

SSLA Executive Meeting

April 2015



2014-2015

SSLA Executive Meeting

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Note: April 2015 Executive Meetings are an opportunity for job alike councilors to meet, review progress, and to forward plan issues and actions pertinent to your role and required budget using the SWOT process. Executive is to complete this document by April 27th and submit to Rachel Florence.

April Meetings

President and President Elect: April 25th – Notes are attached

President and Special Project Councillor: April 11th – Notes are attached

Treasurer and Communication Councillor: March 31st – Notes are attached

Publication Councillors: Notes are attached

Learning Councillors: April 21st

Learning Councillor and SLA Super Committee – Did not occur

President Elect and Secretary/Archivist: TBA

President and Treasurer: April 10th – Aligned Budget uploaded to Web Site

Call to Order

The April 2015 executive meeting of part of the Saskatchewan School Library Association was called to order at **Time** on **Date** by **Executive Member**. Attending participants were **Names of Executive Members**.

Executive Meeting Notes

President and President Elect Meeting

The meeting consisted of a discussion of the following items:

- Appropriation of Duties
- 2015-2016 Projected Budget
- Administrative

Appropriation of Duties

- Share Dropbox of SSLA files with incoming President

2015-2016 Projected Budget

- SuperConference – approach SLA with financial sharing strategies
- Operational Costs surpass incoming monies
 - Literacy Day – similar to PSSD
 - Webinars Highlighting Badges
 - Carlene to make tutorial to create Adobe Connect
- PD Opportunity for Executive
 - Carla and Chantelle are eligible

Administrative

- Executive Duties Document
 - Replace trivets with suncatchers
 - Denote that conference committee members, with the exception of SSLA executive, receive a suncatcher
 - Add to President duties – update legacy pieces (document, PowerPoint, website, etc.) annually
 - Flickr – Who is responsible for uploading photos? Communication Councillor?
 - Update Legacy Pieces (documents, PowerPoint, web site, etc.) – add to Past President or President Elect duties
- Presentations
 - Create collaborative space for Executive to share presentations

President and Special Project Councillor Meeting

The meeting consisted of a discussion of the following items:

- Special Projects' Promotion Plan Analysis
- 2015-2016 Projected Budget for Special Projects
- SLA and IT Summit Presentation Planning

Promotional Plan Analysis

- Promote via Liaisons
 - Write articles for scholarly journals
 - SLJ
 - LJ
 - [School Librarian's Workshop](#) – Hilda K. Weisberg
 - Facilitate Webinars
 - Education Institute
 - Present at Conferences
 - SLA – update association as they will place on their newsletter
 - IT Summit
- Promote via Association
 - Medium articles – Carla will showcase task completed individuals, especially those who have included students
 - Eclectech Librarian – Tech 5 Minutes and showcase tools and apps featured in Digital Fluency Badging
 - The Medium blog – Video vignettes (check notes); Celebrate badge achievers
- Promote via Social Media
 - Pinterest – Pin tech tools and link to our site
 - Twitter – Use web tool/app hashtag when documenting badge success
- Promote via Socialization
 - SSLA Social Badge – Several meet and greet – two hour events at Amigos, and other places in Saskatchewan with other Executive hosting
- Promote via Swag
 - Ebook in iTunesU
 - Use dropcard like Wes Fryer as a gift



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Proposed Budget

| INCOME | Memo | Budget | Actual | Difference (\$) | Difference (%) |
|---------------------|------|-------------|--------|-----------------|----------------|
| Balance | | \$ 2,000.00 | | \$ 2,000.00 | |
| Registration | | \$ 220.00 | | | |
| TOTAL INCOME | | \$ 2,220.00 | \$ - | \$ 2,220.00 | 100.0% |

| EXPENDITURES | Budget | Actual | Difference (\$) | Difference (%) |
|---|-------------|--------|-----------------|----------------|
| Web Creation- Phase 6 | \$ 600.00 | | \$ 600.00 | |
| Celebration - Badges and Beverages | \$ 250.00 | | \$ 250.00 | |
| Working Group Meetings | \$ 100.00 | | \$ 100.00 | |
| Publicity - Signage and Promotional Materials | \$ 250.00 | | \$ 250.00 | |
| Web Design and Badge Creation | \$ 1,000.00 | | \$ 1,000.00 | |
| Miscellaneous | \$ 20.00 | | \$ 20.00 | |
| TOTAL EXPENSES | \$ 2,220.00 | | \$ 2,220.00 | 100.0% |

| GRAND TOTAL | Budget | Actual | Difference (\$) | Difference (%) |
|--------------------|-------------|--------|-----------------|----------------|
| Income | \$ 2,220.00 | \$ - | \$ 2,220.00 | 100.0% |
| Expenditures | \$ 2,220.00 | \$ - | \$ 2,220.00 | 100.0% |
| GRAND TOTAL | \$ - | \$ - | | |



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Communication Councillor and Treasurer/Membership Meeting

In the meeting, we reviewed procedures for compiling and sharing the membership list. We wrote the procedure, so that there is a document explaining how we update and share the list.

