



Palliser District Teachers' Convention Association



Minutes

Full Board Meeting

Stephan Room – Hyatt Hotel

Hybrid - Zoom Online Meeting

June 3rd, 2023

9:00 a.m. (Breakfast 8:30 am)

In attendance:

Brenton Baum, Sandy Buchfink, Amanda Caporicci-Urovitch, Christine Crane, Stacey Doikas, Danell Dumont, Perter Ehrman, Shayna Engel, Alison England, Ryan Hatch, Kristine Hinton, Bev Hohenwarter, Tara Hrysak, Gloria Hunter, Bernie Kirk, Sherry Leppa, Paulette Morck, Kristi Muir, Jenn Munton, Larry Neville, Susan Paton, Carolyn Pawelko, Amrit Rai Nannan, Michael Shain, Carmen Wasylynuik, Jill White, Jennifer Yersh

Virtual:

Lindsay Avramovic, Eileen Clarkson, Sandra Gammie, Rita Kruger, Daniel Maas, Dawn MacArthur, Kathy McElroy, Lisa Murphy, Andre Pollard, Yvonne Toney, Sarah Watson, Bertha Yagos

Absent:

Corrinne Fraser, Lesley Gibson, Jacqueline Lefreniere, Karen Nakaska, Susan Rasmussen

1. **Welcome & Call to order** – 9:00 am.

- Land Acknowledgement – read by Jill White

2. **Approval of Agenda**

- **Motion:**
- Sherry Leppa/Susan Paton moves to Add 10.2 - In camera for the contracted positions.
- Motion: That PDTCA adopts the amended agenda of the June 3rd, 2023, meeting. Moved by Ryan Hatch/Seconded by S. Paton. Carried
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3. **Minutes of previous meeting**

- **Motion:** That PDTCA approve the minutes of the March 25th, 2023 – Hybrid- in person/zoom online PDTCA meeting. Moved by Kristi Muir/Seconded by Jen Yersh. Carried

4. **Correspondence**

- Notice of Absence from Karen Nakaska, Jacqueline LaFreniere, Susan Rasmussen, Lesley Gibson
- Resignation – Marcy Rogers, Holly Srayko,
- Melissa Purcell – Land Acknowledgement Update
- Daniel Maas – Convention Update April 2023
- Summer Conference Registration Information
- Christien Perrault – Web Manager Professional Development Sessions

5. **Treasurer's Report**

- S. Leppa presented the financial report.
- Mileage on your claim form needs to be adjusted from .58 to .65 per km.
- Please add your return address on the two envelopes that your cheques will be sent to.

6. Unfinished Business arising from the March 25, 2023, Minutes

6.1. Constitution and Policy Review

- Jill White sent an email to all Local Presidents on March 25, 2023, with the proposed changes. Jill heard back from only two local presidents after receiving this email. (Livingstone Range and Association des enseignantes et des enseignants francophones de l'Alberta (AEEFA))
- Everyone on the board received the same email that was sent out to the Local Presidents on June 2, 2023, so board members could see what was sent.
- Jill White will send out another email with a Notice of Motion - requesting a response/accountability from each Local President.

7. Executive Reports

7.1. President – Jill White – (Report posted)

- President Email: president@pdtca.org
- **Work Completed**
 - Sent out information to all member Local Presidents regarding our proposed constitutional changes.
- **Work in Progress**
 - Amending proposed constitutional changes as needed
 - Working with Facilities, Exhibits, Program, and Finance Chairs to identify and evaluate potential cost-saving measures.
- **New Business/Action Items**
 - Review proposed changes with any amendments, then send all member Locals a Notice of Motion before our September meeting. PDTCA board will vote on these changes at our September meeting, and if passed, they will go to member Locals to vote on.
 - After the work on our Constitution and Policy review concludes, we will reconvene the Convention by the Numbers Committee using the updated data we have received from Danny Maas.
- Board Members – Jill went through all the Duties of a Board member that are outlined in the Policy Handbook.

7.2. Past President – Jenn Munton (No written report)

- **Work Completed**
 - ARA – Jen spoke in support of keeping conventions in person. The 2024 Convention will be in-person.
- **Work in Progress**
 - In the process of mailing out the prizes for the Goose Chase Winners.
 - Working where needed to help where needed.

7.3. Vice President – Christine Crane (Report posted)

- Thank you card from Theresa O'Neill
- **Action Item** –

- Will email board members for then to start thinking about nominations for the 2024 Honorary President – see policy 9.3 for criteria.

