

# SSLA Executive Meeting

January 19, 2018



2018-2019

# SSLA Executive Meeting

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## Date

January 19, 2019

Location: Dr. Martin LeBoldus High School  
Regina, SK

Link for online participants: <https://ca.bbcollab.com/guest/3f037bc3c1f241c5a452c5eb7648047e>

9:00 a.m – 12:00 p.m.

## Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 9:07 on January 19 by Gaetan Hammond

Meeting was called to order at 9:07AM .

**Present:** Gaetan, Charlotte, Hannah, Sophie, Carol, Sherry, Carla

**Regrets:** Regan, Katie

## 1. Approval of Agenda

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

Motion by Hannah, seconded by charlotte, carried

1.2. **Additions to the agenda:**

No additions to agenda

## 2. Approval of Minutes

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

Carol motions to approve, seconded by Hannah, carried

## 3. Reports

### 3.1. President

Gaetan saved the digital badging site after it went down mid-December. Thank you to Gaetan!

He is building the digital badges information on our site. The digital badging site can then be shut down. Gaetan’s article on Social LEADia generated quite a bit of momentum. We would like to continue to build our registration for the conference – Gaetan has been removing duplicate registrations. Passwords on SSLA page were updated due to security issues. Gaetan can send you the password if you would like it. Access Copyright cheque was smaller this year – maybe due to smaller membership. Gaetan has connected with Shannon McClintock Miller and Jennifer Casa-Todd. Shannon would be interested in doing a series. Gaetan will connect with Sherry to build this for 2019-2020. The Learning Events contract has been updated. ACTION ITEM: Gaetan will be putting a piece together on annual library reports for The Medium. ACTION ITEM: Executive needs to send AGM reports.

### **3.2 Past President**

Charlotte has been updating information on awards and bursaries. ACTION ITEM: Charlotte and Sophie will connect over our school division contact list.

### **3.3 Treasurer/Membership**

There was one mayment that was missed due to etransfer. The majority of registrations have been paid online. Carol will continue to monitor. Carol will split the cost of the mailout between the two conferences.

### **3.4 Professional Learning Councillors**

Regan has arranged vendors for the conference and has book hotel rooms. A number of rural school boards have opted to attend. ACTION ITEM: A tent card or flyer on the table for sponsors and day agenda.

### **3.5 Publications Councillor**

Katie has some pieces ready for the winter edition with three articles. Fall edition was posted including a blast from the past.

### **3.6 Special Projects Councillor**

Carla has been adding to the FNMI project – and adding French resources. We are able to apply for the grant again to continue the FNMI project with a grade 7-12 focus. ACTION ITEM: Carla will put together an application for the grant to continue the project.

Hannah would like to connect with a few teachers she knows to publish their work on the FNMI site. ACTION ITEM: Set meeting date

### **3.7 Secretary/Archivist/Membership**

ACTION ITEM: Send out newsletter. ACTION ITEM: Connect with Charlotte over school division contacts list. ACTION ITEM: Add public library survey until January 25. Link:

[www.saskatchewan.ca/government/public-consultations/report-of-saskatchewan-public-libraries-engagement-survey](http://www.saskatchewan.ca/government/public-consultations/report-of-saskatchewan-public-libraries-engagement-survey)

Hannah motions that reports be accepted as read. Carol seconds. Carried.

## 4. Open Issues

### 4.1. Conference Update

Do we keep the extra room? Discussion about whether we should expect a large group to register late. If the original space can hold only 100 – we will keep the room. Possibly cut off registration on March 29? 31?

Discussion at the next meeting about socials.

### 4.2. FNMI Resource List updates

Covered in reports.

### 4.3. Learning Events planning

Shannon McClintock Miller and Jennifer Casa Todd are interested in doing learning events.

ACTION ITEM: Gaetan will forward correspondence to Sherry. Third speaker options to be discussed at our next meeting. ACTION ITEM: Executive to review list of possible presenters and share thoughts at next meeting,

### 4.4. Awards and Bursary

Awards and bursary info to be sent out in newsletter (along with poster to display) – Connie Action for mid-career, John G Wright to distinguished, Art Forgay given to board members.

Bursary - \$500 for anyone taking classes. ACTION ITEM: Sophie will add descriptions to awards on newsletter.

## 5. New Business

### 5.1. Correspondence

#### 5.1.1. Multitype Library Board

#### 5.1.2. Sask Library Association

#### 5.1.3. Canadian School Libraries

### 5.2. Planning for 2019-2020 – Executive positions

Something to think about for February 9. Carla and Charlotte will be stepping down. Gaetan will be stepping down as president. Please consider your plans for next year and be prepared to discuss at our next meeting.

### 5.3. Possible STF grant applications

Discussed during Special Project concillors report.



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



## Adjournment:

Meeting was adjourned at 10:18am by Carla. The next general meeting will be at TBD on February 9 at 10AM.