Decide upon a mutually agreeable date for the Treasurer to send the most up to date membership.

We decided to have three notices:

- Membership will soon expire
- Membership expired notice #1
- Membership expired notice #2

We used an Excel spreadsheet to track the membership and not risk placing on the internet to maintain privacy.

| A | B | C | D | E | F | G | H | | |
|----|------------|-----------------------------|------------|---------------|------------------------|---------|-------|---------|----------------------------------|
| 1 | Expiry | e-mail | First Name | Last Name | Alternate E-mail | Member | FIPPA | Cert #: | Address |
| 2 | 2015-04-04 | akn@spsd.sk.ca | Nade | Aki | | Regular | | 6911210 | 136 George Road Saskatoon |
| 3 | 2015-04-04 | monahan@spsd.sk.ca | Jill | Monahan | | Regular | yes | 8006973 | 158 Costigan Road Saskatoon S7L |
| 4 | 2015-04-06 | hca314@sasktel.net | Laura | Hnatiuk | | Regular | | 6212101 | 214 Scissons Cr Saskatoon Sk S |
| 5 | 2015-04-09 | tlaplante@spsd.sk.ca | Tiffany | LaPlante | | Regular | | 8014299 | 97 Carleton Drive Saskatoon S7H |
| 6 | 2015-04-11 | bakker@spsd.sk.ca | Erica | Bakker | | Regular | | 8014504 | 5 Delaronde Terrace Saskatoon SK |
| 7 | 2015-04-11 | lbeltramini@sask.ca | Joanne | Beltramini | lbeltramini@gmail.com | Regular | Yes | 6109070 | 1316 Benjamin Cres Regina, SK S |
| 8 | 2015-04-11 | doug.klassen@sunwestsd.ca | Doug | Klassen | | Regular | | 6812800 | 501 1st ST W Rosetown S0L 2V0 |
| 9 | 2015-04-11 | robbinsjakes@spsd.sk.ca | Alicia | Robbins Jakes | | Regular | | 5808212 | 3440 Hamington St Saskatoon S7P |
| 10 | 2015-04-11 | whak@spsd.sk.ca | Greg | Whak | | Regular | | 8009937 | 1715 Drinkle St Saskatoon S7J 0P |
| 11 | 2015-04-15 | juanita.brown@sask.ca | Juanita | Brown | | Regular | | 5508180 | |
| 12 | 2015-04-15 | elliott@spsd.sk.ca | Ruth | Elliott | | Regular | | 8002979 | |
| 13 | 2015-04-15 | terry.epo@sunwestsd.ca | Terry | Epp | | Regular | | 6306740 | Box 1373 Biggar SK S0K 0M0 |
| 14 | 2015-04-15 | andrea.hnatiuk@gov.sk.ca | Andrea | Hnatiuk | | Regular | | 6707080 | 2220 College Ave Regina SK S4P |
| 15 | 2015-04-15 | denise.jameson@sunwestsd.ca | Denise | Jameson | | Regular | | 6908310 | #4 McEwen Drive Kinderley S0L 1 |
| 16 | 2015-04-15 | wendy.johnston@spsd.ca | Wendy | Johnston | | Regular | | 5806161 | Box 414 Leask SK S0J 1M0 |
| 17 | 2015-04-15 | vanessa.lewis@sunwestsd.ca | Vanessa | Lewis | | Regular | | 8002980 | Box 700 Rosetown Sk S0L 2V0 |
| 18 | 2015-04-15 | alene.low@sunwestsd.ca | Alene | Low | | Regular | | 8002699 | P.O. Box 909 Davidson SK S0G 1 |
| 19 | 2015-04-15 | shen.martin@sunwestsd.ca | Shen | Martin | | Regular | | 6709250 | Box 700 Rosetown Sk S0L 2V0 |
| 20 | 2015-04-15 | shin.ca@yahoo.ca | Serhan | Sihni | | Regular | | 8026816 | 44-135 Hanbridge Cres Regina SK |
| 21 | 2015-04-16 | scottstephens@sasktel.net | Scott | Stephens | | Regular | | 8002436 | 207 Denham Cres Saskatoon S7R |
| 22 | 2015-04-18 | carole.butcher@sunwestsd.ca | Carole | Butcher | | Regular | | 6606011 | Box 700 Rosetown S0L 2V0 |
| 23 | 2015-04-19 | BCroper@spsd.sk.ca | Bame | Cooper | | | | 5906730 | 402 Peters Cove Saskatoon S7N 4 |
| 24 | 2015-04-19 | elliott@spsd.sk.ca | Ruth | Elliott | | Regular | na | 8002979 | 2609 Richardson Rd Saskatoon S |
| 25 | 2015-04-19 | hushagen@spsd.sk.ca | Sheena | Hushagen | | | | 7107130 | 4 Harrison Cr Saskatoon Sask |
| 26 | 2015-04-19 | katerynych@spsd.sk.ca | Cate | Katerynych | katerynych@sasktel.net | Regular | na | 6012020 | 407 Bayview Cr Saskatoon S7V 1 |
| 27 | 2015-04-19 | vjesto@colsk.ca | Viviane | Lesko | vjesto | Regular | na | 5104110 | 2707 MacEachern Ave Saskatoon |
| 28 | 2015-04-19 | smith@spsd.sk.ca | Kristen | Smith | | | | 8013622 | 495 Forrester Rd Saskatoon Sask |

