

# SSLA Executive Meeting

March 21, 2015



**2014- 2015**

# SSLA Executive Meeting

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March 21, 2015

**Date:** March 21, 2015

**Place:** Online

<http://connect.edonline.sk.ca/ssla/>

Enter as guest

**Time:** 9:00a.m. – 12:00 p.m.

## Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 9:14 on **March 21** by Carlene Walter

**Present:** Carlene Walter, Carla Katerynych, Dawn Morgan, Chantelle Anderson, Jana Scott Lindsay, Charlotte Raine, Gaétan Hammond, Laurie Hnatiuk, Tracy Woodward

**Regrets:** Rachel Florence

## 1. Approval of Agenda

1.1. **The agenda was unanimously approved as distributed**

## 2. Approval of Minutes

2.1 **The minutes of the previous meeting were unanimously approved as distributed.**

## 3. Open Issues

3.1. **SSLA Executive Roles and Responsibilities Action List**

## 4. Reports

### 4.1. President

**DISCUSSION:** Updated the website and the archive. Feedback from Conference was very positive. All STF summer courses have been submitted (2<sup>nd</sup> week of July to second week of Aug). Discussion regarding the demand of SSLA from STF. McDowell Room is booked for the summer courses so that there is no issues regarding internet and temperature previously experienced at public school locations.

Digital videos and badges have been added to Digital Fluency Badging – some via suggestions from Shannon McClintock Miller.

Super conferences meetings have occurred, but not sure how far planning has been. Outnumbered in terms of voice so question about how school libraries are heard, cost recovery and ensuring school library voice is present and heard.

Carlene expressed her gratitude regarding the nomination for the YWCA Women of Distinction award. An invitation will be extended to Carol Preece and Megan Hernberg-Baxter to the final meeting as new executive members.

**ACTION:** The President (Carlene Walter) will extend a meeting request to the new 2015-2016 executive members to attend June 2015 meeting

**ACTION:** The President (Carlene Walter) will create second Digital Fluency Badges Style Guide video

**ACTION:** The President (Carlene Walter) will align badges with ISTE Standards

**ACTION:** The President (Carlene Walter) will align income with the treasurer (Dawn Morgan).

**ACTION:** The President will contact Stealth in regards to the comment section of The Medium blog not working.

#### **4.2 President Elect**

**DISCUSSION:** Enjoyed the conference and has a box of slides that she is still wondering about to get them digitalized – several suggestions were made. Needs assistance regarding linking on the website.

**ACTION:** The President Elect (Charlotte Raine) will finish cross-referencing and compiling the history for the Legacy Project.

**ACTION:** The President Elect (Charlotte Raine) will continue conversations with Stealth on web design and format.

**ACTION:** The President Elect (Charlotte Raine) will digitize old slide film to include in the archives.

**ACTION:** The President Elect (Charlotte Raine) will finish updating the website with the 2014-2015 SSLA awards and bursary recipients.

### 4.3 Treasurer/Membership

**DISCUSSION:** Membership is up due to early conference so we want to encourage people to sign up in April so numbers are retained. Executive recognized the magnitude of the job and expressed gratitude.

**ACTION:** The Treasurer (Dawn Morgan) will secure final registration payments from the Conference

### 4.4 Publication Councillors

**DISCUSSION:** Apologized for not having the blank page in Charlotte Raine's article for having the blank page. Forward thinking on the blog and trying to create and craft two blogs a month and to go into a little more depth with the Digital Fluency Badging. Open to suggestions for blog posts. Difficulty enabling the comments and that growing the blog is going to be through the conversations in the comment sections so this needs to be addressed. Conversation regarding delaying the payment of Stealth bill related to the addition of Disqus to provide comments until this is actually working.

**ACTION:** The Publication Councillor (Chantelle Anderson) will send requisitions to the Treasurer (Dawn Morgan) for payment of *The Medium's* winter articles by Chantelle, Carla and Charlotte

**ACTION:** The Publication Councillor (Chantelle Anderson) will place a call out for articles: Tracy – Part 2, and two more are needed by the middle to the end of May.

**ACTION:** The Publication Councillor (Jana Scott Lindsay) will continue to post to the blog.

**ACTION:** The Publication Councillor (Chantelle Anderson) will contact The Bulletin to submit an article – maybe the Digital Fluency Badges one?

**ACTION:** The President (Carlene Walter) and the Publication Councillor (Jana Scott Lindsay) will test out the comment section of the blog and will hold off payment to Stealth in order to ensure that it is working.

**ACTION:** The Publication Councillor (Chantelle Anderson) will continue to update budget as needed

### 4.5 Professional Learning Councillors

**DISCUSSION:** Tracy indicated that she may not be available next year due to personal reasons. Asked for a call for topics and people for suggestions. Ideas and people can be emailed and Tracy will begin sending out letters of interest. Other ideas may include some basics regarding lesson plans and also tackling literacy using the Daily 5 sisters. Ideas presented: ebooks, audiobooks, coding, and Daily 5. Thanks was given to Tracy for balancing the Learning Events when initially there was concern it would run as a deficit.

Conference comments were well received and only feedback was to think about providing time to explore the tools. Outstanding expenses will be addressed. Came in close to breaking even. Shannon McClintock Miller expressed her gratitude to the Executive. Executive was impressed with Gaétan's leadership and Gaétan expressed his gratitude to Carla for her assistance.

**ACTION:** The Professional Learning Events Councillor (Tracy Woodward) will distribute a call of interests to 2015-2016 Learning Event speakers.

**ACTION:** The Conference Councillor (Gaétan Hammond) will begin making arrangements for a future conference keynote.

#### **4.6 Communication Councillors**

**DISCUSSION:** Discussion regarding Twitter to promote the Digital Fluency Badging. It was decided that the Special Project Councillor will promote using Twitter by showcasing badges and including the tool's company in the hashtag. The executive thanked the councillor for the work being done to promote SSLA.

