

CCPA Tech Chapter Meeting
Minutes

Date & time:	October 13th, 2017, 2:00 ADT
Location:	Teleconference
Minutes prepared by:	Dan Mitchell

Agenda

Main topics for discussion

- We have 129 members!
- Guidelines: Public Relations Committee (Dan, Linda, Lawrence), what should be the next steps? What are the target goals? We discussed broader marketing on a national level. What would be the process?
- Guidelines: Michel...has a request to the national board for November's face to face been requested? Anything else you may need from us? (Linda and Lawrence were available for face to face)
- An e-mail was sent to the chapter requesting teleconferencing and videoconferencing training for multiple practitioners and clients of NB. Should we offer in the future?
- Micheala has received the survey results from the Creative Arts Therapies Chapter. Review and discuss.
- Review of volunteer visions. What can we do with this energy? How can we accommodate?
- New projects or ideas for TISC? Are you working on something that can be shared on the newsletter?
- Interest in becoming chair in one of our committees? (financial, ethics, member relations, public relations, web development)

Attendance at Meeting

<i>Name</i>	<i>Position</i>	<i>Name</i>	<i>Position</i>
Sherry Law	<i>President</i>	Elise Meertens	<i>Director at Large</i>
Linda Rombough	<i>Secretary</i>	Michaela Slipp	<i>Director at Large</i>
Michel Turcotte	<i>Board Liaison</i>	Constance Lynn Hummel	<i>Director at Large</i>
Dan Mitchell	<i>Past President</i>		

REGRETS

Shawn Smith	<i>Director at Large</i>	Leila McKay	<i>Director at Large</i>
Dawn Schell	<i>Treasurer</i>	Lawrence Murphy	<i>Director at Large</i>

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Meeting Notes, Decisions, Issues

1. Guidelines (Final draft) completion expected next week. Board members may address feedback to Sherry, Dawn, or Lawrence.
2. In addition to the Guidelines, Dawn is preparing a summary of the project's survey and panel discussion.
3. Linda Rombough is stepping down from the position of Secretary but will continue as a Director at Large. Any Board members interested in filling this important position should contact Sherry.
4. Discussion of Public Relations Committee's role in disseminating Guidelines. The committee's scope includes all CCPA members and the public. The committee will consider the goal of disseminating the Guidelines to other counselling organizations in Canada.
5. Michel has requested an agenda item on the National Board's next meeting to enquire about disseminating the Guidelines through each chapter and/or to all members.
6. Discussion of Chapter's role in training. General agreement was that the Chapter's role is not to train, but to be the stewards and custodians of the Guidelines – i.e. make the Guidelines available to any who would like to build training programs, maintain updates to the Guidelines. Ensure disclaimer that clearly indicates responsibility of applying the Guidelines belongs to the counsellor, not the Board. It was noted that the CCPA has a lawyer available for advice about making disclaimer.
7. Micheala shared the results of the survey of tech use by members of the Creative Art Therapies Chapter. The need for the Guidelines is evident. Discussion of whether to append results to the Guidelines. General agreement that, as a precedent for inter-Chapter collaboration around the Guidelines, inclusion of the results is important.

Action Items

<i>No.</i>	<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
4	Bring the Guidelines to the BCACC	Constance	January, 2018	
5	Request agenda item (Guidelines dissemination) at Nat'l Board	Michel	November	
7	Provide to Dawn Schell a summation of Creative Art Therapies Chapter survey results to append to Guidelines	Micheala	November	

Record of Decisions

<i>No.</i>	<i>Record of Decision</i>	<i>Date</i>

Tabled Items

- Review of volunteer visions. What can we do with this energy? How can we accommodate?
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Next Meeting			
December 15, 2017, 2:00 ADT			