The diagram denotes several tabs.

- The first one indicates the current membership. This is a list of all of our members. You can see that the majority are overdue (That is why they are red).
 - Members that are blue and are new which is helpful as the treasurer must include the number of new members in their monthly report.
 - After the monthly report has been submitted remove the blue so you are ready to update and highlight any new members during the next month

- Red is expired members
- Green is honorary
- Reminder tab this is for members whose membership is going to expire
- 1st Contact: This is the first contact of an expired membership
- 2nd contact: Final Reminder to renew membership
- Removed contacts: this section contains members who no longer have a membership
- Treasurer and Communication Councillor should save a copy of each months membership so there is a record for each month.
- The Email issues tab is where we have kept members who have had renewal emails undeliverable or bounced back
- The Communication Councillor submits any emails that are bounced back or undeliverable so the Treasure can check the Paypal account and paper membership submissions (and see if the problem can be fixed)and then sends back to the Communication Councillor to resend
- The Communication Councillor moves the members from one tab to the next (Reminder to 1st contact, 1st contact to 2nd) so that the Treasure now can move renewed members to the current membership tab

Once the membership has been checked by the Treasurer, this Executive member sends the Excel spreadsheet to the Communication Councillor to send out emails regarding membership. The emails are always CC'd to the Treasurer, so there is a record of the emails being sent. (You will not see who received the email as all emails to the membership are sent using Bcc)

The following excerpts are used for the emails by the Communication Councillor using the gmail account to send out.

GMail Account: ssla@gmail.com

Password: Sask2008

RENEWAL REMINDER

Greetings,

This is a notification that your membership to the Saskatchewan School Library Association is soon due for renewal. Please visit our [Membership](#) page to renew your membership online. Each Special Subject Group must submit membership numbers in June. These June membership



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numbers determine the amount that each Special Subject Group is allocated for its annual operational budget. This budget allows us to provide the latest trendsetting speakers for our Learning Events and Conference while keeping costs at a reasonable rate. Therefore, the higher our membership is in June the greater amount available for the following year. Membership in the SSLA delivers a stronger voice for advocacy when speaking with the Ministry and for the provision of professional development for teacher-librarians and related interest groups. It also provides the opportunity to collectively learn, connect, and grow! Thank you in advance for renewing your membership.

Thanks,

Saskatchewan School Library Association

www.ssla.ca

1ST REMINDER

Greetings,

This is a notification that your membership to the Saskatchewan School Library Association has now EXPIRED. Please visit our [Membership](#) page to renew your membership online. Each Special Subject Group must submit membership numbers in June. These June membership numbers determine the amount that each Special Subject Group is allocated for its annual operational budget. This budget allows us to provide the latest trendsetting speakers for our Learning Events and Conference while keeping costs at a reasonable rate. Therefore, the higher our membership is in June the greater amount available for the following year. Membership in the SSLA delivers a stronger voice for advocacy when speaking with the Ministry and for the provision of professional development for teacher-librarians and related interest groups. It also provides the opportunity to collectively learn, connect, and grow! Thank you in advance for renewing your membership..