**MOTION:** The Publication Councillor (Laurie Hnatiuk) motioned that the SSLA executive purchase a ticket for Terry Johnson to attend the YWCA Woman of Distinction award dinner. Seconded: Charlotte Raine. Carried Unanimously

**MOTION:** The Publication Councillor (Laurie Hnatiuk) motioned to buy two tickets in order that 2 SSLA executive members can attend the YWCA Woman of Distinction award dinner to support nominee Carlene Walter.

**ACTION:** Any Executive member who wishes to attend the YWCA Woman of Distinction award dinner will inform Dawn Morgan by May 1<sup>st</sup>. If the number exceeds two, executive members will personally split the extra ticket costs among the number of attendees.

**ACTION:** The Treasurer (Dawn Morgan) will purchase tickets for Terry Johansson and any other interested SSLA members wishing to attend after May 1<sup>st</sup> but before May 8<sup>th</sup>.

#### **4.7 Special Projects Councillor**

**DISCUSSION:** Preparing for SLA conference and IT conference to share Digital Fluency Badging. The Greater Catholic System hosted a Digital Fluency Badges Party to see where the badging could assist in their learning. Feedback was trouble with log in with Credly was a bit cumbersome. They liked the variety and the video tutorials. Discussion regarding bypassing Wufoo and there is no default saying they have formally registered. Trying to remove the number of clicks to login.

Discussion regarding the budget and the amount of income to date (~\$150 and two institutional)

**ACTION:** The Special Councillor (Carla Katerynych) will use social media such as Kahoot and Twitter to promote our Digital Fluency Badging project by recognizing the web tool and the participant's accomplishment.

**ACTION:** The Special Councillor (Carla Katerynych) will continue promotion of Digital Fluency Badging Project

**ACTION:** The Special Councillor (Carla Katerynych) will continue with registration and submission reviews

**ACTION:** The Special Councillor (Carla Katerynych) will establish a focus group to review project

#### **4.8 Secretary/Archivist**

**DISCUSSION:** The secretary was not present so there was no discussion. Reminder to send reports with the month in the subject heading and to send to gmail account.

#### **4.9 Past- President**

There is not an active position and duties are being completed by other executive members.

## **5. New Business**

### **5.1. Correspondence**

#### **5.1.1. MLTP**

**DISCUSSION:** Read at your leisure – no discussion.

#### **5.1.2. CLA**

**DISCUSSION:** Read at your leisure – no discussion.

#### **5.1.3. IASL**

**DISCUSSION:** Read at your leisure – no discussion.

### **5.2. 2016 Super Conference**

**DISCUSSION:** May 3<sup>rd</sup>, 2016 at the Radisson Hotel in Saskatoon. Looking for keynote speaker – suggested David Lankes. Looking at Anita Woods-Kirkland who would speak more to public libraries. The President (Carlene Walter) spoke about what the super conference would like look for us. Indicated that we would like to work to make money (percentage of income was suggested). Different proposals have been put forth regarding the conference. So decision was

made to be immersed in the Super Conference and determine at a later date the number of breakout sessions and speakers.

**ACTION:** The President (Carlene Walter) will speak to the Super Conference chair regarding cost recovery for the conference.

**ACTION:** SSLA will request that at least three executive members sit on the conference committee (President, Past President, and Conference Councillor) and conference volunteers.

#### 5.2.1.STF Summer Short Courses

#### 5.2.2.Submissions

**DISCUSSION:** Rooms are booked to hold the sessions at the STF building. Only one presenter is paid unless there is over 25 presenters. Cheques will be issued to SSLA. All sessions are in Saskatoon and time was given to offer feedback and indicate interest in presenting. Gaétan, Chantelle and Charlotte indicated interest.

#### 5.2.3. Call for Presenters

**DISCUSSION:** See the STF summer short course outline for possible presenters

## 6. Agenda for Next Meeting

### 6.1. April Meeting

#### 6.1.1. Meet with Job-Alike or Mentor Colleague

Dates for meetings are listed below.

Following each meeting, participants are to submit to the secretary:

#### 6.1.2. Submission of Notes

**DISCUSSION:** Please submit a brief overview of the meeting.

#### 6.1.3. Guiding Documents

##### 6.1.3.1. Executive Duties

**DISCUSSION:** Please review duties to ensure that they are completed and to ensure thoughtful conversations regarding the upcoming year using the SWOT model in the minutes

##### 6.1.3.2. 2014-2015 Budget

**DISCUSSION:** Please review 2014-2015 allocated budget and lines afforded to your position. Determine if the allocated funds are sufficient and the budget lines in which the money will

be distributed. For example, \$600 for allocated to the Publication Councillors. They outlined how the money would be spent through descriptive budget lines (Articles - \$450).

#### 6.1.3.3. Strategic Plan Reflection Document

**DISCUSSION:** Using the SWOT model think about ideas and ways to support our membership. When meeting make sure that you take into consideration whether there is a plan, and the capacity to carry out the idea.

**ACTION:** Executive will meet with job alike Councillors to discuss your role, your budget and role for next year using the SWOT process to generate and synthesize ideas for your role next year by April 27<sup>th</sup> to Rachel Florence

#### April Meetings

President and President Elect: April 25th

Publication Councillors will meet with each other: TBA

Treasurer and Communication Councillor: March 31st

President and Special Project Councillor: April 11th

Learning Councillors will meet with each other: April 21st

Possible mtg. regarding Learning Councillor and SLA Super Committee

President Elect and Secretary/Archivist: TBA

President and Treasurer: April 10th

#### Adjournment:

Meeting was adjourned at 11:50 by Laurie Hnatiuk.

The meeting will be an Executive Job-Alike Meetings in April at a location determined by participants. The next general meeting will be May 9<sup>th</sup> at 11:30 a.m. – 4:15 p.m. at Amigos Cantina in Saskatoon.