Minutes submitted by: Sophie

Approved by: Gaetan Hammond

# SSLA Executive Meeting

January 19, 2018

## SSLA Executive Action List

Action	Who	Comments
Contact conference venues regarding power outlets	Regan	
Connect with and confirm vendors	Regan	In progress
Determine if extra room is required in Regina	Regan	
Move digital badging to weebly site	Gaetan	In progress
FNMI Project page finishing touches	Gaetan	
Prepare winter newsletter	Sophie	In progress
Meet with Brenda at OTC	Carla	In progress
Update liaison list	Sophie	In progress
Connect with Joanne Beltramini re: advocacy	Gaetan	On hold
Archive Medium behind the veil	Regan, Gaetan	
Review school division contacts	Charlotte, Sophie	
Prepare tent card or flyer for conference	Regan (Sophie?)	
Prepare grant proposal to continue FNMI project	Carla	
Set meeting date for Special Projects meeting (in Regina?)	Hannah, Carla	
Send out winter newsletter (include awards info & survey link)	Sophie	

Choose cutoff date for conference registration	Regan	
Confirm with Scott Burant that Joanne Beltramini can be an ad hoc member as a retired teacher.	Gaetan	On hold
Review possible Learning Events presenters	Executive	
Send AGM reports to Gaetan	Executive	
Send personal photo/headshot to SSLA Gmail account	Executive	
Review roles assigned in the Strategic Plan and complete associated tasks	Executive	Ongoing
Promote SSLA events, publications, membership and digital badges on social media	Executive	Ongoing
Submit any expenses or requisitions to Carol as they arise	Executive	Ongoing
Support all members and be cognizant of stresses and challenges.	Executive	Ongoing

# SSLA Executive Meeting

---

January 19, 2018

## President's Report

### Information Items

- Digital badges site had been down for quite some time – since at least mid-December. YAS switched to a different server provider, and it had not worked since. Just after Christmas, they were able to retrieve the files and get the site loading, but I was unable to log in with either our SSLA account or my personal account. We were finally able to resolve the problem on Jan. 8. So far, I have retrieved the text and videos for digital badging files from A-H.
- I submitted an article on Jennifer Casa-Todd's SocialLEADia session for the Medium.
- I am monitoring the registrations as they come in for the Ruth Culham workshops. Most registrants have paid at this point. Regan, Carol, Sophie, and I may want to meet later to go through this together.
- I updated the web accounts and passwords page on the SSLA web site.
- I received a payment from Access Copyright - \$25.76, which I have submitted to Carol today.
- I contacted Shannon McClintock Miller and Jennifer Casa-Todd to see if they might be interested in being presenters for Learning Events in 2019-2020, and they both expressed interest. I will pass their contacts over to Sherry, so she can work out the arrangements for dates and sending out contracts.
- I have updated the Learning Events contract on the SSLA web site.

### Action Items

- I am working on a second article for the Medium.
- I need to collect Annual reports from last year's executive for the AGM in April. If you have not submitted your Annual Report to me, please do by our February meeting. So far, I have received final reports from Charlotte and myself.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond



# SSLA Executive Meeting

---

January 19, 2018

## Past President's Report

### Information Items

- Gathered the news from SSLA liaisons
- Updated the Awards & Bursary poster and website for 2019
- Worked on finding school library contacts in school divisions for SSLA and the Multitype Library Board
- Will have attended a Multitype Library Board meeting on January 15

### Action Items

- Strike an Awards subcommittee to select award recipients from applications.

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond

# SSLA Executive Meeting

---

January 19, 2018

## Treasurer's Report

### Information Items

- Financial Statement Attached
- Chequing account balance \$23,388.89
- Term Deposit balances \$22,493.15

### Action Items

- All conference registrations are being paid by PayPal.
- One term deposit (\$10,000) was moved to chequing
- Cheque for old Listowel Trophies invoice was mailed

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

# SSLA Executive Meeting

---

January 19, 2018

## SSLA Financial Report – Banking Summary

**Saskatchewan School Library Association  
 Profit and Loss  
 October 27, 2018 - January 12, 2019**

	<b>Total</b>
<b>INCOME</b>	
Conference 2019	3,570.00
Interest	1.72
Membership	660.00
Term Deposit Transfer	10,060.00
<b>Total Income</b>	<b>\$ 14,291.72</b>
<b>GROSS PROFIT</b>	<b>\$ 14,291.72</b>
<b>EXPENSES</b>	
Advertising	75.00
Conference 2019 - Regina	259.44
Conference 2019 - Saskatoon	259.45
Executive Meetings	7.29
Financial Record Keeping	51.06
PD Opportunity - Fourth Year Executive	854.51
Special Projects	66.05
<b>Total Expenses</b>	<b>\$ 1,572.80</b>
<b>OTHER EXPENSES</b>	
Paypal fees	127.77
<b>Total Other Expenses</b>	<b>\$ 127.77</b>
<b>PROFIT</b>	<b>\$ 12,591.15</b>

# SSLA Executive Meeting

---

January 19, 2018

## PD Councillor's Report

### Information Items

- Have four vendors signed on for Saskatoon, three for Regina – further follow up emails have been sent.
- Booked hotel rooms for Ruth Culham.
- Gaetan and Carol have been on top of registrants – going slowly!!!

