

CGPA Board Meeting Minutes - Final

Date: September 8, 2014

Attendance: Maureen Coleman, Lois Goodman, Kasra Khorasani, Jackie Kinley, Jane Mitchell, Janice Popp, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong, Colleen Wilkie, Ward Yuzda
From First Stage: Jessica Kerr, Doug Rosser

Regrets: Stephen Gillies

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Minutes: *Motion (moved by Ward, seconded by Kas): Minutes from August 11, 2014 approved as circulated; carried.* Joan-Dianne reported that Stephen continues to work on scheduling a meeting with Linda Goddard from the Foundation. Kas reported that the Terms of Reference documents are now on the website. Jane complimented the addition of the picture on the website's home page.

Brief reports from relevant committees:

- 1. Administrative (Joan-Dianne): October meeting.** Action: Rescheduled to October 20 at same time. Jackie has agreed to chair; Joan-Dianne and Colleen will work with Jackie regarding agenda preparation.
- 2. Prior Toronto section funds (Joan-Dianne):** Joan-Dianne referred to the draft thank-you letters circulated to the board. *Motion (moved by Kas, seconded by Maureen): To use the prior Toronto section funds for general training; carried.* Action: The more detailed draft was approved. Joan-Dianne will contact Alan Shepps for a full list of who should receive the letter. Joan-Dianne and Kas in discussion with Toronto representatives informed the board of the section's understanding that the funds be used for general (national) training. This will be acknowledged in the conference program as well as in the introduction of the training provided by Molyn Leszcz at the conference.
- 3. Endeavour (Kas, Jackie, Jane): Request from Endeavour for support to expand the project's scope from communication strategies to marketing.** Action: Tabled.
- 4. Administrative (Jane): Board communication document for approval.** Jane referred to the document "Board Communication CGPA" circulated to the board stating this more clearly outlines our current practices. Action: Colleen suggested minor wording changes and will forward to Jane to integrate into the document. Instead of the secretary ensuring the meeting stays on schedule (item 1 e), Ward agreed to be the time keeper.
- 5. Administrative (Joan-Dianne on behalf of Terry): How to handle old CGPA material (memorabilia, old files, etc.).** Action: 1) List to be developed of materials that need to be stored. 2) Based on this list, the board will decide how best to have the materials sent to First Stage (e.g., in-person if local, by post or by courier). 3) Decisions about how to organize materials to be made. Jackie reported that she has four "good size" boxes.

Full report and discussion: Conference planning (Joan-Dianne)

Action: Sub-committees to discuss items further and to bring recommendations and items for discussion back to next board meeting.

1. Academic committee (Maureen and Janice): Maureen and Janice referred to the document "Conference Program at a Glance" circulated to the board and reminded the board that this document is for internal circulation only (i.e., board and relevant committees). A discussion followed on main features of the program: fewer workshops, broader focus. Speakers: Melyn Leszcz (pre-conference training), Susan Gantt (keynote and large group), Jackie (Group 101). Reminders based on last conference: clearer communication needed regarding reception location, directing attendees to alternate workshops if first choice full, requesting presenters to submit presentation ahead of time. The call for abstracts is expected to go out September 15 with the deadline for receiving abstracts in November (specific deadline to be discussed by the committee and brought back to the board).

2. Local committee (Wendy): Wendy reported that Karen has resigned from the committee due to time commitments. She and Marta will meet with First Stage this week.

3. Budget (Doug and Kas): Doug referred to the documents circulated to the board: "Conference Fees" (prepared by Kas), "Conference Draft Budget", "Report from Canadian Group Psychotherapy Association" (Profit and loss statement to date). Doug reported that his estimated conference income was based on last year's revenue plus 10% increase in registration fees for 2015. The Foundation covers part of Susan Gantt's fees. The prior Toronto section funds can cover Melyn Leszcz's fees; this would be considered additional sponsorship funding in the budget. A discussion followed on how to reduce costs: AV costs, fees (or not) for speakers, and the additional costs associated with serving alcohol at a university (Chestnut).

Next meeting:

Monday, October 20, 2014

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#

Potential agenda items:

1. Conference committee to discuss budget and registration fees and bring recommendations to board.
2. Tabled Endeavour request.
3. Discussion whether approved minutes (and supporting documents) should be placed on website under members' only section.