

# Minutes

## Technology in Counselling Board Meeting

Dec. 02, 2015, 6:00pm AST

Location: via CCPA teleconferencing with VSee

Minutes prepared by Sherry Law

### Present

Dan Mitchell (President)  
Sherry Law (President Elect)  
Constance Lynn Hummel (Director at Large)  
Michel Turcotte (Liaison to National Board)  
Dawn Schell (Treasurer)  
Lawrence Murphy (Director at Large)

### Regrets

Linda Rombough (Secretary)  
Dawn Schell (Treasurer)

1. **President Opened Meeting**
2. **Motion to approve 2015.09.24 Minutes**

<b>Agenda Notes</b>	<ul style="list-style-type: none"><li>• Dawn moved to approve</li><li>• Constance seconded</li><li>• All were in favour – minutes approved</li></ul>
<b>Comments/Discussion</b>	

3. **Additional Agenda Items Today?**

<b>Comments/Discussion</b>	
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4. **Committees**

<b>Agenda Notes</b>	<ul style="list-style-type: none"><li>• Discussed the definition of each committee and assigned the chair of each committee (see below)</li><li>• Dawn will be chair of the Finance committee</li></ul>
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	<ul style="list-style-type: none"> <li>• Sherry will be chair of both Member/Public relations committee</li> <li>• Web Development requires more members and a chair</li> <li>• Dan will ask Linda if she is interested in becoming chair of the ethics committee.</li> <li>• Lawrence became member of the ethics committee</li> <li>• Chairpersons are encouraged to follow their passion, be clear on their committee's goals, enlist the help of regular members of our Chapter.</li> </ul>
<b>Comments/Discussion</b>	

<b>Committee</b>	<b>Members</b>	<b>Chairperson</b>
Finance	Dawn, Dan, Linda	Dawn
Member Relations (TIC members, CCPA members)	Sherry, Dan, Communications Director (vacant), Dawn	Sherry
Public Relations	Dawn, Dan, Sherry,	Sherry
Web Development	Linda, (Shawn will be asked to join)	unassigned
Ethics	Constance, Dan, Linda, Lawrence	Linda?

## 5. Financial Report

<b>Agenda Notes</b>	<ul style="list-style-type: none"> <li>• Dawn was able to deposit money into the bank account \$1,410.35 (once we receive and deposit the replacement of the original cheque that went stale).</li> <li>• Dawn has the only bank card.</li> <li>• Dan and Linda are co-signators.</li> <li>• Name on the bank account cannot change until we</li> </ul>
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	<p>formalize the Chapter's new name</p> <ul style="list-style-type: none"> <li>• Discussions around subsidizing the meal for the AGM. Chapter has moved forward to subsidize 50% of meals for members attending AGM for lunch.</li> <li>• Discussions around \$600.00 chapter booth for CCPA conference</li> </ul> <p>Michel: is it the right time? Do we have enough content to offer?</p> <p>Dawn: Can we use business cards to promote ourselves instead?</p> <p>Member relations will communicate about how to present the chapter during our two hours at the CCPA main booth and discuss whether to purchase the \$600 booth for the conference.</p>
<b>Comments/Discussion</b>	<ul style="list-style-type: none"> <li>• Thank you, Dawn for spending all that time setting up our bank account!</li> </ul>

## 6. Name of Chapter

<b>Agenda Notes</b>	<ul style="list-style-type: none"> <li>• Name change was requested by the national executive board to become more inclusive.</li> <li>• Out of the survey, we had ~10% of our members respond.</li> <li>• New poll of most popular names from the survey created on Wiggio for executives to vote on. Voting due before next meeting.</li> </ul>
<b>Comments/Discussion</b>	

## 7. Items for Discussion, Decision, and Action

<b>Agenda Notes</b>	<ul style="list-style-type: none"> <li>• Newsletter may be spearheaded by Sherry. 50% off on AGM lunch should be sent soon to our members.</li> <li>• Bios edited by Dawn. Will be uploaded to Wiggio.</li> <li>• Dan made a motion to have bios sent to Karina by</li> </ul>
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	January. Seconded by Dawn. Carried unanimously.
<b>Comments/Discussion</b>	<ul style="list-style-type: none"> <li>• Sherry updated the board on the Leaders of Tomorrow workshop. It was meant to prime upcoming leaders to engage in their professions in a more impactful way as a CCPA representative, potentially engaging with local political representatives on initiatives, or on regulating the counselling profession. This is a great tie in to using the grass roots kit.</li> <li>• Dan to send the Grassroots Advocacy Kit to board as all are encouraged to speak to their MP</li> </ul>

### 8. Meeting Adjournment

Meeting was adjourned at 6:52 AST on Wednesday, December 2nd, 2015.

### 9. Next Meeting

No date selected.