Minutes submitted by: Laurie Hnatiuk

Approved by: Carlene Walter

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## SSLA Executive Action List

✓	ACTION	WHO	COMMENTS
	Executive members with financial responsibilities will send updated financial statements prior to each subsequent meeting, including, but not limited to: SSLA Conference, Learning Events, Awards and Bursary, Special Projects, and <i>The Medium</i> .	Dawn, Tracy, Carla, Charlotte, Chantelle, Jana & Gaétan	Budgets were submitted
	Add a disclaimer regarding submissions and what happens regarding privacy around submissions to each badge.	Carlene	Ongoing
	Ensure that purchasing the domain is on the budget for next year to renew for 10 years.	Executive	Will be placed on next year's budget
	<b>Support new members and be cognizant of stresses and challenges.</b>	Executive	ONGOING

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## President's Report

### INFORMATION ITEMS

#### Web Site

Updated web site, including conference page to ensure AGM documents were available.

Created conference evaluation and consolidated conference evaluations and sent to Professional Development Councillor

#### STF

Responded to STF regarding Summer Short Courses.

Wrote abstracts for the Summer Short Courses and identified possible presentation dates

#### Digital Fluency Badges

Displayed first video vignette from the Digital Fluency Badges Style Guide

Updated web site to include badges of some tools outlined by Shannon McClintock Miller

#### Super Conference

Met with Judy Nicholson, SLA Director, to discuss Super Conference

#### Note of Gratitude

Received notice of nomination for 2015 Women of Distinction Award. Thank you for your nomination; I am humbled and honoured.

### ACTION ITEMS

Extend a meeting request to the new 2015-2016 executive members to attend June meeting

Create second Digital Fluency Badges Style Guide

Align badges with ISTE Standards

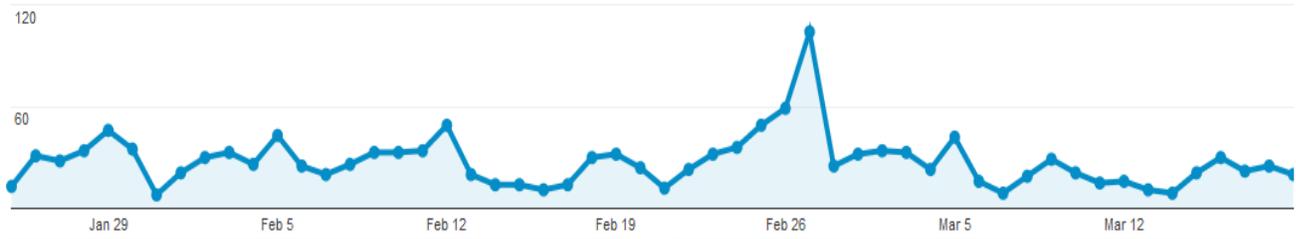
Report submitted by: **Carlene Walter**

# SSLA Executive Meeting

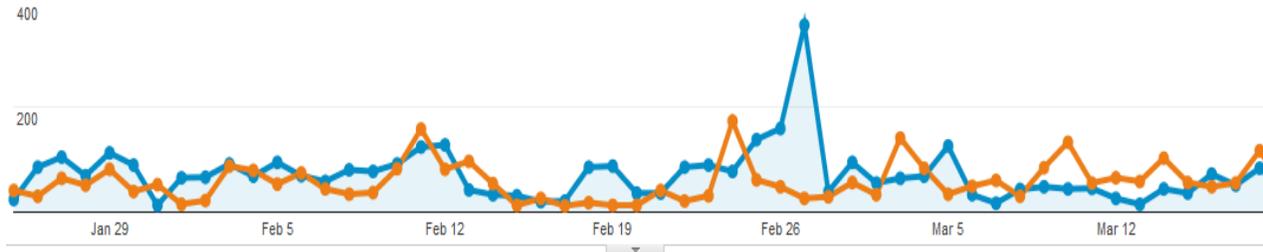
March 21, 2015

## Google Analytics Data

Visits – A Comparison of Last Meeting Term to Current Meeting Term

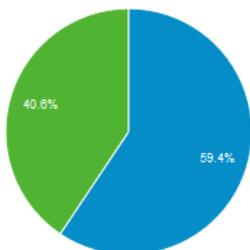


Visits – A Comparison of Last Year's Term and Current Meeting Term

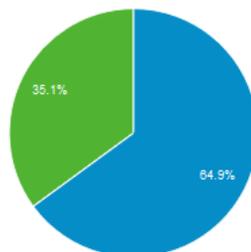


■ New Visitor ■ Returning Visitor

Jan 25, 2015 - Mar 19, 2015



Jan 25, 2014 - Mar 19, 2014



Data submitted by: **Carlene Walter**

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## President Elect's Report

### Information Items

#### Awards

Chaired the SSLA Awards committee to select the award and bursary recipients. Thank you to Dawn Morgan and Terri Parsons for their assistance.

Purchased and bestowed awards, certificates, and thank-you gifts for our John G Wright winner, Connie Acton award winner, Dr. Alixe Hambleton bursary recipient, conference speaker and conference committee members.

With Dawn's assistance, obtained the John G Wright plaque from the STF building and had a plate engraved and affixed for 2015.

Completed the required correspondence to award nominators, award recipients, directors of education and Mr. John G. Wright.

Began updating the website with the awards information.

#### Legacy Project

Contacted Violet Smotra-Cook and obtained missing and additional pieces of information for the project.

Had initial correspondence with Stealth. Will be ready to upload the files to begin website design as soon as I cross-reference my information with Violet Smotra-Cook.

## Nominations

Assisted with the nominations for the 2015-2016 SSLA executive.

Was pleased and honoured to nominate distinguished colleagues for awards on behalf of SSLA: Joanne Beltramini for the Frances Morrison Award; Carlene Walter for the YMCA Woman of Distinction in the education category. Thanks to all who assisted.

## Liaisons

Contacted SSLA Liaisons and obtained their news to report to the executive.

Informed the Saskatchewan Library Association that I would be able to sit on their Saskatchewan Library Week committee until the fall. At that point SSLA will look for a replacement.

