



**PIKES PEAK MUSIC TEACHERS  
ASSOCIATION**

**HANDBOOK**

**2017-2018**

*PPMTA is affiliated with  
Music Teachers National Association, Inc. and  
Colorado State Music Teachers Association*

[www.ppmta.org](http://www.ppmta.org)  
[www.comusicteachers.net](http://www.comusicteachers.net)  
[www.mtna.org](http://www.mtna.org)

Pikes Peak Music Teachers Association  
Colorado State Music Teachers Association  
Music Teachers National Association

# TABLE OF CONTENTS

Calendar .....	3
Programs .....	4-5
Membership Information .....	6
Organizational Information .....	7
History of PPMTA.....	8
PPMTA Bylaws .....	9-12
PPMTA Standing Rules .....	13-15
Job Descriptions.....	16-20
Student Activities.....	21
Festival/Recital Preparation & Performance Protocol .....	22-23
Festival of the Animals .....	24-26
Spring Performance Showcase.....	27-28
Competitive Historical Era Festival.....	29-32
CSMTA Student Activities .....	33
MTNA Student Activities .....	34
MTNA Certification .....	34
MTNA Code of Ethics.....	35

# 2017-2018 Calendar

Graner Music  
4460 Barnes Road  
Colorado Springs, CO 80917

8:30 a.m. Board Meeting  
9:00 a.m. Coffee & Conversation  
9:30 a.m. General Meeting  
10:00 a.m. Program Presentation

- **Meetings** are held at the Graner Music Recital Hall unless noted otherwise.
- **Communication with members is very important to the PPMTA Board.** To make sure that you receive future PPMTA emails, send an email to Barbara Taylor, NCTM, President, at [BarbaraTaylor.PPMTA.President@gmail.com](mailto:BarbaraTaylor.PPMTA.President@gmail.com). If you do not receive a reply, please call her at (719) 648-3844.
- **Cancellation Policy:** If School District 11 and/or District 20 cancel school, PPMTA meetings or activities scheduled for that day will be cancelled. Entry fees will not be refunded in the event of cancellations due to inclement weather or other unforeseen circumstances.

DATE	EVENT	LOCATION
September 12	<b>Meeting &amp; Welcome Back Potluck Brunch</b>	Graner Music
September 13	<b>ENTRY DEADLINE: Colorado MTNA Competition</b>	<a href="#">MTNA Competition Info</a>
October 10	<b>Meeting &amp; Program:</b> Donna Stoering – “Music as Communication: Piano Playing That Unites the Head, the Heart and the Hands”	Graner Music
October 11	<b>ENTRY DEADLINE:</b> PPMTA Festival of the Animals	<a href="#">Online entry &amp; payment due</a>
October 21	<b>Colorado MTNA Competition</b>	College of Music, Univ. of Colorado Boulder, Colorado
November 11	<b>PPMTA FESTIVAL: FESTIVAL OF THE ANIMALS</b>	Graner Music
November 14	<b>Meeting &amp; Program:</b> Samuel Welsh – “Always Underfoot: New and Old Ideas About the Pedal.”	Graner Music
December 12	<b>Meeting &amp; Holiday Potluck Brunch</b>	Home of member, Dr. Joan Sawyer
January 9	<b>Meeting &amp; Program:</b> Linda Densmore – “The Janissary Sound in Western Art Music, or, Why is Mozart’s Sonata K. 331 Rondo finale Marked Alla Turca?”	Graner Music
January 26	<b>ENTRY DEADLINE:</b> PPMTA Competitive Historical Era Festival	<a href="#">Online entry and payment due 10:00 p.m.</a>
February 7	<b>ENTRY DEADLINE:</b> PPMTA Spring Performance Showcase	<a href="#">Online entry and payment due</a>
February 13	<b>Meeting &amp; Program:</b> Sara McDaniel – “Why Memorize?”	Graner Music
February 15	<b>ENTRY DEADLINE: CSMTA Student Theory Activity</b>	<a href="#">CSMTA Student Theory Activity Info</a>
February 15	<b>ENTRY DEADLINE: CSMTA Concerto Competition</b>	<a href="#">CSMTA Concerto Competition Info</a>
March 3	<b>PPMTA FESTIVAL: SPRING PERFORMANCE SHOWCASE</b>	Graner Music
March 3 & 4	<b>PPMTA FESTIVAL: COMPETITIVE HISTORICAL ERA FESTIVAL</b>	First Christian Church & Graner Music
March 10	<b>ENTRY DEADLINE: CSMTA Rising Stars Festival</b>	<a href="#">CSMTA Rising Stars Festival Info</a>
March 13	<b>PPMTA Town Hall Meeting</b>	Graner Music
April 10	<b>PPMTA Meeting &amp; Program:</b> David Korevaar – “Reading the Score: What is the Composer Telling Us?”	Graner Music
April 14	<b>CSMTA Rising Stars Festival – Preliminaries and Finals</b>	Lamont Sch. of Music, Univ. of Denver Denver, Colorado
April 28	<b>CSMTA Concerto Competition – Winner’s Concert</b>	King Center, Metro State University Denver, Colorado
May 8	<b>PPMTA Meeting &amp; Year-End Potluck Brunch/Officer Installation</b>	Home of member, Christi Barry
May 31-June 2	Colorado State Music Teachers Association Conference	<a href="#">CSMTA Conference Info</a> University of Northern Colorado Greeley, Colorado

# 2017-2018 Programs

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**September 12, 2017:** Our **Welcome Back Potluck Brunch** is a great way to kick off your teaching year. We will enjoy a business meeting that celebrates our 2017-2018 year, food, and fellowship. Our Festival Chairs will give an overview of each festival. We will also draw to win a free student entry to each festival and free music will go to another lucky winner! The brunch will be hosted by the PPMTA Board Members at Graner Music. We ask that you bring a yummy brunch item to share. Coffee and paper supplies will be provided. Please RSVP to VP Programs, Paul Stephens, at [paul46stephens@gmail.com](mailto:paul46stephens@gmail.com) or by calling (719) 282-8589.

**October 10, 2017:** **Donna Stoering – “Music as Communication: Piano Playing That Unites the Head, the Heart and the Hands.”** Donna Stoering is internationally renowned as a television presenter/performer on programs about classical music and as artistic ambassador for both the UK, USA, and other countries . . . but her true passion and lifelong energy has been her piano students and as an artist-teacher, "pedagogical visionary" and frequent guest at major music conservatories around the globe, giving master-classes for teachers and students. Donna began lessons at age 3 and played public concerts at age 5, graduated with both BA and MA degrees in music by age 19. Her teachers have included James Dick, Lili Kraus and Fernando Valenti.

She was sponsored by the Chicago Symphony to study with their longtime pianist, Mary Sauer, who urged and inspired Donna to completely change her technique and approach to playing. The musical/technical results and newfound emotive/muscular freedom from that change, compelled her to continue developing and expanding upon Ms. Sauer's unique teaching and technique concepts while in her own positions as Artist-in-Residence, first at University of York (UK) at age 21 and then at Oxford University and other locations throughout Europe. She has been the subject of special programs on the BBC, RAI, Hong Kong Radio & Television, PBS stations, NPR, and on national networks of Russia, Panama, Republic of Georgia, and many other countries. As a protege of the late Sir Georg Solti, Ms. Stoering has performed with major orchestras and conductors, and has given recitals in major venues and music festivals.

Her goal is to travel the USA sharing her unique approach to piano playing and pedagogy based on the anatomy of the body with as many teachers and students as possible.

**November 14, 2017:** **Samuel Welsh – “Always Underfoot: New and Old Ideas About the Pedal.”** Dr. Sam Welsh began studying the piano at age twelve in South Florida, where his teachers were Philippe Drevet, Sylvia Rabinoff, and Harold Brown. He also studied with Josef Raieff in New York City, as well as with Vlado Perlemuter in Paris.

Sam graduated high school from the prestigious Dreyfoos School of the Arts in West Palm Beach and began his collegiate career at the Mannes College of Music. He completed his BM in performance at Jacksonville University, his MM at Ithaca College with Dr. Jennifer Hayghe, and finished his doctorate at University of Colorado in Boulder in 2013 under Andrew Cooperstock and David Korevaar.

Sam gave his first solo recital at age fifteen and subsequently performed solo engagements for numerous international organizations, including the Guild for International Piano Competitions, the Mayo Clinic, and the Chopin Foundation of the US. He has completed three regional tours with orchestra as a concerto soloist, and an additional two national tours as a section leader. He toured Mainland China in 2012, performing seventeen concerts in sixteen cities in nineteen days. He taught as a Guest Artist at Ithaca College in 2009 and later as Assistant Professor in 2012.

**December 12, 2017:** Our **Holiday Potluck Brunch** will be hosted by Dr. Joan Sawyer at 24 Polo Circle, Colorado Springs, CO 80906. We ask that you bring a yummy brunch item to share. Coffee, juice, and paper supplies will be provided. Please RSVP to VP Programs, Paul Stephens, at [paul46stephens@gmail.com](mailto:paul46stephens@gmail.com) or by calling (719) 282-8589.

