

**SATW Canadian Chapter Executive  
Meeting Minutes**  
January 14, 2021 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)  
 Anna Hobbs (Past Chair)  
 Linda Barnard (Active at Large)  
 Angela Anderson (Associate at Large)  
 Heather Kirk (Associate at Large)

**Agenda**

	<b>Item</b>	<b>Key Points (Public)</b>	<b>Action and Timing</b>
1	Call to order (ML)	Thank you all for being here	
2	Approval of minutes (from December 3, 2020 meeting)	Maureen moves Martha seconded Minutes approved	Post minutes on SATW Canada member website
3	Chair's Comments (ML)	Welcome to two new executive members: - Angela with Banff Lake Louise Tourism as new Associate at Large, replacing Paule Bergeron - Linda Barnard, from Victoria, BC as Active at Large	
4	Business (ML)  <ul style="list-style-type: none"> <li>• Why Canadian Chapter needs a vote on the SATW Board</li> </ul>	As a result of the December conversation with Larry and Elizabeth, SATW Board has agreed to a non-voting, funded (travel expenses covered) position approved (Chapter Chair or someone designated by the Chair, 2 a year); and inclusion in Operations manual in January	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 Representative, who may attend SATW Board meetings at SATW's expense.

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	Business: PD (Martha)	<ul style="list-style-type: none"> <li>Partnership with Freelance Guild has worked very well – gave our members the opportunity to participate in free webinars (getting work and pitching)</li> <li>This allowed 35 members to participate; 25 signed up, good uptake on sessions</li> <li>Third session will be on Canadian Tax, should be good value for our members - will check dates</li> <li>SATW Corporate doing a great job on webinars thanks to Cheryl Andrews; one coming up with DCI on Canadian Myths, not sure if this is for associates only? Doing same session with TMAC two weeks later.</li> </ul>	<p>Confirm date of Tax seminar</p> <p>Work on upcoming webinars, welcome ideas</p> <p>Former Active at Large Carol Patterson recommended we approach <a href="#">Greg Johnson, Storm chaser</a>, maybe do a webinar with him since he's CDN</p>
	Finances (GH)	<ul style="list-style-type: none"> <li>Successful Holiday party with people from across the country, people enjoyed Visa gift cards to support local businesses</li> </ul>	<p>Have virtual holiday again next year to keep us connected</p> <p>Plan a Canada Day party</p>
	Business: Maple Leaf (MC)	<ul style="list-style-type: none"> <li>Draft is with Maureen for review</li> <li>Benefits survey in next issue</li> <li>Consider doing another survey in the future</li> </ul>	<ul style="list-style-type: none"> <li>Next issue will be out in January</li> </ul>
	Membership (NB)	<ul style="list-style-type: none"> <li>Maureen following up with renewals</li> <li>Compiling update for HQ</li> </ul>	
5.	Awards Angela	<ul style="list-style-type: none"> <li>KO meeting on Tuesday with Committee: Maureen, Gillian, Ursula (Switzerland Tourism is also sponsor)</li> <li>Will bring ideas back to the Board for discussion</li> <li>Plan to announce awards in February</li> </ul>	<ul style="list-style-type: none"> <li>Meet with committee and divide roles Jan. 19th. Outline timeline.</li> <li>Make February announcement</li> </ul>
6	Other	<ul style="list-style-type: none"> <li>Anna – writing coach program, have 44 people who have applied and 20 coaches including strong Canadian coaches incl Liz Fleming, Heather GD, Glenn starting on Jan 16</li> <li>Catherine Hamm interview Diana Dawson</li> <li>Heather Kirk and Judi Cohen on society level sponsorship committee</li> <li>Benefits committee: Heather – mandate is specific – we've secured discount with Lexis Nexus database for historical context and on-staff librarians coming soon</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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6	Next meeting	<ul style="list-style-type: none"> <li>• Next meeting February mid-month</li> </ul>	<ul style="list-style-type: none"> <li>• Post December minutes on website</li> <li>• Next meeting February mid-month</li> </ul>
13	Adjournment	12:17 pm	