## President Elect PD Opportunity

Attended the Ontario Library Association Super Conference in Toronto, January 27 – 30. Was so very grateful to have this enriching professional development opportunity. I was honoured to showcase SSLA's inquiry and Digital Fluency Badging projects at the Together4Learning showcase on Thursday, January 28. Our display generated a lot of interest and contacts.

SSLA's inquiry project was also highlighted during Carol Koechlin and Anita Brooks Kirkland's *Leading Learning* breakout session on the Thursday morning.

## Saskatchewan Reads document

Wrote a letter on behalf of SSLA to the Provincial Reading Team requesting that the profile of school libraries be heightened in their document.

Received two informal replies indicating that the committee would make some adjustments. They requested additional documentation and photos of students reading in their libraries complete with the photo release forms. With a quick turnaround time as the document was due to be released on March 12, I happily complied. The formal reply from Liam Choo-Foo, chair of the provincial reading team, is forthcoming.

Was reminded of the need for active research and data to share with stakeholders on the impact of teacher-librarians and Saskatchewan school libraries on student learning



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twitter: @SaskSLA  
facebook: Saskatchewan School Library Association



Wrote and submitted an article to *The Medium* highlighting some key themes from the conference and sharing some useful links.

## ACTION ITEMS

Finish cross-referencing and compiling the history for the Legacy Project.

Continue conversations with Stealth on web design and format.

Can anyone recommend a way to digitize old slide film?

Finish updating the website with the 2015 SSLA awards and bursary information.

Report submitted by: Charlotte Raine

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## President Elect's Financial Report

### AWARDS AND BURSARY BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ 850.00		\$ 850.00	100.0%
<b>TOTAL INCOME</b>		\$ 850.00		\$ 850.00	100%
EXPENDITURES		Budget	Actual	Difference (\$)	Difference (%)
Bursary		\$ 500.00	\$ 500.00		
Photocopying		\$ 50.00			
Miscellaneous (Certificate Paper)		\$ 12.00	\$ 13.16		
John G. Wright Plaque Engraving \$5 plus tax(Listowel)		\$ 7.00	\$ 5.50		
John G. Wright Plate Sticker (Listowel) \$17.50 plus tax		\$ 18.50	\$ 19.25		
Connie Acton Plate Sticker \$17.50 plus tax (Listowel)		\$ 18.50	\$ 19.25		
Art Forgay Plate Sticker \$17.50 plus tax (Listowel)		\$ 18.50	\$ -		
Award Plates - Three @ 39.00 plus tax (Sisters Glass)		\$ 125.50	\$ -		
Awards & Bursary Meeting		\$ 75.00	\$ -		
<b>TOTAL EXPENSES</b>		\$ 825.00	\$ 557.16	\$ -	0.0%
GRAND TOTAL		Budget	Actual	Difference (\$)	Difference (%)
Income		\$ 825.00	\$ -	\$ 825.00	100.0%
Expenditures		\$ 825.00	\$ 557.16	\$ 267.84	32.5%
<b>GRAND TOTAL</b>		\$ -	\$ (557.16)		

Budget submitted by: Charlotte Raine

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## Treasurer/Membership Councillor's Report

### Information Items

#### **Bank Accounts (Feb. 28, 2015)**

Chequing – 20,224.74

Term – 11,793.41

#### **Membership**

148 members

17 new or renewed (lapsed for several months)

The subscription to Quick Books was renewed. They did not have an option of paying for a year so we are making monthly payments of \$20.90.

#### **Financial Reports**

Because I did not report at February's meeting, both January's and February's statements are included in this report. The second report is for the fiscal year starting July 1, 2014.

### Action Items

Secure final registration payments from the Conference.

Report submitted by: Dawn Morgan

Saskatchewan School Library Association  
**Profit and Loss**  
**January - February, 2015**

	<b>TOTAL</b>
<b>Income</b>	
Access Copyright	638.44
Conference 2015	5,348.48
Digital Fluency Badging Income	0.00
Interest	1.93
Learning Event	351.57
Membership	965.32
STF Basic Grant	1,728.00
<b>Total Income</b>	<b>\$9,033.74</b>
<b>Gross Profit</b>	<b>\$9,033.74</b>
<b>Expenses</b>	
Advertising	97.73
Conference 2015 Expense	7,105.85
Digital Fluency Badging	534.53
Executive Meetings	1,432.01
Executive Travel	1,487.29
Learning Event Expenses	638.65
President Elect PD Opportunity	2,000.00
Publications	205.76
Wufoo Online Survey Maker	59.90
<b>Total Expenses</b>	<b>\$13,561.72</b>
<b>Profit</b>	<b>\$ -4,527.98</b>

## Saskatchewan School Library Association

### Profit and Loss

July 2014 - February 2015

#### TOTAL

Income

Access Copyright	638.44
Book Bytes Income	131.74
Conference	4,185.00
Conference 2015	5,348.48
Digital Fluency Badging Income	96.80
Interest	7.84
Learning Event	3,345.24
Membership	2,290.63
Sales	0.00
STF Basic Grant	1,728.00
<b>Total Income</b>	<b>\$17,772.17</b>
<b>Gross Profit</b>	<b>\$17,772.17</b>

Expenses

Advertising	97.73
Audit	500.00
Book Bytes	140.00
Conference 2015 Expense	7,105.85
Digital Fluency Badging	1,083.11
Executive Meetings	1,825.63
Executive Travel	2,610.66
Gifts	62.58
Learning Event Expenses	2,621.88
Office expenses	52.26
PD Opportunity - Third Year Executive	1,000.00
President Elect PD Opportunity	2,000.00
Publications	205.76
Wufoo Online Survey Maker	179.70
<b>Total Expenses</b>	<b>\$19,485.16</b>
<b>Profit</b>	<b>\$ -1,712.99</b>

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## Publication Councillors' Report – Learning Events

### Information Items

Requisitions were sent in to Dawn for payment of *The Medium's* winter articles by Chantelle, Carla and Charlotte

*The Medium* Winter Issue has been posted on the website.

