

## **National Executive Meeting**

### **Minutes of the SLANZA National Executive meeting held at the National Library, Wellington**

**11 - 12 May 2002 (Saturday 10.00 - 4.30, Sunday 9.30 -12.30)**

**Present:** Jill Stotter, Adaire Hannah, Alison Pearson, Judi Hancock, Linda Mc Cullough, Pamela Hulston, Margaret Forbes, Jan Foote, Jenny Miller, Adaire Hannah, Louise Robbie, Andrea Thomson, Glenda Fortune

**Apologies:** Maureen Trebilcock

### **Agenda**

1. Meeting with Wellington mini-conference organising committee
2. Minutes of March meeting
3. Finance
4. LIANZA liaison
5. Membership
6. Regions
7. Portfolios and job descriptions
8. Chch conference report
9. National Library liaison
10. AGM Planning

### **Preliminary Discussion**

- Glenda to compile an operating manual for all Exec containing constitution, job descriptions, financial guidelines, etc

### **1. Meeting with Wellington mini-conference organising committee**

Adaire introduced the 8 team members and reported on conference progress so far.

- Marketing: Brochure posted to 3000 schools also Maori translation to Kura schools. Also sent to all SLANZA members, Book Council, various politicians Advertising in educational publications.
- 72 registrations to date Limit 200
- Sponsors Fuji, Xerox, Whitcoulls, Jay books plus various gifts for speakers and for conference packs
- Trade stands - over subscribed
- Accommodation - Wellington members being asked for billets. Need to alert regional members re billet availability
- All speakers have a contract - most have been returned
- Youth Focus - journalist will be present Article - "What makes a good school library"

- Need N.E to be room managers and waiters etc. Indicate session preferences
- Financial outline tabled
- Great support from Nat Lib and invaluable clerical support from Lucy
- Adaire praised her group for professional job
- Thanks expressed also to Adaire for her leadership and hard work
- 6 months lead in time was far too short
- Need 12- 18 months for preparation - 1 year minimal lead in especially for sponsors and speakers
- Request that the group document the steps -Put into NE manual
- Preliminary budget helped. Further funding from NE is available but will require prior approval. Not necessary at present
- Advice for 2003 conference committee
- Begin now to get sponsors, speakers, possibility of telecom sponsoring distance links timeline for call for papers, decisions re publications of proceedings
- Check what else is on in the city at the same time? Pencil block bookings in advance for cheaper accommodation
- IASL have a book outlining process for an academic or a professional conference
- Establish a programme committee who constantly monitor programme changes
- Treasurer noted that if sponsorship requires a service as requested by the donor then it may change the tax status of those funds. The Treasurer suggests that the accounting records for the mini-conference be audited and that on completion that all financial records be sent to the NE Treasurer for storage.
- Raeco sponsorship is for regional events rather than national events.
- Discussion re. Wellington organising committee having requested sponsorship for the Wn conference from Scholastic and National Exec having refused their exclusive sponsorship offer
- Some plenary addresses will be published on web - request that introducers take notes - need report for Access Scan and Library life and committee Part of chairperson responsibility to take notes.
- Discussion re taping sessions - not for this mini conference
- Need photos for newsletter !!!!!!!!
- NE will need to take good notes for writing articles etc after conference

## **2. Items from previous minutes**

- Raeco money has not come yet but invoice has been sent
- Agreed to pay Raeco regional allowance (\$400) now
- No account received from Ann Packer for T1. Will be coming with T2 bill.
- Adaire has made many additional editorial changes. Discussion re quality of editing which we are paying for. Adaire queried the need to be paying sub editor.
- Sub editorial responsibility has been separated from layout. Refer to Newsletter guidelines
- Teleconference date changed from 21 June to 19 June 6.05 pm

- Telecom teleconference account has to be changed from Glenda to Judi at Rangji Ruru

### 3. Finance - Alison

#### a) Annual accounts

- Auditor will complete the accounts in time for the NE to approve prior to the AGM
- Auditor's assistant has corresponded directly with regional reps about their accounts and information required. Invoices needed as well. Please respond directly rather than via Alison.
- Alison querying continuation with this auditor, costs and degree of regional detail requested - investigate alternatives . Jill to follow this up

