

CGPA Board Meeting Minutes - Final

Date: September 21, 2015

Attendance: Aida Cabecinha, Jane Mitchell, John Sherry, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong, Colleen Wilkie, Ward Yuzda

From First Stage: Jessica Kerr, Doug Rosser, Sue Munro

Regrets: Stephen Gillies, Kasra Khorasani, Andre Roch, Rowan Sharkey

Chair: Aida Cabecinha

Secretary: Colleen Wilkie

Supplemental Documents:

Board Minutes Draft – 2015-08-10

Financial Report – Report from Canadian Group Psychotherapy Association (11)

ETG Toronto May 2016

CGPA Directors September 2015

Conference Brainstorm Summary

CGPA – Quotation for SoftChalk

Sunday Educational Seminars

Minutes: Recommendation that each item have clearly articulated action in future minutes. *Motion (moved by Aida, seconded by Wendy) that the minutes of the August 2015 board meeting be approved as circulated. Carried.*

Brief reports from relevant committees:

1. President's update and goals – deferred to October meeting.

2. Finances and Membership Fee Levels

Doug summarized the financial report circulated to board members. We are operating at a deficit. He reported that even if the conference were to break even, the money raised by membership fees is currently not sufficient to fund all the strategic initiatives of the board. Therefore, when the conference loses money (i.e., this past year) then it puts serious pressure on the organization's ability to survive. One option is patron membership where some members would pay more for membership. He stated that we are not a charity so we can't offer a tax receipt. We would need to maintain one member for one vote despite what different members may pay. Discussion about trying something similar to AGPA who charge membership fees based on income, but there was concern about members needing to disclose their income. A decision needs to be made shortly about this to be incorporated into membership forms that go out late November and reminders in the fall newsletter. *Motion (moved by Jane, seconded by Ken) to strike a subcommittee to develop 2-3 options to increase the stability of the membership revenue stream beyond the status quo of one fee and to bring recommendation(s) to the board for the October meeting. Carried. Action: Subcommittee members (Ken, Kas, Doug) to ask Stephen to join them and to have up to 2 conference calls to discuss options as per motion.*

3. Training – Toronto ETG

Decision: To defer to email consultation with board before October meeting.

4. Nominations/Awards Committee

Joan-Dianne reviewed the document circulated. She stated committee members are Joan-Dianne, Stephen and Colleen. The committee has met to develop its tasks and goals. Joan-Dianne is in the process of talking with all board members individually to ascertain their individual plans regarding the board. The committee will also develop a protocol for non-clinical board members (e.g., number of non-clinical board members, process for inviting them to the board), and succession planning particularly the president-elect position. She stated Kas is willing to stay on for another two years. Actions: Joan-Dianne to talk to each board member individually. The committee will continue to meet and will update the board as well as bring recommendations back to the board for consideration.

Full report and discussion:

5. Conference

Joan-Dianne referred to document circulated to board. She and Ken asked for the board's support for initial plans to date. Decision: The board endorsed and supported the ideas outlined in the document:

a) Title/theme: The Power and Potential of Groups

b) Use of local talent: Keynote followed by panel

c) Architecture: In general, Wednesday keynote, Thursday workshops, Friday ETGs.

Discussion: The intent is to include more beginning and advanced offerings, and training for non-clinicians. Marketing will be important for the different audiences we're targeting. It will be important to include flexibility in the conference planning depending on responses to call for workshop leaders as well as registration. Action: Committee to continue to meet and bring back items to the board for consideration.

6. Training

a) National Training Committee: Aida stated the committee met last week (members are Susan Farrow, Lois Goodman and John Sherry. Jackie is a consultant to the committee and shared the web-based training module which included didactic material and the video of the group that Anne Mahoney led. She reported that the template is helpful and thorough but needs editing to be useful for a broader clinician audience (currently it is geared for psychiatric residents). Actions: Aida and committee to edit content by the end of October for a broader clinical audience. Aida to discuss with Jackie on how best to have the video sent from Jackie to Aida.

b) SoftChalk. Aida reviewed the quote circulated to the board. She stated that we have the training content (see above) but need technical capacity. She reported that there is a need for training clinicians in general as well as providing a membership benefit. She stated the material would be edited by the end of October, with a 30-day trial that could be scheduled in November. This would provide more information before making a final commitment for one year: the annual subscription is US\$595. This would also provide more time to explore funding. The Foundation may provide funding and John stated that Prince George members have agreed to provide funding for this program. Jane recommended reviewing cost-benefit after a set period of time (e.g., one year, three years). Decision: The board provided support for Aida and the committee to request a 30 day free trial and report back to board for November meeting for formal decision about purchase of the program. Questions for the committee to discuss: funding, technical support and material storage needed (e.g., by First Stage), amount of computer memory needed and at what cost, curriculum development would continue to be the responsibility of NTC. Actions: Aida to connect with Doug to discuss options for First Stage involvement. Aida to arrange SoftChalk free trial.

7. Training – Sunday evening seminars

Decision: To defer to email consultation with board before October meeting.

Potential agenda items:

- membership/marketing committee update
- near term and long term goals to monitor progress
- internal memos of understanding/external requests – call for volunteers
- membership fee levels – recommendations
- Toronto ETG - recommendations

Next meeting: October 19, 2015

BC-2 pm, AB-3 pm, MB-4 pm, ON-5 pm, NS-6 pm; please try to attend five minutes to the hour

Call in:

Local: 1-416-764-8610

Toll free: 1-888-884-4539

Code: 8744408#