### Action Items

Call out for articles: Tracy – Part 2, and I need two more. I would like to have these in by the middle to the end of May.

Continue to post to the blog – some great posts! Thank you Jana!

Contact the Bulletin to submit an article – maybe the Digital Fluency Badges one?

Continue to update budget as needed

Report submitted by: Chantelle Anderson and Jana Scott Lindsay



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twitter: @SaskSLA  
facebook: Saskatchewan School Library Association



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## Professional Learning Councillors' Report – Learning Events

### INFORMATION ITEMS

Requested cheque for David Lankes.

Sent archive link to participants.

### ACTION ITEMS

Distribute call of interests to 2015-2016 Learning Event speakers.

Report submitted by: Tracy Woodward

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## Professional Learning Councillors' Financial Statement

### SSLA LEARNING EVENTS

#### LEARNING EVENTS BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
<b>Balance</b>		\$ -	\$ -	\$ -	
<b>Registration Fees</b>	\$90 per person X 38	\$ 3,420.00	\$ 3,348.15	\$ 71.85	102%
<b>TOTAL INCOME</b>		\$ 3,420.00	\$ 3,348.15	\$ 71.85	102%
<b>EXPENDITURES</b>					
<b>Planning Meetings</b>	<b>Food &amp; Mileage</b>	\$ 25.00	\$ -		
<b>Keynote</b>	<b>Honourarium (Sylvia Martinez)</b>	\$ 575.00	\$ 590.33		
<b>Keynote Speaker</b>	<b>Honourarium (Naomi Harm)</b>	\$ 575.00	\$ 685.02		
<b>Keynote Speaker</b>	<b>Honourarium (Shannon M. Miller)</b>	\$ 575.00	\$ 707.88		
<b>Keynote Speaker</b>	<b>Honourarium (David Lankes)</b>	\$ 550.00	\$ 638.55		
<b>Office Supplies</b>		\$ 10.00			
<b>Banking Expenses</b>		\$ 10.00			
<b>TOTAL EXPENSES</b>		\$ 2,320.00	\$ 2,621.78	\$ (301.78)	88.5%
<b>GRAND TOTAL</b>		Budget			
<b>Income</b>		\$ 3,420.00	\$ 3,348.15		
<b>Expenditures</b>		\$ 2,320.00	\$ 2,621.78		
<b>GRAND TOTAL (with \$1100 profit)</b>		\$ 1,100.00	\$ 726.37	\$ 373.63	151.4%

Budget submitted by: Tracy Woodward

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## Professional Development Councillor - Conference

### Information Items

Conference feedback was quite positive overall. One reoccurring comment was a desire to have more time to explore some of the digital tools that were being presented. Perhaps some time to play could be incorporated into future conferences in place of a third workshop.

Although a few budget items are still outstanding, the Conference will come very close to breaking even. Although income was not as great as anticipated, expenses also came in a little lower than expected.

I saw Shannon off at the airport, and she spoke very positively about her experience with the SSLA. She wished me to express her thanks to all executive members.

A few names were put forward as possible presenters for future conferences: Buffy Hamilton, Krissy Venosdale, and one form suggested we bring Shannon back.

### Action Items

Our bill from the Travelodge did not include Shannon's room and meals, both of which were to have been included on our invoice. I'm not sure if this was intentional or an oversight (I'm guessing the latter), but I will contact Eva Weigel at the Travelodge to find out.

Begin making arrangements for a future conference keynote.

Report submitted by: **Gaétan Hammond**

## CONFERENCE BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ -	\$ -		
Registration Fee	based on 86 people X \$140	\$ 12,040.00	\$ 8,809.76	\$ 3,230.24	27%
Displays' Lunch		\$ 50.00	\$ -	\$ 50.00	100%
Sponsorship		\$ 2,200.00	\$ 2,092.51	\$ 107.49	5%
<b>TOTAL INCOME</b>		<b>\$ 14,290.00</b>	<b>\$ 10,902.27</b>	<b>\$ 3,387.73</b>	<b>24%</b>

EXPENDITURES		Budget	Actual	Difference (\$)	Difference (%)
Planning Meetings		\$ 125.00	\$ -	\$ 125.00	100.0%
Keynote Speaker	Honourarium	\$ 5,000.00	\$ 6,282.00	\$ (1,282.00)	-25.6%
Keynote Speaker	Airfare	\$ 1,000.00	\$ 673.72	\$ 326.28	32.6%
Keynote Speaker	Accommodations (2 nights)	\$ 475.00	\$ -	\$ 475.00	100.0%
Keynote Speaker	Meals	\$ 100.00	\$ -	\$ 100.00	100.0%
Décor/tables		\$ 100.00	\$ -	\$ 100.00	
Nametags		\$ 50.00	\$ -	\$ 50.00	
Facility		\$ 850.00	\$ 840.00	\$ 10.00	1.18%
Swag		\$ 215.00	\$ -	\$ 215.00	
Presenters' Gift		\$ 60.00	\$ -	\$ 60.00	
AudioVisual		\$ 215.00	\$ 332.20	\$ (117.20)	-54.5%
Program		\$ 25.00	\$ -	\$ 25.00	100.0%
Nutrition Break		\$ 700.00	\$ 403.51	\$ 296.49	42.4%
Lunch	\$24 person (plus tip)	\$ 2,375.00	\$ 2,191.45	\$ 183.55	7.7%
<b>TOTAL EXPENSES</b>		<b>\$ 11,290.00</b>	<b>\$10,722.88</b>	<b>\$ 567.12</b>	<b>5.0%</b>

GRAND TOTAL		Budget	Actual	Difference (\$)	Difference (%)
Income		\$ 14,290.00	\$ 10,902.27	\$ 3,387.73	23.7%
Expenditures		\$ 11,290.00	\$10,722.88	\$ 567.12	5.0%
<b>GRAND TOTAL</b>		<b>\$ 3,000.00</b>	<b>\$ 179.39</b>	<b>\$ (2,525.37)</b>	<b>-84.0%</b>

