

**SATW Canadian Chapter Executive
Meeting Minutes**
August 12, 2021 12 pm EDT

Location: Virtual

In attendance:

Maureen Littlejohn (Chair)
Martha Chapman (First Vice Chair)
Sharon Mendelaoui (Active at Large)
Nicola Blazier (Second Vice Chair)
Heather Kirk (Associate at Large)
Gillian Hall (Treasurer)
Carolyn Ray (Secretary)
Linda Barnard (Active at Large)
Laura Paquet (Incoming Secretary)
Deb Corbeil (incoming Associate at Large)

Regrets

Angela Anderson (Associate at Large)
Anna Hobbs (Past Chair)

Agenda

<p>1. Call to order (ML) Meeting called to order at 12:05 pm</p>
<p>2. Approval of minutes (from July 8, 2020 meeting)</p> <ul style="list-style-type: none">• ML moves to approve• SM seconds <p><u>Action Items:</u></p> <ul style="list-style-type: none">• CR post July minutes on SATW Canada member website
<p>3. Chair's Comments (ML)</p> <ul style="list-style-type: none">• Welcome Laura Paquet as Secretary in October <p><u>Action Items:</u></p> <ul style="list-style-type: none">• N/A
<p>4. Business</p> <p>a. PD Update (MC)</p> <ul style="list-style-type: none">- MC: Digital Publishing session with Freelance Editors – working on a discount, waiting for a code from Anna McManus - did not receive a code due to new website so have given up <p><u>Action Items:</u></p> <ul style="list-style-type: none">• ML work with Society to determine reasonable response times

b. Treasurer's Report (GH)

GH: No changes from last month (awaiting statement) but next month there will be expenses for the SATW Award winners

Action Items:

- NA

c. Online chapter meeting – ML

- Most people doing theirs in September
- Half-hour format, welcome new executive and thank those leaving, financial update
- 2 pm ET Tuesday, September 28

Action Item:

- **ML:** Send out eblast at end of August to announce and reminder day before (Sept 27)

e. Maple Leaf (MC)

- Deborah Corbeil is new editor, introduced mobile friendly version
- Topics: Award list, Carolyn's acquisition, Maureen World Food position, etc.
- Thanks for SM for assistance in the past

Action Item:

- **ALL:** Looking for contributions for October 1 (deadline two weeks prior), send to Deb at planetd@gmail.com

f. Membership (NB)

- Membership proposal went out in July to all members and others
- Issue with SATW website not working properly (error message)

Action Items:

- **ML:** Will send note to Lydia to introduce MC/NB
- **NB:** Send email again, six weeks left for offer

g. E-Sax Media Marketplace (SM)

- Are we doing this or not? Need to firm up dates (Oct – November TBD)
- Can do rotating table set up with destinations <http://esax.ca/virtual-event-hosting/>

Action Items:

- **ML:** Create a committee to work on this – SM, DC, ML, HK – and have zoom to figure out timing when Deb is back Aug 29
- **SM:** Create bullet points to guide action plan, consider sponsors and how to approach US and our associates here, market on society FB page

h. Awards (AA – reported by ML)

- **ML:** has list and links for award winners
- **GH:** Had tremendous amount of submissions for all categories
- Announcement in mid-August date TBD

Action Items:

- **ML:** Send out eblast to announce winners next week

- **GH:** Will send out cheques to winners once announced
- **DB:** Prepare article/ feature for Fall Maple Leaf with photos and links
- **AA:** Do webinar with winners (TBD) – for fall or December
- **SM:** Will make award badges for winners to post on their website

g. Sites/Min-Fams (AH – via ML)

- Exploring venues for future chapter meetings and mini-fams in regions

Action Items:

- **AH/LB/ML:** Keep eye on things to see when we can plan regional events
- **ML:** Eastern Canada– Jim Byers, Judi Cohen and Liz Fleming have agreed to be on Ontario committee

6. Next meeting

- **No meeting in September;** Next meeting will be postponed to October 14, 12 noon ET
- Action items to be reviewed via email

Action items:

- CR put July minutes on member-only website

7. Adjournment at 1:15 pm