

CGPA Board Meeting Minutes - Final

Date: August 10, 2015

Attendance: Aida Cabecinha, Kasra Khorasani, Andre Roch, Rowan Sharkey, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong, Colleen Wilkie
From First Stage: Jessica Kerr, Doug Rosser

Regrets: Stephen Gillies, Jane Mitchell, John Sherry, Ward Yuzda

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Supplemental Documents:

Board Minutes Draft – 2015-07-20

Committee and working groups July 2015

CGPA – Marketing Plan

Endeavour Marketing and promotion suggestions

Preliminary ideas about bringing funds to CGPA

Minutes: Amendments to July 2015 minutes: Under 2(c) last paragraph, correct committee members are Ward, Sandy Ramsay, Samantha, and Sabrina. Under 4, second paragraph, correct spelling of Aida's name includes "a". *Motion (moved by Andre, seconded by Wendy) that the minutes of the July board meeting be approved as amended.*

Brief reports:

1. Allan Sheps update. Joan-Dianne informed the board that Allan has had a minor set-back and has been rehospitalized. He appreciated the gift sent to him on the board's behalf and receiving emails from colleagues.
2. Request for In the Loop feedback. Board members agreed that a regular issue is important even if there is limited content. A reminder to update the CGPA title to read CGPA: Group Therapy, Group Training, Group Facilitation; and to post the most current issue on the website. Action: Jessica to update the website.
3. Financial status and revenue strategies. See Full Report below.
4. Volunteers for committees. Kas asked the board to review the circulated document on committee membership. He reminded the board of standing vs. working committees and that all committees require a board member to chair.
 - a) Volunteers for Nominations/Awards/Board Positions Committee. Colleen described the general purpose of this standing committee: to plan for yearly succession of board members, to review nominations processes and procedures in conjunction with our bylaws, to develop processes and procedures for awards of members. Plans: a) to request board members to state their interest in different positions/committees and length of commitment, b) to consult with Stephen regarding terms given longer time between AGMs. Decision: Chair will be Joan-Dianne, members to include Colleen and Stephen. Action: The committee will meet and bring recommendations and requests for board involvement to next meeting.

b) Volunteers for Internal memos of understanding/requests from outside organizations. Joan-Dianne reported that this working committee will work on processes and procedures regarding local/national relations, training/conference offerings, who gets paid; as well as responding to external requests. Maureen Coleman and Jackie Kinley have expressed an interest to join this committee. Rowan will also join. Decision: Rowan to chair this committee.

c) Volunteers for Archives committee. Joan-Dianne stated that she is willing to chair this committee and start to proceed on its work in the Spring. Terry Simonik and Kas have also expressed an interest in joining.

5. Presidency change. This is the last board meeting Joan-Dianne will be president; next board meeting Kas will continue as president. Joan-Dianne expressed her pleasure in working with the board as president, stating she was pleased to consolidate processes of board functioning and to improve internal organization of the board. She highlighted future work of the board to focus on marketing and finances. Board members voiced their appreciation and her skills in chairing a focused and organized meeting as well as her smoothing out difficult relations with others were also highlighted.

Full report and discussion

Marketing plans and setting up tri-committee brainstorm (Conference Steering/Marketing-Membership/Training)

Kas reviewed the documents circulated to the board. He informed the board that as a minimum we need sufficient income to pay our bills. Over the years we have been operating in a slight deficit and have enough funds in our account to continue for four years at our current income/expense status. The goal is to increase our income by \$4,000 to \$5,000 over the next year.

Ideas to increase income:

Relation with Foundation: Joan-Dianne reported she has recently spoken with Linda Goddard, president of the Foundation regarding our need to increase our income that fits with their bylaw structure. We need to ensure we don't compete with CGPF and their charity status. Suggestions: to more strongly advertise Foundation scholarships available, to find less expensive keynote speakers.

Membership Fees: Kas noted that AGPA sets their membership fees according to member income whereas CGPA has a single fee. To encourage those who earn more to contribute more he suggested requesting members to pay a higher membership fee as a donation to CGPA to obtain a tax break. Doug suggested having different levels of contribution (e.g., "Bronze" level supporter). Action: Kas to consult with Stephen regarding the feasibility of this option.

Old Members: Kas stated the Membership/Marketing committee has reached out to old members, stating even having five members renew their membership would make a difference. He asked board members "what's the benefit of CGPA membership?" Answers: reduced conference fee, In the Loop subscription, and collegiality. Potential benefit from education and training (e.g., monthly presentations, mentorship program, webinars). Aida recommended that old members be asked to renew on a yearly basis as part of a regular process.

Educational Offerings: Aida reported that she plans to meet with John and Terry Simonik next week. Dawn McBride may also be interested, and Kas reported that Jackie wants to be involved. Joan-Dianne stated she is waiting to connect with Jackie regarding software recommendations and previous work of the Training committee. Rowan recommended the board consider an immediate benefit to potential

members if we want to increase membership. Ideas: Use the same phone number as for board meetings, monthly offerings on Sunday evening. *Motion: Rowan moved that the board develop a monthly phone-in training offering that would be one hour in length and free to CGPA members. Carried.* Actions: Kas wondered if Rowan and Aida would join him in developing the structure for this training. These plans will be brought forward to the board in September with an anticipated start in October.

Potential agenda items:

- near-term and long-term goals to monitor progress
- Nominations Committee – request for involvement
- Training – structure for monthly call-in presentations
- Training – update
- Internal memos of understanding/external requests – call for volunteers

Next meeting: September 21, 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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