#### Regional Finance

- Discussion re levels of regional auditing or JP checking? Current practice varies. Regions should utilise expertise in their area and get help even if it costs.
- Current financial guidelines are really a job description for national treasurer
- Need a sub committee to look at financial guidelines for regions to simplify, clarify and get consistency. Standards need to be set with simple guidelines to follow Louise, Jan and Linda to look into and make recommendations
- Excel spreadsheet for regional accounting has been set up - but not used yet.
- Alison needs all regional accounts completed by beginning of June.
- Send Alison regional budgets for 2002 - pro forma for all regions to plan events and costing them -about 4 meetings/year. Approximations OK. Aiming for regional autonomy and self funding events, Raeco money as a back up, and contingency funding is available on application to NE. Aiming for 3-4 regional meetings per year. Regional reps to follow up
- Linda suggested the need to liaise regionally for co-operative events

**b) Bank accounts** as per income statements - cheque account balance = \$10,868.73, savings account = \$16,638.44, term deposit = \$10,559.09

#### Income

Donation - \$7000 from IASL

Subs \$12,560 = 314 members paid to date this year (does not include prepaid members however there was a balance of \$2577 in the cheque account from last year)

Term deposit (SLN funds) matures in July. The balance of \$10559 is @ 5.1% for a 3 month term. Designated to be used for meeting the needs of school librarians.

## **Expenditure**

Transfers to savings a/c - \$2000. Re \$7k IASL cheque, used \$5K of that to fund the Chch Conf A/c & then transferred the \$2K into serious saver. The \$20 consists of 4 transfers of \$5 per month to keep the interest at max

Newsletter - Ann Packer a/c not received for T1...

**c) Chch conference \$5000**- cheque to be written for deposit for venue - \$500

Future conference expenditure does need prior approval of Conference committee approval but not NE

## **d) Raeco**

- Approval for \$400 sponsorship cheques for regions now

**e) SLANZA subsidies/awards for conference** Discussion - no awards for Wellington mini-conference but emphasis on awards for conference attendance for 2003

**f) Accounts paid** / cheques written out since tele-conference to be approved

## **Re: newsletter**

- Maureen Trebilcock 80.00
- Auckland College of Education postage 219.95
- ACE "" 550 copies of newsletter 272.25
- G.Fortune audio conf./newsletter 50.76
- Chch conference a/c \$5000
- Serious saver \$2000

## **Wellington meeting travel costs**

- Glenda Fortune airfare \$191.30
- Linda McCullough airfare \$238.31
- Alison Pearson & Judi Hancock fares \$382.60
- Jill Stotter & Jan Foote airfares \$496.60

## **g) Accounts to pay -**

- Glenda Fortune teleconference \$244.08
- Rangi Ruru Treasurer's stationery \$170.91
- Move that accounts be accepted as true by Alison Seconded Louise - Agreed

- Move that accounts be accepted for payment by Jill Seconded Pamela  
- Agreed

#### **h) Budgeting for the year**

- look at last year's outline
- Will have sufficient funds to operate

#### **i) Additional item**

##### **Trained Teacher Librarian Association**

- Organisation is no longer functioning
- Has an a/c of approx \$2 - 3 000
- Motion by Jill that SLANZA write a formal letter to clarify status of Association of TTL with respect to winding up and transferring allegiance to SLANZA - sec Margaret AGREED
- Jan to work with Maureen to get organisation letter written and communication with members: Maureen Trebilcock, Adaire Hannah, Jan Watts Trevor Agnew, Marjory Mc Arthur, Marney Bradley, Richard Lodge, Jenny O'Connor any others?

