



Palliser District Teachers' Convention Association



Minutes

Executive Board Meeting

Hyatt Hotel/Zoom Online

January 15th, 2021

10:00 am to 3:00 pm

Zoom online: <https://zoom.us/j/96898904391?pwd=bHI0Y0xXeXVKZTRJK1FCSjF0SWZOZz09>

In attendance:

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

Absent: K. Nakaska,

1. Call to order at 10:02 am

2. Welcome and Land Acknowledgement – read by Jenn Munton

3. Approval of Agenda

- **Motion: That PDTCA adopts the amended agenda of the January 16th, 2021 meeting.** Moved by Andrea Craigie/Seconded by S. Paton . CARRIED

4. Minutes of previous meeting

- **Motion: That PDTCA approve the minutes of the December 4th, 2021 PDTCA meeting.** Moved by Jill White/Seconded by S. Paton 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
- Jessica Grayson - Updated ATA staff officer sessions, schedule, and details
- Jessica Grayson - PDTCA ATA session details, speaker photos and schedule.
- Notice of Absence – Brenton Baum for Saturdays meeting

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
- Thank you, all executive and board members, for the fabulous job they are doing.
- Policy review meeting – Dec. 4th, 2020
- 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. 17th 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!
- Recording Welcome on Tuesday, January 19th
- All out of district teachers wanting to attend our convention will go through Barnett House to pay.
- 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 8 requests for alternate PD from Christ the Redeemer to attend the virtual Religious education Conference. Request has been approved
- Deadline has now passed.
- 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

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

- Working on FAQ’s for the Website
- 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
- 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.
- 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

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.
- 3 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.
- Zoom help desk 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.
- 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.
- 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.

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

- Program Chair Email: 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 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
- **Friday Keynotes** – are live and will not be recorded
 - **Dr. Jane Goodall** – Friday, Feb. 19/21 at 9:00-10:00 am
 - **Rick Mercer** – Friday, Feb. 19/21 at 2:00 – 3:00 pm
- **Moderators**
 - Looking for someone to host the

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

- Signed and returned contract to CTCC for session for recording the introductions by Jenn Muntun and/or Paulette Morck for Jan 19th
- Met with Chris regarding some questions with Zoom
 - Hosting privileges for a paid license
 - Break out rooms may not be a good idea for 45 min sessions
 - Look at settings:
 - Don't allow participants to enter before host
 - Embed passcode in link
 - Only authenticated users - off
 - Only allow participants to have recording with permission of host
 - Turn polling on
 - Turn on co-host setting
- Quote from FMAV is \$32993.42
- Chris Gonzalez 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
- Logistics to work through:
 - Alison England has put together a cheat sheet for our delegates
 - How to Zoom
 - Putting a 3-minute video on SCHED
 - Do some practicing with our ZOOM moderators
 - Moderators Role
 - The Training will be done tomorrow afternoon
 - They will receive a checklist of how to and will also be able to ask questions
 - Introduce speaker and Thank them at the end and listen very carefully so that you can say one or two things about the session
 - Ask the speaker how they want questions asked and who is asking them (the speaker or moderator) or they can email the speaker the day before to ask these questions
 - FMAV will turn the waiting room off as soon as the speaker is ready to start
 - ATA background, change name so it says Moderator, then name
 - Who is recording?
 - FMAV will do all the recording as soon as the speaker starts and will end when the speaker is done

- Zoom practice runs
- Disclaimer along the heading of SCHED – saying all sessions may be recorded

7.7. Exhibits – T. Hrysak (Report posted)

- We will be having a small online exhibits advertising space in SCHED this year
 - 110 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 17th, 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
- 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 – Brenton

- Karen will speak at the full board meeting tomorrow

7.11. ATA Rep – C. Gonsalvez

- Virtual room for speakers 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 tomorrow:
 - 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 Tara Hrysak/Seconded by S.Paton. 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

- Was excellent and ran through SCHED so we would have a great idea on how our Teacher's Convention

8.4. Virtual Planning updates/highlights

- 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>
 - Dan Grassick will do a training session at 1:00 via Zoom
 - <https://zoom.us/my/dan.grassick>
 - 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)

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 tomorrow's training session

10. Action Items

10.1. Invited Guests – Superintendents and Board Members – J. Munton

- Will invite 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

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Jenn Munton adjourned the meeting at 3:14 pm