

CGPA Board Meeting Minutes - Final

Date: July 14, 2014

Attendance: Stephen Gillies, Lois Goodman, Kasra Khorasani, Jackie Kinley, Jane Mitchell, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong, Colleen Wilkie

From First Stage: Doug Rosser

Regrets: Maureen Coleman, Janice Popp, Ward Yuzda

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Minutes:

Minutes of June 23, 2014 meeting approved as circulated.

1. Doug Rosser:

a) Conference: Doug spoke to Tom from the Sales Department at Chestnut and expects to have a draft contract to review this week. Contract discussions to date: May 6-9 dates secured, entire third floor has been booked for us for Thursday, Friday, and Saturday (we may want to release some of this space at a later date), construction expected after May long weekend, no minimum number of bedrooms were requested by Chestnut.

Action: Doug has agreed to review and report on the draft contract. He was asked to bill through U of T Psychiatry as for the 2014 conference, and was asked if we could secure a block of bedrooms at the hotel across the street from Chestnut.

b) IAGP Membership: Membership needed to be renewed by July 15. Doug registered CGPA as a member of IAGP. Given we are from a Tier 1 country and have 100-200 members the fee is \$675 US. This was paid via Doug's personal credit card. Joan-Dianne and Kas were named as CGPA delegates, the national office address was given as the mailing address, and the confirmation code was sent to Joan-Dianne and Kas.

c) Finances: Financial report in progress. Doug informed the board that he receives cheques with no supplemental information and was informed that the board needs to develop a process in this regard.

Action: Doug plans to have six-month summary report for us to review at the next meeting.

2. Stephen Gillies:

Stephen thanked everyone for their prompt response to provide their contact information which is required to file the annual information return for the Companies Branch of the Ontario government.

3. Conference Planning Committee:

a) Academic: Joan-Dianne reported that this committee will update the board after their meeting.

Action: Academic sub-committee meeting planned for August.

b) Local arrangements: Wendy reported that she met with Karen (Martha is out of the country) and is following up with First Stage.

Action: Wendy will meet with Doug this week to discuss and clarify tasks of First Stage and CGPA.

c) Abstracts: Kas reminded the board that the date for the call for abstracts should be September 1.

Action: Maureen to follow-up with Sue Munro of First Stage regarding the call for abstracts.

d) Flow sheet: Jackie reminded the board that there is a flow sheet to help with conference planning. A number of board members have an updated version of the conference flow sheet.

4. Membership Committee:

Kas reported that there we currently have 112 members. Regarding committee membership, he and Ward are co-chairs, a colleague of Jackie's (Sabina) has agreed to join, and Alan Surkis' niece has also expressed interest to join. The committee is looking for a fifth member, preferably a senior CGPA member. The two sub-committees are Archives and Mentorship. Kas is trying to connect with Elspeth McEwan to chair the Archives sub-committee and Terri Simonik has expressed interest in chairing the Mentorship sub-committee.

Action: The focus for the Membership committee over the summer will be on developing goals and tasks. Please email Kas if you are aware of members who want to join this committee.

5. Communication - Marketing Committee:

Jane, Kas and Joan-Dianne have met. Jane is working on a terms of reference document for the committee which is anticipated to also serve as a template for other committees. Rowan (Joan-Dianne's colleague) has agreed to take responsibility for The Loop with consultation from the committee, Terri and Joan-Dianne. Natasha (Kas' assistant) has agreed to continue to provide website assistance.

Action: Lois will ask her colleague Sandy if she is interested in becoming a member of the Communication - Marketing Committee. Please email Kas if you are aware of members who want to join this committee.

6. Feedback from Terri Simonik:

Colleen reported that she received feedback from Terri the day after the last board meeting. Terri expressed a preference that the 2015 conference be held in Niagra and that we consider collaborating with other organizations. She was updated about the board's decision to remain in Toronto and that her comments would be forwarded to the board.

7. National Training Committee:

Jackie referred to the document attached to the agenda. She outlined four general approaches to training:

1. Direct to members/non-members via online programs
2. Health or mental health care institutions (Lethbridge model) where training is provided by CGPA faculty using CGPA curricula (e.g., the institution contacts CGPA and pays CGPA, CGPA finds a faculty member and pays the faculty member to supply the training as per the CGPA curricula minus a small percentage of the fee for brokerage)
3. Academic institutions (Dalhousie model) where the institution brokers with CGPA or local faculty licenses curricula from CGPA
4. Experiential training offered by CGPA faculty at other associations' conferences

Jackie asked the board for:

- a) general support for CGPA to provide training via online programs
- b) support to purchase computer program materials to develop online training

Board members asked for more detail and examples of educational material that would be used and Jackie informed the board that CGPA has examples of training materials (e.g., training day at the conference, modules developed by the national training committee). She contrasted this with AGPA's

approach which is to offer teleconferences, archives and tapes for purchase. She stated that the training would be eligible for continuing education by different disciplines as self-study.

Decision: The board provided support for Jackie to a) proceed with online training, and b) to purchase computer program software (i.e., Softchalk) up to \$500.

Action: Jackie plans to call for members for the National Training committee using the CGPA membership list. The committee will be working on how to interface with other groups (example 3 above). Jackie will discuss with Joan-Dianne about submitting a proposal for experiential training (example 4 above) in response to other organizations' calls for papers.

8. Feedback on board meeting:

- a) New call provider: The sound quality and sustainability of connection was poor. Doug agreed to follow-up on this and report back at the next meeting.
- b) Time management: General agreement this is going well.
- c) Minutes: Continue to underline decisions made.
- d) Acknowledging attendance: Feedback to do this periodically instead of after every attendee.
- e) Joan-Dianne's memo: Jane plans to create a summary once feedback on the memo has been discussed. This will become the internal communications protocol for the board which Kas stated can also be uploaded to our website.
- f) Working groups: Jackie reminded board members to reach out to CGPA members as a whole to populate working groups, and that more detailed discussion and process will occur in the working groups. She also reminded the board that our process needs to be both efficient and effective.

9. Proposed agenda items for next meeting:

- a) Academic sub-committee (Maureen and Janice)
- b) Relationship with Foundation (Stephen)
- c) Funds from old Toronto section (Kas)
- d) Endeavour report (Kas)

Next meeting:

Monday, August 11

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:

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