**ssla**

web: [www.ssla.ca](http://www.ssla.ca)  
e-mail: [sasksla@gmail.com](mailto:sasksla@gmail.com)  
twitter: @SaskSLA  
facebook: Saskatchewan School Library Association



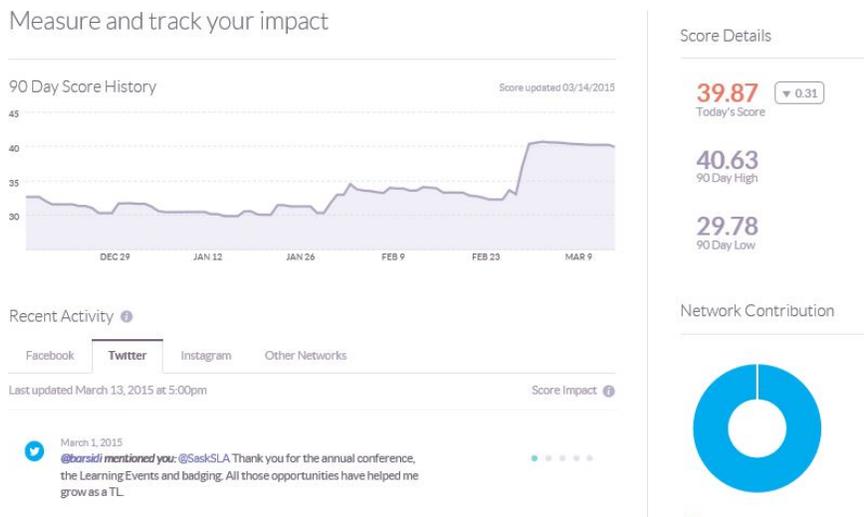
# SSLA Executive Meeting

March 21, 2015

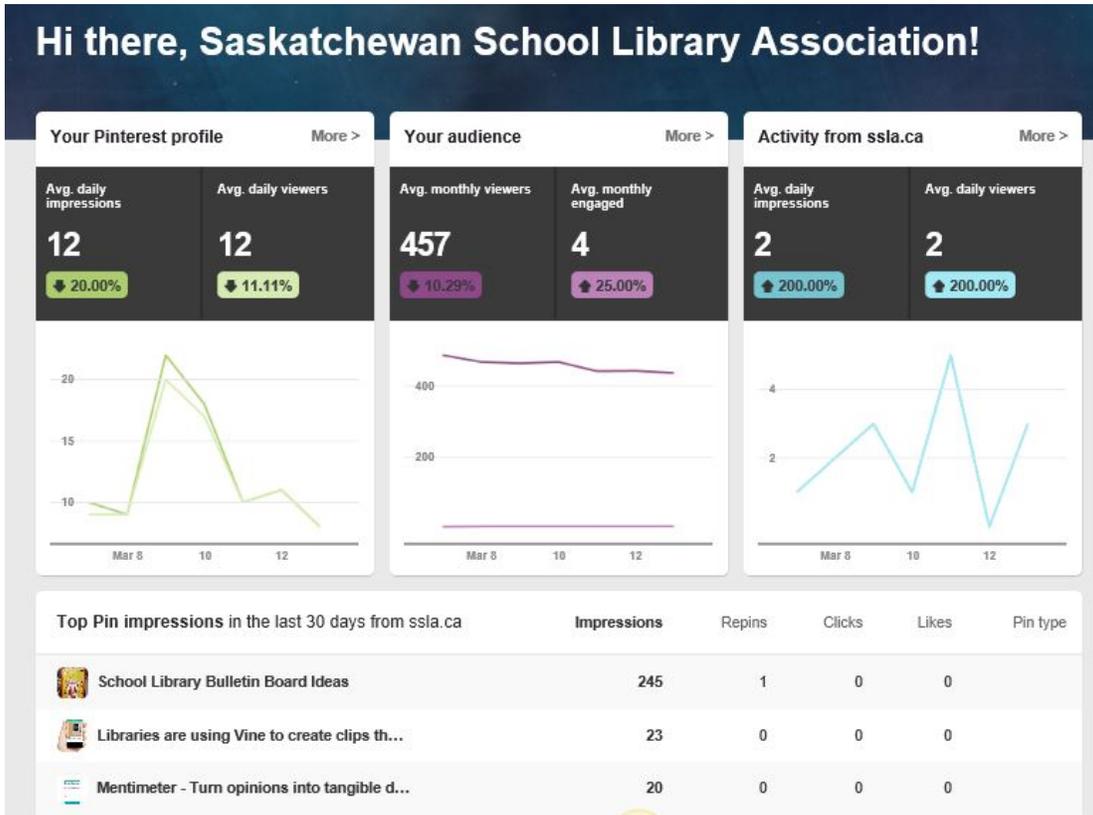
## Communication Councillor’s Report

### Information Items

- Sent email(s) regarding the following items:
  - Membership expiring
  - Membership expired
- Updated the email database with new/renewed members.
- Created and sent March Newsletter to liaisons and membership promoting the Conference, Awards and Bursary, and Digital Fluency Badging using Mail Chimp (<http://bit.ly/1B1nrvQ>)
- Maintained gmail account.
- Klout score is 40.



