

## MINUTES – AGM 2015

<b><i>Animal Assisted Therapy in Counselling (AAT in C) Chapter AGM.</i></b>		
6.29.2015	1930(7:30 pm) EDT	National Teleconference Call
Meeting called by	Nancy Blair – President	
Type of meeting	Annual General Meeting	
Attendees	Nancy Blair, Sharon Cameron, Carol Cleveland, Ilene Fika, Ashley MacLellan, Kayla Shore, Wendy Tredger, Nicholas Renaud (CCPA liaison), and David Woods.	
Quorum	As per the By-laws a quorum consists of all members on the call. Nancy welcomed all those in attendance and confirmed this meeting to be official, having met quorum requirements (7 voting members).	
<b>1. Approval of the 2015 Agenda and 2014 AGM Minutes</b>		
	President Nancy Blair presented the 2015 AGM Agenda and Secretary Ilene Fika presented the 2014 AAT in C AGM Minutes.	
<b>Discussion</b>	No one added any items, or remarked on omissions or corrections.	
Sharon Cameron motioned that the 2015 AGM Agenda be accepted as presented. Wendy Tredger seconded the motion. Carol Cleveland motioned to accept the 2014 AGM minutes, which was seconded by Ashley MacLellan.		
The votes to accept both documents were unanimous.		
<b>Conclusions</b>	Passed. AGM proceeded according to Agenda.	
<b>2. President`s Report</b>		

	President Nancy Blair presented the April 2015 report	
<b>Discussion</b>	Nancy highlighted main accomplishments and asked if anyone had any questions. She stated that the Chapter has had significant growth over the past few years and that the committee has succeeded in achieving their goals by identifying 3 major areas to work on each year.	
Ilene made the motion to accept the President's report and Carol seconded the motion. The vote to accept the President's report was unanimous.		
<b>Conclusion</b>	Passed.	
<b>Action Items</b>	Person Responsible	Deadline
Continue distributing bilingual Brochure to members. Prior to it being made electronically available, correct the typo mistake on the picture that Ashley submitted.	Sharon & CCPA	n/a
Send out the Chapter Certificates of Appreciation to Chapter members and others recognized for their contributions to the field of AAT. Kudos to Sharon Cameron for pursuing this initiative.	Sharon	Within next few months
<b>3. Treasurer's Report</b>		
	Carol Cleveland presented this report.	
<b>Discussion</b>	Current Balance is \$2364. Costs for the AAT Chapter table and registration have still not been deducted by CCPA, as well as the Chapter meeting expenses that took place at the CCPA Conference in Niagara Falls.	

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<p>Nancy made the motion that the Treasurer's report be accepted as presented. David Woods seconded the motion. The vote to accept the report was unanimous.</p>		
<b>Conclusion</b>	Passed.	
<b>Action Items</b>	Person Responsible	Deadline
<p>Costs for Chapter Table and Chapter meeting at the Conference to be billed to the Chapter by CCPA.</p>	CCPA & Sharon	asap
<b>4. CCPA Conference Report</b>		
<b>Presented by Sharon Cameron with comments from Ashley MacLellan.</b>		

<p><b>Discussion</b></p>	<p>A very detailed report on successful Booth and Chapter meeting held at the CCPA Conference in Niagara Falls May 19-22, 2015 was presented.</p> <p><u>Highlights included:</u> (1) Chapter member Sue McIntosh sent four of her AAT books to be used for display purposes and then donated them to the Chapter for future conferences.</p> <p>(2) Sarah Schlote's AAT Training Schedule was a valued resource that many of the Conference participants appreciated.</p> <p>(3) Other resources included: brochures from Eileen Bona (Dreamcatcher's Association), Thames Centre Service Dogs, Therapeutic Paws of Canada, St. John Therapy Dogs and Therapy Tails of Ontario; as well as Dog and Cat Food samples that Ashley was able to obtain for handouts. Official thank-you letters to be sent.</p> <p>(4) Our new AAT in C Chapter brochure was well received.</p> <p>(5) "Hazel" (Ashley's therapy dog) was an amazing "good will ambassador" for therapy dogs. Ashley commented that the whole experience of having her dog involved in the Conference, at the display table and other locations was really positive and brought recognition to our Chapter, making inroads into the acceptance of therapy animals in a public setting. <b>Nancy</b> asked Ashley if she would write a Cognica article outlining the process of applying for service dog status and the overall Conference experience and Ashley agreed to do so.</p> <p>(6) Chapter meeting was successful with 9 participants including our new CCPA liaison, Nicholas Renaud.</p>
<p>Sharon made a motion that the Conference Report be accepted as read and Nancy seconded the motion. The vote to accept the report was unanimous.</p>	
<p><b>Conclusion</b></p>	<p>Passed.</p>
<p><b>5. AAT in C Constitution and By-Laws Amendments</b></p>	

