



Palliser District Teachers' Convention Association



Minutes Executive Board Meeting Hyatt Hotel October 2nd, 2020 5:00 p.m.

The link for the Friday night Executive meeting is:

<https://zoom.us/j/99101705931?pwd=NFovdTBIZXBNWkxWZ0JBczJnZW5uUT09>

In attendance:

C. Crane, S. Leppa, S. Paton, J. Munton, A. Craigie, T. Hrysak, L. Neville, P. Morck, J. White, C. Gonsalvez,
Virtual: B. Yagos, B. Baum, K. Nakiska

Absent:

1. **Call to order** and welcome – 5:07 p.m.
2. **Land Acknowledgement**
3. **Approval of Agenda**
 - Addition of Social Media under Executive reports to 7.8
 - **Motion: That PDTCA adopts the amended agenda of the October 2nd, 2020 meeting.** Moved by Andrea Craigie/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**
 - Notice of Absence for Saturday – L. Neville
 - Daniel Maas – Online Teacher's Convention 2021
 - Daniel Maas – Online Exhibitor Directories
 - Daniel Maas – 2021 Planning and Collaboration Opportunities
 - Daniel Maas – Registration of Associate Members and Certain Non-Members
 - Daniel Maas – ATA Convention Professional Staff Changes
 - Daniel Maas – Convention Updated Contracts and Advice in Light of COVID 19
 - Michelle Watt resigned as she changed schools – replacing her is Jolene Becker
 - Jessica Grayson – Teacher's Convention Schedule and Contacts
 - Melissa Purcell – Updated Land Acknowledgement
 - Dennis E Theobald, Executive Secretary - Council and Subgroup Activity During the COVID-19 Pandemic

6. Treasurer's Report – S. Leppa

- S. Leppa presented the financial report.
- S. Leppa presented the Auditor's Financial Report. One person from each local needs to give one copy to their Local ATA treasurer.
- We are supposed to be in the 20 – 50 % surplus – we have a 45% surplus
- **S. Leppa will move the Auditor's Financial Report at the full board meeting tomorrow.**

7. Executive Reports

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

- President Email: president@pdtca.org
- Has attended many online meetings with Daniel Maas and Chris Gonsalvez regarding the upcoming convention planning
- ATA has started a private Facebook page for Convention Executives – totally optional if you want to join
- We moved our meeting to after PEC so we had more information about what was going to happen with this year's Convention
 - PEC decided that all 2021 Conventions will be online
 - Future zoom meetings with other convention boards to discuss speaker sharing/idea sharing for the 2021 convention
- Redistributing roles on executive and full board to help with online planning
- Fall PDAC – will take place online - Saturday, November 28, 2020
- Web host training – Chris Gonsalvez and Daniel Maas will train anyone willing to become Zoom hosts during Convention 2021

7.2. Past President – A. Craigie (report posted)

- Remind all your teachers in your local the deadline to apply for Alternate PD during Convention is January 10, 2021
- New this year, requests must be submitted to Convention Attendance Committee through <https://ATA.smapply.ca>
- The procedure is outlined under the "Delegates" tab on the PDTCA.ORG website. <https://www.pdtca.org/alternate-pd-request.html>

7.3. Vice President – J. White (No report)

- Nominations for Honorary President will be presented tomorrow at the full board meeting

7.4. Program – P. Morck (Report Posted)

- Program Chair Email: program@pdtca.org
- Thursday Morning Keynotes
- **Minnijean Brown Trickey**
 - booked but waiting to hear if she is interested in doing her keynote virtually
- 261 speaking proposals said they would do a virtual session
- **Speaking Proposal** is still open to submit speaking proposals – get the word out - <http://www.pdtca.org/submit-speaking-proposal.html>
- Paulette has emailed the other conventions that are at the same time to see if they are interested in working together

7.5. Facilities – C. Crane (Report posted)

- New Event Manager for TELUS Convention Center (CTCC)
- New Event Planner for Hyatt - Rebecca Norris
 - Met with both to go over contracts and the cancelation policy
 - The Hyatt is willing and ready to help us with doing this online Convention
- **Convention Meeting Dates**
 - We added two extra meetings due to planning an online convention
 - **October 23, 2020 Executive only**
 - **November 20/21, 2020**
 - December 4, 2020 Executive only
 - January 15/16, 2021
 - February 18/19, 2021 Convention
 - March 26/27, 2021
 - May 27/28, 2021

7.6. Exhibits – T. Hrysak (report posted)

- 2021 Convention rates for the online link
- Rick Readman from Superior Show Services had given us a reduced footprint for this year.
- Tara will be working with Bertha and Sherry on refunding all monies collected for pre-paid booths.
- Tara is looking into how we can get exhibitors connected with delegates, without opening up a virtual space.

