



# Palliser District Teachers' Convention Association



## Minutes Full Board Meeting Hyatt Hotel/Zoom Online January 16<sup>th</sup>, 2021 9:00 am

Zoom online: <https://us02web.zoom.us/j/89718452459?pwd=UVI6WlJ6RVVM0MlFDN2V2bS9NWjhYQT09>

**Virtual attendance:** S. Buchfink, A. Caporicci, E. Clarkson, A. Craigie, C. Crane, A. Doyle, V. Doyle, M. Doz, D. Egert, N. Emond, A. England, L. Fagan, C. Frazer, L. Gibson, A. Gillespie, R. Hatch, K. Hinton, B. Hohenwarter, T. Hrysak, S. Leppa, L. Neville, K. McElroy, P. Morck, K. Muir, J. Munton, L. Murphy, K. Nakaska, A. Neefe, L. Neville, S. Paton, A. Rai Nannan, D. Saunderson, M. Shain, Y. Toney, C. Vandermeer, A. Van Vliet, C. Wasylynuik, S. Watson, J. White, B. Yagos, J. Yersh,

**Absent:** C. Gonsalvez, W. Lorenz, B. Baum

1. **Call to order at 9:01 am**
2. **Welcome and Land Acknowledgement** – read by Jenn Munton
3. **Approval of Agenda**
  - **Motion: That PDTCA adopts the amended agenda of the January 16<sup>th</sup>, 2021 meeting.** Moved by Bev Hohenwarter/Seconded by Tara Hrysak. CARRIED
4. **Minutes of previous meeting**
  - **Motion: That PDTCA approve the minutes of the November 21, 2020 PDTCA meeting.** Moved by Andrea Craigie/Seconded by Amy Gillespie. CARRIED
5. **Correspondence (emailed)**
  - David Oh – Website Support for Subgroups
  - Daniel Maas – Recording Convention Presentations
  - Daniel Maas – ATA PD Workshop Bookings for Conventions
  - Daniel Maas – ATA Conventions Shared Zoom Account Information
  - Daniel Maas – ATRF Pension Interviews Update
  - Daniel Maas – Support for Convention Presenters
  - Melissa Purcell – Cultural Protocol and Land Acknowledgements
  - Daniel Maas - Updated ATA staff officer sessions, schedule, and details
  - Daniel Maas - PDTCA ATA session details, speaker photos and schedule.
  - Notice of Absence – Brenton Baum for Saturdays meeting, Wayne Lorenze,
6. **Treasurer's Report – S. Leppa**

- S. Leppa presented the Balance Sheet and Profit and Loss sheet for the financial report.
- Have collected partial payments from all Locals.

## 7. Executive Reports Updates

### 7.1. President – J. Munton – (Report posted)

- President Email: [president@pdtca.org](mailto:president@pdtca.org)
- Thank you, all executive and board members, for the fabulous job they are doing.
- Policy review meeting was on Dec. 4<sup>th</sup>, 2020. Changes were made that we voted on at the November Full Board meeting.
- Prepared with Jill, a moderator sign up for board members
- Prepared media release to be sent to all locals
- Emailed Superintendents inviting them to Convention and letting them know if anyone applied for Alternate PD
- Worked with Bertha to create a teacher drop-in anytime Q & A ZOOM session Wed. Feb. 17<sup>th</sup> in SCHED linked to a zoom meeting – moderated by Tara and Jenn from 1:00 – 5:00
- Alison made cheat sheet poster for all board members and delegates to help with navigating – It looks fabulous Alison!
- Jenn and Paulette will be recording the “Welcome” on Tuesday, January 19<sup>th</sup>
- On the Wednesday evening Sue will send out an email from Jenn to all board members.

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

- We received 6 requests for alternate PD from Christ the Redeemer to attend the virtual Religious Education Conference. Request has been approved
- Deadline has now passed to apply for Alternate PD.
- Policy was updated and is available on the Minutes page of our Website
- No Honorary Presidents reception nor Hospitality Suite – therefore “raise a glass” to our Honorary President, Theresa O’Neil
- Recognized Jenn Munton for the great job she is doing as President in this crazy year in planning our Virtual Convention

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

- Working on FAQ’s for the Website
- Thank you to the executive and full board for their hard work in planning this virtual convention
- Thank you to Bertha and Sherry for implementing the policy changes regarding honoraria and meeting expenses and sending cheques to all of our board members.
- Thank you to those who have signed up to moderate sessions. As of Thursday, 44 sessions still need moderators. Please sign up as soon as possible. Please check the email Bertha sent out on January 8th for instructions.
- Requirements for moderators:
  - Capable and reliable internet access
  - A reliable computer with a good camera and audio
  - A private, quiet space free from outside interruption
  - Proficiency with using Zoom

