

SSLA Executive Meeting

November 3, 2018



2018-2019

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Location: St. Kateri School, 4415 James Hill Road, 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 9:13am on November 3 by Gaetan Hammond

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

1. Approval of Agenda

- 1.1. The agenda was *unanimously approved* as distributed.
- 1.2. Additions to the agenda:
 - 1.2.1. Data on facebook promotion

2. Approval of Minutes

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

3. Reports

3.1 President

Gaetan was able to get the webpage executive log out button to work – huzzah! Gaetan will prepare a piece for The Medium from the conference with Jennifer Casa-Todd he attended in Manitoba.

3.2 Past President

Charlotte attended a Multi-Type library board meeting near Saskatoon. People of reserves used to be not considered as “residents” so they couldn’t use public libraries. Lots of discussion about public library. Charlotte attended the Sask Polytechnic meeting

– there is a certificate program with 6 courses (no cataloguing offered). Charlotte has been collecting division contact information for a liaison list.

3.3 Treasurer

We are doing better than we have been. We have had no e-transfers for the conference and two cheques. Regan, Sophie and Carol met to clear up some name / membership / payment info. Discussion about term deposit – it will be moved to our chequing account. Quickbooks cost will increase from \$21 to \$27 a month in December.

3.4 Professional Learning Councillors

Vendors signed up for conference – Pearson, Nelson, Scholastic, potentially ULS. Vendors would like to know about outlets. ACTION ITEM: Contact venues re: outlets. ACTION ITEM: Book hotels – prepay. Need to decide whether we charge sponsors for each day – the group decides that we will move ahead that way. Executive attending: executive members do not need to pay to attend conference – try to get your board to cover travel costs, accommodation, subs, etc. Lots of LINC agreements include days covered for attending as a representative for a provincial educational organization. How will we show sponsorship at the conference? Logos can go on the conference page, there can be a slide in the PowerPoint, consider other inexpensive options. Need to find out if we will need the extra room in Regina.

3.5 Publications Councillor

Nothing to add right now.

3.6 Special Projects Councillor

Contacted Brenda to confirm that the website is usable. Digital badges are working fine. Sophie missed half of Carla's report. ACTION ITEM: purchase more bookmarks

3.7 Secretary/Archivist/Membership

Sophie suggested that we have a "60th anniversary" social tied to one of the conferences. The group decided that it might be good to have a social the night before in both locations. ACTION ITEM: Prepare newsletter for winter.

4. Open Issues

4.1. Conference Update

A few smaller items on the to-do list that will be deferred to January. 17 registrations in each city.

4.2. FNMI Resource List updates

No additional updates at this time.

4.3. Executive photo – to be taken later.

Could everyone send Gaetan a head shot for the website?

4.4. Update Executive contact list

Send Gaetan your address, phone number, etc.

4.5. Term deposit coming due on Dec. 2 – do we want to reinvest it or put it in chequing to cover conference?

It will be added to chequing account

4.6. *The Medium* platform – Flipsnack vs. Scribd

Motion to move to Scribd – made by Charlotte, seconded by Regan, approved.

5. New Business

5.1. STF PGN Questionnaire

Include Pathways to Learning in newsletter, etc – we have an expertise when it comes to evaluating resources. There could be an “opportunities for involvement” on the website. TLs could review literature on an effective school library. Could we add one or two of us to the STF facilitators list? This opportunity could be in the opportunities section of the website.

Discussion about whether to rebrand – considering the many hats that TLs wear.

MacDowell Foundation for possible research – “showcasing” a division

5.2. Correspondence

5.2.1. Learning Opportunity: Twaynes & Scribner databases webinar

Sophie can include this in the newsletter.

Adjournment:

Meeting was adjourned at 11:15 AM by Regan. The next general meeting will be at 9:00 on January 19 at online.

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	
Connect with and confirm vendors	Regan	In progress
Prepay hotel rooms	Regan	
Determine if extra room is required in Regina	Regan	
Move digital badging to weebly site	Gaetan	In progress
Purchase more bookmarks for FNMI project	Carla	
FNMI Project page finishing touches	Gaetan	
Prepare winter newsletter	Sophie	
Confirm that a withdrawal can be made from term deposit account to cover Ruth Culham costs	Carol	Open Business
Update conference budget to reflect Ruth Culham's extra hotel night	Regan	Complete
Meet with Brenda at OTC	Carla	In progress
Update liaison list	Sophie	In progress
Connect with Joanne Beltramini re: advocacy	Gaetan	
Archive Medium behind the veil	Regan, Gaetan	
Send personal photo/headshot to SSLA gmail account (sasksla@gmail.com)	Executive	
Confirm with Scott Burant that Joanne Beltramini can be an ad hoc member as a retired teacher	Gaetan	
Review roles assigned in the Strategic Plan and complete associated tasks	Executive	Ongoing



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



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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President's Report

Information Items

1. Managed to get the Log Out button on the Executive Page to work properly.
2. Spoke with Carlene about member-at-large position. She is too busy at this time, but if we wish to hire her for additional Facebook Live sessions she is available for that.
3. Preparing advocacy package before contacting Joanne Beltramini.
4. Attended MSLA Conference with Jennifer Cass-Todd.
5. Continuing copying of digital badges information pieces for eventual transfer to website.
6. Posted 2018-2019 Budget behind-the-veil. Moved it out of the archives and into the main budget page where it belongs.
7. Monitoring Conference registrations – 34 confirmed registrants as of Oct. 23, 2018. Waiting on two payments as of Oct. 23, 2018.
8. Sent the CSLA an update on what Saskatchewan was doing for Canadian School Libraries Week.

