

SLANZA National Executive Face-to-Face Meeting Minutes 17-18 July 2004 Southwell School, Hamilton

Present:

Liz Probert (President), Judi Hancock, Niki Waterhouse (Aoraki), Adaire Hannah (Wellington), Gerri Judkins (Waikato/ Bay of Plenty), Kaaren Hirst (Auckland), Di Eastwood (Tai Tokerau), Joyce Richards (Central), Johann Williams (Secretary)

Apologies:

Michaela O'Donovan (LIANZA)

Absent: Bridget Schaumann (Otago/ Southland)

Agenda:

- Welcome
- New Members
- Apologies
- Minutes, matters arising
- Archive policy and archive boxes- Pauline McCowan
- Finance
- Regional roundup
- National Library report
- LIANZA (apologies from Michaela O'Donovan)
- Conference funding- policy for payment
- Treasurer- decision for future appointment
- EPIC rep – Adaire
- Newsletter- Louise
- Subscription renewals/ membership
- Website- Niki
- NZEI submission
- Digital strategy response- Adaire/ Liz
- Dublin Conference report- Liz
- Report on SLANZA awards- Andrea
- Curriculum Online involvement- Niki

Welcome:

Liz welcomed the members of the National Executive, especially the new regional representatives Joyce Richards (Central), Kaaren Hirst (Auckland) and Di Eastwood (Tai Tokerau). A breakdown in communication meant that Bridget Schaumann had not been contacted about attending the meeting. Michaela O'Donovan has been appointed as the LIANZA representative, and the National Library has yet to appoint a representative. Gerri and her team were congratulated for a most successful conference

Minutes of the Teleconference 6.05pm Thursday 13 May, 2004:

These had been circulated by e-mail

Approved **Moved:** Johann Williams **Seconded:** Gerri Judkins

Matters arising:

- Brochure- Adaire had nothing further to report. Members need to check and say what changes need to be made.
- Newsletter- Regions are encouraged to contact those who haven't renewed their membership. The next deadline for newsletter copy (including regional reports) is 15 August.

Archive Policy (Pauline McCowan present to report)

Pauline distributed an acid-free archive box to each regional representative.

The draft policy has been circulated.

Changes:

Under Guidelines:

Each region's archival box will be cared for by the Secretary of that region....

Will now be:

Each region's archival box will be cared for by the Secretary of that region or a designated person...

Add:

All markings should be in pencil.

- From now on we should keep: photographs, newsletters, memorabilia, publications, ephemera, minutes, financial records. These can be collected retrospectively.
- Back to the regions for discussion. Responses to Pauline pauline.mccowan@natlib.govt.nz
- Full Archive Boxes should be stored with the regional Chairperson initially and passed on to their successor.
- Keep print copies of everything, even electronic records
- Di will follow through to find out what National Archives' recommendations are
- Review at Face-to-face after 2005 AGM.

Finance:

After discussion about expenses related to attending meetings of the National Executive it was agreed that:

All reasonable expenses and other receipted costs (such as travel, accommodation, transfers and meals) related to attending scheduled meetings to be reimbursed including a \$30.00 meal allowance.

Approved **Moved:** Johann Williams **Seconded:** Kaaren Hirst

- The mileage rate needs to be clarified with John Kenny.
- Gerri raised the issue of travel for local committee meetings for spread regions, particularly where regions were not able to break even financially. Far-flung regions are able to make requests to the NE for extra funding. The RAECO

sponsorship of \$400 (plus \$100 from membership) for each region may be used to cover travel costs.

- Johann to check about RAECO sponsorship for 2004.

There was discussion about a memo from John Kenny.

- John Kenny will continue to handle financial matters until a satisfactory arrangement is reached.
- It was agreed that Niki would work out the weekly hours involved in the website; Margaret Forbes would be asked to work out the weekly hours involved in handling membership.

John Kenny would be asked to work out the weekly hours involved in handling the finances.

Elsbeth Hancock and Judi would work out the weekly hours involved in handling their components of membership registration.

The results should be emailed to the list as soon as possible for the NE to look at the possibility of combining all the tasks into one paid position.

