



Calgary Branch Board Meeting
Date: 2020, November 18-19
Forum: Email

ADDENDUM No. 1
MINUTES of MEETING

Chair: Beth Olver **Recorder:** Maryellen Pankratz

Attendees: Rachel McClellan, Lisa Kiernan, Carol Moore, Frances Ewington, Denisha Teichroeb, Barb Robertson, Rita Thurn, Nathene Arthur

The following contains additional items that were discussed after the meeting and information added to the subsequent meeting.

Bylaw revision proposal 2020 November 18, 2020

Background: When the Bylaws were written in the spring of 2020, we allowed for the Treasurer duties to be divided between a treasurer (a member of the board serving an administrative function) and a paid bookkeeper (serving a practical function), should the paid Administrator not take on all the functions of Treasurer including bookkeeping. We did not understand the effect of continuing our practise of having cheques signed by two persons: the chair, the vice chair or the treasurer. Two signatories is a risk management measure to prevent misuse of our funds. Not adding or including the bookkeeper as a possible signatory was a desire to keep control of our funds in the hands of ARMTA members.

This has created problems:

- The bookkeeper does not have direct access to banking information required to perform the duties we wanted the bookkeeper to perform: such as making deposits, making disbursements (writing cheques), updating and keeping financial records.
- We do not have a bank card for the bookkeeper
- We would like to be able to do more electronic banking as many businesses and persons also prefer electronic banking. Again, the bank does not allow the bookkeeper without signing authority to do this.

The simplest solution is to give the bookkeeper signing authority. Another, is to give all the functions of “treasurer” to the administrator and give up the option to divide the duties.

Comments: requiring the chair or Vice Chair to one of the 2 authorizing persons ensures that a board member other than the Treasurer or Bookkeeper is aware of disbursements being made on behalf of ARMTA Calgary Branch.

Moved by Barb Robertson, seconded by Rachel McLellan That section 15 “Revenue and Finance, Records” point 6 be amended as follows with the red lettering being the additions:

All ~~cheques~~ payments rendered on behalf of ARMTA Calgary shall be ~~signed~~ authorized by two (2) of the following signing officers (**either** the Chair **or** the Vice Chair, and **either** the Treasurer **or** the Bookkeeper).

The motion is passed. There were no votes against.