



Palliser District Teachers' Convention Association



**Minutes
Executive Board Meeting
Hyatt Hotel
January 17, 2020
5:00 p.m.**

In attendance:

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

Absent:

C. Gonsalvez

1. **Call to order** – 5:00 p.m.
2. **Welcome** – Introductions
3. **Approval of Agenda**
 - **Added 9.6 Media Relations Person and 9.7 Photography at Convention**
 - **Motion: That PDTCA adopts the agenda as amended of the January 17, 2020 meeting.** Moved by Andrea Craigie/Seconded by S. Paton CARRIED
4. **Minutes of previous meeting**
 - **Motion: That PDTCA approve the minutes of the December 6th, 2019 PDTCA meeting.** Moved by Jill White/Seconded by S. Paton. CARRIED
5. **Correspondence**
 - Notice of Absence from Chris. Gonsalvez, Sandy Buckfink, Theresa O'Neill
 - Tracey McFeeters and Daniel Maas - Direction around the presence of MLAs and political parties at convention
 - Sample 2020 Teachers' Convention Access Card
 - Dave Matson: Web Manager Professional Development Sessions
 - Mark Yurick: Fall Meeting and Training for Convention Executives
6. **Treasurer's Report – S. Leppa**
 - S. Leppa presented the financial report.
7. **Executive Reports**
 - 7.1. **President** – J. Munton – (report posted)
 - Stoney Educational Authority contacted ATA asking if their teachers could attend our convention however they cannot purchase an affiliate membership which is needed to attend any convention. ATA is allowing these teachers to

attend however it will be for this year (2020) only and only certificated teachers can attend.

- We have received a list of 77 certified teachers who will be coming
- A welcome email was sent to these teachers from Jenn Munton
- New Delegates to PDTCA Breakfast
 - We have over 39 to date
- Met with Tara to help with exhibits
- Emails are ready to send out to Superintendents with names of people who have been approved for alternate PD and also to invite them and their Board Members to our opening Keynotes on Thursday.
- GETCA is sending their Exhibits chair to attend our convention
- CCTCA would like to send 4 delegates from their board to attend our convention.
- Jenn, Tara and Susan will be attending the CCTCA convention this year.
- A big thank you to all of the executive
- President Email: president@pdtca.org

7.2. **Past President** – A. Craigie (Report Posted)

- 29 requests – 28 fit the criteria
- Alternate PD is closed

7.3. **Vice President** – J. White (Report Posted)

- Honorary President is Jerri Perrin from Prairieland Local
- Long term service – Alysa Amirault, Jordan Fenton and Michelle Glavine
- Convention Vests – see Jill White tomorrow at the break
- New Name tags – see Jill White tomorrow at the break
- Google Doc to sign up for convention duties will be coming out next week
 - Asking people to sign up for approximately 3 hours total
 - If you can speak French – we have times to sign up for them too

7.4. **Program** – P. Morck (Report Posted)

- **Program Chair Email:** program@pdtca.org
- 100% full
- **Thursday Morning Keynotes**
 - Todd Whitaker “What Great Teachers Do Differently”
 - Shelley Moore “Inclusion: Who, What, Where, When and WHY?!”
 - Michael Lansberg “Darkness and Hope: Depression, Sports and Me”
 - Steve Bissonnette “L’effet enseignant et l’enseignement efficace”
- **Other Offsite sessions**
 - Fly fishing, Guitar Building, Equine for Wellness, Curling
 - Lots of Outdoor activities around Calgary
 - Several sessions at Calgary Zoo
 - Adobe Learning at Quick Draw Animation Studios
 - I Fly STEM workshops for teachers
- **Other Highlights**
 - Human Library – Thursday afternoon
 - Garfield Gini-Newman
 - Ever Active Mini conference in Canmore
 - U of C projects presented with a luncheon

- **Book Vendor** – Owl's Nest Books
 - Todd Whitaker and Shelley Moore will do a book signing at the back of Exhibits Hall C
- **Sched.org** will house our program in Mobile App.
- **Facebook page** – Palliser District Teachers' Convention
- **Twitter @palliserc**

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

- **Convention Meeting Dates**
 - Feb 20/21, 2020 Convention
 - Mar 27/28, 2020
 - May 8/9, 2020
- **Room Rates** for 2020 – Book now until Jan. 20, 2019 at the convention rate
 - Hyatt: Single/Double \$239.00 plus 12.27% tax
 - Fairmont Palliser Single/Double \$245.00 plus tax.
- Coat check will still be available
- Although the Hyatt entrance is under renovation right now, it will be finished by February with sliding doors instead of the revolving door.
- The new Thomson's restaurant in the Hyatt will be offering a special lunch buffet on Thursday during convention
- Board members need to bring their Local Banner to the Presidents Reception
- We have contracted for Level 2 security in the Exhibits Area
- New Rooms/name change – Colab – old TELUS room, ideation room – old chinook rooms, Upper select board room – old Glen 210
- Glendale Museum - \$5.00 for delegates when they show their ATA card
- There is a new LCD screen at the entrance to the Exhibition Halls in the TELUS Center. This will allow us to display our "banner" without having to put up a banner (i.e. The name of our convention and the dates). They also showed us the screens that will be displaying the program for the day as well as moveable screens that will be put up around the Convention Center. Paulette needs the highest resolution logo to send to Ursula. Tara will take one banner to the exhibitor's area as well.

