



Palliser District Teachers' Convention Association



Minutes Executive Board Meeting Online – using Zoom April 3, 2020 5:00 p.m.

In attendance:

C. Crane, C. Gonsalvez, S. Leppa, S. Paton, J. Munton, A. Craigie, T. Hrysak, L. Neville, P. Morck, J. White, B. Yagos, Karen Nakaska, Brenton Baum

Absent: Danny Maas

1. **Call to order** – 5:08 p.m.
2. **Approval of Agenda**
 - **Added 8.4 Media Relations Person, 8.5 Procedure for the Zoom online for tomorrow's meeting**
 - **Motion: That PDTCA adopts the agenda as amended of the April 3, 2020 meeting. Moved by Andrea Craigie/Seconded by S. Paton CARRIED**
3. **Minutes of previous meeting**
 - **Motion: That PDTCA approve the minutes of the January 17, 2020 PDTCA meeting. Moved by Paulette Morck/Seconded by S. Paton. CARRIED**
4. **Correspondence**
 - Notice of Absence from David Egert,
 - Daniel Maas – Direction around the presence of MLSs and political parties at Convention
 - Daniel Maas – Clarification around the presence of MLS's and political parties at convention
 - Daniel Maas – Updated Alternate Convention Eligibility and Payment Process
 - Thank you note from Jeri Perrin
 - Thank you note from Alysa Amirault
 - Daniel Mass – Alternate Convention Payments
 - Daniel Maas – 2020 Spring Convention Meeting
 - Danny Maas: Convention Events during the Covid-19
 - Mark Swanson: Email – Cancelling PDAC due to Covid 19
 - Tracey McFeeters and Daniel Maas – 2020 Convention Association Annual Report
5. **Treasurer's Report – S. Leppa**
 - S. Leppa presented the financial report.

6. Executive Reports

6.1. President – J. Munton – (report posted)

- President Email: president@pdtca.org
- A big thank you to the executive and board for all of their hard work
- **Highlights**
 - 77 teachers from Stoney Education Authority attend
 - The New Delegate Breakfast – 60 attended
 - Several PDTCA executive attended other ATA Convention Events for PD and Collaboration
 - Hosting other teachers from other ATA Convention Boards
 - The addition of a Francophone Keynote Speaker
- **Recommendations:**
 - Continue to encourage executive members to take turns attending another ATA Convention for PD
 - Continue to offer a New Delegate Breakfast
 - Continue to offer a Francophone Keynote Speaker

6.2. Past President – A. Craigie

- Alternate PD - 30 requests – 29 fit the criteria
- Transition time with Jenn as she took over as President
- Hospitality Host
- Facilitation of Executive Elections

6.3. Vice President – J. White (Report Posted)

- Honorary President was Jerri Perrin from Prairieland Local
- Honored Long term service board members at the Honorary President's Reception
 - – Alysa Amirault, Jordan Fenton and Michelle Glavine
- Thank you to everyone for their patience when signing up for duties on the Google Doc – we had a few difficulties. However, everyone pitched in and covered where and when needed

6.4. Program – P. Morck (Report Posted)

- **Program Chair Email:** program@pdtca.org
- A big thank you to B. Yagos, C. Crane, L. Neville, T. Hrysak, V. Doyle, A. Doyle and the PDTCA board
- **Highlights:**
 - All keynotes were well received
 - Francophone delegates were very appreciative of having a Francophone keynote
 - Lots of great feedback
 - People loved the ever-active mini conference in Banff/Canmore
 - Positive reviews for SCHED
 - Glenbow Museum
 - The Calgary Zoo sessions
 - Andrew did a great job posting on Facebook and Twitter
- **Suggestions for Next Year:**
 - Keep the humor piece to our keynotes, with a choice
 - More CTS sessions
 - Be more cognizant of similar sessions happening at the same time

- Human Library – mixed reviews (should we do it again next year?)
- **Program Site** is open now and will close June 30, 2020.

6.5. **Facilities** – C. Crane (Report posted)

- **Future Convention Meeting Dates**
 - May 8/9, 2020
 - September 25/26, 2020
 - December 4, 2020 (Executive/Policy meeting)
 - January 15/16, 2021
 - February 18/19, 2021 (Convention Event)
 - March 26/27, 2021
 - May 28/29, 2021
- Thank you to L. Neville for cancelling everything that was needed due to the Covid19 pandemic.
- Thank you to the Hyatt Hotel for honoring our contracts that allows us to cancel everything
- No major issues for facilities – both Hyatt and TELUS Convention center were very efficient and supportive
- Thank you to the Francophone board for getting their Locale banner put up this year
- Fire Regulations – if the room is full then sitting on the floor or standing is an issue – if the room is not full then it is not a problem.
- Will get the Hyatt to make “Full Signs” for next year as none were available this year
- Board meetings and Convention facilities are all booked for next year.

