

# SSLA Executive Meeting

November 2016



2016- 2017

# SSLA Executive Meeting

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November 2016

## Date

November 19<sup>st</sup>, 2016

Online Meeting with Adobe Connect

<http://connect.edonline.sk.ca/sslaexec/>

Enter as guest

9:00 a.m. – 12:00 p.m.

## Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 9:04 AM on November 19, 2016 by Charlotte Raine

**Present:** Charlotte, Carlene, Carla, Carol, Chantelle, Gaetan, Megan, Sophie, Jana

**Regrets:** **Regan**

## 1. Approval of Agenda

1.1. The agenda was *unanimously approved* as distributed.

## 2. Approval of Minutes

2.1 The minutes of the previous meeting were *unanimously approved* as distributed.

## 3. Open Issues

### 3.1. SSLA Executive Roles and Responsibilities Action List

List has been reduced greatly – some discussion about emails – Megan is missing from the list.

ACTION ITEM: Check the executive list is behind the veil (Charlotte)

ACTION ITEM: Check the membership email to see that Megan's email is correct (Charlotte)

ACTION ITEM: contact Jay and/or MaryJo about being liaison for SPS (Gaetan)

### **3.2. Budget for 2016-2017**

Charlotte has moved the \$5050 surplus from 2015-2016 into income for 2016-2017. Legacy amount of \$3000 from 2014-2015 budget that would be used for a timeline project.

Wait on approving budget until later in meeting.

Charlotte has altered the bank charges amount to reflect PayPal charges.

\*\*The budget was not approved during this meeting as there were some items on the budget that the executive felt would be best to discuss during the January 2017 meeting.

\*\*Until January 2017, each expenditure will be put to a vote.

### **3.3. Web accounts credentials**

All web accounts credentials are "behind the veil" – no problems with access among executive.

### **3.4. Executive Meeting Calendar**

January 21, 2017 face-to-face meeting – possibly the strategic planning meeting.

Change Executive Dinner with Donalyn Miller to March 30, 2017.

One meeting in Regina and one in Saskatoon.

## **4. Reports**

### **4.1. President**

No action items currently – executive will review information items.

### **4.2 President Elect**

Gaetan is in conversations to get a liaison contact for the French school board – no suggestions with summer short courses – Gaetan has looked into alternative appreciation gifts – has found art prints that can be made for around \$50

### **4.3 Treasurer**

Learning events and membership are currently the main source of income.

Carol would like to reconsider using PayPal as payment option due to costs. This item will be discussed further after some research has been done.

Carol is meeting with Don Wilson Dec 11 to do financial review.

Carol would like to know what to do with term deposits – this will be rolled into another term deposit.

ACTION ITEM: Motion to roll over term deposit – moved by Chantelle – seconded by Carla – all in favour – carried.

#### **4.4 Publication Councillors**

Fall issue of The Medium was a late due to technical difficulties – need new articles for Winter edition. Carlene would like feedback on her submission to the fall medium.

#### **4.5 Professional Learning Councillors**

Learning event 2 has been rescheduled due to some technological issues.

Could we reimburse Naomi for any expenses she incurred through long distance calls – Charlotte says both Megan and Naomi should be reimbursed.

\*\*This item was decided as a budget decision. The motion to pay Naomi for two sessions was carried.

ACTION ITEM: Look into alternative options for hosting space for learning event 3 or possibly for next year (Megan)

Jennifer Sarravallo is unavailable for the 2018 conference. There was some discussion about where to have 2018 conference – Carla suggested two days in Regina followed by one day in Saskatoon. Spring conference – discussion about season of conference – keep spring unless the keynote speaker's schedule requires a date change. Should be able to get 100 people.

ACTION ITEM: Change \$125 registration fee to \$140 in budget.

ACTION ITEM: contact school division liaisons to check for date conflicts for 2017 conference.

#### **4.6 Communication Councillor**

#### **4.7 Special Projects Councillor**

Digital badging: some new interest in badges – Carlene would lead a 30 minute event online with digital badging members – to teach how to complete a specific badge – could do several of these – TPT activity to follow up badge – after Christmas (late winter and spring)

ACTION ITEM: Carlene to place clip art and graphics behind the veil (Carlene)

TRC special project – make contacts and survey membership to see what would be of interest and what would be needed.

Discussion: should there be a fee for digital badging if there will be changes in membership?

#### **4.8 Secretary/Archivist**

Sophie will contact the University of Regina again to encourage Faculty of Education students to try digital badging.

