

SSLA Executive Meeting

February 9, 2018



2018-2019

SSLA Executive Meeting

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Date

February 9, 2019

Location: Dr. Martin LeBoldus High School
 Regina, SK

Link for online participants

10:00 a.m – 3:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 10:10AM on February 9, 2019 by Gaetan Hammond

Meeting was called to order at 10:10 AM.

Present: Gaetan, Charlotte, Carol, Carla, Hannah, Regan, Sophie, Katie

Regrets: Sherry

1. Approval of Agenda

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

(Motioned by Carla, seconded by Carol, approved)

1.2. Additions to the agenda:

1.2.1. Advocacy Piece added to New Business (5.3)

2. Approval of Minutes

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

(Motioned by Regan, seconded by Carla, moved)

3. Reports

3.1. President

Gaetan has done some more work on the website – Ed Tech section. ACTION ITEM:

send out contracts for Learning Events. As part of advocacy work, Gaetan has been working on directory of school libraries and their staff. Gaetan will write an article on the book *Hacking School Libraries* for the next issue of The Medium. Gaetan needs some reports for our AGM on April.

3.2. Past President

Charlotte is trying to find the person responsible for school libraries in each school division.

3.3. Treasurer

Carol have the annual report for the agenda. Additional payments and registrations are still coming in.

3.4. Professional Learning Councillors

Will be discussed during open business.

3.5. Special Projects Councillor

Carla sent an email in January to the STF to confirm if we could apply for a grant to continue the FNMI project. They took our application and we are onto the second 'level' of approval. We are looking for additional sub days to have a team or committee of teachers to work on the FNMI project.

3.6. Secretary/Archivist/Membership

Newsletter was sent out in January.

Motion to approve reports as read: Hannah. Seconded: Carol. Approved.

4. Open Issues

4.1. FNMI Grant Application

Carla has applied for the grant. It is in the process of approval. Grade 10-12 could be bunched together along with Grade 7-9.

4.2. Learning Events Presenter discussion

Shannon McClintock Miller is willing to do several Learning Events sessions. We could consider Brian Aspinal for Learning Events and Gina Cherkowski for 2021 conference. ACTION ITEM: Approach Brian Aspinal for Learning Events (Gaetan), approach Gina Cherkowski for 2021 conference (Regan).

4.3. Awards and Bursary update

A nomination from RCSD for Connie Acton is coming. Need to promote awards (social media?). Awards can be presented at the conference during lunch. Sophie will promote each award on facebook.

4.4. Conference Planning

4.4.1. Executive Attendance

Saskatoon:

Gaetan, Regan, Carla, Hannah (?)

Regina:

Gaetan, Regan, Carla to attend AGM, Charlotte, Carol, Hannah, Katie, Sherry, Sophie
We do not require executive to pay the registration fee. Try to have your travel costs covered by your board.

4.4.2. Conference Jobs/Tasks

On attachment from Regan.

4.4.3. Conference Set Up

Also on attachment from Regan.

4.4.4. Sponsorship Display & Agenda

Nelson is only sponsoring once conference. Silver and Gold get lunch. Gold gets a priority choice of table location. Possibly reach out to teacher stores in Regina & Saskatoon for last minute sponsors.

4.4.5. Cutoff Date for Registration

April 1 will be cutoff date for registration.

4.4.6. Communications & Promotion

Send promotions to school divisions – working on writing goals, strategic plans, forward to staff, and so on. Possibly send to principals? Sophie will create a promotional poster.

4.4.7. Social

In Regina on Thursday evening. Sophie will take on planning this. \$15 per person at twenty ten city eatery for an event in the lobby. Attendees could purchase their own beverages. Send out questionnaire about dietary restrictions.

4.5. Planning for 2019-2020 – Executive positions

Carla is willing to stay on as a member at large. Hannah, Carol and Regan will remain in the same positions. Sophie is willing to move into the president elect position. Gaetan will connect with Katie and Sherry to see their plans.

5. New Business

5.1. Canadian School Libraries donation re: advocacy

Discussion lands on \$250 annual donation. Motioned by Charlotte, seconded by Carla, approved. Sophie will attend TMC6.