# 2017-2018 Programs – cont'd

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**January 9, 2018:** Linda Densmore – “The Janissary Sound in Western Art Music, or, Why is Mozart’s Sonata K. 331 Rondo finale Marked Alla Turca?” Linda Densmore is a graduate of the University of California at Los Angeles, with a Bachelor’s degree in German. She is currently studying Music at CSU-Pueblo. In addition to teaching piano for 20 years in her home studio, she has a keen academic interest in music history.

Her performance experience includes numerous recitals, accompaniment for the Woodland Park Community Choir, and pianist for churches in Colorado Springs and Woodland Park, CO. For the past 25 years she has served as the accompanist for Missoula Children’s Theatre.

She is a member of the Suzuki Association of the Americas and its local affiliate, and the National Music Teachers Association & its state and local affiliates. She serves as VP for Student Activities for PPMTA, Chair of the Student Theory Activity for CSMTA, and Treasurer of the Veronika String Quartet.

**February 13, 2018:** Sara McDaniel – “Why Memorize?” Sara McDaniel is known throughout the western region as a performer, teacher, clinician and adjudicator. Much of her work has been done through MTNA affiliates. Her performance specialty is chamber music.

She collaborates regularly with musicians throughout Colorado Springs and faculty of Colorado colleges. She has been a soloist with the Chamber Orchestra of the Springs and the Pikes Peak Philharmonic. She has given pedagogy workshops and master classes throughout Colorado and many other states.

Teaching comprises a major part of her career, both in an independent studio and on the faculty at Pike’s Peak Community College and the University of Colorado, Colorado Springs. In 2001, she was Colorado’s first nominee for the Music Teachers’ National Association’s Teacher of the Year.

**March 13, 2018:** PPMTA President, Barbara Taylor, NCTM, will lead our **Town Hall Meeting**. Please bring your ideas, hopes, calendars, and schedules to begin building an exciting path for next year. Conversation and attendance from this meeting helps to inspire the planning for our 2018-19 season and beyond!

**April 10, 2018:** David Korevaar – “Reading the Score: What is the Composer Telling Us?” David Korevaar, whose playing has been called a “musical epiphany” by Gramophone Magazine, performs an extensive repertoire as a soloist and chamber musician around the US and internationally. In addition to his teaching at CU, where he holds the Peter and Helen Weil fellowship in piano and where he has been named Distinguished Research Lecturer (2016), he has been a regular participant as performer and teacher at Colorado’s Music in the Mountains summer festival and continues to teach and perform regularly in Japan under the auspices of The Music Center Japan. In the spring of 2016, Korevaar spent two weeks teaching in Kabul at the Afghanistan National Institute of Music (ANIM). In October 2016, he made his first tour to Brazil, performing and teaching around the country; he will return this coming May.

Korevaar’s extensive discography includes numerous solo and chamber music recordings. Recent releases include a disc of chamber works by Tibor Harsányi with Charles Wetherbee (Naxos), and a Chopin recital on MSR, Hindemith’s three Piano Sonatas and Suite “1922” (MSR) and two Schubert Sonatas (MSR). In addition, his collaboration with members of the Takacs Quartet has resulted in a number of releases, including a disc of Brahms with violist Geraldine Walther and cellist Andras Fejer (MSR), two Beethoven Violin Sonatas with violinist Edward Dusingberre (Decca), and Hindemith music for Viola and Piano with Geraldine Walther (MSR). In addition to his performing activities, Korevaar writes on various musical topics.

**May 8, 2018:** Our **Spring Year-End Potluck Brunch** will be hosted by Christi Barry at 3980 Canopy Court, Colorado Springs, CO 80908. We ask that you bring a yummy brunch item to share. Coffee, juice, and paper supplies will be provided. Please RSVP to VP Programs, Paul Stephens, at [paul46stephens@gmail.com](mailto:paul46stephens@gmail.com) or by calling (719) 282-8589.

# 2017-2018 Membership Information

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- Annual dues are payable to Music Teachers National Association (MTNA) on July 1 each year and are delinquent if not paid by September 1.
- Members whose dues are not received at MTNA by August 15 will be ineligible for PPMTA Fall Student Activities (September to December) and will not be listed in the annual PPMTA Handbook. Dues must have been received at MTNA by December 1 and a \$25 reinstatement fee paid to PPMTA in order to be eligible for PPMTA Spring Student Activities (January to May). However, teachers who do not renew may enter PPMTA events and pay the non-member entry fee: their students will pay the non-member student entry fee.
- New members joining for the first time after January 1 will pay one half the annual dues to the Music Teachers National Association (MTNA) for membership in PPMTA, CSMTA, and MTNA. This may not be repeated in subsequent years.
- For a complete list of membership categories, see Bylaws Article III – Membership.

<u>Annual Dues</u>	
Local Dues	\$ 25.00
State Dues	\$ 40.00
National Dues	\$ 75.00
TOTAL	\$140.00

# 2017-2018 Organization

## Pikes Peak Music Teachers Association

Officers	Name	Phone	Email
<b>President</b>	Barbara Taylor, NCTM	(719) 648-3844	<a href="mailto:BarbaraTaylor.PPMTA.President@gmail.com">BarbaraTaylor.PPMTA.President@gmail.com</a>
<b>1<sup>st</sup> Vice President, Programs</b>	Paul Stephens	(719) 282-8589	<a href="mailto:paul46stephens@gmail.com">paul46stephens@gmail.com</a>
<b>2<sup>nd</sup> Vice President, Student Activities</b>	Linda Densmore	(719) 337-1717	<a href="mailto:linda@densmore.org">linda@densmore.org</a>
<b>3<sup>rd</sup> Vice President, Membership</b>	Angelia Frame, NCTM	(719) 228-1585	<a href="mailto:aframepiano@gmail.com">aframepiano@gmail.com</a>
<b>4<sup>th</sup> Vice President, Publicity</b>	Susan Marten	(719) 231-9272	<a href="mailto:skmarten@hotmail.com">skmarten@hotmail.com</a>
<b>Secretary</b>	Gina Forero	(719) 337-7742	<a href="mailto:ginaforeropianostudio@yahoo.com">ginaforeropianostudio@yahoo.com</a>
<b>Treasurer</b>	Donna Caulfield	(719) 596-3958	<a href="mailto:decaulfield@comcast.net">decaulfield@comcast.net</a>

Position	Name	Phone	Email
<b>Handbook Editor</b>	Susan Marten	(719) 231-9272	<a href="mailto:skmarten@hotmail.com">skmarten@hotmail.com</a>
<b>Webmaster</b>	Dr. Janice Saffir	(719) 282-8589	<a href="mailto:jsaffir1@hotmail.com">jsaffir1@hotmail.com</a>
<b>Online Registrar</b>	Dr. Janice Saffir	(719) 282-8589	<a href="mailto:jsaffir1@hotmail.com">jsaffir1@hotmail.com</a>

## STATE AND NATIONAL POSITIONS HELD BY PPMTA MEMBERS

### Colorado State Music Teachers Association

Position	Name
<b>President</b>	Mary Beth Shaffer, NCTM
<b>Immediate Past President</b>	Dr. Joan Sawyer
<b>Achievement Day Chair</b>	Susan Marten
<b>Student Theory Assessment Chair (STA)</b>	Linda Densmore
<b>Compositions Coordinator</b>	Jodie Jensen, NCTM
<b>MusicLink Chair</b>	Jill Hanrahan, NCTM
<b>Professional Reading Program Chair</b>	June Ewell, NCTM
<b>Independent Music Teacher's Forum Chair</b>	Barbara Taylor, NCTM
<b>Representative at Large</b>	Margaret Pressley

### Music Teachers National Association

Position	Name
<b>Competition Chair – West Central Division</b>	Dee Ann Brown, NCTM
<b>Young Artist/Chamber Coordinator – West Central Division</b>	Jill Hanrahan, NCTM
<b>MTNA Director of Competitions</b>	Linda Stump, NCTM
<b>MTNA Board of Directors – West Central Division Director</b>	Jill Hanrahan, NCTM

# History of PPMTA

The professional life of the independent music teacher can, at times, seem isolated from one's peers and lacking in stimulation from others of similar interests and education. Prior to 1970, the independent music teacher in the City of Colorado Springs had very little opportunity to meet and study with other teachers. When the Colorado State Music Teachers Association President, Lucia Clarke, and area groups coordinator, Mary Elizabeth Clark, offered to come to Colorado Springs to help organize a local chapter, thirteen teachers immediately responded. They met in August to form a group and on October 21, 1970 they had had their first meeting and program with Howard Waltz from Boulder, speaking on "Ideas for Motivation in Teaching." At another early meeting, Dr. Max Lanner presented the teaching tool of "Listening with the Inner Ear."

Goals established were:

- To increase communication among teachers, with strong emphasis on education and fellowship.
- To provide outlets for students to increase their skills and motivation.