#### **4.9 Past- President**

Inquiry project – there has been some team miscommunication. An SSLA YouTube channel was created and there is a digital badges video on there – need to know which other videos need to go on there and who will take care of the YouTube channel.

Concern with digital badges and whether there should be a fee for people within Saskatchewan. TPT as a way to get a larger audience and as a form of cost recovery.

Continue to work with Stealth and Discus in order to find an easier way for comments.

Carlene posts her tech blog (not The Medium) – need to note in her responsibilities

ACTION ITEM: Review document with blogging responsibilities – when and how often, etc.

ACTION ITEM: Ask STF about possible issues with using TPT (Charlotte)

## **5. New Business**

### **5.1 Strategic Planning Session**

Hire Terry Johanson for \$900 to lead the strategic planning session. Motion moved by

Gaetan, seconded by Jana, - discussion followed – motion carried. This meeting will be in May.

## **5.2 AGM 2017**

## **5.3 Special Projects Proposal**

## **5.4 Website Refresh**

Stealth has put together a refresh proposal for \$15, 000. Executive members will review the proposal to be discussed at the January meeting.

## **5.5 Correspondence**

### **5.5.1 MSLA/CSL**

### **5.5.2 Elgin Bunston – Blackboard – Ministry of Education**

### **5.5.3 Regan Gunningham, Multitype Library Services Coordinator**

### **5.5.4 Jack Ma – Multitype Database Licensing Program**

### **5.5.5 Multitype Library Board**

### **5.5.6 Judy Nicholson, Sasaktchewan Library Association**

### **5.5.7 IT Summit, Call for Presenters**

### **5.5.8 Scott Burant, STF, re. FOIP and photos and SSLA consitution**

TO NOTE: The Adobe Connect room crashed before the meeting could be adjourned and all items could be shared. Some discussions were continued via email. Any alteration to the minutes through email discussion are identifiable with a \*\*

## **Adjournment:**

Meeting was adjourned at 12:17 PM by **Adobe Connect**. The next executive meeting will be at 10:00 on January 21<sup>st</sup> in Regina.



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Minutes submitted by: Sophie Long

Approved by: Charlotte Raine

# SSLA Executive Meeting

November 2016

## SSLA Executive Action List

√ ACTION	WHO	COMMENTS
Archive the past issues of the medium on the SSLA website	Chantelle	
Prepare annual reports	Carla, Carlene, Gaétan – conference financial statement only	
Take picture of incoming Executive for website.	Gaetan	*January meeting
Check the executive list behind the veil	Charlotte	
Check the membership email to see that Megan’s email is correct	Charlotte	
Contact Jay and/or MaryJo about being liaison for SPS	Gaetan	
Roll over the term deposit	Carol	
Hire Don Wilson to complete financial review for a fee of \$500.	Carol	
Look into alternative options for hosting space for learning events in the future	Megan	
Provide access to clip art and graphics subscription – behind the veil	Carlene	



	Review document with blogging responsibilities – when and how often, etc.	Carlene, Jana, Charlotte	
	Ask STF about possible issues with using TPT	Charlotte	
	Contract Terry Johanson to facilitate strategic planning workshop in May	Charlotte	
	Review Stealth’s website refresh proposal	ALL executive	
	Support members and be cognizant of stresses and challenges.	Executive	ONGOING

# SSLA Executive Meeting

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November 2016

## President's Report

### INFORMATION ITEMS

- Met with Regan, Gaétan, and Carol in Regina
- Met with Carla and Carlene in Saskatoon
- Worked on proposed budget
- Reconciled income and expenditures with proposed budget
- Contacted Scott Burant regarding FOIP and constitution questions
- Received confirmation from Sask Archives that SSLA archival material from fall 2014 to spring 2016 has been submitted
- Began negotiations with Stealth regarding the website refresh
- Corresponded with SSLA national and provincial liaisons
- Contacted STF regarding strategic planning session
- Updated documents behind the veil

### ACTION ITEMS

**Report submitted by:** Charlotte Raine

# SSLA Executive Meeting

November 2016

## Google Analytics Data

### Analytics Overview

Oct 1, 2016 - Oct 31, 2016

 All Users  
 100.00% Sessions

#### Visits by Source / Medium

Source / Medium	Sessions
google / organic	268
(direct) / (none)	209
bing / organic	15
rocsd.ca / referral	8
yahoo / organic	7
blog.innovativeeducator.us / referral	4
thebpc.ca / referral	4
l.facebook.com / referral	3
m.facebook.com / referral	3
llsop.canadianschoollibrari es.ca / referral	2

