

Minutes

Technology and Innovative Solutions in Counselling Board Meeting

Nov. 29, 2016 – 8:00PM AST

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)
- Lawrence Murphy (Director)
- Dawn Schell (Treasurer)
- Shawn Smith (Director)

Regrets

- Constance Lynn Hummel (Director)
- Linda Rombough (Secretary)

1. President Opened Meeting

Agenda Notes	<ul style="list-style-type: none">• We received the Chapter Support Fund grant! Goal is to complete the project by the May conference.
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2. Approval of Minutes

Agenda Notes	<ul style="list-style-type: none">• We received the Chapter Support Fund grant! Goal is to complete the project by the May conference.• Dan requested a minor change to minutes from July 18th. Dawn moves to accept the edited minutes. Lawrence seconds the motion. Passed.• Aug 15th minutes Dawn moves, Lawrence seconds to approve. Minutes approved.• Sept minutes amended and approved motion by Dawn and seconded by Lawrence.• Oct minutes approved. Motion by Dawn, seconded by Lawrence.
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3. Additional Agenda Items Today?

Agenda Notes	<ul style="list-style-type: none">• Linda pointed out (in prior email) that member lists should be encrypted. All agreed. Linda (Web Development Committee Chair) will be asked to explore and report.• Routinely scheduled conference calls are a good idea –
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	monthly, same day and time. Poll taken. Dan to organize.
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4. Main Topics for Discussion

President's remarks	<ul style="list-style-type: none"> Chapter identity vs Project – Dan emphasized importance of the concurrent running of chapter and project, maintaining a distinction between the two. Perhaps the consultant and lead can come to meetings to feel supported or draw on the support of the committees. The national board had concerns that TISC will lose board membership if they were to take these roles. Thus, board members who may be hired will only need to take a leave of absence, rather than resigning, for the duration of the contract. We can acquire an additional \$1000 if we were to develop guidelines for remote supervision. Agreed.
Guidelines Project	<ul style="list-style-type: none"> Priority now is hiring. Interested? Deadline for expression of interest is Dec. 4 midnight. Resume's and references will be requested. Selection process: We will request interested parties within the board, then move to membership, then move to external options for hiring. Board members were asked about their interest in taking on the role of Project Lead or Consultant for the project. Dawn and Linda had already expressed interest.

5. Committee Reports

Financial report	<ul style="list-style-type: none"> Last previously reported balance (August 25, 2016) \$1595.57 Bank fees (August 25 – December 1) \$15.00 Deposit Membership fees (October 1, 2016) \$103.72 Closing balance (December 11, 2016) \$1680.54 Should be ~\$1680.00 in the bank. We are to put \$1000.00 towards the project. Dawn will go to the bank to ensure sub accounts are set specifically for the project. Also, while looking ahead, it would be a good idea to consider % of pay released for the project. We still need to send RBC an official letter of name change for the chapter. Conference in May – Could we use a % towards travel to conferences again? Dawn will look at income of chapter for this grant for 2017. How can we increase revenue? Fundraising, charging for panel sessions...other ideas. Shawn may be able to find opportunities of auctioning for fundraising opportunities.
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Ethics report	<ul style="list-style-type: none"> The focus for the past few months has been on the development of a winning proposal to secure a grant with the Chapter Support Fund to develop the guidelines around the ethical use of technology in counselling. This goal has been successfully achieved.
Member relations report	<ul style="list-style-type: none"> Due to the halt on publication of the newsletter stemming from September, we have had to create edits to accommodate changes within the chapter and new information to distribute to members. Thus, the newsletter is still undergoing edits and will be sent to members as soon as it is ready. Ads for the newsletter - Some members have shown concern regarding the length of the advertisement. We can cut it down and provide a link indicating “read more” for the full excerpt. Dawn moved to accept the ad. Dan seconds. Lawrence will cut down excerpt for newsletter and provide links for additional details.
Public relations report	<ul style="list-style-type: none"> No activity. Grassroots kit / lobbying ongoing.
Web development report	<ul style="list-style-type: none"> No new actions now. Work is ongoing around developing a sustainable social media plan.

6. Review of applicants

Applicants	<ul style="list-style-type: none"> Dan will report back to the board after reviewing resumes and hearing from references regarding our applicant(s) of interest. The changing of roles can often be cumbersome, so measures must be made to simplify any administrative or financial process because of hiring internally. Dawn will consider changing of or adding signatories for cheques in case of emergencies, changes in roles, or otherwise.
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7. Meeting Adjournment

- Nov. 29th, 8:57pm AST

8. Next Meeting

- TBD