- Gerri asked if she and Linda could be granted \$100 each for unreceipted expenses related to organizing the Miniconference. She and Linda had handled most of the organization and had had significant sundry expenses. The situation would need to be clarified with John Kenny.
- The \$2,000 seeding funding for the Miniconference, and any profit after all expenses have been met return to SLANZA.

Meeting Dates:

Teleconference: Thursday 9 September

Face-to-face: Saturday/ Sunday 6 November. Auckland- Kaaren to investigate possible use of Lynfield College facilities and availability of accommodation in the area.

Regional Roundup:

- Regional leaders would like to know who has/ has not renewed membership.

Wellington- Adaire Hannah:

Wellington had held its AGM. Adaire had been re-elected to the chair. Cheryl Harvey had run a session on thinking skills. Kura schools were represented for the first time. Alice Heather is to talk on Maori and resourcing the library. There is to be an Online Librarian session with LIANZA. A group will meet with School Principals to put the case for school libraries.

Aoraki- Niki Waterhouse:

Aoraki held a professional development day and AGM in June. Julie Moor, John Dingwall and Jane Teal repeated sessions they had offered at the 2003 Conference, and Glenda Fortune from the National Library ran a session on the 7 Habits of Highly Effective Libraries. A visit to the new Christchurch South Library with a meal to follow, is planned for August.

Auckland – Kaaren Hirst:

Auckland had held its AGM and had 4 new committee members. Kaaren Hirst was elected to the chair. Kaaren reported on data collected in the past year. Librarians in primary schools were starting to get Open Polytechnic training.

2005 Conference meetings were progressing.

An Online Librarian evening with LIANZA had 40-50 present. The Online Librarian project will use chat room software and a staff of 3. It is largely funded by Sun Microsystems. There will be a soft launch in public libraries in October and a hard launch in February.

Waikato/ Bay of Plenty- Gerri Judkins:

24 members had attended the AGM on 12 June with Jane Edgar. Carol Jarman spoke on plagiarism. There were two new committee members. The Miniconference had taken a large amount of energy.

Central- Joyce Richards:

There had been a good turnout for the AGM on June 30. Joyce Richards was elected to the chair. A professional development day with Sally Field is planned for 5 March, 2005.

Conference Funding:

There was considerable discussion about the funding of National Executive members to conferences.

It was moved that:

SLANZA will pay for the registration, travel and accommodation for the president to attend one international conference in their two year presidency. Any funding from other sources to be deducted from the total SLANZA contribution.

Approved

Moved: Adaire Hannah

Seconded: Gerri Judkins

- Whether SLANZA contributes to the costs for other NE members to attend conferences has yet to be resolved.

SLANZA Study Grants:

It was moved that:

Study Grants be made available to SLANZA members to raise standards in school libraries and to encourage members to acquire professional qualifications

Approved

Moved: Liz Probert (chair)

Members of the National Executive warmly endorsed this proposal.

- SLANZA members will be able to apply in writing for the full cost of a paper (approx. \$450.00) from an approved library education provider (e.g. The Open Polytechnic or ACE) to further training and qualifications.
- \$5,000 will be set aside in 2005 for Study Awards
- SLANZA hopes to fund up to 10 papers in 2005.
- Applications to be supported by a covering letter from the school principal
- Applicants should have been SLANZA members for at least one year.
- Awards will be available to Library assistants, Librarians, Teachers with Library Responsibility, or members of the library team.
- Applicants should state in writing how a study grant would be helpful; how it will contribute to their role as part of the library team; their relevant library experience; whether they are part of the team in a primary, intermediate or secondary school library; and whether they have completed any other papers
- Adaire will check with LIANZA and Wellington High as to the criteria for their awards.

- The awards to be advertised in:
SLANZA newsletter (Deadline 15 August)
SLANZA Website (6 September)
School Listservs (6 September),
The Education Gazette (6 September- submissions 27 August)
Principals Today, NZEI newsletter, PPTA newsletter, Open Polytechnic
announcement board, National Library Intranet, ACE
- Details to be posted on the SLANZA website by 6 September, and notification to
appear in the Gazette on 6 September.
- Applications will close on 31 October.

