

minutes

Animal Assisted Therapy in Counselling (AAT in C) Chapter AGM.		
4.17.2014	1930(7:30 pm) EDT	National Teleconference Call
Meeting called	Nancy Blair – President	
Type of	Annual General Meeting	
Attendees	Nancy Blair, Ilene Fika	
Regrets	Sharon Cameron, Marie Sherwood	
Quorum	As per the draft bylaws and as agreed upon by the Executive and	
	consists of all personnel on the call.	
1. Approval of the Agenda and 2013 AGM Minutes		
	President Nancy Blair presented the 2014 AGM Agenda and Ilene Fika presented the 2013 AAT in C AGM Minutes.	
Discussion	No discussion was needed, no one added any items.	
	Ilene Fika made the motion that the Agenda be accepted as presented. Nancy seconded the motion and made the motion to accept the 2013 AGM minutes, which Ilene seconded.	
	The vote to accept both documents was unanimous.	
Conclusions	Passed. AGM proceeded according to Agenda	
2. President`s Report		
	President Nancy Blair presented the report	
Discussion	Ilene stated that there was a lot accomplished in the first year of existence, particularly due to Nancy's outstanding commitment and efforts, and Ilene expressed her gratitude on behalf of the Executive and general	
	Ilene Fika made the motion to accept the President's report and Nancy seconded the motion. The vote to accept the President's report was unanimous.	
Conclusion	Passed.	
Action Items	Person	Deadline
Continue working on Brochure which will not only require using the approved CCPA Template and will also require	Carol, Ilene & Nancy	
Meeting by phone to be set up in near future. Require Brochure this year.	Ilene will send dates to discuss brochure. Nancy will contact Karina at CCPA	asap
3. Treasurer`s Report		
	President Nancy Blair presented the report in the absence of the Treasurer	
Discussion	Costs for upcoming Chapter meeting at the CCPA conference have been approved in the amount of \$200. No other discussion needed	
	Ilene Fika made the motion that the Treasurer's report be accepted as presented. Nancy seconded the motion. The vote to accept the report was unanimous.	
Conclusion	Passed.	

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Action Items		Person Responsible	Deadline
Costs for Chapter meeting on 7 May 14 to be billed to the executive on behalf of members		CCPA and Nancy	As required
4. AAT in C Constitution and By-Laws update			
Discussion	Nancy indicated that everyone was in agreement with the most recent revisions to this		
	Since the changes have been made, the new unedited copy needs to be submitted for ratification at an upcoming CCPA meeting. No other discussion ensued. No motions needed.		
Conclusion	Obtain CCPA ratification of Constitution & By-laws.		
Action Items		Person Responsible	Deadline
Revised Constitution and By-Laws to be presented to the CCPA Executive for ratification. Official Constitution to be disseminated to all Chapter members once CCPA has ratified it.		Nancy Blair	asap
5. New members of the Executive			
	President Nancy Blair updated members on the results of the vote for Student Executive member and the newest member-at-large.		
Discussion	Positions to be filled for two years, unless otherwise advised. The recent vote for the Student member resulted in Kayla Shore being voted into this position. Nancy will also invite the other student nominee to participate in the executive meetings, given that many executive members are not always able to attend the monthly teleconferences, and additional participants can provide value added. The new member-at-large is Marie Sherwood.		
Ilene recommended that the new list of executive members be published with contact info, in the event that there are enquiries, especially in preparation for the upcoming CCPA conference.			
Conclusion	Passed.		
Action Items		Person Responsible	Deadline
Confirm all regular participants for upcoming Executive meetings.		Nancy	asap
6. Open Discussion			
	President Nancy Blair asked for any other points prior to adjournment .		
Discussion	Ilene indicated that a short teleconference would be necessary to tie up some details for the CCPA and AAT meeting. She recommended that a one page info sheet be used for updates at the AAT in C meeting and will start working on it in the next week. Nancy stated that this was a good idea and that Nancy, Sharon and Ilene should speak by phone in the next week or two, sooner is better.		
Action Items	Ilene to send email with potential meeting dates and times for Sharon, Nancy and Ilene to speak and finalize above items prior to the CCPA in Vancouver.		
7. Adjournment			

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	President Nancy Blair called for a motion to adjourn.
	Ilene Fika made the motion that the AGM be adjourned which was seconded by Nancy Blair. The vote to adjourn the AGM was unanimous.
Conclusion	Passed. The AAT in C AGM was adjourned at 8:12 pm EDT