

2022 October
Executive Assistant Report
Bertha Yagos

Our newbie Alison is doing an amazing job as Program Chair and is a great person to work with. That is a change of executive that I fear and I thank Alison for her competence, diligence and great sense of humor!

Work Completed:

Audit is complete and ready to send to Provincial ATA.

Speaker honoraria for Convention 2022 have been documented and sent to Provincial ATA.

Work in progress:

Sending out contracts as Alison approves sessions.

We have had 317 sessions submitted as of today. 205 contracts have been approved. 160 contracts have been signed and 45 are pending.

Target to have all contracts signed and send information to facilities is November 30th at the latest or sooner if possible. Quite often when contracts are sent out the speakers have conflicts and we need to make changes and reissue contracts to be signed. It is not unusual for speakers to delay when they receive contract notification before they inform us so this can be a lengthy process long after contracts have been sent to speakers.

We have our Sched site url available from ATA - <https://pdtca2023.sched.com/>

New Business/Action Items/Questions for the executive and/or board:

I assume we are doing the big posters this year.

I need to prepare honoraria reports for all board members for the 2022 calendar year and need to have social insurance numbers in case you have not submitted that to Sherry.

Other: