

CGPA Board Meeting Minutes - Final

Date: May 6, 2015

Attendance: Maureen Coleman, Stephen Gillies, Lois Goodman, Jackie Kinley, Joan-Dianne Smith, Ken Schwartz, Colleen Wilkie, Ward Yuzda

From First Stage: Jessica Kerr, Doug Rosser

Regrets: Kasra Khorasani, Jane Mitchell, Wendy Wildfong

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Supplemental Documents:

Draft minutes April 13, 2015 (circulated to all board members)

Email request from Nicole Thompson, UBC student (circulated to all board members)

Net Worth by Month as of May 6, 2015 (circulated at meeting)

Profit & Loss Budget Performance May 2015 (circulated at meeting)

Profit & Loss Previous Year Comparison January 1 through May 6, 2015 (circulated at meeting)

Balance Sheet Previous Year Comparison as of May 6, 2015 (circulated at meeting)

CGPA 2015 Conference Attendee Survey template (circulated at meeting)

Distinguished Fellow Certificate for John Salvendy (reviewed at meeting)

1. Minutes: *Motion (moved by Maureen, seconded by Ward) that the April 13, 2015 minutes be approved as circulated. Carried.*

2. Brief items

a) John Salvendy – recommendation for Distinguished Fellow: Maureen reported that she consulted with Allan Sheps who made the recommendation and Stephen who confirmed that the bylaws are silent in this matter. The same procedure for appointing previous fellows was followed and two letters of support were received from Allan Sheps and Terry Simonik. A notice of the above was circulated to board members requesting any suggestions or concerns and none were received. Decision: To recognize John Salvendy as Distinguished Fellow following the procedure previously established for recognizing Fellows of CGPA. A certificate was made stating the following: The Board of Directors on behalf of the members of the Canadian Group Psychotherapy Association are honored to recognize John T. Salvendy as a Distinguished Fellow of the Association in recognition of his significant contribution to the Association and to group psychotherapy locally and throughout Canada; signed by the Secretary, Chair of the Membership Committee, and the President of the Board. Actions: a) The certificate will be presented to John Salvendy at the soiree by Allan Sheps, b) to develop a working group for similar awards/acknowledgements – tabled to June meeting.

b) Saturday informal board meeting: Joan-Dianne reminded board members of an informal meeting in her suite on Saturday 2:15-3:15 pm for old and new members. Ward, Lois, and Jackie will not be able to attend; Wendy may not be able to attend. Members planning to attend are Joan-Dianne, Colleen, Maureen, Stephen.

c) Email request from UBC student to participate in research: Colleen reviewed the request previously circulated to the board. The request is from a graduate student in Counselling Psychology at UBC for CGPA to distribute an invitation to our members to participate in her research. The research is on therapists' experience in incorporating evidence into practice. Two general comments were raised by

board members: a) we don't have permission from members to provide contact information to others except to the Foundation, b) it wasn't clear if the student was aware of recent research (e.g., available through AGPA). Decision: To decline the request. Action: Colleen will write a letter to the graduate student declining the request and directing the student to the AGPA task force on research and incorporating same into practice (available online).

d) Archives subcommittee: Joan-Dianne reported that Elspeth McEwan is no longer able to participate in this subcommittee. Terry Simonik, Jackie, and Sandy Ramsay have boxes of old documents. Proposed steps to proceed: 1. Gather documents (financial documents need to be kept a minimum of 7 years, First Stage stated it would be easier for them if there was a content page summarizing information that would follow, some information can be shredded). 2. "Sorting bee". 3. Store at First Stage. Action: To develop working group including retired board members - tabled to June meeting.

e) Prince George section report: Lois reported that John Sherry is the president of section. Recent activities of the section include an interpersonal process group, monthly discussions on topics such as countertransference and co-therapy. John and Lois are co-leading a group for group clinicians. Five members of the section are attending the conference.

f) Manitoba section report: Joan-Dianne reported the section has monthly meetings with the following topics discussed: diversity, verbal/non-verbal communication, trust, trauma, gender. She also stated that the section supported a member (Ruth BZ Thomson) to attend AGPA and Ruth will then provide a workshop without further reimbursement. This workshop is expected to expand the section's membership. Three members of the section are attending the conference.

3. Full reports and discussion

a) Nominations committee: Colleen summarized the report of the committee to be included in the annual report: documents on the website had been updated/revised, call for nominations went out to members February 19 with a deadline of April 10; four applications were received with all meeting the criteria, the applications were accepted by the board April 13. Taking nominations from the floor at the AGM was discussed. Colleen reported that the nominees had been informed that nominations would be accepted from the floor. Stephen informed the board that this is consistent with CGPA values of being transparent, inclusive, and encouraging member involvement. Decision: The board confirmed that nominations will be invited from the floor. Action: Colleen to invite nominations from the floor at the AGM as part of her report.

b) Membership committee:

Membership: Jessica informed the board that there are 100 current members, down from 108 last year. Ward asked the board to support a recommendation from the committee to send a letter to the home address of about 40 lapsed members dating back to 2013. This letter would invite people back and remind them they would lose membership privileges. *Motion: Moved by Ward, seconded by Stephen that First Stage send a letter to the home address of lapsed members since 2013 with an expected cost of about \$1 per letter. Carried.*

Mentorship: Ward reported that Terry Simonik and Allan Sheps have agreed to be mentors, and there are two individuals interested in being mentored.