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

- 2020 Convention rates for a Regular booth are \$540.00 + tax = \$567.00 and Not for profit rate of \$440.00 + tax = \$462.00
- We are still accepting vendors as we have 34 booth spaces left to fill
- 121/156 booked for 2020 Convention
 - Down from last year
 - Some are doubling up and sharing the cost
- Met with Rick Readman from Superior Show Services to go over our needs for convention
- Exhibitor of the year – Wintergreen Educational Products

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

- Website has all the approved sessions listed in Browse and Search modes
- Exhibitors who have a booth are listed on the website
- Sched mobile site – is up and running – link – <http://pdtca2020.sched.com>
 - All speaker handouts are connected to Sched
 - All the links delegates need is in Sched

- You can print a short and detailed program right out of Sched.
- Check Sched before you go to a session as we can have last minute changes and Sched will have the latest information.
- A printable pdf of the Convention at a Glance will be available on the home page of the PDTCA website about two weeks before convention. This will look just like the big posters. There are changes still occurring so it can't be any sooner.
- Maps – direct links to the facility vendors' webpage on the pdtca website – these maps are really well done
- **Pre-registration - 39 pre-registration sessions** - will be open from January 8th at 9:00 am to February 12th at 9:00 am.
 - At this time, we have 960 registrations submitted
 - When closed Bertha will email delegates who are registered for just the offsite sessions, confirming whether they are registered or on the waiting list to make sure they don't mistakenly travel to an offsite session lose valuable PD time.
 - Delegates are reminded to delete themselves from a session they are no longer wanting to be registered for, so the space is available for someone else. After February 12th, they should email info@pdtca.org or ask to have their name crossed off the list at the convention information desk at convention before the session begins.
- **Banner Stands** – we have five and they will be set up in the Hyatt, TELUS rooms, Glen rooms, Macleod rooms and one outside the glass doors at our information desk. (set up is needed on Wednesday afternoon and Thursday during the last session)
- **Evaluations** – A link will be added in Sched when ATA sends it.
- All letters have been sent out to employers of speakers who require a substitute as well as to speakers confirming what they requested and were assigned for their session.
- All speaker contracts have been signed.

7.8. **Secretary** – S. Paton

- 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.

7.9. **District Rep** – K. Nakaska

- Will speak at tomorrows full board meeting

7.10. **ATA Rep** – C. Gonsalves – Absent

- Danny Maas – New ATA Convention Person
 - Will speak at tomorrows full board meeting

Motion: That PDTCA receives the committee reports as presented.
 Moved by S. Leppa/Seconded S.Paton. CARRIED

8. **Old Business**

8.1. **Requests for Alternate PD report – A. Craigie**

- Covered in Past Presidents report

8.2. Honorary Presidents Reception – A. Craigie/L. Neville

- Honorary President is Jerri Perrin from Prairieland Local
 - There is a write up on the website

8.3. Name tags and vests – J. White

- Will ask tomorrow who needs one and will bring to convention

8.4. Policy Changes from the December meeting – A. Craigie

- Andrea will go over the changes tomorrow before we vote on the policy

9. New Business

9.1. Board Member Duties Sign up – J. White

- The Google doc with the facility orientation tour sign up and duties sign up will be shared next week. Please watch for it and sign up for a short facilities orientation tour and approximately 3 hours of duties
- Please check our program information before signing up for duties so that you can best coordinate your schedule to balance attending your prioritized sessions and fulfilling your role as a board member.
- NEW THIS YEAR - If you speak French, please sign up for French-speaking tasks wherever possible first.
- Some time slots are longer than others. Please try to ensure that you are signing up for time slots that together equal a minimum of 3 hours so that the workload is more fairly distributed. Time slots that are over 1 hour in length count as two tasks.
- If you sign up in a block that has a pre reg room listed, you will need to get the list from Bertha in the pre-con area prior to your scheduled time and have a pen to cross off the names of pre-registrants.

9.2. Board Member Responsibilities – J. White

- ATA membership cards are the access passes to convention. Please ensure you have yours with you and remind delegates to do the same. If a session you are attending is full, you will need to provide it, or if you are supervising a full session, you will need to request to see them from attending delegates. Due to fire regulations, we must have all delegates in chairs during sessions. Active sessions still require a chair per delegate attending.
- Ensure the banner from your local is available for display at convention by bringing it to the Convention Information booth Wednesday afternoon or the Honorary Presidents reception Wednesday evening. Collect it following the last session on Friday.
- Attend the Honorary President's Reception on the Wednesday evening prior to Convention. Your hotel room, parking, and taxes are covered by the Association for this night only (unless you are sharing accommodations with another board member).
- Usher sessions during the convention and carry out other duties determined by the executive.
- Align yourself with an executive on board to provide assistance when needed.
- During convention, support with the setup and clean up before and after convention.

9.3. Exhibitor of the Year – T. Hrysak

- Wintergreen Educational Products

9.4. New Delegates Breakfast – J. Munton

- Talked about this in Presidents report

9.5. Stoney Nakoda Teachers – J. Munton

- Talked about this in Presidents report

9.6. Media Relations Person – A. Craigie

- ATA is suggesting that we need a media relations person
- This will be added to the March agenda as possibly putting this position as an executive position

9.7. Photography at Convention

- Discussion – privacy issue for delegates therefore we will not pursue this option

10. Action Items

10.1. Invited Guests – Superintendents and Board Members – J. Munton

- These will be sent out this week

10.2. News Release from President – J. Munton

- This will be sent out this week

10.3. Local Concerns

- ATRF – fill up too quickly
- Alternate PD – PDTCA looks after this
- Alternate Convention – ATA looks after this – this is on their website
- Childcare – delegates keep asking about onsite childcare – D. Maas will bring this question back to ATA

Meeting adjourned by J. Munton/S. Paton at 6:44 p.m.