Right from the start, our Association has worked in Colorado Springs and its surrounding area to give substance to the philosophy of Franz Liszt: *"The cause of all music is served when we continue to communicate with each other."*

## AWARDS

Year	Award
1999	CSMTA Local Association of the Year
2001	Sara McDaniel, NCTM – CSMTA Teacher of the Year
2004	CSMTA Local Association of the Year
2005	MTNA Local Association of the Year
2006	Linda Stump, NCTM – MTNA Fellowship
2007	Carol Trapp – MTNA Fellowship
2011	Barbara Taylor, NCTM – CSMTA Teacher of the Year
2012	Jill Hanrahan, NCTM – MTNA Piano Technicians Guild Scholarship
2012	Linda Stump, NCTM – MTNA Distinguished Service Award
2013	Jill Hanrahan, NCTM – CSMTA Teacher of the Year
2014	Jill Hanrahan, NCTM – MTNA Fellowship
2015	Sara McDaniel, NCTM – MTNA Fellowship
2016	Margaret Pressley – MTNA Grant

## PAST PRESIDENTS

Year	Name	Year	Name	Year	Name
1970-1971	Lucille Koenig	1985-1986	Tina Wood	2001-2003	Sara McDaniel
1971-1972	Marian Krewson	1986-1987	Lori Edgerton	2003-2005	Jill Hanrahan
1972-1974	Ruth L. Swain	1987-1988	David Thompson	2005-2007	Dee Boatman
1974-1976	Donna Maxwell	1988-1989	Anita Damon	2007-2009	Donna Caulfield
1976-1978	Linda Stump	1989-1990	Lucille Koenig	2009-2011	Dr. Joan Sawyer
1978-1979	Pat Towner	1990-1992	Mary Ellen Moore	2011-2013	Dr. Jan Saffir
1979-1980	Linda Skaret	1992-1994	Julie Gregory	2013-2015	Sarah Groh-Correa
1980-1981	Pat Towner	1994-1996	Brenda Mayfield	2015-2017	Susan Marten
1981-1983	Dolores Semon	1996-1997	Dave Lewis	2017-	Barbara Taylor, NCTM
1983-1984	Fay Watkins	1997-1999	Bonnie Litten		
1984-1985	Vesta Fulghum	1999-2001	Kearin Ragsdale		



# PPMTA Bylaws

Revised 08/16/2014

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## ARTICLE I – NAME

The name of this organization shall be the Pikes Peak Music Teachers Association, referred to as PPMTA, an affiliate of the Colorado State Music Teachers Association (CSMTA) and Music Teachers National Association, Inc. (MTNA), Cincinnati, Ohio, a Code Section 501(c)(3) organization.

## ARTICLE II – PURPOSE

**Section 1.** This Association is organized and operated for educational, charitable, scientific, literary, and musical purposes as defined in Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they hereinafter may be amended. In furtherance of these purposes, this Association will strive:

- a. To conduct programs and activities that contribute to music culture for the benefit and the general welfare of all persons;
- b. To ensure that every student shall have access to a balanced, comprehensive, and high-quality program of music instruction;
- c. To improve the quality of teaching, research, and scholarship in music;
- d. To promote the involvement of persons of all ages in learning music;
- e. To foster the utilization of the most effective techniques and resources in music instruction; and
- f. To facilitate the education of music teachers.

**Section 2.** No part of the net earnings of the organization shall inure to the benefit, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## ARTICLE III – MEMBERSHIP

**Section 1.** All Active, Senior, Collegiate, Patron, and Honorary members shall be required to hold membership in Local (PPMTA), State (CSMTA), and National (MTNA) Associations, and to pay the annual dues required by those Associations.

**Section 2.** Membership classifications, privileges and dues are as follows:

- a. **Active Membership** shall be open to all individuals professionally engaged in any field of music activity. Active Members shall be entitled to vote, hold office, receive the official Association publications, and to participate in all Association functions upon payment of designated dues and fees. Members shall abide by the PPMTA, CSMTA, and MTNA Code of Ethics.
- b. **Senior Membership** shall be open to any active member who is seventy (70) years of age by July 1 of the upcoming membership year and who has maintained membership in PPMTA/CSMTA or another state association during the preceding five (5) years. They will be assessed one half the local dues and are entitled to vote, hold office, receive the official Association publications, and to participate in all Association functions upon payment of designated dues and fees. Members who, as of July 1, 2008 have already received senior status will be grandfathered in at the 50% discount rate.

- c. **Collegiate Membership** shall be open to all full-time college students currently involved in music study. Collegiate Members may attend all functions of the Association, enter students in PPMTA events, and receive Association publications upon payment of designated dues and fees, and must meet PPMTA festival deadlines. They do not have the right to vote, hold office, or enter students in CSMTA or MTNA competitions.
- d. **Patron Membership** shall be open to all individuals or businesses that wish to support the programs of the Association. Patron members will make a minimum donation of \$50 to PPMTA and will pay dues to CSMTA and MTNA, may attend all functions of the Association, but do not have the right to vote, hold office, or enter students in PPMTA, CSMTA, or MTNA competitions.
- e. **Honorary Local Membership** may be conferred by the Executive Board upon individuals who have given distinguished service to PPMTA and the art of music. Honorary local members shall be entitled to vote, hold office, receive the official Association publications, and to participate in all Association functions upon payment of national and state dues and fees. Local Association dues will be paid by PPMTA.

**Section 3.** Local membership dues shall be proposed by the PPMTA Executive Board and approved by the membership in September. The membership year for all membership categories except that of collegiate membership shall coincide with the fiscal year, July 1 to June 30. Collegiate membership year shall be October 1 to September 30. Annual dues for all categories of membership shall be due on the first day of the membership year, after which date members are not in good standing nor entitled to any of the privileges of membership until dues are paid for the current membership year.

**Section 4.** Members whose dues are not received at MTNA by August 15<sup>th</sup> will be ineligible for PPMTA Fall Student Activities (September to December) and will not be in the Handbook Membership Roster. Dues for MTNA, CSMTA, and PPMTA must be received at MTNA by December 1 and a \$25 reinstatement fee paid to PPMTA in order to be eligible for PPMTA Spring Student Activities (January to May).

**Section 5.** New members joining after January 1 will pay pro-rated dues of one half the current dues for local, state, and national associations. They do not pay a reinstatement fee. MTNA will send a bill for full dues the following fiscal year.

**Section 6.** PPMTA shall not discriminate against any member, volunteer, program participant, or employee on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran status, or political service or affiliation.

#### **ARTICLE IV – TERMINATION OF MEMBERSHIP**

Termination of membership shall proceed as defined in MTNA Bylaws Article III – Membership, Section 2. Termination of Membership, and/or the CSMTA Bylaws Article II – Revocation of Membership.

#### **ARTICLE V – ADMINISTRATION**

The management and government of this Association shall be vested in an Executive Board and Advisory Council.

##### **Section 1.** PPMTA Executive Board (elected)

- a. The Executive Board shall manage and govern this Association. Members of the Executive Board shall consist of the following elected officers: President, First Vice President – Programs, Second Vice President – Student Activities, Third Vice President – Membership, Fourth Vice President – Publicity, Secretary, and Treasurer.
- b. All members of the Executive Board shall be voting members. The Immediate Past President shall act in an advisory capacity to the Executive Board but will not be part of the Board quorum and will not vote at Board meetings.
- c. The Executive Board shall be a legal entity to handle all funds coming into the Association, to manage its property, and to transact all business and other matters pertaining to the Association.
- d. Four (4) members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.

- e. The President shall be empowered to convene a meeting of the Executive Board at his or her discretion for any purposes of consultation appropriate to the function of the Association. The Board shall be empowered to vote by phone, e-mail, or in absentia.

**Section 2.** PPMTA Advisory Committee (appointed)

- a. The President and Vice President of Student Activities will appoint members to the Advisory Committee.
- b. The Advisory Committee shall consist of all Festival Chairs and appointed committees.
- c. Advisory Committee members may attend Board meetings, but may not vote on Board business transactions and are not part of the Executive Board quorum.
- d. Chairs shall attend the Board meeting one month prior and one month following their event to give status reports and discuss their event.

**ARTICLE VI – ELECTION OF OFFICERS**

**Section 1.** The President shall appoint a nominating committee in January, consisting of three members, with at least one member from the Executive Board and at least one from the membership-at-large.

**Section 2.** The nominating committee shall present a slate of nominees to the membership at the March meeting. Nominees will be selected from members in good standing.

**Section 3.** Elections will be held in April. Fourteen (14) of the current PPMTA membership entitled to vote constitutes a quorum for the transaction of business. Nominations shall be accepted from the floor. Candidates will be elected by a majority of votes. If there are nominations from the floor, voting for that office shall be by secret ballot.

**Section 4.** Each Active, Senior, and Honorary member shall be entitled to one (1) vote in person. No proxy or mail-in votes are permitted.

**Section 5.** Officers will be installed at the May meeting, will serve a term of one (1) year, and will assume office upon installation, except for the Treasurer who will assume office on July 1, the beginning of the fiscal year.

**Section 6.** If an officer does not complete their term of office, the President will appoint an interim officer to finish the term after the Executive Board approves the decision.

**ARTICLE VII – DUTIES OF OFFICERS**

Following are the general duties of officers; specific duties are outlined in PPMTA Job Descriptions.

**Section 1.** The President shall preside at all meetings of the Association, shall call and preside at meetings of the Executive Board, shall appoint all standing committees, shall appoint all special committees as needed, and shall perform all other duties implied by the title. The President shall also serve as the Local Association representative to the CSMTA Advisory Council. The President shall appoint a two-member committee to audit the books at the end of each fiscal year.

**Section 2.** The Vice President for Programs shall act in the absence of the President and will be responsible for planning the programs.

**Section 3.** The Vice President for Student Activities shall be responsible for coordinating all student activities.

**Section 4.** The Vice President for Membership shall be responsible for recruiting new members, sending out information to prospective members, and appointing mentors for new members.

