

CGPA Board Meeting Minutes - Final

Date: June 8, 2015

Attendance: Aida Cabecinha, Stephen Gillies, Jane Mitchell, Andre Roch, Rowan Sharkey, John Sherry, Joan-Dianne Smith, Wendy Wildfong, Colleen Wilkie

From First Stage: Jessica Kerr

Regrets: Kasra Khorasani, Ken Schwartz, Ward Yuzda, Doug Rosser (from First Stage)

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Supplemental Documents (previously circulated to all board members):

Board Minutes Draft – 2015-05-06

AGM 2015 Minutes Draft – 2015-05-07

Board Orientation Minutes Draft – 2015-05-09

Email request from UBC

Joan-Dianne welcomed the new board members.

1. Minutes: *Motion (moved by Wendy, seconded by Aida) that the following minutes be approved as circulated: Board Minutes Draft – 2015-05-06, AGM 2015 Minutes Draft – 2015-05-07, Board Orientation Minutes Draft – 2015-05-09. Carried.*

2. Planning for 2015-2016 – development of working groups

a) Archives: Joan-Dianne reported that the plan is to meet in Toronto later this year for 2-3 days to review historical documents and make decisions for storage. First Stage will store our historical documents. Joan-Dianne will join this working group.

b) Nominations and Awards: Colleen reported that the goal of this group is to provide increased clarity regarding nominations and the nominations process in compliance with our bylaws, and to develop policies and procedures for the acknowledgement of members who have made significant contributions. Colleen will join this working group. Stephen will also participate in this working group as a member and/or consultant.

c) Board Positions and Expected Terms: Joan-Dianne reminded the board that Kas will be returning in September and will take on the President position. This working group is expected to meet for a short period of time to clarify what board members will be taking on various roles and positions in preparation for our yearly rotation of board members.

d) Internal Memos of Understanding: Joan-Dianne reported that similar to the Memo of Understanding between CGPA and the Foundation, this working group will be looking at fee structure and accountability between: the national organization and local communities of interest, between private initiatives and CGPA, and between the offering of training and workshops.

e) Requests from Outside Organizations: Colleen reported that this item was related to the UBC request below. This working group will develop policies to handle requests for collaboration with other organizations, or requests to support work or initiatives that are in alignment with our mandate, for

example, and to do so in a way that protects our organization while also developing collaborative relationships with other organizations.

Action: Board members to consider which working group to join. Further discussion tabled to July meeting.

3. Brief items

a) UBC request: Colleen reviewed the document circulated and summarized the discussion from the May board meeting. On second review, Colleen stated that the request was to inform our members of the student's research (not to provide member contact information), the research topic is current, and wondered if the board would consider a more collaborative response.

Motion (Rowan moved, Jane seconded) that Colleen respond to the UBC student on behalf of the board and inform her that a) CGPA can inform its members through In the Loop about her research in general with members being able to opt-in via a link to her research through our website, and b) we invite her to become a member of CGPA which will entitle her to access to the Members Only section and other members' contact information if she wishes to communicate directly with members. Carried.

4. Full report and discussion:

a) 2015 and 2016 Conferences: Wendy summarized the results of the conference survey which was presented at a recent Steering Committee meeting. She stated overall there was positive feedback, with suggestions for more programming geared to seasoned clinicians given 50% of the attendees are in private practice. She reported our income was greater than last year (\$48,000 compared to \$36,000), all our bills have been paid and our shortfall is less than last year. Highest attendance was on Thursday and Friday, leading to discussion about the usefulness of having Saturday programming. In the past attendees had difficulty taking time off work making Saturday more attractive but there are more attendees in private practice. Marketing throughout the year was also emphasized.

Wendy and Joan-Dianne informed the board of the Steering Committee recommendations:

- i) Location: Toronto
- ii) Time of year: May vs. fall
- iii) Number of days: 3 vs. 4

Questions were raised about different elements that might make the conference more attractive (e.g., presenters, themes, day of week). There was general agreement for staying in Toronto. There were different opinions about 3 vs. 4 days. Other ideas: keep the ETGs at the conference, create incentive for those travelling the farthest (e.g., group rate, online offerings, scholarship), enhance both local offerings (i.e., ETG) as well as the central conference.

Decision: The board supported the Steering Committee recommendation to have the conference in Toronto for at least another year.

Actions: a) Joan-Dianne will work with Jessica to develop a short survey to send to members who have not attended a conference recently. These results will be incorporated into the discussion of the next Steering Committee meeting prior to the next board meeting. b) Wendy asked board members to forward to Joan-Dianne the 2016 conference dates for similar organizations to CGPA, c) the 2016 Steering Committee will review the survey results and provide recommendations at the July meeting.

b) Integrated Work Between Committees:

i) 2016 Steering Committee: Joan-Dianne reported that First Stage and the President will be the primary people on this committee with sub-committees (e.g., ETG, Training, Local Arrangements) reporting to First Stage and the President. Joan-Dianne reported that she will continue on this committee and Maureen Coleman will continue on Academic. There are some members who have been approached regarding ETG and Local Arrangements. Action: Jessica to circulate the conference planning flowchart to the board.

ii) Training and Education: Joan-Dianne reported that curriculum has been developed and is close to being made available online. Aida stated she is willing to chair this committee; John and Jackie will also continue with this committee.

iii) Marketing and Communication: Jane reported that CGPA has been working with Endeavour, a group that works with non-profit organizations. She stated the focus has been on developing a marketing plan and a report was provided to the board November 2014 which highlighted the need for a value proposition and more fulsome brand. She thanked Rowan for her editorship of In the Loop. Actions: a) Jane will organize a meeting and the committee will develop next steps to bring forward to the board.

b) Rowan asked board members for articles for the next issue of In the Loop. Jane has asked departing board members for a short article and has received one to date; new board members were reminded to forward their head shots and a short bio to Rowan; Joan-Dianne Smith will provide a short article on the rotating board members; Colleen will provide a short article on the nominations process.

Action: Joan-Dianne reported an inter-committee meeting will be scheduled before the end of July.

Potential agenda items:

- Development of working groups: Archives, Nominations and Awards, Board Positions, Internal Memos of Understanding, Requests from Outside Organizations
- 2016 Steering Committee
- National Training Committee
- Marketing and Communication Committee

Next meeting: July 20

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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