



Palliser District Teachers' Convention Association



Minutes

Executive Board Meeting

Hyatt Hotel/Zoom Online

October 23rd, 2020

10:00 am to 3:00 pm

In attendance:

C. Crane, S. Leppa, S. Paton, J. Munton, A. Craigie, T. Hryszak, L. Neville, P. Morck, J. White,

Virtual: B. Yagos,

Absent: B. Baum, K. Nakiska, C. Gonsalvez

1. Call to order at 10:03 am

2. Land Acknowledgement – read by L. Neville

3. Approval of Agenda

- **Motion: That PDTCA adopts the amended agenda of the October 23, 2020 meeting.** Moved by Tara H/Seconded by S. Paton . CARRIED

4. Minutes of previous meeting

- **Motion: That PDTCA approve the minutes of the May 8, 2020 PDTCA meeting.** Moved by Christine Crane/Seconded by S.Paton CARRIED

5. Correspondence

- Daniel Maas – Changes to the Standard Constitution for Conventions
- Brenda Dobie – on behalf of Chris Gonsalvez – List of Specialist Council Secretaries

6. Treasurer's Report – S. Leppa

- Budget – moved to the end of the agenda so we could take into account what the possible cost of putting on a virtual convention.
- S. Leppa presented the financial report.

7. Executive Reports Updates

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

- President Email: president@pdtca.org
- Attended a virtual Teacher's Convention at Jenn's school (take away from the sessions)
 - Keynote sessions were great
 - Smaller sessions need a host for the whole session
 - Participant involvement did not always work
 - Having some pre-recorded and some live

- Need a Board member in each session for the whole session
- Session length – 45 minutes sounds good – the breakout sessions did not work out very well
- We feel it is very important to train our board and presenters for this virtual convention.
- PDTCA is willing to share speakers and are waiting for a response from the other conventions.

7.2. **Past President** – A. Craigie (No Report)

- 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 (No report)

- Convention by Numbers – increase of honoriums for executive
- Honorary President – Theresa

7.4. **Program** – P. Morck

- Program Chair Email: program@pdtca.org
- Paulette has emailed the other conventions that are at the same time to see if they are interested in working together – has not heard back from anyone
- **Thursday Morning Keynotes** (none of the keynotes are presenting live – they will all be pre-recorded)
 - **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
- Paulette would like to put most of the sessions on Thursday so they can be watched on Thursday and/or Friday.
- 261 speaking proposals said they would do a virtual session
- Paulette will send out possible ideas for some breakout sessions

7.5. **Facilities** – C. Crane and L. Neville

- Christine talked to Larry C. and Tammy from CTCC about their virtual studio. If you can take a minute to watch this video it shows what their set up is like: https://www.youtube.com/watch?v=hqK4F-BQaDc&feature=emb_logo
- As we are offering this option to our presenters, we may also want share the CTCC website for more details: <https://info.calgary-convention.com/hybridvirtualevents?hsCtaTracking=7396bb1e-9498-4cc9-a79e-e0eba41b4fe9%7C74fab379-884d-47a3-87e0-82b738597d7b>
- Larry presented a report with different scenarios with costs attached
 - Lots of discussion around Larry's report

- We feel it is important to make sure we have the technology help as well as moderators for each session

7.6. Exhibits – T. Hrysak

- Bertha, Sherry and Tara have worked together to do refunds.
- Exhibitor names will be put into SCHED for no charge
- We have had some issues with spam emails – these have been passed onto Chris Gonsalves