##### **Travel to AGM NE**

- Motion proposed by Jill that SLANZA pays travel expenses but not registration for National Exec for Mini-conference/ AGM Seconded Judi Agreed
- To minute amounts at next meeting

##### **Treasurer/Membership Secretary**

- Alison proposed that we pay a part time secretary with professional clerical /book keeping skills. Seconded Judi Agreed

##### **Handover of Treasurer portfolio**

- Alison will finally be stepping down from April 2003 but will be available prior to then as handover to new Treasurer
- Ask John Kenny to take on Treasures role as well as NL rep

#### **4. LIANZA Liaison - Andrea**

- Andrea to prepare a memorandum of understanding between the two organisations. Send to Jill and Jill to print good copy and post to John Redmayne by 20 May (He goes off Exec in May)
- Need to have continuity irrespective of personnel
- Discussion re public library homework centres and the way they are ignoring the role of the school library
- SLANZA role to promote professionalism in school libraries in the wider library scene eg SLANZA members to write articles for Library Life

- Glenda to write letter to LIANZA requesting formal renewal of SLANZA representation - emphasise that the rep needs to be a personal member. Also to NL

## **5. Membership - Jenny**

- Jenny tabled a membership breakdown sheet
- Each region given a printout of member list sorted by date of subscription to enable separation of current and past members. July 19 is cut off date
- Separate Ak and Nthland this time
- Send T2 newsletter to full member list but T3 onwards to current only
- Adaire to put a Renew membership reminder highlight on T2 newsletter. Need to highlight the need to renew membership annually very clearly
- Post renewal reminder message onto school lib - Jenny to do
- Reiterate the need for membership renewal in regional newsletters
- Maureen wants two lists - paid and unpaid. Unpaid members will have a separate insert. Jenny to email to Maureen asap
- Investigate purchase of a membership/financial database that will sort according to paid and unpaid.
- Please use the latest subscription form - get rid of old ones - print clearly
- Regional reps to chase up membership locally
- Most of the subs cheques are from schools rather than personal so could encourage schools to put SLANZA sub in annual library budget
- Thank you to Jenny for all her work on membership database

## **6. Regional reports**

### **National Library Support**

- Vote of thanks to National Library in most regions for support and co-operation in establishing regional groups and events

### **Archives**

- Financial records - need to be kept 7 years
- Regions keep their own archive including minutes and Newsletter
- Regional AGMs
- In future regional AGMs before the conference dates
- 2003 - before Sept

### **Auckland / Northland Jan**

- Tai Tokerau Committee 2001 in Keri Keri. Committee now moved to lower Northland Whangarei. Joint meeting June 22 midway point - Wayne Mills as speaker
- Auckland has had 2 committee and 1 membership meeting. ERO meeting in March. Planning regional AGM and Literature Quiz for

- Grownups with Wayne Mills for June, Aug looking at Kiwiana with Vince Ford, Richard Wolf and T4 - Girls and Reading focus
- Auckland and Northland regions wish to have separate status-Both sub regions agree. Looking for approval from EC. Discussion ensued. Concerns re setting precedents. Agreed on proviso of evidence of meeting following criteria:
    - Solid infrastructure
    - Committee
    - Active membership / network of school libraries
    - Record of regular meetings
    - Recognisable geographical entity
    - Consensus from parent group
    - Demography - suitable population base
  - Jan gets a formal remit requesting separation from Auckland Northland signed by both chairpersons.
  - NE supports the request from Auckland re separation into two regions
  - Need to make relevant changes in constitution re number of regions and composition of NE. Also need a clause re recombining.

#### **Waikato BOP - Linda**

- Visual literacy seminar planned. Well subscribed. Looking at NCEA seminar.
- Not sure how PPTA ban on Sat prof. dev. will affect SLANZA events
- Established committee don't meet in person but discussions by email
- AGM planned for August

#### **Central - Louise**

- Infrastructure well established.
- Year's programme is planned
- Trying to boost up sub regions- social function to encourage new members
- April newsletter + membership application
- Will ring around previous non contact schools
- Encouraging attendance at conference ‘
- Sept AGM and pd day planned to precede a Nat Lib course
- Have set up unofficial listserv and encouraging discussion
- Maybe 3 newsletters /year
- Good team

#### **Wellington - Adaire**

- ERO evening over 50 attendees
- Focus has been on mini-conference
- Intend chasing up schools who have not joined or resubscribed
- Meeting T4 planned as a social event
- Need for AGM

#### **Aoraki Margaret**

- May 25 - Beginners guide to the Internet
- T2 meeting at Science Alive to promote their display materials
- T3 AGM Aug 3 Displays Raeco and book reps
- T4 Options Web page development or follow up to copyright
- Xmas book party
- Not yet been to Nelson - planned for after AGM
- National Exec face to face meeting Nov 23 Chch
- Piggy back Chch conference committee to meet Nat Exec
- Membership drive
- Well balanced committee private school , pri, sec and Lib, TLR
- Will promote PURR exchange with other library sectors. 3 School librarians going in school hols.

