

# SSLA Executive Meeting

March 9, 2019



2018-2019

# SSLA Executive Meeting

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March 9, 2019

**Date:** March 9, 2019

**Location:** Plainsview School, 7741 Mapleford Gate, Regina, SK S4X 4V2

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 9:09AM on March 9, 2019 by Gaetan Hammond.

Meeting was called to order at 9:10 AM.

**Present:** Gaetan, Carol, Regan, Sophie, Katie, Sherry, Carla, Charlotte

**Regrets:** Hannah

## 1. Approval of Agenda

- 1.1. The agenda was *unanimously approved* as distributed.
- 1.2. Additions to the agenda:

## 2. Approval of Minutes

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

## 3. Reports

### 3.1. President

Looking into a web redirect to get those who are looking for digital badges end up on the Ed Tech tools page. Contracts completed for Shannon and Jennifer but not for Brian. We are looking for some other options: Jennifer LaGarde? Joy Kirr? Shannon twice? LM publications were once contracted to create posters for us... they are downsizing and have 50-100 posters of ours. We are thinking of giving those away or selling them at the social. Still need a few reports for the AGM. Logos need to be put up for sponsors on Ruth Culham page.

### **3.2. Past President**

Awards discussion will take place during open issues. School Division personnel list on hold for now – waiting for responses? Elgin Bunston would like a TL to present about subscription databases. Charlotte’s PD fund is drained, as is Gaetan’s. Perhaps the SSLA could provide funds?

### **3.3. Treasurer/Membership**

Quickbooks was down. Carol has sent a list of memberships because she is amazing.

### **3.4. Professional Learning Councillors**

We will be looking over registrations this afternoon. Ruth needs some items that Regan will pick up. She has asked us to deduct the cost from her fee. Regan is finalizing details with vendors. Lunch preferences to be discussed.

### **3.5. Publications Councillor**

Amy Perrey will be our spotlight for the winter edition. The edition should be out shortly.

### **3.6. Special Projects Councillor**

Carla: Funding is approved for the Gr 7-9 portion of the FNMI project.

Hannah: Hannah has been in touch with teachers in Regina and Prince Albert to develop resources. She will develop a letter requesting resources that others are willing to share.

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

## **4. Open Issues**

### **4.1. Learning Events Presenter discussion**

Looking for one more: Shannon McClintock Miller, Jennifer LaGarde, other names?  
Gaetan will send out some enquiries.

### **4.2. Awards and Bursary update**

We have prints for the award recipients. They will be handed out at 1pm at the conference.

### **4.3. Conference Planning (task list included with attachments)**

WDM: Soup & Sandwich Bar Lunch (\$16.95 pp)

Evraz: Working Lunch (\$20 pp)

Sophie will send out a prior-to event email to registrants.

#### **4.4. Constitution Amendments**

There are some amendments that could be made to positions. We will stick with just the one change to membership, which Gaetan will add to the AGM.

### **5. New Business**

#### **5.1. Correspondence**

##### **5.1.1. SLA (additional correspondence with attachment)**

Share conference information if you would like to. Gaetan motions that the SSLA helps cover Charlotte's expenses to the IT summit. Charlotte will request funds through our 4-year PD funds. Motioned by Katie, seconded by Regan. Moved.

#### **5.2. Advocacy through University Classes**

Possible advocacy during teacher training process. Gaetan would like to send some people to university classes (third year?) to discuss about the role of TLs and what they can provide. Sophie suggests that we could fund a substitute day for one of our executive to attend classes.

### **Adjournment:**

Meeting was adjourned at 10:21 am by Carol. The next general meeting will be at AGM in Regina on April 12 at 4 PM.