**Section 5.** The Vice President for Publicity shall be responsible for publicizing PPMTA activities, coordinating Handbook advertising, and is the Handbook Editor.

**Section 6.** The Secretary shall keep the minutes of all meetings, maintain files of reports from various offices, and distribute copies of minutes to all members of the Executive Board.

**Section 7.** The Treasurer shall be responsible for the payment of all bills authorized by the Association, shall keep an itemized account of all receipts and disbursements, shall present an official report to the Association at each meeting, shall prepare an annual budget, and shall present the books for an annual audit.

#### **ARTICLE VIII – COMMITTEES AND CHAIRS**

The President shall appoint such standing and *ad hoc* committees and chairs as may be required by the activities of the Association.

#### **ARTICLE IX – MEETINGS**

**Section 1.** Meetings of the Association shall be held at such time and place as are decided upon by the Executive Board, who shall be guided by the wishes of the membership.

**Section 2.** Fourteen (14) of the current PPMTA membership entitled to vote constitutes a quorum for the transaction of business. Motions shall be passed by majority vote of the quorum present and voting.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

**Section 1.** PPMTA shall be governed by these Bylaws, which shall not conflict with the Constitution and Bylaws of CSMTA or with the charter and Bylaws of MTNA. Every amendment to the Bylaws of CSMTA and MTNA shall become effective and binding on PPMTA.

**Section 2.** The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Association’s meetings in all cases in which they are applicable and are not inconsistent with the Bylaws of the Association and any special rules of order the Association may adopt.

#### **ARTICLE XI – FINANCE**

**Section 1.** The fiscal year shall begin on July 1 and end on June 30.

**Section 2.** The funds of the Association shall be deposited under its name in such bank as the Executive Board designates.

**Section 3.** Funds may be withdrawn only by checks signed by the Treasurer. Checks for amounts over four hundred dollars (\$400.00) shall be countersigned by the President or any other authorized officer. The President and/or any other authorized officer may sign checks in the absence of the Treasurer.

#### **ARTICLE XII – AMENDMENTS**

**Section 1.** These Bylaws may be amended at any business meeting of the Association by a two-thirds vote of the members present and voting (see Article IX, Section 2 for quorum), the proposed amendment having been submitted in writing to the members at least thirty (30) days prior to the voting.

**Section 2.** All amendments consistent with the Constitution and Bylaws of MTNA may be added as stated in Section 1. Amendments inconsistent with MTNA must be reported to the Executive Director of MTNA before approval.

#### **ARTICLE XIII – DISPOSITION OF ASSETS UPON DISSOLUTION**

**Section 1.** No distribution of the property of PPMTA shall be made upon its final dissolution until all debts are fully paid, nor shall PPMTA be dissolved or any distribution made except by a majority vote of the PPMTA membership.

**Section 2.** In the event of dissolution of this organization, any funds remaining in the treasury after Article XI, Section 1 is satisfied shall be contributed to Colorado State Music Teachers Association. If said organization does not exist, the assets shall be transferred to the Music Teachers National Association or another 501(c)(3) organization.

# PPMTA Standing Rules

Revised 07/06/2017

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## I. FESTIVALS

### A. General Rules

1. Teachers must be members (Active, Collegiate, Senior, or Honorary) in good standing of PPMTA, CSMTA, and MTNA. Members whose dues are not received at MTNA by August 15<sup>th</sup> will be ineligible for PPMTA Fall Student Activities (September to December). Dues must be received at MTNA by December 1 and a \$25 reinstatement fee paid to PPMTA in order to be eligible for PPMTA Spring Student Activities (January to May). New members do not pay a reinstatement fee.
2. Non-member teachers (non-MTNA or non-PPMTA) will pay \$25 per event to enter students in PPMTA student activities. Their students will pay one and one-half times the PPMTA member student entry fees listed in PPMTA Standing Rule 1.A.7. They must contact the Festival Chair or VP of Student Activities for instructions and festival standing rules. They must follow all festival guidelines and standing rules.
3. Teachers, parents, or students who disrupt any part of a festival will be dismissed from that event. Students of teachers who have been dismissed forfeit all fees, prizes, and the right to perform at the festival.
4. All scheduling decisions of the Festival Chairs are final.
5. All entrants and accompanists must abide by the Federal Copyright Law. Photocopies are strongly discouraged. Entrants and accompanists using photocopies or PDFs downloaded from the Internet may be asked to complete the Music Release Form verifying that they have permission to use this music. Detailed information about the Copyright Law is available at [www.mtna.org](http://www.mtna.org).
6. All entry fees are nonrefundable and must be received by the chair no later than the festival deadline on the entry form. POSTMARK DATES WILL NOT BE HONORED.
7. Member entry fees for noncompetitive festivals are \$15 per student; competitive festival fees are \$25. The Executive Board may approve any exceptions.
8. The decisions of the Festival Committee and Judges are final.
9. When festival levels are by age, student age is determined as of the date of the entry form deadline.
10. Entry fees will not be refunded in the event of cancellations due to inclement weather or other unforeseen circumstances.

### B. Teacher Responsibilities

1. Member and Non-Member Teachers must help on the day of the festival or find another PPMTA teacher as a substitute. Failure to help on the day of the festival or find a PPMTA Teacher as a substitute will result in the teacher being disqualified from entering students in PPMTA student events for one year. Teachers

and/or substitutes will work the job assigned by the festival chair. The Executive Board may approve any exceptions.

2. Teachers will ensure that entry forms, fees, and any other paperwork must be received by the festival chair according to festival deadline on entry form. Late entries will not be accepted. POSTMARK DATES DO NOT APPLY.
3. One check for entry fees must be from the PPMTA teacher. Checks from parents/students will not be accepted and will be returned.
4. Teachers will notify their students of their performance time, location, and any other pertinent details.
5. Teachers will collect their student evaluation forms, ribbons, music, etc., by the end of each festival, or may pick them up at the next meeting.

**C. Student Responsibilities**

1. Students will use appropriate stage and audience manners. They will dress in appropriate recital attire: no jeans, athletic attire, sneakers, flip-flops, t-shirts, bare midriffs, or beachwear.
2. The Teacher's name may not appear on music for any event. The Student's name may not appear on music for competitive events.
3. Prior to the event, the first measure of each line of music must be numbered from the beginning of each movement or each piece.

**D. Judges**

1. Except at the discretion of the Board, judges for competitive PPMTA festivals may not be PPMTA members. In case of emergency, judges for non-competitive events may be PPMTA teachers, if the teacher has no students entered in the event. The Executive Board may approve any exceptions.
2. Standby judges will be paid \$40. If a standby judge is used in the festival judging, he/she will be paid the regular judging fee.
3. Judges for PPMTA Student Activities will be paid \$40 per designated hour and will receive a minimum of \$80 if judging less than two hours.

**E. Programs**

1. All participating teachers' names will be listed separately from the students' names on PPMTA Festival Programs.
2. All festival programs will state: "PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association" in order to comply with MTNA and ASCAP rules.

**II. MEETINGS**

- A. PPMTA general meetings are held the second Tuesday of each month from September through May at a time to be determine by the Board. The Board can vote on changes and/or exceptions to this policy. Meeting dates and/or locations will be announced via email, in the handbook, and on the website. Dates and times of Board meetings are determined by the Board on an as-needed basis and will be announced via email, in the handbook, and on the website.
- B. Non-member teachers may attend one PPMTA meeting as a guest teacher, after which they will be required to join local, state, and national associations.
- C. Members who have paid by August 15<sup>th</sup> will be included in the PPMTA Membership Directory. The roster is sent to schools and businesses upon request.
- D. Clinicians, including PPMTA members, who present a program will be paid \$150.00 if from out of town and \$125.00 if local. Exceptions are to be voted on by the Executive Board.

**III. FUNDING**

- A. The President will receive financial assistance for transportation and lodging to the MTNA Conference each year. The Executive Board will determine the amount yearly. Reimbursement for expenses requires that bills and/or receipts and a PPMTA requisition form be submitted to the Treasurer.
- B. Any member(s) who solicit funds on behalf of PPMTA from outside sources (e.g. music stores or private donations) must have prior approval of the PPMTA Executive Board.
- C. Reimbursement for new NCTM certification will be half of the application fee.

**IV. PPMTA COMMUNICATIONS**

- A. All written PPMTA documents will be reviewed by the President and/or assigns, before publication or distribution to the membership.
- B. The Handbook Committee will consist of the VP Publicity as Handbook Editor; VP Student Activities; and VP Membership.

**V. ELECTIONS**

In January, the President shall appoint a nominating committee of three members with at least one member from the Executive Board and at least one from the membership-at-large (Article VI. Election of Officers). They will present a slate of nominees at the March meeting. Elections will be held at the April meeting and new officers will be installed at the May meeting.

# PPMTA Job Descriptions

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If you get the opportunity, volunteer to hold a board position or be part of a festival committee. It's great experience, great fun, and PPMTA needs YOUR expertise!

