fuller

**Seconded by:** Elizabeth Nevels

**CARRIED**

## 3. Board Sub Committee – 90<sup>th</sup> Anniversary

Karen Kay

*90<sup>th</sup> Anniversary of the Lethbridge and District Music and Speech Arts Festival was to have been celebrated during the 2020 Festival.*

*A sub-committee was formed comprised of community members Ken Rogers and Gloria Torrance; they, along with Board members, Karen Kay and Sandra Brunelle met on a regular basis beginning in June 2019. An Anniversary budget was determined. Board member Lynden Hutchinson was also in attendance during the initial meetings and contributed to fundraising efforts specifically targeted for the Anniversary celebrations. Early discussions established the various components of the celebrations.*

❖ *The Adjudicators panel was to consist of as many persons as possible who participated in the Lethbridge Festival at some point in their education or development.*

- *Many individuals were discussed and from them, contact lists were established*
- *The General Manager and Committee members contacted the various individuals on the list.*

- *We were extremely pleased that the final group was comprised of accomplished individuals who met our criteria*

❖ ***Historical Memories***

- ***An Anniversary Video*** *celebrating different aspects of festival participation and its impact on an individual and community was commissioned*
  - *Jim McNally, from the Commercial Factory came on board as our Videographer and Advisor.*
  - *Interview questions were determined and production details completed*
  - *5 people were chosen and kindly agreed to be interviewed:*
    - *Jean Robin, Former Festival General Manager*
    - *Leroy Cranston – Kiwanis member and Festival committee*
    - *Sandy Brunelle – Current Festival Society Chairperson*
    - *Kirk Muspratt – Former Performer*
    - *Irene Penner – Former Performer*
  - *The video was premiered on the Society’s website in November 2020*
- ***Memory Boards*** – *Archival pictures of past participants were used to create presentation boards that were to have been distributed amongst the Festival venues and rotated throughout the week. Committee Member Gloria Torrance coordinated this massive project and created over a dozen boards.*
- ***Displays:*** *Visits to the Galt Museum Archives provided the committee great insight into the festival’s remarkable history including wonderful pictures and print material from the beginning years of the Festival. Some of these were to have also been displayed at the Festival venues.*

- ❖ ***A Gala Concert and Reception*** *was to be held on Sunday March 29, 2020. It was to feature performances by some of the 2020 Adjudicators’ panel, along with honour groups of band and choral students from the city high schools, speech performances, accompanist performance and an alumni opera group.*
  - *The incredibly complex process of the concert selections, honour group communications, rehearsal times and venues, liaison to the adjudicators was expertly handled by committee member Ken Rogers.*

*With the unprecedented pandemic situation that we find ourselves in, the very difficult decision to cancel the festival also cancelled the planned anniversary events. After almost a year of planning, this was extremely disheartening for all of the committee members, but it was the right and only decision that could have been made.*

*We hope that we will be able hold a celebration of some type in the future.*

***Acknowledgements***

*I would like to extend my sincerest thanks to Gloria Torrance, Ken Rogers, Sandy Brunelle, Lynden Hutchinson, and the Board Directors of the Lethbridge and District Music and Speech Arts Society, the Anniversary Events Sponsors: Jim McNally-The Commercial Factory, Save-on*

*Foods, Dr Harry & Mrs Irene Penner, FWBA Architects, Prime Catering, Andrew Hilton, Allied Arts Council, and Telus Communications.*

*Also sincerest thanks to Dawn Leite, and Yates Theatre Staff: Scott Carpenter, Ken Lowenberg & Natalie Mehew and Andrew Cherneyvch, Archivist – Galt Museum and Archives for their kind support.*

This committee was formed a year before the 90<sup>th</sup> Anniversary and although a lot of work was accomplished by a number of very fine committee members this project did not come to fruition as a result of Covid-19 restrictions. The Board wishes to recognize Karen Kay for her outstanding contribution to this project.

**Executive as elected by the 2020/2021 Board**

- Chair – Sandy Brunelle
- Vice Chair – Breeanne Fuller
- Secretary – Val Lazzaretto
- Treasurer – Majda Pahulje

**Annual Appointment to Board Committees:**

- **Policy/Bylaws** – Tanya Arnold
- **Finance** – Majda Pahulje (includes **Scholarship Committee**)
- **Nominations** – Breeanne Fuller
- **Personnel** – Karen Kay/Breeanne Fuller

**Question and Discussion Period**

Jillian asked how other communities in the province were handling festival this year. Megan responded by stating most are doing a virtual festival although Medicine Hat had initially attempted to do some of the festival in person but has now designated everything online. Cardston has withdrawn from this year’s festival and Calgary and Edmonton are undetermined as of yet.

Sandy reminded everyone to check our website and social media to keep informed about the Festival Society’s efforts.

