

Facilities Chair Report Board Meeting November 21st, 2020

Submitted by Christine Crane
Facilities Chair
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1. Met with Janet Schmell the Facilities/Program Chair with Calgary Teacher's Convention to clarify how they are running their virtual event
 - a. I have been given permission to attend their Convention to see first hand how they are running their event virtually to help us to be able to anticipate any potential trouble spots with our convention
2. Lots of other meetings with Bertha, ATA, Jen. FMAV, CTTC, etc. to work on logistics for setting up Zoom rooms, moderators, "Mission Control", Help Desk
3. We (our delegates included) are **STRONGLY** recommended to hardwire our computers to the internet for convention to maximize the quality of our sessions.
4. Larry N. will be setting up the prerecordings of the two speakers who have requested to be prerecorded with FMAV.
5. Morgex is buying Zoom licenses: (but sharing with other conventions at same time)
 - 3TB Cloud Storage
 - 90 Zoom meetings - 300
 - 1 Zoom webinar 5000
 - 4 Zoom Webinars 3000
 - 4 Zoom Webinar – 1000
6. 30 Zoom rooms – 1 person per zoom room and 16 moderators on Thursday
14 Zoom rooms – 1 person per zoom room and 14 moderators on Friday
7. Next Steps –
 - a. PDAC Nov 28
 - b. FMAV – meet with program manager and Bertha
 - c. Logistics of Help Desk with Bertha (sched, Zoom, speakers), link on website, social media access, "form" on website with their information to contact them?
 - d. Moderator training (introduce, conclude, keep sessions on time, no waiting rooms or chats, use hands, rehearsal, etc. with Bertha
 - e. Write with Jen a request for exemption plan to ATA to allow people to be in central location for Help Desk
 - f. Next executive meeting Dec 4 10-3, probably virtual.....for policy and planning
 - g. Next Board meeting Jan 16th