## President

**Job Summary:** *Presides over all meetings, Board and General*

**Essential Functions:**

- Attends Colorado State Music Teachers Association annual Conference
- Schedules and reserves all meeting places and dates
- Reviews and guides board in updating Bylaws and Standing Rules annually
- Confirms webmaster
- Submits required information to CSMTA and MTNA throughout the year and attends CSMTA Advisory Council Meetings as the PPMTA representative
- Edits PPMTA brochure and handbook along with VP Publicity/VP Student Activities/VP Membership
- Create group email address list for membership communications
- Invites representative from CSMTA (President, President Elect, VP Student Activities) to September brunch and finds hosts for December and May brunches
- Presides and prepares for all meetings:
  - Reads Roberts Rules of Order before holding a meeting
  - Creates and forwards via email blast board and general meeting agendas – includes items for consideration and anticipates problems
  - Opens the meeting at the specified time by calling the members to order
  - Announces the agenda
  - States all motions and puts them to vote; sees that a quorum is present (Fourteen (14) of the current PPMTA membership entitled to vote constitutes a quorum for the transaction of business); announces the results of all votes
  - Assures that debates proceed in an orderly fashion, using the rules of parliamentary law and decides all questions of order
  - Declares the meeting adjourned when all business has been concluded
- Choose nominating committee for next year's officers each March (one from current executive board, one from membership at large and one other)
- Appoints annual audit committee (Treasurer and two other members)
- Writes or finds volunteers to write monthly website blog posts
- Attends Music Teachers National Association annual Conference



# PPMTA Job Descriptions – cont'd

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## First Vice President for Programs

**Job Summary:** *Provides programs that encourage and support teaching, performance, composition and research, thus promoting the growth and professional development of PPMTA members. Member of the Executive Board.*

**Essential Functions:**

- Attends CSMTA annual conference if possible and makes initial contacts regarding program presenters
- Solicits programs ideas from PPMTA members
- Contacts prospective presenters concerning topics, overview of programs, fees, and biographies
- Co-ordinates with President on scheduling events
- Provides Board with overview of programs for the year
- Gives meeting dates and program presenters and titles to President (who sends to CSMTA) and VP Publicity for Handbook by August 1
- Re-confirms dates/times/locations with presenters approximately two weeks prior to event; provides directions to meeting site and relevant phone numbers; determines if special equipment is required
- Introduces presenter at meeting
- Submits check requisition to Treasurer and gives check to presenter (\$125 for local; \$150 for out of area)
- Sends letter of acknowledgment and thanks for helping to make the meeting a success
- Presides over meeting in the absence of the President

## Second Vice President for Student Activities

**Job Summary:** *Coordinates sites, dates, and festival chairpersons for student activities. Member of the Executive Board.*

**Essential Functions:**

- Researches available sites for student activities
- Schedules dates for student activities
- Co-ordinates with PPMTA President to appoint Festival Chairpersons
- Assures that Sonatina or other required music lists are updated each year
- Supplies Festival Chairs with festival file/activity checklists
- Educates Festival Chairpersons regarding PPMTA history
- Forwards all festival programs to the CSMTA VP Activities
- Forwards all programs to PPMTA Secretary for Archival File
- Presides over meetings in the absence of the President & Vice President for Programs

# PPMTA Job Descriptions – cont'd

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## Third Vice President for Membership

**Job Summary:** Responsible for the recruitment of new members, sends out information to prospective members, and appoints mentors for new members. Member of the Executive Board.

**Essential Functions:**

- Develops and updates brochures and welcome letters for prospective members
- Supplies music stores with brochures describing PPMTA and membership benefits
- Calls and forwards information to prospective members
- Assigns new member mentors
- Writes up bios for website on new members if they wish/permit (coordinate with VP Publicity/Webmaster)
- Reviews MTNA membership information received from Treasurer for accuracy
- Maintains membership roster and send membership additions/corrections/deletions to Webmaster for updating of the online member directory
- Prior to monthly meetings: Obtains updated PPMTA membership info through the [www.co.mtna.org](http://www.co.mtna.org) State Portal; prepares name tags for new members
- At monthly meetings: reports new membership information at board meetings; welcomes and introduces new members to general membership; supplies name tags; prepares and oversees attendance sheet at general meetings
- Prepare and send greeting cards (condolence, birth of a child, get well, etc.) as directed by the President

## Fourth Vice President for Publicity

**Job Summary:** Publicizes meetings, concerts, student events, public events, speakers, workshops, and lectures. May write press releases, letters, and advertisements. Member of the Executive Board.

**Essential Functions:**

- Acts as initial point of contact for prospective members and refers them to VP Membership
- Welcomes and invites non-members
- Serves as Handbook Editor
- Takes pictures at all PPMTA functions or appoints someone to do so; assures picture/video consent forms are on file
- Determines potential school, retail, and community contacts which could benefit from PPMTA's services, such as receiving lists of qualified accompanists for schools and/or notices of free public concerts for students and/or teachers
- Researches public TV, radio, and newspaper contacts; may provide direct mailing to teachers and/or deliver bulletins to stores
- Publicizes specific PPMTA events through the PPMTA website and the CSMTA *Notes & News* quarterly publication
- Coordinates with membership chair, as necessary, to eliminate duplication of effort

# PPMTA Job Descriptions – cont'd

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## Treasurer

**Job Summary:** *Responsible for payment of all bills authorized by the Association. Shall keep an itemized account of all receipts and disbursements and shall present an official report to the Association upon request. Member of the Executive Board.*

**Essential Functions:**

- Provides monthly financial reports to board and makes them available for review by the general membership
- Prepares full, written financial report annually
- Prepares annual budget
- Reconciles bank statements
- Reimburses members for expenses
- Pays all other bills (programs, judges, facilities, etc.)
- Receives and processes all monies (dues, festival fees, donations, late fees)
- Forwards copies of MTNA membership rosters to VP Membership
- Prepares and mails notices to any member whose dues are delinquent and/or who owes a late fee
- Maintains historical accounting records
- Prepares any required tax statements
- Maintains records on Microsoft Xcel computer program

## Secretary

**Job Summary:** *Keeps minutes of all meetings, maintains files of reports from various offices and distributes copies of minutes to all members of the Executive Board. Member of the Executive Board.*

**Essential Functions:**

- Takes minutes of Board and General Meetings
- Transcribes, copies, and distributes minutes
- Assures that decisions and motions made and passed are accurately described for future reference
- Reads the minutes at future board and general meetings, upon request
- Maintains records of the organization, including all by laws, special rules, minutes, program handouts, and festival programs
- Prepares secretary book for incoming secretary and mentors him/her

# PPMTA Job Descriptions – cont'd

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## Festival Chairperson

*Job Summary: Coordinates festival activities from planning stage through final report*

**Essential Functions:**

- Follows all Standing Rules regarding festivals
- Coordinates festival locations, dates, and times with VP Student Activities
- Provides Handbook Editor with description of festival, entry form, and any other information by June 1 deadline
- Attends Board Meetings prior to festival to keep Board apprised of progress/problems. Attends first Board Meeting after festival with summary and written final report
- Confirms membership is active for each teacher participating in the festival – returns any entry forms with cover letter explaining reason for return/ineligibility
- Schedules students for audition/recital times and forwards this information to appropriate teachers
- Hires judges, submits check requests to Treasurer, and gives checks to judges (\$40/hour; \$80 minimum if judging less than 2 hours)
- Assess and collect student entry fees (\$15 non-competitive events; \$20 competitive events) and submit to Treasurer with a requisition for deposit
- Prepare all related documentation (entry forms, adjudication forms, programs, room rosters, teacher job assignments, etc.); write “Affiliated with Music Teachers National Association” on all programs
- Give one set of programs to the PPMTA Secretary; give two sets of programs to the PPMTA VP Student Activities along with any music release forms from the festival
- Prepare final accounting report for all festival expenses/income and forward to treasurer with receipts, communicates outcome to board and general membership



**PIKES PEAK MUSIC TEACHERS  
ASSOCIATION**

**STUDENT  
ACTIVITIES  
2017-2018**

# PPMTA Festival/Recital Preparation & Protocol

Revised 08/01/2013

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The PPMTA Executive Board presents the following information that is intended as a guideline to help prepare students for events such as competitions and recitals. We hope these will be helpful to teachers and parents in order to present a professional atmosphere for members and participants in the Pikes Peak Music Teachers Association.

In presenting these guidelines, it is our hope that teachers and students will have a positive experience in all performance opportunities. Not only will the effects produce self-confidence, but they will also present a professional, pride-filled festival for our musical community.

**Teacher Guidelines for Preparing Students:** It would be helpful to place these guidelines or your own policies into your Student Handbook.

- Teachers should be responsible for monitoring their students' preparedness to participate in upcoming events.
- If a student is not ready to perform two weeks before the scheduled event, contact the festival chair to remove the student from the program.
- It is not fair to have a student perform when they are unprepared. It will be embarrassing to the student and may cause long-lasting negative effects for him/her. We strive for positive experiences rather than negative memories.
- In choosing to place your students in various festivals, it is helpful to give the repertoire to students within a reasonable time frame. A suggestion would be presenting the repertoire four to five months before non-competitive events, or longer for the competitive events.

## **Performance Etiquette for Students:**

- Attire for a successful performance
  - No jeans, sweatshirts, sneakers, short skirts, or flip-flops.
  - Dress modestly – no bare skin or midriffs. Please make sure your top will be appropriate for bowing.
  - No jewelry that would distract from your performance (jangling bracelets, etc.)
  - Girls – wear shoes with a heel height that allows you to walk gracefully on stage.
  - Practice piano pedaling with your performance shoes on so there are no surprises during the event.

