

CGPA Board Meeting Minutes - Final

Date: December 8, 2014

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

From First Stage: Jessica Kerr, Doug Rosser

Regrets: Janice Popp, Wendy Wildfong, Ward Yuzda

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Supplemental Documents:

Communication between board and members colleen nov 2014.docx

Forwarded email from Kas re Membership Committee – form & survey.docx

Board Meeting Dates 2015.docx

Minutes: The minutes from the November 11, 2014 board meeting were reviewed and accepted.

Action: Colleen will send an updated email to board members regarding board meeting dates for 2015 with potential conflicts and suggested dates.

Brief reports from relevant committees:

1. Foundation relations update (Joan-Dianne and Stephen).

Stephen reported that there are no structural or bylaw requirements for a specific relationship between CGPA and the Foundation. The board thanked Joan-Dianne and Stephen for their efforts in helping the two organizations move forward collaboratively. Action: Joan-Dianne will draft a letter of understanding outlining the relationship between our two organizations and present to the board for review.

2. Planning for Kas's absence (Joan-Dianne, Kas, Maureen).

Kas reminded the board he will be leaving as of January 3, 2015 and plans to return for the July or August 2015 board meeting. He reported that his committee co-chairs are ready to chair the committees solo in his absence: Jane will chair the Marketing and Communications Committee, and Ward will chair the Membership Committee. Kas's absence leaves the position of treasurer unfilled and is related to future board composition in that Maureen and three others will step down May 2015. The board thanked Kas for his accomplishments and hard work on the board to date. Action: For next meeting, board members are encouraged to review the document Stephen prepared previously about board composition and length of terms (Colleen to resend document to board members).

3. National Training Committee update (Jackie).

Jackie reported that the committee has had two initial conference calls with two more scheduled weekly. The focus has been on orienting the committee and relevant parts of the Endeavour report has been circulated to the committee. She stated that some non-board members have also expressed interest in joining. Action: Jackie to prepare the Terms of Reference and provide committee names to Jane who will then forward to Jessica for placement on the website.

4. Minutes/communication between board and membership (Colleen and Kas).

Colleen and Kas reviewed the document previously circulated to the board. Stephen informed the board that there is a legal requirement for the board to maintain a minute book which includes board

decisions made via resolution and the narrative summary of board meetings. All members of CGPA are entitled to review the minute book with few exceptions (e.g., personnel issues, external contracts).

Action: Tabled to next meeting for further discussion on how to address sensitive issues in the minutes.

Full reports and discussion:

1. Membership Committee (Kas).

Kas reviewed the web pages as per his email previously circulated to the board.

Membership Registration Form: Kas showed the board how questions asked on the form varies depending on membership category (e.g., new members will be asked who referred them). Members will be asked for their consent for CGPA to share contact information with the Foundation. Stephen reminded the board about the anti-spam legislation regarding members agreeing to receive emails from CGPA. Kas stated that consent to receive emails from CGPA is assumed for members. Action: Jessica to change the membership form to clarify that the consent is to share contact information with the Foundation.

Survey: Kas stated that after some discussion they decided to separate the registration form from the survey. Use of the survey to highlight membership benefits and requesting feedback from members allows us to act on Endeavour's suggestions to start a feedback loop between members and the board. The board thanked Kas for his work in realizing these recommendations from Endeavour. *Decision: To wait for a year before asking members if fees are too high or too low so that we have sufficient funds to build the member benefits.* Action: Jessica to send email blasts to members as follows: "In the Loop" to be sent next week, the survey to be sent in about 10-14 days; registration renewal in January.

2. Conference Committee (Joan-Dianne).

a) Academic Committee (Maureen).

Maureen reported that they received excellent submissions and were able to hold to the deadline with support from Jessica and Sue from First Stage. She reported and received confirmation that the submission process went smoothly. Maureen stated there are four papers, 12 workshops and one presentation in a new format. She reported that the next step will be to work with First Stage regarding program planning, integrating old and new ideas. Once the program is confirmed, marketing will become the focus to encourage new members as well as retain participation from current members. Action: To decide this week about which of the third floor rooms on hold can be released.

b) Budget (Doug and Kas).

Jane asked for clarification on sponsorship. Kas reported that the sponsorship for the conference is the same as last year and that the Local committee also has its own marketing team. Doug reminded the board that there is additional funding from the Toronto monies to go towards Molyn Leszcz's presentation and funding from the Foundation to go towards Susan Ganntt's presentation. Maureen asked for clarification on conference fee decisions and was informed that conference fees have been set. Action: Jane to follow-up with Wendy regarding marketing plans once the program is confirmed.

c) 2016 Conference location (Joan-Dianne and Kas).

Kas informed the board that he would like to see a "group day" across the country where there would be ETGs held in the fall of each year on the same weekend across the country. Group leaders would be connected through online consultation. Joan-Dianne reported that she had forwarded this idea to the National Training Committee for discussion. Action: In preparation for next meeting, board members

were encouraged to contact Joan-Dianne or Colleen with ideas about the location for the 2016 conference. These will also be forwarded to First Stage.

Potential agenda items:

- Endeavour update
- Future board composition
 - treasurer position (including proxy forms)
- 2016 Conference location
- Foundation relations
- Board minutes
- 2015 board meeting dates

Next meeting: Monday, January 12, 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:

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