SLANZA Awards:

- The awards need more promotion, although response was good in comparison to
the LIANZA Awards.
- Deadline needs to be earlier in case more information is required. The deadline
should be at the end of Term 1 in 2005.
- Recipients need to be advised to enable them to attend Conference to receive the
award.
- Recipients need a cheap rate to attend Conference.
- Andrea would like to see SLANZA offer an Award of Merit for Literacy or
Reading or Enjoyment of Literature, not just an Award of Merit for Literacy. This
will need to be formally proposed to the NE.
- The NE needs to see the list of candidates to ensure there are no obvious
omissions.

9.00am Sunday, 18 July

Moved that:

Life memberships be awarded to people who have made a significant contribution to the
Association. The National Executive would decide these.

Approved **Moved:** Niki Waterhouse **Seconded:** Judi Hancock

Website:

- Add TL Job description
- Make membership registration form a direct link
- Email address to be deactivated to reduce SPAM
- Minutes of AGMs, new committee lists and photos to Niki
- 2002/3 material will be moved to Archives.
-

Digital Strategy Response:

Liz has drafted a submission. She will add Making Meaning of Information and send on
Sunday

Dublin Conference Report:

- Liz will make a list of further links to electronic research for the Website

- If SLANZA supports members to conferences, they should report back (e.g. Website)

Curriculum Online Project:

- Information about this project can be accessed through TKI. (Log in to TKI > TKI Communities > NZ Curriculum Project > Curriculum Project Online)
http://www.tki.org.nz/r/nzcurriculum/cp_online_e.php
- Of particular interest are Competencies, Thinking skills and Making Meaning of Information.
- Liz and Judi to investigate further

ERO:

- Adaire proposed a model whereby libraries cluster with a qualified Library Team member responsible for providing services to a number of schools
- We should be pushing for the Ministry of Education to fund library services for all schools
- We need to prepare a proposal that links in with ERO looking at school library services.

2006 Miniconference and 2007 Conference:

- A one day conference is a great deal of work
- One and a half days is more cost-effective
- Distance to travel can be an issue
- Need 1 person responsible for database work, and the should have an honorarium
- Where will the next Miniconference be held? Negotiate with Nelson for 2006 (Niki as Aoraki Chair) and Dunedin for 2008
- Gerri will write up recommendations
- Documentation needs to be retained and built up to aid future planning and organizers
- Wellington was suggested as the venue for the 2007 Conference
- We don't pay GST on overseas speakers
- We pay GST on non-members registrations, but not on members
- Turnover of over \$40,000 changes our tax bracket
- There needs to be an arrangement to cover extraordinary travel expenses incurred attending meetings related to organizing conferences

NZEI:

A paper had been received from Marilyn Smaill, Glenda Fortune and Kathy Graham of the National Library requesting that SLANZA form a relationship with NZEI to enable input on behalf of library staff in negotiations for wages and conditions for school support staff.

- SLANZA should formulate a memorandum of understanding with NZEI, PPTA and ISTA
- SLANZA needs to develop a policy as to what they want from NZEI

- SLANZA needs to lead the way for librarians and library assistants

Policy

Resolution:

That we negotiate with NZEI and ISTANZ for all librarians, library assistants and teacher aides working in a school library to be paid from the MOE Central Staffing Fund, and that librarians be paid according to qualifications.

Approved unanimously **Moved:** Adaire Hannah **Seconded:** Liz Probert

- To go into newsletter to signal to members that we are acting on their behalf

Response

Resolution:

That Liz contact Marilyn and the others to tell them what we've resolved.

Look at a strategy for developing a formal liaison with NZEI to enable contact and communication between our organizations with a view to authorizing Marilyn to develop a memorandum of understanding with NZEI

Seek a formal liaison with NZEI, ISTANZ and PPTA to enable contact and communication between our organizations.

Approved **Moved:** Adaire Hannah **Seconded:** Kaaren Hirst

The meeting closed, Sunday, 18 July at 11.30am

Next Meeting:

Teleconference: Thursday 9 September.