



# Palliser District Teachers' Convention Association



## Minutes

### Executive Board Meeting

### Hyatt Hotel/Zoom Online

November 20<sup>th</sup>, 2020

10:00 am to 3:00 pm

Zoom online: <https://zoom.us/j/94961237478?pwd=QkdUTEtnZ0ZMRHBYN2d3aUVYbIR4UT09>

#### In attendance:

S. Leppa, S. Paton, J. Munton, T. Hrysak, L. Neville, , J. White,

**Virtual:** B. Yagos, C. Crane, P. Morck, C. Gonsalvez, A. Doyle, K. Nakaska

**Absent:** B. Baum, A. Craigie,

#### 1. Call to order at 10:00 am

#### 2. Land Acknowledgement – read by Larry Neville

#### 3. Approval of Agenda

- **Motion: That PDTCA adopts the amended agenda of the November 20<sup>th</sup>, 2020 meeting. Moved by Jill White/Seconded by S. Paton . CARRIED**

#### 4. Minutes of previous meeting

- **Motion: That PDTCA approve the minutes of the October 23<sup>rd</sup>, 2020 PDTCA meeting. Moved by Christine Crane/Seconded by S. Paton CARRIED**

#### 5. Correspondence

- Jennifer Williams – Creating presentations for Conventions
- Robert Mazzotta – Call for Nominations 2021 Provincial Executive Council of Election
- Kim Kilburn – Convention Session Proposals from CTEC
- Candace Graham – ATA Support for Convention Pre-recorded Sessions
- Notice of Absence – Brenton Baum, Andrea Craigie

#### 6. Treasurer's Report – S. Leppa

- S. Leppa presented the Balance Sheet for the financial report.

#### 7. Executive Reports Updates

##### 7.1. President – J. Munton – (No report)

- President Email: [president@pdtca.org](mailto:president@pdtca.org)
- Took part in a Zoom meeting with Danny Maas, Chris, Bertha, Christine

##### 7.2. Past President – A. Craigie (No Report – Absent)

- Remind all your teachers in your local the deadline to apply for Alternate PD during Convention is January 10, 2021

### 7.3. Vice President – J. White (Report posted)

- Convention by Numbers Adhoc committee
  - Executive Honorariums, Speaker Fee increase, Non-school day rate for board/executive members increase, and Contracted Positions fee increase
    - See Convention by Numbers Adhoc meeting minutes for more detail and/or Jill's report.
- Honorary President – Theresa O'Neill has accepted the invitation to be the 2021 Honorary President

### 7.4. Publicity/Website/Evaluations – B. Yagos (Report Posted)

- The program is near complete – sessions will be on the website next week
- Website
  - at the moment only reflects half of our speakers
- Teachers need to check the website and SCHED because all handouts will be on SCHED and speakers want teachers to have those handouts
- Teachers need to read session descriptions as some things will be needed by teachers ahead of time
- All the recordings will be going into the ZOOM Cloud but not instantly therefore all recordings will be available until Monday after convention
- We can password to get into our Convention – so we will need to email this password to all teachers – We need our SCHED password protected because a few of our Keynote speakers have requested this
- We have lots of room in the ZOOM cloud
- Bertha will code the sessions in SCHED that can only be watched at the time
  - One \* is live but will be recorded and will show two \*\* when the recording is available and posted.
  - Two \*\* is a pre-recorded session which can be watched anytime after the scheduled time.
  - ! Will only be available once during the scheduled timeslot. Some are live and some are pre-recorded but all these sessions will be removed immediately after the scheduled time slot.
- Bertha is in favor of having an AV company
- ZOOM rooms needed at Convention
  - 16 rooms for Thursday
  - 10 rooms for Friday
- Moderators Needed
  - 16 moderators will be needed for the morning and 16 for the afternoon on Thursday (total 32)
  - 10 moderators on Friday

### 7.5. Program – P. Morck (Report Posted)

- Program Chair Email: [program@pdtca.org](mailto:program@pdtca.org)
- Thank you to Veronica, Bertha, Christine, Chris and Danny for all their help
- **Thursday Morning Keynotes** (9:00 – 10:45 am) (Keynotes are either pre-recorded or live and then all will be available for 48 hours):
  - **Minnijean Brown-Trickey**

- <https://www.thelavinagency.com/speakers/minnijean-brown-trickey>
    - She is booked and willing to send a pre-recorded tape to do her keynote virtually
    - she wants a password so only PDTCA delegates can listen
  - **Stuart Ellis Myers**
    - <http://speakerscanada.com/stuart-ellis-myers>
    - Booked and he is willing to do a recording that will be available for the two days.
  - **Anthony Johnson and Dr. James Makokis**
    - <http://speakerscanada.com/anthony-johnson-james-makokis>
  - **Marius Bourgeois** Francophone Keynote booked
  - **Dr. Jane Goodall** – Friday, Feb. 19/21 at 9:00-10:00 am
- Networking Discussions Sessions – general groupings to allow teachers a chance to chat and discuss curriculum. We will use breakout rooms within the zoom session to collaborate
- Session Organization – sessions are organized based on speaker needs for technology, moderator etc. We will organize the zoom rooms based on speaker needs.
- We might want a pre-recorded opening
- Some Conventions have shared speakers with us as we have with them
  - Stuart Ellis Myers – we shared with CATCA
  - Dr. Jane Goodall – CCTCA has shared with PDTCA
  - Possibility to share a Keynote with SWATCA
- When Dr. Jane Goodall is speaking, we will not have any other sessions at the same time as she is only available during that time.
- ATA sessions – all have their own zoom license – send Danny Maas the time slots for the ATA sessions – all of these sessions will hold 300 people
  - ATA President will be put in a Webinar which holds 3000 to 5000 people