5.2. Weebly promotion

Motion to pay the weebly for the upcoming two years and take advantage of their current promotion. Motioned by Regan, seconded by Carol, passed.

5.3. Advocacy

Discussion on an application for research on libraries. Also – a directory could help us see how many schools have librarians or library clerks and technicians. ACTION ITEM: Charlotte could email Scott to discuss advocacy and ad hoc members. ACTION ITEM: Advocacy portion of website to be added to newsletter. Also – Ed tech. Also – Social info. Could resources be prepared for school divisions to use? ACTION ITEM: Sophie send info for SLA newsletter. Should we have different memberships for teachers and associate members? Membership: is lifetime unless opted out. Registration to conference and learning events costs will include membership. ACTION ITEM: Include constitution change in newsletter.

Adjournment:

Meeting was adjourned at 2:51 pm by Regan Williams. The next general meeting will be at 9 am on March 9 online.

Minutes submitted by: Sophie Long

Approved by: Gaetan Hammond

SSLA Executive Meeting

February 9, 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	Complete
FNMI Project page finishing touches	Gaetan	Complete
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	Complete
Set meeting date for Special Projects meeting (in Regina?)	Hannah, Carla	
Send out winter newsletter (include awards & survey)	Sophie	Complete
Choose cutoff date for conference registration	Regan	Complete
Review possible Learning Events presenters	Executive	Complete
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



web: www.ssla.ca
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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

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February 9, 2018

President's Report

Information Items

Completed transferring the information from the digital badges site and built an Ed Tech Tools page on the SSLA website.

Forwarded contact info for Shannon McClintock Miller and Jennifer Casa-Todd to Sherry.

Contacted a few registrants of the conference regarding payments. We had two cancellations.

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 you Annual Report to me, please do so ASAP. So far, I have received final reports from Charlotte and myself.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond



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Past President's Report

Information Items

- Nothing new to report.

Action Items

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond



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Treasurer's Report

Information Items

- Annual Financial Report included below.

Action Items

SSLA Executive Meeting

February 9, 2018

SSLA Financial Report – Banking Summary (Annual)

Saskatchewan School Library Association Profit and Loss July 2017 - June 2018

	<u>Total</u>
INCOME	
Access Copyright	299.79
Digital Badging Income	110.00
Interest	10.86
Learning Events	3,270.00
Membership	902.00
STF Basic Grant	4,416.00
Term Deposit Transfer	12,359.00
Total Income	\$ 21,367.65
GROSS PROFIT	\$ 21,367.65
EXPENSES	
Audit	160.00
Bank charges	13.79
Conference 2019 - Regina	1,332.75
Conference 2019 - Saskatoon	1,868.18
Digital Badging	428.50
Executive Meetings	816.04
Executive Travel	2,488.30
Financial Record Keeping	210.90
Gifts	112.95
Learning Event Expenses	2,068.32
PD Opportunity - Fourth Year	
Executive	903.13
Postage	14.10
Publications	350.00
Special Projects	1,439.45
Strategic Planning Facilitation	978.39



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Term Deposit Transfer Out	32,359.00
Website Hosting Fee	1,255.13
Wufoo Online Survey Maker	79.03
Total Expenses	\$ 46,877.96
OTHER EXPENSES	
Paypal fees	112.12
Total Other Expenses	\$ 112.12
PROFIT	-\$ 25,622.43

Submitted by: Carol Preece

Approved by: Gaetan Hammond



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PD Councillor's Report

Information Items

- Conference "stuff" for discussion included in open business.

Action Items

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

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Publications Councillor's Report

Information Items

- Nothing new to report.

Action Items

Report submitted by: Katie Bell

Approved by: Gaetan Hammond

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Special Projects Councillor's Report

Information Items

- Nothing new to report.

Action Items

Report submitted by: Carla Katerynych

Approved by: Gaetan Hammond



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Secretary/Archivist/Membership's Report

Information Items

- Nothing new to report.

Action Items

Report submitted by: Sophie Long

Approved by: Gaetan Hammond



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5.1 Correspondence

5.1.1 Special Projects Grant