Minutes submitted by: Sophie Long

Approved by: Gaetan Hammond

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## SSLA Executive Action List

Action	Who	Comments
Contact conference venues regarding power outlets	Regan	Complete?
Connect with and confirm vendors	Regan	Complete
Determine if extra room is required in Regina	Regan	Complete
Update liaison list	Sophie	In progress
Archive Medium behind the veil	Regan, Gaetan	Complete?
Review school division contacts	Charlotte, Sophie	
Prepare tent card or flyer for conference	Regan (Sophie?)	In progress
Set meeting date for Special Projects meeting (in Regina?)	Hannah, Carla	
Send AGM reports to Gaetan	Executive	
Send personal photo/headshot to SSLA Gmail account	Executive	
Send out contracts for Learning Events	Gaetan/Sherry	In progress
Approach Brian Aspinall for Learning Events 2020	Gaetan	Complete
Contact Gina Cherkowski for Conference 2021	Regan	
Promote awards on Facebook	Sophie	Complete
Develop targeted promotional material for conference	Sophie	Complete
Pay for Weebly account for upcoming two years	Gaetan/Carol	Complete

Confirm details for the anniversary social, plan event	Sophie	In progress
Spring newsletter: <ul style="list-style-type: none"> <li>- Awards</li> <li>- Conference (cut off date)</li> <li>- Advocacy portion of website</li> <li>- Ed Tech tools</li> <li>- FNMI page</li> <li>- Constitution change (membership)</li> <li>- Anniversary social</li> </ul>	Sophie	Complete
Review assigned roles and tasks for upcoming conferences in attachment from Regan	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

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## President's Report

### Information Items

- I shut down our account with YasTech, and thanked them for their help transferring our information from Stealth to our current platform.
- I launched the Ed Tech Tools pages. Corrected an issue with the accordion menus in the Tools by Category Section. All information now displays properly.
- I completed an article for *The Medium*.
- I sent out and received signed contracts for Learning Events from Jennifer Casa-Todd for Nov. 20, 2018 and Shannon McClintock-Miller for Jan. 23, 2019. Brian Aspinall initially expressed interest, but then decided to charge an amount well beyond our budget. I am currently looking for a third presenter.
- I have been monitoring the SSLA email account to deal with emerging issues.
- I have begun preparing the AGM agenda.
- I made some updates to the website – some adjustments to the opening slideshow, added an advocacy link on the home page, corrected some inaccurate links, etc.
- Purchased website hosting from Weebly at discounted price – renewed until Aug. 2021.

### Action Items

- I will be contacting Executive members individually to obtain year-end reports for the AGM. I require the year-end reports from 2017-2018 by April 1.
- Continuing work on a Sask School Libraries directory.
- Put archived *Medium* articles on the website.
- Updated the FNMI Treaty Relationship photo and attribution.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond

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## Past President's Report

### Information Items

- Attempting to collect applications for Awards—none forthcoming at present.
- Continued to work on the list of school division personnel responsible for school libraries
- Corresponded with Elgin Bunston regarding presenting a session at the iTSummit on the subscription databases
- Submitted cheque requisition for donation to Canadian School Libraries

### Action Items

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond



web: www.ssla.ca  
e-mail: sasksla@gmail.com  
twitter: @SaskSLA  
facebook: Saskatchewan School Library Association



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## Treasurer's Report

## Information Items

- Nothing to report at this time.

## Action Items

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

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## SSLA Financial Report – Banking Summary

<b>Saskatchewan School Library Association</b>	
<b>Profit and Loss</b>	
<b>January 12 - March 5, 2019</b>	
	<b>Total</b>
<b>INCOME</b>	
Access Copyright	25.76
Conference 2019	6,730.00
Interest	2.13
Membership	1,290.00
<b>Total Income</b>	<b>\$ 8,047.89</b>
<b>GROSS PROFIT</b>	<b>\$ 8,047.89</b>
<b>EXPENSES</b>	
AGM Awards and Bursary	44.00
Conference 2019 - Regina	317.84
Executive Meetings	180.16
Executive Travel	604.80
<b>Total Expenses</b>	<b>\$ 1,146.80</b>
<b>OTHER EXPENSES</b>	
Paypal fees	238.41
<b>Total Other Expenses</b>	<b>\$ 238.41</b>
<b>PROFIT</b>	<b>\$ 6,662.68</b>
Tuesday, Mar 05, 2019 09:05:50 AM GMT-8 - Accrual Basis	

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## PD Councillor's Report

### Information Items

- Sent email to Ruth Culham checking in and providing hotel information. Told her I would check in again following our meeting in case there were any questions or pertinent pieces of information to pass on.
- Some more registrants have come in which is great. Many names are duplicates – need to check on these.
- Jerbear added as a vendor.
- Extra room cancelled at Evraz.