Thanks,

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2ND REMINDER

Greetings,

This is the final notification that your membership to the Saskatchewan School Library Association has EXPIRED. Please visit our [Membership](#) page to renew your membership online. Each Special Subject Group must submit membership numbers in June. These June membership numbers determine the amount that each Special Subject Group is allocated for its annual operational budget. This budget allows us to provide the latest trendsetting speakers for our Learning Events and Conference while keeping costs at a reasonable rate. Therefore, the higher our membership is in June the greater amount available for the following year. Membership in the SSLA delivers a stronger voice for advocacy when speaking with the Ministry and for the provision of professional development for teacher-librarians and related interest groups. It also provides the opportunity to collectively learn, connect, and grow! Thank you in advance for renewing your membership.

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Publication Councillors

The Medium had a well-balanced range of articles which met the needs of our members.

Our blog is current and maintained to keep our members interested and informed.

The role is too much for one person, but very manageable with two. Two people at the helm is a balancing act that is capable when there is someone else to bounce ideas off of.

Wide range of topics to connect with and share on the blog- sometimes conversations as Executive Council members or what is trending on Social Media. Another opportunity to model current resource supports for our members.

The addition of the comment feature will keep our members interactive with our publications, and may guide our choices on future topics depending on the conversations that arise.

The publications for 2015-2016 will remain the same with the added bonus of the comment feature on the blog. The blog feature is hoped to keep our members returning to the site more often, and possibly generate a new and renewed interest.

Proposed Budget

The amount of \$600 allocated to the Publication Councillors' budget is sufficient.

Breakdown of monetary expenditures:

\$450 - Honourariums of \$50 x3 articles three times per year

\$150 – Undecided



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Publication Councillors

Tracy will be moving next year. Gaetan may need to assist new councillor. Learning Event numbers were a struggle to reach and US exchange was a financial strain. Canadian facilitators will be sought for 2015-2016 events. Possible topics for Learning Events: e-books, Daily 5 Sisters, alternative databases (to the MDLP), apps for struggling readers/literacy apps/websites, coding, and literacy leaders, such as Cris Tovani (middle years/high school).

Conference delegates asked for hands-on sessions. Possible breakout sessions for SuperConference: Learning to use specific tools, grouped around themes: literacy, augmented reality, creation/maker-space tools, social media tools for PLC development, games and simulations, makerspace development (panel discussion/steps/experience), adaptive technologies, storytelling/multimedia, literacies for the digital age, digital badge acquisition session.

Proposed Budget

The Learning Events budget will need to be approximately \$2900 for the payment of four speakers. This estimate is higher than previous years to account for exchange rates. To make \$1000 profit, we would need 40 participants at \$97.50 each; however, we could offer the sessions at \$125 and need only 30 participants. The question then becomes, if it is over \$100, will it cut into people's PD budgets too much and cost participants?

Decisions regarding the conference budget could not be reached as there are just too many unknowns about the SuperConference.

Strategic Plan Reflection Document

Strategic planning is the process for developing a blueprint for action and change within the Association. The Association continually embarks on a process of reflection to inform its strategic plan. The process is outlined below:

Process



Reflection and Forward Planning

Review the SWOT document on the following page. Reflect on the Association’s successes you were responsible for and discuss possibilities for your role based on the SWOT document. Use the following organizer to record your thinking.

| What Went Well In Your Role? | What Did Not Work Well? | What Will Success Look Like in 2015-2016? |
|---|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Two Publication Councillors | <input type="checkbox"/> Conference revenue | <input type="checkbox"/> A minimum of 10 Executive Council Members |
| <input type="checkbox"/> Learning Events' participation | <input type="checkbox"/> Completion of Digital Fluency Badges | <input type="checkbox"/> A succession plan for 2016-2017 |
| | | <input type="checkbox"/> A balanced proposed budget with the inclusion of strategic plans to maintain key strengths and inventive opportunities for revenue generation. |
| | | <input type="checkbox"/> SuperConference which is beneficial to SSLA members and provides equitable revenue to the Association |
| | | <input type="checkbox"/> Digital Fluency Badges moving to a global presence, including vibrant social media usage |

SWOT Analysis



Minutes compiled by: Carlene Walter

Approved by: Charlotte Raine