

CGPA Board Meeting Minutes - Final

Date: November 10, 2014

Attendance: Maureen Coleman, Stephen Gillies, Lois Goodman, Kasra Khorasani, Jackie Kinley, Janice Popp, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong, Colleen Wilkie, Ward Yuzda

From First Stage: Jessica Kerr, Doug Rosser

From Endeavour: Conrad Lochovsky and team

Regrets: Jane Mitchell

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Time Keeper: Lois Goodman

Supplemental Documents: Endeavour – CGPA – Presentation to Board November 10 – DRAFT – v3.pptx, Financial Report 1 – Condensed – from _CANADIAN_GROUP_PSYCHOTHERAPY_ASSOCIATION (6).xlsx, Financial Report 2 – Detailed – from _CANADIAN_GROUP_PSYCHOTHERAPY_ASSOCIATION (7).xlsx

Minutes: *Motion (moved by Maureen, seconded by Wendy): Minutes from October 20, 2014 meeting approved as circulated; carried.*

Brief reports from relevant committees:

1. Toronto monies (Joan-Dianne). Action: Doug to inform Stephen if cheque from prior Toronto section is not received. Joan-Dianne to send letter to prior Toronto section (previously approved by board) once cheque received.

2. Foundation relations (Joan-Dianne). Joan-Dianne reported she had a meeting with Linda Goddard, Foundation president who requested a president-to-president meeting. They clarified general roles of CGPA and the Foundation in that the Foundation raises money for educational events and scholarships and hopes that CGPA will promote donating to the Foundation. Separate responsibilities and autonomy of each organization was highlighted. Joan-Dianne asked for support to draft a letter of understanding of the roles and responsibilities of each organization. Stephen provided his appreciation of Joan-Dianne's conversation with Linda Goddard, and recommended requesting Foundation bylaws or other documents to clarify if a relationship (and what kind of structure) between the two organizations is required. Action: Joan-Dianne to consult with Stephen and Linda, and then to draft a letter of understanding for board review.

3. National Training Committee (Jackie). Jackie is looking for volunteers for a residency training program and workshops to be held across the country. She reported that Rowan Sharkey (Winnipeg) has volunteered, Tim Culver (Calgary) is the new Director of Training. Colleen also volunteered. Action: Jessica to include the request for volunteers in her next email to members.

Full report and discussion: Endeavour report (Kas & Jackie).

Conrad and his team from Endeavour reviewed the power point presentation circulated to the board. The board expressed its appreciation for the presentation and recommendations. Further clarification was provided regarding "value propositions" which are higher level concepts like "education" that have been identified as attractive by members. This is in contrast to "specific benefits" that can be communicated to members to quantify the value propositions (e.g., number of hours of training

provided at a conference). Kas reported that the Membership Committee plans to incorporate value propositions into membership renewal and application forms for data collection. Actions: (1) Endeavour to provide feedback following from presentation to Jackie, Jane and Kas over next week or two. (2) Membership Committee to review membership renewal and application forms to include value propositions for data collection, and to bring recommendations to the board.

Full report and discussion: Conference Planning Committee (Joan-Dianne).

1. Academic committee (Maureen & Janice). Maureen and Janice reported that they have received six abstract submissions to date and have been approached by a number of others with potential submissions.

2. Local committee (Wendy). Wendy reported that this committee had a meeting last week attended by about seven people including two from Marta's network who are also encouraging abstract submissions. Wendy reported that the email blast has been updated to attract more attention. Action: Jessica plans to send email blasts again three days and one day before the submission deadline.

3. Budget (Doug & Kas). Doug reviewed the financial reports previously circulated to the board. He stated that we are near the break-even point and slightly negative. He encouraged the board to make finances a priority even though we have had more significant deficits in the past. He reminded the board that there is limited discretionary income, and encouraged increased revenues through the National Training Committee and membership. The ad for Caversham is not considered a current expense and will come out of the 2015 conference budget.

4. 2016 Conference (Joan-Dianne). Joan-Dianne reported that Ruth Thompson (Winnipeg) wonders if there is support for an Alaskan cruise as the venue for the 2016 conference. She is exploring the costs and estimates vs. the Toronto-based conference, and has consulted with Sue from First Stage. Joan-Dianne wanted to know if the board a) is interested in exploring this possibility further, b) wants to survey members for their interest. Kas recommended members receive emails from the board no more than monthly in addition to quarterly distribution of "In the Loop". Doug reported that cruises typically have lower registration whereas we use our conference to generate revenue. He suggested considering a cruise as a secondary conference. Action: To table for further discussion.

Potential agenda items:

1. Membership registration form (Kas).
2. Minutes/communication between board and membership (Colleen & Kas)
3. 2016 conference location (Joan-Dianne)

Next meeting:

Monday, December 8, 2014