

SSLA Executive Meeting

January 20th, 2018



2017-2018

SSLA Executive Meeting

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Date

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St. Bernadette Catholic Elementary School
727 N. McIntosh St., Regina, SK, S4R 6E4

10:00 a.m. – 3:30 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 10:13 AM on January 20, 2018 by **Gaetan Hammond**

Present: Gaetan, Charlotte, Carol, Carla, Sophie, Regan

Regrets: None

1. Approval of Agenda

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

Motioned by Gaetan, seconded by Carol.

1.2. Additions to the agenda:

1.2.1. Roles for upcoming year (5.3)

1.2.2. TRC Project (5.2)

2. Approval of Minutes

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

Motioned by Carol, seconded by Carla.

3. Open Issues

3.1. Legacy Project

Excel spreadsheet with names and roles of executive from 1959-present. Timeline document outlining major events and changes to the SSLA available too. A page has

been added to the SSLA website under the Executive tab titled “Past Executive”, which will feature a list from the excel spreadsheet. A page titled “History” will be created with a feature slideshow at the top and a gallery of images below. A timeline page will also be created based off the document shared by Charlotte. ACTION ITEM: Gaetan will take slides and have some of his students convert them to digital images. ACTION ITEM: Gaetan will post the executive lists on the “Past Executive” page.

3.2. A Kid’s Guide to Canada

A group of volunteer teachers across Canada developing resources for K-8. Stumbling black is getting the word out. Charlotte is the SK and MB rep. Looking for ways to promote through network. ACTION ITEM: Share information through newsletter, to liaisons, and social media. (Charlotte & Sophie)

3.3. Awards

Need to create a plan to promote awards nomination. When will awards be presented? AGM seems to be the best time. Could be recognized at the school division if travel is an inconvenience. Awards state that the Connie Acton award is a glass plate, which needs to be changed to a print. ACTION ITEM: Gaetan will update the information for the awards. ACTION ITEM: Awards description template will be uploaded behind the veil (Gaetan).

3.4. SSLA Executive Roles and Responsibilities Action List

Action list was reviewed – notes below. Possibility of e-transfer being discussed still: what are the security concerns and should a treasurer email account be set up to receive these payments? Does the account type accept e-transfer? Need alternative options to PayPal. Carla sent a contract to Carlene that has not been confirmed. Executive discussed the ‘point’ at which we decide it is too late to continue with the collaboration. We are hopeful that things will move forward. The end of January has been determined as a fair deadline.

4. Reports

4.1. President

Blackboard collaboration space link has been sent. Additional Learning Events registrations have come in – one school registration and one individual from North Battleford. Elgin phoned Gaetan and said that he has created a space on blackboard to promote libraries in SK. Possibly promotions from Gale and MDLP. We can create a link on the weebly or embed his page. This is the only link that remains to the ministry

so we are hoping to collaborate with Elgin. He asked if he could speak at the AGM. He has become a member. He lives in Regina so it would work out well for him to attend the AGM on April 21st. MDLP Review: re-examination of what the core materials are and the sub-pieces which may or may not survive. Praxis is completing a report which will be given to the MDLP committee to be looked at. Decisions will be announced at their AGM.

4.2 Past President

Past president information and action items covered in open issues.

4.3 Treasurer/Membership

Term deposits have gone up significantly. Phone call to TCU took care of the accounts. Three different term deposits with various interest rates. Currently chequing account balance is \$14,000. Still looking for someone for the financial review.

4.5 Professional Learning Councillors

Some issues with email when contacting possible presenters. No contact returned from Heinemann. Ruth Culham responded immediately. She is very interested in coming to SK in spring 2019. Heinemann has not yet responded. Speaking fee is \$5000/day. No charge for travel/planning but expenses will be airfare, hotel and food. Around \$1200. \$250 for alternative costs. She would be travelling from Oregon – approximate cost of \$700-800. Discussion on location for conference: Regina or Saskatoon? Saskatoon is more centrally located. April 5, 2019 was a possible date. ACTION ITEM: Regan will contact Ruth to check availability in April 2019. ACTION ITEM: Executive members will check with their school division contacts to see what PD money or promotion might be available for schools.