### **Performance Etiquette for Students – cont’d:**

- Performance Procedures – It would be helpful if teachers would practice recital protocol with their students before festival or recital events.
  - Walk to the piano or performing area with confidence.
  - Bow (with a smile) before the performance if the festival chairperson or teacher deems it necessary.
  - Adjust the bench or music stand as needed.
  - Use correct posture while performing in order to demonstrate confidence.
  - When seated at the piano to perform, place your hands in your lap, take a deep breath, and focus on the piece to be played. After a brief moment, place your hands on the keys and begin playing. A similar procedure should be adapted for instruments or voice.
  - When you have completed the piece, place your hands in your lap for a brief moment, then stand and acknowledge the audience with a bow and a smile. Bowing is a performer’s polite “thank you” to the audience and an acknowledgement of your performance; it is impolite not to bow.

### **Audience Etiquette:**

- Please arrive early and stay for the entire recital.
- If you arrive late, please enter the recital area between pieces, not while a student is performing.
- Audience members should sit quietly, not talk, text, or use electronic devices during the performance.
- Parents may videotape if it does not interfere with the student’s performance.
- Flash photography may be used after the recital is completed.
- Please take crying or talkative children/babies out of the recital until they are composed.

## FESTIVAL OF THE ANIMALS!

**Date:** Saturday, November 11, 2017      **Entry Fee:** \$15.00 per student entry  
**Location:** Graner Music Recital Hall      **Online Entries & Payments Due:**  
4460 Barnes Road      Wednesday, October 11, 2017, 7 PM  
Colorado Springs, CO

**Chairs:** Susan Marten: [skmarten@hotmail.com](mailto:skmarten@hotmail.com) or (719) 231-9272  
Dr. Janice Saffir: [jsaffir1@hotmail.com](mailto:jsaffir1@hotmail.com) or (719) 282-8589

Welcome to the Festival of the Animals! This will be a non-competitive event. Students may perform one or two memorized pieces for a total performance time not to exceed five minutes. Any repertoire associated with any type of animal will be accepted. Students may perform one piece, a combination of a published piece and an original composition (\*see composition requirements below\*), or two published pieces. Repeats are allowed if student's total performance time does not exceed five minutes. Ensembles are welcome and may be performed with the music; instrumentalists are welcome; vocalists are welcome! Non-member teachers and students welcome!

If it would be fun for the student, costumes may be worn, but are not required. Teachers, please confirm before the festival day that costumes don't impair vision or dexterity (such as masks and/or dangling sleeves). Additionally, a special certificate will be given at the end of each recital for the student having the best portrayal of their animal: through their costume; through their musical performance; and/or through their dramatic presentation (or all of the above!).

Performers will receive a written evaluation and a medal. Students may enter both a solo and an ensemble, but must pay the entry fee for both, and will receive a medal and evaluation for both. Each student to be evaluated pays an entry fee. Teachers and/or parents may play the secondo part and will not be evaluated unless they choose to pay the entry fee.

Teachers make one check payable to PPMTA. Teachers must submit entries online at <http://www.ppmta.org/student-activities.html>. Payments must be received by 7 PM, October 11, 2017. **Mail to:** Susie Marten, 77 S Sherwood Glen, Monument, CO 80132. Postmark dates do not apply. No late entries will be accepted. All PPMTA Standing Rules apply. Teachers must be present during their student's recital and agree to help with the festival or provide a PPMTA member as a substitute. Students must provide music for the judges.

### Requirements for published pieces:

1. PPMTA Standing Rule states: "Computer generated music is acceptable if accompanied by the Copyright permission. Anyone using photocopied music must sign a release waiver. Students who use photocopied music without accompanying written permission and/or a signed release form will be disqualified."
2. Documentation and waivers must be handled at the registration desk on the day of the Festival.



## FESTIVAL OF THE ANIMALS – CONT'D

### Requirements for original compositions:

1. Compositions must be notated and printed by a notation program or application. No hand-notated pieces will be accepted. The measures should be numbered at the beginning of each line and the composer's name should be included on the music. Title page art is encouraged, but not required.
2. Performances of original compositions must match the notated copy of the piece. No improvisation will be allowed at this festival. Teachers will determine the level of the composition and note this when registering (Early Elementary (EE); Elementary (E); Late Elementary (LE); Early Intermediate (EI); Intermediate (I); Late Intermediate (LI); Advanced (A).
3. Please encourage students to have an overall structure to their composition: i.e. ABA, AABB, etc. We have provided some helpful links below on composing.

General information about composition:

<http://www.bsmny.org/exploring-music/features/practical-guides/a-beginners-guide-to-composing/>

Two recommended free notation programs - comparing MuseScore and Finale NotePad, feature by feature: <https://musescore.org/en/comparing-musescore-and-finale-notepad-feature-feature/>

## PPMTA Festival of the Animals!

Date: Saturday, November 11, 2017  
 Location: Graner Music Recital Hall  
 4460 Barnes Road  
 Colorado Springs, CO

**TEACHERS MUST SUBMIT REGISTRATIONS AT [www.ppmta.org/student-activities.html](http://www.ppmta.org/student-activities.html)**

Entries are not registered unless entry fees are received by the due date.

Entry fees must be physically received by the Chairperson no later than 7:00 p.m. on October 11, 2017. Postmark dates are not considered. Contact Dr. Janice Saffir at (719) 282-8589 or [jsaffir1@hotmail.com](mailto:jsaffir1@hotmail.com) if you have trouble submitting entries online.

Entry fee: \$15 per student. NO REFUNDS OR LATE ENTRIES.

Make one teacher check out to PPMTA and send to:

Dr. Janice Saffir  
 4467 Campus Bluffs Court  
 Colorado Springs, CO 80918

Questions? Contact Susie Marten at (719) 231-9272 or [skmarten@hotmail.com](mailto:skmarten@hotmail.com); or Dr. Janice Saffir at (719) 282-8589 or [jsaffir1@hotmail.com](mailto:jsaffir1@hotmail.com).

Teacher:	
Phone:	Cell Phone:
Mailing Address:	Email:
	Check No.          Amount:
<p><i>I AGREE</i></p> <ul style="list-style-type: none"> <li>To help with this festival or find a PPMTA teacher (preferably non-participating) as a substitute.</li> <li>To read and follow PPMTA Standing Rules and Festival of the Animals rules.</li> <li>To communicate the rules to my students in order to avoid teacher disqualification.</li> </ul>	
<input type="checkbox"/> I AM available to work Saturday, November 11, 2017.	
<input type="checkbox"/> I am NOT available to work Saturday, November 11, 2017 and will provide chair with a PPMTA teacher (preferably non-participating) as a substitute.	
Teacher Signature:	

Please provide ALL requested information. Put siblings, ensembles together or we cannot guarantee same recitals. Estimate levels: Early Elementary (EE); Elementary (E); Late Elementary (LE); Early Intermediate (EI); Intermediate (I); Late Intermediate (LI); Advanced (A).

Student Name, Age	One or two Pieces or Compositions no longer than 8 minutes total performance time.	Composer's Last Name	Level	LENGTH (Timed)
	<b>THIS CHART FOR PLANNING PURPOSES ONLY!!!</b>	<b>TEACHERS MUST SUBMIT ENTRIES ONLINE AT <a href="http://www.ppmta.org/student-activities.html">www.ppmta.org/student-activities.html</a>.</b>		

## SPRING PERFORMANCE SHOWCASE

<b>Date:</b>	Saturday, March 3, 2018	<b>Entry Fee:</b>	\$15.00 per student entry
<b>Location:</b>	Graner Music Recital Hall 4460 Barnes Road Colorado Springs, CO	<b>Online Entries &amp; Payments Due:</b>	Wednesday, February 7, 2018, 7 PM
<b>Chairs:</b>	Sylvia Holt, NCTM (719) 228-1585 or <a href="mailto:sylvia.holt6@gmail.com">sylvia.holt6@gmail.com</a> Dee Boatman (719) 488-9476 or <a href="mailto:arnieboatman@comcast.net">arnieboatman@comcast.net</a>		

Students will perform one memorized piece in a recital format for this non-competitive festival. This festival is open to piano, voice, instruments, and ensembles. Memorization is not required for ensembles. Two pianos will be available. Non-member teachers and students welcome!

There is no list of approved music, however method lesson book pieces are not allowed. (Recital and Performance books in method series can be used.) The time limit is 8 minutes for one piece. Short pieces may not be combined/segued to create longer pieces. One movement of a multi-movement piece constitutes one piece. Edited or simplified music is acceptable. Concerti are not allowed for duo-piano ensembles.

The entry fee is \$15 per student **per category** (piano, voice, instrument, or ensemble). Students will receive a written evaluation from a judge along with a participation award. Teachers and/or parents may accompany students. They will not receive an evaluation unless they have paid the entry fee.

Teachers must submit entries online at <http://www.ppmta.org/student-activities.html>. Payments must be received by 7 PM, February 7, 2018. **Mail to:** Sylvia Holt, 3216 Austin Dr., Colorado Springs, CO 80909. Postmark dates do not apply; no late entries will be accepted.

Music must be provided for the adjudicators. The first measure of each line of music must be numbered. Photocopied music is illegal. Anyone bringing photocopied music will be required to sign a music release form accepting full legal responsibility for using it. Original, unpublished music will not be accepted at this festival.