### Action Items

- Send vendor emails confirming their sponsorship, the details (places, times) of conferences, lunches, door prizes, etc..
- Contact both WDM and EVRAZ with lunch preferences and room set up (EVRAZ) by Tuesday, March 12.
- Review registrants and go over lists to clean up inconsistencies or errors.
- Share job list with executive – everyone to complete jobs.
- Communicate updates with Ruth Culham.

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

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## Publications Councillor's Report

### Information Items

- Amy Perrey has done an interview for our first "Spotlight" article.

### Action Items

- Format interview and other articles for Winter edition

Report submitted by: Katie Bell

Approved by: Gaetan Hammond

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## Special Projects Councillor's Report

### Information Items

- Continued work on FNMI gathering information to add to grade 7-9 area as well as French resources.
- Promotion of Conference within GSCS
- Promotional Bookmarks have been picked up
- Switch over of Digital Badges sites has occurred...Digital Badges will no longer be awarded, the mandate of the site will be to provide an informational source of technological tools to support the role of educators and learning in the classroom
- The Grant submitted in late January has moved to the second phase of approval at the STF. We should receive word of approval in March.

### Action Items

- Move forward with TRC resource collection and classification

Correspondence:

Report submitted by: Carla Katerynych

Approved by: Gaetan Hammond

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## Special Projects Councillor's Report

### Information Items

- I have reached out to a couple teachers in PA and that Jen and Jaquelin have submitted materials for Carla and I to look at and to discuss if they will work.
- I also gathered the free books from one author and will grab the others this weekend as I likely will be seeing the one author at the funeral I am going to.
- Also, the kids dance schedule is in and my girls dance Thursday, Friday and Saturday April 11-13 in Saskatoon, so I can't help with the conference. I will not be at the AGM.

### Action Items

- Special projects grade 7-12 focus- continuing to contact teachers around the province.
- Maybe I need a letter that I send to everyone, a standard one?

Report submitted by: Hannah Patterson

Approved by: Gaetan Hammond

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## Secretary/Archivist/Membership's Report

### Information Items

- Designed and sent out spring newsletter.
- Designed tent cards for conference – need to know numbers.
- Got some more details for anniversary social – some items to be discussed with executive.
- Prepared invite for social – will send it out on Monday
- Kicked off conference promotion to win a signed book
- Promoted awards on Facebook with “award spotlight”
- Created a targeted promotional poster for Ruth Culham conference (Charlotte sent to school division contacts)

### Action Items

- Send out anniversary social invite
- Order conference tent cards
- Continue to send out targeted conference promotion

Report submitted by: Sophie Long

Approved by: Gaetan Hammond

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### 5.1 Correspondence

#### 5.1.1 SLA

Hello,

On behalf of the Saskatchewan Library Association (SLA), we are sending you an early Program for the 2019 Saskatchewan Libraries Conference.

The conference is at the Hilton Garden Inn Hotel and Convention Centre, 90 22 St E., Saskatoon, SK on Thursday, May 2<sup>nd</sup> to Friday, May 3<sup>rd</sup>, 2019. There is also preconference workshop on May 1 at Saskatchewan Polytechnical Institute.

The theme for the 2019 conference is *Libraries Transform!* which represents the transformative influence of libraries. As resources for lifelong learning, libraries transform lives, empower people and strengthen communities through diverse educational, cultural and leisure experiences. Sessions will share how libraries are transforming communities, library spaces, and their roles. The conference will offer a range of sessions that will be of interest to libraries of all types and all sizes in all sectors.

We invite you to share this information. [Delegate registration](#) is on the [website](#) Early bird deadline is April 8, 2019.

Regards,

Dorothea Warren

Executive Director

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“SLA acknowledges Saskatchewan as Treaty Territory and Homeland of the Metis People”