7.4. Program – Alison England (Report posted)

- **Program Chair Email:** program@pdtca.org
- **Program Assistant** – Paulette Morck as Program Assistant
- **Work Completed**
 - Attended Spring Convention Meeting on April 28, 2023.
 - We are in negotiations with two potential keynotes.
 - Confirmed Keynote
 - Thursday morning - Olympian Catriona Le May Doan
- **Work In Progress**
 - Our program site is open now and until July 15, 2023
 - Please encourage your colleagues and/or anyone in your professional network who might make a great convention presenter to submit proposals. Please personally invite these people to the link on our website and encourage them to submit a proposal.
 - The Palliser District Teachers' Convention (all Alberta public teachers from south of Red Deer, excluding Calgary, Lethbridge and Medicine Hat) invites you to submit a proposal for our February 22& 23 2024 event via the following link: <https://www.pdtca.org/submit-speaking-proposal.html>
 - **Alison England/Susan Paton moved to appoint Paulette Morck as her Program Assistant. Carried.**
- **New Business:**

Based on:

 - Evaluation forms from this past Convention regarding start times
 - Evaluation forms from this past Convention suggesting keynotes on Thursday AND Friday
 - Observations with attendance for 8:30 am keynotes on Thursday

Possible cost-saving efforts

1. We are going to move to a 9:00 a.m. start time, and we will be doing 60-minute sessions.
2. We will have one location for our Keynote speakers (Exhibition Hall), and sessions will run at the same time. There will be three keynote speakers, one will speak twice on Thursday morning, the second will speak twice on Thursday afternoon, and one will speak twice on Friday morning. This way we are only using one large room for keynotes and those other large rooms can be broken down to break out rooms.
3. Alison is looking for Program Committee members who will do a digital vetting of proposals the somewhere in between July 11 and 18 for creation of the preliminary program. Please fill out this google form: <https://bit.ly/3N0e1wf>

7.5. Facilities – Lindsay Avramovic (Report posted)

- **Facilities Chair Email:** facilities@pdtca.org
- See report for more details.
- **Work Completed**

- Hotel rooms, Conference Suite and Stephen Room have been booked for the PDTCA Executive Meeting for June 2 & 3, 2023
- Contracts have been signed for Executive and Board Meeting dates for 2024.
- Room blocks have been reduced for the Friday nights in case the President would like to switch any of these meetings to virtual for the Board meetings as a further cost cutting measure, thereby reducing our financial exposure for a room block which would not be filled.
- Contract has been signed for 2024 with the Calgary TELUS Convention Center which includes no cost increases for room rental.
- The price for hotel rooms for teachers at both the Hyatt and Fairmont Palliser will remain at \$249 for 2024 and 2025 Conventions.
- **Work In Progress**
 - We are currently working on a venue review for Executive & Board Meetings and our Annual PDTCA Convention, as per the directive/request by the Board.
 - Larry conducted a tour of the Stampede Convention Centre in the last week of May to receive preliminary pricing for a possible Convention in 2026.
 - Suggestion – leave it for now until the building is built, along with pricing.
 - The facilities team is also researching other venues for possible board meetings for 2025 and beyond.
 - Contract negotiations are in progress with the AV vendor for the Hyatt and Calgary TELUS Convention Center (with no increases in costs) for 2024.
 - Signed contract with Encor for 2024 – no fee increase.
 - 24 LCD projectors from ATA have been booked for the 2024 convention.
 - Lindsay Avramovic/Jen Yersh moved that PDTCA Board contract Larry Neville as the Contracted Assistant to the Facilities Chair for the 2024 Convention year.
 - This was moved to the in-camera session in new business.
- **New Business (see report for more details)**
 - See report for the many cost savings efforts we have been working on.
- **Convention Meeting Dates**
 - September 15, 2023, Executive Meeting
 - September 16, 2023, Full Board Meeting
 - December 1, 2023, Executive Meeting/Policy Review – Palliser Hotel
 - January 19, 2024, Executive Meeting
 - January 20, 2024, Full Board Meeting
 - February 22/23, 2024 (Annual Convention)
 - March 22, 2024, Executive Meeting
 - March 23, 2024, Full Board Meeting
 - May 31, 2024, Executive Meeting
 - June 1, 2024, Full Board Meeting
 - September 20, 2024, Executive Meeting
 - September 21, 2024, Full Board Meeting
 - December TBD Executive Meeting/Policy Review