Teachers are required to help with the festival or provide a PPMTA member (preferably non-participating) as a substitute. Teachers should be present at their students' recital(s). All PPMTA Standing Rules apply!

## PPMTA Spring Performance Showcase

Students perform ONE MEMORIZED PIECE no longer than 8 minutes. Memorization is not required for ensembles.  
Two or more pieces MAY NOT BE COMBINED to reach the 8 minute limit.

Date: Saturday, March 3, 2018  
Location: Graner Music Recital Hall  
4460 Barnes Road  
Colorado Springs, CO

**TEACHERS MUST SUBMIT REGISTRATIONS AT [www.ppmta.org/student-activities.html](http://www.ppmta.org/student-activities.html)**  
Entries are not registered unless entry fees are received by the due date.

Entry fees must be physically received by the Chairperson no later than 7:00 p.m. on February 7, 2018. Postmark dates are not considered. Contact Dr. Janice Saffir at (719) 282-8589 or [jsaffir1@hotmail.com](mailto:jsaffir1@hotmail.com) if you have trouble submitting entries online.

Entry fee: \$15 per student. NO REFUNDS OR LATE ENTRIES.  
Make one teacher check out to PPMTA and send to:

Sylvia Holt  
3216 Austin Drive  
Colorado Springs, CO 80909

Questions? Contact Sylvia Holt at (719) 228-1585 or [Sylvia.holt6@gmail.com](mailto:Sylvia.holt6@gmail.com); or Dee Boatman at (719) 488-9476 or [arnieboatman@comcast.net](mailto:arnieboatman@comcast.net).

Teacher:	
Phone:	Cell Phone:
Mailing Address:	Email:
Check No.	Amount:
<p><i>I AGREE</i></p> <ul style="list-style-type: none"> <li>• To help with this festival or find a non-participating PPMTA teacher as a substitute.</li> <li>• To read and follow PPMTA Standing Rules, Non-Competitive Historical Era Festival Rules.</li> <li>• To communicate the rules to my students in order to avoid teacher disqualification.</li> </ul>	
<input type="checkbox"/> I AM available to work Saturday, March 3, 2018.	
<input type="checkbox"/> I am NOT available to work Saturday, March 3, 2018 and will provide chair with a PPMTA teacher (preferably non-participating) as a substitute.	
Teacher Signature:	

Please provide ALL requested information. Put siblings, ensembles together or we cannot guarantee same recitals.  
Estimate levels: 1=Primer; 2=Elementary; 3=Intermediate; 4=Advanced.

Student Name, Age	ONE Composition no longer than 8 minutes Example: Sonatina, Op. 36, No. 1, 1 <sup>st</sup> mvmt.	Composer's Last Name	Level	LENGTH (Timed)
THIS CHART FOR PLANNING PURPOSES ONLY!!!		TEACHERS MUST SUBMIT ENTRIES ONLINE AT <a href="http://www.ppmta.org/student-activities.html">www.ppmta.org/student-activities.html</a> .		

## COMPETITIVE HISTORICAL ERA FESTIVAL

*Piano, Voice, Brass, Strings, Woodwinds, and Ensembles*

**Date:** March 3-4, 2018

**Entry Fee:** \$25.00 per student entry

**Online Entries & Payments Due:**

Friday, January 26, 2018, 10 PM

**Locations:** First Christian Church  
16 E. Platte  
Colorado Springs, CO 80903

Graner Music Recital Hall  
4460 Barnes Road  
Colorado Springs, CO 80918

**Chairs:** Dawn Remtema (719) 598-2737 or [dsremtema@earthlink.net](mailto:dsremtema@earthlink.net)  
Carol Jilling, NCTM (719) 598-2689 or [cjilling@comcast.net](mailto:cjilling@comcast.net)

The purpose of the Competitive Historical Era Festival is to foster the understanding, study, and performance of music from the different eras of music history.

1. All PPMTA General and Festival Standing Rules apply to this event.
2. Teachers must submit their entries online at <http://www.ppmta.org/student-activities.html> no later than 10 PM January 26, 2018. Mail entry fees (one check) and the signed agreement forms to the chair: these must be received no later than 10 PM January 26, 2018. Entries will be honored ONLY when the check and agreement forms have been received in addition to the online submittal. Teachers will receive their student schedules, work assignments, as well as Notification of Winners by email.
3. Students will perform two memorized pieces from two different historical eras: Baroque, Classical, Romantic, Impressionistic, and Contemporary. A Composer/Period Classification List from MTNA is provided by using this link: [https://www.mtna.org/MTNA/Engage/Competitions/Composer\\_Classifications/MTNA/Engage/Competitions/Composer\\_Classifications.aspx?hkey=258f6312-467f-4aea-b1d0-f0b562bbe07b](https://www.mtna.org/MTNA/Engage/Competitions/Composer_Classifications/MTNA/Engage/Competitions/Composer_Classifications.aspx?hkey=258f6312-467f-4aea-b1d0-f0b562bbe07b). The Committee will use this list for approving classification of literature. Any composer not listed must meet the approval of the Festival Committee. Please call a chair if you have questions regarding the classification of a composer. Only original music is allowed. Literature must be standard repertoire. Pop or rock tunes are not included. A movement of a sonata, suite, or the like, is considered one selection. A Theme and Variations must be performed in its entirety and is considered one selection. A Prelude and Fugue may be considered as one selection; or a Prelude as one selection; or a Fugue as one selection.
  - A. Piano: There is no specific list of approved composers or compositions.
  - B. Voice: Students and teachers should choose age-appropriate songs from material such as folk songs, art songs, Italian arias, or theater songs from legitimate music theater productions and musicals. No pop songs are allowed. Class IV students are strongly encouraged to sing one song in a foreign language. Students in Primer and Class I may enter with songs of contrasting styles from the same historical era. Teachers may accompany their students. Music must be provided for the vocal judge.
  - C. Instrumentalists (strings, brass, and woodwinds): There is no specific list of approved composers or compositions.
  - D. Student Ensembles: Consists of two or more student performers in any combination of disciplines such as piano or voice; duets/trios/quartets; keyboard ensembles; and instrumentalists. Teachers may accompany their students, but only student accompanists will be adjudicated as part of the ensemble. Memorization is not required.

COMPETITIVE HISTORICAL ERA FESTIVAL – cont'd

4. All entrants and accompanists must abide by the Federal Copyright Law. Photocopies are strongly discouraged. Entrants and accompanists using photocopies or PDFs downloaded from the Internet may be asked to complete the Music Release Form verifying that they have permission to use this music. Detailed information about the Copyright Law is available at [www.mtna.org](http://www.mtna.org). The Music Release Form is available at <http://www.ppmta.org/Activities.html>. Then go to Festival Chair Information/Forms near the bottom of the page. Click on #4 – Music Release Form.

5. Students will be grouped in the following age levels for the competition based on their age as of the entry deadline. Ensemble Classes will be determined based on the age of the oldest student member of the group. Please note performance time limits:

Class – Primer	through age 8	6 minutes
Class – 1	Ages 9 – 11	8 minutes
Class – 2	Ages 12 – 13	10 minutes
Class – 3	Ages 14 – 15	13 minutes
Class – 4	Ages 16 – 19	15 minutes

6. Auditions will be open to students and parents of participants where space permits. Each student will receive a written evaluation and a certificate of participation. Judges will be instructed to give a rating of: Highly Superior; Superior; Excellent; or Good.

7. The Festival Committee will select students for placement in audition categories by a random method using the computer. Special requests are discouraged. There is no guarantee that special requests can be honored. Every effort will be made to place siblings in different audition groups. Winning siblings might not perform in the same Winner's Recital.

8. The judges may choose up to and no more than three winners and two honorable mentions in each class. Festival Committee members will notify teachers of their students' results on Saturday evening by email. Each teacher is responsible for notifying their winning students of their selection, and the time and place of the Winner's Recital.

9. Several Winners Recitals will be held Sunday afternoon. Each winner must be available to perform one of their pieces in the assigned recital or they will be disqualified. The judges select the piece the winners will perform. Winners and Honorable Mentions will receive trophies. Only winners will perform in the Winners Recitals, but Honorable Mentions are encouraged to attend the recital to receive their awards.

1. No student may repeat his or her performance of a given piece in subsequent years. The teacher is responsible for enforcing this rule. Teachers should be present at their students' recital(s). All PPMTA Standing Rules apply!

## PPMTA Competitive Historical Era Festival

See festival description in PPMTA Handbook and at [www.ppmta.org](http://www.ppmta.org) for complete entry details.