7.7. Publicity/Website/Evaluations – B. Yagos (report posted)

- Thank you to Daniel Maas for doing an excellent job at answering the questions we are having.
- 281 speaking proposals – 261 willing to do them virtually
- Two recording studios available for professional recording that we could possible use – Lots of questions to be answered...
 - Cost of recording is needed – Christine Crane will look into this
 - Who will pay this cost of recording – PDTCA (motion tomorrow)
 - Who will be paying for travel for speakers to come to the pre-recorded sessions
 - When is the studio open and will we cover Sub costs if they are only open Monday to Friday.
 - How are they going to present - live or recorded
 - Who will be hosting the Zoom meeting - ATA is offering to help teach zoom
- 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
- We will need to increase the delegate number for zoom webinars for our Keynotes

7.8. Social Media – A. Doyle (report posted)

- 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 (report posted)

- Will present tomorrow at the full board meeting

7.11. **ATA Rep** – C. Gonsalvez

- PDAC – online November 28, 2020
- Daniel and Chris have some ideas on how to run an online convention
- Zoom licensing - ATA will purchase so all conventions could share the expense
- Chris Gonsalvez is here to help
- Beginning Teacher's event will be happening in January – more details are coming

Motion: That PDTCA receives the committee reports as presented.

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

8. **Old Business** - None

9. **New Business**

9.1. **Fall PDAC – Online Digital November 28, 2020**

- More information to come

9.2. **Fall Convention Association Meeting -**

- Will wait to hear from Daniel Maas as to whether we need one due to the fact he is having many online sessions with convention executives

9.3. **Virtual Teacher's Convention – Chris Gonsalvez**

- 4 Conventions are happening at the same time
- Work together so that all of our delegates get to see all of our keynotes at different times throughout the day.
- Need hosts/moderators for zoom and webinar sessions
 - Training, location, logistics – ATA will help with training
- Recording sessions will be needed
 - Hyatt or CTCC
 - Breakout sessions – we will do the recording – cost of recording vs. live sessions
- Zoom licenses – ATA will coordinate
 - 300 people but you can increase it up to 1000
- Zoom Webinar – up to 10,000 people
- SCHED -
 - We will use the program SCHED with the links imbedded into the program
- We decided that sessions will be 45 minutes long with 15-minute breaks (Keynotes will be 2 – 45-minute sessions with a 15-minute break) starting at 9:00 am to 3:00 pm
- ATA sessions are still available and just need to be slotted into a session time – ATA will look after themselves – moderator, zoom license, etc.

- **After much discussion we have decided to have a combination of live sessions with some pre-recorded sessions for the 2021 PDTCA Convention**
 - We will use SCHED for scheduling
 - We will use Zoom and Zoom Webinar for broadcasting sessions
 - ATA President – should be a live broadcasting session
 - Next decision will be to finalize the number of speaker/sessions per time slot.
- Board member meetings will look different this year
 - We have scheduled two extra meetings at this point
 - Two extra executive and one extra full board meeting
 - We will need people to learn how to host a Zoom meeting during convention – ATA will help with training
 - Monthly emails will be coming with updated information, so board members know what is going on
 - Executive will meet on October 23, 2020 from 10 – 3 and on November 20, 2020 from 10 – 3
 - Extra online Full board meeting on November 21, 2020 at 9:00 am
 - Executive will have extra zoom online meetings as needed
- Executive people helping in other areas
 - Liaison with the other convention boards – Jenn Munton
 - Christine Crane will help with the scheduling of sessions
 - Andrea Craigie can help enter information into the Data base
 - Larry Neville will look into the possibility of professional pre-recorded sessions (time, cost, location) for local speakers

9.4. **Budget** – Sherry Leppa (report posted)

- S. Leppa presented the budget to the executive
- We will be collecting regular fees
 - We will have a surplus and decide what to do with the surplus next year
- After presenting the budget to the full board tomorrow Sherry will table the budget until the November 21, 2020 meeting.

Meeting adjourned by J. Munton/S. Paton at 9:32 p.m.