**Motion to adjourn at 5:29pm**

**Motion by:** Bob Brunelle

Signatures:

Position:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





## **Treasurers Report AGM Year for Fiscal Year September 1, 2021 to August 31, 2022**

Date Submitted: October 19, 2022

Submitted by: Majda Pahulje

NOTE: MNP was unable to have the Financial Report available for us at this time. I have attached the Statements I prepared, that were sent to them for review. Anyone who would like to have the MNP Final Report emailed to them, please send me an email requesting so. Please use the following email: [m.pahulje.festival@gmail.com](mailto:m.pahulje.festival@gmail.com).

### **General “Operations” Financial Report Comments:**

1. Attached is the Comparative Income Statement showing Actual and Budgeted Amounts (note- numbers have been rounded off)
  - **Operating Revenue** \$41,500 (withdrew less than budgeted from the Community Foundation Account)
  - **Scholarships:** Total received \$18,000 includes yearly contributions plus a withdrawal from the RBC Dominion Securities Scholarship Account. We paid out approx. \$18000.00
  - **Festival Income:** Fees paid by entrants, concert revenues, and door entry fees -\$24,000 (15,000 less than budgeted - lower entries)
  - **Expenses:** \$37700.00 (Managers salary, office expenses, advertising, and other); \$35,000 (Actual Festival costs, adjudication fees, Venue rentals, program expenses)
  - **Net Loss \$7,000.00**

### **Investment Accounts Comments**

Attached is the Income Statement for the Investment Accounts

- We have 2 “Investment” Accounts, one is held with RBC Dominion Securities and holds our Scholarship Funds. We receive monthly statements, so this account more accurately reflects the current market trends. In the fiscal year ending August 31, 2022 this account generated approx..
  - \$14,000 in Dividends, Interest and other income
  - \$4700 in Management Fees paid to RBC
  - Loss in market value of about \$39,000.00

**The August 31, 2022 Market value of this account is \$384,500**

- Reports from the Lethbridge Community Foundation are only received once a year (December 31), so the Market Value on Dec. 31, 2021 was \$558,350 (before the down turn in the markets). In the fiscal year ending August 31, 2022 this account generated:
  - \$55,000 in interest, dividends and capital gains
  - Fees to manage this account \$5300

**The December 31, 2021 Market Value of this account is \$558,000**



### **AGM Chair Report September 2020-August 2021**

Festival 2022 was a successful in-person event following two years of uncertainty. In 2019, after having completed all scheduling and preparing all venues, the Board had to cancel the festival due to Covid. The Board decided to do a Virtual Festival in 2021 following receiving a recommendation from the Alberta Music Festival Association. We were excited and prepared for Festival 2022 and to welcome each participant into their respective classes.

In May 2022 our General Manager, Megan Wittig, resigned. Her time with the Society included serving as a Board member, on various committees and as our GM. The Personnel committee immediately updated the job description, advertising the position, and hired Jaimee Jarvie as our new General Manager. The Board looks forward to Festival 2023, working with Jaimee and a growing number of participants. I refer you to Jaimee Jarvie's GM report.

Society Board members serve as both a governance Board and an Administrative (working) Board. They are on Board Committees – Personnel, Bylaws & Policy, Nomination, and Marketing/Promotional; as well as Festival Committees – Hospitality, Volunteers, Advertising, Fundraising, Marketing, Logistics/Set-up and wherever else they are needed during the month of the Festival. I am very grateful to these committed and valuable members of the Board. Thank you for your dedication to the young people of our broader community. Many of our current board members will reach the end of their three terms in August of 2024. We encourage you to consider joining us.

The Board meets once a month or ten months of the year, From February through March/April extra meetings may need to be called in preparation for the Festival. Volunteers are always needed at any time throughout the year but particularly during the two weeks of the Festival. If you or someone you know would like to work with the Festival Society, please contact us through our web site <[lethmsf.org](http://lethmsf.org)>.

Respectfully submitted  
Sandy Brunelle  
Board Chair



LETHBRIDGE AND DISTRICT MUSIC AND SPEECH ARTS FESTIVAL SOCIETY

**PERSONNEL COMMITTEE**

**AGM REPORT - October 26, 2022**

The Personnel committee acts in a supportive role for the General Manager and as a liaison between the Board of Directors and the General Manager.

In June of this year it was also the responsibility of this committee to search for and hire a new General Manager

The process included:

- A review of the GM position documents to prepare the requirements for the position proposal
- Posting of the position
- Answering questions from potential applicants
- Review of all applications submitted and creation of a short list for interview
- Contacting short-listed applicants to set up interviews – both in person and via Zoom
- Creation of Interview documentation with situational based questions, used for each candidate
- Review of the submissions by each of the short-listed candidates
- Interview meetings with each candidate over the course of 2 days,
- Extensive discussions of each of the candidates' interviews
- Agreement on successful candidate to be submitted to the Board of Directors for approval
- Once approval by the board was obtained, the successful candidate was contacted and offered the position and a formal contract was signed

- The short – listed candidates that were not successful were then contacted by a member of the committee, thanking them for their application

The Personnel Committee look forward to working with our new General Manager “Jaimee Jarvie”

Respectively Submitted

Breanne Fuller, Karen Kay & Sandra Brunelle



**Marketing Report: Submitted by Dawn Leite – May, 2022**

The 2022 Festival, from a marketing perspective, the social media is the biggest bang for our buck. We saw increased engagement from the community and was able to encourage the media to check out our events. There is still a place for traditional media, however, we will continue to see more and more engagement online. Students, parents, and teachers spend a significant amount of time online.