### Action Items

- Continue vendor follow up.
- How will we show sponsorship at the event? (don't remember if we made a decision on this?)
- Put push on for promoting registration as of NOW (**in Regina have to decide if we keep addition room space 60 days before – by Feb 8, 2019**).
- For February meeting – finalize job list; finalize 'materials needed' list; provide lunch options for decision
- Communicate update with Ruth Culham

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

# SSLA Executive Meeting

---

January 19, 2018

## Publications Councillor's Report

### Information Items

- Autumn edition of *The Medium* is posted.

### Action Items

- Collecting interviews for the Winter edition
- Gathering archived article for our "Blast from the Past" section

Report submitted by: Katie Bell

Approved by: Gaetan Hammond

# SSLA Executive Meeting

---

January 19, 2018

## Special Projects Councillor's Report

### Information Items

- Finalized submissions for FNMI Grant as indicated below
- Continued work on FNMI site with targeted focus on completion of grade 4 area and adding links to Stewart Resource Centre, started gathering information to add to grade 7-9 area as well as French resources.
- Ordered 250 more bookmarks

### Action Items

- Move forward with resource collection
- New Grant ??????

### Correspondence:

#### Reply

Wed 2018-12-05, 11:28 AM

Katerynych, Carla;

SSLA, Gaetan Hammond (gaetan.hammond@gmail.com);

scott.burant@stf.sk.ca;

+1 more

Inbox

Thanks Carla. This receipt will replace those others.

We have now received all of the required documentation to complete the SSLA Special Project Grant entitled FNMI, Treaty and TRC K-12 Resources Project.

Thank you to SSLA for working on this worthwhile project.

Colleen

Colleen Paulhus

Administrative Assistant, Member Services Unit | Saskatchewan Teachers' Federation

2317 Arlington Avenue | SASKATOON SK S7J 2H8

T: 1-800-667-7762 or 306-373-1660 ext. 6975 | F: 306-374-1122

[www.stf.sk.ca](http://www.stf.sk.ca)

Report submitted by: Carla Katerynych

Approved by: Gaetan Hammond

# SSLA Executive Meeting

---

January 19, 2018

## Special Projects Councillor’s Report

### Information Items

- I spoke and met with Jen Stewart Mitchell who worked on a special project with me and she too is willing and eager to share our work titled “Journey toward Reconciliation .” This project was aimed at grade 7/8 ELA, Social Studies (connected education) and digital citizenship outcomes to explore a day in the life of a Residential Student, a student today and exploring the organizations who were involved in Residential Schools as they continue to journey and do their part for reconciliation. Jen also has another project she worked on with connected ed components at the high school level called, “ My commitment to TRC. ” After viewing the PPT I think it would be worth considering it to be added to our FNMI website as well. Jen also spoke to a project that Jacqueline Ehrmantraux from Leboldus involving indigenous perspective in a book club project. She said Gaetan may be familiar with this? I think it’s warranted for Carla, myself and Jen to sit down and meet and discuss adding these and teaching me the process of how I get things to be added as well. This meeting maybe could happen Feb 9 in Regina we are all available?

### Action Items

Report submitted by: Hannah Patterson

Approved by: Gaetan Hammond

# SSLA Executive Meeting

---

January 19, 2018

## Secretary/Archivist/Membership's Report

### Information Items

- Prepared newsletter to be sent out after meeting.
- Tidied up membership in gmail account
- Updated membership based on registrations

### Action Items

- Continue work on liaisons contact list in gmail
- Continue to monitor membership with Conference registrations

Report submitted by: Sophie Long

Approved by: Gaetan Hammond



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January 19, 2018

## 5.1 Correspondence

5.1.1. Multitype Library Board, December communiqué, .pdf attached

5.1.2. Saskatchewan Library Association

Presentation to the Panel on Engagement with Public Libraries

SLA was fortunate to meet with the government appointed panel on December 1, 2018. Our presentation was based on the key areas of inquiry that were provided to all participants: governance, legislation, role clarity and responsibilities, impact of fiscal pressures, and the future of public libraries. Discussions at the meeting were focused and thoughtful. The significance of the panel’s work is well understood by SLA and we continue to promote a positive, forward thinking approach that recognizes the value able role of public libraries and what is required to support that role. We understand that once the panel concludes its work, a report will be prepared and public consultation will follow.

5.1.3. Canadian School Libraries

Resource Links journal – Latest edition features books on immigrants and refugees.

Program Guidelines repository - This part of the CSL website features Canada’s school library program guidelines and guideline documents from various Canadian provinces as well as the latest documents from Australia, Scotland, and the United States.