- Added relevant posts to the Facebook page
  - Since Jan we have added 10 people to our group with 102 members
- Updated the Pinterest Account
  - Currently, SSLA is following 83 and has 107 followers (increase of 6)



## Action Items

Report submitted by: Laurie Hnatiuk

# SSLA Executive Meeting

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March 21, 2015

## Special Projects Councillor's Report

### Information Items

50 individual registrations, 2 institutional, 2 complementary

Reviewed and approved 14 new tasks, 2 pending

Carla submitted article to *The Medium: Digital Fluency Badges – The Essential Accessory*

Carlene prepared new video with new promo – *Digital Fluency Badges: The Essential Accessory* and is beginning to prepare “Style Segments”/Tech in Two with hours billed to SSLA

Confirmation to present at IT Summit – April 2015

Confirmation to present at SLA Conference – May 2015

### Action Items

Continue Promotion of Badging Project

Continue with registration and submission reviews

Establish focus group to review project

Report submitted by: Carla Katerynych

# SSLA Executive Meeting

March 21, 2015

## Special Project

<b>TOTAL INCOME</b>	\$	3,000.00	\$	-	\$	3,000.00	100%
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EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
<b>Web Creation- Phase 3 and 4</b>	\$ 639.50		\$ 639.50	
<b>Web Creation - Phase 5</b>	\$ 247.50		\$ 247.50	
<b>Focus Group and Usability Testing</b>	\$ 240.00		\$ 240.00	
<b>Planning/Working Group Meetings</b>	\$ 240.00	\$ 81.07	\$ 158.93	
<b>Publicity - Signage and Promotional Materials</b>	\$ 240.00	\$ 206.82	\$ 33.18	
<b>Web Design and Badge Creation</b>	\$ 1,375.00	\$ 1,001.47	\$ 373.53	
<b>Miscellaneous</b>	\$ 18.00		\$ 18.00	
<b>TOTAL EXPENSES</b>	\$ 3,000.00		\$ 1,710.64	57.0%
GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
<b>Income</b>	\$ 3,000.00	\$ -	\$ 3,000.00	100.0%
<b>Expenditures</b>	\$ 3,000.00	\$ -	\$ 3,000.00	100.0%
<b>GRAND TOTAL</b>	\$ -	\$ -	\$ -	

Budget submitted by: **Carla Katerynych**

# SSLA Executive Meeting

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March 21, 2015

## Secretary/Archivist Councillor's Report

### INFORMATION ITEMS

Called for and compiled minutes.

Attended SSLA Conference and learned a great deal from Shannon McClintok Miller.

### ACTION ITEMS

Archive materials – I may need help figuring out how to do this properly.

Please continue to use GMAIL address and make sure month of meeting is in the subject line.

Report submitted by: Rachel Florence

# SSLA Executive Meeting

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March 21, 2015

## New Business

### Correspondence

#### MDLP Report:

A meeting of the MDLP committee was held on March 3rd.

- The major focus of the meeting was finalizing the purchasing strategy for 2015-2016. The MDLP committee formalized a number of recommendations that will be presented at the Multitype Library Board AGM on Wednesday, April 15th in Regina. The MDLP partners, using consensus decision-making, will determine which recommendations are implemented.
- The committee is recommending that the Core collection be renewed for the upcoming year.
- The committee will present a couple of fiscal scenarios related to partner contribution for the upcoming year. This includes using some of the Exchange Rate Fund to cover any shortfalls resulting from the low Canadian dollar.

...only one more report from me...I think!

Take care,

Joanne Beltramini, Coordinator

## New Business Correspondence

CLA

Hello committee chairs/school library contacts,

I am very pleased to announce that "Leading Learning" is now available in print through OLA Store for only \$8.00! Although one cannot access the wonderful "See it in Action" examples in print, we had heard repeated requests where it would be nice to be able to "hand" a copy to a colleague, principal, district, etc. Here is the link & we hope you will include it on your provincial websites or share with districts:

Leading

Learning

Print

<https://www.accessola.org/web/OLAWEB/OLAStore/SearchResults/OLAWEB/OLAStore/SearchResults.aspx?f=All&v=leading%20learning>

On behalf of us all Carol graciously accepted the OLA President's Award for Exceptional Achievement for "Leading Learning", read all about it at <http://www.bythebrooks.ca/leading-learning-receives-ola-presidents-award/>.

We hope to have more LL news soon including the one-pager and translation, both still in development with CLA.

Carol has been keeping track of your efforts across the country in implementing "Leading Learning"; you will find copies of slide shows you can use and upcoming events as well as news from districts implementing LL. Please let her know if you have any updates for the site. <https://sites.google.com/site/nationalsproject/the-launch/moving-forward>

Keep in mind that we will want to hear/see/read about your journeys in school library learning commons development at Treasure Mountain 2016 (location & details TBA). Keep watching for the new IFLA book "Global Action on School Library Guidelines" ed. by Dr. Dianne Oberg and Barbara Schultz-Jones; soon to be released and including a chapter on Leading Learning from Carol & I.

Additionally, OLA is offering another wonderful resource for students developed by Carol & Sandi Zwaan - the "Q Wheel" for \$5.00 (or less in bulk). It is an excellent tool for assisting students to build questions at every stage of the inquiry process. <https://www.accessola.org/web/OLAWEB/OLAStore/SearchResults/OLAWEB/OLAStore/SearchResults.aspx?f=All&v=qwheel>



web: [www.ssla.ca](http://www.ssla.ca)  
e-mail: [sasksla@gmail.com](mailto:sasksla@gmail.com)  
twitter: @SaskSLA  
facebook: Saskatchewan School Library Association



The "Year of the Learning Commons" project is well underway! Check out how you can participate, follow the work of schools developing learning commons around the world, and find posters, logos, etc. you can use on websites, presentations, school reports and so on at <https://sites.google.com/site/yearofthelearningcommons/>

Regards, Judith & Carol

## New Business

### Correspondence

#### News From IASL, The International Association Of School Librarianship

##### *New IASL Publication Project*

IASL has a new joint project with the publisher, Libraries Unlimited, to create a series of school library-related volumes. Each volume will use adapted articles from *School Libraries Worldwide* with excerpts from IASL Newsletters and Proceedings as well as 3-5 articles original to the volume. Each volume will feature topics of global interest written by authors from around the world.

Diljit Singh and Blanche Woolls have worked to develop the project and to establish an IASL Publications Advisory Committee to support the project. The members of the committee are:

- Susan La Marca (Australia)
- Luisa Marquardt (Italy)
- Hanna Latuputty (Indonesia)
- Marcia Mardis (USA ... and editor of the first volume on the theme of collaboration)
- Blanche Woolls (USA ... and liaison with Libraries Unlimited)
- Dianne Oberg (Canada ... and chair of the committee)

The first volume in the series on the theme of Collaboration will be edited by Dr. Marcia Mardis, from Florida State University. Dr. Mardis has declined the 5% royalty which will be used support IASL activities. The title of the first volume is: *Librarians and Educators Collaborating for Success: The International Perspective*.

