

**SATW Canadian Chapter Executive
Meeting Minutes
Dec. 3, 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)
Anna Hobbs (Past Chair)

Guests:

SATW President Larry Bleiberg
President Elect Elizabeth Harry
Barbara Ramsay Orr (SATW Past President)

Regrets:

TBA (Associate at Large)

Agenda

	Item	Key Points	Action and Timing
1	Call to order (ML)	Thank you all for being here Welcome to Larry, Elizabeth and Barbara	
2	Approval of minutes (from November 5, 2020 meeting)	Maureen first Gillian seconded Approved	
3	Chair's Comments (ML)		
4	Business (ML) <ul style="list-style-type: none"> • Why Canadian Chapter needs a vote on the SATW Board 	Maureen: Context <ul style="list-style-type: none"> • Letter was sent to Larry and Elizabeth • Canada needs a seat on the board: we have different – laws, regulatory, geography, currency, publishing schedules, languages • Invite members to share their perspectives: Barbara, Anna, Martha 	
4	Business (ML) <ul style="list-style-type: none"> • Why Canadian Chapter needs a vote on the SATW Board 	Barbara: Background <ul style="list-style-type: none"> • Discussion on history of Canada in SATW • We should have a vote at the table – we represent not just a chapter but a country. • How do we proceed? Do we put a motion before the board or do we amend the one that was brought forward in Las Cruces but 	

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		not voted on? Or do we present a bylaw to the whole society?	
		<p>Anna: Action Plan</p> <ul style="list-style-type: none"> • Canadian representation was discussed in Fall 2019 but was not voted on and there has been no follow up • We propose: That the composition of the board includes a fully funded Canadian member with full voting rights to be elected by the Canadian chapter or by the entire Society membership 	
		<p>Discussion/Q&A</p> <p>Elizabeth:</p> <ul style="list-style-type: none"> • Every other month (or quarterly), I plan to have a zoom meeting with all the chapter chairs and hear concerns and communicate the Board's thinking <p>Maureen:</p> <ul style="list-style-type: none"> • Please update me after you speak with the executive committee and board. Give us idea of timeline for inclusion in operations manual. <p>Larry/Elizabeth:</p> <ul style="list-style-type: none"> • Timing: January. <p>Maureen:</p> <ul style="list-style-type: none"> • Thank you all – Barbara, Larry and Elizabeth. This is really important for all our members and our executive. Happy holidays. 	
		<p>Discussion (Chapter only)</p> <ul style="list-style-type: none"> • Discussion on next steps <p><i>Note: Members are encouraged to contact Maureen Littlejohn with further questions</i></p>	<ol style="list-style-type: none"> 1. Anna/Maureen: Send our proposal in writing to share with the board /executive committee 2. Put forward motion to be passed in January: In the event that no member of the Canadian Chapter is elected to serve on the Board of Directors, the Canadian Chapter may designate a Non-Voting Board

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			<p>Representative, who may attend SATW Board meetings at SATW's expense.</p> <p>3. Do more research on idea of an international chapter.</p> <p>4. Maureen participate in Elizabeth's meetings</p>
	Business <ul style="list-style-type: none"> Associate at Large nominations (Anna) 	<ul style="list-style-type: none"> 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"> Replacement identified: Angela Anderson will be replacing Paule Bergeron as our second Associate at Large
	Business: Holiday Party (Maureen)	<ul style="list-style-type: none"> Planned for December 10, coming together well thanks to Gillian, Sharon, Heather, Nicola Expecting about 50 people Using some of our budget to provide prizes and gift cards 	<ul style="list-style-type: none"> Event planned for December 10
	Business: PD (Martha)	<ul style="list-style-type: none"> Three Webinars with Canadian Freelance Guild will be offered to our members at no cost– notice will be sent out on December 27 Need to start proactively planning for 2021 for our members – we need a unique angle for Canada that doesn't overlap with US efforts Martha recommended with tax season approaching, a webinar /planning session about CERB 	<ul style="list-style-type: none"> Promote Canadian Freelance Guild webinar event in December Martha to follow up with Anna re accounting firm and investigate further (dates, cost)
	Business: Maple Leaf (MC)	<ul style="list-style-type: none"> Determine content for next issue of Maple Leaf High engagement on last newsletter 	<ul style="list-style-type: none"> Next version in January; hope to have more photography
5.	Other	<ul style="list-style-type: none"> Awards Committee: Working on members, optimistic about replacing Paule 	<ul style="list-style-type: none"> Find replacement for Awards Committee
6	Next meeting	<ul style="list-style-type: none"> Next meeting January 14 	<ul style="list-style-type: none"> December minutes to be posted on member area of SATW website
13	Adjournment		

