



Calgary Branch Board Meeting
Date: 2022 May 16
Place: Zoom

MINUTES of MEETING

Chair: Beth Olver **Recorder:** Maryellen Pankratz
Members: Beth Olver, Cindy Speelman, Frances Ewington, Kaylee Read, Rachel McLellan, Lorna Sewell, Nathene Arthur, Barb Robertson, Carolyn Steeves, Karenfaye Shepherd-Carmichael at 10:42
Guests: none
Regrets: none

ITEM	NOTES	Action
1. Welcome	<ul style="list-style-type: none"> • Meeting called to order at 10:32 am. • Introduction of board members 	
2. Approval of Agenda Approval – your top 3 items	<ul style="list-style-type: none"> • Rachel moved to accept the agenda as presented. Nathene seconded the motion. Motion carried. 	
3. Approval of Minutes: April 18 2022	<ul style="list-style-type: none"> • Attachment • Frances moved to accept the minutes. Lorna seconded the motion. Motion carried. 	
4. Approval of Consent Agenda	<ul style="list-style-type: none"> • What is a consent agenda? Informational reports from board members, conveners, committees. They are pasted at the end of each agenda and it is intended that we all read them in advance of each meeting. 	

4.1 Microsoft for teachers - Maryellen	<ul style="list-style-type: none"> • Microsoft for teachers not available – Barb Robertson 	
5. Announcements	<ul style="list-style-type: none"> • 	
6. Reports for Discussion		
6.1 Policies & Procedures, job descriptions	<ul style="list-style-type: none"> • Where to find: https://armta.ca/calgarybranch/ • Reviewed job descriptions for board members 	
6.2 selection of officers: Chair, Vice Chair, Treasurer	<ul style="list-style-type: none"> • Chair: Frances and Karenfaye will share the title. Frances is apprehensive, as she already has a very full work and home life. She will only accept the position the responsibilities are shared with a co-chair. We will have to work hard to lighten her load. • Vice Chair: Karenfaye • Treasurer: Lorna 	Beth will send all her templates to Frances
6.3 Call to Order -- book	<ul style="list-style-type: none"> • Frances, Karenfaye, Cindy and Kaylee need a book. Frances and Karenfaye need them ASAP. • There are four books, which are currently with Maryellen, Carolyn, Lorna and Mary Jane Vanderkerkhove. • Carolyn will send her book to Karenfaye • Lorna will send her book to Frances • Lorna’s book belongs Rachel, as she purchased this for herself. We will reimburse her so that it becomes the property of ARMTA Calgary. 	Beth has a summary that she’ll send to Frances and Karenfaye

	<ul style="list-style-type: none"> • Beth will contact Mary Jane and ask her to pass the book onto Kaylee. • We should get a book to Cindy too • We could purchase another book 	
6.4 Policy on non-members and conveners	<ul style="list-style-type: none"> • Our publicity convener is no longer a branch member • Topic Tabled until June 20 meeting 	
6.5 Administrator employment agreement – Beth Olver, Barb Robertson, Frances Ewington	<ul style="list-style-type: none"> • Draft attached • Plan to monitor salary increases • Topic Tabled until June 20 meeting 	
6.6 contacting members who have not renewed membership -- Barb Robertson	<ul style="list-style-type: none"> • Correspondence below • Topic Tabled until June 20 meeting 	
6.7 possible collaboration with Contemporary Showcase – Beth Olver	<ul style="list-style-type: none"> • Topic Tabled until June 20 meeting 	
6.8 our own zoom account – Maryellen Pankratz	<ul style="list-style-type: none"> • Karenfaye moved to purchase our own Zoom account. • Discussion: Plan for obtaining a discount from Zoom: Purchase a one-month account prior to our June 20 meeting. Close the account after a month. Expect Zoom sales department to send an email offering a discount if we sign up again. Then sign up prior to our September meeting. • Rachel seconded the motion. Motion carried. 	
7. Reports for action		

7.1 elect day of week, time, and dates of meetings to June 2023	<ul style="list-style-type: none"> • Frances moved to continue holding <u>all</u> branch board meetings online. • Discussion: Many board members live outside of Calgary. Online meetings carry the benefit of saving drive time and expensive gas and are also environmentally-friendly. • Carolyn seconded the motion. Motion carried. • Frances moved to continue meeting on the third Monday of the month at 9:30 am online. Rachel seconded the motion. Motion carried. 	
	ARMTA Calgary meeting adjourned at 11:44 am	
Adjourn Board meeting open Endowment Society meeting	<ul style="list-style-type: none"> • Endowment Society meeting tabled until June 20 meeting. 	
8.1 Approval of minutes from April 18, see end of branch minutes	<ul style="list-style-type: none"> • Topic Tabled until June 20 meeting 	
8.2 What is the Endowment Society	<ul style="list-style-type: none"> • Topic Tabled until June 20 meeting 	
9. Next Meeting	June 20 2022 Meetings: September 19, October 17, November 21 2023 Meetings: January 16, February 20, March 6 and 13 (Budget Meetings), March 20, April 17, May 8 (AGM)	

6.5 non-renewing members

On Fri, May 6, 2022 at 11:16 AM <admin@armta.ca> Tamara Bowie wrote:

Hi Calgary Branch,

Here are the members that have renewed. There are currently 176 members of Calgary Branch. The check is ready, should I send to Maryellen?

There are a few changes to be aware of: Switched from Calgary Branch to MAL

- Melissa Wiley
- Gloria Rita Thurn
- Janet Porter-Chaudhry

Started a Leave of Absence

- Tom Mirhady
- Emilia Tzaneva
- Selina Wong
- Rob Whitworth

Switched to Retired

- Beth Olver

Moved to Edmonton

- Trixie Hennig

Returning from a Leave of Absence

- Gloria Rita Thurn (switched to MAL)

New members (since January)

- Jennifer Dyck
- Sarah Irwin
- Kathryn Thorn
- Alicia Maedel
- Kimberly Yim
- Lisa Fernandes

Reinstated members

- Katherine White

Let me know they are not renewing

- Christina Shorting
- Marian Parrot

Not renewed yet but intends to renew

- Rosalyn Harms
- Justine Shaw

Contacted by email, text or by phone about renewing but haven't replied to me yet. If you want to help with that, it would be much appreciated.

- Mary Jane Vandekerkhove
- Regina Thomas
- Jacqueline Serpas
- Beth Root Sandvoss
- Christina Robertson
- Ronald Proctor
- Benjamin Lahring
- Han Ding
- Stephanie Darke
- Andrea Case

Thanks Tamara,

I was really worried that our numbers were going to decrease...and they did by a lot.

I am particularly concerned about the number of MAL - this is saying that our local branch is not worth the extra money.

Looks like a major job for our local association to deal with.

Barb

6.7 Zoom account

Good evening Frances,

In light of the new issue with Zoom, I believe that our branch will have to use an alternative online meeting platform or pay the \$200 annual fee for our own Zoom account. I've copied and pasted the details of the problem at the end of this email, although I'm sure you probably remember.

Did you say that you have your own paid Zoom account? If so, would you have any interest in being the Zoom administrator for this year's meetings?

Maryellen

Zoom has begun verifying identity by computer IP address. So anyone trying to log in that's not using Tamara's computer is asked to enter a verification code that Zoom emails to her. She would have to intercept every time and they only give 10 minutes to enter that verification code. This is the "error" message:

We detected an unusual login from a device or location you don't usually use or have not used in a while. To sign in to your Zoom account, check your email (admin@armta.ca) and input the verification code below.