Website: Ward reported that biographical data on past presidents and fellows have been requested to post on the website and a recent email request from First Stage went out to members. Colleen stated she responded to this email, informing Jessica of an issue of the Chronicle on the website that contains

photos of some past presidents and fellows. She stated she had consent of the individuals to post their photos. Decision: Consent to be obtained to post photos and other biographical data online.

c) National Training Committee: Jackie summarized the committee report to be included in the annual report. She stated that the committee had been working from the suggestions identified in the Endeavour Training Report. Two streams of training in addition to clinical were identified: organizational and supervision. Seven foundational modules have been developed that could be leveraged for profit (e.g., other organizations looking for training such as Canadian Counselling and Psychotherapy Association, Canadian Psychiatric Association). Although there is a lot of potential, there is limited energy in the committee membership and limited resources. Jackie is stepping down as chair of this committee but can continue to provide support in “big picture” ideas and direction. She believed the committee should continue its work and recommended more students/newer members get involved in the committee. Action: Further discussion regarding chair and composition of committee tabled to June meeting.

d) Financial update:

General: Doug reviewed the documents circulated to the board at the meeting. He stated he will be focusing his attention on the Profit and Loss Budget Performance statement in the board meetings which provides a comparison of the year to date expenses and budget (columns 3 and 4). He reported that we are behind in our membership revenue and need another revenue stream. He referred to the Net Worth statement that shows a decrease over time in the organization’s net worth. Membership fees cover the administrative costs of First Stage who in turn help us break-even in our yearly conferences. The board voiced its appreciation of the services provided by First Stage. Ideas to generate additional funds included: co-locate with other organizations for the conference, becoming a charitable organization so that we can fundraise independently of the Foundation, requesting members donate directly to CGPA, providing local workshops to increase membership. Action: Further discussion with updated financials after the conference tabled to June meeting.

Conference: As of today the conference registration is 80% of the target (~\$37,600 of ~\$47,300), with the primary outstanding variance being food and beverage costs. He reported that line 5300 included the sponsorship received from the Foundation as well as other donations and line 5400 referred to monies received from the Toronto Training Program. Action: Doug to change title of 5400 to read “Transfer from Toronto Training Program”.

National/local split of income and copyright: Ideas regarding a local/national split of income and to reflect the amount of CGPA input: use of CGPA logo, use of CGPA advertising for local events, use of CGPA curriculum. The Prince George model for monies allotment from section events was discussed (e.g., 25% to the organizer, 25% to the speaker, 25% to the helper, 12.5% to the section, and 12.5% for rental). Action: Further discussion regarding local workshops (Ward to follow-up) tabled to June meeting.

e) AGM preparation: Joan-Dianne confirmed the AGM will be 1 hour 15 minutes in length and reviewed the agenda with the board, stating it was important to leave sufficient time to acknowledge the contributions of the Toronto Training Program. Doug and Ken will present the financial report at AGM.

4. Conference 2015: Joan-Dianne reported the Steering Committee met yesterday and things are going well. She voiced the committee’s and board’s appreciation of First Stage, especially Jessica Kerr and Sue

Munro. Jessica reviewed the survey template with the board stating this would be going out to attendees.

5. 2016 Conference subcommittee: Doug reported that hotels are aggressive regarding contracted minimums for food and beverage and minimum room blocks (typically 75 per night whereas we had 15 per night). Jessica noted that speakers tend to register only for the day they are speaking. Items for further discussion: where, number of days (fewer days in the conference; separating the conference, training, ETGs into different events), co-location, timing (every 18 months?). Action: Tabled to June meeting for further discussion incorporating feedback from conference survey, and development of working group.

6. Working groups/committees needed going forward: One working group will be the 2016 Conference subcommittee. The following board positions were confirmed for 2015-2016: Kas to resume position of President in September, Joan-Dianne will become Past-President in September, Ken to continue as Treasurer.

7. Thank you to retiring board members: Joan-Dianne thanked the retiring board members (Maureen Coleman, Lois Goodman, and Jackie Kinley) for their hard work, vision, and commitment to the board and CGPA particularly during this period of transition.

8. Brainstorm potential agenda items of next meeting and feedback on this meeting and on our year together. The board reflected on its productivity over the past year.

9. Next meetings:

Thursday, May 7, 4:15-5:30 - AGM

Saturday, May 9, 2:15-3:15 - Informal board meeting/orientation for new board members in Joan-Dianne's suite

Monday, June 8 by teleconference