

PDTCA President's Annual Report
June 2/3, 2023
Submitted by Jill White, President

This is the first meeting of our 2024 Convention year. Welcome new members! We are planning an in-person event.

Work Completed

- Sent out information to all member Local Presidents regarding our proposed constitutional changes
- Received and responded to feedback related to that

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. We will need to look at the remuneration for Larry's contracted position, our speaker fees, and any other outstanding cost items in our Policy.

Items/Questions for the Executive and/or Board

- For Executive: 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) to one of our Executive Chairs, Assistants, or a general board member?
- For all board members and Executive: Please review the Duties of a Board Member (also found on Page 9 of our Policy Handbook):

DUTIES OF A BOARD MEMBER

1. Attend all general meetings of the Board, including the PDCTA convention. Continuity and regular attendance of the Board members is essential for the efficient and consistent functioning of the Board. Board members are not to miss more than two meetings per convention year, or three meetings per two year term of service. Should this occur, the member may be removed from the board with a majority vote from the Executive, and the President will notify the Local.
 - 1.1. There are typically 5 Board meetings per Convention cycle: March, May, September, January and the Convention event
2. Inform the President, Secretary and the Facilities Assistant, a minimum of eighteen days prior to your absence, if you are unable to attend any board function.

3. Become conversant with the contents of the Policy and Constitution of the PDTCA. Copies of the Policy and Constitution will be available on the website and be updated annually.
 4. Be an active liaison with your A.T.A. Local and bring their concerns to board meetings. After each meeting, board members will distribute the highlights as published by the secretary to members of their local.
 5. Provide their local with the following:
 - 5.1. Attendance policy and request for alternate PD procedures by October 30.
 - 5.2. Audited financial statements.
 6. A convention news release will be made available to board members to distribute to ATA Locals and other media outlets for release.
 7. ~~Ensure the banner from your local is available for display at convention by bringing it to the Convention Information booth Wednesday afternoon or the Honorary Presidents reception Wednesday evening. Collect it following the last session on Friday.~~ **logo from your Local is sent to our Executive Assistant for display on the screens in the pre-conference area.**
 8. Usher sessions during the convention and other duties determined by the executive. Information will be forthcoming from the Vice President and sign-up by Board members for a predetermined number of duties. *Executive members may be exempt because they will be carrying out the duties of obligations of their respective positions.
 9. No board member shall use their position for personal gain.
 10. Align yourself with an executive on board to provide assistance when needed.
 11. During convention, support with the setup and clean up, before and after convention.
 12. Attend the Honorary President's Reception on Wednesday evening prior to the Convention.
 13. No active convention board members should apply for alternate PD due to the responsibilities they have during convention.
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