

## Minutes

Thursday April 7 /11

Conference call

Attendance:

Stephane Perreault (chair elect), Tricia Orzeck (past chair), Peter Crocker (chair), Adrienne Leslie-Toogood (director), Selina Elm (student rep)

Agenda accepted

Agenda items

1. Financial
  - a. Cash in Royal bank account: 1737.97 (as of March 24).
  - b. Membership of 115 members
  - c. Upcoming cost for conference: estimated 150 for catering, 115-230 for abstract award winners (includes frames), 250 US for cosponsored talk. ?cost for invited speaker?
  - d. Discussion on possibility of raising fees, additional membership, sponsorship. Consensus not to raise fees for students, no decision made for regular members, only allow membership through CPA, and Crocker to consult with CPA about sponsorship issues.
2. Conference
  - a. Discuss abstract review process. Committee satisfied with process.
  - b. Credentials for workshops. Committee felt only professional members should conduct workshop, although graduate students could be involved. Must have appropriate qualification. Need to inform membership and clarify these parameters.
  - c. Workshop. Discuss difficulty in organizing preconference and off site workshop. Major problem is high cost of renting rooms. There will be no additional workshops this year Committee talk about other options such as co-sponsoring workshops with other groups such as SCAPPS or CSPA.
  - d. Catering. Section to pay for cost of basic catering for conference reception. Costs around 150.
  - e. Student award winner. Committee supported idea of proving both a master and PhD abstract award winner. Some later discussion about alternate awards, including various costs, final decision not made- suggestion to view student awards listed on CPA site. Action: Crocker to contact two executive members without conflict of interest to evaluate top rated abstracts. **Note: Student must be a member of CPA to win award.** Crocker also to contact CPA, student rep, to post student award for this section on list of awards via the CPA website.
3. Nomination
  - a. There are three positions that need to be filled this year: Chair elect, Secretary-Treasurer, and Student rep.

- b. Orzeck to organize nomination process and distribute to membership.
  - c. It was suggested for Crocker to continue as Treasurer in his term as Chair-Elect to offset the bank complexities about transferring the account to other provinces. Committee agreed to this nomination.
  - d. Some discussion about including wider options of terms to maintain continuity, and revising by-laws. No decision about the particulars were made at this time.
4. Training committee
- a. Tricia Orzeck updated committee on a number of interrelated issues about the training. Ideas about offering education and training opportunities for members were also discussed.
  - b. The issues involved in the Referral List was addressed, including liability, code of conduct, and other ethical concerns. After much discussion, it was decided, as a first step, to peruse a referral list for professional members who are licensed and vet through the training committee. Further steps to be brought forth at the next meeting.
5. Other business
- a. Communication strategies. Stephane raised a number of points about developing a communication strategy to help frame messages to the public. He will provide more detail about a plan at the next executive meeting at the June conference.
  - b. Discussion revisiting the Fact Sheets posted on the CPA website. This has been raised in past meetings and simply needs someone to draft for approval by the executive. No commitments to this as of yet.
6. Meeting adjourned