

Technology in Counselling Board Meeting

Agenda for July 22, 2015 meeting via VSee with phone conference simultaneously

Present (indicated with an x)

Dan Mitchell (President) X
Sherry Law (President Elect) X
Briar Schultz (Secretary)
Dawn Schell (Treasurer) X
PC Leong (Communication) X
Linda Rombough (Director at Large)
Constance Lynn Hummel (Director at Large) X
Lawrence Murphy (Director at Large)
Shawn Smith (Director at Large) X
Michel Turcotte (Liaison to National Board) X

Minutes were taken by Dawn Schell and are written in bold blue beneath each item on the agenda.

Acceptance of June 18, 2015 Minutes

Upon acceptance, Dan to forward these to National Office for website publication.
PC - Newsletter (perhaps combine today's meeting?)

Accepted as circulated

Additional Agenda Items Today?

No

Name of Chapter

“Technology in Counselling and Psychotherapy” suggested. What about simply “Technology Chapter”?

Any other suggestions?

Constance brought up concern about sounding like IT rather than counselling/psychotherapy.

Shawn - Geek Squad?

PC - can we send out in a newsletter and get members to vote?

Dan - we could do it as a survey?

Constance - callout for suggestions. Delegate.

Sherry - we could do the launch via social media and then ask the membership

Constance - we may want to have a name first. Use a free survey tool.

Will table the decision about a name for a later time.

ACTIONABLE - Sherry will take on the membership survey for chapter names.

***Organization Structure Proposal - Sherry Law**

Separate document.

Sherry presented her proposal for developing an organizational structure.

Discussion followed

Will bring forward to next meeting

If anyone has any questions or concerns please email Dan and Sherry.

***Shadow Positions**

Barbara McCallum suggests each major position have a backup person. Similar to President Elect, but for other positions.

Dan Mitchell (President) - shadow is Sherry (President Elect)

Briar Schultz (Secretary) - Linda R

Dawn Schell (Treasurer) - Linda R

PC Leong (Communication) - vacant

Shadow for PC? - no immediate volunteers - Bring forward.

Discussion

Question from PC about regular newsletter? In the interest of efficiency - Should Dawn send minutes to Karina to send out to membership? Is there a need for a formal newsletter person?

Shawn volunteered to talk to PC directly about the newsletter.

Sherry would also like to opt in to the communications department.

Constance suggested we consider perhaps having meeting focus on separate 'departments' for the next few months as we begin to "flesh out" what this organization could look like.

Dan said we will try and do this. Have one or two main focal points?

Dan acknowledged we are in process as an organization.

Comments about use of VSee?

We used both VSee and teleconference

It's nice to see everyone.

Having the combination of phone and internet is good

Choose lower bandwidth next time
Agreed to do this method of meeting again.

***2016 Conference in Montreal**

Recommend we holding a meeting there. (Dan thinks it's very important for our chapter to meet once/yr in person if at all possible.) - **deadline July 31** - speak to Nicole.

Dan will ask for a meeting time at the conference in MARCH.
Dates are March 30 - April 3/16

***Chapter Website**

We cannot have administrative access to the CCPA site, but Karina is happy to work with us to build what we want.

Bios: **deadline is next meeting**. Edit at https://docs.google.com/document/d/1pIV9h9RbBlu64QiUOFE_aonWq3hMT5TtQsvc_uZ6MYk/edit

Dan mentioned that we need to have everyone's bios by next meeting.
Dawn volunteered to edit bios for consistency once they are in.

Dissemination of Information to members via email

1. Can members utilize the email distribution list? What content? How screened? Pro D? Interesting articles?
 - a. Compare BC Chapter Listserv policy <http://www.ccpa-accp.ca/en/chapters/britishcolumbia/#List>
2. Specific Examples:
 - a. Online Art Therapy Forum in Vancouver
 - b. Cybercounselling Level 1 starting July 10 (full disclosure – Lawrence Murphy and Dan Mitchell may benefit through their company Worldwide Therapy Online Inc.)
 - c. Blog post + info about social media policy

***Leaders of Tomorrow Development Program**

Please consider applying - **deadline July 31**
<http://www.ccpa-accp.ca/leaders-of-tomorrow-development-program/>

Sherry is applying.

Member Meetings? Pro-D?

Electronic Records and Standards - offer by Shahzad Mustafa - external commercial IT company. Dan suggests we also ask a competitor to do same.

Someone contacted Dan to say they have some "expertise" (resources, materials)

is this something Dan should get back to him and say let's see what we can tell members for their benefit?

OR should we seek out a competitor and see what both of them have to offer?

Dan will send us his email so we can read it.

Financial Report

~~Funds available \$960.~~ Cheque on hand (\$864) will be deposited once bank account is set up. (Amended Sept. 24, 2015)

Bank account yet to be set up.

President and Treasurer must be signing authorities. Linda R will be a backup person with signing authority.

Situation is the same. Waiting for bank account to be set up.

NEXT MEETING will be set up sometime in mid-September.

TABLED ITEMS

Grassroots Awareness/Lobby

Chapter Support of Clinical Supervision

Moving Goals to Action

Mission: We envision inspiring the legal and ethical use of technology to enhance the therapeutic experience of counsellors and clients everywhere.

Governing Principles:

- The Chapter Executive and Chapter members will strive to lead by example.
- The Chapter Executive members will create and sustain a welcoming environment.
- The Chapter will provide resources and information to counsellors but will not monitor or be a final authority on any matter raised by a member.

Dan attempted to consolidate goals brainstormed from past board meetings with goals brainstormed at the AGM.

1. Provide members a really awesome website
 - a. Start by publishing Chapter web pages on <http://www.ccpa-accp.ca>
 - i. Dan/Sherry to speak to Karina Albert to request she -
 1. Post our Bylaws
 2. Post list of Chapter Executive members and their contact info.
 3. Post bios - final edits **deadline is next meeting.**

2. Provide tips on using social media. Also a place to potentially draw ethical lines and boundaries when it comes to social media use.
3. Show other counsellors how to incorporate/merge technology in to various aspects of their practice both in session and outside of session
 - a. Collect and disseminate Best Practice info, including ethics and legalities, as well as research. Produce easy to read guidelines for online counselling
 - b. Review the CCPA code of ethics in light of our Chapter mission. Compare <http://bc-counsellors.org/wordpress/wp-content/uploads/2011/02/7BCACC-Standard-Use-of-Technology-2011.pdf>
 - c. Maintain representation on the CCPA Ethics Committee.
 - d. Post minutes to the website

Adjournment - Meeting adjourned at 6:00 PDT (include timezone)