Updates on Joint IASL/IFLA School Libraries Projects:

*School Library Guidelines* – The Guidelines were sent to Andrew McDonald, Chair of Division 1 of IFLA, on January 17, 2015 for review and approval by the IFLA Professional Committee and the Governing Board. We are not sure how long the review and approval process will take, since this is a new process for IFLA, initiated after we began the revision process.

##### *Global Action on School Library Guidelines*

The co-edited book is on schedule. Currently, Barbara Schultz-Jones and I are doing the final editing and formatting of the chapters. The book includes chapters from Portugal, Spain, Australia, Ethiopia, Canada, the USA, Poland, Sweden and Norway. We are planning to launch the book at the IASL

Maastricht (Netherlands) conference and at the IFLA Capetown (South Africa) conference (during the School Libraries Open Session on school library guidelines).

*Committee Membership and Leadership:*

There will soon be a new Chair of the IASL/IFLA School Libraries Joint Committee. I was appointed Chair of the committee by IASL President James Henri and IFLA School Libraries Chair Karen Usher at the Abano Terme, Italy IASL conference in August 2009. I finished the last of three two-year terms as Chair at the beginning of 2014, but I am continuing communication with the committee until its membership can be renewed, and the new Chair begins. The joint committee includes the IASL President and the IFLA School Libraries Chair plus three members appointed from each of the two school library groups.

The past members (for the 2012 to 2014 calendar years) were:

- Randi Lundvall (Norway) – IFLA School Libraries Chair
- Barbara Schultz-Jones (USA) –IFLA School Libraries Chair
- Diljit Singh (Malaysia) – IASL President
- Lesley Farmer (USA)
- Luisa Marquardt (Italy)
- Lourense Das (Netherlands)
- Jeff Yasinchuk (Canada)
- Dianne Oberg (Canada)

*A New IASL Award*

At this year's IASL conference in Maastricht, the IASL Best Conference Paper Award will be awarded for the first time. This award is given to recognize the best paper presented at an IASL conference by a current IASL member. The paper must be presented by the awardee or a co-author. Criteria for selection include: quality of the written paper, contribution to the field of school librarianship, timeliness, and practicality or applicability. The award is comprised of a certificate of recognition and a conference travel stipend of up to 1000 USD, which will be presented at the conference. More information will be sent out on IASL-LINK.

Best wishes,  
Dianne Oberg  
IASL, Regional Director for Canada

# SSLA Executive Meeting

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March 21, 2015

## New Business

### STF Summer Short Courses

#### Fostering Reading and Writing in the Primary Grades Using Technology

(Kindergarten – Grade 3)

Presenter(s): Carlene Walter

August 6

This workshop is designed for kindergarten to grade three educators and teacher-librarians who wish to explore how the thoughtful integration of technology can enhance students' writing craft and foster deeper comprehension of read texts. In this session, we will closely examine how digital technologies can positively impact students' literacy skills, personal expression and creativity, and facilitate collaboration and differentiation.

#### Must Have Digital Tools for Teaching and Learning

(Grade 3 – Grade 5)

Presenter(s): Chantelle Anderson and Carlene Walter

August 7

How can we use technologies to align with curricula in order for our students to be digitally fluent, to communicate, collaborate, connect, and think critically? In this session, participants will investigate web-based tools and apps to enhance teaching and learning.

#### Tinker, Maker and Learn: Fostering Creativity with Makerspaces & Coding

(Grade Three – Grade 8)

Presenter(s): Carlene Walter and Jana Scott Lindsay

August 10

Invent. Create. Make. Classrooms are being redesigned and changing to encompass creative environments, such as Makerspaces and Coding. In this session, we will look at web-based tools and apps which can be used to build a place for creativity, collaboration, and connections.

## Help! How Do I Get Started!

(Kindergarten to Grade 12 Teacher-Librarians)

**Presenter(s):** Gaétan Hammond and Charlotte Raine

August 11

This workshop is designed for beginning teacher-librarians who are working in school libraries. The focus will be on the workings of a school library from the basics of facility management, organization, collaborative instruction, collection development, to investigation on promoting information literacy, effective technology use, inquiry, reading and high-yield instructional strategies.

## School Libraries in the 21<sup>st</sup> Century

(Kindergarten to Grade 12 Teacher-Librarians)

**Presenter(s):** Gaetan Hammond and Carlene Walter

August 12

This workshop is designed for teacher-librarians who are seeking ways to enrich technology use in the school library or teachers wanting to create a technology-rich classroom. This hands-on workshop examines ways to enhance learning and deliver state-of-the-art service using current, freely available technologies including apps, web-based tools and social media. Collaboration, organizational, and presentation tools, as well social annotation and multimedia production and hosting will be explored.

# SSLA Executive Meeting

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## SSLA Strategic Revisioning - SWOT analysis

Strategic planning is the process for developing a blueprint for action and change within their Association.

### Process



## Values and Mission Analysis

### Four Pillars

Note: The documentation from executive was summarized and placed under the following headings in the SSLA Strategic Plan document

- *Advocacy* - To strengthen and unify the voice of teacher-librarians in Saskatchewan
- *Professional Development* - To provide learning opportunities for quality school library programs
- *Communication* - To provide an environment in which members participate, contribute, and benefit from the Association
- *Sustainability* - To reflect the core values of the profession and its future needs

## Environmental Scan

### Strengths and Weaknesses

## Strategic Development

### Checklist

The various basic requirements to begin a strategic planning process are discussed below

- Organizational Readiness
- Organizational Commitment
- Organizational Capacity (human resources, financial resources, and time)
- Reasons for Planning
  - Change
  - Renewal
  - Mandate
  - Build community support

## SWOT Analysis