4.6 Special Projects Councillor

Short meeting in Regina with Delise and Stephanie about the project. The TRC website has nothing on Treaty Ed. The major concern is the way to push forward the resource list which is at the ministry waiting for approval and translation into French. The TRC portion of the website has only four resources listed for teachers. Needs more substance. They would like us to come up with a treaty resources list and feature it on our website. Need to explore what we are legally allowed to post (book covers, etc.). Carla has waited on badges for communication from Carlene.

4.7 Publications Councillor

Flipsnack has been renewed at a sale price so that has resolved any format concerns. It was posted on the weebly. ACTION ITEM: Contact possible contributors for February

issue of The Medium. ACTION ITEM: Ask for possible articles on social media.

ACTION ITEM: Invite SSLA exec to be contributors on facebook page (Gaetan).

4.8 Secretary/Archivist/Membership

Newsletter items determined. ACTION ITEM: Prepare newsletter.

Regan moves that reports be approved, seconded by Charlotte. Approved unanimously.

5. New Business

5.1. Correspondence Links

5.2. Plans for next year (if time)

5.3. TRC Project Planning

Options for organization:

- Treaty Ed Outcomes and Resources
- Sort by grade?
- Lib guide format
- Cross curricular studies
- Sort by author, material type,

Adjournment:

Meeting was adjourned at 2:50 PM by Regan, seconded by Carol. The next general meeting will be at 9:00 AM on March 10 at Online/LeBoldus

Minutes submitted by: Sophie Long

Approved by: [Type name here]

SSLA Executive Meeting

January 20th, 2018

SSLA Executive Action List

ACTION	WHO	COMMENTS
Connect with possible speakers for Conference in 2018/2019 school year (in Regina?) <i>will email executive when responses come in</i>	Regan	Ongoing
Set up investments and savings accounts as determined at meeting. <i>Meeting will be set up at end of November</i>	Carol	Complete
Look into possibility of accept payment through e-transfer. <i>Will be completed with TCU meeting</i>	Carol	
Contact Carlene to confirm new contract, which includes a budget for the “meaningful tasks”.	Carla	
Review roles assigned in the Strategic Plan and complete associated tasks	Executive	Ongoing
Share digital badges on social media (additionally, promote SSLA events, publications and membership)	Executive	Ongoing
Submit any expenses or requisitions to Carol as they arise	Executive	Ongoing
Support all members and be cognizant of stresses and challenges.	Executive	Ongoing

SSLA Executive Meeting

January 20th, 2018

President's Report

Date Jan. 20, 2018

Information Items

Blackboard Collaboration space created for Jennifer LaGarde Learning Event, and Jennifer invited to log in and post materials or test out the space.

Two more Learning Events registrations received – one member and one school. Waiting on payments for both registrations.

Invitation to Jennifer LaGarde Learning Event sent to be sent out on Jan. 19th.

Was contacted by Elgin Bunstad about linking Ministry of Education Blackboard site to our webpage.

Posted Nov. minutes and SSLA Strategic Action Plan behind the veil.

Action Items

Jennifer LaGarde Learning Event to facilitate on Jan. 23rd.

Post Legacy project information on website.

Work on TRC project for website.

Contact Jennifer Serravallo re: Feb. 21 Learning Event.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond

SSLA Executive Meeting

January 20th, 2018

Past President's Report

Date Jan. 20, 2018

Information Items

Reviewed the Awards pages Gaetan has updated. Am ready to discuss our promotion options at the January meeting.

Continued to work on updating and compiling the Legacy information for the website. Would like to review it with the executive at the January meeting.

Worked with a Multitype Library Board subcommittee drafting a communications plan for the Board. The Board meets again on January 24. Noteworthy news includes two staffing announcements: Jack Ma was promoted to the Assessment and Accountability Officer at Provincial Library and Literacy Office. Regan Gunningham will take over administration of the MDLP consortium.

Worked with the Kids Guide to Canada committee. Our promotional materials are now ready in English and French.

Compiled the latest news from our SSLA liaisons.

