

Agenda Technology in Counselling Board Meeting

Jan. 20, 2016 3:00pm PST

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)
- Linda Rombough (Secretary)
- Shawn Smith (Director at large)

Regrets

- Lawrence Murphy (Director at Large)

1. President Opened Meeting

2. Motion to approve 2015.12.02 Minutes

Agenda Notes	Dan moves to approve the minutes. Shawn seconds the motion. Motion approved.
Comments/Discussion	none

3. Additional Agenda Items Today?

Agenda Notes	How is Wiggio working for people? Suggestions: -check your settings; can get a daily summation -when posting/ replying, can select who receives
Comments/Discussion	- Shawn doesn't dislike Wiggio. - Sherry likes it. - Dan doesn't dislike it either. It has helpful features and it places all activities in one place. Some issues may be too many e-mails. Suggestions to change settings in the

	<p>profile were presented. You can accomplish this by using one of the Wiggio e-mails to toggle settings. You can send individual messages to committee members so only specific participants receive the message.</p> <ul style="list-style-type: none"> - Time zones are adjusted on Wiggio. Clarification was made.
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4. Committees

<p>Agenda Notes: Finance Committee</p>	<ul style="list-style-type: none"> - Dawn opened the discussion with the Treasurer's report. - Treasurer's Report was posted on Wiggio. - We have a Balance as of Dec. 24, 2015 of \$1410.35 - we have an account that is fully functional. We may need to make some changes with the bank due to our organization's name change. - Change of organization's name will be done at the AGM to be ratified by members. - Fraud protection is needed. - Discussions are had at the executive level on expenditures. We will be using solely a paper based chequing system, prompting signatures and reinforcing transparency and accountability. Expenditures are only by cheque with two signatures. - We are paying translation costs, teleconferencing fees, as well as a new \$6/month beginning in April, 2016. - Sherry wondered if there was a way we can find free banking. - Executive of CCPA indicates that RBC is the most often used bank. - Constance provides feedback indicating Tangerine could be used as a banking alternative to avoid the \$6/mos fee. - Accountability is a priority for our finances - Constance used to work in banking, so she sees an opportunity to change accounts at the same time of changing our name - Dawn has agreed to look into Tangerine - Is it necessary to have a Finance Committee or is the Treasurer position sufficient? - Can we create bursaries or grant money? Having a committee to decide the budgets for funds can be helpful down the road. - Linda: developing a short term and long term programs to expand our fund. Programs or projects in communities could be fund raising potential. These questions can be best addressed by the finance committee rather than a single individual or the whole board.
<p>Agenda Notes: Member relations and</p>	<ul style="list-style-type: none"> - Sherry updated the group on visions of the committee members as well as template received for news letter

<p>public relations</p>	<ul style="list-style-type: none"> - Quick notice to members will be going out to members on the discount of luncheon - Dan: Can we use the member login section of CCPA to communicate to members? Particularly capitalizing on the events features. - Linda: Karina must authorize all website changes. We would have to create a proposal. Linda will look into the different sections of the CCPA website and what we can do with those sections. Karina has mentioned that we can run workshops to raise funds. Constance, for example, can do workshops on bio development. If we could have Constance's CCPA conference session recorded and charge a fee for access, then it could help the chapter. - Dan: Webinars can be helpful. Dan will contact national board to see if they can allocate some webinar fees towards the chapter. - Linda: one of the areas that I find interesting is the wearable technologies. Measuring anxieties and things like that. Collecting data. Ethical implications of collected data? Medical field technology innovations. Will write summary. Area will grow. Leaf (jewellery) measures everything about your system like heart, moisture levels... how can practitioners use this and enhance the work they're doing. - Constance: Liability issues may present themselves if we recommend products. Caution must be used. Let's stick with best practices rather than any kind of promotion of specific technologies. Teach them how to assess technology as opposed to speaking to specific platforms. - Linda: it is more about awareness rather than promotion of specific products. Data collections and the ethics around ownership of data ought to be discussed with practitioners for education and awareness. Perhaps we can go to the legal community and pay for them to speak on some of these items for us. - Dan: Marsh does offer free legal advice to members.
<p>Agenda: Notes ethics</p>	<ul style="list-style-type: none"> - Linda: vision is not yet complete. What are the implications of technology use in ethics? Have members to think about these technologies in new ways. What are the steps they can take to think through their decisions? - Dan: We can provide guidelines for using technologies or selecting technologies. They are posted on Wiggio. Are those suggestions within our scope? - Linda: Will review the suggestions and develop them further.
<p>Agenda: notes web development</p>	<ul style="list-style-type: none"> - Dan: Will Shawn join the committee? - Shawn: What's this about? - Linda: Organizing materials coming in and perhaps using social

	<p>media or other platforms for communications and streamlining access through considering different platforms.</p> <ul style="list-style-type: none"> - Shawn: I will join Linda! - Dan: Envisioning the use of social media such as Facebook to promote the chapter. Some conversations between public relations and web development would help the chapter and members to pick and use the correct platforms for our demographic. - Shawn: 5 students picked Shawn's business to do a social media marketing project. Shawn can share the insights received from this project. Will ask for report after the project has finalized.
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Committee	Members	Chairperson
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	Linda
Ethics	Constance, Dan, Linda, Lawrence	Linda

5. Financial Report

Agenda Notes	Refer to agenda notes for Finance Committee.
Comments/Discussion	

6. Name of Chapter

Agenda Notes	<ul style="list-style-type: none"> ● Name change was requested by the national executive board to become more inclusive. ● Voting Results: <ul style="list-style-type: none"> - Dawn: suggests we bring the vote to the AGM for ratification. Has moved the 2 names for vote at AGM. - Dan: Seconded <p>Approved.</p> <ul style="list-style-type: none"> - Dan: We will have closure at the AGM for the chapter name.
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Comments/Discussion	

7. Items for Discussion, Decision, and Action

Agenda Notes	<ul style="list-style-type: none"> ● Notice to members - 50% off on AGM lunch should be sent soon to our members. Update - ● Bios – Update <ul style="list-style-type: none"> - Dan: Meeting as a board is important. Asked Barb if money can be set aside to help board members in traveling. Other boards do this. - Dawn: Career board does this and they pay for the president. They also pay for the president’s fee for certain conferences. - Linda: Having a subsidy is a positive. - Shawn: Helping people get to conference is important. Russell Hannon breaking the travel barrier goes to meet with travel agency board and how to save money for travel. Can share some tips from the book. - Michel: It is valuable to subsidize members for conferences. - Dan: moves that exec directors of this chapter are permitted to receive subsidy for conference fees for travel to the annual CCPA conference. We can negotiate amounts in the future. - Linda: seconds - Approved. - Dawn: will look at budgets.
Comments/Discussion	

8. Meeting Adjournment

Sherry: moves to adjourn meeting
Linda: seconds
Approved.

Meeting was adjourned at (8pm AT/Jan. 20, 2016)

9. Next Meeting

Wed, Feb 17, 2:00 pm PST

