

# Minutes

## Technology in Counselling Board Meeting

Feb. 17, 2016 6:00pm ATL

Location: via CCPA teleconferencing with VSee

Minutes prepared by Sherry Law

### Present

- Dan Mitchell (President)
- Sherry Law (President Elect)
- Michel Turcotte (Liaison to National Board)
- Dawn Schell (Treasurer)
- Linda Rombough (Secretary)
- Lawrence Murphy (Director at Large)
- Shawn Smith (Director at large)

### Regrets

- Constance Lynn Hummel (Director at Large)

### 1.President Opened Meeting

### 2.Motion to approve 2015.01.20 Minutes

<b>Agenda Notes</b>	<b>MOTION:</b> Dan moves to approve the minutes. Lawrence seconds the motion. Approved.
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### 3.Additional Agenda Items Today?

<b>Agenda Notes</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
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### 4.AGM Agenda

<b>Presidents report</b>	<ul style="list-style-type: none"><li>• AGM - Those executive members that are unable to attend in person will be able to do so via Skype. Those members present are invited to attend the luncheon April 1<sup>st</sup>, 1pm – 2pm.</li><li>• AGM agenda - Start with president’s report with the focus on informing members on our activities and then follow up with committee chairs with their reports. The focus will be on opening dialogue with our membership.</li><li>• Any bylaw changes must take place at the AGM.</li><li>• We need to select our new organization name.</li><li>• We determine the term of our presidential path</li></ul>
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	<p><b>MOTION:</b> Sherry moves to propose to change the bylaws at the AGM to create a 4-year presidential path: 1yr President Elect, 2 yr President, 1 yr Past President.</p>
<p><b>Financial report</b></p>	<ul style="list-style-type: none"> <li>• Dawn: We will now be receiving electronic bank statements. We currently have \$1,408.35 with no outstanding balance. Exploring online banking options but currently options don't allow for dual signatures.</li> <li>• We are attempting to establish a finance committee, but currently don't have individuals identified.</li> </ul> <p><b>MOTION:</b> Dan moves that any board member who has registered for the annual conference 2016 be given \$100 rebate from the chapter (max of \$700). Linda seconds. Voted unanimously "yes".</p>
<p><b>Ethics report</b></p>	<p><b>Completed action:</b></p> <ol style="list-style-type: none"> <li>1. <i>No information to report at this time.</i></li> </ol>
<p><b>Member Relations Report</b></p>	<p><b>Completed action:</b></p> <ol style="list-style-type: none"> <li>1. <i>Template was received with the purpose of sending to members or publish on website. Pictures and logos can be included as long as there are no copyright issues or if permissions are acquired. Logos for CCPA available upon request.</i></li> </ol> <ul style="list-style-type: none"> <li>• There is a pre-conference learning institute on ethical issues related to technology given by Marlene Maheu. She will be examining ethics and legislation and what seems to work in the US. Michel will attend the session, it will be available on the 31<sup>st</sup> of March at the following link: <a href="https://www.ccpa-accp.ca/wp-content/uploads/2015/12/Pre-ConferenceLearningInstitutesProgram.pdf">https://www.ccpa-accp.ca/wp-content/uploads/2015/12/Pre-ConferenceLearningInstitutesProgram.pdf</a></li> <li>• <i>PRIORITY: Send newsletter outlining important TIC-relevant learning opportunities and meetings at the Montreal conference.</i></li> </ul>
<p><b>Public relations report</b></p>	<p><b>Completed action:</b></p> <ol style="list-style-type: none"> <li>1. <i>Bios were sent to Karina on Jan. 27<sup>th</sup>. No new items added.</i></li> </ol>
<p><b>Web Development report</b></p>	<p><b>Completed action:</b></p> <ol style="list-style-type: none"> <li>1. <i>Researched approaches for social media. Recommend an online application called <b>Hootsuite</b></i></li> </ol>

	<ul style="list-style-type: none"> <li>a. <i>Manages social media accounts across more than 35 global networks,</i></li> <li>b. <i>Anyone on our team—in any region—can quickly respond to messages, mentions, and comments through a single dashboard</i></li> <li>c. <i>Quickly respond to common questions or customer requests by saving pre-approved and on-brand responses for future use.</i></li> <li>d. <i>See all interactions with a contact—across your organization—so conversations are in context and consistent, no matter who engages with them.</i></li> <li>e. <i>Free with 3 social profiles or for 10 social profiles &amp; premium apps 30-day free trial, and then \$9.99/mth.</i></li> <li>f. <i>We can start with free, and see how it works for us.</i></li> <li>g. <b>Benefit:</b> <i>Centralizes our efforts, and unifies our voice.</i></li> </ul> <p>2. <i>Looked into the different sections of the CCPA website and what we can do with those sections:</i></p> <ul style="list-style-type: none"> <li>a. <i>Members area: can use this area to promote an online event, webinar or conference, and to take registrations. Arrangements can be made through Karina.</i></li> <li>b. <i>Can use Adobe Connect to carry out a real-time workshop, information session, etc. but needs to be setup by Karina.</i></li> <li>c. <i>Can use the newsletter, Cognica, for advertising opportunities that is accessible by all members and non-members who subscribe, and its focus is to "reflect the current status of counselling across Canada."</i></li> </ul> <p>3. <i>Begin sharing information re: wearable technology with committee via Wiggio.</i></p> <ul style="list-style-type: none"> <li>• Web Dev committee to determine next step.</li> </ul>
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**8.Meeting Adjournment**

- Meeting was adjourned at (7pm AT/Feb 17, 2016)

**9.Next Meeting**

- Thu, 24 March, 3:00pm to 4:00pm Pacific Time.