### **Otago/ Southland - Jenny**

- Small but enthusiastic group attended recent workshop at Tapui Books re lexile reading scheme at Southland Boys High with Glenice and Keith Millar
- Planning AGM in June - World book on line demo plus discussion re regional directions
- Southland SLANZA / BLISS meetings Cynthia Smith coordinates
- Jenny stepping down in July. Need an organiser. Approaching Jill Barker at Mt Anglem for Southland area
- For 2003 Jenny will liaise with Maxine Ramsay NL.

## **7. Portfolios and job descriptions**

(Refer to Maureen's email)

- Draft job descriptions were discussed and amended. Jill recorded and will make changes, email to all before finalising.
- Include in NE manual

### **General Points arising**

- T3 Newsletter copy to Jan before 27 July
- Include Nat Exec email contacts and portfolios in each newsletter
- SLANZA website placed in prominent position on all newsletters
- Need to get SLANZA annual reports into relevant publications eg Library Life also need to look at NZEI RouRou and PPTA
- Andrea to advise Library Life Editor Sheila Williams there will be an article about our conference
- Andrea to prepare an affiliation article for next Library Life plus additional explanation of what SLANZA is about (after June 14)
- Discussion re need to seek membership input re submissions as time frame allows
- Formal approach to Open Polytech and Colleges of Ed. Re SLANZA liaison
- Glenda is currently on Advisory board of Open Polytech representing schools.

- We need to write to seek formal SLANZA representation on this Board
- Investigate SLANZA getting its own website and domain name. Register the name www.SLANZA.org.nz. Andrea to do.

## 8. Christchurch conference

- Have booked Chateau on the Park as main venue. Chch Girls High is just across the road and happy for us to use their facilities. GHS auditorium holds 200+. Also classrooms and computer room available. Holding 50.
- Discussions with Eddie van Til of e- events - but not signed up . His base fee is \$6900 plus a per delegate fee
- Minimum 200 max 250 Smaller and better rather than bigger
- Registration fee will be no more than \$400
- 21 -24 Sept 2003 Reg Sun am Programme Sun afternoon-approx 2pm Wed
- Focus on teamwork, partnership and change -Developing partnerships to help us cope with change in school libraries
- Accommodation - boarding houses in Chch GHS and Rangi Ruru, many motels adjacent, Chateaux has put aside units at a good price

Keynotes - Names please - Motivational, Futurist? Entertainment - Possibilities Jo Bennet Patrick Duffy, Jane Viner MLC, Ian Fraser NZSO Repackaging the school librarian, Kate de Goldi 1500 speaking fee

- Email conversations with Joan Wall ASLA - happy to co-ordinate with us for speakers adjacent to their conference in Tasmania but ours will be first
- Academic conference? Agreed that we need a research base of some sort. Jill to send IASL book to Judi. Decisions re publication of proceedings etc
- Want equal emphasis on Teaching side and librarianship
- Looking for direction on sorts of workshops. Workshops on evidence based info - how to gather it - need team presentation from practitioners. Some 45 min , some 1.5 hr sessions
- NZEI PPTA and staffing/ funding in school libraries are issues needing addressed
- Principal input - Andy White Windsor Primary School How to communicate with Principals
- Models for delivering Info Literacy
- Glen Waverley School has someone with responsibility for thinking and learning of which info literacy is a part
- Curriculum changes linking to ICT Adaire's principal Prue Kelly is o/seas investigating
- Rob ? ex Waimea College models for new schools
- Librarians want practical stuff
- Professional development - morning workshop or post conference collection assessment
- SSLP Louis and Rod Advisers from Auckland
- The collection of the future

- Change management - what needs changed? Where to get advice
- Redesigning a library managing the change - NL advisers
- Need for a reading literacy strand - accessing audio cassettes. Adaire to send info to NE members requesting this info
- Regional reps to seek ideas for workshops and presenters from members encourage them to think widely not just status quo
- Judi to contact Maureen re conference