<p>Dates: Saturday &amp; Sunday, March 3-4, 2018</p> <p>Location: First Christian Church &amp; Graner Music Recital Hall – Colorado Springs</p> <p>Entry Fee: \$25/student for solo entrant; \$15/student for each ensemble entrant</p> <p>Deadline: <b>10 PM Friday, January 26, 2018 PLEASE NOTE THIS DATE CHANGE!</b> (No late entries/no refunds; postmark dates are not considered.)</p> <p>1) Submit actual entry data online at <a href="http://www.ppmta.org/student-activities.html">www.ppmta.org/student-activities.html</a>. Contact Dr. Janice Saffir at (719) 282-8589 or <a href="mailto:jsaffir1@hotmail.com">jsaffir1@hotmail.com</a> if you have trouble submitting entries online.</p> <p>2) Send signed agreement forms and teacher check made payable to PPMTA to: Dawn Remtema 2222 Chapel Hills Drive Colorado Springs, CO 80920</p> <p>Questions? Contact Dawn Remtema at (719) 598-2737 or <a href="mailto:dsremtema@earthlink.net">dsremtema@earthlink.net</a>; or Carol Jilling, NCTM at (719) 598-2689 or <a href="mailto:cajilling@comcast.net">cajilling@comcast.net</a>.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Teacher:</td> </tr> <tr> <td>Phone:</td> <td>Cell Phone:</td> </tr> <tr> <td>Mailing Address:</td> <td>Email:</td> </tr> <tr> <td>Check No.</td> <td>Amount:</td> </tr> </table> <p><i>I AGREE</i></p> <ul style="list-style-type: none"> <li>To help with this festival or find a non-participating PPMTA teacher as a substitute.</li> <li>To read and follow PPMTA Standing Rules, and Competitive Historical Era Festival Rules.</li> <li>To communicate the rules to my students in order to avoid teacher disqualification.</li> </ul> <p><input type="checkbox"/> I AM available to work Saturday, March 3, 2018 <b>all day</b>.</p> <p><input type="checkbox"/> I am NOT available to work Saturday, March 3, 2018 and will provide chair with a PPMTA teacher as a substitute.</p> <p>Teacher Signature:</p>	Teacher:		Phone:	Cell Phone:	Mailing Address:	Email:	Check No.	Amount:
Teacher:									
Phone:	Cell Phone:								
Mailing Address:	Email:								
Check No.	Amount:								

Era Codes: Baroque = B; Classical = C; Romantic = R; Impressionistic = I; Contemporary = CO

Class Codes: Primer = through age 8; Class 1 = ages 9-11; Class 2 = ages 12-13; Class 3 = 14-15; Class 4 = 16-19; Class 5 = adults over 24.

Instrument Code: P = Piano; V = Voice; E = Ensemble (enter only the age of the oldest student); S = Strings; W = Woodwinds; B = Brass

Teacher Comments & Requests	Inst Code	Class Code	Student First & Last Name	Age	Composition #1 (Include Movement)	Composer	Length	Era Code	Composition #2 (Include Movement)	Composer	Length	Era Code
					<b>THIS CHART FOR PLANNING</b>				<b>TEACHERS MUST SUBMIT ENTRIES</b>	<b>ONLINE AT</b> <a href="http://www.ppmta.org/student-activities.html">www.ppmta.org/student-activities.html</a>		
					<b>PURPOSES ONLY!!!</b>							

**PPMTA Competitive Festival Agreement Form**

**TO: TEACHERS, STUDENTS AND PARENTS**

**NOTE: Teachers must copy this form for every student.  
One signed form from each student must be included with fees.**

**FROM: PPMTA BOARD AND FESTIVAL CHAIRS**

**PARENTS & STUDENTS:**

***I understand and agree that:***

- If my child is chosen as a winner, he or she will be available for the competition on Saturday AND for the Winners Recital on Sunday afternoon. Winning students unable to perform at the Winners Recital will lose their award.
- I will not request any scheduling changes and I understand that siblings might not perform at the same Winners Recital.
- PPMTA Competitive Festival Chairs and judges' decisions are final.
- I do\_\_\_ I do not \_\_\_ give permission to post photos/videos of my child on Facebook, the website and newsletter articles.

I agree to abide by all Festival Standing Rules and the above guidelines.

\_\_\_\_\_  
PARENT SIGNATURE/DATE

\_\_\_\_\_  
STUDENT SIGNATURE/DATE

***I agree that as a teacher entering students in this competition:***

- I have read the PPMTA Standing Rules and the Competitive Festival Rules and will abide by these rules.
- I will fulfill the job assignment given me by the chairpersons or find a PPMTA teacher substitute, will accept student audition/recital dates and times without argument, and will refrain from any public discussion of personal complaints regarding the festival.

SIGNED AND DATED

\_\_\_\_\_  
TEACHER/DATE



# CSMTA Student Activities

Complete information for each of the following events is online at [www.comusicteachers.net](http://www.comusicteachers.net).

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## CSMTA Achievement Day

**Chair:** Susan Marten, [skmarten@hotmail.com](mailto:skmarten@hotmail.com)

### Purpose

1. To recognize and encourage achievement in music study in a non-competitive performance event.
2. To encourage students to prepare and display individual music-related talents by selecting from several options.
3. To support and guide teachers in the effort to provide a quality music education for each student.

Achievement Day is open to music students of all ages and abilities on any instrument or voice. There is a preparatory level and levels one through twelve. Each student performs privately in front of an evaluator. Students may enter as solo players or as part of an ensemble. Upon completion of all Achievement Day activities, students receive a certificate, written comments from the evaluator, and graded tests.

## CSMTA Student Theory Assessment (STA)

**Chair:** Linda Densmore, [lindadensmore@comcast.net](mailto:lindadensmore@comcast.net)

The purpose of the CSMTA Student Theory Activity, or STA, is to stimulate and recognize theory competency among all Colorado music students. Group testing is conveniently offered at Rising Stars Festival locations in early Spring.

## CSMTA Rising Stars Festival

**Chair:** Elle Tyler, [elle.g.tyler@gmail.com](mailto:elle.g.tyler@gmail.com)

- This student event is open to students of CSMTA member and non-member teachers.
- Two categories: Competitive Stars & Non-Competitive Stars.
- Four divisions: Solo Piano, Solo Voice, Solo Instrument, & Ensemble.
- For complete information and rules check the [CSMTA Student Activities Handbook](#).
- All students perform two pieces/songs from two different periods in both categories, in all divisions.
- There will be two rounds in Competitive Stars if there are more than ten contestants in one level.
- Winners are invited (not required) to perform at the Winners' Showcase Concert at the conference in June.

## CSMTA Concerto Competition

**Chair:** Dr. Emily Ondracek-Peterson, [eondracek@gmail.com](mailto:eondracek@gmail.com)

The CSMTA Concerto Competition provides an opportunity for students to perform a concerto with a live orchestra. The competition has a piano category held on an annual basis, and a rotating instrumental and vocal category with the following schedule: strings and voice in odd-numbered years, and winds and percussion in even-numbered years.

# MTNA Student Activities

Complete information for the following events is online at [www.comusicteachers.net](http://www.comusicteachers.net) and [www.mtna.org](http://www.mtna.org).

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## MTNA Performance & Composition Competitions

**Chair:** Dr. Alejandro Cremaschi, NCTM [acremaschi@comusicteachers.net](mailto:acremaschi@comusicteachers.net)

MTNA sponsors a national competition in performance and composition that is open to members and non-members. Each state association is responsible for holding and staffing the first round of competitions. CSMTA holds their MTNA Competition in October and volunteers are needed to help as Inside Monitors, Outside Monitors, Registration and Hospitality. To volunteer at the CSMTA MTNA Competition, please contact the Colorado MTNA Competition Chair.

## MTNA Teacher Certification

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PPMTA reimburses newly certified members one half of the application fee for the MTNA Certification process. For more information on the MTNA Certification process, log on to [www.mtna.org](http://www.mtna.org) (MTNA Certification) or ask a PPMTA NCTM teacher if they will mentor you in the certification program (see PPMTA Directory to find an NCTM teacher).

*“Certification is a process that validates an individual’s qualifications for a specific field of professional practice. It demonstrates to employers, clients, and peers that which the individual knows and is able to do. It signifies commitment to continued excellence in professional practice. In addition, it increases visibility, builds credibility, provides a goal for personal professional achievement, and validates expertise for the individual and to those outside the field.”* MTNA Certification page [www.mtna.org](http://www.mtna.org)

For information on teacher certification, contact the CSMTA Certification Chair at [www.comusicteachers.net](http://www.comusicteachers.net), or go to [www.mtna.org](http://www.mtna.org).

# MTNA Code of Ethics

Adopted December 2003; Revised May 2013

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The principles and aspirations found in the Code of Ethics are not conditions of membership, but are goals and ideals that each MTNA member should strive to make an essential part of his or her professional commitment to students, to colleagues, and to society.

## Commitment to Students

The teacher shall conduct the relationship with students and families in a professional manner.

- The Teacher shall respect the personal integrity and privacy of students unless the law requires disclosure.
- The teacher shall clearly communicate the expectations of the studio.
- The teacher shall encourage, guide, and develop the musical potential of each student.
- The teacher shall treat each student with dignity and respect, without discrimination of any kind.
- The teacher shall respect the student's right to obtain instruction from the teacher of his or her choice.

## Commitment to Colleagues

The teacher shall maintain a professional attitude and shall act with integrity with regard to colleagues in the profession.

- The teacher shall respect the reputation of colleagues and shall refrain from making false or malicious statements about colleagues.
- The teacher shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- The teacher shall participate in the student's change of teachers with as much communication as possible between parties, while being sensitive to the privacy rights of the student and families.

## Commitment to Society

The teacher shall maintain the highest standard of professional conduct and personal integrity.

- The teacher shall accurately represent his/her professional qualifications.
- The teacher shall strive for continued growth in professional competencies.
- The teacher is encouraged to be a resource in the community.

**MTNA/FTC Antitrust Compliance Guide** – Click [here](#) for access to the complete document.