**LETHBRIDGE AND DISTRICT MUSIC AND SPEECH ARTS FESTIVAL SOCIETY  
GENERAL MANAGER'S REPORT**

**Date of Meeting:** May 9, 2022

**Submitted by:** Megan Wittig

**Monthly Report:**

Provincial registration has been the focus since the end of the festival. All video recordings (professional recordings as well as those submitted by the individual) were rendered into YouTube videos by me and programmed into the Provincial registration system along with PDFs of their repertoire. Payments (including the \$5 recording fee for those who utilized our recording sessions) were collected via PayPal. Congratulations to all of our performers on their hard work preparing their recordings on such a short timeline!

**Provincial Recommendation List:**

**Choral:** Gilbert Paterson Grade 6 Choir, Gilbert Paterson Select Choir, Noble Central Singers,  
Ventus Women's Choir

**Composition:** Masataro Tatsuno

**Guitar:** Samuel Smith

**Piano:** Kourosh Asadmalayeri, Eric Bevans, Charlie Eaton, Jacob Eaton, Allison Krywolt,  
Collin McKay, Jena Park, Zephie Petrakis, Isaac Risling, Starr Sun, Masataro Tatsuno, Emily  
Verhoef,

**Speech:** Reid Goth, Rhiannon, Kooy, Clara Norton, Steven Yang

**Strings:** Ava Baldry, Sophie Charest (declined), Jane Eaton, Alayna McNeil (declined), Alexis  
Morphis, Isaac Morphis (declined), Nathan Morphis (declined), Nick Park, Isla Strong

**Woodwinds:** Akshara Nagaruru, Bentley Togo

**Classical Vocal:** Autumn King, Addy Miller, Isaac Morphis, Nathan Morphis, Sloan Smith

**Contemporary Vocal:** Grace Anderson, Annie Edwards, Riley Vanderburgh, Kate Walburger

**Musical Theatre:** Grace Anderson, Isabelle Arceo (declined), Hannah Boehme, Natalie Clark,  
Birkley Cornish, Molly Hendry, Addy Miller, Sydra Joy, Maren Livingstone, Sloan  
Smith, Riley Vanderburgh





## **General Manager Report -Jaimee Jarvie**

**Festival Dates:** March 20-April 1, 2023

**Registration Dates:** December 1, 2022 – January 27, 2023

**Venues:** CASA: Community Room, Penner Classroom, Stephure Hall, Meeting Room (Festival Office), Southminster United Church Sanctuary, St. Augustine's Hall, St. Augustine's Sanctuary, Owl Acoustic Lounge, Yates may be used for showcase concerts.

**Adjudicators:** All adjudicator contracts have been sent. Names will be released once all contracts have been signed and returned. At that time bios and photos will go live on social media to encourage students, parents, and teachers to register.

### **Proposals/New Festival Opportunities:**

- Kick-off concert: a choral concert with a joint mass piece that would take place in the first week of festival. If successful, we would alternate disciplines between band and choral. This is a proposal that is in the works, and if all logistics can be worked out, it will begin this upcoming year.
- Guitar class sessions: three ensembles have expressed interest – guitar adjudicator has expressed interest in this. Would invite all guitar students and hold an open “workshop” style session.
- Classical Voice Adjudicator would like to run a non-graded masterclass, where she would work with singers on the last session of her stay. The masterclass would cost \$40.00 per student, and they would register during our registration period. Room for 8 singers maximum.
- Use CASA more heavily for festival activity. Festival office set up at CASA, use many of our spaces for classes/sessions.





**Nominating Committee**

**Report**

**AGM Date: October 26, 2022**

Section VII – Each Director shall serve for a period of three years (1 term) and may serve no more than three consecutive terms. No individual may serve more than nine consecutive years. A Director may return to the board after two years.

**Introduction of Board Members:**

- Sandy Brunelle – year 2 of 3 (3<sup>rd</sup> term)
- Val Lazzaretto – year 2 of 3 (3<sup>rd</sup> term)
- Breeanne Fuller - year 2 of 3 (3<sup>rd</sup> term)
- Majda Pahulje - year 2 of 3 (3<sup>rd</sup> term)
- Lynden Hutchinson – year 3 of 3 (3<sup>rd</sup> term)
- Elizabeth Nevels – Will conclude her board work in 2023
- Karen Kay – year 2 of 3 (2<sup>nd</sup> term)
- Tanya Arnold - Year 1 of 3 (2<sup>nd</sup> term)
- Judy Lavigne – Year 2 of 3 (1<sup>st</sup> term)

Proposed member elected to the Board of Directors: Sheila Matson & David Mikuliak

Call for names from the floor (Sandy Brunelle)