- Exhibits Email – exhibits@pdtca.org
- **Work Completed**
 - Contacted Global Show Service about new contract and papers. New Contacts are Samara De Wolfe and Stephen Fruze.
 - Attended Spring Convention Meeting and PDAC.
 - Met with ACCENT regarding proposed Francophone Area.
 - Registration opened May 23rd, 2023.
 - New registration fee implemented. Not-for-Profit rate has been discontinued due to budget. We are budgeting to break even this year.
 - Cost of booth is \$640.00 + gst.
 - Previous exhibitors (with Bertha's help) have been emailed and 2024 leads have also been contacted.
- **Ongoing work**
 - Work with CCTCA to share and coordinate booths, share information, and inform exhibitors of storage services.
 - Working with Alison to possibly coordinate a few speakers and booths.
 - Look into more FNMI, francophone, minority group content booths.
 - Look into physical maps of entire space/where rooms are for inside the exhibits space.
 - Booth registrations are open, we have 12 booked, and 28 on hold.
 - Accept new booth registrations, sending confirmations and updating booth map.
 - Continue to liaise with Global Show Service and CTCC.
 - Emailed commercial booths to inform them of the PEC decision about booths!
 - **Tara Hrysak/Carmen moved to appoint Kristi Muir as her Exhibits Assistant. Carried.**

7.7. Social Media – Paulette Morck (No Written Report)

- Encourage everyone to join our social media.
 - Facebook
 - Instagram
 - twitter
- Have plans to continue to increase engagement throughout the year.

7.8. Contracted Executive Assistant – B. Yagos (Report Posted)

- **Work Completed**
 - Our speaking proposal site opened in April and will close the middle of July. We have received over 50 proposals so far.
 - Please remind colleagues in your school division to submit a speaking proposal if they have something valuable to present.
 - Exhibitor registration is now open.
 - Please use the most current claim form which is on the minutes page of pdtca.org. It has the updated kilometrage of .65 per km.
- **Work in Progress**
 - Preparing database and updating forms to email speaker contracts when the speaking proposal closes.
 - Working on a graphic map of exhibits that shows the booth location, booth number and the exhibitor's name.
 - Preparing files for audit.

7.9. **Secretary** – S. Paton

- Information is posted on the webpage within 2 weeks of the meeting date
- Please notify the President, Facilities Assistant and Secretary when you cannot attend a meeting.
- Due to having both online and in-person meetings we need to know who is attending in-person or virtually due to the cost of breakfast.

7.10. **District Reps** – K. Nakaska (absent) (report posted) Brenton Baum reported.

- Please see report posted.
- Association website is transitioning onto one site.

7.11. **Provincial ATA** – D. Maas (Report Posted)

- At ARA 2023, 3 resolutions involving conventions were put forth:
 - Resolution 2-45/23 (a 3-year cycle of 2 in person + 1 online convention years) was pulled from the block for debate and was defeated.
 - Resolutions 2-58/23 (directing conventions to have online sessions) and 2-69/23 (directing conventions to provide a hybrid model of delivery) were not pulled from the block. They were referred for study and report.
- ATA Summer Conference (August 14-18) registration is officially due Friday, June 2 however some registrations may be accepted after that date.
- Sched sites will be created over the summer; however, they can be created sooner upon request to Jessica Grayson via email Jessica.Grayson@ata.ab.ca
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Motion: That PDTCA receives the committee reports as presented.

Moved by J. Munton/B. Kirk. Carried

8. **Old Business**

8.1. **Spring Convention Planning Meeting** –

- It was very informative and learned lots of valuable information.

8.2. **Spring PDAC**

- Sue Paton and Tara Hryszak attended.

8.3. **Summer Conference** – August 14-18, 2023

- This will be an in-person conference in Banff.
 - Alison England and Sue Paton will be attending.
- ATA will pay for the two convention reps however we can send more at the expense of PDTCA.

9. **New Business**

9.1. **Preliminary Budget** – Sherry Leppa

- Will remind board members to bring back to their local that there will be No fee increase for the 2024 Convention.
- Sherry went over the preliminary budget.

9.2. **PDTCA convention vests**

- Not changing due to budget restraints
- 9.3. **Can we change convention dates?**
- No as ATA set these dates.
- 9.4. **Survey regarding convention delivery**
- No due to the results from ARA
- 9.5. **Handouts in Sched (more of a Program piece)**
- This is for program to look in to.

10. Action Items

10.1. **Local Concerns** - none

10.2. **In Camera Session to Discuss contracted positions**

- Larry Neville and Bertha Yagos leave the meeting.
- **Jenn Munton/Jen Yersh moved that we move into "in camera". Carried**
- While in camera a motion was passed to offer Larry Neville the Contracted Position of Facilities Assistant for 2023-24 with the board approved contract.
- While in camera a motion was passed to offer Bertha Yagos the Contracted Position of Executive Assistant for 2023-24 with the board approved contract.
- **Amrit Rai Nannan/Stacey Doikas moved that we move out of "in camera". Carried.**
- **Bernie Kirk/Sandy Buckfink moved that we ratify all decisions made in camera. Carried.**

Meeting adjourned by Tara Hrysak/S. Paton at 11:59 a.m.