- Attendance at our moderator training with ATA staff members this afternoon, January 16th at 1:00 pm after our full board meeting
  - These sessions will be recorded.
- If you would like additional support, Danny Maas is offering 15- or 30-minute individual learning appointments on Sunday through Thursday evenings up until our convention. This is for Speakers and Moderators.
- Jill will set up a refresher course on the Wednesday before convention for Moderators
- Honorary President – Theresa O’Neill has accepted the invitation to be the 2021 Honorary President
  - Gift – Flowers to be sent the week of convention
  - \$300.00 gift certificate, Hyatt Hotel and Beverage Gift Card to be sent before convention
- Theresa O’Neill is our only Long-Term Service Award this year with 23 years of service.

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

- We have 204 sessions (Live: 149 Pre-recorded: 55) booked in total as of today and potentially 20 more ATA workshops will be booked.
- 5 of the 204 sessions are Webinars. Of the 149 live sessions, 104 are being recorded and available until Monday and 45 are only available once.
- All sessions and descriptions are up on the website and will also be on SCHED when it is up
- **ZOOM Help desk** link will be available in SCHED for both days of convention from 8:00 to 4:00 and on Wednesday afternoon from 1:00 to 5:00 before convention.
- **Read! Read! Read!** Go onto SCHED ahead of time - It is imperative this year to check the handouts and have them downloaded on your computer for a particular session, if you get a chance.
- If a session has limited capacity, the moderator will only let in the participants who are eligible. The speaker will have a list of the names. So far, I only know of one session with this particular requirement. It is a First Nations session.
- **The yellow button in Sched will start the Zoom Meeting.** Pre-recorded videos in Sched will be set so they can’t be played until 10 minutes before the start time and then will be available any time after that until Monday morning. All live recordings and all pre-recorded sessions will be removed from Sched on the Monday after convention.
- SCHED is designed for our phones as it is an app. Everyone should have no problems seeing videos on their phones
- **Title Code:**
  - ! Available once – may be recorded or live
  - \* Live but will be recorded.
  - \*\* Pre-recorded session or a live session that now has the recording posted.
- Right now, all recorded sessions will be available for 48 hours after convention.
- Very Important that all of our moderators and delegates check their computers beforehand to make sure their ZOOM works

- I have a moderator and board information link under INFO & FAQ on the website and I am trying to add to it when questions are asked. There is also delegate information under DELEGATES and presenter information under PRESENTERS on the website.
- Danny Maas is available to give extra Moderator training Sessions for Speakers and Moderators.

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

- Program Chair Email: [program@pdtca.org](mailto:program@pdtca.org)
- Huge Thank you to Bertha and to the ATA for being so helpful
- **Thursday Morning Keynotes** (9:00 – 10:45 am) (All of the Thursday Keynotes will be live and/or pre- recorded, then will be available for 48 hours after convention)
  - **Minnijean Brown-Trickey**
    - <https://www.thelavinagency.com/speakers/minnijean-brown-trickey>
    - She is in the human rights movement
  - **Stuart Ellis Myers**
    - <http://speakerscanada.com/stuart-ellis-myers>
    - Comedian
  - **Anthony Johnson and Dr. James Makokis**
    - <http://speakerscanada.com/anthony-johnson-james-makokis>
    - From Canada - Season 7 Amazing Race Winners
  - **Marius Bourgeois** Francophone Keynote
    -
- **Friday Keynotes** – are live and will not be recorded (these speakers are shared by other Convention Boards – Thank you)
  - **Dr. Jane Goodall** – Friday, Feb. 19/21 at 9:00-10:00 am
    - Only available from 9 – 10 and not recorded
  - **Rick Mercer** – Friday, Feb. 19/21 at 2:00 – 3:00 pm
    - Only available from 2 – 3 and will not be recorded
- **Special Featured Speaker**
  - Jason Shilling – Unplugged - Friday at 10:00
  - Jason Shilling will also be introducing Dr. Jane Goodall
- **12 Special Networking sessions**
  - An opportunity for colleagues to get together and talk subject areas
  - These will be hosted by a moderator, hopefully one of our board members will sign up that is their specialty. We will need someone who can moderate the conversations in each of these Network sessions.