## 9. National Library - Pamela

- New NL Act introduced to Parliament
- Increased emphasis on Maori
- Preservation of NZ born digital material to go to legal deposit
- Alexander Turnbull Library will maintain identity as a research library
- NL Trustees being replaced by NL Guardians (Govt appointees to ensure that NL functions properly in perpetuity)
- CEO Chris Blake leaving Nat. Lib become to CEO and Secretary of Internal affairs leaves in 2 weeks
- "Discover" on line resource supporting visual arts and music curriculum launch in mid July
- Guidelines -Another draft with MoE who are removing anything remotely prescriptive eg decile ranking. Should be in production by July. Joint NL and MoE launch but will not be ready for conference launch
- Role for SLANZA in producing standards further down the track
- Strengthening School Libraries Auckland. Govt equity funding for decile 1 schools supported by NL. Input of up to \$10 000 for Primary Schools. No contractual obligation for on going accountability. Funding used for:
  - Collections
  - PD for staff
  - Strengthening school systems for school libraries eg automation
- Northland ASB Bank has given up to \$40 000 for school libraries. This is for books, automated systems, shelving. Library Advisers are supporting as much as possible.
- SCIS - John Kenny has taken responsibility for NL liaison with SCIS
  - Memorandum of understanding has changed into an agreement
  - Purchased records off Te Puna and added NZ subject headings to their records
  - Uptake by many primary schools as well as secondary
- TPK money to support Kura in BOP. Pamela attending a 2 day hui for Principals and people who work in Kura library. Another hui in Taranaki later
- Producing a Dewey poster for kura libraries in Maori (NB Others would like access to it also)- Committee suggested the same in other languages would be useful
- Producing a video on good practice in Kura Libraries
- Suggested that Kura share other school libraries
- Will see new version of Te Puna at conference
- Need to write to NL to ask for representative for next NE - Jill
- Letter of thanks to NL CEO for help in establishing SLANZA. cc Minister Marion Hobbs -Jill to do

- Marion Hobbs to receive an automatic posting of Newsletter

## 10. AGM Planning

**President elect** Jan will nominate Liz Probert

- How do we manage the process? Nomination form in Newsletter Closes June 28 ( to allow for postal vote if necessary) Bio requested with nomination form.
- Need a ballot paper ready for insertion in newsletter if needed. Names and tick box Brief bio printed on voting paper ( verso?). No reply envelope . Chch to prepare voting forms from PO Box . bring unopened vote envelopes to conference to be counted there.

**Minutes secretary** - Glenda to continue in role

**Correspondence secretary** to be appointed internally

**LIANZA / NL representatives** - Glenda to write letter to LIANZA (Steve Williams Lianza Nat office ))and NL asap

**Treasurer** - Alison departing April 2003 Pamela to approach John Kenny re taking over the role and setting up the overlap as well as being the Nat Lib rep. Alison will continue until then Pamela to let Alison know

- Alison looking for someone part time to take over membership/financial management

**New regional reps** - Auckland, Otago/ Southland , Central re-welcome Louise

- President has the power to coopt until regional elections have been held. This will compensate for the mistiming of regional AGMs this year. In future they will precede the National AGM
- Now call ourselves NE (National Executive) rather than EC(Executive Committee) Need to modify in constitution
- Remits to go to members before AGM
- Changes to constitution re dates of AGM. Need remits to change constitution
- We do not need proxy votes
- Put remits for changes on website prior to conference
- Regional reps to notify members
- Constitutional changes. Need print copies for all present at AGM. As well as on datashow
- Jill to email remits to regional reps

## Steps

1. Letter from Auckland / Tai Tokerau asking for separation

Where is the boundary?

1. Frame remit
2. Post remit on website

Jill runs AGM and hands over to Judi

Welcome; Apologies; Minutes of last AGM on the seats!! Check if on website.  
Glenda to move acceptance; Speech; Financial; Remits; Any other business;  
Election of officers; Welcome of new officers.

Meeting closed at 12.20 pm

Minutes by Glenda Fortune.