Action Items

1. Discuss with Scott Burant the possibility of having Joanne Beltramini sit as an ad-hoc committee member.
2. Working on two articles for The Medium – 1 re: Jennifer Casa-Todd workshop, and 1 re: the importance of collecting and presenting data in our school libraries.
3. Meet with Regan re: archiving Medium articles.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond



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Past President's Report

Information Items

1. Passed along the information on the STF mail out to Regan
2. Gathered news from our liaisons

Action Items

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond

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Treasurer's Report

Information Items

1. Financial Statement Attached
2. Chequing account balance \$10,731.69
3. Term Deposit balances \$32 359.00

Action Items

1. All conference registrations are being paid by PayPal.
2. Met with Regan and Sophie to review current Conference Registrations.
3. Sent copies of all Special Projects receipts to Carla.
4. One term deposit (\$10,000) will mature on December 2. Do we want to put that money back into chequing to cover conference costs or reinvest it?

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

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SSLA Financial Report – Banking Summary

Saskatchewan School Library Association
Profit and Loss
September 15 - October 27, 2018

	<u>Total</u>
INCOME	
Conference 2019	4,180.00
Interest	0.28
Membership	<u>630.00</u>
Total Income	<u>\$ 4,810.28</u>
GROSS PROFIT	\$ 4,810.28
EXPENSES	
Financial Record Keeping	63.27
Special Projects	311.05
Website Hosting Fee	<u>360.00</u>
Total Expenses	\$ 734.32
OTHER EXPENSES	
Paypal fees	<u>110.64</u>
Total Other Expenses	<u>\$ 110.64</u>
PROFIT	\$ 3,965.32

Saturday, Oct 27, 2018 02:01:08 PM GMT-7 - Accrual Basis

Report Submitted by: Carol Preece

Approved by: Gaetan Hammond

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PD Councillor's Report

Information Items

1. Have a few vendors signed on for conference – did further follow up emails to some.
2. Contacted venues to ask about electrical outlets for vendors.
3. Booked hotel rooms for Ruth Culham.
4. Posted ad and paid for “boost” on Facebook until December 22.
5. Poster ready for STF school mailout – Sophie made and will send in. Thank you!
6. Regan, Sophie and Carol met to track registrations, membership and refine process for payments, etc., with regard to workshops.

Action Items

1. Continue vendor follow up.
2. Vendors – decision needs to be made as to whether they pay once or twice as sponsors if attending both events?
3. Executive members – decision needs to be made regarding what fees and/or expenses will be covered for the events, so they can plan.
4. How will we show sponsorship at the event? (no tent cards)
5. Put push on for promoting registration as of January 1 (in Regina have to decide if we keep addition room space 60 days before). What will our maximum dollar amount be for promotions?

Report submitted by: Regan Williams

Approved by: Gaetan Hammond



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Publications Councillor's Report

Information Items

1. Nothing to report at this time.

Action Items

1. Find contributors for articles for *The Medium*.

Report submitted by: Katie Bell

Approved by: Gaetan Hammond

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Special Projects Councillor's Report

Information Items

1. Submit Budget and supporting documentation to STF
2. Contacted Brenda Ahenakew at OTC, awaiting feedback
3. New Registration for Digital Badges

Action Items

1. Move forward with TRC resource collection

Report submitted by: Carla Katerynych

Approved by: Gaetan Hammond

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Secretary/Archivist/Membership's Report

Information Items

1. Connected with Kaeley Morgan at STF to include conference poster in November mailout
2. Sent Conference info to SLA for their newsletter
3. Met with Carol and Regan to review membership and conference registration and payments
4. Cancelled mailchimp subscription
 - a. Moved liaison emails to Gmail contact list
 - b. Moved membership emails to Gmail contact list
 - c. Created "executive" mailing list in Gmail contact list
5. Worked with Treaty EdCamp coordinators to give each attendee a FNMI Project bookmark
6. Sent out newsletter
7. Sent out dates for SSLA meetings
8. Uploaded minutes behind the veil
9. Updated membership list after meeting with Carol and Regan
10. Set up Facebook ads for conferences

Action Items

1. Confirm liaison contacts
2. Connect with Charlotte re: other 'liaison' list (?)
3. Develop winter newsletter

Report submitted by: Sophie Long

Approved by: Gaetan Hammond

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5.2 Correspondence

Learning Opportunity: Twaynes & Scribner databases webinar

The Twaynes Author and Scribner Writer Series are literary databases which provide in-depth critical introductions to the lives and works of major writers of the world within the context of the time period in which they lived. In this session, you will learn how to explore the content in the Twaynes Author & Scribner Writer Series and how to best utilize all the tools available within the resources.

If you are a librarian, teacher, or teacher-librarian working with high-school and post-secondary students, and/or adults, this webinar could be of interest to you.

This webinar will be presented on **November 7, 2018 2:00 – 2:45 PM**

Please register for this event at http://mlb.libwizard.com/November_webinar

For more information, please contact: Teresa Wright Eastley, 306-787-2980, teresa.wrighteastley@gov.sk.ca

Thanks,

Teresa

Teresa Wright Eastley



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