

## 2022 May Executive Assistant Report

### Bertha Yagos

- Our speaking proposal site opened the first week in April. We are collecting information for an in person conference, but have also added questions to determine speaker preferences should we have a virtual conference again. All speakers from last year have been emailed and invited to submit.
- About 50 proposals have been submitted so far.
- Please remind colleagues in your school division to submit a speaking proposal if they have something valuable to present.
- Deadline is June 30, 2021 Do we want to extend that?
- Please use the most current claim form which is on the minutes page of pdtca.org. To send billing information please use the information on the claim form on the minutes page. As well, please use the claim form on the minutes page every time you submit a claim. I am getting a fair number of claim forms that are old and do not have the correct information to help you fill it in correctly.
- Ordered an extra Owl to work in tandem at the full board meeting to shorten distance from board members to the Owl. We had 11 people join online in March. In person average cost per person was 332.40. Cost of online attendee is 50.00 so cost saved was  $332.40 - 50.00 = 282.40$   
 $*11 = 3106.40$  compared to in person attendance. At 1469.00 for the cost of this second Owl, financially it is certainly worth it to offer the online option to board members. We have the Owls for future meetings so there will be no more cost involved. Financially there is no burden in offering the online attendance option, in fact it actually saves money and I believe the people who attended online appreciated that choice. Besides choice, illness and weather can determine how a board member chooses to join the meeting.
- Questions: Are we planning to record keynotes and make the videos available? Cost? Are we planning on recording any live sessions and making the videos available? Cost?