6.6. **Exhibits** – T. Hrysak (report posted)

- Thank you to the executive and board for all their support
- Thank you to B. Yagos for all her work with the website and floor plans
- Thank you to L. Gibson (Exhibits assistant) for her help during convention
- Thank you to J. Munton for always being there when needed.
- **Highlights:**
 - 142/156 booths purchases
 - 15 Booths already booked for next year (3 paid)
 - Exhibitor of the year - Wintergreen Educational Products
 - Marcel was extremely pleased for being honoured
- **Recommendations for 2021**
 - Go over all documents and update for 2021 including adding the Cancellation policy on the website
 - Work with program committee to see if we can expand the speaker with exhibits hall connection
 - Work with CCTCA exhibits to share exhibitors' lists
 - Look into social media for exhibits
 - Possible scavenger hunt or draw in exhibits hall to increase traffic
 - Look into e-transfers/cheques for payment options

6.7. **Publicity/Website/Evaluations** – B. Yagos

- **A great big thank you to everyone for making this a great convention**
- **Pre-registration**

- **39 pre-registration sessions** - closed a week earlier which gave time to communicate and to remind teachers they were only on the waiting list
- **Banner Stands**
 - We have seven banners and they are set up in the Macleod Hall, Glen Rooms, TELUS Convention Center, HYATT Hotel, Pre-Function-Ex Hall (2) and Exhibits Hall
 - Recommend they need to be labeled with our name and location
- **Website**
 - Speaking proposal site opened on April 1, 2020
 - Please communicate this to the teachers in your local so they can submit if they wish.
 - Deadline is June 30, 2020 to submit an online speaking proposal.
- **SCHED**
 - Was a bit glitchy for speakers
 - Requested that SCHED allows us to keep evaluations open longer – teachers need more than 5 days to submit
 - Requested that SCHED not collect the name or provide a way for us to disable evaluations so speakers can view without seeing who wrote it
 - On the whole SCHED is very good
- **Evaluations**
 - session evaluations have been sent to the executive
 - very few sent in and the only ones with validity would be the keynotes
 - Convention as a Whole results are not yet available – Provincial ATA ran the collector – poor response from delegates – we did send out a reminder to all teachers
 - As soon as we get these back Bertha Yagos will make a draw for the Hyatt Hotel room

6.8. **Secretary** – S. Paton

- Attendance for this meeting will be taken by screen shots on this Zoom meeting.
- I sent out a copy of the PDTCA 2020 Annual Report on a Google Doc to all executive to fill in all the parts that pertain to their specific executive position.
- Information is posted on the webpage within 2 weeks of the meeting date
- Please notify the President, Facilities Chair and Secretary when you cannot attend a meeting. I will change how the emails are sent so that when you (board members) need to let us know you will not be attending - just hit "Reply All" and all three people will receive your email.

6.9. **District Rep** – K. Nakaska (report posted)

- Went over Amendments to the Administrative Guidelines for Teachers Conventions

6.10. **ATA Rep** – Convention Lead – D. Maas

- C. Gonsalvez
 - Many things are being cancelled due to the Covid 19
 - Loved being a part of the PDTCA Convention and hopes he will be able to continue attending each year

Motion: That PDTCA receives the committee reports as presented.

Moved by A. Craigie/Seconded S.Paton. CARRIED

7. Old Business

7.1. Media Relations Person

- ATA is encouraging conventions to have a Media Relations Person – this came up at Summer Conference
- Andrew Doyle attended the Media Training Session in Edmonton
- Andrew Doyle has been doing the social media portion of convention – Facebook and Twitter
- J. Munton would like to table this discussion so she has time to discuss with C. Gonsalvez, J. Teghtmeyer and D. Maas what duties would be included for a Media Relations Person before we add this position to the Executive.

8. New Business

8.1. Spring Convention Meeting

- This meeting will happen using Zoom online. President and Program chairs are requested to attend online. There will be two ½ day sessions offered. Others from the executive can attend if so desired. More information will be coming about the date and time. (Possible date April 23/24, 2020)

8.2. Spring PDAC – April 24 & 25, 2020 (Cancelled due to COVID 19)

8.3. Summer Conference (August)

- We will decide who will attend at the May meeting

8.4. Tips for the Zoom meeting tomorrow for Full Board meeting

- Chris Gonsalvez will be the host the meeting tomorrow and will go over how this meeting will work
- Elections – will be an anonymous election – Chris can create a poll –
- We will get each person to say hello in the order on the contact sheet so attendance can be taken.

9. Action Items

9.1. Local Concerns

- none

Meeting adjourned by J. Munton/S. Paton at 7:16 p.m.