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

- Thank you to Larry Neville for setting up the recording sessions with FMAV at the TELUS Convention Center. This recorded introduction will include O' Canada, Land Acknowledgement, housekeeping information, etc.) Jenn Munton and Paulette Morck will be recording this on Jan 19<sup>th</sup>
- Quote from FMAV is \$32993.42
- Chris Gonzalez, Bertha Yagos, Jenn Munton, Christine Crane will be part of the Help Desk ZOOM room during Convention
- Paulette and Christine will tour FMAV set up during the CCTC convention to see how the technology will run

- There will be a Disclaimer along the heading of SCHED – saying all sessions may be recorded
- **Next Step:** Bertha and Christine will meet with FMAV to go over a list of duties they are responsible for during convention
- **Moderators Role**
  - The Training will be done this afternoon
  - They will receive a checklist of how to and will also be able to ask questions (emailed last night to all board members)
  - FMAV will do all the recording as soon as the speaker starts and will end when the speaker is done

#### 7.7. **Exhibits** – T. Hrysak (Report posted)

- We will be having a small online exhibits advertising space in SCHED this year
  - 110 exhibitors were contacted to see if they want to advertise on SCHED
  - We are offering this opportunity at no charge
- Huge thank you to Bertha for creating this space
- No Exhibitor of the Year this year
- Working with Jenn to create a Q & A on Wednesday, February 17<sup>th</sup>, from 1 to 5 pm to answer questions about convention delegates may have prior to convention start.
- I will be available to assist Facilities and Program in the upcoming month

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

- All icons are posted on the website
- Has started promoting our Keynotes
- Instagram: @palliserconvention
- Facebook: Palliser District Teachers' Convention
- Twitter: @palliserc
- Will look at doing some “how to” videos for teachers
- Andrew will develop a background so delegates can tell at a quick glance who the moderator is as well as moderators will need change name so it says Moderator, then their name
- 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 (report posted)

- Karen expressed a huge Thank you to all executive and board members
- She shared numerous ATA updates

#### 7.11. **ATA Rep** – C. Gonsalvez (Absent) – information from the executive meeting

- A Virtual Zoom room for speakers can be set up to meet with Sherry and Bertha to give that private information in person may alleviate privacy issues.

- Out of Province Fees is looked after by ATA and then sent to the individual Conventions
- Danny commented that PDTCA people are doing a great job getting the information out for presenters to learn about presenting.
- Moderator Training:
  - Moderator Checklist (see attached)
  - Goal is to do this training session in 60 minutes or less
  - Will show little tips and tricks that will help make the session run smoothly.

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

Moved by Michael Shain/Seconded by Ryan Hatch. CARRIED

## 8. Old Business

### 8.1. Requests for Alternate PD – A. Craigie

- See Past President report

### 8.2. Policy Changes from the December meeting – A. Craigie

- See Past President report

### 8.3. Fall PDAC Report – J. Munton

- A number of executive board members attended
- Was excellent and ran through SCHED so we would have a great idea on how our Teacher's Convention would run

### 8.4. Virtual Planning updates/highlights

- On the Wednesday evening before convention Sue will send out an email from Jenn to all board members.
- Watch for an email for Alison's cheat sheet to be sent out to all teachers
- 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>
    - Danny will do a training session at 1:00 via Zoom
    - <https://zoom.us/j/97850792959?pwd=MkxZK3VTRmJqb0o5KzBRdUNyb1pGZz09>
- Help Desk – If moderators are having trouble, they will be given a phone number to call (Bertha, Christine, Jenn and Chris Gonsalvez will be involved with the Help Desk during convention)
- Jill is going to ask Chris if he can do a refresher course the night before convention for all moderators.

## 9. New Business

### 9.1. Board Member Virtual Moderator Duties – J. White

- Covered in the Numerous reports above and more will be discussed in the training sessions tomorrow
- We will ask Andrew to design a moderator background for all moderators so they can see you much better

### 9.2. Board Member responsibilities during convention – J. White

- Will be covered in today's training session

## 10. Action Items

- 10.1. **Invited Guests – Superintendents and Board Members – J. Munton**
  - Jenn will invite Superintendents and Board Members to the Keynote speakers on Thursday morning
- 10.2. **News Release from President – J. Munton**
  - Will send out to all board members at the beginning of February
- 10.3. **Local Concerns**
  - When a local has teacher's going to two different conventions at the same time, is it possible to attend either one this year as it is virtual?
    - It is not encouraged as our fees go to one convention or the other however, we cannot stop teachers from going to another one if they have the link.

Jenn Munton adjourned the meeting at 11:15 am