7.7. Publicity/Website/Evaluations – B. Yagos

- Moderator opens the link – has a key to the room
 - Essential to start the meeting
 - Participants are in a waiting room and moderator lets them in
 - Moderator is essential – in case someone gets kicked out, late comers,
 - Moderator needs to start the meeting but can then turn it over to a moderator the speaker has chosen
 - Board members and/or university students can do this role at convention
 - Moderators can do the recording of live sessions
- Zoom Room – similar to a TELUS room/Glen room – can potentially have up to 40 rooms (virtual room)
 - ATA will send us a list of Keys – which are then given to each Moderator – which then will go into SCHED – delegates can then click on the link which opens the meeting room – that room will be open all day
 - We are unsure if the same key will work in the same room for two days
- Zoom Room meeting can host 300 to 500 (mikes can also be muted as they enter the room)
- Webinar Room – no opportunity to talk – everyone is muted except the speaker – no video, no mike (can be unmuted) starts at 500 to 10,000 but you could start at 400
- We feel that we have more control if we use our own zoom license account as well as a zoom platform
- Licenses – An ATA sponsor has offered to pay for zoom license's
- Practices – ATA will set up training sessions in January for speakers and moderators
 - Need at least 40 moderators
 - We will survey our board members right way to find out who would be interested in being a moderator
 - Jill will look into organizing the rooms – ie. by subject, grade level, etc.
- How are the practice sessions going to work?
 - No charge for these practice sessions
 - Training moderators may take longer
 - All executive should also take this training session
 - All training sessions can be done from home
- All sessions will start live, then moderator will start the pre-recorded session
- 282 speaking proposals – 153 have filled in all required information

- The whole convention will be in SCHED - the sessions will need a time
- Pre-registration will not be needed as Zoom has a license for 300+ delegates per session

7.8. **Social Media** – A. Doyle

- All icons are posted on the website
- Instagram: @palliserconvention
- Facebook: Palliser District Teachers' Convention
- Twitter: @palliserc
- If you have any information you want posted email 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 and Brenton Baum (Absent)

7.11. **ATA Rep** – C. Gonsalvez (Absent)

- Danny/Chris - two sessions can be booked in January and they are happy to train speakers and moderators on how to host/present sessions in Zoom
- Practice sessions will also be available for the delegates as well though ATA

Motion: That PDTCA receives the committee reports as presented.

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

8. **Old Business**

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

- We need a recording of our Opening with the Land Acknowledgement for the start of Convention (J. Munton will ask our Provincial ATA President if he would do a pre-recording for our opening)

Chart Paper Planning with the following headings:

- **Zoom vs Webinar sessions**
 - Record or pre-recorded
 - ATA host link – give key to host
- **Moderators**
 - Training and practice from ATA
 - Board members, University Education students, and Executive
 - Moderate chats, allow people in, security,
 - Consistent opening message (we are going to ask Jason Shilling to do our opening and Land Acknowledgement)
 - How many Moderators? Depends on the number of sessions
 - Sessions at one time?
 - Thursday (3 morning/2 afternoon) vs. Friday (3 morning/2 afternoon)
- **Live vs Pre-recorded**
 - Send pre-recorded – just play it
 - Send pre-recorded and speaker answers
 - Speaker is live and records session
 - Live – does not record

- **Board Members Role** – (The first two are expected as a Convention Rep)
 - Represent delegates – attend board meetings as scheduled
 - Report back to CSR – liaison with local concerns
 - Zoom Moderators (extra – for board members comfortable doing this)
- **Decisions Made:**
 - We are going with the FMAV company with the location being at the Convention Center
 - We will have a tech hub for moderators in the Calgary Convention Center with AV tech people available
 - Board members who would like to Moderators will receive meals, hotel room for one night, parking, and mileage. They are expected to host sessions all day.
 - Student Host/Moderators will receive lunch, mileage, parking and a gift card \$50.00
 - Jill White will do a sign up for the Moderators
 - Executives will also do the Moderator training in case they need to step in and do the job of a Moderator.

8.2. Tasks to do (talked about in planning above)

- Speaker Proposals
 - Program/publicity report
- Program supports
 - Program/publicity report
- Exhibits/Social Media sequencing
 - Tara, Andrew and Bertha get together so they know when to advertise on our social media
- FAQs to anticipate
 - Go to FAQ's page if you have questions and/or to submit questions on the website

8.3. Treasurers Report – Budget

- Some of the budget lines were increased after much discussion
- Increased the meeting amount due to the additional meetings
- Convention event – AV – increased
- S. Leppa will present an update budget at the November 21st, 2020 full board meeting

9. New Business

9.1. Convention by the Numbers Report

- Honorariums for Executive – Adhoc committee - S.Paton, J. White, M. Shain, A. Rai Nannan, S. Leppa, C. Wasykynuik and K. Nakaska (DR)
- Jill will choose two meeting dates to send to the committee to meet and discuss honorarium plus office expenses for executive members.

Meeting adjourned by J. Munton/S. Paton at 3:30 pm