Action Items

1. Review the Legacy information and determine what we would like to include on the website and in what format.
2. Promote the SSLA awards and bursary after discussing options with the executive.
3. Discuss with the executive the options for promoting a Kid's Guide to Canada.

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond

SSLA Executive Meeting

January 20th, 2018

Treasurer's Report

Date Jan. 20, 2018

Information Items

Financial Statement Attached

Chequing account balance \$14,023.34

Term Deposit balances \$32 359.00

Action Items

1. Changed term deposits with TCU
 - a. 1 Year Cashable – \$10,000.00
 - b. 3 Year Progressive - \$10,000.00
 - c. 5 Year Progressive - \$12,359.00
2. Still looking for suggestions for someone to help with the Financial Review.

Report submitted by: Carol Preece

Approved by: Gaetan Hammond



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 e-mail: sasksla@gmail.com
 twitter: @SaskSLA
 facebook: Saskatchewan School Library Association



SSLA Financial Report – Banking Summary

Saskatchewan School Library Association Profit and Loss

November 13, 2017 - January 12, 2018

	<u>Total</u>
Income	
Access Copyright	299.79
Interest	2.08
Learning Events	90.00
Term Deposit Transfer	12,359.00
	<u>\$</u>
Total Income	12,750.87
	<u>\$</u>
Gross Profit	12,750.87
Expenses	
Executive Meetings	7.29
Learning Event Expenses	500.00
PD Opportunity - Fourth Year Executive	354.42
Term Deposit Transfer Out	32,359.00
Website Hosting Fee	514.49
	<u>\$</u>
Total Expenses	33,735.20
	<u>\$</u>
Profit	-\$ 20,984.33

Submitted by: Carol Preece

Approved by: Gaetan Hammond

SSLA Executive Meeting

January 20th, 2018

Professional Learning Councillor's Report

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Information Items

Did not receive email responses from Heinemann nor Ruth Cullham from initial communication.

Follow up emails sent:

- Ruth Culham responded immediately. Very interested in speaking and is available.
- At time of report, still waiting for response from Heinemann.

Action Items

- Decide on speaker (if possible) – January meeting.
- Confirm Regina or Saskatoon as location for conference. (Still unclear after last discussion) – January meeting.
- Once location confirmed, determine venue options and book.
- Send initial advertising of conference to school divisions by March 2018.

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

SSLA Executive Meeting

January 20th, 2018

Special Project Councillor's Report

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Information Items

Met with Carlene re: Work Contract

Prepared new contract to include "Purposeful Tasks", sent to Carlene for her approval

Contacted Carlene and awaiting approval of contract

November 28 met with Delise Pitman and Stephanie Leitaocsada, Curriculum Consultants in Regina

Action Items

Finalize contract with Carlene

Move forward with TRC resource collection and classification to prepare for web site development

Report submitted by: Carla Katerynych

Approved by: Gaetan Hammond

SSLA Executive Meeting

January 20th, 2018

Publication Councillor's Report

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Information Items

Fall issue of the Medium completed and posted in late November.

Gaetan contributed 2 articles; Regan, 1.

FlipSnack renewed (sale price) under Chantelle's credit card and reimbursed. Will revisit in June.

Action Items

Confirm/secure articles for February issue:

- Sophie (Ed Chat)
- ?

Post article request on Facebook and Twitter accounts

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

SSLA Executive Meeting

January 20th, 2018

Secretary/Archivist's Report

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Information Items

1. Sent out membership renewal reminders.
2. Completed new membership document.

Action Items

1. Send New Year communication email to membership.
2. Set new date and topic of Ed Chat.

Report submitted by: Sophie Long

Approved by: Gaetan Hammond

SSLA Executive Meeting

January 20th, 2018

Correspondence Links

- a) SLATE highlights, news from Saskatchewan Library Association (.doc attached)
- b) CFLA (Canadian Federation of Library Associations) Invitation to participate in the [2017 Intellectual Freedom Challenges Survey](#) ([Results](#) from 2016 survey)
- c) CSL (Canadian School Libraries) [Link to Journal](#)
- d) [A Kid's Guide to Canada](#)