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**Calgary Branch Board Meeting**

**MINUTES of MEETING**

Date: May 25, 2026

Place: Zoom

**CHAired BY:** Sandra Joy Friesen

**RECORDING SECRETARY:** Maryellen Pankratz

**NAMES OF ATTENDEES AND ABSENTEES**

**Members Present** Sandra Joy Friesen, Rachel Baljeu, Barb Robertson, Erika Gomez, Alexandra Andrievsky, Angela Frankowski, Marissa Feria, Nathene Arthur, Mandy Loban-Jordan, Mary Jane Vandekerkhove

**Regrets** Carolyn Steeves

**Absent** Looi Tan

**OPEN ARMTA CALGARY MEETING**

ARMTA CALGARY meeting called to order at 10:02 am

**SECTION 1: MEETING MINUTES pages 1-2**

**2. Approval of the Agenda**

MOTION: Alexandra moved to accept the agenda as presented and Mandy seconded the motion. Carried.

**3. Approval of the Minutes of the meeting of April 20, 2026**

MOTION: Mary Jane moved to accept the April 2026 minutes as presented and Alexandra seconded the motion. Carried.

**5.5 Bookkeeper Report**

MOTION: Nathene moved to adopt the following change to 18.4 of Policies & Procedures. (changes in red): Erika seconded the motion. Carried.

All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers: **the Treasurer, Bookkeeper, Chair, Vice Chair, or Past Chair.** ~~(either the Chair or the Vice Chair, and either the Treasurer or the Bookkeeper).~~ **The two officers must be two separate people for each authorization.**

ACTION: Maryellen will revise the manual and post online.

Branch Board meeting adjourned at 11:15 am.

## Endowment Society Meeting called to order at 11:15 am

### 7.1 Bookkeeper Report

**MOTION:** Nathene moved to adopt the following change to 15.8 of Society Bylaws (**changes in red**): Alexandra seconded the motion. Carried.

All payments rendered on behalf of ARMTA Calgary shall be authorized by two (2) of the following signing officers: **the Treasurer, Bookkeeper, Chair, Vice Chair, or Past Chair.** ~~(either the Chair or the Vice Chair, and either the Treasurer or the Bookkeeper).~~ **The two officers must be two separate people for each authorization.**

**ACTION:** Maryellen will revise the manual and post online.



Calgary Branch Board Agenda

May 25, 2026, 10:00 AM

Chair: Sandra Joy Friesen

Vice Chair: Alexandra Andrievsky

Administrator: Maryellen Pankratz

Members at Large: Barbara Robertson, Carolyn Steeves, Angela Frankowski, Sandra Joy Friesen, Erika Gomez, Mandy Loban-Jordan, Alexandra Andrievsky, Nathene Arthur, Looi Tan, Marissa Feria, Erika Gomez, Rachel Baljeu, Mary Jane Vandekerkhove

Bookkeeper/Treasurer: Maryellen Pankratz

ARMTA Provincial Board Rep: Sandra Joy Friesen, Barbara Robertson

Endowment Society Projects: Nathene Arthur, Carolyn Steeves, Cathie Kernaghan, Maryellen Pankratz

### 1. Welcome, Call to Order, Introductions

### 2. Approval of Agenda

### 3. Approval of Minutes from April 2026 (attachment)

### 4. Approval of Consent Agenda N/A (reports for Information only)

## **5. Business**

- 5.1 Orientation: job descriptions, website, Endowment Society, *Call to Order* book
- 5.2 Selection of Officers to the Board N/A as positions are filled
- 5.3 Contact List of Executive, Members-at-Large, Conveners, Volunteers (attachment)
- 5.4 Setting dates for 2026-27 Branch Board meetings; proposing:  
2026: Jun 15 / Sep 21 / Oct 19 / Nov 16. 2027: Jan 18 / Feb 8 / Mar 15 / Apr 19 / May 17  
Budget Meeting for Branch and Endowment: Mar 8 (9:30-12:00). AGM May 10
- 5.5 Bookkeeper Report: approval for wording changes
- 5.6 Questionnaire results from AGM: priorities and promotion (attachment)

## **6. Announcements**

- 6.1 Rising Stars Concert, Sunday June 7, 2:30; Jack Singer Hall
- 6.2 Pizza Party Social: Board members, convenors, volunteers, Sunday June 14 at Nathene's
- 6.3 Next Board meeting June 15, 2026; 10:00 am

Adjourn Branch Board meeting

## **7. Endowment Society Meeting**

- 7.1 Bookkeeper Report: approval for same wording changes as ARMTA Calgary

## **SECTION 3: REPORTS page 3**

### **ARMTA Calgary**

#### **5.5 Bookkeeper Report, Maryellen**

I wish to advise/request wording change to both ARMTA Calgary P&P and Endowment Society Bylaws. By the way, I believe that the combination of the two signing officers is inconsequential.

Rationale: when the Treasurer and the Bookkeeper are the same person, this means there are only three signing authorities instead of four. I'm proposing that we add the Past Chair to the list of signing officers. Due to people's busy and varying schedules, it is helpful to have four people to choose from, especially during summer when people go on vacation. And the bank will already have the Past Chair on file from when they served as Chair.

### **Endowment Society**

#### **7.1 Bookkeeper Report, Maryellen**

I wish to advise/request the same change to Endowment Society Bylaws that I proposed for ARMTA Calgary P&P.