

SSLA Executive Meeting

June 9th, 2018



2017-2018

SSLA Executive Meeting

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Date

Jun. 9th, 2018

Dr. Martin LeBoldus Catholic High School
2330-25th Ave.

9:30 a.m. – 1:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at **Time** on **Date** by **Executive Council Member**

Meeting was called to order at 9:47 AM.

Present: Carol, Charlotte (until 11:30), Gaetan, Regan, Sophie, Carla
Regrets:

1. Approval of Agenda

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

1.1.1. motioned by Carla, seconded by Carol, approved by all

1.2. Additions to the agenda:

1.2.1. Thank you added to end of the agenda (5.3)

2. Approval of Minutes

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

Motioned by Regan, seconded Charlotte, approved by all

3. Reports

3.1. President

Received the grant from the STF. Membership numbers are looking good. Registration for Ruth Culham is underway. Discussion about functionality of PGNs at the STF forum. PGN Day is in September, the SSLA Exec may want to attend. The Sask Reading

Council has rebranded to the Literacy Educators' Network of Saskatchewan. Grade 4 and 5 close to completion for the FNMI Resources project. Proposed budget was prepared, looked at later in the meeting, September 22 PGN Day in Saskatoon will be first meeting.

3.2 Past President

Contacted membership to look for support for executive. There are two librarians interested – one from Yorkton and one from Regina

Action item: send mailout information to Regan

3.3 Treasurer/Membership

Financial review completed – no problems found. Payments from conference will be kept in PayPal until the next fiscal year begins. Received STF grant. Paid deposits for the conference. Carol has a contact who will do the financial review next year. Conference 2019 budget line will be added to account for the deposits for conference locations.

3.4 Professional Learning Councillors

Has been sending vendor letters. Still need to book hotel rooms for Ruth. Will send posters out in the STF mailout. Some funds will be allocated to promote the conference on Social Media.

Publications: We are still in need of another article – Charlotte will submit one.

3.5 Special Projects Councillor

Facebook live event with Carlene on May 9. A newsletter will be sent to the membership. Discussion during budget about the future of this.

The 7, 8, 9 and Personnel section of the FNMI project are the next focus. Met with Scott Burant to review the project. June 30 is the deadline for the grant information. Seven days have been allocated and six have been used. Sophie will take the last day to create a poster and edit/review the pages. The website is continually under construction.

Looking to launch at PGN day Sept 22 and Oct 5 in Regina.

Action item: send final report to STF

Action item: Sophie will create poster and review site. Posters can be sent in the mailout.

3.6 Secretary/Archivist/Membership

Motion to accept reports as read – Carol, seconded – Carla, all in favour

4. Open Issues

4.1. TRC Special Project

Discussed in reports

4.2. Conference

Discussed in reports

4.3. SSLA Executive Roles and Responsibilities Action List

- treasurer@ssla.ca is the address to accept e-transfers for the conference
- Gaetan has added a link to the conference on the Learning Events page
- Hotel rooms will be booked soon for Ruth Culham
- STF mailout discussed today – decision made
- Vendors contacted
- Article found for The Medium
- Kendra’s article videos have been prepared
- Newsletter sent
- Convention – awaiting response from the committee
- AGM reports – still awaiting some reports
- Review of roles is next open issue
- Other tasks ongoing

4.4. Review Executive roles and responsibilities

4.5. Proposed budget for 2018-2019

Proposed budget was reviewed by executive.

4.6. Advocacy

1. Provide members with tools to advocate for themselves (letters they can send to minister, report examples that can be sent to directors, consultants, to show all of the work done by librarians etc.)
2. Connect with allies within the realm of our profession
3. Connect with the public.

5. New Business

5.1. Correspondence

Grant received from STF. Sask Polytech wants us to attend meeting in the fall (Sept 21)

5.2. STF PGN Day – Sep. 22, 2018

The SSLA executive will attend and potentially have our first meeting.

5.3. Thank you



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



Adjournment:

Meeting was adjourned at 12:22PM by Gaetan. The next general meeting will be at The STF PGN Day on September 22 at 9:00AM

Minutes submitted by: Sophie Long

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

SSLA Executive Action List

ACTION	WHO	COMMENTS
Book hotel rooms for Ruth Culham	Regan	
Send promotional material for conference in mailout	Regan	
Connect with and confirm vendors	Regan	In progress
Set dates for 2018-2019 meetings	Gaetan	
Add budget line for 2019 conference in 2018 budget	Carol	
Send Special Project Report to STF	Carla	
Create poster for FNMI project, review of site	Sophie	
Send mailout information to Regan	Charlotte	
Confirm convention application was received	Sophie	Awaiting response
Submit AGM reports by June 9	Executive	
Review roles assigned in the Strategic Plan and complete associated tasks	Executive	Ongoing
Share digital badges on social media (additionally, promote SSLA events, publications and membership)	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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June 9th, 2018

President's Report

Information Items

Based on a membership of 119 members, our STF grant allocation for next year is \$1752. Thank you to Sophie and Carol for submitting the necessary documents to the STF.

We have had 6 registrations for Ruth Culham so far: 4 in Regina and 2 in Saskatoon. All registrations have used Credit Card payments so far, and everything seems to be going smoothly.

I attended the STF PGN forum on June 1st, in Saskatoon. Much of the discussion focused around the possibility of changing models of how PGNs function. The STF seems to be indicating that we may want to move away from previous models used by Special Subject Councils into new areas of Professional Growth development.