#### Visits by Browser

Browser	Sessions
Chrome	272
Safari	99
Internet Explorer	89
Firefox	68
Edge	10
Safari (in-app)	4
BlackBerry	1
IE with Chrome Frame	1
Mozilla Compatible Agent	1
Opera	1

#### Visits by Country / Territory

Country	Sessions
Canada	464
United States	41
Australia	13
Germany	3
New Zealand	3
United Arab Emirates	2
United Kingdom	2
India	2
Thailand	2
(not set)	2

Visits by Keyword

Keyword	Sessions
(not provided)	280
(not set)	256
ssla.ca/badges	2
librarian certificate course saskatchewan	1
manitoba school library as sociation	1
only answered questions w ith further inquiry	1
sask teacher librar	1
saskatchewan school librar y association questions	1
sasksla	1
ssla	1

Visits

**546**

% of Total: 100.00% (546)



Pageviews

**1,160**

% of Total: 100.00% (1,160)



Unique Visitors

**407**

% of Total: 100.00% (407)



Avg. Visit Duration

**00:01:59**

Avg for View: 00:01:59 (0.00%)



Pages / Visit

**2.12**

Avg for View: 2.12 (0.00%)



Bounce Rate

**58.97%**

Avg for View: 58.97% (0.00%)



% New Visits

**63.37%**

Avg for View: 63.37% (0.00%)



# SSLA Executive Meeting

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November 2016

## President Elect's Report

### Information Items

Updated school divisions liaison list

Placed Conference information on website

Sent Conference and Learning Events info to liaisons and membership.

Sent 2016 Conference Report and Budget to Charlotte

### Action Items

Topics for Summer Short Courses

1. Help! How Do I Get Started? – Gaetan
2. Are there any other ideas for short courses? Would anyone be interested in teaching a short course?

I still need to finalize an alternate appreciation gift. Have been investigating art prints at galleries in Regina.

Send out membership renewal reminders for those whose memberships expire in November. Remove any members whose memberships expired July 2016 or earlier. Plans to do this at the end of November.

Executive photo – postponed until next face-to-face meeting.

Report submitted by: Gaétan Hammond

Approved by: [Type name here]

# SSLA Executive Meeting

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November 2016

## Treasurer/Membership's Report

Date November 11, 2016

### Information Items

1. Financial Statement Attached
2. Chequing account balance \$29, 238.53
3. Term Deposit balance \$12 267.11

### Action Items

1. Contacted Don Wilson and we will meet before the end of December to look at Financial Review.
2. Term Deposit will mature on December 3. What do we do next with this money?
3. Will issue a cheque to Naomi Harm after 2<sup>nd</sup> webinar.

Report submitted by: Carol Preece

Approved by: [Type name here]

# SSLA Executive Meeting

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November 2016  
 SSLA Financial Report – Banking Summary

## Saskatchewan School Library Association Profit and Loss

21 October - 11 November, 2016

	<u>Total</u>
<b>Income</b>	
Interest	1.17
Learning Events	900.00
Membership	240.00
<b>Total Income</b>	<u>1,141.17</u>
<b>Gross Profit</b>	<b>1,141.17</b>
<b>Expenses</b>	
Bank charges	37.26
Financial Record Keeping	20.90
Wufoo Online Survey Maker	40.16
<b>Total Expenses</b>	<u>98.32</u>
<b>Profit</b>	<b>1,042.85</b>

Submitted by: Carol Preece

Approved by: [Type name here]



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## SSLA Financial Report – Proposed Budgetary Statement

As separate attachment to follow.



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---

November 2016

## Publication Councillors' Report

November 19, 2016

### Information Items

- Jana has made some blog posts. Check them out! Thanks Jana
- Chantelle posted the Fall issue of The Medium on our website. It was late due to technical difficulties....but it's all sorted out now.

### Action Items

- Call out for articles for Winter Medium articles. If you have anything to contribute, or know of anyone who would be willing to, **the deadline is end of January**
- Continue posting to the Blog.
- Chantelle needs to figure out how to archive the Medium articles on our website.

