

# PROVINCIAL EXECUTIVE COUNCIL MINUTES

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**Executive Planning Meeting  
August 22-24, 2023**

**Viking Suite/Avalon & Battery  
The Sheraton Hotel**

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## **I. PRELIMINARIES**

The planning meeting of the 2023-2025 Provincial Executive Council was held at The Sheraton Hotel, St. John's, NL, from Tuesday to Thursday, August 22-24, 2023.

Participating in the meeting from Provincial Executive were: Trent Langdon (Chair), Dale Lambe, Russell Stockley, Hollis Cull, Angela Dawe, Tracey Payne, Della Way, Colin Short, Sean Weir, and Darryl George. Participating from Staff were: Stefanie Tuff, Ian Crewe, Jennifer Tulk, Wade Rogers, Bob Johnston, Miriam Sheppard, Darlene Johnson, Deana Hatcher, John Veitch, Gabriel Ryan, Samantha Lee, and April Bragg.

**REGRETS:** Sheldon Slaney, Kelly Loch, and Emily Caines

In his introductory remarks, the Chairperson welcomed Executive and staff members to the first planning meeting of the 2023-2025 Provincial Executive. The President welcomed Lynette Snook, first alternate from the election of the 2023-25 Provincial Executive, as an observer to the meeting. Starting September 1, 2023, Ms. Snook will replace Kelly Loch on Executive during a period of leave.

*(Copies of PowerPoint presentations on various topics, as referenced below, are attached to the Official Minutes.)*

## **II. EXECUTIVE REFERENCE MANUAL**

Via a PowerPoint presentation, Stefanie Tuff, Executive Director, reviewed with members the Executive Reference Manual which contains the Association's policies and procedures for Provincial Executive members.

Topics included:

1. Policy on President of NLTA
2. Your Role as Executive Member
3. Meeting Preparation (The Executive Kit)
4. Bringing Issues to the Executive Table (The Agenda)
5. "Housekeeping" Items – Action Sheet; Executive Notes; Executive e-mail; Policy Handbook; Executive Contact Information; NLTA Staff Responsibilities, etc.
6. Norms
7. Policy Guidelines for Branch Visitation/Contact – It was noted that each Executive member is responsible for a number of branches located, where possible, within the region where they live.
8. Policy Guidelines for Special Interest Council Contact/Visitation - Members are also responsible for liaison with Special Interest Councils (SIC). Members were encouraged to make regular telephone or email contact with their branches/councils.

Although they are not required to attend SIC meetings, they were encouraged to attend at least one meeting during the year.

9. Branch Special Interest Council Contact Assignments 2023-25
10. Governance and Administration
11. Corporate Services
12. Programs and Services
13. Communications
14. Policy on Committees
15. General
16. Meetings
17. Reporting
18. Policy Guidelines re Requests for Additional Committee Funding
19. NLTA Staff Directory

### **III. GOVERNANCE AND OPERATIONS**

Via a PowerPoint presentation, Ms. Tuff outlined the governance and operation structure of the Association.

Topics under Governance included:

1. Electing
2. Establishing Policy
3. Strategy
4. Representation
5. Decision Making

Topics under Operations included:

1. Appointment
2. Operationalizing Policy
3. Addressing Specific Situations
4. Specialized Roles
5. Advising

### **IV. EFFECTIVE COMMITTEE OPERATIONS**

Via a PowerPoint presentation, Ms. Tuff outlined for Executive members the policy and structure of NLTA committees, including their formation and operation, the role of the chair, staff consultant and committee members, advice for effective committee meetings, and reporting to Executive. Executive members were encouraged to find time to meet with their respective committee staff consultants during scheduled meeting breaks.

**The meeting recessed at 9:00 p.m.**

**Wednesday, August 23, 2023, 9:00 a.m. The President was in the Chair.**

## **V. OVERVIEW OF ORGANIZATIONAL STRUCTURE**

Via a PowerPoint presentation, Ian Crewe, Assistant Executive Director, reviewed with Provincial Executive the organizational and operational structure of the Association.

## **VI. EXECUTIVE MEETING NORMS**

Via a PowerPoint presentation, Ms. Tuff reviewed with members Executive meeting norms. By consensus the following norms were reaffirmed or determined for future Executive meetings:

