

CGPA Board Meeting Minutes - Final

Date: February 9, 2015

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

Regrets: Kasra Khorasani

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Supplemental Documents:

CGPA Board Minutes – 2014-06-09.docx

Foundation Relationship R4 doc (1).doc

Nominations – The Ideal Board Member.docx

Nominations – Board Structure and Function.docx

Nominations – Current Board Members and Terms.docx

Nomination Forms.docx

CGPA Call for Proposals.doc

2014 Year End – Report_from_CANADIAN_GROUP_PSYCHOTHERAPY_ASSOCIATION (8).xlsx

Balance Sheet – Report_from_CANADIAN_GROUP_PSYCHOTHERAPY_ASSOCIATION (9).xlsx

Actual to Budget - Report_from_CANADIAN_GROUP_PSYCHOTHERAPY_ASSOCIATION (10).xlsx

Minutes:

The January 12, 2015 minutes were approved with the following correction: *Motion (moved by Maureen, seconded by Jackie) that Ken Schwartz be Treasurer; carried.*

Brief reports from relevant committees:

1. Information on the web: Colleen summarized her discussion with Stephen who informed the board that the board is accountable to the members via the minutes and access of same. Formal motions need to be accessed by members but for maximum transparency and accountability narrative minutes should also be accessible by members. Personnel issues and third party contract details can be discussed in camera. Action: Colleen will provide less detailed minutes on a go-forward basis. Joan-Dianne and Colleen will review past minutes and bring items for discussion to the board.

2. Toronto monies and June 9, 2014 meeting: Action: Doug and Stephen to meet with bank staff this week and inform Joan-Dianne what is required to proceed.

3. Foundation relations: Joan-Dianne reviewed the document circulated to the board. The board appreciated the emphasis on collaboration and provided support of this document with the inclusion of the objectives of the two organizations. Action: The next version of the document to include an appendix including the objectives of the Foundation and the objectives of CGPA.

4. 2016 Conference location: Doug reviewed the document circulated to the board (request for host facilities proposals). Actions: a) Doug, Joan-Dianne and Jackie to meet to provide further direction regarding future decisions on conference location. b) After further recommendations from the working group the proposal can be circulated to the membership for maximum input.

5. Nominations: Colleen reviewed the documents circulated to the board and received support for same. Actions: a) Colleen to finalize documents for placement on the web, and to prepare an email for membership inviting nominations. b) Joan-Dianne and Jane to speak to Rowan Sharkey regarding an In the Loop feature on board nominations. c) Both the email and In the Loop items will direct people to the web for nominations documents.

6. Finances: Doug reviewed the documents circulated to the board, in particular the Actual to Budget document.

Doug informed the board that income from membership increased by about 30% from 2013 to 2014, meeting the Membership Committee's targets. Jessica informed the board that some members have told her they would join without the discount; Doug wondered if a membership discount is needed. Doug stated that 12 members had renewed last month with 50 members currently renewed which is an increase over last year at this time.

Doug asked the board to consider registering for HST. He stated we are getting close (i.e., \$30-50,000 income) to making it worthwhile. Currently we pay HST but can't get it refunded whereas if we registered we could have 2/3 refunded. It is free to register but difficult to un-register. Doug stated First Stage has a process in place for filing and this would occur once a year.

Although having a good year, Doug informed the board that increased income is needed to bridge the \$3,000 loss this year which could be obtained fairly easily (i.e., an increase of 20-25 members at \$150; making more than \$1-2,000 on the conference).

Doug stated that he'll need the board to approve the financial reports reviewed today, and the budget for 2015. Decision: Tabled to next meeting.

7. Archives: Doug requested update to centralizing historical documents in Kas's absence, request for working group. A chair of this sub-committee is also needed in Kas's absence. Decision: Tabled to March meeting.

8. Marketing and Communications Committee: Jane reported that Rowan Sharkey was preparing the next issue of In the Loop to go out by late February with a focus on board function and nominations. Jane and Wendy stated that Rowan is looking for articles. Jane informed the board that Natasha Mosher created the Facebook page and can update content monthly: <https://www.facebook.com/pages/CGPA-Canadian-Group-Psychotherapy-Association/1544328922487044>. Jane asked board members to email her with feedback or suggestions.

9. Future meeting dates: Joan-Dianne requested the July board meeting be changed. Decision: Board meeting now on July 20.

Potential agenda items:

- Archives
- Finances: a) approve 2014 year end report b) approve 2015 budget, c) consider registering for HST
- 2016 conference location
- Conference update

Next meeting: Monday, March 9

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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