## Budget

<b>Publications Budget 2016 - 2017</b>				
<b>INCOME Memo</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Balance	550.00			
<b>Total Income</b>	550.00	0	0.00	
<b>EXPENDITURES</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Submissions 4 issues - 9 articles @ \$50	450.00	150.00	300.00	
Membership Contribution Incentives 4/yr	25.00			
FlipSnack Subscription	75.00			
<b>Total Expenses</b>	550.00	150.00	400.00	
<b>GRAND TOTAL</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Income	550.00			100.00%
Expenditures	550.00	150.00	400.00	98.20%
<b>GRAND TOTAL</b>	0.00			1.80%

Report submitted by: Chantelle Anderson & Jana Scott Lindsay

Approved by: [Type name here]

# SSLA Executive Meeting

---

November 2016

## Professional Learning Councillors' Report – Learning Events

November 15, 2016

### Information Items

1. Learning Event #2 will be rescheduled due to technical issues with Adobe Connect.
2. About 40 participants have registered for 2016-17 Learning Events . . . so far.

### Action Items

1. Contact Ministry about technical problems with Adobe Connect.
2. Reschedule Learning Event #2 with Naomi Harm and send email to participants
3. Submit request for Naomi to be paid for 2 Learning Events – 2x\$500 = \$1000
4. Contact Adrienne Gear ten days prior to event for slides and upload to class for Learning Event #3
5. Send login information to registrants.

Report submitted by: Megan Hernberg

Approved by: [Type name here]



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## Professional Learning Councillors' Budget Statement – Learning Events

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November 2016

## Professional Learning Councillors' Report - Conference

**Date** November 19, 2016

### Information Items

- Conference poster completed and posted on website
- Poster sent to STF for school mail out
- Registration opened on November 7 – form up and working
- Jennifer Serravallo unavailable to be our 2018 conference speaker

### Action Items

- Follow up with potential sponsors
- New ideas for 2018 conference speaker?
  - reading or writing focus?
  - spring?
  - Saskatoon?

Report submitted by: Regan Williams

Approved by:

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## Professional Learning Councillors' Budget Statement - Conference



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November 2016

## Communications Councillors' Report

### INFORMATION ITEMS

### Action Items

**Report submitted by:**

# SSLA Executive Meeting

---

November 2016

## Special Projects Councillor's Report

November, 2016

### Information Items

1 new registrations Oct 15 through Nov 15

Welcome Email sent to new registrants

Welcome Back emails sent to all former registrations

Met with Carlene and Charlotte to discuss PD using Digital Badging

Met with Charlotte to begin work on Grant Proposal for creating a publically available curation of resources linked to the Truth and Reconciliation Commission of Canada: Calls to Action

Contacted Carol Coley letting her know of our plans to work on TRC

### Action Items

Continue with registrations, promotion and approvals for Digital Badging

Continue working of Special Projects Grant

Report submitted by: Carla Katerynych

Approved by:





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November 2016

## Budget Statement

**Report submitted by: Carla Katerynych & Carlene Walter**

# SSLA Executive Meeting

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November 2016

## Secretary/Archivist Councillor's Report

### INFORMATION ITEMS

I have contacted the University of Regina to find a time to present to Education students about digital badges.

Reviewed the membership list – will send reminders to renew membership in early December.

### ACTION ITEMS

Contact University of Regina again.

Send membership renewal emails

**Report submitted by: Sophie Long**

# SSLA Executive Meeting

---

November 2016

## Past President's Report

### INFORMATION ITEMS

1. Created a SSLA channel on YouTube
2. Placed Digital Fluency Badges on SSLA channel.
3. Met with Carla and Charlotte regarding Digital Badges.
4. Contacted Discus regarding blogging issue and am awaiting a reply

### ACTION ITEMS

1. Permission to contact Stealth if Discus does not reply to determine a work around.
2. Determine strategic plan, once budget is received, for web site refresh.
3. Determine strategic plan, once budget is received, for Legacy Project.
4. Determine strategic plan for blog. Its original intent for to provide views and news about school libraries - literacy, learning, leading and purposeful technology, as well as to highlight special projects, particularly Digital Fluency Badges.

**Report submitted by: Carlene Walter**



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---

November 2016

## New Business

### Correspondence

#### 5.5. Saskatchewan IT Summit

Good afternoon,

The application for Call for Presenters for the Saskatchewan IT Summit 2017 is now available. Please consider submitting a session or sharing this information with someone you think might be interested.

<https://www.stf.sk.ca/professional-resources/professional-growth/events-calendar/saskatchewan-it-summit>

Pam Driedger

Administrative Assistant, SPDU

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