- The Chair will begin meetings on time (normally 9:00 a.m.) once a quorum is available (a quorum is 7 Executive members). Showing up on time is important and respectful
- The Chair will begin each meeting with the Land Acknowledgement
- The Chair will also recognize the NLTA Mission Statement at the beginning of each meeting
- The Order of Business (agenda) will follow the format outlined in the **Advice on the Conduct of Meetings**
- Executive members will review meeting materials in advance of meeting
- The Chair will recognize speakers and call for votes
- Notices of motion and agenda items provided in advance when possible to be added to agenda (does not apply to motions arising out of debate around the table)
- Agenda items should be provided in advance of meeting whenever possible
- Local issues/concerns should be directed to appropriate staff person prior to Executive meetings for timely response
- Discussions/debates/motions should be issue/topic focused
- Executive Director serves as parliamentarian and advisor to Executive
- The Chair is to refrain from debate
- Discussions and debates are conducted respectfully
- Committee reports are to be voted in block unless pulled for questions or require Executive action
- Opportunity will be provided at end of meeting for the sharing of good news stories
- In-camera meeting provided for internal discussions when necessary. The Executive Director is to be present for all discussions pertaining to operations
- Lunch will be provided onsite and two menu options will be provided
- Designated break times
- When Executive meetings are held outside the NLTA building, the location of washrooms, including any available gender neutral facilities, will be communicated to attendees
- If a member of Executive has a concern/complaint regarding the conduct of another Executive member(s), the concern should be communicated, in confidence, to the other party with the intent of seeking a mutual resolution in keeping with the spirit of the NLTA Code of Ethics. If such a matter cannot be resolved between Executive colleagues, the parties may seek the assistance of the President

**VII. SOCIAL MEDIA**

Via a PowerPoint presentation, Ms. Tulk, Communications Officer, reviewed the use of Social Media in relation to the role of Executive members. Questions were entertained after the presentation.

**VIII. PUBLIC OPINION RESEARCH REPORT**

Via a PowerPoint presentation Ms. Tulk provided a summary of results from recent NLTA public and member opinion polling conducted by M5/MQO Research regarding general issues in public education and the Association's Teachers Change Live and Invest in Our Kids Campaigns.

**IX. PROGRAMS AND SERVICES FILE REPORT REVIEW**

Via a PowerPoint presentation, Mr. Crewe reviewed the Programs & Services Case File Annual Report and discussed workflow and file management procedures, as well as trends in increasing member contacts and demand for services/supports from NLTA staff. Questions were entertained after the presentation.

**X. GOVERNANCE SESSION**

As this was the first meeting of the 2023-25 Provincial Executive, the President took the opportunity to lead a session with Executive members on general governance matters and best practices.

**XI. TIMED SESSION – GREETINGS FROM THE MINISTER OF EDUCATION**

Education Minister, Krista Lynn Howell, brought greetings to Provincial Executive members and discussed her priorities as Minister. Executive members had a brief roundtable discussion with the Minister and highlighted current challenges and successes in the public education system.

**The meeting recessed at 1:15 p.m.**

**Thursday, August 24, 2023, 9:00 a.m. The President was in the Chair.**

## **XII. REVIEW OF PRIORITY SURVEY**

Ms. Tulk reviewed the results of the membership survey on NLTA Priorities for 2023-2025, conducted in June. A summary of how various issues have been ranked over recent years is as follows:

<b><u>PRIORITY ITEM</u></b>	<b><u>2019</u></b>	<b><u>2021</u></b>	<b><u>2023</u></b>
Advocating on Teacher Workload Concerns	88.74%	88.08%	87.62%
Advocating on Teacher Health, Wellness and Mental Health Issues	78.06%	83.86%	71.84%
Collective Bargaining	60.06%	67.25%	66.26%
Teacher Recruitment and Retention	-	-	55.92%
Response and Advocacy on Government Initiatives	-	-	34.01%
Providing Individualized Assistance to Teachers	39.71%	39.59%	32.11%
Defense of Teacher Rights (Grievances/Arbitrations)	39.70%	44.04%	30.41%
Providing Professional Development Opportunities	41.52%	28.70%	25.10%
Premier's Task Force on Improving Educational Outcomes	-	51.19%	-
NLTA Services and Supports for Members	-	-	20.27%
Promoting the Teaching Profession	15.01%	20.43%	15.71%
Communicating NLTA Programs and Services to Members	13.26%	11.61%	5.51%
Promoting Communication and Membership Engagement	6.69%	7.95%	3.61%
Conducting Educational Research	3.99%	3.97%	2.11%
Partnering with Other Groups and Agencies	6.69%	4.21%	2.04%
Other	16.77%	15.98%	16.67%

## **XIII. ASSOCIATION PRIORITIES FOR 2023-25**

Executive members worked in small groups to consider membership input regarding the Association priorities, review the priorities established during recent Executive terms, and discuss the major issues facing the Association for the next two years. Executive Director, Stefanie Tuff, Assistant Executive Director, Ian Crewe, Communications Officer, Jennifer Tulk, and Finance Manager, Wade Rogers, attended to provide staff support.

Ms. Tuff facilitated a session to determine the NLTA priorities for 2023-25 through consensus building. Executive members agreed by consensus that the Association priorities for 2023-25 will be:

- Workload Concerns
- Membership Well-being and Protection
- Collective Bargaining and Services for Members
- Retention, Recruitment, and Resourcing
- Advocacy on and Response to Government Initiatives

**XIV. ADJOURNMENT**

The planning meeting adjourned at 12:55 p.m.

**CONFIRMED:**

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**PRESIDENT**

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**EXECUTIVE DIRECTOR**

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**DATE**

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**DATE**

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