

SSLA Executive Meeting

October 14, 2017



2017-2018

SSLA Executive Meeting

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Date

Oct. 14th, 2017

Prairie Valley School Division Board Office

3080 Albert St N, Regina, SK S4P 3E1 (please use north entrance)

9:00 a.m. – 12:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 9:12 on October 14, 2017 by Gaetan

Meeting was called to order at 9:12 AM.

Present: Gaetan, Charlotte, Carol, Regan, Sophie, Carla (digitally)

Regrets:

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. Open Issues

3.1. Learning Events

No recording permission from Jennifer Serravallo, everyone was okay with it, but nobody wanted a refund. Next, we lost Jamie, and Gaetan noticed the time difference. Daylight savings time was not taken into account and Jennifer was unhappy. Anything from March-November is not available for her. Jennifer wanted to cancel – however,

Gaetan convinced her to present in February during winter break. A third of the registration will be refunded to those who are upset, including schools. She will still not be recorded.

Some discussion regarding how to best make the event work.

3.1.1. Revision of Learning Events Contract

3.1.1.1. Addition of permission to record

3.1.1.2. Addition of CST – Saskatchewan time

Gaetan resolved issues with the contracts – no contracts had been given to Angela Stockman or Jennifer LaGarde. Angela Stockman has signed her contract – Jennifer LaGarde has been contact.

3.2. SSLA Executive Roles and Responsibilities Action List

Carol and Gaetan attended a meeting at TCU to look at options for finances. Notes are included in the treasurer's report.

ACTION ITEM: The group will “practice” using Bb Collaborator – October 26 at 5:30PM

4. Reports

4.1. President

MDLP Steering Review Committee – would like us to send a survey to our membership - boards are being represented through consultants

Gaetan has been forwarding correspondence

Learning events have been updated on the STF calendar, the website, and forwarded to registrants.

ACTION ITEM: Sophie will email membership with Learning Events info

STF PGN Day: One constitutional document for all PGNs – possibly coming in the future – save time for the PGN executives

Gaetan noticed that many PGNs are having the same problems as us.

Discussion: Learning events will be missed next year so that we can have a conference

Sophie motions that learning events be put aside for the upcoming year and a conference goes ahead - seconded by Regan, moved

4.2 Past President

Charlotte will take care of the upcoming newsletter.

4.3 Treasurer

Moving the \$12000 into a savings account will not get much interest.

The \$12000 could be moved into a longer term investment – Carol presented some options. The “best” rate is a 5-year progressive investment which is a long term commitment. The \$12000 will be placed into a longer term investment and the \$10000 will be placed into a shorter term “cashable” savings.

Carla brings up the point of an anniversary date being good in October – the group has already met and the year is in “swing”.

\$10000 operating reserve, \$10000 opportunity reserve, \$10000 chequing account

- opportunity fund – 1-year cashable
- operating fund- 3 year progressive
- term deposit \$12000 – 5 year progressive

Gaetan motions that we do this – motioned by Charlotte, seconded by Carol, all in favour, motion passed.

ACTION ITEM: Mid-November – Carol will go set up these investments

Quickbooks have been updated – no significant changes – shared with executive

A few more registrations for learning events and payments for memberships

Concern about issuing refunds for the learning events

Stealth invoice – due to transfer of digital badges – unexpected expense

ACTION ITEM: Carol will look into the possibility of using e-transfers for payment

4.4 Publications Councillor

ACTION ITEM: Investigate programs to replace flipsnack

ACTION ITEM: Look into articles for upcoming issue

ACTION ITEM: Prepare information/poster searching for Medium articles

4.5 Special Projects Councillor

No cost of sub required for Carla at polytechnic meeting

Decline in enrollment in library tech program – they are looking to develop how they are providing the program

Carlene was emailed regarding contract – no response yet

ACTION ITEM: Confirm contract with Carlene

ACTION ITEM: Access emails for digital badge registration (weebly.com and gmail)

ACTION ITEM: Send “welcome back” email to digital badges participants

ACTION ITEM: Pursue meeting with OTC for TRC Resource Collection

4.6 Secretary/Archivist/Membership

Possibility of membership included in school registrations for learning events.

ACTION ITEM: Incentives for membership

Option to pay through e-transfers for membership/LE/Conference ??

Sophie motions that reports be accepted, seconded by Charlotte, moved

5. New Business

5.1. Correspondence

5.1.1. SLA - The Beacon Award

5.2. Other New Business

5.2.1. Should we set a dollar amount limit for our conference next year ??

5.2.2. Possibility of SSLA representation at regina teachers’ convention in February

Adjournment:

Meeting was adjourned at 11:18 by Gaetan. The next general meeting will be online on November 18 at 9:00AM. (Physical group can meet at Plainsview school in Regina)

Minutes submitted by: Sophie

Approved by: [Type name here]

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SSLA Executive Action List

ACTION	WHO	COMMENTS
Connect with possible speakers for Conference in 2018/2019 school year (in Regina?)	Regan	Ongoing
Set up investments and savings accounts as determined at meeting.	Carol	
Ask contact to review books	Sophie	Ongoing
Learn how to facilitate learning events	Gaetan	Practice date set.
Contact STF summer short course presenters about medium articles	Gaetan/ Regan	
Website cheat sheet to be created	Gaetan	
Send Sask libraries week email to membership	Sophie	
Email membership with information on Learning Events	Sophie	
Look into possibility of accept payment through e-transfer	Carol	
Investigate alternatives to flipsnack	Regan	
Confirm contract with Carlene	Carla	
Determine possible membership incentives	Sophie	
Send “welcome back” email to digital badges participants	Carla	
Pursue meeting with OTC	Carla	

Prepare roles document from the strategic plan and handbook	Charlotte	
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

ssla

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