

**SATW Canadian Chapter Executive
Meeting Minutes
Nov. 5, 2020 11am EDT**

Location: Virtual

In attendance:

Maureen Littlejohn (Chair)
Martha Chapman (First Vice Chair)
Nicola Blazier (Second Vice Chair)
Gillian Hall (Treasurer)
Carolyn Ray (Secretary)
Sharon Mendelaoui (Active at Large)
Carol Patterson (Active at Large)
Heather Kirk (Associate at Large)

Regrets:

TBA (Associate at Large)
Anna Hobbs (Past Chair)

Agenda

	Item	Key Points	Action and Timing
1	Call to order (ML)	Thank you all for being here, lots to cover	
2	Approval of minutes (from Oct. 10, 2020 meeting)	Approved	
3	Chair's comments (ML)	<ul style="list-style-type: none"> • Associate at Large, Paule Bergeron, has had to step down as she has left Quebec City Tourism; we thank her for her service to SATW • Members have been sending cards of cheer to Heather MacDonald-Bossé - thank you! • Maureen sent card from the chapter 	
4	Business <ul style="list-style-type: none"> • Associate at Large nominations (ML) 	<ul style="list-style-type: none"> • Paule: We need to nominate another person asap as this also affects our awards program. • Process: Anna as head of nominations is approaching people, the executive decides on one person • Approval required from SATW society-level board. 	<ul style="list-style-type: none"> • Board to suggest names asap to Anna
	<ul style="list-style-type: none"> • Holiday Party (ML) 	<ul style="list-style-type: none"> • Maureen would like to have a fun, national, virtual holiday party in December, on Dec 10 or 17 with prizes, games and lively host 	<ul style="list-style-type: none"> • Invite Canadian celebrity, comedian, make donation to charity, game ideas, prizes, sponsors • Committee: Sharon, Gillian, Nicola, Maureen, Carol • Determine date

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			<ul style="list-style-type: none"> • Make Decision on date and format by Nov 20 • Check zoom account capacity (100 people max) • Circle back with board once plan developed • Send out Save the Date
	<ul style="list-style-type: none"> • PD 	<ul style="list-style-type: none"> • Need to start proactively planning for 2021 for our members – we need a unique angle for Canada that doesn't overlap with US efforts 	<ul style="list-style-type: none"> •
5	Awards (HK)	<ul style="list-style-type: none"> • Heather recommends we keep on course with awards as planned • Need to replace Paule on committee 	<ul style="list-style-type: none"> • Heather is putting out a call to associate members to sit on the awards committee today • Hope to hear back in 10 days • Decide what is eligible and timelines • Anna will help fill associate at large position to replace Paule
6	Financial (GH)	<ul style="list-style-type: none"> • Not much to report • Switzerland Tourism money received and deposited • Want to do something nice for our members this year 	<ul style="list-style-type: none"> • Prepare budget against plan for 2021
7	PD Update (MC)	<ul style="list-style-type: none"> • Canadian Freelance Guild is able to make us a special offer on their webinars (how to make a perfect pitch and be a better freelancer) • They will charge us \$15 vs \$25; Martha would like to reimburse our members from the opportunity fund (so that members get this for free) • Martha recommended with tax season approaching, a webinar /planning session about CERB 	<ul style="list-style-type: none"> • Martha to draft proposal for Maureen to send for approval re CFG • Martha to follow up with Anna re accounting firm and investigate further (dates, cost)
8	Letter to SATW Board re Canadian. voice on Board (AH)	<ul style="list-style-type: none"> • Anna initiated that we write a letter to SATW Board to ensure Canadian representation on the Board (we represent 10% of all membership) given new structure of board there is no guarantee of Canadian voice • Anna, Martha, Barbara, Maureen wrote letter to advocate for Canadian voice on SATW board (would like one Active at Large to be designated for Canada) 	<ul style="list-style-type: none"> • Maureen will lead and liaise with Larry to send the letter this week • Reviewed and sent Friday

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		<ul style="list-style-type: none"> • Would like Canadian executive to sign it 	
9	Maple Leaf (MC)	<ul style="list-style-type: none"> • First version went out last week thanks to Sharon to her help • Open rate 59% very high 	<ul style="list-style-type: none"> • Next version in January; hope to have more photography
10	Membership update (NB)	<ul style="list-style-type: none"> • Maureen sent Nicola updated list from Constant Contact 	<ul style="list-style-type: none"> • Nicola to check with James (TBD) on how new SATW members are welcomed; Maureen to confirm contact • Planning membership boost in 2021
11	Other	<ul style="list-style-type: none"> • Carolyn reported on activities of the SATW DEAI committee including anti-racism book club on Facebook, webinars and glossary of terms, diversity training, Black Traveller research and news release • All members can join the committee and the FB group by mentioning they are part of SATW 	<ul style="list-style-type: none"> • CR helping plan 'How to be a better Ally' webinar for January • Committee is every Wednesday at 3 pm ET, open to everyone
12	Next meeting	<ul style="list-style-type: none"> • Posting minutes on website • Next meeting Dec 3 	CR: Check with Anietra Hamper to ask how that works and post on website, let Sharon know what to do – Done.
13	Adjournment		