#### 7.6. **Facilities** – C. Crane (Report Posted)

- Talked with Janet Schmell the Facilities/Program Chair for CCTC
  - Christine will be attending the CCTC so she can clarify how they are running their virtual event – how they will run their event and to see how their moderator set up and mixing studio to help us anticipate any potential trouble spots
- Contacted Danny Maas for setting up a central space for Moderators
- Met with Chris Gonsalvez, Danny Maas, Jenn Munton and Bertha Yagos to discuss criteria or exemption for moderators, security issues for zoom, virtual training, ATA paying for an AV company to help with conventions, storage for videos
- Talked with Ursula from CCTC to discuss our needs for convention
- What do we need to set up a Mission Control?
- Met with Larry and Bertha to discuss what is it that FMAV could do virtually without a physical Mission Control (see list in report)
- Emailed Larry C., Larry N. and Bertha to arrange for Larry N. to set up the prerecording's of the two speakers who have requested to be prerecorded.
  - \$5000.00 per day (8 hours) to pre-record sessions

- Wondered – If we need to hardwire internet rather than WIFI due to problems that may arise – another reason we need an AV company
- Everything we do has to be approved from the ATA - Dennis Theobald and Alberta Health

7.7. **Exhibits** – T. Hrysak (No report)

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7.8. **Social Media** – A. Doyle (No Written Report)

- All icons are posted on the website
- Has started promoting our Keynotes (except for Dr. Jane Goodall)
- Instagram: @palliserconvention
- Facebook: Palliser District Teachers' Convention
- Twitter: @palliserc
- If you have any information you want posted email [socialmedia@pdtca.org](mailto:socialmedia@pdtca.org)

7.9. **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.

7.10. **District Rep** – Karen Nakaska

- Will speak at the full board meeting tomorrow

7.11. **ATA Rep** – C. Gonsalvez

- What is the concern from ATA for pre-recorded sessions – There would need to be an opening slide that states “this is being recorded”
- PDAC is coming up next Saturday and will be set up to run like a virtual convention
- ATA is working on securing 3T of Zoom Cloud
- Guest registration will be available via ATA
- Morgex Insurance will be sponsoring the ZOOM licensing for all of the Teacher’s Conventions for 2021

**Motion: That PDTCA receives the committee reports as presented.**

Moved by Paulette Morck/Seconded by S.Paton. CARRIED

8. **Old Business**

8.1. **Convention by the Numbers** – Karen Nakaska

- Lots of discussion around the increase honorarium for executive
- Karen sent out a letter explaining the motions that will come up at tomorrow's full board meeting. This letter will be sent out later today to all board members so they have time to read and think of questions before tomorrow.
- A member from the Adhoc committee will bring a motion to increase the executive honoraria to the Full Board meeting tomorrow retroactive to May 2020
- A member from the Adhoc committee will bring a motion to increase the day rate at tomorrow's meeting retroactive to May 2020
- Paulette/Susan will make a motion tomorrow to increase the board meeting expense from \$25.00 to \$50.00 retroactive to May 2020

8.2. **Planning PDTCA's Virtual Convention**

- Moderators
  - We are going to need to practice – the ATA will train the moderators
    - Chris will do a training session for Moderators on January 16, 2021 at 1:00 pm via Zoom  
<https://zoom.us/j/92490271612?pwd=ekpCOWRINXV0RWFoMVBZTEJKYkpTUT09>
  - We need to find out who would like to be moderators at tomorrow's meeting
    - Jenn and Jill will make a Google Form for board members to sign up if they are interested in becoming a Moderator
  - We need to ask ATA permission if we want to gather in one room – writing a proposal will be done by Chris Gonsalvez
    - Due to the ever-changing COVID updates we have decided that the Moderators do not need to gather in one place – they can moderate from their own home
  - TEXT/ZOOM room Help Desk where all Executive are in the room which will be in SCHED
  - Help Desk – If moderators are having trouble, they will be given a phone number to call (Bertha and Christine will get together to decide who/what will be involved with the Help Desk)
  - FMAV – Christine, Larry and Bertha will work together and let us know what will be happening
    - will open and close the zoom rooms
    - PDTCA will use FMAV for our AV host
  - Mission Control – Christine and Jenn will get together and work on this
  - Pre-recorded Welcome will be done by Jenn Munton – She will get this done at the pre-recorded session day scheduled by Larry Neville
  - The December 4<sup>th</sup> Executive Policy meeting will be a zoom online meeting
    - Policy meeting
    - Planning meeting
    - Chris Gonsalvez will set up the ZOOM link

### 8.3. Budget

- S. Leppa will present an updated budget at tomorrow's full board meeting to be voted upon tomorrow.

## 9. New Business

### 9.1. None

## 10. Action Items

**Jenn Munton adjourned the meeting at 3:00 pm**

Jill White, Karen Nakaska, Susan Paton, and Chris Gonsalvez continued to discuss the "Convention by the Numbers" information that would be presented to the board tomorrow. A letter was emailed to the board explaining the recommendations and rationale behind the recommendations. This discussion will be continued at the full board meeting tomorrow.

Discussion ended at 4:30 – S. Paton sent out an email with the information to all board members.