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<p><b>Discussion</b></p>	<p>Ilene gave the background on the proposed amendments which involves (1) separating the Communications/Education Coordinator positions and (2) changing the By-Laws to allow for electronic voting to make proposals and changes as needed to improve the Chapter management. This is due to the distance between Chapter members and the difficulty in receiving feedback at one AGM when there is traditionally a poor turnout. Many Chapter members communicate by electronic means but won't commit to attend teleconference meetings.</p>	
	<p>Nancy added that these amendments are fully supported by the Executive and have been positively reviewed by CCPA in advance of this vote. <b>(1)</b> Ilene read the proposed amendments to Article 6.2 and Article 7.5, and the <u>addition</u> of Article 7.9 <b>(the amendments have been bolded)</b> as follows:</p> <p><b>6.2</b> The Executive shall consist of a President, President-Elect, Treasurer, Secretary, <b>Communications Coordinator, Education Coordinator</b>, Animal Voice Coordinator, Student Representative and from 2-4 Members-at-large.</p> <p><b>7.5</b> The <b>Communications Coordinator</b> shall coordinate communications as mandated by the Executive. This may include researching resources for the Chapter website, publishing articles and ensuring the Chapter website is updated as needed.</p> <p><b>Add Article</b>  <b>7.9</b> The Education Coordinator shall coordinate Education/Training activities as mandated by the Executive. This may include producing and updating a national annual AAT training calendar, coordinating webinars, educational sessions for the Executive, and organizing workshops at the annual conference, etc.</p> <p>Ilene asked for any questions or discussion and there not being any, Nancy made a motion that these amendments be accepted as read and Sharon seconded the motion. The vote to accept these amendments was unanimous.</p>	
<p><b>Conclusion</b></p>	<p>Passed</p>	
<p><b>Discussion continued</b></p>	<p><b>(2)</b> Ilene read the proposed amended articles: Article 12.1, 12.2, 12.3 and (new) 12.4 which would address the issue of electronic votes and was modelled after the</p>	
<p><b>Conclusion</b></p>	<p>Passed</p>	
<p><b>Action Items</b></p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>Minutes of this meeting and the passed amendments to the Constitution/By-Laws to</p>	<p>Ilene and Sharon &amp; CCPA</p>	<p>asap</p>

<b>6. New Members of the Executive</b>		
	President-Elect Sharon Cameron updated members on the results of the campaign for new members on the Executive.	
<b>Discussion</b>	Despite many messages that were sent to the AAT in C membership, there have been few people wishing to be nominated to the Chapter Executive.	
<b>Discussion</b>	The slate of nominees are as follows:	
<b>Conclusion</b>	New Executive Slate passed and Nancy turned over the reins of the Executive to Sharon.	
<b>Action Items</b>	Person Responsible	Deadline
1. Update website as to new Executive	Sharon and CCPA	asap
<b>7. New Business</b>		
	President Sharon Cameron raised the following issues for discussion: CCPA sponsored Leadership Training, the 2016 Montreal CCPA Conference, a proposed inter-	

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<p><b>Discussion</b></p>	<p>1. CCPA –sponsored Leadership Training nominations are being accepted until 31 July 2015. Nicholas Renaud indicated that there is one position per province/territory and that the successful applicants will be funded by CCPA. The goal is to prepare members for taking on leadership positions within CCPA. After discussion, the following Executive members indicated an interest in having their names go forward: Carol Cleveland, Ashley MacLellan and Kayla Shore.</p> <p>2. 2016 CCPA Conference: Sharon stated that she submitted a workshop proposal on Eco-Therapy which includes an AAT component.</p> <p>3. Sharon proposed to host an inter-Chapter meeting for those in the Ottawa area where an exchange of ideas and lessons learned could take place. Ilene supported this meeting, stating that this effort might be worthwhile to assist us with getting more nominations for our Executive and finding out what communication initiatives have been successful for other Chapters. Sharon made a motion to fund beverages and snacks for a small group in this endeavor indicating that she did not expect the expenses to be more than \$50 dollars. Ilene seconded the motion and the vote in favour of this expenditure was unanimous.</p> <p>4. Sharon stated that she wanted to thank all the outgoing Executive members for their past contributions to the Chapter. Carol thanked Nancy and indicated that she would be presenting her with a small gift on behalf of the Executive for Nancy's pioneer work and dedication in forming the AAT in C Chapter. All participants verbally acknowledged their appreciation.</p>	
<p><b>Action Items</b></p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>1. Executive members to apply for Leadership training</p> <p>2. Workshop on Eco-Therapy</p> <p>3. Host Inter-Chapter Meeting</p> <p>4. Send out Certificates of Recognition to AAT individuals and present gift to Nancy</p>	<p>Executive members (Carol, Ashley and Kayla), Sharon and Nancy to assist, and CCPA</p> <p>Sharon</p> <p>Sharon and Ashley</p> <p>Sharon and Carol</p>	<p>asap</p> <p>in progress</p> <p>in progress</p> <p>asap</p>

<b>8. Discussion</b>	
	- Nancy mentioned that our regular meetings usually incorporate an education component into them.
<b>9. Adjournment</b>	
	There being no further business, President Sharon Cameron 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.
<b>Conclusion</b>	Passed. The AAT in C 2015 AGM was adjourned at 8:12 pm EDT