

**2023 September**

**Executive Assistant Report**

**Bertha Yagos**

**Yellow highlighting items should go in the Highlights**

**Work Completed:**

Prepared financials and reports for audit. This is complete and ready to send to Locals and Provincial ATA.

Speaker honoraria for Convention 2023 have been documented and sent to Provincial ATA.

Have requested Sched url to be activated by ATA.

**Work in progress:**

EXHIBITS:

Made a template and am adding registered booths to a map of the exhibit's hall on the website so exhibitors don't pick booth numbers that are already filled. It is interesting to see the fill pattern of preferred choices! **The exhibits map on the website is helpful for teachers to see which exhibitors will be at convention.** <https://www.pdtca.org/exhibition-hall-map.html>

PROGRAM:

Working with Alison to get the program completed.  
Responding to emails from speakers needing help etc.

Sending out contracts as Alison approves sessions.

We have had 390 sessions submitted. 201 contracts have been approved so far. 103 contracts have been signed.

Target to have all contracts signed and send information to facilities as soon as possible after Oct 31st. Quite often when contracts are sent out the speakers have conflicts and we need to make changes and reissue contracts to be signed so this can be a lengthy process long after contracts are first sent to speakers. Even for those who have no changes it can take several email reminders before speakers finally sign and return contracts. Some sign right away and if not, it usually takes quite a few of reminders.

### **PRE-REGISTRATION:**

Pre-reg will open January 8th and close midnight February 11th at which time an email will be sent to all registered as well as those on the waiting list confirming their status and some instructions. Teachers will continue to be able to cancel after February 11<sup>th</sup> right up to the session start time. This will move teachers up from the waiting list. Those on the waiting list have to check the website periodically to see if their name has moved up in the list. For sessions that have not filled by Feb 11th, teachers have to show up at the door shortly before session time and line up. They will be allowed in if there is room after the session starts.

Speakers can check their pre-reg list online as well which is very important for Off-Site sessions as they do their own checking. For On-site sessions we will have lists so teachers can be checked off at the door.

### **SCHED:**

Will try to get Sched up and running in December this year.

Adding a session to your Schedule in Sched is not a pre-registration. In Sched there is a link in the session after you click on the title that indicates if there is or is no pre-registration required. If pre-registration is required, the link to the pre-registration site will be available there as well. Teachers can find all the sessions that require pre-registration by filtering using the colored filters at the right of the page in Sched. There is a tag under the dots that says "Is Pre-registration required" which will filter out all the sessions requiring pre-registration.

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

Are we doing the big posters this year? How many?

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. The items that are taxable: Online meeting board meeting reimbursement of \$50 and any out of school hours time eg- vetting speaking proposals or committee meetings.

### **Other:**