



Palliser District Teachers' Convention Association



**Minutes
Executive Board Meeting
Stephan Room – Hyatt Hotel
Hybrid - Zoom Online Meeting
June 2, 2023
2:30 p.m.**

Zoom Link: <https://us04web.zoom.us/j/74415582872?pwd=cGuPG02bvvmUmQsDR3BIFn5WdhglPs.1>

In attendance:

B. Baum, C. Crane, A. England, S. Leppa, Munton, L. Neville, S. Paton, J. White, P. Morck

Virtual: L. Avramovic, D. Maas, B. Yagos

Absent: K. Nakaska

1. **Welcome & Call to order – 2:37 pm**
 - Land Acknowledgement – read by Jill White
2. **Approval of Agenda**
 - **Motion:** That PDTCA adopts the agenda of the June 2nd, 2023, meeting. **Moved by Alison England/Seconded by S. Paton. Carried**
3. **Minutes of previous meeting**
 - **Motion:** That PDTCA approve the minutes of the March 24, 2023 – Hybrid- in person/zoom online PDTCA meeting. **Moved by Paulette Morck /Seconded by S. Paton. Carried**
4. **Correspondence**
 - Notice of Absence from Karen Nakaska, Jacqueline LaFreniere, Corrinne Fraser, 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
 - Jill White – Answered Email questions on the changes for representing Local representation from Livingstone Range and President from Francophone local name has changed.
5. **Treasurer's Report**
 - S. Leppa presented the financial report.
6. **Unfinished Business arising from the March 24, 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))
- 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.
- Can we assign the duty of reaching out to people (such as Indigenous Elders, religious leaders, and/or other minority representatives who may not be comfortable coming to us first)
 - Paulette Morck will take this role on as Program Assistant.
- Board Members – please make sure you look at your duties in the Policy Handbook.

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

- Purchased a wagon for all the stuff needed for the hospitality suite.
- In the process of mailing out the prizes for the Goose Chase Winners.
- ARA – Jen spoke in support of keeping conventions in person. The 2024 Convention will be in-person.

7.3. Vice President – Christine Crane (Report posted)

- Thank you card from Theresa O'Neill
- Offered to reach out to the Calgary Public Library and the TELUS Science Center to add to Exhibits and/or Program.
- Action Item –
 - Visit Bertha in the Summer
 - Email board members to tomorrow 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** – will appoint Paulette Morck as Program Assistant
- **Work Completed**

- Attended Spring Convention Meeting on April 28.
- We are in negotiations with two potential keynotes, and we have confirmed Olympian Catriona Le May Doan
- **Work In Progress**
 - Program site is open 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>
- **New Business: To focus on at the executive meeting on June 2nd.**
 - *In response to: (see report for details)*
 - Feedback forms from this past Convention regarding start times
 - Feedback forms from this past Convention regarding having keynotes on Thursday AND Friday
 - Observations with attendance for 8:30am keynotes on Thursday
 - Possible cost-saving efforts
 - Discuss the potential impacts/pros/cons of changing the way we have keynotes present, specifically,
 - Having one location for our Keynotes (Exhibition Hall), and sessions run at the same time.
- Lots of discussion based on the Convention 2023 – See report for more detail.
- Will present an updated Program report for tomorrows meeting.
- **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.
- LCD projectors from ATA have been booked for the 2024 convention.
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- **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

7.6. Exhibits – T. Hrysak (Report posted)

- Exhibits Email – exhibits@pdtca.org
- 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.
 - \$640.00 + gst
- Previous exhibitors (with Bertha's help) have been emailed and 2024 leads have also been contacted.
- Emailed commercial booths to inform them of the PEC decision about booths!
- Booth registrations are open, we have 12 booked, and 28 on hold.
- Owl's Nest Books - Book sellers – discussion was had on whether we need a book seller or not. They have registered for 4 booths for Convention 2024 .

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

- Have plans to continue to increase engagement throughout the year.
- Sent an email to Randy Pearson to see if they'd like to donate 2 Morgex wagons.

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. 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

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

- Will do a more formal report at the Full Board meeting on Saturday.

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

- PDAC was very good.
- 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 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/P. Morck. 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 budget that she will be presenting to the full board on Saturday.

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9.2. PDTCA convention vests

- Not changing due to budget restraints

9.3. Can we change convention dates?

- No

9.4. Survey regarding convention delivery

- No

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

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Meeting adjourned by J. White/S. Paton at 7:30 p.m.