

CGPA Board Meeting Minutes - Final

Date: July 20, 2015

Attendance: Aida Cabecinha, Kasra Khorasani, Jane Mitchell, Andre Roch, Joan-Dianne Smith, Ken Schwartz, Colleen Wilkie

From First Stage: Jessica Kerr, Doug Rosser

Regrets: Stephen Gillies, Rowan Sharkey, John Sherry, Wendy Wildfong, Ward Yuzda

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Supplemental Documents:

Board Minutes Draft – 2015-06-08

1. Minutes: *Motion (moved by Jane, seconded by Aida) that the board minutes from June 6, 2015 be approved as circulated. Carried.*

2. Brief reports from relevant committees:

a) Development of working groups: Joan-Dianne asked the board for recommendations in setting time frames and priorities among the proposed working groups. Jane and Kas recommended combining the Marketing and Membership committees due to limited active members. Combined there would be about 10 active members.

Decisions:

- a) Marketing and Communications to be combined with Membership
- b) Nominations and Awards to be combined with Board Positions
- c) Internal Memos of Understanding to be combined with Request from Outside Organizations
- d) Nominations/Awards/Board Positions to recruit members in August meeting
- e) Remaining working groups to recruit members in September/October meetings
- f) Triad committee consultation (Steering, National Training, Marketing and Communication) to meet in September

b) National Training Committee: Aida reported that current members are: John, Lois Goodman, and Susan Farrow. Jackie Kinley has been invited to be involved; Dawn McBride and Pam Wener were also suggested as potential members. Aida stated that the committee is getting familiar with the previous work of the committee and its goal is to start operationalizing their plans in September. Action: Joan-Dianne Smith to contact Jackie Kinley to invite her to become a member of the committee and to forward training materials developed (e.g., online curriculum).

c) Marketing and Membership Committee: Jane reported the committee members from the Marketing Committee are Rowan, Natasha, Kim, and another member, with the active members being Rowan and Jane. Regarding In the Loop, Jane stated that Rowan sent the latest issue to Jessica July 17 pending bios from Andre and John and an article from Jackie Kinley on the role of past president. Kas will submit an article on the mentorship program, as well as on how to use the website. Rowan has put out a call for information to board members. Jane stated the plan is to publish quarterly with October, January, and April being the upcoming dates. Actions: Reminders to Andre and John to submit bios and Kas to submit articles to Rowan. Joan-Dianne to contact Jackie Kinley to remind her to submit an article on the role of past president. Regarding marketing, Jane reported that she developed a basic marketing plan

which will be reviewed with the committee to develop next steps. Action: Marketing plans and recommendations will be brought forward to the August meeting.

Kas reported the committee members from the Membership Committee are Ward, Sandy Ramsay, Samantha, and Sabrina. There are six people in the mentorship subcommittee which will meet in September. He reported there are about 20 members from 2014 who did not renew for 2015. Committee members have divided this list and sent out an email to these individuals and plan to follow up with a letter. Regarding archived material, he encouraged Sandy Ramsay to send her archived material to Jessica and informed the board Elspeth, Terry, Jackie, and Sarah LaRoque also have archived material.

4. Full report and discussion – 2016 Steering Committee:

Aida reported that the Steering Committee reviewed the survey results from both conference attendees and non-attendees. Regarding non-attendees 17/70 responded with the following results: preference for west; for alternating east and west; for October; for two day conference; to not separate ETG from the conference but to include ETG and training in the conference. In contrast the results from attendees indicated a preference for Toronto, spring dates, and a four day conference.

Aida provided the recommendations from the Steering Committee:

1. Keep the conference in Toronto. Rationale: Easier for marketing to keep one element the same; systems (e.g., hotel, First Stage) are already established.
2. Move to three-day conference from four-day. Rationale: Low attendance on fourth day, only 12 registered for Saturday; financial impact of fourth day given low registration.
3. Three-day conference format. Wednesday and Thursday to be the main conference, to start with a strong “kick-off”/key note speaker, to have clinical training imbedded throughout the conference. Friday would be ETGs for clinical conference attendees, and a new kind of Training day – basics of groups for non-clinical conference attendees. Rationale: Eliminate clinicians having to choose between experiential groups and clinical training, encourage larger numbers of ETG participants, and expand our market into training non-clinical attendees, as in our new CGPA mandate.
4. Move to October from May. Rationale: More time to network and enter business sectors with 18 months between conferences, greater attendance in the past with October dates, competing conferences held in May, AGPA conference is in February with some members unlikely to attend both AGPA and CGPA conferences in the same quarter.

Discussion on above focused on the program format:

- want more time and emphasis on ETG
- how to encourage participation in the remainder of the conference
- need solid marketing for non-clinical registration – what can CGPA offer
- given 18 months from prior conference, more time to plan
- psychiatric residents – if brochure ready in February could more easily capitalize
- important to have more workshops if there is less time/shorter conference
- keynote to be one hour and perhaps another three hour presentation from same speaker
- Maureen Coleman willing to chair programs again
- be more specific and direct in call for abstracts – solicit range of training – different levels

Motion (moved by Kas, seconded by Aida) that the board accept the following: the 2016 conference will be in Toronto; on October 19, 20, 21, 2016; and be a three-day conference. The Steering Committee will consider programming for the three-day conference based on input from the board. Carried.

5. Potential agenda items:

- Marketing plans and setting up tri-committee brainstorm - Conference steering/Marketing/Training
- Consideration of charity status to raise funds
- Volunteers for working group: Nomination and awards/board positions
- For September/October – volunteers for remaining working groups:
 - Internal memos of understanding (local/national, and training/conference – who gets paid) & requests from outside organizations
 - Archives

Next meeting: Monday, August 10

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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