Joan Bue, the President of the Literacy Educators' Network of Saskatchewan (LENS), formerly known as the Saskatchewan Reading Council approached me. They were in the middle of rebranding this year, which is why we could not find them anywhere. However, they are still very interested in working in partnership with us in the future. They would have been interested in helping with Ruth Culham, but understand that it is probably too late for that opportunity.

Work continues on the FNMI Resources list. We have completed most of Grade 4 and have begun work on Grade 5.

Annual report written and submitted.

Action Items

Continue directing the construction of the FNMI webpages.

Prepare a proposed budget for 2018-2019.



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



Plot out possible dates for 2018-2019 meetings. PGN day in Saskatoon is Sept. 22. Do we wish to attend as a group?

Organize information behind the veil – add files that need to be updated.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

Past President's Report

Information Items

- Met with Elgin Bunston from the Ministry on April 24. He is still trying to find a way to get school library information from the Ministry out to the sector. We may abandon the SSLA connection and try curriculum superintendents or literacy coordinators instead.
- Praxis released their survey of Ministry-provided database usage. Only two surveys from the school library sector were completed, one of those being from the STF library.
- Compiled the latest news from the SSLA Liaisons
- I am contacting members to fill our vacant executive positions.

Action Items

1. Lead a discussion on revisions to the handbook.

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

Treasurer's Report

Information Items

1. Financial Statement Attached
2. Chequing account balance \$9,287.20
3. Term Deposit balances \$32 359.00

Action Items

Financial Review completed.

E-transfers set up. No payments by this method yet.

Cheque received on June 5 from STF for 2017-2018 grant.

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

SSLA Financial Report – Banking Summary

**Saskatchewan School Library
 Association
 Profit and Loss
 April 14 - June 5, 2018**

	<u>Total</u>
INCOME	
Interest	0.98
Total Income	<u>\$ 0.98</u>
GROSS PROFIT	\$ 0.98
EXPENSES	
Audit	160.00
Conference 2019 - Regina	1,332.75
Executive Meetings	152.00
Executive Travel	440.00
Financial Record Keeping	63.27
Learning Event Expenses	500.00
Publications	150.00
Special Projects	553.84
Total Expenses	<u>\$ 3,351.86</u>
PROFIT	-\$ 3,350.88

Tuesday, Jun 05, 2018 08:20:54 PM GMT-7 - Accrual Basis

Submitted by: Carol Preece

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

PD Councillor's Report

Information Items

- Contracts signed and deposit cheques sent for venues
- Have begun to send vendor letters.

Action Items

- Book hotel rooms for Ruth Culham
- Complete vendor letters
- Decide if we want to advertise in STF mailout and/or Bulletin

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

Publications Councillor's Report

Information Items

June Medium edition will feature:

- one article by Sophie
- one article by Kendra Helfrich
- one by myself

Action Items

- Complete issue and post to website
- Continue to solicit articles on social media

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

Special Projects Councillor's Report

Information Items

Facebook Live Session May 9

Continued with Special Project Site site development

Promotion of May 9 Facebook Live session to digital badge participants.

Met with Scott Burant to review project

Action Items

Move forward with TRC resource collection and classification to prepare for web site development

Report submitted by: Carla Katerynych

Approved by: Gaetan Hammond

SSLA Executive Meeting

June 9th, 2018

Secretary/Archivist/Membership's Report

Information Items

- Submitted membership information to STF
- Uploaded minutes to website
- Sent out May newsletter
- Hosted #SaskEdChat on Literacy
- Promoted Conference and Executive to RCSD TLs

Action Items

- Gather reports for next year's AGM

Report submitted by: Sophie Long

Approved by: Gaetan Hammond



web: www.ssla.ca
 e-mail: sasksla@gmail.com
 twitter: @SaskSLA
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June 9th, 2018

Correspondence:

STF Grant letter



2517 White Avenue
 Saskatoon, SK S4L 0J6
 T: 306.372.1630 F: 306.374.1122
 sl@ssla.ca

May 31, 2018

CAROL PREECE
 TREASURER
 SASKATCHEWAN SCHOOL LIBRARY ASSOCIATION
 1662 EWART PL
 REGINA SK S4X 4E4

Dear Carol,

We have received all the requirements in order to disburse the 2017-18 grant funds to the Saskatchewan School Library Association. Please find enclosed a cheque in the amount of \$1,752.

The grant allocation for your professional growth network was calculated on the membership of 119 as of June 30, 2017. A copy of the grant calculation sheet is enclosed.

If you have any questions, please do not hesitate to contact Colleen Paulhus or me.

Sincerely,

Scott Burant
 Managing Director, Member Services

/cp

Enclosures

cc: Gactan Hammond, President, SSLA

Saskatchewan Teachers' Federation
 S.S.C. - Grant Calculation Detail
 Grant Year: 01-JUL-2017

24-JUL-2017
 Page 23

Saskatchewan School Library Association

<u>Category</u>	<u>Range</u>	<u>Number of Members</u>	<u>Grant Per Member</u>	<u>Grant</u>
STF Member	1 - 500	119	\$8.00	\$952.00
Unadjusted Grant				952.00
Flat Grant				5800.00
Total Calculated				<u>\$1,752.00</u>
Total Adjusted				<u>\$1,752.00</u>
Membership used for grant calculation				119
Other membership				27
Total membership				<u>146</u>